

BOARD OF SELECTMEN MEETING MINUTES– Final
Donaldson Room
Monday June 17, 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:

- Ms. Glass announced that the Property Tax Study Committee will be holding their first public forum tomorrow night at 7:00PM in the Hartwell Multipurpose Room.

APPOINTMENTS:

- Proposed Historic Preservation Restriction Agreement – Andrew Glass, Chair of the Historical Commission, joined the meeting. Mr. Glass and the Historical Commission have been working with the Giese family to develop a restriction to protect the architecture of the Giese property at 32 Tower Road, comprised of the house, carport, and outbuildings. The restriction would be held and administered by the Historical Commission. The Giese restriction was modeled on those in place for the Flint and Wheeler properties. The restriction document was reviewed and approved by Town Counsel, and by unanimous vote of the Historical Commission. The Board of Selectmen must approve of the preservation restriction prior to submission to the Massachusetts Historical Commission. Mr. Dwyer made a motion to approve the historic preservation restriction agreement for the Giese property at 32 Tower Road. Mr. Craig seconded the motion. With Ms. Glass abstaining from the vote, the motion was approved.

OPEN FORUM:

- None.

TOWN ADMINISTRATOR’S REPORT:

- Small Cell Technology – Mr. Higgins referred to a discussion that was held at a Hanscom Area Towns Committee (HATS) meeting he attended that focused on the challenges that towns are facing when responding to applications from cell providers to locate small cell infrastructure on poles within the Town-owned rights-of-way. He noted that the Town had received and processed such an application in February of 2018, after consulting with counsel and area towns. Mr. Higgins added that the issue is becoming a topic of discussion among various municipal groups. Both Mr. Higgins and Mr. Dwyer will continue to work on this and will report back in the Fall.

- Recycling Program – Mr. Higgins reported that after the great work that the DPW and the group Mothers Out Front did researching the possibility of a compost program, the group would like to continue the collaboration with the Town and help with other recycling programs with the DPW at the Transfer Station. The recycling business has evolved and standards have changed dramatically over the years. Mr. Higgins stated that he would report back with updates.
- Building Department Fees – Mr. Higgins reported that the Building Department fee increases will begin on July 1st. He added that the Building Department has created public outreach materials explaining the increases.
- Codman Farms Solar Project – Mr. Higgins reported that the solar project at Codman Farms has come together and is currently being installed. He added that there will be a ribbon cutting event at a future date.

DISCUSSION:

- Trustees of the Reservations (TTOR)/deCordova Agreements – Mr. Higgins reported that all parties having completed their due diligence, and final drafts of both agreements having been sent to TTOR and deCordova for their review, Barbara Erickson of TTOR has given the Town the go-ahead to sign both agreements. The Town will have counter-signatures before the end of the month and the TTOR/deCordova Integration Agreement will take effect July 1st.
- Housing Support Services – Mr. Craig reported that the Housing Coalition met on June 11th. There was a presentation by Liz Rust of the Regional Housing Services Organization (RHSO) The main purpose of the meeting, as agreed by the members of the three housing organizations during the previous Coalition meeting, was to meet with the Director of the RHSO to help the Town better understand state requirements and learn how the RHSO functions in support of eight neighboring towns. At the conclusion of the meeting, both the Housing Trust and Lincoln Foundation voted to recommend that the Board of Selectmen submit an application to rejoin the RHSO. The Housing Commission requested additional time to meet separately to discuss the idea further prior to voting. A strong majority of the three housing organizations support the idea of rejoining the RHSO, as do Town Administrator Tim Higgins and Director of Planning and Land Use Jennifer Burney. RHSO is a cost effective option for ensuring that the Town's complicated monitoring and reporting responsibilities are met in a systematic and consistent manner. The RHSO has significant expertise and robust administrative and organizational capabilities. In addition, they are familiar with the Town's needs. Lincoln was a founding member in 2011 and the RHSO has supported us in the past. Based on the discussion among the Boards following RHSO's presentation, a strong majority was eager to rejoin as soon as possible. If the Housing Commission votes to support the idea at their June 25th meeting, a recommendation would then come to the Board of Selectmen to file Lincoln's application with the RHSO. The RHSO review process could take place over the summer and the group would likely begin supporting the Town in September. However, if the Housing Commission votes to recommend against rejoining the RHSO, the Coalition will need to meet again to consider available options. If the Coalition votes to rejoin the RHSO, the application comes back to the Board of Selectmen as the only town agency with the authority to enter into the Inter-municipal Agreement that binds the RHSO member towns together.

