

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, February 7, 2019
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA
OPEN SESSION

Present: Tim Christenfeld (Chairperson), Tara Mitchell, Trintje Gnazzo, Adam Hogue, Simone Johnson (METCO Representative). Also Present: Becky McFall (Superintendent), Jessica Rose (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Mary Emmons (Administrator for Student Services).

Absent: Peter Borden (Vice Chairperson), Laurel Wironen (Hanscom Educational Liaison), Robert Ford (Director of Technology).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:07 pm.

2. Chairperson's and Members' Reports

Mr. Christenfeld met on Saturday with the Chairpersons of the Sudbury K-8, Lisa Kouchakdjian, and Lincoln Sudbury Regional High School, Radha Gargeya, School Committees to discuss the topic for the Tri-District Forum which will be held on Monday, March 11 at the Lincoln-Sudbury Library. The session will start at 7:00 pm with meet and greet, with the program to start at 7:30 pm and ending by 9:00 pm. Mr. Christenfeld will give more details on the Forum soon.

Ms. Mitchell said there will be a meeting on the transition to Lincoln Sudbury Regional High School next Tuesday, February 12 at 7:00 pm in Hartwell Multipurpose Room, Hartwell Building for 8th graders and their parents.

3. Public Comments

None.

4. Consent Agenda

1. Accept Gifts for Hanscom Family Relief Fund: \$100 from Christopher and Julie Brogan Uhrich, \$100 from Conrad Todd, \$250 from Kenneth and Tara Mitchell

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Hanscom Family Relief Gifts, dated January 22, 2019; 2) Letter to Coast Guard Families from Chris and Julie Uhrich, dated January 21, 2019; 3) Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Hanscom Family Relief Gifts, dated January 31, 2019

2. Accept Gift of \$500 from Hanscom Spouses Club

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Hanscom Spouses Club, dated January 29, 2019

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to accept gifts of \$100.00 from Christopher and Julie Brogan Uhrich, \$100.00 from Conrad Todd, \$250.00 from Kenneth and Tara Mitchell, and \$20.00 from anonymous for the Hanscom Family Support Fund,

and to accept a gift of \$500.00 from the Hanscom Spouses Club to offset the cost of t-shirts for the Trills and Thrills Music Festival in the spring.

There being no further discussion, the Committee voted unanimously for the motion.

Mr. Christenfeld thanked Christopher and Julie Brogan Uhrich, Conrad Todd, Kenneth and Tara Mitchell, Anonymous, and the Hanscom Spouses Club for their generous gifts. The administration will send thank you letters.

5. Time Scheduled Appointments

1. Lincoln School Grade 8 Warrant Article

Document: None

Mr. Christenfeld welcomed Town Moderator Sarah Cannon Holden and thanked her for helping the Grade 8 Warrant Article group with their work on researching and writing a Citizens' Petition to be presented at the Annual Town Meeting on Saturday, March 23, 2019. He also welcomed the students: Emily Appleby, David Christenfeld, Andrew Craig, and Isaiah Jones. Alexander Buendia was also a member of the group but was not at the meeting.

The group discussed their ideas on banning the sale of cigarettes in Lincoln, which are currently sold at Donelan's. After meeting with Donelan's, reviewing conversation on Lincoln Talk, and speaking to citizens, the students changed their mind as banning cigarettes would be too large a burden on Donelan's and there was not strong resident support. The students decided to propose a warrant article that would ban the sale of e-cigarettes only. The students got the required number of ten signatures from registered Lincoln voters to have the article placed on the warrant for Town Meeting. The students meet at lunch do to this work and have written essays on why they believe it is best to ban the sale of e-cigarettes. Students have talked to the Board of Selectmen and are now asking the School Committee for their support of the warrant article. They will talk to the Board of Health.

