

**BOARD OF SELECTMEN 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.  
Zoom Meeting ID# 918 3237 5325  
Tuesday January 26, 2021  
6:30 P.M.**

**PARTICIPANTS:** Jonathan Dwyer, Selectman, Acting Chair  
(Virtually) Jennifer Glass, Selectman  
Tim Higgins – Town Administrator  
Peggy Elder – Administrative Assistant

**WELCOME & INTRODUCTIONS:**

- Mr. Dwyer opened the meeting at 6:30 pm and noted that this meeting is being held remotely in a way that is consistent with Governor Baker's Executive Order of March 12, 2020 in order to mitigate the transmission of the COVID-19 virus. The order suspends the requirement to hold meetings in a publicly accessible physical location and it allows bodies to meet entirely remotely so long as there is reasonable public access. Mr. Dwyer noted that this evening a public comment portion has been built into the meeting that will take place after they have gone through the discussion items on the agenda. He respectfully asked that the public participants keep their video and microphones off until that time. Mr. Dwyer reported that in addition to Zoom, this meeting is being broadcast on Comcast channel 8, Verizon channel 33, and is available through the Town website at [www.lincolntown.org](http://www.lincolntown.org). He noted that this meeting is being recorded and that attendees are participating via video conference.

**ANNOUNCEMENTS:**

- The Board extended their condolences to Select Board Chair James Craig on the recent passing of his father.

**APPOINTMENTS:**

- Verizon Grant of Location Hearing – Mr. Dwyer read the legal notice that was published to advertise the public hearing for grant of location request made by Verizon. Ms. Glass made a motion to open the hearing. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Glass: Aye. Mr. Higgins reported that this is a housekeeping item. He noted that on December 14, 2020 there was a public hearing that the Schools were very interested in as it provided electricity for the new school. This hearing was held on the request of Eversource. He added that now we have a request from Verizon, but they are for the same poles that have already been approved through Eversource and have since been installed. Ms. Glass made a motion to close the hearing. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously by roll call vote: Dwyer, Aye; Glass, Aye. Ms. Glass made a motion to

approve installation of the poles as indicated in Verizon's application. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Glass: Aye.

- Conservation Commission Candidates – Conservation Commission Chair Jim Henderson gave a general overview of what the Conservation Commission is, what they do, and what the duties are for the members of the Commission. He introduced Laura Regrut and Linda McMillan who are potential appointees to the Commission. Ms. Glass offered her thanks to Christine Dugan who is stepping down. She was a faithful liaison to the School Building Committee as was Peter von Mertens. Between the two of them they covered those meetings very well and brought the Commission's perspective to the committee. Linda McMillan introduced herself and went on to say that she was very excited about the opportunity to join the Commission. In addition to her deep interest in nature, she also holds a Masters degree in city planning. She added that during the pandemic shutdown she has hiked all 80 miles of the Town's trails. This experience gave her a deep appreciation for all that are involved in maintaining this Lincoln treasure. Ms. Regrut introduced herself and noted she noted that she has a deep love of gardening, nature as well as hiking the Town trails. She added that she is an architect by profession and has a great interest in public outreach education. She added that she has a lot of experience dealing with clients and stakeholders. Mr. Dwyer explained that the Board does not vote on the same night as the appointment but will vote at the next meeting and will contact each candidate the next day after the vote.
- Colleen Wilkins, Finance Director – Ms. Wilkins reported that we are in year 10 of financing the Town Offices renovation. This gives the town the opportunity to compare the interest rates on those bonds with the historically low interest rates currently available, and she noted that there is a real opportunity to save a substantial amount of money on the remaining 20 years of the term. She said that this is not lengthening the term, but rather it is like a refinance and is called refunding. Ms. Wilkins reported that the initial bond rate estimates were a conservative 1.6%. This rate would save the town about one million dollars over the remaining life of the bond. Ms. Glass said that inevitably this kind of savings will prompt residents to ask about the bonds for the school project. Ms. Wilkins noted that we are not in year 10 of those bonds, so they are ineligible for refinancing. However, the lower bond rates will be helpful when taking out the "clean up" bond for the project. Ms. Glass made a motion that in order save interest costs, the Treasurer is authorized to provide for the issuance and sale of bonds under MA GL Ch 44 s21a to refund all or any portion of the remaining principal of redemption premium on the Town's General Obligation Bond dated May 10, 2011 and for this purpose the Treasurer is authorized for the preparation and distribution of a preliminary official statement provided that no bond shall be issued under this vote until the final rates of the refunding bonds have been approved by the Board. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Glass: Aye.

