

**BOARD OF SELECTMEN MEETING MINUTES–Final**  
**Donaldson Room**  
**Monday May 6, 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. Craig announced that the South Lincoln Planning and Implementation Committee (SLPIC) would be holding a public forum concerning the possible rezoning of the Lincoln Station area tomorrow night in the Donaldson room. Mr. Craig encouraged the community to attend the forum to learn more.

**APPOINTMENTS:**

- Marijuana Study Committee – Lynn Delisi, who was the Planning Board’s representative to the committee, and Police Chief Kevin Kennedy joined the meeting. Ms. Glass noted that the committee was formed a year ago, and that after a very busy year it had completed its charge as of the March 25, 2019 Town Election. She thanked all the committee members for all of their efforts. Mr. Dwyer commented that it was a long road for the committee. He added that he really appreciated all the outreach that was done including forums, surveys, and videos, and noted that it was a tough topic. Mr. Dwyer said the committee did a great job addressing the complexities, and really helped the Town get to its decision. Ms. Delisi and Chief Kennedy thanked the Board and praised the leadership of Mr. Craig and Mr. Higgins. Mr. Dwyer made a motion to officially disband the Marijuana Study Committee. Mr. Craig seconded the motion. It was approved unanimously.
- Acting Deputy Chief Appointment – Brian Young joined the meeting. Mr. Higgins reported that as a result of a series of medical issues, Fire Chief Steven Carter has been advised by his doctors that he will be unable to resume his duties as Chief. He is pursuing retirement at this time. Knowing that this would leave the Department with no leadership for several months, the call was put out to the fire fighters and lieutenants to see if anyone would be interested in the temporary position of acting Chief. Mr. Young was one of three candidates who were interested. Mr. Higgins and Assistant Town Administrator, Mary Day, interviewed all three candidates. Mr. Higgins commented that they had three excellent candidates, and that Brian’s leadership stood out. They believe he is best suited to lead the Department through a six to nine month transition. Mr. Craig commented on the dedication, professionalism, and commitment to continuing education of all of the candidates. Mr. Dwyer added that the Lincoln School has nothing but praise for Mr. Young and his work as the SAFE officer. With no further

questions, Mr. Dwyer made a motion to appoint Brian Young as Acting Deputy Fire Chief. Mr. Craig seconded the motion. It was approved unanimously.

- Full Time Firefighter Appointment – David Whalen joined the meeting. Mr. Higgins reported that one of the Town's Fulltime Firefighters recently resigned his position to take a position with another town. The Town is fortunate to have excellent Call Firefighters, including Mr. Whalen. Mr. Higgins added that along with his experience as a fire fighter, Mr. Whalen also brings his private sector experience with system processes, etc. Mr. Dwyer thanked him for his 40 years of service to the Town. Mr. Craig added his congratulations. With no further questions, Mr. Craig made a motion to appoint David Whalen as Full Time Fire Fighter. Mr. Dwyer seconded the motion. It was approved unanimously.
- Temporary Full Time Fire Fighter – Jeff Lyons joined the meeting. Mr. Higgins reported that during the interview process they received nothing but positive feedback about Mr. Lyons' job performance and commitment to the Town. He added that when a full time position is available, Mr. Lyons is at the top of the list. Mr. Craig commented that he is impressed with Mr. Lyons' experience and training, and hopes he will be serving the Town for years to come. Mr. Dwyer noted that Mr. Lyons had taken a temporary full time position with the Town previously and thanked him for that. Ms. Glass offered her congratulations. With no further questions, Mr. Dwyer moved to appoint Jeff Lyons as Temporary Full Time Firefighter. Mr. Craig seconded the motion. It was approved unanimously.

#### **OPEN FORUM:**

- None.

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

- Cable Advisory Committee - Mr. Higgins commented that the Verizon license will expire in a little more than a year, and that it is time to start the process for renegotiating the license. To do so, the Cable Committee must be re established in order to represent the best interests of the Town. Mr. Higgins added that he had reached out to Michael Dolan (Town IT Director) and Rob Ford (School IT Director) to be on the committee, and both agreed. He said that Ms. Glass had noted there is a conflict in the Cable Committee's charge. The enabling state legislation allows both residents and non residents to serve on the Committee. The Lincoln charge currently requires members to be residents of the Town. The Board would need to remove that requirement in order for Mr. Dolan and Mr. Ford to serve on the committee. Mr. Dwyer made a motion to remove the residential requirement on the charge of the Cable Advisory Committee. Mr. Craig seconded the motion. It was approved unanimously. Mr. Higgins added that he would be meeting next week with Town Counsel to review the process.
- Building Department Update – Mr. Higgins reported that he is getting great feedback about Building Inspector Mark Robidoux's presence in the building and around town. He noted that Mr. Robidoux set to work immediately on the Minuteman High School building project. In addition, he has been evaluating internal processes within the Building Department, and is implementing an online building permit tracking system. Mr. Higgins said that it would be a good time to have Mr. Robidoux attend a BOS meeting in order to provide a Building

Department update, as well as a review of the current building permit fee structure. He added that Mr. Robidoux has done a survey of fees in surrounding communities, and it could be time to make adjustments. Mr. Higgins said he plans to invite Mr. Robidoux to the Board's next meeting.

