

BOARD OF SELECTMEN MEETING MINUTES–Final
Donaldson Room
Monday June 3, 2019
6:30 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 reviewed the agenda.

ANNOUNCEMENTS:

- Mr. Dwyer wanted to recognize the Memorial Day remembrance that was held. He thanked all involved from Dan Pereira and Adam Hoag who organized it to the police and fire departments for the cookout. Ms. Glass thanked Carolyn Dwyer for performing the National Anthem.
- Ms. Glass mentioned the very moving memorial for Lucretia Giese that was held on May 23rd at the Pierce House. She added it was a lovely tribute to Lucretia and what she meant to the Lincoln community.
- Ms. Glass reported that she and Mr. Higgins attended the ceremony honoring Lincoln resident Patricia Warner who was awarded the Congressional Gold Medal for her work in the Office of Strategic Services (OSS) during World War II. Representative Katherine Clark was in attendance to give her the award.
- Ms. Glass reported that she and Mr. Higgins attended the deCordova annual meeting. They formally announced the partnership with The Trustees of Reservations (TTOR).

APPOINTMENTS:

- Emergency Management Plan – Police Chief Kevin Kennedy and Acting Deputy Fire Chief Brian Young joined the meeting. The Town is required by the Massachusetts Emergency Management Agency (MEMA) to have a written Local Comprehensive Emergency Management Plan (CEMP) on file. The CEMP attempts to assess threats and hazards, identify local and regional resources, and establish communication and decision-making protocols. We have a Local Emergency Planning Committee (LEPC), comprised of key town and school staff, that meets periodically to review the plan and any changing conditions or opportunities for improvement. Mr. Craig made a motion to adopt the Emergency Management Plan. Mr. Dwyer seconded the motion. It was approved unanimously.
- Conservation Commission – Peter von Mertens joined the meeting. The Conservation Commission is down one member due to the resignation of Ron Chester, and is having a difficult time reaching a quorum for their meetings. Town resident Susan Mygatt, who is a retired real estate agent and former ZBA member, expressed interest in the Commission. Mr. von Mertens recommended Ms. Mygatt for appointment to the Commission. Mr. Dwyer made a

motion to appoint Susan Mygatt to the Conservation Commission. Mr. Craig seconded the motion. It was approved unanimously.

OPEN FORUM:

- None.

TOWN ADMINISTRATOR'S REPORT:

- Cable Advisory Board – Mr. Higgins reported that the Cable Advisory Committee is up and running. He added that they have developed a schedule and work plan to ensure that the ascertainment process and negotiations are completed before the license expires in 2021. Mr. Higgins noted that Rob Ford, Technology Director for the Lincoln Public Schools, and Michael Dolan, Town Technology Director, have joined the committee. A recruitment ad has been published looking for a fifth, at-large, member of the board.
- Building Department Fees Increase – Mr. Higgins reported that Mr. Robidoux's recommendations for amending the fee schedule are as follows:
 - Base Building Permit Fee – Increase from \$10 per \$1,000 of construction value to \$12 per \$1,000.
 - Plumbing Permit Fee – No change in the Base Fee of 2% of estimated cost of job. Increase minimum fee from \$30 to \$50.
 - Electric Permit Fee – No change in the Base Fee of 4% of estimated cost of job. Increase minimum fee from \$30 to \$50.
 - Eliminate Fixed Fees – Eliminate fees for various building elements (e.g. roofs, woodstoves, etc.) and instead charge for these as part of the Building Permit Fee above.

Mr. Robidoux's survey of other towns supports the recommended adjustments, as they would put Lincoln more in line with the fees charged in neighboring towns. Mr. Dwyer made a motion to increase Building Department fees, Mr. Craig seconded the motion. It was approved unanimously.