- Pierce House Sound Mitigation – Mr. Higgins reported that he and Ms. Glass attended the most recent meeting of the Pierce House Committee. The main agenda item was sound mitigation. The update that they received from their noise consultant helped define the problem. State regulation requires that sound levels at the nearest residence not be more than 10db above that ambient/background noise levels. A study was done by doing sound testing at the Pierce House and surrounding homes. The baseline noise level (non-event/background noise) is 39 db, so the target noise level is 49 db. If the music level in the tent is at 80db, which is a reasonable level for events, the level at the nearest residence is a couple db above the standard. With the addition of some mitigation measures such as sound dampening curtains, a distributed sound system, and strategic placement of the DJ or Band sound levels should be sufficiently reduced.
- Liaison Reports –
 - South Lincoln Planning and Implementation Committee (SLPIC) – Mr. Craig reported that SLPIC is meeting on July 15, 2019.
 - Bicycle and Pedestrian Advisory Committee (BPAC) – Mr. Dwyer reported that the committee is meeting June 20th.
 - Hanscom Area Towns Committee (HATS) – Mr. Dwyer reported that HATS is meeting on the 27th and that the new state representatives Michele Ciccolo (Lexington) and Tami L. Gouveia (Concord) will be attending.
 - Property Tax Study Committee – Ms. Glass reminded everyone of the Property Tax Study Committee Public Forum tomorrow night at 7:00 PM at the Hartwell Multipurpose Room.
 - School Building Committee – Ms. Glass reported the School Building Committee is meeting Thursday evening at 7:00 PM at the Hartwell Multipurpose Room. They will be seeing updated building exteriors at this meeting.

ACTION ITEMS:

- Historical Preservation Restriction – Ms. Glass made a motion to approve Mr. Craig signing the Historic Preservation Restriction as presented. It was approved with Ms. Glass abstaining from the vote.
- TTOR/deCordova Agreements – Mr. Craig made a motion to approve the signing of the Memorandum of Understanding and the Operating Agreement for TTOR/deCordova. Mr. Dwyer seconded the motion. It was approved unanimously.
- Call Firefighter Appointments – Mr. Craig made a motion to appoint Taylor Ziegler-Miller, Daniel Tyler, and Mitch Taylor as Call Fire Fighters for the Town of Lincoln. Mr. Dwyer seconded the motion. It was approved unanimously.
- Full-time Firefighter Appointment – Mr. Dwyer made a motion to appoint Jeffrey Lyons as permanent full-time firefighter for the Town of Lincoln. Mr. Craig seconded the motion. It was approved unanimously.

- Temporary Full-Time Firefighter Appointment – Mr. Dwyer made a motion to appoint Daniel Tyler as Temporary Full-Time Firefighter for the Town of Lincoln. Mr. Craig seconded the motion. It was approved unanimously.
- Staff Accountant Appointment – Mr. Craig made a motion to approve Lisa Castro as Staff Accountant for the Town of Lincoln. Mr. Dwyer seconded the motion. It was approved unanimously.
- Human Services Worker Appointment – Mr. Dwyer made a motion to appoint Allison Ballbach as a substitute Human Services Worker for the Town of Lincoln. Mr. Craig seconded the motion. It was approved unanimously.

CORRESPONDENCE:

- None

MEETING MINUTES:

- May 20, 2019 Executive Session – Mr. Dwyer made a motion to approve the minutes of the executive session held on May 20, 2019. Mr. Craig seconded the motion. It was approved unanimously.
- May 6, 2019 minutes – Mr. Craig made a motion to approve the minutes of the May 6, 2019 meeting. Mr. Dwyer seconded the motion. It was approved unanimously.
- May 20, 2019 minutes - Mr. Dwyer made a motion to approve the minutes of the May 20, 2019 meeting. Mr. Craig seconded the motion. It was approved unanimously.

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 the motion. It was approved unanimously. The meeting adjourned at approximately 7:45 P.M.

Submitted by Peggy Elder
Approved 07/29/2019