

SELECT BOARD MEETING MINUTES – Final
Public Health Emergency Response Update Virtual Meeting
Pursuant to Governor Baker's March 12, 2020 Order
Suspending Certain Provisions of
Open Meeting Law. Hybrid Format
Zoom Meeting ID# 938 4860 9485
Monday January 30, 2023
6:30 P.M.

IN PERSON PARTICIPANTS: Jennifer Glass, Select Board Chair
Jonathan Dwyer, Select Board Member
Tim Higgins, Town Administrator
Peggy Elder, Administrative Assistant

VIRTUAL PARTICIPANTS: Jim Hutchinson, Select Board Member

WELCOME & INTRODUCTIONS:

Ms. Glass opened the meeting at 6:30 pm and noted Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, as further extended on July 16, 2022 with the Governor's signing of Chapter 107 of the Acts of 2022, this meeting of the Lincoln Select Board will be conducted as a hybrid meeting, providing the public the opportunity to participate in-person or remotely.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Lincoln website, at www.lincolntown.org.

ANNOUNCEMENTS:

- None

APPOINTMENTS:

- NELP-Commons, LLC, d/b/a The Commons – The representatives of The Commons joined the meeting. Mr. Dwyer read the legal notice for the public hearing and made a motion to open the hearing. Mr. Hutchinson seconded the motion. With no further discussion the motion was unanimously approved by roll call vote: Glass: Aye; Dwyer: Aye; Hutchinson: Aye.

Walter Sullivan, Attorney for NELP The Commons introduced himself. He noted that the applicant is requesting three different approvals:

1. Liquor License transfer,
2. Change of manager (Reynaldo LeBlanc who was the previous owner's Manager will become the new Manager for the proposed licensee)
3. Approval of management/operating agreement.

Mr. Higgins reported that the application was pretty straight forward and deferred to Attorney Sullivan for explanation. The new ownership entity (NELP – The Commons, LLC) has contracted with Benchmark Senior Living LLC to manage the campus, including the licensed premises.

Mr. Hutchinson made a motion to close the public hearing. Mr. Dwyer seconded the motion. With no further discussion, the motion was unanimously approved by roll call vote Glass: Aye; Dwyer: Aye; Hutchinson: Aye.

Mr. Dwyer made a motion to approve the liquor license amendment as presented. Mr. Hutchinson seconded the motion. With no further discussion, the motion was unanimously approved by roll call vote Glass: Aye; Dwyer: Aye; Hutchinson: Aye.

TOWN ADMINISTRATOR’S REPORT:

- The Commons – Mr. Higgins reported that he had attended the Planning Board’s January 24th meeting to learn about The Commons’ plans to submit a warrant article to approve the zoning authorization required to add units to the development. He noted that there were customary concerns with space, parking, septic, and infrastructure capacity. As a separate issue, he has been in communication with their team to create absolute clarity regarding their view of whether they qualify for some form of tax exemption. He and Town Counsel have drafted a proposed Tax Agreement which NELP The Commons appears amendable to, at least in concept. He will be meeting with the NELP team later this week. He added that when they are closer to an agreement, he recommended scheduling an Executive Session to discuss it further.
- Annual Report – The current draft is in good shape. Just needs to be finalized for submittal.
- FY 24 Budget Proposal – Mr. Higgins reported that at the 2nd Budget Workshop, the Finance Committee supported the two requests we submitted that were over our base budget:
 - Electricity & Natural Gas - \$60,000 over base budget amount to fund 100% green energy supply
 - Early Voting Staffing - \$13,000 over base budget
 - Town-wide Mowing Contract – Withdrawn. Combination of operating line-item and Recreation Revolving should be sufficient.
- Complete Streets – The Board and the Community heard a presentation from Planning regarding the five-year plan. The Planning Board reviewed the Complete Streets plan as part of its January 24th meeting.
- American Rescue Plan Act Round 2 – Mr. Higgins reported that the ARPA working group met on 12/7 and decided to postpone deliberations pending review and guidance from the Capital Committee, which they expect to receive by the end of January. They are now attempting to schedule a final ARPA meeting to vote on Round #2 and they anticipate having recommendations for the Board on February 6th.
- Landfill Solar RFP – Mr. Higgins reported that they opened bid proposals last week. Three of the proposals came from firms that the Town’s consultant Beth Greenblatt knows and has worked with before. He added that they will summarize the proposals and confer with the Green Energy Committee before bringing recommendation to the Board.

