

BOARD OF SELECTMEN MEETING MINUTES–Final
Donaldson Room
Monday May 20, 2019
6:00 P.M.

PRESENT: Jennifer Glass, Chair; James Craig; Jonathan Dwyer
STAFF: Timothy Higgins, Town Administrator; Peggy Elder, Administrative Assistant

WELCOME & INTRODUCTIONS:

- Ms. Glass opened the meeting and announced that the Board was returning to Open Session after being in Executive Session from 6:00-6:30PM in accordance with MGL. c. 30A, s. 21. Re: Exemption # 2 – Contract Negotiation. Ms. Glass then reviewed the agenda.

ANNOUNCEMENTS:

- Ms. Glass announced that the Property Tax Study Committee will be holding a public forum on June 18, 2019 at 7:00 PM at the Hartwell multipurpose room.

APPOINTMENTS:

- Building Inspector Mark Robidoux – Mr. Robidoux joined the meeting. Mr. Higgins began by noting that 6 months ago the Board voted to appoint Mr. Robidoux to the position of Building Inspector. He added that the feedback that he has received so far has been very supportive. He has been a great fit and addition to the land use team. Mr. Higgins added that Mr. Robidoux has been doing some financial due diligence on the Town's behalf. He has completed a study comparing building permit fees of neighboring Towns and added that it might be time to update the fees schedule.

Mr. Robidoux gave a brief overview of what has been happening so far this year, noting that there have been roughly 100 residential building permits pulled and 8 commercial permits. He added that there are also some ongoing major projects, Minuteman Regional Vocational High School for example. He is told that the timeline on this project is tight, but has been told it should be completed on time by the Fall. The Oriole Landing project has been really busy. They moved the historic house on the property over the weekend and today they were erecting steel. He added that the Town has some deadlines tied to this project so he is watching it very closely. Mr. Robidoux reported that he has met with neighbors and take action to minimize complaints.

Mr. Robidoux stated that they had started an online permitting system and several new permits have been issued. He noted that IT Director Michael Dolan was largely responsible for getting this system up and running. Mr. Robidoux added that all updates for permits will be easily accessible online. If, for example, a project needs review from Conservation the owner/contractor would be sent an email notification. Even with this upgrade, the traditional method of coming into the office and filing for a permit is still available.

Mr. Robidoux reported that the last time the fee schedule was updated was 1998 and he has done an analysis of neighboring towns and recommends an update. The Board was in agreement that this was something that merited immediate attention before the start of the new fiscal year.

OPEN FORUM:

- None.

TOWN ADMINISTRATOR'S REPORT:

- Cable License Renewal – Mr. Higgins reported that he, Jim Cunningham, Rob Ford, and Michael Dolan met with special Town Counsel a week ago to go through the legal requirements and the procedural requirements. He noted that the good news is that we are 30 months away from the expiration of the license and well within the statutory requirements. During the next six to twelve months the committee will look at the business plan and the Town's programming needs. Issues to consider include capital facility needs changing programming needs, the impact of the Lincoln School project, the proposed Community Center, and the fee structure. They will need to examine whether the fees collected by the Town are sufficient, while remembering that any additional fees will be passed on to the individual consumer.

DISCUSSION:

- Board of Selectmen's Newsletter – Ms. Glass distributed the latest draft of the newsletter, noting that the Library had sent in something to be included. Mr. Craig thought it was great to recognize Chief Carter's retirement.
- Harriet Todd Bequest – Mr. Dwyer reported that in consultation with Ms. Todd's family and friends the ideas that emerged were the following:
 1. A scholarship to benefit women pursuing a degree in a Government or Public Policy-related field.
 2. Underscore her involvement in town government and regular participation in Town Meeting by supporting the renovation of the Auditorium (part of the Lincoln School Project).
 - Mr. Dwyer said that he would consult with the Lincoln Scholarship Committee, and Ms. Glass said that she would speak with the Superintendent of Schools.
- Liaison Reports –

deCordova – Mr. Craig reported that the Board has been invited to deCordova's Annual Meeting on Wednesday May 29th, where he expects the formal announcement of the integration of deCordova with the Trustees of the Reservations. He added that it is an important milestone, and it completes the hard work of the deCordova Working Group.

Housing Coalition – Mr. Craig reported that there is a Housing Coalition tomorrow morning in the Donaldson Room at 7:30 AM.

Property Tax Study Committee – Ms. Glass reported that the committee met almost two weeks ago and they are taking a look at the State Circuit Breaker (CB) program, and the CB extension programs in neighboring towns. These programs build on the State Circuit Breaker program. All the extension programs use the state income requirements, but individual towns have implemented real estate value requirements that account for higher property values in our region of the state. Ms. Glass thanked Ellen Meadors, Board of Assessors, for all of the number crunching that she has done on the Committee’s behalf. The committee is meeting Friday morning at 8:00 AM in the Donaldson Room, and it will be taking a look at the Residential Exemption program that is available to all cities and towns.

School Building Committee – Ms. Glass reported that the School Building Committee is meeting on Wednesday. There will be an update on exterior design and materials.

Bicycle & Pedestrian Advisory Committee – Mr. Dwyer reported that they are meeting on Wednesday night. They will be looking at the logistics of putting together a bicycle and pedestrian plan for the Town. He added that Bedford completed one recently, and that they will learn from their work as they pull together a plan for Lincoln.

Hanscom Area Towns Committee (HATS) – Mr. Dwyer reported that there is a HATS meeting Thursday night. The guest speaker is Jackie DeWolfe, Director of Sustainable Transportation at MassDOT. Ms. DeWolfe and a colleague will be giving the committee an overview of the services that they provide the Towns to design and construct sustainable roads for the future.

ACTION ITEMS:

- None.

CORRESPONDENCE:

- None.

MEETING MINUTES:

- None

WARRANTS:

- Mr. Craig made a motion to approve the warrants. Mr. Dwyer seconded the motion. It was approved unanimously.

Mr. Dwyer made a motion to adjourn. Mr. Craig seconded, and it was approved unanimously. The meeting adjourned at approximately 7:25 PM.

Submitted by Peggy Elder
Approved 06/17/19