#### **TOWN ADMINISTRATOR'S REPORT:**

- Public Health Update – Mr. Higgins reported that the Public Health Team is continuing to develop plans for town-sponsored vaccination clinics in an attempt to help make the vaccine available to our residents as efficiently and conveniently as possible. The plans, which have progressed considerably in recent weeks, hinge on the state following through and providing the town with vaccine. Mr. Higgins stated that he wanted to discuss finances with the Board

related to COVID expenses and COVID reimbursement. He noted that the Town can apply for reimbursement of costs up to \$750,000 from both the State and Federal levels. The Town has had committed expenses of \$650,000. This leaves a balance of \$100,000 that the Board has not earmarked for anything at this moment. A new amendment to the legislation regarding this funding extends its use through December 31, 2021. This allows these funds to be used for the planned clinics or any other use the Board would like. Mr. Higgins reported that a very rough estimate of cost to hold the clinic is in the \$50,000 to \$70,000 range. He added that the hope is that they are able to hold clinics to vaccinate 2,000 Lincoln residents, but noted that the supply chain will dictate what they can do. Mr. Higgins reported that the main expense will be professionally staffing the clinics with a minimum of 5 people doing the vaccinating. Fire Chief Brian Young has requested quotes from various visiting nurse companies to staff the clinics. The use of Lincoln North is at no cost. He added that there will be a need to purchase additional laptops to handle the clerical portion of the clinic. The other source of funding is a \$25,000 grant from Codman Trust for COVID related expenses and the Board has the discretion to use those funds.

- Town Meeting – Mr. Higgins noted that since the Board has voted to postpone the Annual Town Meeting until May 15, 2021, he has been sending out regular reminders and announcements about the shifting deadlines. He has contacted all citizen petitioners to confirm the BOS' intent to sponsor petitions so that petitioners are not required to collect new signatures. He added that they will invite the petitioners to present their petitions to the Board as Town Meeting approaches.
- FY22 Budget – Mr. Higgins reported that the next Finance Committee workshop is February 23<sup>rd</sup>. He noted that they are waiting to see how Town, School, and Lincoln-Sudbury budgets evolve over the next few weeks.
- Codman Farm – Mr. Higgins noted that Codman Farm has done great due diligence in preparing their five-year plan. The plan stems from a licensing agreement put into place between the Town and Codman Farm ten years ago that requires them to prepare a five year plan. It is a great way to show what the Farm's program plans are and to note any changes that they plan to implement. This includes any changes that they plan to make to the buildings or the land. It is a good way of communicating with the Board, which acts as the landlord under this license. The Board would like to invite Codman Community Farm to a meeting to discuss the 5-year plan.
- BOS Annual Report – Mr. Higgins confirmed that everyone has their assignments for the annual report. He noted that he and the Board Chair developed an outline using liaison assignments. It typically comes together seamlessly with each of the Board members and Mr. Higgins taking assignments. He added that he felt the bulk of the report will address the pandemic and the Town's response.
- Bedford MAPC Diversity Grant – Mr. Higgins reported that he has reached out to his counterpart in Bedford. Bedford was one of three communities that were admitted into a MAPC grant program focused on diversity training. He noted that Bedford is just initiating the process and there will be a website and the ability to track their progress. He will bring back updates as he receives them.