Ms. Mitchell asked where e-cigarettes were sold in Town. The students said that e-cigarettes are not yet sold in Town, but they would like to prohibit their sale. Dr. McFall asked if other towns had banned the sale of e-cigarettes, and Somerville is the only city in the Commonwealth that has. Mr. Creel suggested that the students do more research to see if other towns and cities are considering a ban. Dr. McFall said many superintendents are discussing the issue, and she suggested that students discuss the situation with them in order to understand their concerns. Mr. Christenfeld asked what are the main reasons to ban them? The students replied that e-cigarettes are addictive, and they are a real problem in high school, so they would like to stop the sale before students become addicted. Ms. Emmons asked if the students had talked with the school nurses, but they have not yet.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to endorse the 8th grade warrant article group's article at the March 23, 2019 Annual Town Meeting to ban the sale of e-cigarettes.

There being no further discussion, the Committee voted unanimously for the motion.

2. Follow-up Information on Possible Remediation – Lincoln School Inside Temperatures and AC

Documents: 1) Information on Solar Gard Solar Control Window Films, Panorama Slate 10; 2) Photos of Lincoln Public Safety Building with and without solar window film; 3) "Panorama Slate 10 Heat reducing window film references, undated

Mr. Christenfeld welcomed Facilities Manager Mr. Michael Haines to discuss the options for reducing the temperature in the Lincoln School classrooms, which was brought to the Committee's attention by a parent in September. Mr. Haines reported that there were six days in September 2018 that were 90 degrees or more. While all of the classrooms have blinds, but there isn't much heat reduction even when these blinds are down. Mr. Haines and Mr. Creel have been working on solutions to remediate and had presented initial options December 13, 2018.

Mr. Haines gathered additional information from schools that have used the Panorama Slate 10 window film. He reported that the Hudson schools have used the product for four years, and the Lawrence schools have used the product for ten years, and both have reported good success with it. The window film has also been installed in the Lincoln Public Safety Building to good success; the weight room is now usable year-round. The film has some reflectiveness but is not an eye sore. While he said that shades and air conditioning are options for cooling the rooms, he had no additional information as the options he presented prior to the Committee had cost implications outside of current budgets and would not be reusable in a new school building.

Mr. Haines recommended the Solar Gard product. He said that the film costs \$8.00 per square foot installed and to have it installed on all classroom windows would cost \$10,000 to \$12,000. Mr. Haines said they would install the film on the bottom of the windows, and the shades would be used on top.

Dr. McFall suggested that the Committee consider a pilot by doing the 1st grade classrooms first as they are the hottest rooms. Mr. Hogue did not want to spend an additional \$15,000 on old buildings when the new building is going to be done relatively soon and the product would not be reusable. Dr. McFall said students will be in the Smith building for another two years. Ms. Mitchell and Ms. Gnazzo said that current students have lost many days where learning was inaccessible because of the heat and that these classrooms would be used longer as with the phased project, Brooks students would be moving into these rooms during construction. Mr. Christenfeld said it was a reasonable step to install window film. Dr. McFall said that they had not budgeted for the expense, but she and Mr. Creel might be able to consider it in the classroom maintenance article and could present the cost of the film for the kindergarten and 1st grade classrooms.

Dr. McFall and Mr. Creel will bring back costs for window film on the bottom half of the windows and on the full window and phasing options.

Mr. Christenfeld thanked Mr. Haines for his work.

3. 2018-2019 Superintendent Mid-year Strategic Plan Report (All Priorities)

Documents: 1) Strategic Map Update, undated; 2) Lincoln Public School Strategic Plans 2018-2019; 3) PowerPoint presentation

Dr. McFall said they have provided summaries of their work on the strategic priorities and would review their progress on some of the items highlighted in green. She noted that they have had to adjust some of their work but had hoped to accomplish more of it.