- Pierce House Manager – Mr. Higgins reported that Pierce House Manager, Nancy Beach, has notified her Board and the Town that she is planning on retiring. He added that she has not yet given specific date, and that they are working on the transition plan. Mr. Higgins noted that in the time she has been here, Ms. Beach has improved systems such as budgeting, contracts, and accounting systems so the Pierce House is heading in the right direction. Ms. Beach has also led the efforts to find methods to mitigate the noise generated from the music events that are held there. Mr. Higgins added that Ms. Beach will be missed, and that he, Mary Day, and Colleen Wilkins (Finance Director/Town Accountant) will be working with the Pierce House Committee to develop a transition plan. Mr. Higgins stated that the current Pierce House committee is very capable, and either he or Mary Day will be involved in the interview process to find Ms. Beach's replacement.
- Codman Farm Solar Project – Mr. Higgins reported that the Board has been fully briefed on this project, and he looks forward to its completion. There will be some type of dedication ceremony as it will be the first solar project installed on a Town building or property (with others coming soon afterward). Mr. Higgins felt it was important to note that the \$150,000 cost of the project was covered completely by grants or private fundraising by Codman Farm. Mr. Dwyer made a motion to execute the license agreement amendment. Mr. Craig seconded the motion. It was approved unanimously.
- Wang Field Dedication – Mr. Higgins reported that he attended the dedication last week. He noted that Patty Donahue and Geoff McGean were the force behind the project. The Wang's son, Courtney, was there and congratulated all involved. Mr. Higgins added that it was a textbook project from start to finish. Ms. Glass noted that they had conducted a very effective outreach campaign that served as a model for other projects. Mr. Craig extended kudos to Lincoln Youth Soccer for all their fundraising efforts.

## **DISCUSSION:**

- Housing Support Services – Mr. Craig reported that there will be a more substantive report coming, but it has become apparent that the Affordable Housing Trust, The Housing Commission, and the Lincoln Foundation would benefit from additional professional technical support. He added that the three groups are going to be meeting in a few weeks to talk about needs, and to go over some proposals that would free up the volunteer boards to focus on future project development and town goals for affordable housing. Mr. Higgins confirmed that the feedback from all three groups is the same. Mr. Higgins reported that they have compiled an initial list of duties and responsibilities and will be discussing various options including:
  1. hiring a part-time staff member
  2. continuing to contract for consulting services
  3. rejoining the regional housing consortium, or
  4. some combination of the above

Ms. Glass asked about funding for support, and Mr. Higgins said that the funding possibilities include the Housing Commission's revolving fund, the Housing Trust's administrative budget and CPA funds.

- Board of Selectmen's Newsletter – Ms. Glass reported that she had sent out a draft outline of the next newsletter, noting that at the last meeting the Board had discussed focusing the newsletter on the priorities the Board had identified for the coming year. The Board discussed writing assignments, and Ms. Glass said they would approve the final version at the next BOS meeting on May 20<sup>th</sup>. The newsletter will be sent out the first week in June.

- Liaison Reports –

Bicycle & Pedestrian Advisory Committee/Roadway & Traffic Committee – Mr. Dwyer reported that last week there was a joint meeting of these two committees to review the Complete Streets proposal. He noted that it was a good meeting and a chance to share different perspectives. Both committees acknowledged their individual charges, but also recognized the overlap between the two. Mr. Dwyer added that Jen Burney (Director of Planning & Land Use) did a great job of walking them through the process. He noted that both committees were in favor of the proposal. Projects that are being proposed include: resurfacing the Resident commuter parking lot; a new off road trail starting at Lincoln Station, going behind Doherty's, and ending at Codman Farm, and; phase one of the improvements at the intersection at Tower Road and Route 117.

Hanscom Area Towns Committee (HATS) – Mr. Dwyer reported that HATS had a meeting last week, and the main speaker was Cecilia Doucette who spoke about 5<sup>th</sup> generation wireless technology. The discussion was about possible health effects and what 5<sup>th</sup> generation wireless means for public policy.

Housing Trust – Mr. Craig reported that the Housing Trust met, and the conversation centered on the need for professional support.

South Lincoln Planning and Implementation Committee (SLPIC) – Mr. Craig reported that he met with the SLPIC zoning group in preparation for their public forum tomorrow night.

School Building Committee (SBC) – Ms. Glass reported that the SBC would be meeting this Wednesday.

Property Tax Study Committee – Ms. Glass reported that the committee would be meeting on Friday morning.

## **ACTION ITEMS:**

- Conservation Appointee – Mr. Craig made a motion to appoint Emmalin Coates to the position of Land Steward. Mr. Dwyer seconded the motion, and it was approved unanimously.

**CORRESPONDENCE:**

Mr. Higgins reported that the Town received notice that Lincoln has been certified as a Municipal Vulnerability Preparedness (MVP) community.

**MEETING MINUTES:**

- April 8, 2019 – Mr. Dwyer made a motion to approve the minutes from the April 8, 2019 meeting. Mr. Craig seconded the motion and it was approved unanimously.
- April 22, 2019 – Mr. Craig made a motion to approve the minutes from the April 22, 2019 meeting. Mr. Dwyer seconded the motion and it was approved unanimously.

**WARRANTS:**

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

Mr. Dwyer made a motion to adjourn. Mr. Craig seconded the motion, and it was approved unanimously. The meeting adjourned at approximately 7:50 P.M.

Submitted by Peggy Elder  
*Approved 06/17/19*