## DISCUSSION:

- Public Health Update – Public Health Nurse Trish McGean reported that the Town is going forward with its COVID-19 vaccination plan. The first section of vaccines will be for residents 75 and older. Lincoln has a large 75+ population. Those living at The Commons will be getting their vaccinations privately through CVS Healthcare. Ms. McGean noted that they are planning to have clinics in a few weeks to get these residents vaccinated and they are hoping to hold them at Lincoln North. She added that Fire Chief Brian Young has held a couple of information Zoom meetings for people interested in joining the Medical Reserve Corps. (MRC). This is for anyone interested in helping at these COVID-19 vaccination clinics or other public health emergencies that might arise. So far they have 51 people who have expressed an interest in helping out. They include doctors, nurses, and computer people, as well as people who want to help out by directing traffic, etc. Ms. McGean reported that they are ready to go. They have submitted the Town's name and clinic plans to the state. As of this afternoon, the state is capping vaccine distribution at 100 vaccinations per week per Town, significantly fewer than the couple of thousand we had hoped for. This limit is due to the current vaccine deficit. She explained that this is a series of two vaccines. Tomorrow Ms. McGean will post on the website a list of places where people who are in Step One, Phase 2 can get a vaccine. She added that there are a number of homebound seniors in town, and her team will be doing its best to get them vaccinated. She wants everyone to be reassured that they are ready to go as soon as they get the vaccine.
- Diversity, Equity, Inclusion, and Anti-Racism – The Board discussed preparations for tomorrow's meeting. Ms. Glass shared a draft agenda and stated that this is a working session to examine a draft charge for the committee. The meeting would make use of breakout rooms to address the individual components of the charge. Michael Dolan (IT Director) has volunteered to manage the breakout rooms, and Ms. Glass thanked him for his help.
- Liaison Reports:

Hanscom Area Towns Committee (HATS) – Mr. Dwyer reported that HATS met last week and they heard a report from Representative Ken Gordon who is the 21<sup>st</sup> Middlesex Representative for Bedford, Woburn, and Wakefield. The discussion covered the Governor's economic stimulus package. Also discussed was the MBTA's requirement for multi-unit housing within a half mile of an MBTA station. Mr. Dwyer also reported on Town Meeting planning in area towns. Concord has delayed their Town Meeting from April until June 13<sup>th</sup>. Lexington, which is a representative Town Meeting, is having a virtual Town Meeting on March 22<sup>nd</sup>. Bedford has delayed their Town Meeting from March until May 15<sup>th</sup>. Mr. Dwyer added that the Town of Bedford will now be celebrating Indigenous Peoples Day in October rather than the previous holiday named after Columbus.

Listening Session – Mr. Dwyer has scheduled a listening session on Thursday February 4<sup>th</sup> at 6:30PM with Lincoln Woods. He set it up with the help of Community Builders who owns that housing development. They are coordinating it and using their Zoom account. He is looking forward to the meeting.

Diversity in Nature Lectures – Ms. Glass reported that four of the Town's community groups, deCordova, Farrington, The Food Project, and Audubon are working together to host a four part speakers series on Diversity, Equity, and Inclusion in Nature.

School Building Committee – Ms. Glass reported that they had an SBC meeting since the Board last met. She said residents are welcome to come drive the circle after hours or on the weekend to see the progress.

**OPEN FORUM:**

- None

**ACTION ITEMS:**

- ZBA Appointments - Ms. Glass made a motion to appoint David Stifter and Bill Churchill to full members of the Zoning Board of Appeals. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Glass: Aye.

**CORRESPONDENCE:**

- None

**WARRANTS:**

- January 26, 2021 – Ms. Glass made a motion to approve the warrants dated January 25, 2021. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Glass: Aye.

**MINUTES:**

- December 14, 2020 – Ms. Glass made a motion to approve the minutes dated December 14, 2020. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Glass: Aye.
- Ms. Glass made a motion to adjourn. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Glass: Aye.

The meeting adjourned at approximately 8:05 P.M.

Submitted by Peggy Elder

*Approved 02/22/2021*