Ms. Emmons presented on priority D1.2, the work of the 15-member social-emotional learning [SEL] task force. The task force has met twice and will meet four or five more times. The task force's goal is to put together a multi-year comprehensive plan for social-emotional competencies for students. The task force has used the Collaborative for Academic Social Emotional Learning [CASEL]'s research as a framework for building a culture and a curriculum

and defines the competencies and how to assess students' progress. The task force survey results said that the work needs to be more consistent through the district. Students should have self and social awareness, and relationship skills to improve their emotional health and these skills are required to access academic learning. Ms. Emmons said the next steps are for the task force to read parts of "Measuring the Development of Social-Emotional and Academic Skills in the Classroom" by Dr. Deborah Brady, to review other districts' plans for social-emotional learning, and to define curriculum needs. She said the task force will also determine whether a district-wide cultural undergirding is needed or if it should be addressed for each school. The plan is to infuse professional development into what curriculum is being used and to build fidelity with that curriculum. While there are pieces that are working now, such as Responsive Classroom and Developmental Design, students have diverse needs, and the faculty needs some common framework on what they want students to be able to do. In addition, there is a critical community and home component to the work. Ms. Emmons met with the new Town social worker, and she said they want to have students build resiliency for the times when things do not go right. She said they would support families with resources, too.

Lincoln K-4 School Principal Sarah Collmer presented on priority A1.3, the Instructional Leadership Team, priority B1.2, the Paraprofessional Development, and priority C1.3, Language for High-Impact Teaching and Learning. The Instructional Leadership Team considers the professional development the faculty needs and helps to plan all building-based professional development.

The Paraprofessional Development team meets twice a month and has included strategies for supporting students in literacy, and for independently de-escalating moments of conflict during times like lunch and recess. The work started with a survey sent to the paraprofessionals to identify the key areas of focus.

High-Impact Teaching and Learning was the focus at building-based professional development and faculty meetings. Some of the topics have centered around effective use of teacher language, culturally responsive language, language development, and language complexity. Teachers have participated in a range of learning activities and discussed ways to increase the ratio of student talk to teacher talk.

Preschool Coordinator Lynn Fagan presented on priority C1.1, supporting Preschool English Learners. Ms. Fagan reported the term for students learning English has changed from English Language Learners [ELL] to Dual Language Learners and the second goal on the Preschool's School Improvement Plan is to develop a consistent plan to support Dual Language Learners. Institute Day this year, attended by the full-day preschool faculty, discussed the gift of bilingualism. And the feedback reported it was 100% best Institute Day. The team will read the book, *One Child, Two Languages* and continue to share their learning. They will talk to parents, teachers, and the community about the strength of being bilingual. In addition, the Preschool will support the students' home language in the classroom by having teachers learn words and phrases in the students' language. There is in place an eight-item action plan on how to communicate to families that the Preschool supports and encourages bilingualism. She noted that gathering student information from the Home Language Survey has been a challenge especially with military families, but they will try to do more of this work in the classroom. The Preschool will also let families know it is important to continue to speak their home language at home. She said that there are conflicting regulations from DESE in preschool regarding language. They now have 12 bilingual families, and the number is increasing. Dr. McFall noted that the DESE has a Dual Language Certification and a seal of bi-literacy on diplomas.

Hanscom Middle School Principal Erich Ledebuhr and 8th grade teacher Jay Peledge presented on priority D1.1, Supporting Military Families. Mr. Ledebuhr reported a significant increase in the levels of student conduct, hospitalizations, risk evaluations, filings with the Department of Children and Families and other items that require a focus on the needs of military families. They want to provide a strong social-emotional setting and push high-level academics and this work will be critical to accomplish these goals. Mr. Peledge said they sent surveys for members, spouses, students, Base leadership and received a lot of data. They also held three panels for families where faculty members rotated through each panel. Mr. Ledebuhr moderated an emotional spouses' panel and noted that the school currently plays a critical role in support of families which will need to continue. The outcome of the panels indicated families need social-emotional support, academic rigor and support, after school activities, communication, and more support during deployments and transitions.

In addition, Mr. Peledge said that the Blue Star Survey that was given in order to further understand military families indicated that 48% do not feel like they belong to the community. Mr. Ledebuhr said they adjusted their priorities based on the data and staff has been trained on priority areas, developed plans, and teachers are trying different strategies. He said teacher teams write newsletters to students each week to share with their parents. They are additionally fine tuning and asking what is the best mode of communication. Mr. Peledge said they are doing a pilot to make grades available for their students. Mr. Ledebuhr indicated new after school activities, such as Cyberpatriot, an Air Force Association program that allows students to hack into programs; an engineering program called Starbase 2.0; Ozobot robots with Raytheon Corporation; and other intermural offerings to address the need for more after school programming. This work will continue over the summer as well.