- Harriet Todd Bequest – The Board is considering using the bequest in two ways, to establish a scholarship and to create a visible tribute. Mr. Dwyer reported that he had spoken to members of the Lincoln Scholarship Committee and they are very enthusiastic about the possibility of administering a Scholarship. The Board's idea is to create a scholarship for women who are pursuing work in public policy or government. The Scholarship Committee suggested that the scholarship parameters be broad enough to ensure there are candidates each year. For the other part of the bequest, in keeping with Harriet Todd's service to Lincoln and commitment to Town Meeting, the Board is considering working with the School Committee to determine whether it would be appropriate to name the Lecture Hall in her honor. Ms. Glass noted that she had an initial conversation with School Superintendent Becky McFall. The next step will be to initiate a conversation with the School Committee.

- deCordova/TTOR – Mr. Higgins reported that the integration between deCordova and The Trustees of the Reservations has happened. He added that he anticipates that the Memorandum of Understanding between deCordova and the Town and the Operating Agreement between The Trustees of the Reservations and the Town will be ready for signatures at the Board's next meeting.
- Selectmen's Newsletter – Mr. Higgins reported that the latest edition of the Selectmen's Newsletter has gone to print.

DISCUSSION:

- Housing Support Services – Mr. Craig reported that there was a productive meeting of Lincoln's three housing groups. The Lincoln Foundation, The Housing Commission, and the Housing Trust held a preliminary discussion concerning how to best address the numerous due diligence items which the Town is mandated to complete on an ongoing basis concerning the 280 units of affordable housing in the Town's inventory. Mr. Craig added that this discussion is going to take time to work through, but the hope is that ultimately it will help get things to better coordinated/organized. One potential idea would be to hire an outside service to create a data base that can be utilized by all three groups. Another option would be to hire an outside service to maintain a data base with the oversight of a part-time staff person in Lincoln. The goal is to have point people that all three committees could go in order ensure efficient administration of Lincoln's complicated Affordable Housing System. Ultimately it will be up to each committee to decide if belonging to a larger group makes sense, or if they prefer to handle their tasks individually. Mr. Craig said that the hope is to find a model that works efficiently for all three committees and that can be implemented quickly. With Oriole Landing coming online, and possible future projects in South Lincoln, he added that it would be great to have a centralized model for all of our groups to rely on going forward. Mr. Higgins added that over the years the affordable housing program has changed. The Town now has 280 units and is faced with compliance and monitoring issues. He noted that the institutional memory of how the units need to be managed has decreased over time due to turnover within the three committees, and that part of the motivation for this comes from members of the committees asking for help.
- Composting – Mr. Higgins reported on a collaboration between residents and the Town staff that is exploring the possibility of a composting program. The DPW has been working with Mothers Out Front to add this program at the Transfer Station. The DPW has completed its research and has met with Mothers Out Front to discuss how best to roll out the program. The plan is to start with a six month trial. The Town will contract with a private vendor, Black Earth, who will provide bins at the Transfer Station. The DPW will purchase buckets and compost bags that will be for sale to residents for a modest fee. The vendor will pick up the compost from the Transfer Station weekly. DPW Superintendent Chris Bibbo estimates a yearly cost of \$2,000 for the vendor to pick up the compost bins. The general industry standard is that compostable material (primarily food waste) accounts for 25% of the waste stream. Mr. Bibbo estimates annual savings due to avoided disposal costs at \$15,000 - \$20,000.

- Liaison Reports:

Hanscom Area Towns Committee – Mr. Dwyer reported that the group met a couple of weeks ago, and heard from guest speakers Jackie DeWolfe, Director of Sustainable Mobility with the MADOT and Melissa Danilla who is a Roadway Engineer. They discussed that they did a walk of the Route 2A corridor in order to gather data about the issues regarding that area.

School Building Committee – Ms. Glass reported that they are meeting this week. They will be looking at interior finishes.

Property Tax Study Committee – Ms. Glass reported that they have a meeting scheduled on Friday which will focus on preparation for the June 18th public forum. She invited the public to attend the forum which will be from 7:00 – 9:00PM in the Hartwell Multipurpose room.

ACTION ITEMS:

- None

CORRESPONDENCE:

- None

MEETING MINUTES:

- None

WARRANTS:

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

Mr. Dwyer made a motion to adjourn. Mr. Craig seconded. It was approved unanimously. The meeting adjourned at approximately 7:35 P.M.

Submitted by Peggy Elder

Approved 07/29/2019