DISCUSSION:

- Town Meeting Preparation – Ms. Glass noted that the vote to close the Warrant is scheduled for tonight. Mr. Higgins reported that there were no citizen petitions that were submitted by the deadline. There are 39 articles included in the most current version. Mr. Hutchinson made a motion to close the warrant. Mr. Dwyer seconded the motion. With no further discussion, the motion was unanimously approved by roll call vote Glass: Aye; Dwyer: Aye; Hutchinson: Aye.
- Inclusion, Diversity, Equity, and Anti-racist Committee – Mr. Higgins reported that the town has been providing background materials to the consultant on relevant town policies, practices, and previous and ongoing DEI-related initiatives. They have also been introducing the consultant to key members of government and private organizations. The Board/Staff Survey has been distributed with a response Deadline of February 7th. He noted that initial training sessions are planned with foundational training sessions scheduled for February 16th and March 1st. He added that the Project Kick-off Meeting is scheduled for February 16th, 7:00 p.m. at the Lincoln School. Ms. Glass added that the schools are engaged in a 21-day challenge that includes members of boards and committees. Mr. Hutchinson asked how the training is being presented to town staff as far as participation. Ms. Glass replied that the hope was that the departments would all be represented by at least one member. Mr. Higgins reported that there has been a good response from the staff, and we will need to wait to see the response from the boards and committees.
- Community Center Building Committee – Mr. Dwyer reported that they had published the RFQ a few weeks ago and 6-7 firms attended the Q&A session. Responses are due and proposals will be opened February 10th. Screening and interviews will follow shortly after. The Screening Committee will submit a recommendation to the full CCBC Committee on 2/22. They expect to have a recommendation for the Select Board for the 2/27 meeting. Mr. Higgins reported that they were reviewing the space needs analysis with Jessica Downing and Abigail Butt taking the lead in developing an initial updated space needs analysis. They developed a spreadsheet that breaks down each of the spaces and includes the square footage assumptions included in the 2015 Report, those in the 2018 Report, and columns to illustrate reductions that would be considered to achieve the 50% and 75% price points. They also looked at the 2018 plan (i.e., the 100% benchmark plan) and identified spaces that could be scaled back.
- Liaison Reports
Bicycle & Pedestrian Advisory Committee – Mr. Dwyer reported that they had met and discussed their role at Town Meeting. They also discussed public outreach to residents on Oxbow that didn't get any initiation regarding the Farrar Rd. shoulder treatments.

OPEN FORUM:

- None

ACTION ITEMS:

- Appointment of New Police Officers - Mr. Dwyer made a motion to appoint Nicholas Facciolo and Seth Gordon to the position of Police Officer contingent to their graduation from the Police

Academy. Mr. Hutchinson seconded the motion. With no further discussion, the motion was unanimously approved by roll call vote Glass: Aye; Dwyer: Aye; Hutchinson: Aye.

- Constable Re-Appointment - Mr. Dwyer made a motion to re-appoint Joseph Topol as Lincoln Constable. Mr. Hutchinson seconded the motion. With no further discussion, the motion was unanimously approved by roll call vote Glass: Aye; Dwyer: Aye; Hutchinson: Aye.
- Tack Room Entertainment License Renewal - Mr. Hutchinson made a motion to renew the Tack Room's Entertainment License under the same conditions as their previous license. Mr. Hutchinson seconded the motion. With no further discussion, the motion was unanimously approved by roll call vote Glass: Aye; Dwyer: Aye; Hutchinson: Aye.
- Town Election Early Voting - Mr. Dwyer made a motion to approve early voting for the Annual Town Election in March 2023. Mr. Hutchinson seconded the motion. There was discussion that in a year where a debt exclusion vote is on the ballot, there may need to be some special outreach to residents about the interplay between early voting, Town Meeting, and the ballot vote. The motion was unanimously approved by roll call vote Glass: Aye; Dwyer: Aye; Hutchinson: Aye
- Annual Report - Mr. Dwyer made a motion to approve the Select Board's annual town report. Mr. Hutchinson seconded the motion. With no further discussion, the motion was unanimously approved by roll call vote Glass: Aye; Dwyer: Aye; Hutchinson: Aye.

CORRESPONDENCE:

- None.

WARRANTS:

- Mr. Dwyer made a motion to approve the warrants dated January 23rd and February 6th. Mr. Hutchinson seconded the motion. With no further discussion, the motion was unanimously approved by roll call vote Glass: Aye; Dwyer: Aye; Hutchinson: Aye.

MINUTES:

- None.

Mr. Dwyer made a motion to adjourn. Mr. Hutchinson seconded the motion. With no further discussion, the motion was unanimously approved by roll call vote Glass: Aye; Dwyer: Aye; Hutchinson: Aye.

The meeting adjourned at approximately 8:16 P.M.

Submitted by Peggy Elder

Approved 05/06/2023