Mr. Ledebuhr also reported the recent federal government shutdown affected families, and the PTO held a pasta dinner for Coast Guard families and will do again given its success. Saturday they held a Fresh Mobile Market and lunch for families. There has been a great appreciation for their efforts and high attendance and need. The next steps are to continue with the communication methods, hold more community events, and send a new survey at year's end to help assess efforts.

Mr. Christenfeld said it was amazing work and asked if students experience deployments as trauma. He noted that moves are destabilizing and while it helps to build resilience, he suggested that high-level intervention was needed. Ms. Emmons attended two panel sessions, and agreed moving is a grief point for students, and deployment on top of that is tough. Mr. Creel said that the military has struggled with supports for families for 40 years and was delighted that they are helping.

Dr. McFall said that the priorities in red will be readjusted and addressed in the fall. Dr. Rose said it was the first time that the work was split into four quarters, which was helpful in time management. Ms. Mitchell said the new document made it easier to track progress.

The Committee thanked them for their work.

4. EDCO Agreement Revisited, First Reading

Documents: 1) Letter to Board Members from Nadine Ekstrom, Executive Director EDCO, Articles of Agreement, undated; 2) EDCO Collaborative, Articles of Agreement, effective July 1, 2019

Lincoln is one of the sixteen member districts of the EDCO Collaborative.

Dr. McFall said that the Committee approved changes to the EDCO Agreement in September, but since then the Department of Elementary and Secondary Education [DESE] has given EDCO additional changes. The Committee will need to approve DESE's changes and vote for the Agreement again.

Mr. Christenfeld said the Committee had no concerns with the changes and will bring the Agreement back for a second reading and vote.

5. Update on Lincoln School Building Project

Document: None.

Mr. Christenfeld reported that the subcommittees of the School Building Committee [SBC] have been meeting. Yesterday morning, the site planning subcommittee met and discussed the fields, walkways, and lighting. Yesterday evening, there was a meeting about the Auditorium that addressed needs. He reported they are trying to get consultants to refine the plans and proposals and will need to come to the SBC for approval. Mr. Creel said this evening, there was a hazardous materials investigation, and an email was sent to faculty to notify them. He reported intensive testing will be done during the February vacation, and continue for the next few months and into the summer. He noted the hazardous materials the administration is aware of are contained, and they are doing confirmation testing.

Dr. McFall said they are looking at the modular set-up and making sure that all faculty and staff requirements are met, and are additionally looking at the Smith Building to confirm where everyone will fit.

Mr. Christenfeld said there was a Board of Selectmen meeting last Friday morning on sustainability. There was a representative from Eversource in attendance who coordinates the MassSave program to determine the incentive from Eversource. Part of the meeting was to talk on the elements of sustainability. He said it was a useful meeting to lay out the amount of work being done. It also addressed how to calculate energy conservation measures that go far beyond the Net Zero aspect of the new school buildings. Mr. Creel said he was encouraged by the meeting. Mr. Christenfeld said that sustainability includes rainwater management, solar power, insulation, nonhazardous materials, green cleaning, and other items.

Mr. Christenfeld said that as the modular classrooms are built on the soccer fields, Mr. Dan Pereira of the Recreation Department will irrigate Codman Field for use.

Mr. Christenfeld reported that the next SBC meeting will be held next Wednesday, February 13 at 7:00 pm in this room.

There is information on the building design at the SBC's website, www.lincolnsbc.org, and the Town's website, www.lincolntown.org.

Report Only on: Food Services

Document: Memorandum to School Committee, Superintendent, and Administrator for Business & Finance from Cathleen Higgins, Director of Food Services, Subject: School Committee Update, dated January 22, 2019

Questions and Answers

Mr. Creel said, among other initiatives, there are special pizzas being offered at the Smith and Brooks schools and he continues to be excited to have Ms. Higgins as the Food Services Director.

Mr. Hogue asked if there was a resolution to the situation of getting supplies onto Hanscom Air Force Base. Mr. Creel replied that there is no mechanism to relax the entry procedure, and there is a real possibility that they could lose vendors. Dr. McFall said that the Base cannot give priority to the school vendors because they have their own vendors to let on Base.

Ms. Mitchell said she was glad that students were included in taste testing and surveys. Mr. Christenfeld thanked Ms. Higgins and her staff for her work.

6. Superintendent's Report

Document: None.

Dr. McFall reported that she has announced in her bulletin that the search for the new Hanscom Primary School principal has begun. She has solicited participation for a search committee, and Dr. Rose, Hanscom Middle School Principal Erich Ledebuhr, Dr. McFall, Lincoln K-4 Principal Sarah Collmer, Student Services Coordinator Denise Oldham, five faculty members, and a parent will serve. She will send a survey to faculty, staff, and parents tomorrow. She asked the Committee if they wanted to interview the principal finalists during the day or at a Committee meeting, and the Committee decided to interview two to three finalists at the March 14 meeting.

With regard to her other work on strategic goals, Dr. McFall said that they are scheduling visits to Farmington, CT, where the Vision/Profile of a Graduate is an integral part of that school culture and educational model. Additionally, with regards to scheduling challenges the administration has been talking with the District Management Group [DMG], and the administrators will meet with and work with them. The administration will need to come to consensus on what is most important in the work prior to the meeting but they aim to have this work completed for the next school year. DMG should finish their work by the end of July. Their work is a one-time piece.

Mr. Christenfeld thanked Dr. McFall for her work.

7. Curriculum

Document: None.

Dr. Rose reported that last Wednesday, Dr. McFall, Mr. Creel, and Mr. Ford led the Hanscom Primary School faculty members through the new school building. She said it was extraordinary and exciting as the possibilities with the new space are monumental.

Ms. Johnson left the meeting at 9:40 pm.

Mr. Christenfeld thanked Dr. Rose for her work.

8. Policy

1. Review Policy ADA, Vision and Mission, Second Reading

Document: Policy, File: ADA, Vision and Mission, Voted at School Committee Meeting of March 26, 2001

Mr. Borden reviewed ADA and noted that the Committee and district have the Strategic Plan, a policy on Educational Philosophy, and will have a profile of a learner, so he recommended the policy be eliminated.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to eliminate Policy ADA, Vision and Mission.

The Committee voted unanimously for the motion.

2. Review Policy BE, School Committee Meetings, Second Reading

Documents: 1) Policy, File: BE, School Committee Meetings, Revised at School Committee Meeting of November 21, 2002; 2) Draft, Policy, File: BE, School Committee Meetings, Revised at School Committee Meeting of November 21, 2002

Mr. Christenfeld said the policy has been revised. Dr. McFall said that the policy did not address speakers providing their names, and suggested that in Audience Participation, item 1, fifth line include, "Speakers may be asked to give their names." She was pleased to see the inclusion of the district's core values.

Dr. McFall also suggested that in Audience Participation, item 3 that the following sentence be included as the last one of the paragraph: "Speakers are asked to be respectful, civil, and withhold from making personally disparaging remarks."

Mr. Christenfeld moved, and Mr. Hogue seconded, the motion to approve Policy BE, School Committee Meetings, as revised.

The Committee voted unanimously for the motion.

3. Review Policy EBAD, Pest Management, Second Reading

Documents: 1) Policy, File: EBAD, Pest Management, Voted at February 4, 2002 School Committee Meeting; 2) Draft, Policy, File: EBAD, Pest Management, Voted at February 4, 2002 School Committee Meeting

Mr. Creel included the facilities manager in the policy said that 333 Code of Massachusetts Regulations [CMR] allows for the emailing of notices to parents. Dr. McFall asked that in Notification of Pesticide and Herbicide Use, C., fourth line, after the word "parents" that the words "and/or guardians" be added.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve Policy EBAD, Pest Management, as revised.

The Committee voted unanimously for the motion.

4. Review Policy KBFA, Policy on Children's Visits to Schools, Second Reading

Document: Policy, File: KBFA, Policy on Children's Visits to Schools, Reaffirmed at May 6, 1985 School Committee Meeting

The revisions suggested at the last meeting have been made.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve Policy KBFA, Policy on Children's Visits to Schools, as presented.

The Committee voted unanimously for the motion.

9. Facilities and Financial

1. Warrant Approval
Document: None.

Mr. Creel presented the payroll warrant totaling \$798,685.34 and the accounts payable warrant totaling \$369,188.29 for a total of \$1,167,873.63. Mr. Hogue reviewed the warrants and recommended that they be approved. Mr. Hogue moved, and Mr. Christenfeld seconded, the motion to approve the warrants as presented.

There being no further discussion, the Committee voted unanimously for the motion. Mr. Christenfeld thanked Mr. Creel for his work.

10. Old Business
None.

11. New Business
Document: None.

Mr. Creel said that the new Hanscom Primary School requires mostly new furniture. He has initial quotes and requested the Committee approve that they spend up to \$950,000 to spend on furniture, fixtures and equipment [FF&E]. The district did not currently have a detailed list of furniture because the district was at the deadline to order it, and tomorrow the list will be reviewed on what has been proposed for purchase. Mr. Creel said that in 2014, the district had a detailed FF&E program for the Hanscom Middle School that was expensive. The plan was made and refined. Mr. Creel thanked Maureen Onigman and Mary Gately for working on the FF&E.

Mr. Creel said that the statewide purchasing list has some FF&E vendors and noted that some items will require reimbursement from the federal government. Mr. Creel said that HPS has built in lockers and storage areas, but DoDEA has moved to provide furniture instead of built-ins. Mr. Creel said that there should be a further price reduction below \$950,000, but he requested that the Committee allow the administration to place orders in an amount not to exceed \$950,000.00, and the district will receive reimbursement for some of the FF&E. Mr. Creel said that Mr. Ford will have another amount to request for technology. There is money in the Hanscom Reserve Fund for the FF&E, and Dr. McFall asked that the Committee approve the request.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to authorize the district to place orders for the furniture, fixtures, and equipment, not to include technology, in an amount not to exceed \$950,000.00 for the Hanscom Primary School and to authorize the transfer of \$950,000.00 from the Hanscom Reserve Fund for that purpose.

The Committee voted unanimously for the motion.

Ms. Mitchell announced that there will be a community resilience building workshop on February 25 from 9:30 am – 2:30 pm, and Dr. McFall said the workshop was for department heads. Mr. Creel and Mr. Haines will attend parts of the workshop, and if a Committee member would like to attend, one can, but he did not think it was necessary.

Mr. Christenfeld explained that the Reed Gym is the official Town shelter, but there will be changes with the school building project. The Commons will be factored into emergency planning for the Town. Mr. Christenfeld said the Committee is indirectly implicated in the planning for emergency weather events for the Town.

12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, October 11, 2018; 2) Draft of Meeting Minutes, October 25, 2018

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve the minutes of the October 11, 2018 and October 25, 2018 meetings. The Committee voted unanimously for the motion.

The sets of minutes will be posted on the website, www.lincnet.org.

13. Information Enclosures

Documents: 1) Letter to Eastern District Massachusetts Music Educators Association, Inc. from Rebecca McFall, Ed.D., Superintendent, dated February 1, 2019; 2) Letter to Mr. and Mrs. Thomas Sander from Rebecca McFall, Ed.D., Superintendent, dated February 1, 2019; 3) Letter to Mr. and Mrs. Andrew Glass from Rebecca McFall, Ed.D., Superintendent, dated February 1, 2019; 4) Letter to Mr. and Mrs. Donald Gross from Rebecca McFall, Ed.D., Superintendent, dated February 1, 2019

These items were for the Committee's information. They were not discussed.

14. Adjournment

On motion by Mr. Christenfeld, seconded by Mr. Hogue, the Committee voted unanimously to adjourn the meeting at 10:23 pm.

15. Executive Session

The Executive Session was postponed.

The next School Committee meeting is tentatively scheduled for Thursday, February 28, 2019 at 7:00 pm in the Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary