

## **SELECT BOARD MEETING**

Monday, May 6, 2024

Select Board Meeting Room, 1625 Massachusetts Avenue, Lexington, MA 02420 - Hybrid Participation\*  
6:30 PM

### **AGENDA**

#### **PUBLIC COMMENTS**

Public comments are allowed for up to 10 minutes at the beginning of each meeting. Each speaker is limited to 2 minutes for comment. Members of the Board will neither comment nor respond, other than to ask questions of clarification. Speakers are encouraged to notify the Select Board's Office at 781-698-4580 if they wish to speak during public comment to assist the Chair in managing meeting times.

#### **SELECT BOARD MEMBER CONCERNS AND LIAISON REPORTS**

1. Select Board Member Announcements and Liaison Reports

#### **TOWN MANAGER REPORT**

1. Town Manager Weekly Update

#### **CONSENT AGENDA**

1. Application: Entertainment License - Chinese American Association of Lexington (CAAL), Visitors Center Lawn, 1875 Massachusetts Avenue
  - 2024 Boston Asian International Music Festival
2. Application: One-Day Liquor Licenses - LABBB Collaborative, Depot Parking Lot, 0 Meriam Street
  - (2) Lexington BBQ Festival
3. Application: Entertainment License - LABBB Collaborative, Depot Parking Lot, 0 Meriam Street
  - Lexington BBQ Festival
4. Application: License for Public Entertainment on Sunday - LABBB Collaborative, Depot Parking Lot, 0 Meriam Street
  - Lexington BBQ Festival
5. Application: One-Day Liquor Licenses - Spectacle Management, Inc., 1605 Massachusetts Avenue
  - Colin Mochrie and Brad Sherwood
  - Andy Summers
  - Christopher Cross
  - The High Kings
6. Approve Select Board Meeting Minutes
  - April 10, 2024 Select Board
  - April 10, 2024 Joint Select Board, Appropriation Committee and Capital Expenditures Committee

7. Approve Request for Deferral of Water and Sewer Payment

**ITEMS FOR INDIVIDUAL CONSIDERATION**

- |  |        |
|--|--------|
| 1. Presentation - Zero Waste Survey Results and Recommendations                                  | 6:45pm |
| 2. Lexington Farmers' Market - Recap of 2023 and Preview of 2024 Markets                         | 7:05pm |
| 3. Update on Town-Wide Bicycle and Pedestrian Plan   | 7:15pm |
| 4. Update on Potential 250th Anniversary of the Battle of Lexington Monument at Belfry Hill Park | 7:35pm |
| 5. Approve Final Proposed Street Art Project - Intersection of Kendall Road and Farmcrest Avenue | 7:45pm |
| 6. Discuss Town Manager Search Screening Committee Timeline                                      | 7:55pm |

**EXECUTIVE SESSION**

- |  |        |
|--|--------|
| 1. Exemption 3: Collective Bargaining Update - Building Maintenance Division Union (AFL-CIO Mass. State Council #93, Local #1703); Public Works Union (AFL-CIO Mass. State Council #93, Local #1703) | 8:15pm |
|--|--------|

**ADJOURN**

- |                            |        |
|----------------------------|--------|
| 1. Anticipated Adjournment | 8:45pm |
|----------------------------|--------|

**Meeting Packet:** <https://lexington.novusagenda.com/agendapublic/>

***\*Members of the public can attend the meeting from their computer or tablet by clicking on the following link at the time of the meeting:***

<https://zoom.us/j/99739813810?pwd=bEZZNE9HK3MyY1AvcWc5d0NsQ0JlQT09>

iPhone one-tap:

+13092053325,,99739813810#,,, \*153496# US

+13126266799,,99739813810#,,, \*153496# US (Chicago)

Telephone:

- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 929 205 6099 US (New York)

Meeting ID: 997 3981 3810

Passcode: 153496

An Act Relative to Extending Certain State of Emergency

Accommodations: <https://www.mass.gov/the-open-meeting-law>

The next regularly scheduled work session of the Select Board will be held on Monday, May 13, 2024 at 6:30pm via hybrid participation.

The next regularly scheduled meeting of the Select Board will be held on Monday, May 20, 2024 at

6:30pm via hybrid participation.

*Hearing Assistance Devices Available on Request*

*All agenda time and the order of items are approximate and  
subject to change.*



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Select Board Member Announcements and Liaison Reports

### **PRESENTER:**

Select Board Members

### **ITEM NUMBER:**

LR.1

### **SUMMARY:**

Please see the attached Select Board Member Announcements and Liaison Reports for the May 6, 2024 meeting. Under this item, Select Board Members can also comment on any additional points, reports and concerns.

### **SUGGESTED MOTION:**

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Select Board Announcements and Liaison Reports - May 6, 2024	Backup Material



## Select Board Announcements and Liaison Reports – May 6, 2024

Joe Pato:

### School Building Committee (SBC)

- LHS Building Project Public Survey

At the May 2, 2024, Community Forum Meeting #4, the project team presented 18 conceptual massing studies for the Lexington High School Project (<https://tinyurl.com/LHSProjectMay2024>). The SBC has created a survey to seek community feedback on the options under consideration and general thoughts about the LHS project. The survey allows the public to offer visible feedback and to express their agreement or disagreement with feedback offered by others.

To access the survey please go to: <https://tejoin.com/scroll/652845318>

You may visit the survey multiple times – allowing you to see new comments shared by other people and express your reaction to those comments (on a scale of strongly agree to strongly disagree). This survey will close on May 16, 2024, at 11:59pm. Results will be reviewed with the School Building Committee and documented on the project website on May 20, 2024. The agenda, recording, and presentation to this community forum, as well as past meetings, can be found at the LHS Building Project website <https://lhsproject.lexingtonma.org>.

Members of the Select Board are also invited to participate in this survey or to share observations directly with the SBC.

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Town Manager Weekly Update

### **PRESENTER:**

Jim Malloy, Town Manager

### **ITEM NUMBER:**

TM.1

### **SUMMARY:**

Attached please find the Town Manager's Weekly Update for the week ending on:

- May 3, 2024

### **SUGGESTED MOTION:**

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

### **ATTACHMENTS:**

Description	Type
 Weekly Update 05-03-24	Backup Material



## *Town of Lexington*

Town Manager's Office

James J. Malloy, Town Manager  
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540  
Fax: (781) 861-2921

### **MEMORANDUM**

TO: Select Board  
FROM: Jim Malloy, Town Manager  
DATE: May 3, 2024  
RE: Weekly Update

The following is an update of activities for the week ending May3, 2024:

#### Town Manager Updates:

- Attached please find two home rule petition requests filed with the legislature this week based on the recent Town Meeting actions for Article 39 which seeks to increase the number of On-Premise Wine & Malt Licenses by an additional 10 licenses and Article 42 which seeks to allow Lexington to satisfy legal notice requirements entirely by digital publication.
- We are seeking to schedule a summit to review the High School Project, costs, impacts to taxpayers, etc. to better inform the Select Board, School Committee, Appropriation Committee and Capital Expenditures Committee. We are scheduling for May 22.
- Attached please find the agenda tracker for upcoming Select Board meetings.

#### Land Use, Housing and Development:

##### *Planning*

- 28 Meriam St./32 Edgewood Rd. – A continued public hearing with the Planning Board for the special residential development proposal will be held on May 8.



## *Town of Lexington*

Town Manager's Office

James J. Malloy, Town Manager  
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540  
Fax: (781) 861-2921

April 30, 2024

The Hon. Michelle Ciccolo, Representative  
MA State house  
24 Beacon Street, Room 473F  
Boston, MA 02133

RE: Certified Vote – Home Rule Petition  
Article 39 – Annual Town Meeting – March 20, 2024  
Increase On-Premise Wine & Malt Alcohol Licenses

Dear Representative Ciccolo:

Enclosed please find the Town Clerk's certified vote on Article 42 of the Lexington Annual Town Meeting held on March 20, 2024. This article seeks special legislation to allow the Town of Lexington to increase the number of On-Premise Wine & Malt Alcohol Licenses available in the Town of Lexington. Presently the Town has no available On-Premise Wine & Malt Alcohol Licenses as Lexington businesses have preferred this license type over All Alcohol Licenses. There are additional businesses seeking On-Premise Wine & Malt Alcohol Licenses and therefore the Town is respectfully seeking to increase the number of these licenses by ten (10) additional licenses.

On behalf of the Lexington Select Board, I respectfully request that you sponsor legislation to effectuate the intent of this Home Rule Petition. Please let me know if you need anything else from our office. Thank you for your attention to this matter.

Sincerely,



James J. Malloy  
Town Manager

Cc Board of Selectmen  
Representative Ken Gordon  
Senator Michael Barrett  
Senator Cindy Friedman

**EXCERPT OF THE TOWN OF LEXINGTON  
ANNUAL TOWN MEETING  
HELD MONDAY, MARCH 18, 2024, 7:30 P.M.  
CARY MEMORIAL BUILDING – BATTIN HALL  
WITH ADJOURNED SESSIONS HELD  
MARCH 20, 22, 27, and APRIL 1, 3, 8, 10, 24**

**ARTICLE 39 HOME RULE PETITION TO ADJUST THE NUMBER OF ON-PREMISE WINE AND MALT ALCHOHOL LICENSES**

**MOTION:** Mr. Lucente moves that the Select Board be authorized to petition the Massachusetts General Court to enact legislation in substantially the form below for the purpose of authorizing the Select Board, as the local licensing authority, to issue additional licenses for the sale of wine and malt beverages to be drunk on the premises in the Town of Lexington, and further that the Select Board be authorized to approve amendments to said act by the General Court before its enactment that are within the scope of the general objectives of this motion.

**An Act authorizing the town of Lexington Five additional Licenses for the Sale of Wine and Malt Beverages.**

*Be it enacted by the Senate and House of Representative in General Court assembled, and by the authority of the same, as follows:*

Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the town of Lexington may, in addition to any other licenses it is entitled to grant, grant up to 10 additional licenses for the sale of wine and malt beverages only to be drunk on the premises pursuant to section 12 of chapter 138. Licenses granted under this subsection shall be subject to all of said chapter 138 except said section 17.

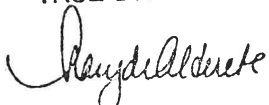
**Motion to Approve Article 39 – Home Rule Petition to Adjust the Number of On-Premise Wine and Malt Alcohol Licenses.**

Adopted by a vote of:

Yes	No	Abstain
163	8	5

**MOTION CARRIES**

TRUE COPY ATTEST



TOWN CLERK  
LEXINGTON, MA



# *Town of Lexington*

Town Manager's Office

James J. Malloy, Town Manager  
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540

Fax: (781) 861-2921

April 30, 2024

The Hon. Michelle Ciccolo, Representative  
MA State house  
24 Beacon Street, Room 473F  
Boston, MA 02133

RE: Certified Vote – Home Rule Petition  
Article 42 – Annual Town Meeting – March 20, 2024  
Digital Publication of Legal Notices

Dear Representative Ciccolo:

Enclosed please find the Town Clerk's certified vote on Article 42 of the Lexington Annual Town Meeting held on March 20, 2024. This article seeks special legislation to allow the Town of Lexington to satisfy the legal notice requirements entirely by digital publication. The Town is seeking this legislation as there are no longer any regular printed newspapers in which to publish legal notices.

On behalf of the Lexington Select Board, I respectfully request that you sponsor legislation to effectuate the intent of this Home Rule Petition. Please let me know if you need anything else from our office. Thank you for your attention to this matter.

Sincerely,

James J. Malloy  
Town Manager

Cc Board of Selectmen  
Representative Ken Gordon  
Senator Michael Barrett  
Senator Cindy Friedman

**EXCERPT OF THE TOWN OF LEXINGTON  
ANNUAL TOWN MEETING  
HELD MONDAY, MARCH 18, 2024, 7:30 P.M.  
CARY MEMORIAL BUILDING – BATTIN HALL  
WITH ADJOURNED SESSIONS HELD  
MARCH 20, 22, 27, and APRIL 1, 3, 8, 10, 24**

**ARTICLE 42 DIGITAL PUBLICATION OF LEGAL NOTICES (Citizen Petition)**

**MOTION:** Ms. Hamilton moves that the Select Board be authorized to petition the Massachusetts General Court to enact legislation in substantially the form below, and further that the Select Board be authorized to approve amendments to said legislation before its enactment by the General Court that are within the scope of the general objectives of this motion:

**“AN ACT ALLOWING ‘PRINT FREE’ DIGITAL LEGAL NOTICES FOR THE TOWN OF  
LEXINGTON”**

**Section 1. Purpose**

The purpose of this Act is to allow, but not require, the Town of Lexington to satisfy legal notice requirements entirely by digital publication as voted necessary by its Select Board in light of the changing landscape of print newspaper businesses, particularly at the local level.

**Section 2. Means of Legal Notice Publication**

Notwithstanding section 13(b) of chapter 4 of the General Laws or any other general or special law to the contrary, wherever the Town of Lexington, or any committee, department, board, commission, or officer thereof is to publish a legal notice in a newspaper or newspaper of general circulation, such requirement may be satisfied by one or more of the following means as authorized by local vote in Section 3:

- A. a newspaper of local or general circulation’s print publication;
- B. a newspaper’s website;
- C. websites reporting local news and opinion which satisfy all criteria for digital publication set forth in said section 13(b) of chapter 4 of the General Laws;
- D. a statewide website that may be maintained as a repository for such notices; or
- E. a town wide website that may be maintained as a repository for such notices.

**Section 3. Local Vote on Means of Publication**

- A. For all legal notices to be issued by Town of Lexington committee, department, board, commission, or officer other than the School Committee, Lexington Public Schools, or a department or officer of the School Committee or Lexington Public Schools, the Select Board by majority vote shall determine at least two of the means of legal notice publication set forth in Section 2 to satisfy publication requirements.
- B. For all legal notices to be issued by the School Committee, Lexington Public Schools, or a department or officer of the School Committee or Lexington Public Schools, the School Committee by majority vote shall determine at least two of the means of legal notice publication set forth in Section 2 to satisfy publication requirements.
- C. The Select Board and School Committee may revisit their means of publication votes at their discretion and elect different means of publication from the options afforded under Section 2 by majority vote.

**Section 4.** This Act shall take effect upon passage.

Following remote electronic vote tallying, the Moderator declared that:

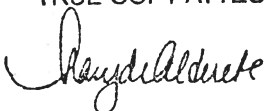
**Motion to Approve Article 42 – Digital Publication of Legal Notices (Citizens Petition)**

Adopted by a vote of:

Yes	No	Abstain
164	3	5

**MOTION CARRIES**

TRUE COPY ATTEST



TOWN CLERK  
LEXINGTON, MA



## Agenda Tracker

ITEM NAME	PROPOSED DATE	MINUTES	Item #	Description
Approve (Special Event) Entertainment License - CAAL	6-May-24	0	0	CAAL's 2024 Boston Asian International Music Festival live performances/recorded music/DJ on the Visitors Center Lawn 6/22
Approve One-Day Liquor Licenses - LABBB Collaborative x2	6-May-24	0	0	LABBB Collaborative is hosting the annual Lexington BBQ Festival in the Depot Lot 6/8-6/9 (Police - OK; Fire - OK; TMO - OK; DPW - )
Approve (Special Event) Entertainment License - LABBB Collaborative	6-May-24	0	0	Live band at the annual Lexington BBQ Festival on 6/8 only
Approve License for Public Entertainment on Sunday - LABBB Collaborative	6-May-24	0	0	Live band at the annual Lexington BBQ Festival on 6/9 only
Approve One-Day Liquor Licenses - Spectacle Management x4	6-May-24	0	0	Spectacle Management x4 events at Cary Memorial Building: 5/18; 6/5; 7/25; 7/27 (DPF - OK)
Approve Select Board Meeting Minutes	6-May-24	0	0	4/10/2024 SB; 4/10/2024 Joint SB, CEC, AC meeting
Approve Request for Deferral of Water and Sewer Payment	6-May-24	0	0	166 Spring Street
Zero Waste Survey Results and Recommendations	6-May-24	20	1	Tufts research team will present results of town-wide survey. Maggie Peard- lead
Review of 2023 and Preview of 2024 Farmers' Market	6-May-24	10	2	confirmed with Leslie for 5/6 date,
Update/Approval on Town-Wide Bicycle and Pedestrian Plan	6-May-24	20	3	Next step in adopting the Bike/Ped Plan
Update/Discussion on 250th Monument at Belfry Park	6-May-24	10	5	This item is to formalize the Select Board's decision on the selected monument at Belfry Park
Street Art Proposed Project Final Approval	6-May-24	10	6	The Select Board heard a proposal to install street art at the intersection of Kendall and Farmcrest and was supportive. The residents have worked with TSG and are now ready to seek final approval to do the work over the summer of 2025.

<b>Discuss Town Manager Search/Screening Committee Timeline</b>	6-May-24	20	7	This will be to review applicants and make appointments to the Town Manager Search Committee (TM Search consultant is to meet with this committee sometime between 5/8-5/17)
<b>Executive Session - DPW and Custodial Union Negotiations</b>	6-May-24	30	x	We have started negotiations with both unions and we need to meet with the Select Board to review/receive authorization
<b>Approve One-Day Liquor License - LexSeeHer, Inc.</b>	13-May-24	0	0	LexSeeHer, Inc.'s "LexSeeHer Under the Stars" event on the Visitors Center Lawn 5/17
<b>Approve One-Day Liquor License - EMACT</b>	13-May-24	0	0	EMACT's Annual DASH Gala and Awards Presentation in Cary (Battin Hall and Estabrook Hall lobbies) 8/24
<b>Approve One-Day Liquor License - Thomas McLoughlin</b>	13-May-24	0	0	Thomas McLoughlin is looking to hold a memorial luncheon in the Dining Room of the Lexington Community Center 6/29
<b>Tucker Avenue Street Acceptance Order of Taking Vote</b>	13-May-24	0	0	The Board has already voted to approve Tucker Avenue and Town Meeting has approved it. This si the final order of taking.
<b>SELECT BOARD WORK SESSION - Discussion on Housing Incentives</b>	13-May-24	30	1	LUHD is asking to have a discussion on incentive options (reductions in fees) related to promoting affordable housing
<b>SELECT BOARD WORK SESSION - Discussion on proposed updates to Alcohol Policy for Restaurants</b>	13-May-24	20	2	This is a discussion to review updates to the alcohol policy for restaurants, which was last updated in 2010.
<b>COA would like to request Increasing senior tax work off rate</b>	13-May-24	10	3	COA would like to ask SB to vote on increasing the hourly rate from \$13.50 to \$15 since that's the current minimum wage. Email from Dana on 3.5.24
<b>Town Manager Search/Screening Appointments</b>	13-May-24	30	4	Responses are due from Search Committee applicants by 5/6 and the Board will consider making appointments on 5/13.
<b>Approve One-Day Liquor License - Lexington Lyceum Advocates</b>	20-May-24	0	0	Lexington Lyceum Advocates are hosting an International Fun Fest on the lawn behind the Ellen Stone Building 6/15

<b>PLACEHOLDER - Approve Select Board Committee Appointment - Fund for Lexington - Trustees of Public Trusts Member</b>	20-May-24	0	0	_____ as a member to the Fund for Lexington Board representing the Trustees of the Public Trusts
<b>Approve Select Board Committee Reappointment</b>	20-May-24	0	0	Tara Mizrahi is up for reappointment on LexHAB (term ends 5/31)
<b>Request for License to Sell at Farmers' Market - Stormalong Cider</b>	20-May-24	0	0	Application from Kat Zonghetti, Stormalong Cider. to sell at the Lexington Farmers' Market for the 2024 season for off premise consumption
<b>Confirm Town Manager Committee Reappointments</b>	20-May-24	0	0	John Zhao for the Council on Aging; Carl Fantasia for the Recreation Committee; Dr. Geller for the BOH
<b>Approve Select Board Minutes</b>	20-May-24	0	0	4/24 , 4/29 Consultant Interviews (maybe 4/29 SB Regular)
<b>Approve and Sign Proclamation - Sal Frelick Day in Lexington</b>	20-May-24	0	0	Per request from Suzie Barry. She will write the proclamation
<b>Approve Lexington Lions Club Carnival</b>	20-May-24	0	0	Annual Lions Club Carnival Permit
<b>Hearng - Liquor License Amendment - Bermans Wine and Spirits 55 Massachusetts Avenue - Change Of Officers, Change of Stock, Pledge of Collateral and Change of Manager</b>	20-May-24	10	1	Applications transfer of Stock - requires a hearing, advertising hearing in 5/9/24 Minuteman newspaper (adv as approx 6:30pm)
<b>Liquor License Amendment - Il Casale 1727 Massachusetts Avenue - Expansion of premise for Outdoor Dining on Town Owned Sidewalk</b>	20-May-24	5	2	request to expand liquor license coverage to the tables Il Casale uses on Town Property advertising n 5/9/24 Minuteman newspaper (adv as approx 6:30pm)
<b>Power Options Presentation on Fleet Electrification Roadmap</b>	20-May-24	20	3	Power Options completed the Fleet Electrification Roadmap, this is a presentation to the Board on the roadmap to electrify the Town's fleet. Contractor has been informed of May 20 as the day to attend

<b>Discuss/Approve Modifications to the Fleet Electrification Policy</b>	20-May-24	10	4	The Green Communities program is expanding to include a “Climate Leader Community” designation. Applications open this summer and Maggie is working to make sure we have all the pieces to be able to apply. Designation will mean we would have access to larger grants that we could use on municipal building decarbonization projects, among other things. Maggie Peard ran our Fleet Electrification Policy by DOER to see if it meets their requirements and there are a couple very minor edits they suggested to be extra careful that it will meet their requirements.
<b>Zero Waste Survey Recommendations</b>	20-May-24	20	5	Maggie is looking for direction from the board on recommendations presented by the Tufts research
<b>Select Board Liaison Assignment Discussion/Decision</b>	20-May-24	15	6	
<b>Summit on LHS Project Financing/Cost</b>	22-May-24		1	This will be summit
<b>Town Meeting Article Submission Timeline Discussion</b>	3-Jun-24	10	1	Policy Committee will present a proposed schedule for article submissions
<b>Discussion on potential summit on Sustainable Efforts and Historic Preservation</b>	3-Jun-24	20	2	This would be a discussion whether the Board believes there is value to holding a summit with Sustainable Lexington, the Sustainability and Resilience Officer, Historic Districts Commission, Historical Commission (AC/CEC?) and perhaps creating an Ad Hoc Working Group to address any bylaw issues that could provide consideration of sustainability efforts in regard to historic preservation.
<b>Tangible Development presentation on Internal equity audit</b>	3-Jun-24	20		The audit results to be presented to the SB. 15 mins
<b>COA Request to be Authorized to be designated for an AARP Age Friendly Community</b>	3-Jun-24			

COA Amended Charge	3-Jun-24	10		The COA would like to bring forth amendments to their charge to the 2025 ATM.
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# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Application: Entertainment License - Chinese American Association of Lexington (CAAL),  
Visitors Center Lawn, 1875 Massachusetts Avenue

### **PRESENTER:**

Doug Lucente, Select Board Chair

### **ITEM NUMBER:**

C.1

### **SUMMARY:**

**Category: Decision-Making**

#### **Chinese American Association of Lexington (CAAL):**

The Chinese American Association of Lexington (CAAL) has submitted an application requesting approval for an Entertainment License for the purpose of live performances, radio/recorded music and disc jockeys during the 2024 Boston Asian International Music Festival on Saturday, June 22, 2024. The live musical performances will take place on the Visitors Center Lawn, 1875 Massachusetts Avenue from 5:00pm to 8:30pm.

### **SUGGESTED MOTION:**

To approve an Entertainment License for the Chinese American Association of Lexington (CAAL) for the purpose of providing live musical performances, radio/recorded music and disc jockeys for patrons of the 2024 Boston Asian International Music Festival to take place on Saturday, June 22, 2024 from 5:00pm to 8:30pm on the Visitors Center Lawn, 1875 Massachusetts Avenue.

Move to approve the consent.


### **FOLLOW-UP:**

Select Board Office

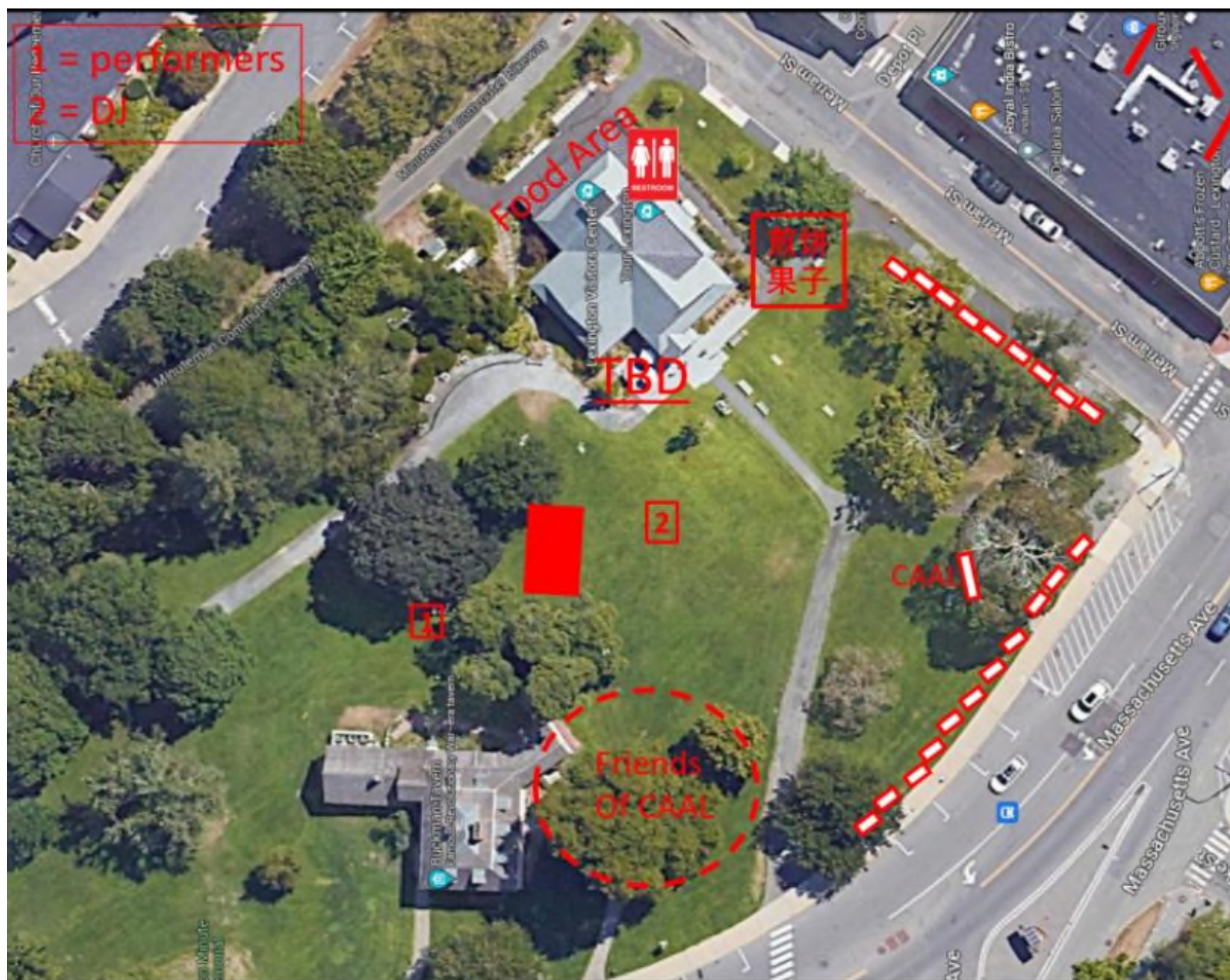
### **DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

**ATTACHMENTS:**

Description	Type
 2024 Boston Asian International Music Festival Event Location Map	Backup Material







# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Application: One-Day Liquor Licenses - LABBB Collaborative, Depot Parking Lot, 0 Meriam Street

### **PRESENTER:**

Doug Lucente, Select Board Chair

### **ITEM NUMBER:**

C.2

### **SUMMARY:**

**Category: Decision-Making**

#### **LABBB Collaborative/Steve Eastridge:**

LABBB Collaborative/Steve Eastridge has requested two One-Day Liquor Licenses to serve beer and cider at the municipal parking lot behind the Depot Building (to the left of the parking attendant), 0 Meriam Street, for the purpose of the Lexington BBQ Festival on the following dates:

- Saturday, June 8, 2024 from 12:00pm to 8:00pm
- Sunday, June 9, 2024 from 12:00pm to 4:00pm

The beer and cider will be served under a tent on the right side of the perimeter and against the fencing (below the toilets and above the entrance in the attached diagram).

The request has been reviewed by the Department of Public Works, Police Department and Fire Department with no concerns. A permit has been issued by the Town Manager's Office for the event location.

### **SUGGESTED MOTION:**

To approve two One-Day Liquor Licenses for LABBB Collaborative/Steve Eastridge to serve beer and cider at the municipal parking lot behind the Depot Building (to the left of the parking attendant), 0 Meriam Street, for the purpose of the Lexington BBQ Festival on the following dates:

- Saturday, June 8, 2024 from 12:00pm to 8:00pm
- Sunday, June 9, 2024 from 12:00pm to 4:00pm

Move to approve the consent.


**FOLLOW-UP:**

Select Board Office

**DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

**ATTACHMENTS:**

Description	Type
 Lexington BBQ Festival Event Location Map	Backup Material



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Application: Entertainment License - LABBB Collaborative, Depot Parking Lot, 0 Meriam Street

### **PRESENTER:**

Doug Lucente, Select Board Chair

### **ITEM NUMBER:**

C.3

### **SUMMARY:**

**Category: Decision-Making**

#### **LABBB Collaborative/Steve Eastridge:**

LABBB Collaborative/Steve Eastridge has requested an Entertainment License for the purpose of live bands during the Lexington BBQ Festival on Saturday, June 8, 2024. The live musical performances will take place at the municipal parking lot behind the Depot Building (to the left of the parking attendant), 0 Meriam Street from 12:00pm to 8:00pm. There will be four bands playing at two-hour intervals beginning at 12:00pm and ending by 8:00pm.

### **SUGGESTED MOTION:**

To approve an Entertainment License for LABBB Collaborative/Steve Eastridge for the purpose of providing live musical performances for patrons of the Lexington BBQ Festival to take place on Saturday, June 8, 2024 at the municipal parking lot behind the Depot Building (to the left of the parking attendant), 0 Meriam Street from 12:00pm to 8:00pm.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office

### **DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Application: License for Public Entertainment on Sunday - LABBB Collaborative, Depot Parking Lot, 0 Meriam Street

### **PRESENTER:**

Doug Lucente, Select Board Chair

### **ITEM NUMBER:**

C.4

### **SUMMARY:**

**Category: Decision-Making**

#### **LABBB Collaborative/Steve Eastridge:**

LABBB Collaborative has requested a License for Public Entertainment on Sunday for the purpose of live bands during the Lexington BBQ Festival on Sunday, June 9, 2024. The live musical performances will take place at the municipal parking lot behind the Depot Building (to the left of the parking attendant), 0 Meriam Street from 12:00pm to 4:00pm. There will be two bands playing at two-hour intervals beginning at 12:00pm and ending by 4:00pm. The applicant is responsible for submitting the Select Board approved license and payment to the Massachusetts State Division of Professional Licensure.

### **SUGGESTED MOTION:**

To approve a License for Public Entertainment on Sunday for LABBB Collaborative/Steve Eastridge for the purpose of providing live musical performances for patrons of the Lexington BBQ Festival to take place on Sunday, June 9, 2024 at the municipal parking lot behind the Depot Building (to the left of the parking attendant), 0 Meriam Street from 12:00pm to 4:00pm.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office

**DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Application: One-Day Liquor Licenses - Spectacle Management, Inc., 1605 Massachusetts Avenue

### **PRESENTER:**

Doug Lucente, Select Board Chair

### **ITEM NUMBER:**

C.5

### **SUMMARY:**

**Category: Decision-Making**

#### **Spectacle Management, Inc.:**

Spectacle Management, Inc. has requested four One-Day Liquor Licenses to serve beer and wine in the lobby outside of Battin Hall on the main level of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of four events on the following dates:

- Colin Mochrie and Brad Sherwood, Saturday, May 18, 2024 6:30pm to 10:30pm
- Andy Summers, Wednesday, June 5, 2024 6:30pm to 10:30pm
- Christopher Cross, Thursday, July 25, 2024 6:30pm to 10:30pm
- The High Kings, Saturday, July 27, 2024 6:30pm to 10:30pm

The requests have been reviewed by the Department of Public Facilities with no concerns.

### **SUGGESTED MOTION:**

To approve four One-Day Liquor Licenses for Spectacle Management, Inc. to serve beer and wine in the lobby outside of Battin Hall on the main level of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of four events as follows:

- Colin Mochrie and Brad Sherwood, Saturday, May 18, 2024 6:30pm to 10:30pm
- Andy Summers, Wednesday, June 5, 2024 6:30pm to 10:30pm
- Christopher Cross, Thursday, July 25, 2024 6:30pm to 10:30pm
- The High Kings, Saturday, July 27, 2024 6:30pm to 10:30pm

Move to approve the consent.



**FOLLOW-UP:**

Select Board Office

**DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Spectacle Management Event Location Map	Backup Material

Cary concert hall area

Cary Hall Lobby Area

Area where beer, wine and snacks will be served

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve Select Board Meeting Minutes

### **PRESENTER:**

Doug Lucente, Select Board Chair

### **ITEM NUMBER:**

C.6

### **SUMMARY:**

#### **Category: Decision-Making**

The Select Board is being asked to approve the following set of minutes:

- April 10, 2024 Select Board
- April 10, 2024 Joint Select Board, Appropriation Committee and Capital Expenditures Committee

### **SUGGESTED MOTION:**

To approve and release the following minutes:

- April 10, 2024 Select Board
- April 10, 2024 Joint Select Board, Appropriation Committee and Capital Expenditures Committee

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office

### **DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

**ATTACHMENTS:**

Description	Type
📎 DRAFT - 04102024 Select Board Minutes	Backup Material
📎 DRAFT - 04102024 Joint Meeting SB-AC-CEC minutes	Backup Material

**SELECT BOARD MEETING**  
**April 10, 2024**

A meeting of the Lexington Select Board was called to order at 6:00p.m. on Wednesday, April 10, 2024, via a hybrid meeting platform. Mr. Pato, Chair; Ms. Barry, Mr. Lucente, Mr. Sandeen, and Ms. Hai were present, as well as Mr. Malloy, Town Manager; Ms. Katzenback, Executive Clerk; and Ms. Axtell, Deputy Town Manager.

**SELECT BOARD MEMBER CONCERNS AND LIAISON REPORTS**

1. Select Board Member Concerns and Liaison Reports

None at this time.

**TOWN MANAGER REPORT**

1. Town Manager Weekly Update

Nothing additional to report at this time.

**DOCUMENTS:** Weekly Update 4-5-24

**CONSENT AGENDA**

1. Approve and Sign Awards for Patriots' Day 2024

- Minuteman Cane Award
- Pat Flynn Outstanding Youth Awards

To approve and sign a proclamation for the 2024 Minuteman Cane Award.

To approve and sign two proclamations for the 2024 Pat Flynn Outstanding Youth Award.

**DOCUMENTS:** 2024MinutemanCaneAward-AshleyRooney, 2024 Pat Flynn Outstanding Youth Award - Amelia Settembre, 2024 Pat Flynn Outstanding Youth Award - Duncan Maloney

2. Approve and Sign Water and Sewer Finals

To approve and sign the attached Water and Sewer Finals for February 2024.

**DOCUMENTS:** Feb finals for 4-10-24

3. Approve Select Board Meeting Minutes

- March 11, 2024 Select Board
- March 18, 2024 Select Board
- March 20, 2024 Select Board
- March 27, 2024 Select Board

To approve and release the following minutes:

- March 11, 2024 Select Board
- March 18, 2024 Select Board
- March 20, 2024 Select Board

- March 27, 2024 Select Board

**DOCUMENTS:** DRAFT 03112024 Select Board minutes, DRAFT 03182024 Select Board minutes, DRAFT 03202024 Select Board minutes, DRAFT 03272024 Select Board minutes

**VOTE:** Upon a motion duly made and seconded, the Select Board voted 5-0 to approve the Consent Agenda.

## **ITEMS FOR INDIVIDUAL CONSIDERATION**

1. Grant of Location for Eversource - East Street

Mr. Pato opened the hearing at 6:04pm.

Joanne Callender, Eversource Representative, explained that this is a request for NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY to install approximately 25' of conduit in East Street. This work is being requested to upgrade the underground electric system on Seaborn Place.

The Engineering Department reviewed the request and have no objection to the petition.

There was no public comment at this time.

Mr. Pato closed the hearing at 6:06pm.

**VOTE:** Upon a motion duly made and seconded, the Select Board voted 5-0 to approve a Grant of Location to NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY to construct, and a location for, such a line of conduits with the necessary wires and cables therein, said conduits to be located, substantially as shown on the plan made by K. Rice dated February 23, 2024, under the following public way of Lexington: East Street Easterly from pole 27/7, at Seaborn Place, to install approximately 25 feet of conduit.

## **DOCUMENTS:** Petition

2. Grants of Location for Verizon & Eversource - Pelham Road -Verizon & Eversource Joint-Owned Pole and Eversource Installation of Conduit

Mr. Pato opened the hearings simultaneously at 6:07pm.

Ross Bilodeau, Verizon Representative, explained that Verizon is requesting to relocate an existing pole (#9) approximately 25' and in a southwest direction from its current location. This work is part of the project to accommodate new construction at Beech Tree Lane.

It was noted that the double pole has been removed from pole #11.

The Engineering Department reviewed the requests and have no objection to either petition.

There was no public comment at this time.

Mr. Pato closed the hearing at 6:10pm.

**VOTE:** Upon a motion duly made and seconded, the Select Board voted 5-0 to approve a Grant of Location to VERIZON NEW ENGLAND, INC. and NSTAR ELECTRIC COMPANY D/B/A

EVERSOURCE ENERGY to locate poles, wires, cables and fixtures including the necessary anchors, guys and other such sustaining and protecting fixtures to be owned and used in common by your petitioners, along and across the following public way or ways in the Town of Lexington as follows: Relocate (1) JO pole, P.9 located on the northerly side of Pelham Road at a point approximately 25' southwesterly from its current location.

**VOTE:** Upon a motion duly made and seconded, the Select Board voted 5-0 to approve a Grant of Location to NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY to construct, and a location for, such a line of conduits with the necessary wires and cables therein, said conduits to be located, substantially as shown on the plan made by K. Rice dated K. Rice dated March 20, 2024, under the following public way of Lexington: Pelham Road - Northwesterly from pole 77/9, approximately 460 feet west of Eliot Road, install approximately 9 feet of conduit

**DOCUMENTS:** Verizon/Eversource Petition - JO pole relocation, Eversource Peititon - conduit

3. 2024 Annual Town Meeting - Select Board Article Discussion and Positions

Ms. Barry, Mr. Lucente, and Ms. Hai updated their position to “Wait” for the main motion for Article 31 – Prohibit Single Serve Plastic Water Bottles.

The Board reviewed Mr. Michelson’s amendment to refer Article 31 to the Select Board. Ms. Barry, Mr. Lucente, and Ms. Hai took a “Yes” position on this proposed amendment. Mr. Pato and Mr. Sandeen are a “Wait” on the amendment.

**DOCUMENTS:** Select Board Working Document - Positions 2024ATM, Art31EMichelsonAmendment, Art31motion

The Board discussed a few reports.

Ms. Barry noted that Monday is Patriots’ Day and ran through a number of events that will be happening to celebrate over the weekend. Also, April 19<sup>th</sup> will kick off the Lex250th Celebration with a community event in front of Cary Hall. There will then be events throughout the day and into the evening.

4. Joint Meeting - Select Board, Appropriation Committee & Capital Expenditures Committee-Discuss Police Station Project Budget for Solar Canopy/Batteries

Mr. Pato called the Joint Meeting of the Select Board, Appropriation Committee, and the Capital Expenditures Committee to order at 6:35pm

Present for the Select Board (SB): Mr. Pato, Chair; Ms. Barry, Vice Chair; Mr. Lucente; Ms. Hai; and Mr. Sandeen

Present for the Capital Expenditures Committee (CEC): Mr. Lamb, Chair; Mr. Cole; Mr. Kanter, Vice Chair; and Ms. Rhodes

Present for the Appropriation Committee (AC): Mr. Parker, Chair; Mr. Padaki; Vice Chair; Mr. Levine; Mr. Michelson; Mr. Bartenstein; Ms. Yan; Mr. Ahuja; and Mr. Osborne (6:40pm arrival)

Mike Cronin, Director of Public Facilities, explained that, at the last Select Board meeting, the Board requested an updated financial analysis which provides information on debt service costs, solar

incentives, and timeframes for return on investment. The financial analysis uses two variables for consideration:

- 520KWH vs. 1040KWH batteries
- 10 Year vs. 20 Year Debt Service

From this analysis, the highest return on investment is choosing the 1040KWH battery system with ten-year debt issuance. Under this scenario, the annual net cost is 11 years, and the cumulative net cost is 13 years, with a total net gain of just under \$6.5M. A more attractive scenario may be the 1040KWH battery system with a 20-Year debt issuance, where the total net gain is less at \$5.9M but because the debt service payments are less, the annual net cost is two years, and the cumulative net cost is three years. Over 20 years, this scenario would cost just under \$2.4M vs. \$2.65M for the ten-year scenario. As stated above, over 30 years the comparable savings is \$5.9M vs. \$6.5M.

In the 10-year scenario, the Town would save an additional \$600,000 over the 30-year planning period and, under the 20-year scenario the Town would have higher revenues than expenditures starting in the second or third year. Staff has submitted a request for congressionally directed funding from Senators Warren and Markey and Congresswoman Clark. Without outside funding, the Select Board would either need to choose an option that places all or part of the project on hold until the Fall Town Meeting. Staff believes that the steel framing could be completed at this time with the current budget and that some/all of the solar could be installed under the current budget, but there is not sufficient funding to complete the full installation with batteries. The benefit of moving forward now is that it allows the project area, including Fletcher Park, to be returned to its original condition, with later funding allowing solar to be installed during the winter months. This would require funding at the Fall Town Meeting.

Another option for the Select Board to consider would be to call a Special Town Meeting at the end of this Annual Town Meeting. If this was called on April 10, 2024, it could fall within the current Town Meeting. There will be costs associated with this option.

There was discussion regarding if the site will be temporarily cleaned up if the steel portion of the project does not move forward in order to have Fletcher Field ready for the 250<sup>th</sup> celebration. It was noted that if the steel goes up without the solar, the Town should also consider the High School project that is coming down the pipeline.

The groups agreed to consider the information presented and come back at a future meeting for further discussion and a potential vote.

The Capital Expenditures Committee and Appropriation Committee adjourned their respective committees exited the meeting. The Joint Meeting was adjourned at 7:18pm.

**DOCUMENTS:** Presentation, Financial Analysis

**ADJOURN**

**VOTE:** Upon a motion duly made and seconded, the Select Board voted 5-0 to adjourn the meeting at 7:19 p.m.

A true record; Attest:  
Kristan Patenaude  
Recording Secretary



JOINT MEETING  
SELECT BOARD, APPROPRIATION COMMITTEE AND  
CAPITAL EXPENDITURES COMMITTEE  
April 10, 2024

A Joint Meeting of the Select Board, Appropriation Committee and Capital Expenditures Committee was called to order at 6:35pm on Wednesday, April 10, 2024, via a hybrid meeting platform. Mr. Pato, Chair; Ms. Barry, Mr. Lucente, Mr. Sandeen, and Ms. Hai were present, as well as Mr. Malloy, Town Manager; Ms. Katzenback, Executive Clerk; and Ms. Axtell, Deputy Town Manager.

Present for the Select Board (SB): Mr. Pato, Chair; Ms. Barry, Vice Chair; Mr. Lucente; Ms. Hai; and Mr. Sandeen

Present for the Capital Expenditures Committee (CEC): Mr. Lamb, Chair; Mr. Cole; Mr. Kanter, Vice Chair; and Ms. Rhodes

Present for the Appropriation Committee (AC): Mr. Parker, Chair; Mr. Padaki, Vice Chair; Mr. Levine; Mr. Michelson; Mr. Bartenstein; Ms. Yan; Mr. Ahuja; and Mr. Osborne (6:40pm arrival)

1. Discuss Police Station Project Budget for Solar Canopy/Batteries

Mike Cronin, Director of Public Facilities, explained that, at the last Select Board meeting, the Board requested an updated financial analysis which provides information on debt service costs, solar incentives, and timeframes for return on investment. The financial analysis uses two variables for consideration:

- 520KWH vs. 1040KWH batteries
- 10 Year vs. 20 Year Debt Service

From this analysis, the highest return on investment is choosing the 1040KWH battery system with ten-year debt issuance. Under this scenario, the annual net cost is 11 years, and the cumulative net cost is 13 years, with a total net gain of just under \$6.5M. A more attractive scenario may be the 1040KWH battery system with a 20-Year debt issuance, where the total net gain is less at \$5.9M but because the debt service payments are less, the annual net cost is two years, and the cumulative net cost is three years. Over 20 years, this scenario would cost just under \$2.4M vs. \$2.65M for the ten-year scenario. As stated above, over 30 years the comparable savings is \$5.9M vs. \$6.5M.

In the 10-year scenario, the Town would save an additional \$600,000 over the 30-year planning period and, under the 20-year scenario the Town would have higher revenues than expenditures starting in the second or third year. Staff has submitted a request for congressionally directed funding from Senators Warren and Markey and Congresswoman Clark. Without outside funding, the Select Board would either need to choose an option that places all or part of the project on hold until the Fall Town Meeting. Staff believes that the steel framing could be completed at this time with the current budget and that some/all of the solar could be installed under the current budget, but there is not sufficient funding to complete the full installation with batteries. The benefit of moving forward now is that it allows the project area, including Fletcher Park, to be returned to its original condition, with later funding allowing solar to be installed during the winter months. This would require funding at the Fall Town Meeting.

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There was discussion regarding if the site will be temporarily cleaned up if the steel portion of the project does not move forward in order to have Fletcher Field ready for the 250<sup>th</sup> celebration. It was noted that if the steel goes up without the solar, the Town should also consider the High School project that is coming down the pipeline.

The groups agreed to consider the information presented and come back at a future meeting for further discussion and a potential vote.

**DOCUMENTS:** Presentation, Financial Analysis

## **ADJOURN**

**VOTE:** Upon a motion duly made and seconded, the Select Board, Appropriation Committee and Capital Expenditures Committee voted by roll call to adjourn the Joint Meeting at 7:18 p.m.

A true record; Attest:  
Kristan Patenaude  
Recording Secretary

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve Request for Deferral of Water and Sewer Payment

### **PRESENTER:**

Doug Lucente, Select Board Chair

### **ITEM NUMBER:**

C.7

### **SUMMARY:**

#### **Category: Decision-Making**

The resident of 166 Spring Street has submitted an application for deferral of the water and sewer payments. Real Estate deferral was granted by the Board of Assessors on March 26, 2024.

### **SUGGESTED MOTION:**

To approve the deferral of FY2024 Water and Sewer payments for 166 Spring Street.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office to send approval to Treasurer's Office

### **DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

### **ATTACHMENTS:**

Description	Type
 Application for deferral of water and sewer payment -	Backup Material

# TOWN OF LEXINGTON

## APPLICATION FOR DEFERRAL OF WATER and/or SEWER PAYMENT

(M.G.L. CHAPTER 83; SECT. 16G & CHAPTER 40; SECT. 42J)

*Only those individuals deferring some or all of their real estate taxes for the current fiscal year are eligible for this deferral.*

Deferral type requested: Water ☐ Sewer ☐ Both ☒

Name(s) of Record Owner Ardeth and Kenneth Froberg

Name of Applicant Ardeth Froberg

Location of Real Estate upon which Water / Sewer Deferral is claimed 166 Spring St  
Lexington MA 02421

Has a Real Estate Tax Deferral application been filed for this property for the current fiscal year?

Yes ☒

No ☐

Date filed March 1, 2024

SUBSCRIBED THIS 14<sup>th</sup> day of April, 2024 UNDER PENALTIES OF PERJURY

SIGNATURE (APPLICANT) Ardeth A. Froberg

MAILING ADDRESS 166 Spring St, Lexington MA 02421

### THIS SPACE FOR ASSESSORS' RECORD ONLY

Property Location 166 Spring St Parcel ID 12-8B

Date Real Estate Deferral Granted 3/26/24 for Fiscal Year 2024

Pursuant to M.G.L. Ch. 83 Sect. 16G and Chapter 40 Sect. 42J this application for deferral of water and/or sewer charges is GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_

SELECT BOARD

Date

20

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Presentation - Zero Waste Survey Results and Recommendations

### **PRESENTER:**

Maggie Peard, Sustainability &  
Resiliency Officer

### **ITEM NUMBER:**

I.1

### **SUMMARY:**

#### **Category: Informing**

A team of four graduate students from Tufts University's Department of Urban and Environmental Policy and Planning (UEP) completed a semester-long research project for the Town around potential changes to our waste collection system to reduce waste. The team researched 5 proposed strategies from Lexington's Zero Waste Plan and created a survey to gauge residents' feelings toward the strategies. The team will present the results of the survey, which got 1,514 responses, and their recommendations for the Town based on the results. The team worked with Maggie Peard and David Pinsonneault, who will be looking for guidance from the board at a future meeting on direction for further pursuing these strategies.

### **SUGGESTED MOTION:**

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

6:45pm

### **ATTACHMENTS:**

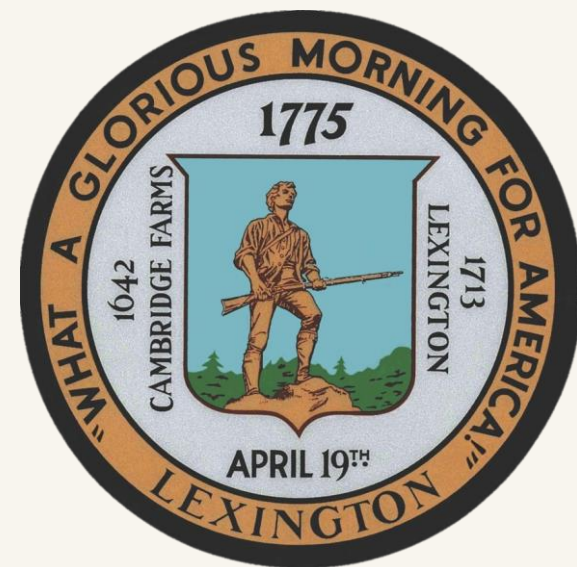
Description	Type
 Tufts Zero Waste Presentation	Backup Material



# Zero Waste Strategy in Lexington, MA

**Tufts**

Urban and  
Environmental  
Policy and Planning





# Table of Contents

Project Background

Collection System Changes

Survey Results

Evaluation and Recommendations







# Our Team

## Team:

**Izzy Istephanous, Ryan Kadet,  
Terry Lee, Camille Ross**

## Partner:

**Margaret Peard** (Sustainability & Resilience Officer, UEP '22)  
**David Pinsonneault** (Director of Public Works)



# Goal:

Evaluate potential changes to Lexington's MSW collection system as part of the Town's Zero Waste Plan to increase waste diversion from incineration and landfills.



The Lexington Minuteman Statue



# System Changes

1. Automated Curbside Waste Collection
2. Curbside Organic Waste Collection
3. Alternating Week Trash Collection
4. Trash Metering
5. Expanding Reuse Collection for Bulky Waste

# Evaluation Metrics

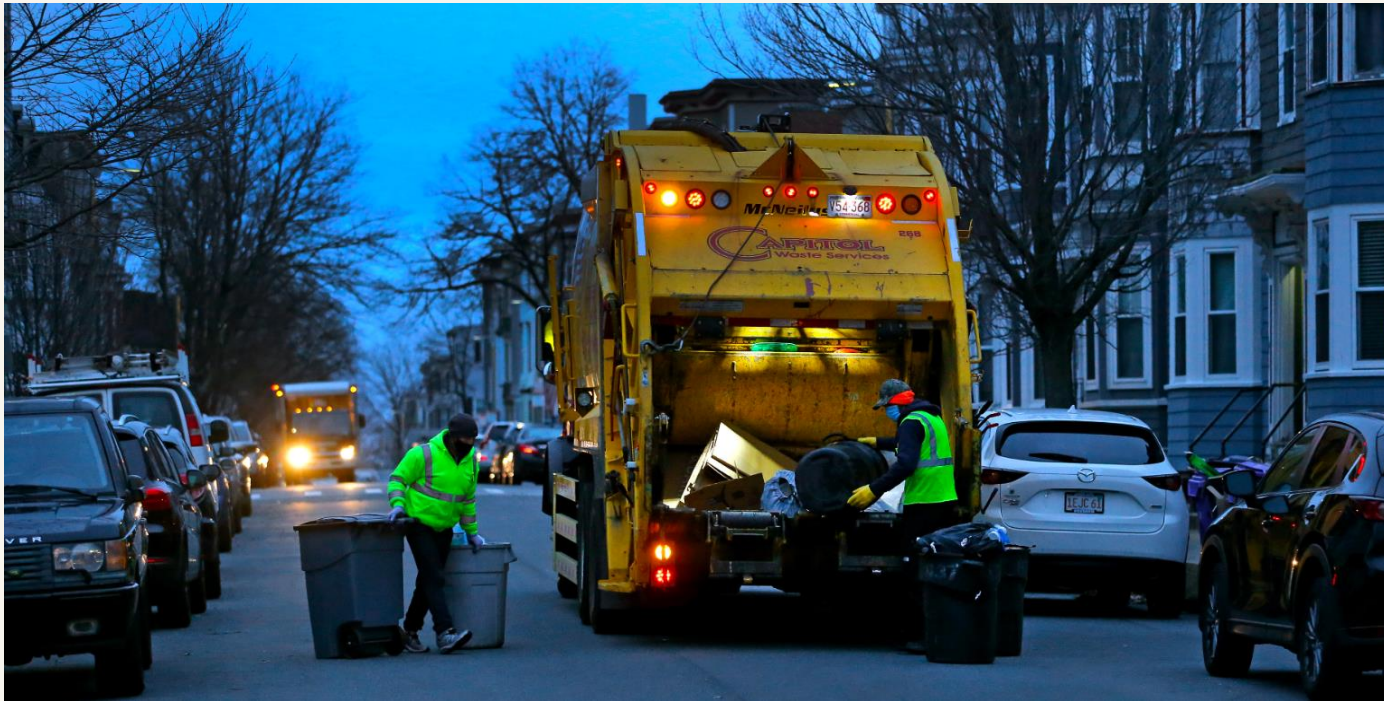
- Timeframe
- Waste Diversion
- Public Opinion
- Costs/Savings
- GHG Emissions Reduction





# System Change #1:

## Automated Curbside Waste Collection



- Alternative to manual curbside trash collection, utilizes trucks with mechanized arms
- More efficient, reduces GHG emissions and costs
  - Less idling
  - Requires 1 worker per truck
  - Can increase the number of households served per truck, per hour by up to 300%
- Requires standard sized trash bin distributed to all residents
  - Incentivizes waste reduction, particularly when introduced with fee for additional waste



# System Change #2: Curbside Organics Collection



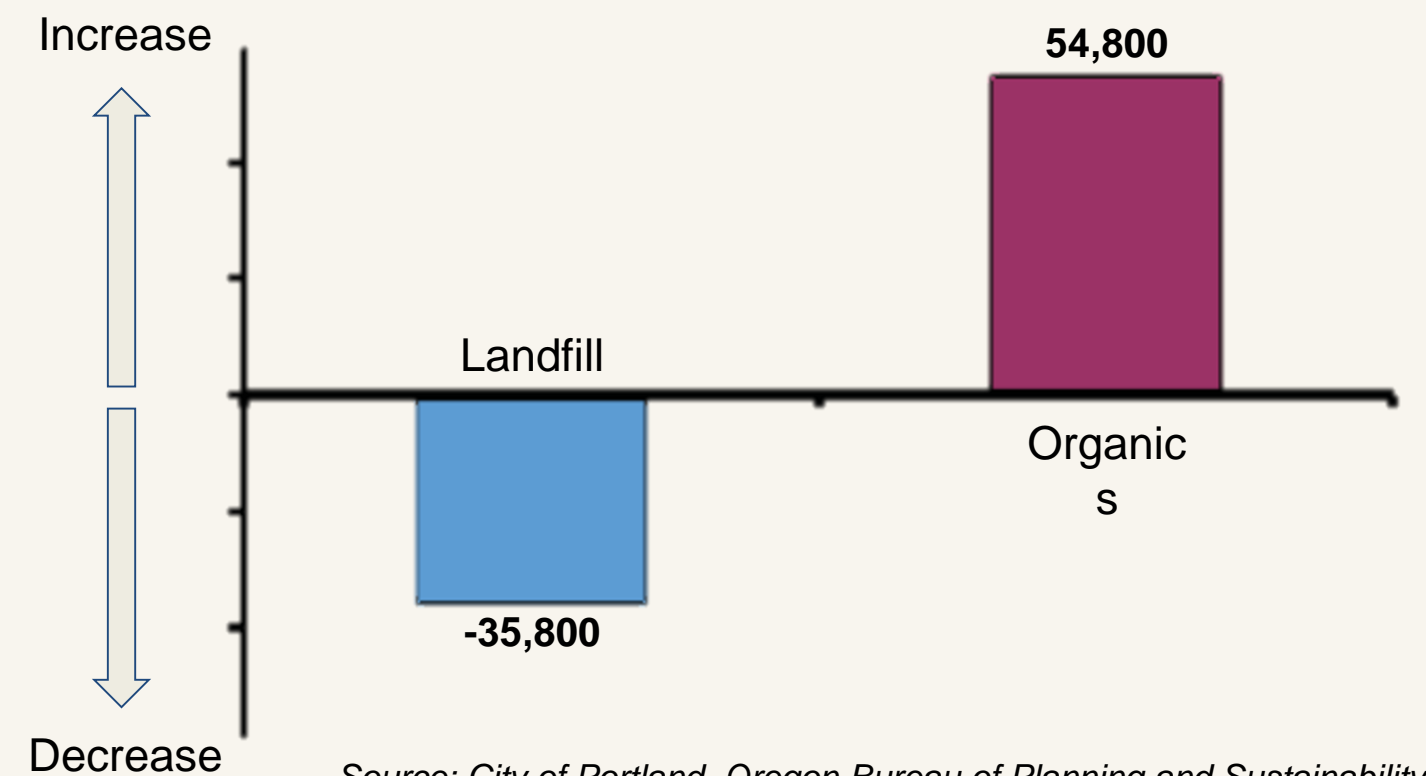
- In Summer 2023 Lexington piloted a Curbside Organics Collection program (hereby referred to as composting)
- Many municipalities are adopting city-wide composting programs
  - Plan is to divert 90% of landfill waste by 2050
  - Separate from Hartwell facility
- In 2021, Lexington sent 8,965 tons of waste to the incinerator. **23%** of that waste could have been **recycled**, and **38%** could have been **composted**.

# System Change #3:

## Alternating Week Trash Collection

- Solid waste picked up curbside every-other-week
  - Traditional system: weekly solid waste pickup with alternating week recycling
- Combined with weekly recycling and curbside compost pickup
  - Increases participation in these programs to reduce solid waste
  - Often includes standardizing waste bins
- Can cut collection vehicle needs by 20 to 40%, reducing GHG emissions (US EPA)
- Cuts solid waste pickup costs to the town in half

**Difference in residential tons collected**



Source: City of Portland, Oregon Bureau of Planning and Sustainability

Nov 2010-Oct 2011 to Nov 2011-Oct 2012

Shifted to **every-other-week solid waste collection and every week organics collection** in 2011

# System Change #4:

## Trash Metering

- AKA: Unit-based Pricing, variable-rate pricing, Pay-As-You-Throw (PAYT)
- Requires standardizing units: barrels, bags, etc.
- Hybrid System
- Decreases residential MSW by about 16%\*
- Reduces GHG emissions by 0.088 MTCE per user in the U.S.\*\*

Example PAYT Rate Structure Town of Natick		
Number of Bags	Size of Bag	Cost
10-Pack	33 Gallon Bags	\$22.50
10-Pack	15 Gallon Bags	\$12.50

From The Town of Natick

\*Lisa A. Skumatz, "Pay as You Throw in the US: Implementation, Impacts, and Experience," *Pay as You Throw: A Tool for Urban Waste Management* 28, no. 12 (December 1, 2008): 2778–85, <https://doi.org/10.1016/j.wasman.2008.03.033>.

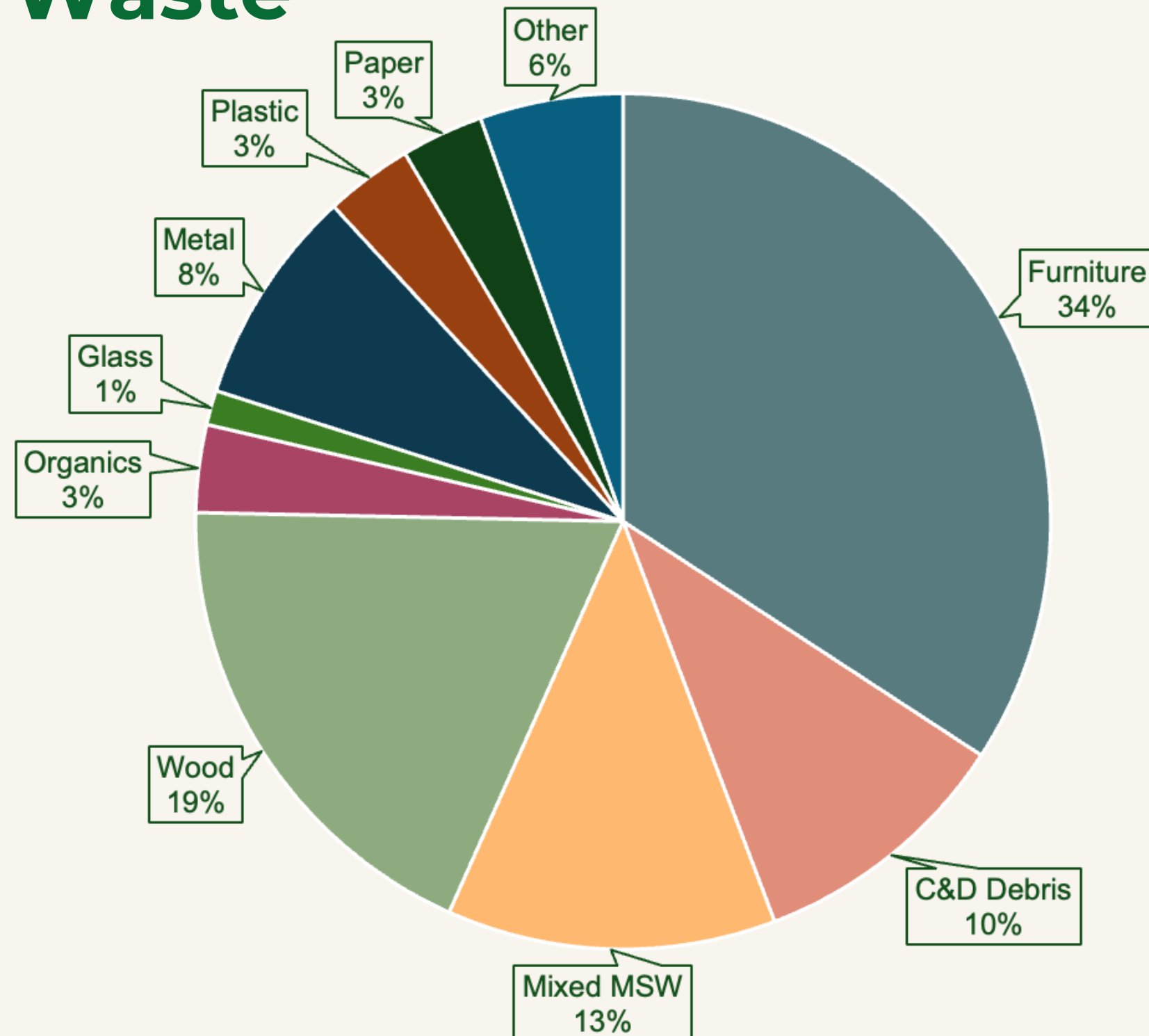
\*\*U.S. Environmental Protection Agency, "Pay-As-You-Throw and Climate Change," .gov, U.S. EPA Archive, March 2003, <https://archive.epa.gov/wastes/conserve/tools/payt/web/html/payfact.html#reduce>.

# System Change #5:

## Expanding Reuse Collection for Bulky

### Waste

Bulky MSW Composition



### Current System

- Only 1 item (> 75 lbs) per week
- Resident arranges pick-up or drop-off
- Free service

### Challenges

- Space-intensive
- High operating costs

### Possible Solutions

- Varying fees on size/disposal options
- Business Development Grants (up to \$400,000)
- Events: Swap & Shop Days, Fix-It Clinics, Zero Waste Days



# Public Opinion Survey

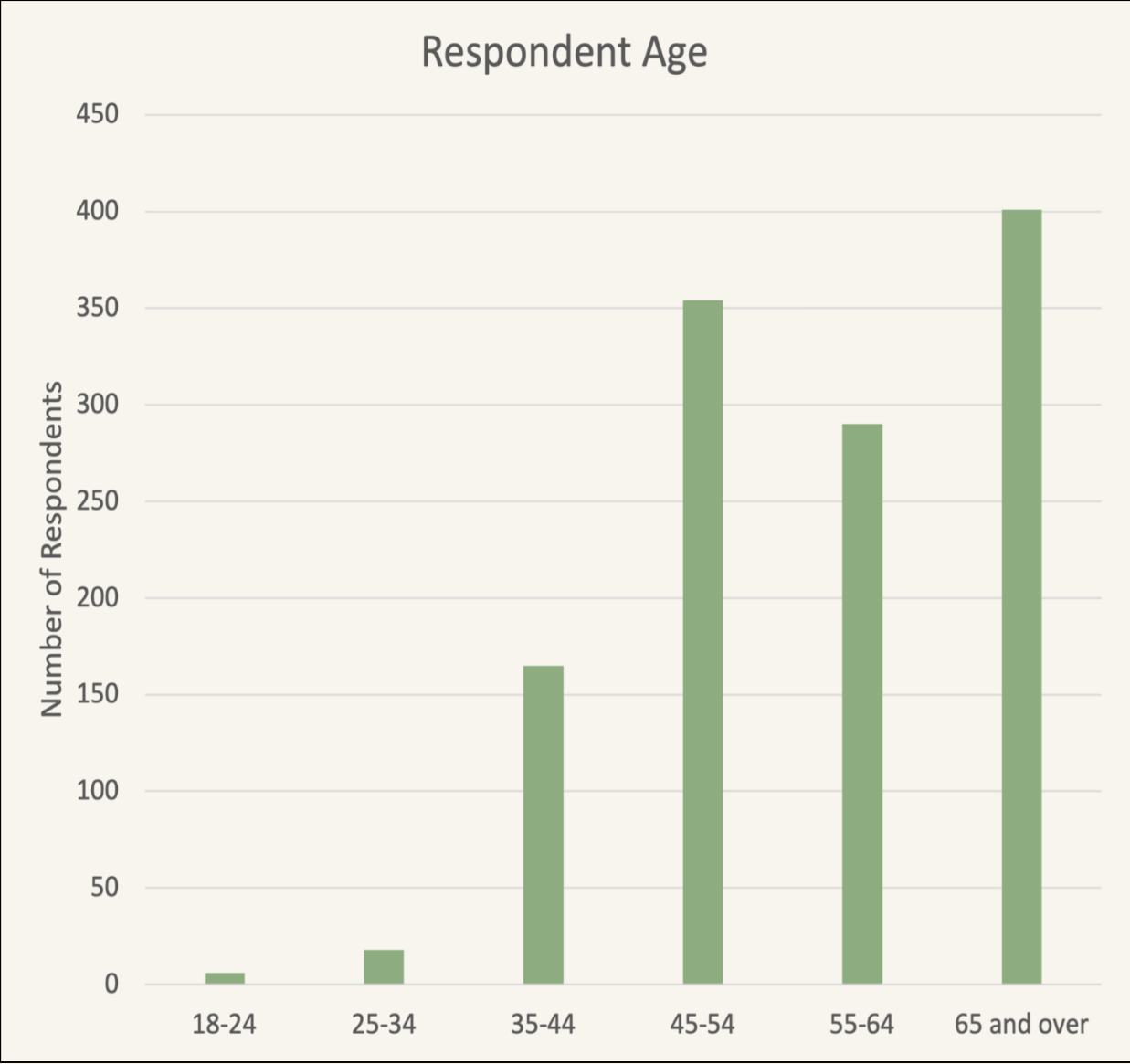
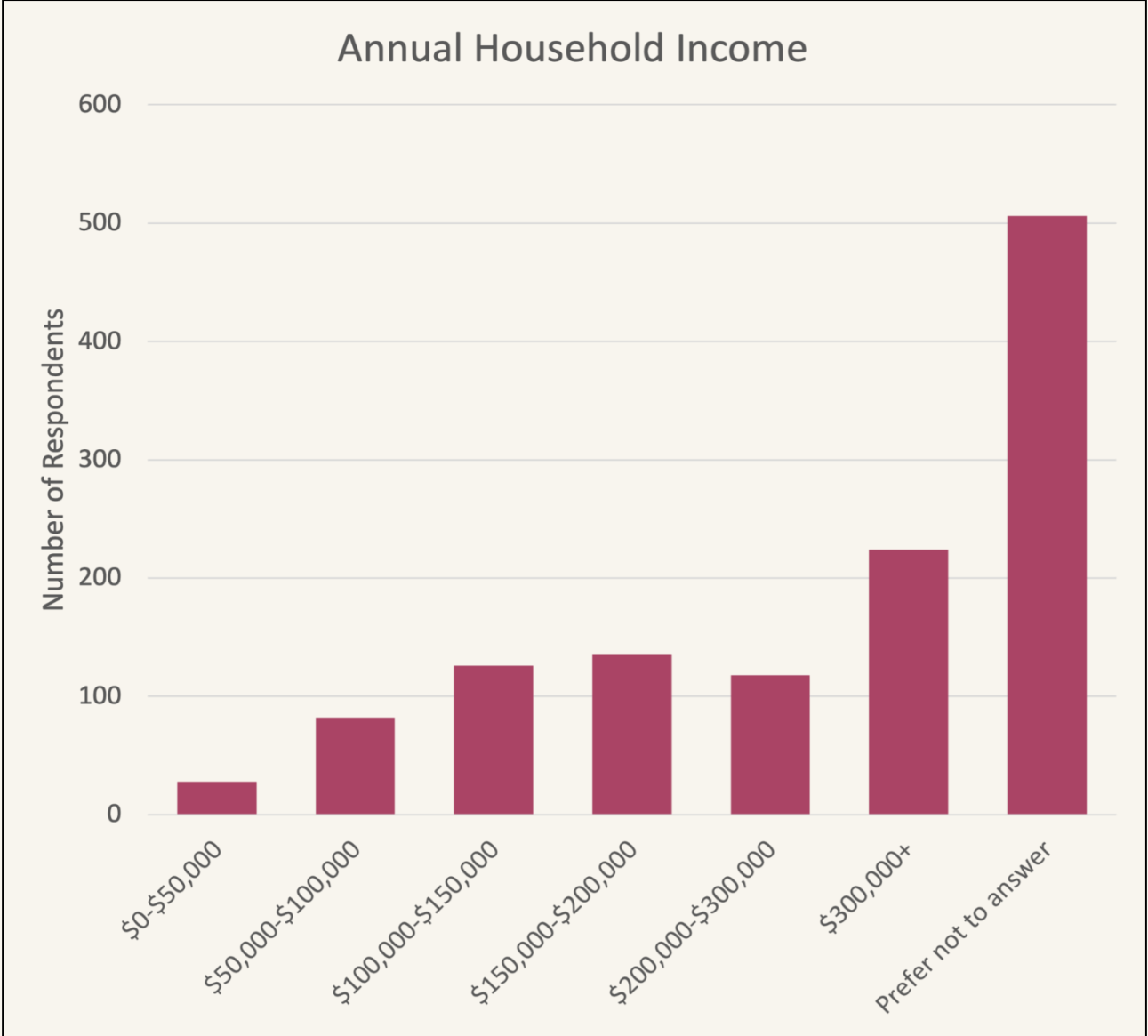
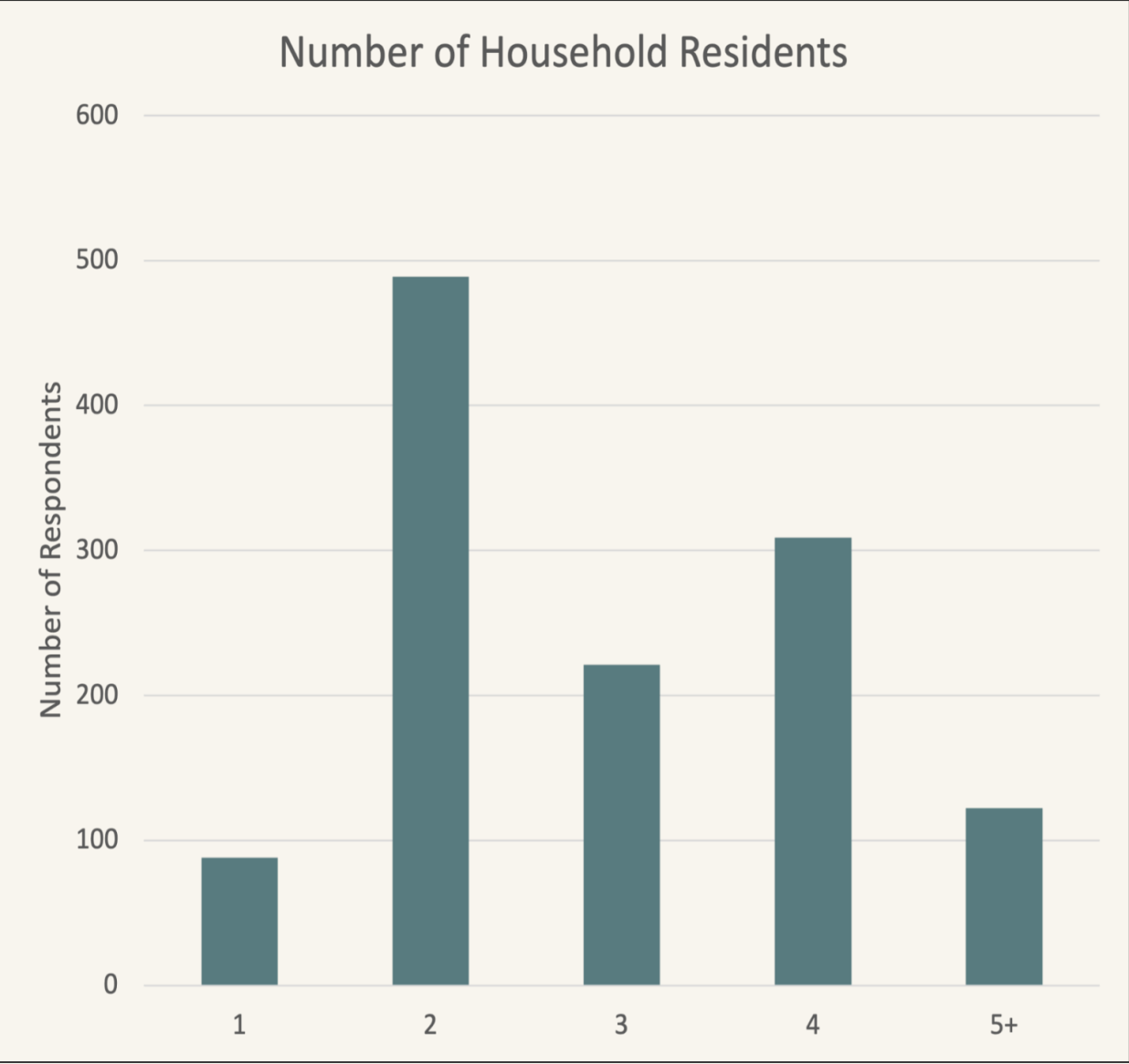
- Lexington residents were surveyed to understand their opinions on the five waste collection systems.
  - Willingness to participate
  - Accessibility & convenience
- Total responses: 1,514
- Distribution channels: Town newsletters, Town websites, posted fliers



Drop-off Zone for Reuse/Recycling Items at the Composting Facility

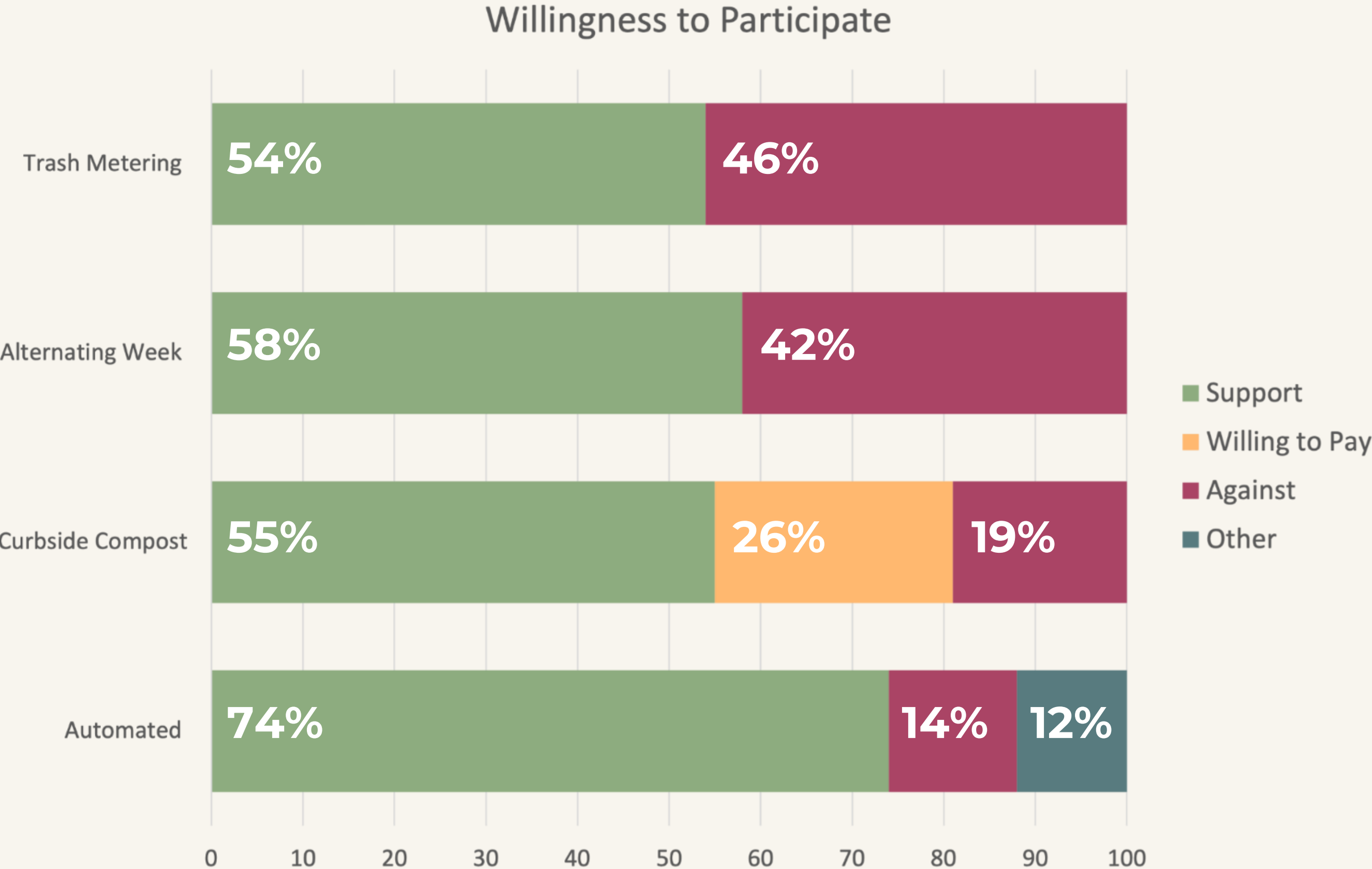


# Survey: Demographics



# Survey: Willingness to Participate

- Would you support paying a small fee for amounts of trash generated over a set allowed amount?
- Would alternating week trash collection currently be possible in your household?
- If residential compost collection is expanded Town-wide, in addition to regular trash and recycling, would you participate?
- Would you support the Town moving to automated waste collection?





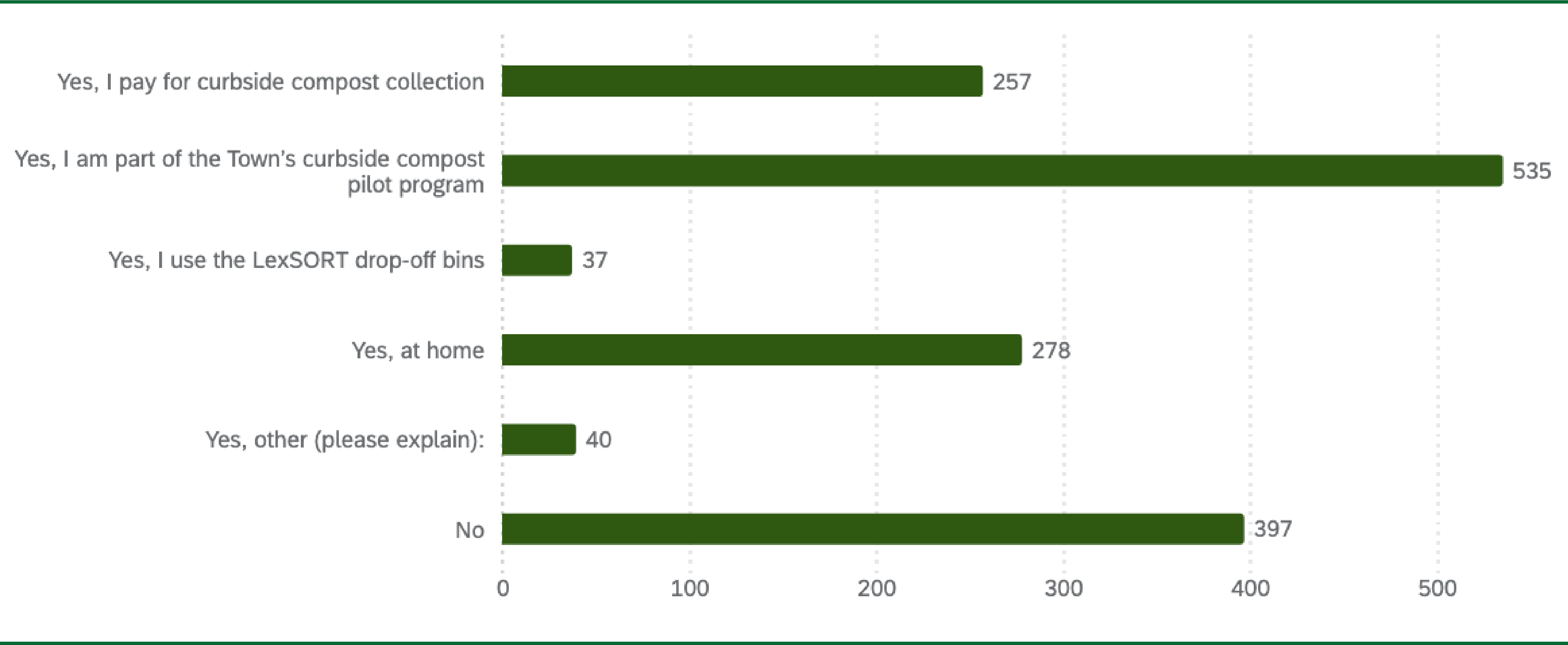
# Survey: Accessibility & Convenience

- Resident concerns included:
  - Storing and moving more or larger bins
  - Pests and odors
- Accommodations mainly focused on more convenient ways to donate items for reuse

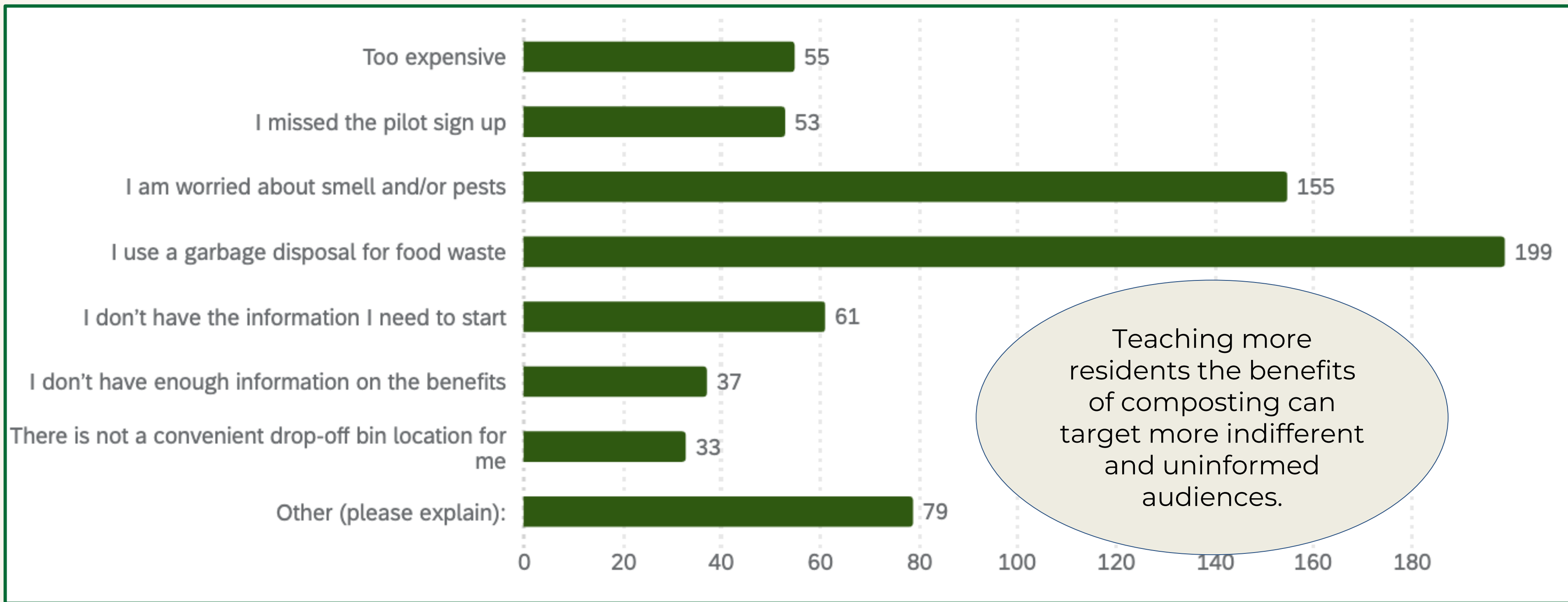




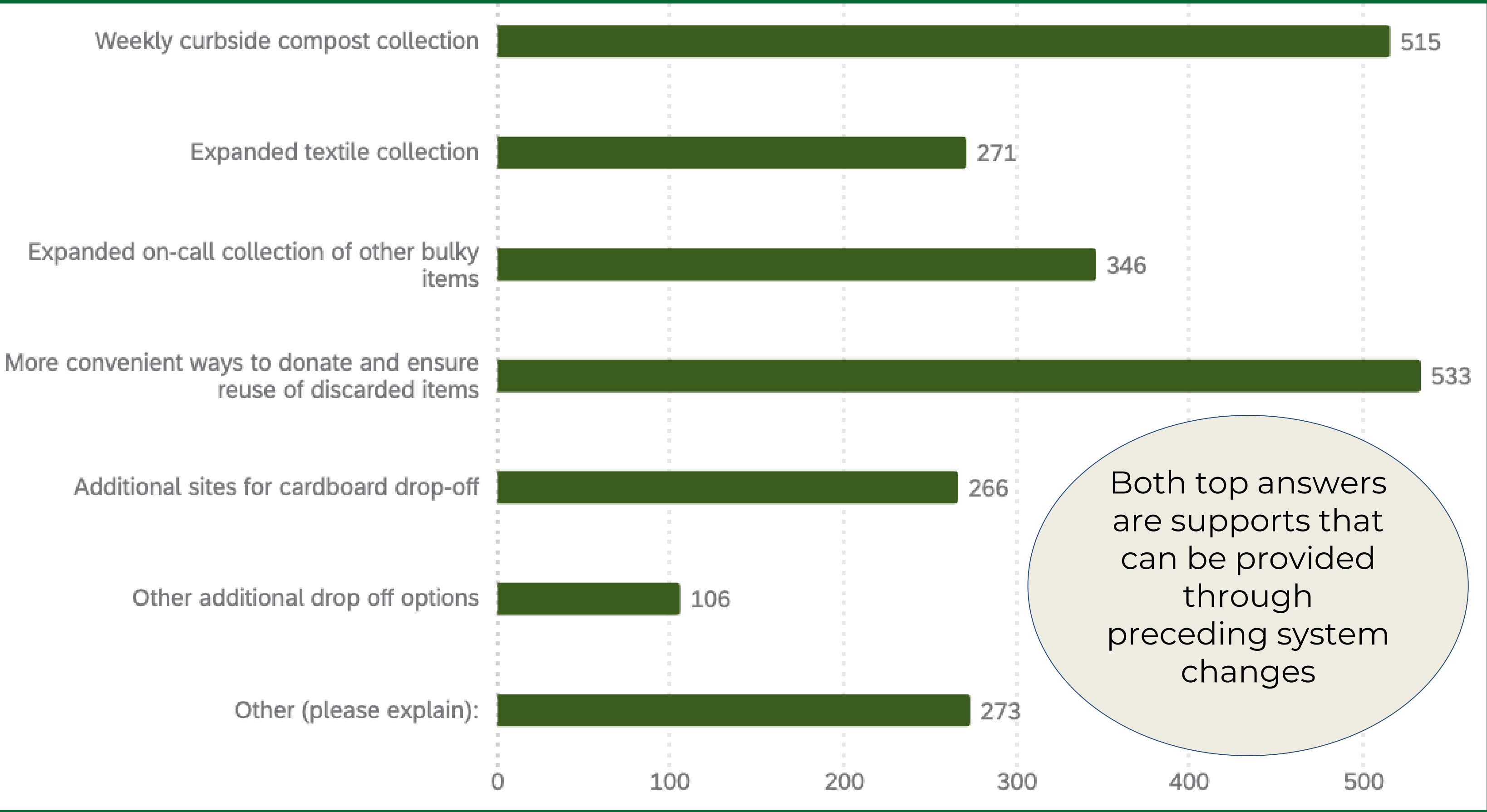
# Do you currently **compost**? (n = 1,371)



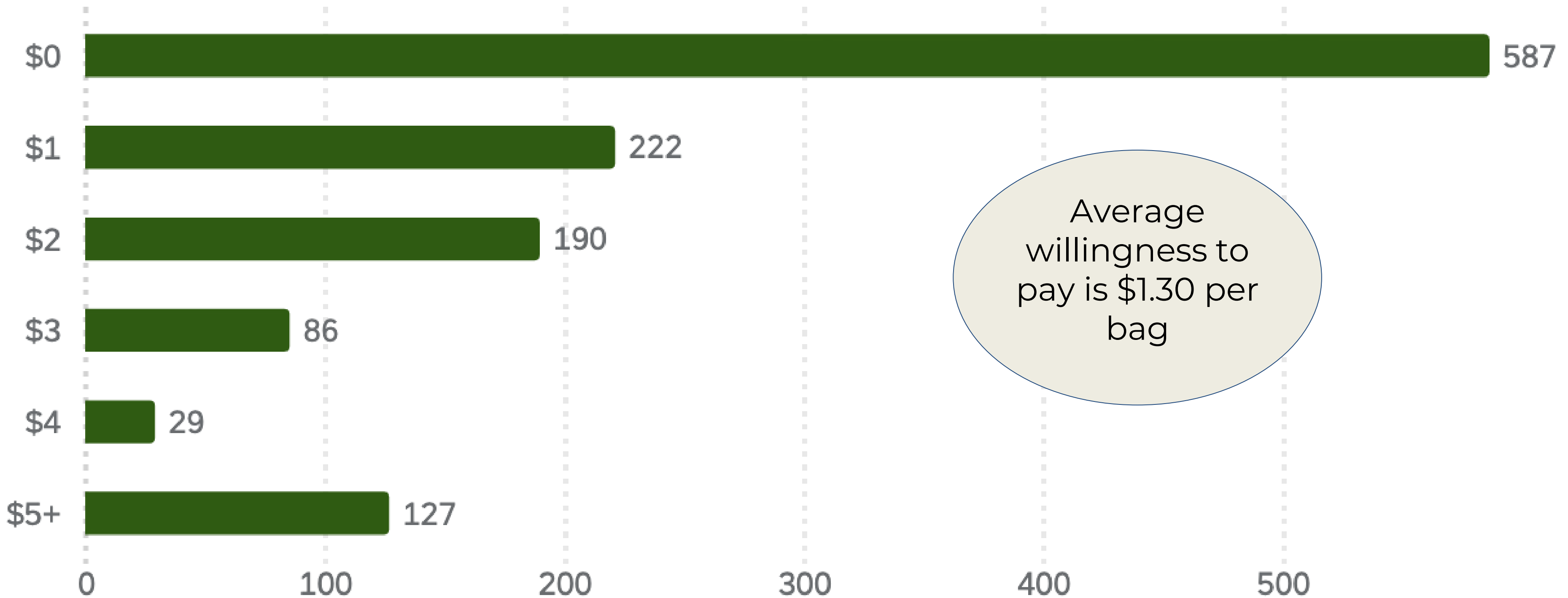
If you **do not** currently **compost**, why not? (n = 418)



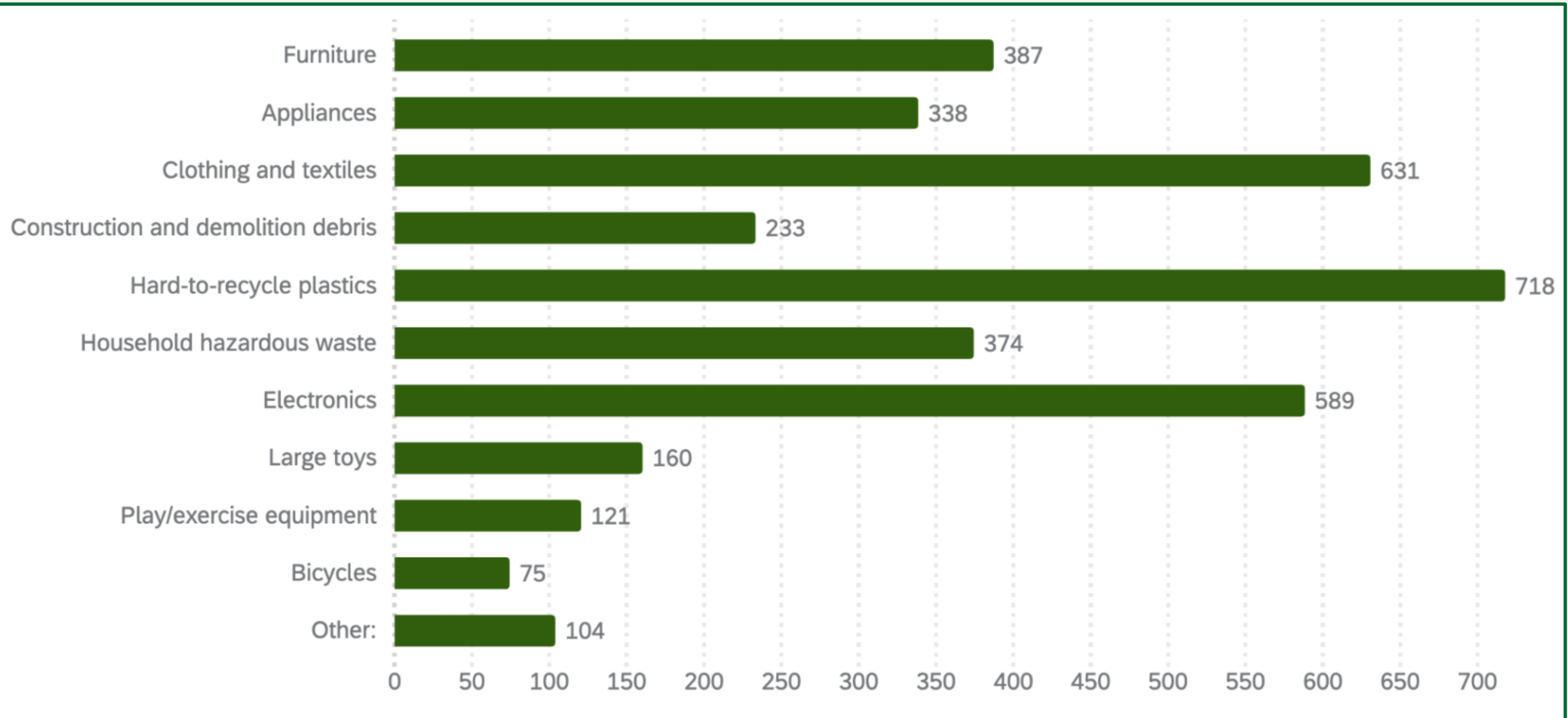
What type of **support** might encourage you to reduce trash volume to accommodate for **alternating week trash collection**? (n = 1,083)



How much money would you be **willing to pay for each standard kitchen trash bag** (13-gallons) used in your household **beyond a set amount** (e.g. one 48-gallon trash bin)? (n = 1,241)

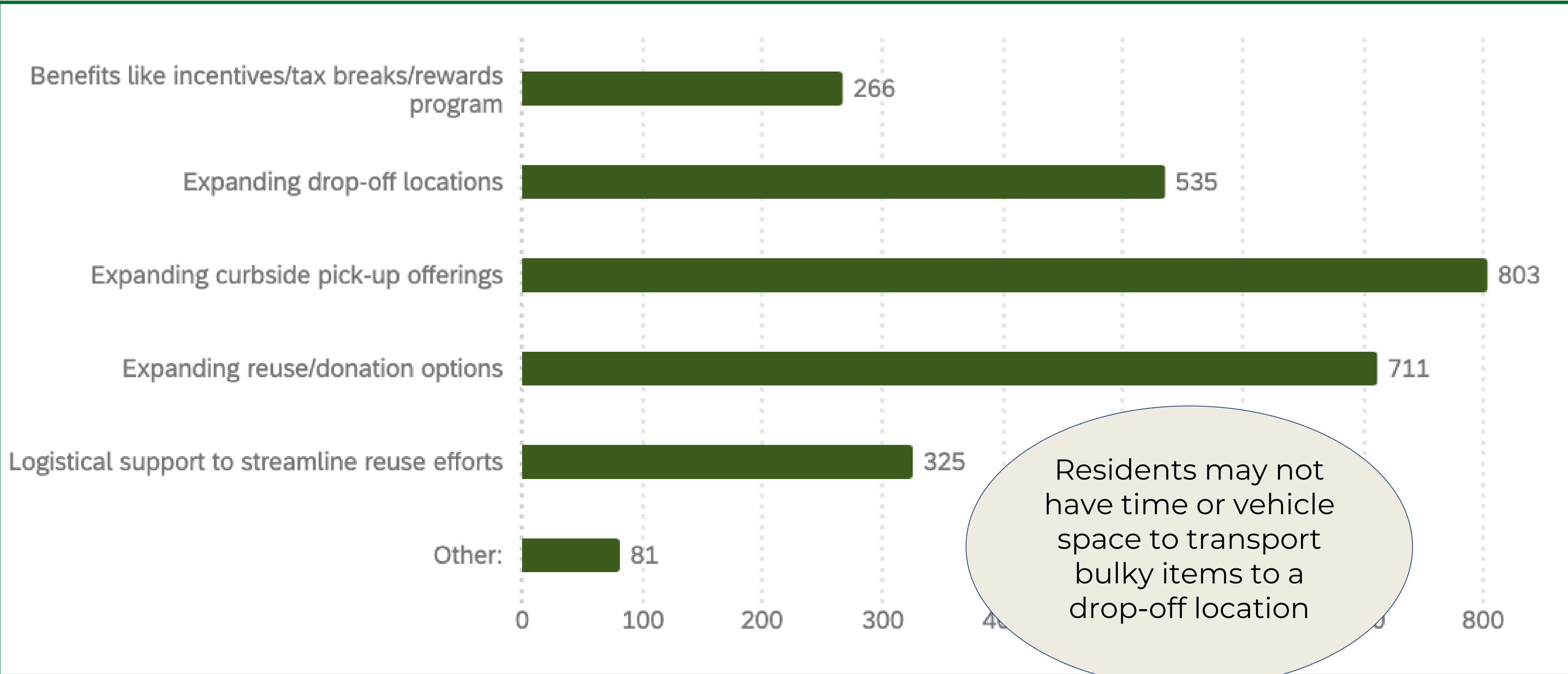


What **bulky items** do you **dispose of most often** that you would like reuse collection available for? (n = 1,147)

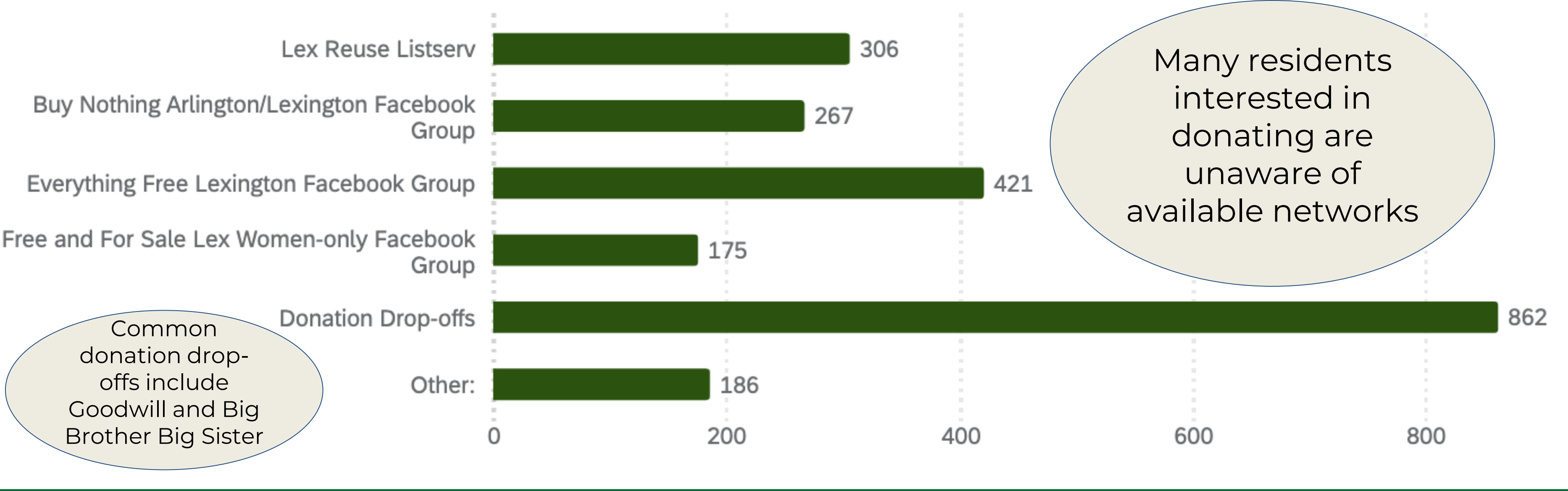




# What type of **support** is needed to best facilitate the **reuse** process? (n = 1,168)



# Do you use any other non-Town networks for reuse of recycling? (n = 1,082)








# Cost Considerations

Automated Waste Collection	Curbside Compost Collection	Alternating Week Waste Collection	Trash Metering	Expanded Reuse Collection for Bulky Waste
<ul style="list-style-type: none"><li>Standardized bins can be included in contract (contractor liable for damages) or purchased by the Town via grant funding</li><li>Automated Collection trucks would be included in the waste collection contract</li></ul>	<ul style="list-style-type: none"><li>Disposal costs are reduced between 6-9% for every 2,000 users</li><li>Saves about \$21.11/HH on solid waste pickup cost given 2024 tipping fee</li><li>Collection service is currently contracted at \$99/HH, this may reduce as number of HHs increases</li></ul>	<ul style="list-style-type: none"><li>Estimated savings of around \$500,000 from current \$1.2M contract</li><li>Does not cut costs exactly in half due to fixed costs, still significant savings</li></ul>	<ul style="list-style-type: none"><li>Town would need to sell 538,560 35 gallon bags to hold waste generated in 2023</li><li>Each bag can be priced at \$1.57 to offset disposal costs given 2024 tipping fee</li><li>Recommended to further upcharge to account for variable costs and incentivize reduction</li></ul>	<ul style="list-style-type: none"><li>Variable costs depending on bulky item</li><li>Grants offered through MassDEP encourage expansion of bulky item recycling streams</li></ul>
No Real Change	Cost	Saving	Saving	Cost






# System Evaluation Scorecard Guide

## SCORECARD GUIDE

		Rating	Considerations
<b>Timeframe</b>		Short-term: 1-2 years Medium-term: 3-5 years Long-term: 5+ years	Timeframe may be impacted by implementation of a combination of strategies, i.e., gradual rollout of one strategy after another.
<b>Waste Reduction</b>		Low Medium High	Waste reduction potential may increase when strategy is used in combination with other strategies.
<b>Public Opinion</b>		Support Conflicted Against	Approximate average response from town-wide survey, potential for outliers with opinions that significantly contradict the majority.
<b>Cost &amp; Savings</b>		Cost No real change Saving	Evaluating whether the system change will result in overall costs, savings to the town, or whether there is no real change to budget.
<b>Emissions Reduction</b>		Low Medium High	Additional environmental benefit considered in analysis of waste reduction strategies.

# System Evaluation Scorecard

## WASTE STRATEGIES SCORECARD

	Automated Waste Collection	Curbside Compost Collection	Alternating Week Waste Collection	Trash Metering	Expanding Reuse Collection for Bulky Waste
	Medium-term	Medium-term	Long-term	Short-term	Long-term
	Low	Medium	High	High	Low
	Support	Support	Against	Conflicted	Support
	No real change	Cost	Saving	Saving	Cost
	High	Medium	High	Low	Medium



# Recommendations

## 1. Phase in composting

- Reduce overall trash volume, divert solid waste
- Additional study to determine new baseline for waste diversion

## 2. Alternating week waste collection

- Can be implemented when the current contract expires
- Requires standardized waste bins
- Convincing residents can take time





# Recommendations

- **Pursue automated collection**

- Works well in combination with alternating collection and a metering program as all require standardized trash units

- **Develop hybrid trash metering system**

- Hybrid systems are typically well-received and incentivize limiting waste volume
- Invest into public outreach and education to familiarize residents with what hybrid trash metering means for them





# Recommendations

- **Expanding reuse recycling and donation drop-offs**

- Significantly reduces trash volume, allows for more rigorous system changes
- Events provide opportunities for individuals to actively participate in sustainable practices and contribute to the well-being of their communities.

- **Community Engagement**

- Many residents are not familiar with existing resources
- Community education is primary startup cost for many programs
- Engagement methods: Town meetings, Education campaign utilizing Town networks and marketing campaigns, Town-wide events





# THANK YOU!

**From:**

**Izzy Istephanous, Ryan Kadet,  
Terry Lee, Camille Ross**





# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Lexington Farmers' Market - Recap of 2023 and Preview of 2024 Markets

### **PRESENTER:**

Leslie Wilcott-Henrie, Lexington  
Farmers' Market

### **ITEM NUMBER:**

I.2

### **SUMMARY:**

#### **Category: Informing**

Leslie Wilcott-Henrie, LFM Board President and Kim O'Brien, LFM Market Manager will provide a summary and review of the 2023 Farmers' Markets, as well as a preview for the 2024 Farmers' Market season.

### **SUGGESTED MOTION:**

n/a

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

7:05pm

### **ATTACHMENTS:**

Description

Type

☐ Recap of 2023 and Preview of 2024 Markets

Backup Material



## Lexington Local Food Collaborative, Inc. dba Lexington Farmers' Market Summer 2023 Review, and Looking Forward to 2024

*Since its founding in 2005, the Lexington Farmers' Market has grown to include three distinct markets held throughout the year: the regular season market (2005), the Thanksgiving FEASTival (2010) and the Small Yet Mighty Winter Market (2016), all with a commitment to locally-grown, -produced and -crafted food. This two-page summary includes highlights from the 2023 LFM regular season market and Thanksgiving FEASTival, and follows with plans for the 2024 season. A more complete report on the 2023 markets can be found starting on page 3.*

### Highlights from Summer & Thanksgiving FEASTival 2023

*In 2023 the LFM was held at Worthen Road Practice Field, connecting farmers and vendors with dedicated customers to shop for healthy, local food in a welcoming outdoor space.*

- **LOCATION:** The LFM was held at the Worthen Road Practice Field for the third year. We continue to receive positive feedback from farmers, vendors and customers on the site, including parking availability and open feel. The DPW and Lexington Police worked on issues related to ADA accessibility and parking at the site. We are extremely grateful for the continued support from the Town of Lexington for the use of the site and assistance with parking and logistics.
- **FARMERS & VENDORS:** On average 23 farmers and vendors participated each week, with a total of 34 farmers and vendors participating in the season. The LFM welcomed eight new specialty food vendors and continued to prioritize food producers from Lexington and surrounding communities, including Lexington residents who own specialty food businesses.
- **VOLUNTEERS:** Throughout the season more than twenty volunteers dedicated their time and hard work behind the scenes and on market days to create a positive market shopping experience. This number includes five board members, as well as partnerships with Lexington High School (students seeking community service), Tharros House (a local sober living community), and individual community members as well.
- **SNAP MATCH:** The LFM welcomed an average of 48 households accessing SNAP benefits each week. Throughout the year, the LFM provided over \$17,400 in matching funds privately raised to customers accessing the LFM's SNAP Match program, which provides up to \$15 extra per eligible customer each market. In 2023, the LFM experienced the **highest seasonal demand** in SNAP coupons since the market started accepting SNAP, and issued \$34,197 in SNAP coupons for use at the market in 2023.
- **COMMUNITY SUPPORT FOR FOOD ASSISTANCE:** Thanks to community outreach, the LFM continued to support individuals and families in need of food assistance in Lexington and surrounding towns. The LFM is grateful to have received a \$8,000 grant from the Town's Economic Development Department through the Local Business and Non-Profit Organization Grant Program. This funding was used directly in support of the LFM SNAP Match program, furthering the market's equity and inclusivity initiatives.



- **THANKSGIVING FEASTIVAL:** The 2023 LFM Thanksgiving FEASTival was held outdoors at the Worthen Road Practice Field Location, the site of the regular season market. The market footprint was adjusted due to the construction of the LHS discus cage onsite.
- **ATTENDANCE:** On average the LFM would see 550 visitors per market, which is a consistently steady turnout. These were positive numbers considering that nearly 80% of the 2023 summer markets were impacted by inclement weather
- *For more details, the Full 2023 Year in Review Summary starts on page 3 following the Report on upcoming 2024 Season*

### **Looking Forward to the 2024 Regular Season**

The LFM will open on **Tuesday, May 28 to October 29 on the Worthen Road Practice Field** and anticipates hosting 33 farmers and specialty food vendors participating weekly, biweekly, or as occasional guest vendors. Each week the community can expect to see an average of 24 farmers and vendors, two artisans, and hopefully live music per market.

- The LFM will be increasing its selection of ready-to-eat prepared foods including local cafes and bakeries such as Ovenbird Cafe and Butternut Bake Shop, Captain Marden's Seafood, Del's Coffee Roasters and an assortment of healthy items to be enjoyed on site.
- We are excited to welcome nine new vendors to the LFM this year including those mentioned above, plus two flower farms, a weekly mushroom farm, a gluten-free baker and a new locally-brewed cider vendor.
- The LFM will be launching a new program called POP Club (The Power of Produce) to introduce children ages 5-11 to healthy eating based around fruits and vegetables. We hope to launch this program in June based on staffing and volunteer assistance.
- The LFM is exploring forming a Steering Committee to bring in more representation and voices to the market space, and welcomes community input as we move forward.

### **Needs Going Forward:**

- With the continued growth of the regular season market, the LFM is grateful for help in sharing market news. We are asking the Select Board and the community to please spread the word to their connections online and in person.
- The LFM will continue working with the DPW to maintain a safe market space & stable field conditions accessible by all market participants. The market will continue to work with the Town Manager's Office, DPW, the Recreation Department, the Police Department, and the Public Health Department to continue to create the safest market space around.



## FULL YEAR IN REVIEW: Regular Season & Thanksgiving FEASTival 2023

### **\* REGULAR SEASON MARKET (22 weeks)**

*Worthen Road Practice Field, Every Tuesday, May 30 to October 31*

Last season's LFM regular season market Opening Day included members of the Select Board and sponsors ringing the opening bell, crowd favorite the William Diamond Jr. Fife and Drum Corps kicking off the start of the season. In 2023, the LFM hosted 34 farmers and vendors, including 8 farmers and vendors new to the LFM. The LFM hosted 24 local community groups at the market, an additional 10 on Sustainability Day, and 16 artisans over the course of the season.

#### **Farmers and Vendors**

- Lexington residents: six Lexington farmers/vendors came from Lexington
- Distance traveled: the food sold at the market traveled an average of less than 30 miles from the farm/kitchen where it was produced, shortening a food supply chain already under stress. Most food eaten in the US has traveled nearly 1,500 miles from where it is produced to where it is sold.
- Over 500 acres of diversified farmland in New England was kept in production by farms selling at the LFM.
- For some vendors there were staffing challenges throughout the season, resulting in some vendors exiting later in the season.

#### **Artisans, Nonprofits, and Entertainment**

In 2023, the LFM hosted 24 local community groups at the market, an additional 10 on Sustainability Day, and 16 artisans over the course of the season. We had more than 16 musicians/musical groups volunteer to entertain our market community. The community groups attending the LFM are all nonprofits that are Lexington-based and/or serve the Lexington community. LFM artisans all create the items they sell, continuing the LFM's focus on offering a producer-only market.

#### **Events**

The LFM hosted three main special events:

- **National Farmers' Market Week** celebration the first week of August included scavenger hunt for children and families to learn about their farmers and food producers, arts and crafts, and additional educational resources sharing the importance of farmers' markets. Despite a torrential rain and the need to relocate the market to the LHS parking lot, the sun eventually returned as the market opened and our community showed up to participate in our celebration.
- **LFM Sustainability Day** in September was held in partnership with the Town's Office of Sustainability, ten community organizations, the Lexington Select Board, and local community members. Hosting the fourth Sustainable Food Systems Day in Lexington, this event shared local strategies and opportunities available for Lexington residents, highlighting that local food is an essential component for sustainable communities. Community groups including those committed to solar energy, recycling and alternatives to automotive travel were able to network and meet with Lexington residents. We had beautiful weather and our highest attendance turnout of nearly 700 people.



- **Fall Festival** in late October highlighted fall foods and the autumn harvest, offered fun food and educational activities, and celebrated the local food system's end of season bounty. Games such as vegetable races, cornhole and crafts including pumpkin decorating made for a festive family fun day with enthusiastic shoppers joining in.

### **Customer Base**

The LFM experienced great support from the community looking to support local food and farms. Despite an abnormally rainy summer, the average daily attendance was similar to 2022, with most markets having 500 to 600 visitors attend each market throughout the season, with attendance as high as nearly 800 on select days. LFM customers in 2024 represented a diverse cross section of our community, with both longtime loyal visitors and those new to the market. An important LFM goal is to celebrate the diversity and vibrancy of our greater community, and the LFM continues to see that reflected in our weekly customer base.

- The number of weekly SNAP visitors participating in our SNAP Match Program continued to rise, representing a sustained need for the LFM SNAP Match food assistance program.
- The ethnic diversity among vendors and visitors at the market has continued to grow. The LFM continues to work with community members and Lexington High School volunteers to provide valuable translation services and assist shoppers in their primary language.

### **\* THANKSGIVING FEASTIVAL**

*Worthen Road Practice Field, Tuesday before Thanksgiving*

This was the LFM's 13th annual Thanksgiving market. Some highlights include:

- The 2023 LFM Thanksgiving FEASTival was held outdoors at the Worthen Road Practice Field, the site of the regular season market.
- Despite cold windy weather, the community turned out in high numbers
- Customers and farmers donated produce to FoodLink for those in need.
- The FEASTival welcomed 24 farmers and vendors from the regular market season.
- The FEASTival brought in a high number of shoppers accessing the LFM's SNAP Match program.

### **\* WINTER MARKET 2024**

*The Waldorf School, every other Saturday from January to mid-April (8 markets)*

In its ninth season, the Small Yet Mighty Winter Market was held for the eighth year at the Waldorf School in Lexington from 11 -2 PM. The LFM is extremely grateful to the Waldorf School for their generosity and cooperation.

- The Winter Market hosted 14 farmers and vendors throughout the season, with the majority coming from the LFM's regular market. The Waldorf School's Homespun Store was the only artisan at the market.
  - We welcomed four new vendors this season.
  - The market averaged 150 customers per week. Customers were grateful to have an opportunity to visit their favorite LFM farmers and vendors and have access to local, healthy food in the winter season. The LFM did experience a few days of low attendance due to the severe cold weather and a winter storm that took



place this year. Loyal market customers showed up and supported the local food producers in Lexington with the SYMWM serving as a reliable outlet for healthy nutritious food.

- Vendors reported strong sales and support for a biweekly winter market to maintain strong connections with the LFM customers and Lexington community.

### **SNAP: Supplemental Nutrition Assistance Program**

For the 14th year, the LFM offered a SNAP Match program enabling customers using SNAP to double the amount of their purchase up to \$15 weekly at the market. In 2018, the program was extended to the Winter Market held at the Waldorf School. This program is supported by individual donors from the community, grants, and annual fundraisers.

- Between the winter, summer, and Thanksgiving FEASTival market season, the LFM supported 225 households accessing SNAP benefits, with the LFM providing over \$17,400 in matching funds through the LFM's SNAP Match Program. Demand for the LFM's weekly SNAP Match continued to reflect the exponential increase in demand for food assistance in 2022.
- The Market experienced the highest seasonal demand for SNAP at the LFM since the program started, issuing \$34,197 worth of SNAP coupons. The highest percentage of SNAP dollars were spent on meat (including poultry, pork and eggs), seafood and produce.
- The LFM is grateful to individuals in the LFM community for their financial support of the LFM's SNAP Match program, helping to ensure every individual has equal access to healthy, high-quality food.
- In addition to the LFM's SNAP Match Program, all farmers at the LFM are certified to participate in the Healthy Incentives Program, a statewide program enabling customers using food assistance to purchase more fruits and vegetables from farmers' markets, farm stands, and CSA's.

### **GENERAL**

#### **Community Organizations and Corporate Sponsors**

In addition to thanking the LFM's individual donors, the LFM is deeply appreciative of the local businesses and organizations that continue to support the LFM's work. Thanks to sponsorship, contributions and the Town of Lexington, the LFM was able to meet the continued demand for food assistance through our SNAP match program while creating a positive market experience for all who wish to purchase food locally.

- The LFM had four corporate sponsors in 2023, including three longtime supporters. The LFM extends its appreciation to Joyce Murphy of William Raveis Realty, Cycle Loft, The Music Emporium and our new sponsor Winchester Co-operative Bank.
- The LFM received a \$8,000 Non-Profit Grant Program/ARPA grant from the Town of Lexington Economic Development Department in support of LFM food assistance efforts, and a grant from Farm Credit East to promote LFM food assistance programs.
- We are grateful for the musicians who donate their time to the LFM, including contributing gratuities to the LFM SNAP Match program.
- We thank 2023 in-kind donor Black Earth Compost which provided composting services for the market.





### **Community Partnerships**

The LFM is deeply appreciative of the local businesses and organizations that helped the market in a number of ways in 2023 including hosting the market, helping us spread the word, and volunteering time on Tuesday afternoons. These include Waldorf School of Lexington, Tharros House, Lexington Green Network, Friends of Lexington Bikeways and the Town of Lexington.

The LFM established a new partnership with Food Link, a local organization that rescues and distributes high-quality food to under-resourced communities. Thanks to the generosity of LFM farms and vendors, this program resulted in more than 1,800 pounds of produce and 30 bags of bread and baked goods rescued in the last six weeks of the market for those in need .

### **Internal Media Outreach**

- The weekly newsletter has 1,685 subscribers, and includes a schedule of farmers, vendors, artisans, entertainers, and special events at the market, as well as links to recipes and educational events in the community.
- The LFM Facebook Page (@LexingtonFarmersMkt) has over 2,850 followers. Facebook posts include the weekly market schedule, recipes, articles of interest, and photographs from the market.
- The LFM Instagram account (@lexingtonfarmersmarket) has 1,800 followers, and features farmers, vendors, food and market moments.

### **Volunteers**

Including the volunteer Board of Directors, over 20 volunteers took part in the 2023 market, donating their time and hard work behind the scenes and on market days to create a welcoming market shopping experience. Volunteers included both new and longtime market supporters, students from Lexington High School, and volunteers from Tharros House Sober Living Facility. The LFM is grateful for the generosity and spirit of all those who volunteered their time to help us hold the LFM this year.

### **Board of Directors**

The five member LFM Board of Directors has overall responsibility for the administration, financial management and direction of the market. The Board of Directors welcomed Kim O'Brien as the LFM's new Market Manager advancing the LFM's mission supporting local farms and agriculture; providing equal access to healthy, local food regardless of income; educating shoppers on healthy eating and nutrition; and building community.

### **Appreciation**

We are thankful for the market friends and partners who helped us hold the LFM this year. The Town of Lexington has continued to give the LFM overwhelming support, including the Public Health Department; the Board of Health; Jim Malloy, Kelly Axtell, Cathy Severance, and the Town Manager's office; the Recreation Committee, Melissa Battite and Peter Coleman; the 2023 Select Board; Sgt. David Bresnihan and the Lexington Police Department, and Dave Pinsonneault, Chris Filadoro, Kevin Wallace and the staff of the Department of Public Works.

Additionally, we thank our dedicated farmers and vendors, wonderful market shoppers, generous sponsors, community partners, individual donors, and community volunteers who contributed to a successful outdoor season. Thank you for all of your support of the Lexington Farmers' Market!

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Update on Town-Wide Bicycle and Pedestrian Plan

### **PRESENTER:**

Sheila Page, Assistant Planning  
Director

### **ITEM NUMBER:**

I.3

### **SUMMARY:**

#### **Category: Decision-Making**

Attached please find a memorandum from Sheila Page which outlines the background, action requested and changes that have been made to the Bicycle and Pedestrian Plan as a response to comments from public meetings. Please note the updated plan is too large to attach to the agenda packet, but can be found at this link:

Bicycle and Pedestrian Plan

### **SUGGESTED MOTION:**

Move to accept the Townwide Bicycle and Pedestrian Plan to serve as a decision making guide for workplans, capital requests, road maintenance and infrastructure planning.

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

7:15pm

### **ATTACHMENTS:**

Description	Type
 Bicycle and Pedestrian Plan Memo	Cover Memo



Presentation

Presentation



**TOWN OF LEXINGTON**  
***TRANSPORTATION SAFETY GROUP***

1625 Massachusetts Avenue  
Lexington, Massachusetts 02420  
781-698-4560  
<https://www.lexingtonma.gov/transportation-safety-group>

Contact:  
Sheila Page  
Assistant Planning Director  
[spage@lexingtonma.gov](mailto:spage@lexingtonma.gov)

Date: May 1, 2024

To: Jim Malloy; Town Manager  
Cc: Kim Katzenback, Executive Clerk to the Select Board  
Dave Pinsonneault, Public Works Director  
John Livsey, Town Engineer  
Carol Kowalski, Assistant Town Manager for Land Use Health and Development  
Chief Mike McLean, Police  
Fr: Transportation Safety Group - Sheila Page, Assistant Planning Director

**RE: Townwide Pedestrian and Bicycle Plan**

**Action Requested:**

Select Board vote to accept the Townwide Bicycle and Pedestrian Plan as a guiding document. The adopted Plan will serve as a guide for elected officials to make decisions and for staff to consult as workplans are developed, capital and grant funding is requested, road maintenance planned and infrastructure projects designed.

**Documents:**

The Plan and appendices are posted on the [Townwide Bicycle and Pedestrian Plan webpage](#).

**Background:**

In January 2023, VHB was selected to help develop Lexington's first Townwide Bicycle and Pedestrian Plan (TBPP). Work began with an assessment of existing conditions for walking and bicycling, analysis of crash locations, survey results, and public comments and a review of the Town's current plans, policies, and reports. In aggregate, these helped the consultant team to develop the TBPP that is consistent with, and complements, the current Comprehensive Plan, the Open Space and Recreation Plan, the Vision Zero Action Plan, the Lexington Age-Friendly Report, and others. The year-long planning process included a robust public engagement effort that informed the TBPP's recommendations.

Public engagement consisted of public meetings, surveys, mapping activities, stakeholder meetings and committee meetings. The TBPP planning process:

- Collects and analyzes infrastructure improvement and maintenance projects,
- Prioritizes the infrastructure improvement projects with quantitative criteria,
- Presents a toolkit of ideas,
- Suggests programmatic and policy initiatives to encourage a safe walking and biking culture, and
- Provides performance metric to measure success.

We learned that we are doing a lot of things right and that bicycle and pedestrian safety is already central to



our decisions and actions. But, we have more work to do. The infrastructure needs and wants are many. Traffic calming is a challenge. The changing seasons and weather conditions add to maintenance issues.

The TBPP's recommendations are ideas that fit the context of Lexington in broad strokes. None of these recommendations have been fully vetted. Many projects will take years to design and build, while others are easy to implement, some need extensive public input and a few we may decide not to implement after further investigation.

At the Select Board's November 27, 2023 meeting Phil Goff, our VHB consultant, gave a detailed presentation about the planning process, analysis, and recommendations. The [Lexmedia recording](#) starts at 33:40 minutes. Since that meeting, we have received additional feedback from the Select Board, staff, and residents. As a result, the following has been revised/edited:

- Added a vision statement (pg.1) that wraps up the plans purpose and acknowledges recent planning efforts.
- Edited Connectivity Goal (pg. 3 and 31) to include the concept of equity of neighborhoods and travel within the neighborhoods
- Edited Section 3.4 Bicycle and Pedestrian Program Recommendations (pg. 46) These recommendations were reviewed carefully by staff (DPW, Police, Engineering, Transportation Services, School Transportation, Conservation and Recreation) and detail was added to so that the recommendations are clearer
  - Added note about the challenges of staffing and hiring consultants
  - Added note regarding budget impacts and staff capacity as we add more programs and infrastructure
  - Made bus shelters a separate program consideration
  - Added emphasis on importance of bus stop shelters/benches removing "if practicable"
  - Added need to plan/design for e-mobility devices specifically for parking and charging
  - Added accessible ramps should be aligned in the directions of travel
  - Added a bicycle and pedestrian policy similar to the Integrated Building Design and Construction Policy
  - Removed Plowing of Minuteman Bikeway as that is supported by the Friend of the Minuteman Bikeway
  - Refined and separated ice and snow removal program suggestions.
  - Added bike rack request program
- Edited Section 3.1 Developing the Bicycle Network - Revised language to emphasize that bike lanes should not be adjacent to parked cars
- Edited Section 5.2 Performance Measures (pg. 75) – Even though the metric of reduction in bicycle and pedestrian involved crashes uses readily available data, it is not a good measure as it won't tell us much because the number is already relatively low. Instead, we need to measure how safe people feel. If they feel safe they will walk and bike more. Because we don't have that data, we will need to create a reporting map app that tracks near misses.

\*\*\*\*\*Note: maps and figures below have not yet been corrected, but will be week of May 6.

- Figure ES-1 & Figure 12 Bicycle Facility Recommendations - removed trail along Rt.2 between Watertown and Pleasant Streets because MWRA does not allow public access to active waterways but it remains on the list in case the waterway is deactivated in the future.
- Figure ES-2 & Figure 13 Pedestrian Facility Recommendations – removed above mentioned trail and moved new trail near Scott Road back away from Concord Street as trail is not designed yet.

- Figure 7 Existing Pedestrian Route to School map - corrected some schools were misnamed.

**Next steps:**

- Match prioritized list with planned capital projects and roadway maintenance schedules to identify opportunities to implement improvements.
- Work with MassDOT to improve sidewalks and implement bike lanes
- TBPP projects considered in the FY2026 budget development and five-year capital plan.
- Continue to explore grant opportunities.

**For Consideration**

Will projects be funded status quo? Or, does the Town want to increase budgets to implement the plan?

*Consider moving forward with a targeted status quo with addition budget request for high cost items.*

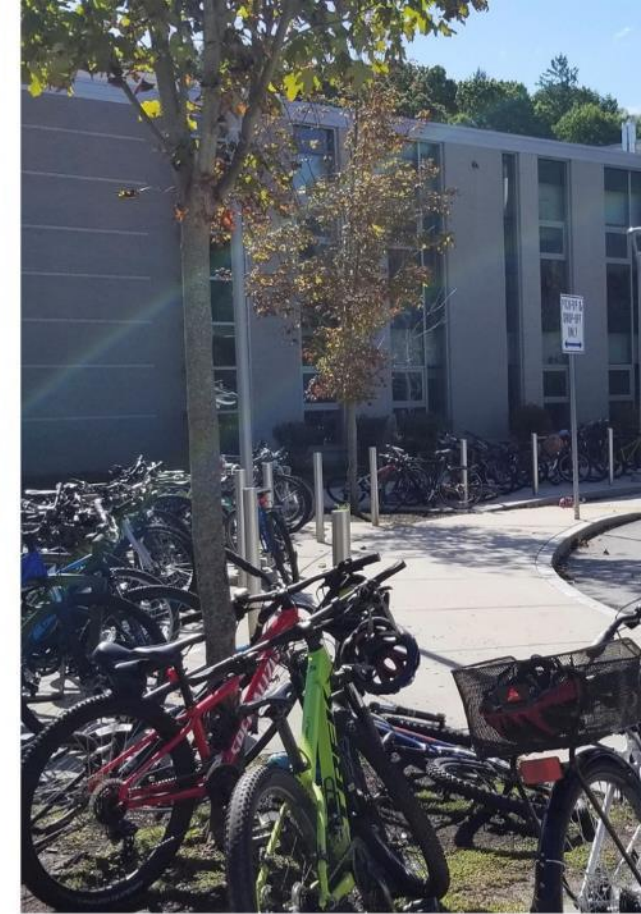
Does the Town want to appoint a dedicated staff person to champion plan implementation?

Who select projects to initiate and complete?

*Staff will be able to shape their work plans accordingly with planned projects and grant opportunities. Some program recommendation that are high cost or impacts Lexington's way of doing business need direction from elected officials and Town Manager's Office.*

How do we keep track of progress?

*Consider annual report to the Select Board*



TOWN OF LEXINGTON

# Town-wide Bicycle and Pedestrian Plan

**Lexington Select Board Presentation**

May 6, 2024



# Agenda & Purpose

1. Overview of Plan
2. Challenges/Lessons Learned
3. Summary of Changes since Nov 27
4. Moving Forward



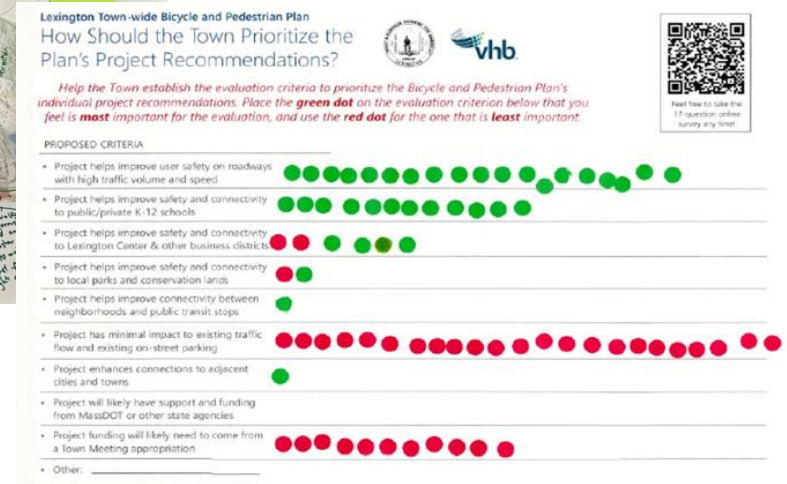
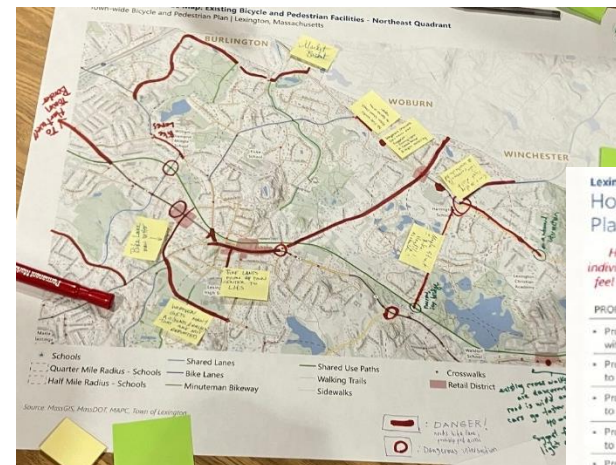
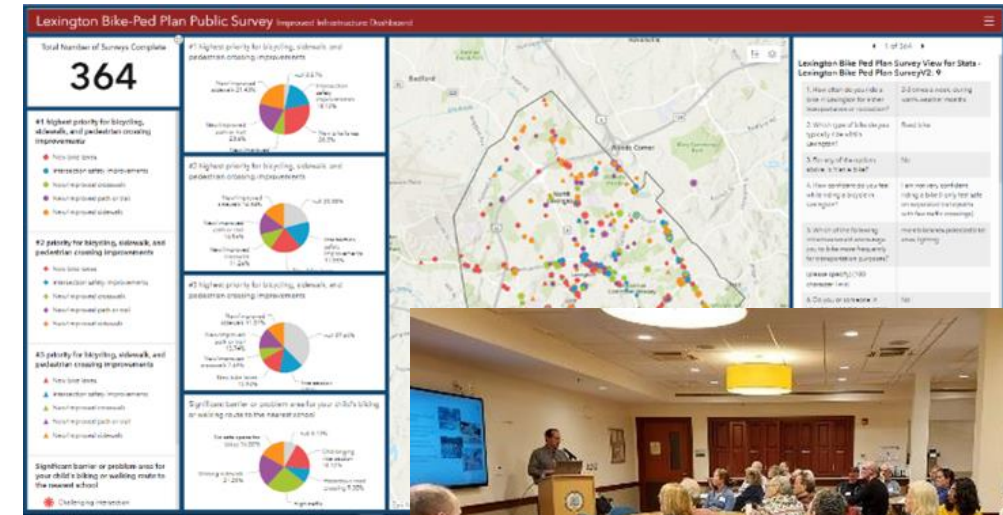


# Overview of Process & Plan

1. Inventory of Existing Conditions
2. Public Outreach

What do we want and where do we want it?

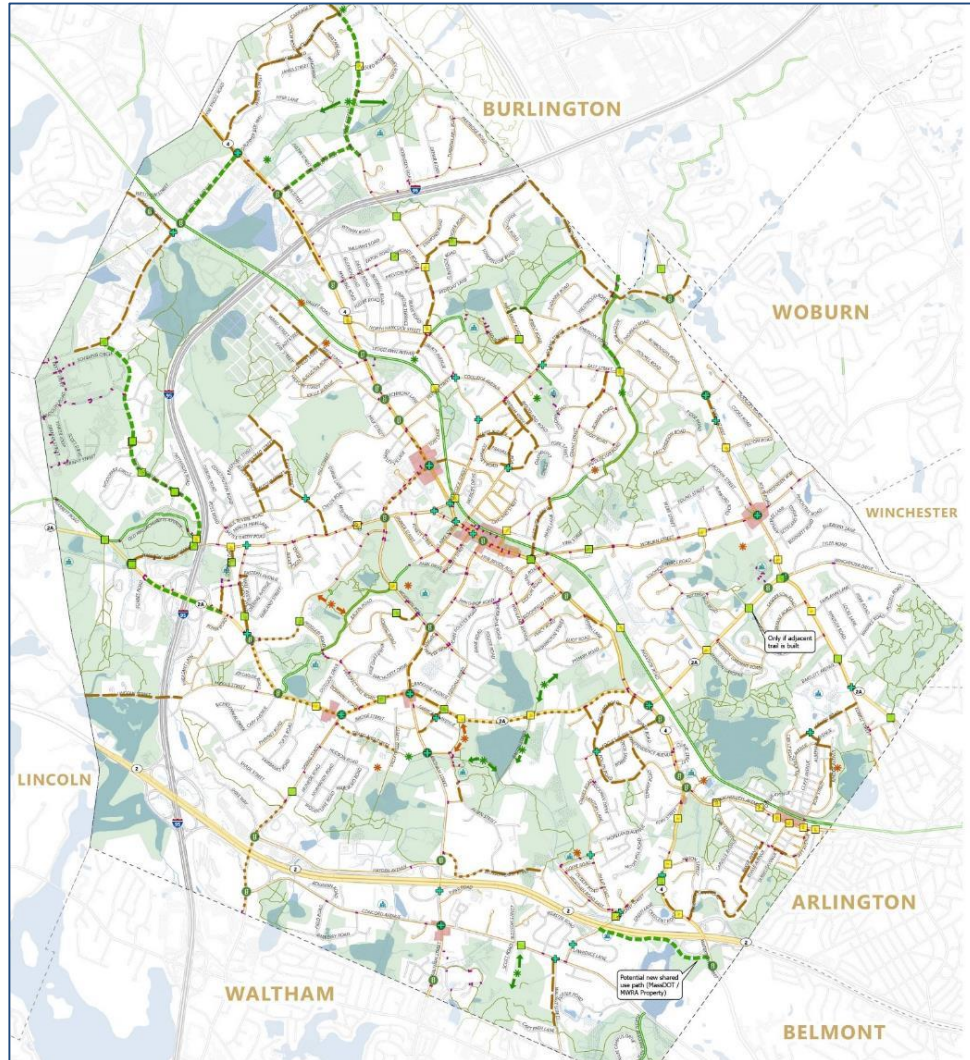
- Destinations
- Routes- walking and biking
- Safety
- Encouragement
- Priorities and Trade-offs



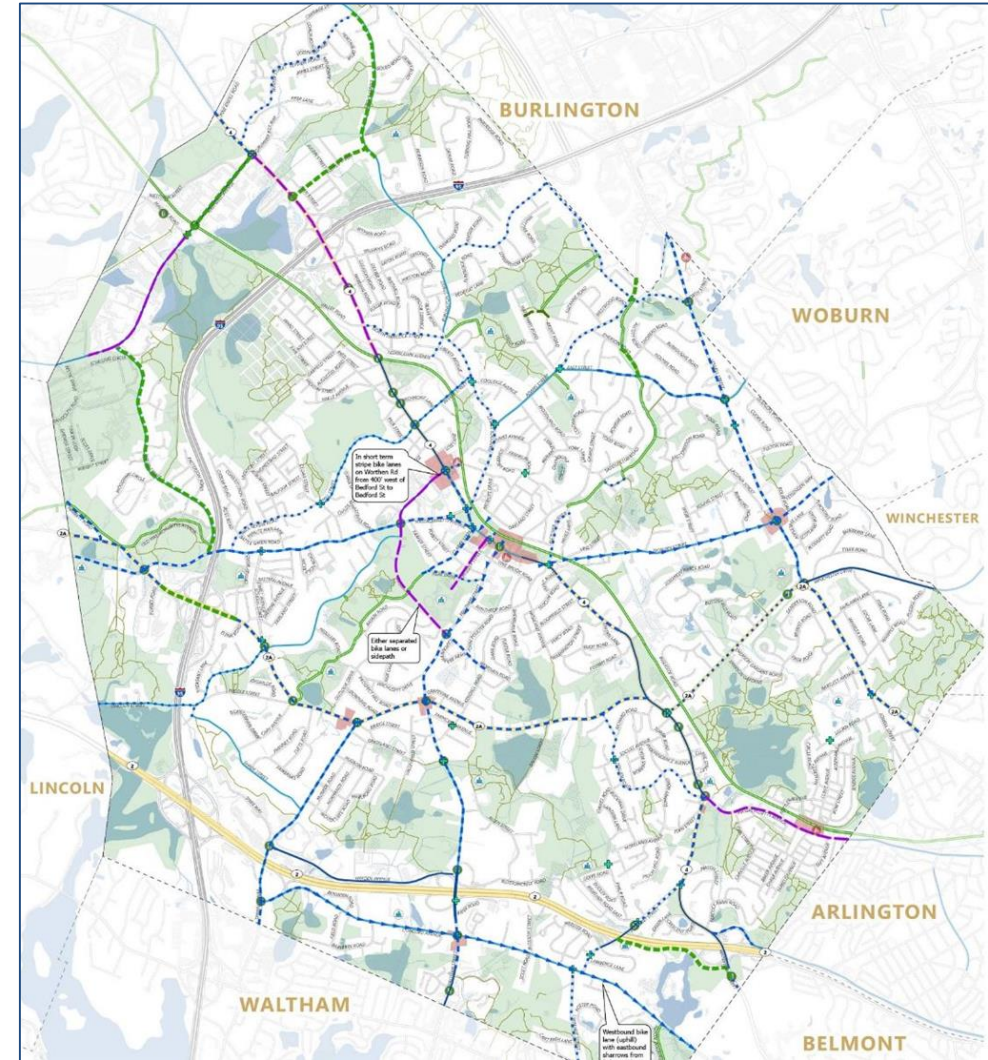
Input from April 4 public meeting at the Lexington Community Center



# Overview of Process & Plan



Pedestrian & Trail Network Recommendations



Bicycle Network Recommendations

# Overview of Process & Plan - Prioritizing Network Recommendations



## Evaluation/Scoring Methodology

- Establish evaluation criteria based on the Plan's Goals
- Assign weighting based on the Town's priorities
- Score each recommendation based on the scoring rubric
  - Quantitative scores (GIS based)
  - Qualitative scores (planning team judgement)

DRAFT EVALUATION CRITERIA			
Project Goals	Criteria (up to 5 points each) <i>Note: qualitative criteria are shown in Italics</i>	Weighting	Max. Weighted Point Total
1: SAFETY	Proximity to reported bicycle/pedestrian crashes	2	10
	<i>Motor vehicle volume along roadway</i>	2	10
2: CONNECTIVITY	<i>Addresses a critical gap in the trail/bicycle/pedestrian network</i>	1	5
	Proximity to public or private school (K-12)	3	15
	<i>Proximity to public park or conservation land entrance</i>	2	10
	Proximity to transit line (MBTA or <u>L</u> express)	2	10
3: DESIGN	<i>Recommendation promotes "all ages and abilities" by providing separation from motor vehicles</i>	2	10
4: ECONOMY	Proximity to business district	2	10
	Proximity to tourist/cultural destination	1	5
5: FEASIBILITY	<i>Level of engineering complexity</i>	2	10
	<i>Impact to existing on-street parking</i>	2	10
	<i>Level of expressed community support</i>	1	5
TOTAL			110





# Overview of Process & Plan - Prioritized Lists of Projects

- Sidewalk Recommendations
- Intersection Recommendations
- Crosswalk Recommendations
- Bicycle Facility Recommendations
- Trail / Multi-use Path Recommendations

Project Number	Facility Name	Street1	Street2	Theme	Project Recommendation	Length (feet)	Project Score	Phase (short, mid, long-term)	Cost (\$-\$-\$-\$)
Trail/Shared Use Path Recommendations									
T-1	Grove Street	Estabrook School driveway	Volunteer Way		New Sidepath	3,887	64	Mid-term	\$\$\$\$
Project Number	Facility Name	Cross Street 1	Cross Street 2		Project Recommendation	Theme	Project Score	Phase (short, mid, long-term)	Cost (\$-\$-\$-\$)
Crosswalk Recommendations									
C-1	Hancock Street	Hancock Street	Minuteman Commuter Bikeway	Improve	RRFB		69	Short-term	\$
Project Number	Facility Name	Cross Street 1	Cross Street 2		Project Recommendation	Length (feet)	Project Score	Phase (short, mid, long-term)	Cost (\$-\$-\$-\$)
Sidewalk Recommendations									
S-1	WALTHAM STREET	MARRETT ROAD/ROUTE 2A	WORTHEN ROAD		New	1,922	72	Mid-term	\$\$
Project Number	Facility Name	Cross Street			Project Recommendation		Project Score	Phase (short, mid, long-term)	Cost (\$-\$-\$-\$)
Intersection Recommendations									
I-1	MASSACHUSETTS AVENUE	DEPOT SQUARE			Green bike crossing in coordination w Muzzey improvements		73	Mid-term	\$
Project Number	Facility Name	Cross Street 1	Cross Street 2		Project Recommendation	Length (feet)	Project Score	Phase (short, mid, long-term)	Cost (\$-\$-\$-\$)
Bicycle Facility Recommendations									
B-1	WORTHEN ROAD	MASSACHUSETTS AVENUE	WALTHAM STREET		Separated BL or side path	3,521	90	Mid-term	\$\$\$\$



# Overview of Process & Plan - Policy and Program Recommendations



## The Six “E’s”

1. Engineering
2. Encouragement
3. Education
4. Equity
5. Enforcement
6. Evaluation





# Overview of Process & Plan - Measuring our Performance

## Data-driven Metrics

- Safety
- Connectivity
- Design
- Economy
- Feasibility



# Challenges / Lesson Learned

- Engaging the unengaged
- Density vs geographic equity
- Use of bike path/width of bike path
- Roadmap



**We are doing a great job !**

# Summary of Changes since November 27 meeting

1. Edited Connectivity Goal
2. Added Vision Statement
3. Edited Bicycle and Pedestrian Program Recommendations
3. Added Performance Metric to Gauge Perceived Safety





# Next Steps

- Select Board Accept Plan as a Guiding Document
- Match Prioritized Lists with CIP and Maintenance Plans
- Work with MassDOT
- Budget & Work Plan Development
- Explore Grant Opportunities





# Moving Forward

- Annual Progress Reports to Select Board
- Re-evaluate every 3 years
- Revise plan to consider new criteria every 6 - 9 years

## Questions Remaining

- Funding: status quo or increase budgets
- Focus on all categories
- Dedicated staff person
- Selection of projects: budget development

# THANK YOU!

Bicycle Advisory Committee

Transportation Advisory Committee

Safe Routes to School advocates

Greenways Corridor Committee

Council on Aging

Commission on Disability

Sustainable Lexington

High School Students from LHS and Elsewhere

Residents

TSG+

DPW

Police

Recreation

Engineering

Conservation

Transportation Services

Schools

Sheila Page - [spage@lexingtonma.gov](mailto:spage@lexingtonma.gov)

[LexingtonMA.gov/BikePedPlan](https://LexingtonMA.gov/BikePedPlan)





Thank you!

Sheila Page - [spage@lexingtonma.gov](mailto:spage@lexingtonma.gov)









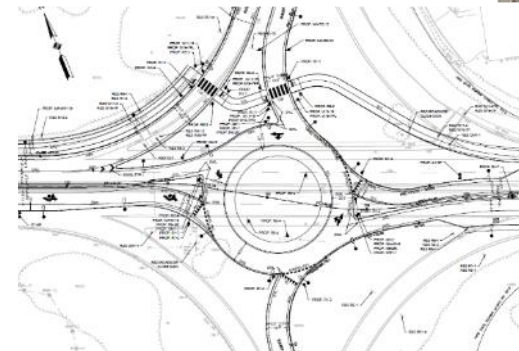
# Summary of Changes since November 27 meeting

## 3. Edited Bicycle and Pedestrian Program Recommendations.

- Added note about the challenges of staffing and hiring consultants.
- Added note regarding budget impacts and staff capacity as we add more programs and infrastructure
- Added emphasis on importance of bus stop shelters/benches removing “if practicable”
- Added need to plan/design for e-mobility devices specifically for parking and charging
- Added a bicycle and pedestrian policy similar to the Integrative Design and Construction Policy
- Refined and separated ice and snow removal program suggestions

# Town-wide Bicycle and Pedestrian Plan Goals

- **SAFETY:** increase bicyclist and pedestrian safety with programs and infrastructure projects
- **CONNECTIVITY:** link neighborhoods with schools, business districts, bus stops, parks, playgrounds, conservation and open space and adjacent communities and the Town's existing network of paths, bikeways, and sidewalks
- **DESIGN:** encourage bicycling and walking with separated/protected facilities designed for all ages and abilities
- **ECONOMY:** promote local businesses and sustainable tourism with strategic bicycle and pedestrian investments
- **FEASIBILITY:** plan for project recommendations that minimize engineering challenges, can leverage funding opportunities, and build community support



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Update on Potential 250th Anniversary of the Battle of Lexington Monument at Belfry Hill Park

### **PRESENTER:**

Jim Malloy, Town Manager

### **ITEM NUMBER:**

I.4

### **SUMMARY:**

#### **Category: Informing**

This agenda item is to have a public discussion on the proposed monument to commemorate the 250th anniversary. The Selection Committee that was established to review proposals from the 4 artists selected the design from Mariam Gusevich, but concerns were raised by Select Board members and staff related to siting that proposal at Belfry Park, maintenance, etc., so the Town considered moving to the second selection from Zaq Landsberg but that also did not seem to have overwhelming support from the Select Board.

Doug Lucente and Jim Malloy, Town Manager met with the donor, Howard Wolk to discuss the concerns that have been raised and determined the full Select Board needed to have a public discussion on the proposals and make a determination whether to move forward with one of the proposals or withdraw plans to install a monument and focus on other aspects of the commemoration.

### **SUGGESTED MOTION:**

At this point, no motion is necessary, but staff will be looking to get a general consensus from the Select Board.

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

7:35pm





# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve Final Proposed Street Art Project - Intersection of Kendall Road and Farmcrest Avenue

### **PRESENTER:**

Kristen Stelljes, Resident; Sheila Page,  
Assistant Planning Director

### **ITEM NUMBER:**

I.5

### **SUMMARY:**

#### **Category: Decision-Making**

Attached please find the presentation from the neighborhood around Farmcrest/Hilltop/Kendall with their proposed street art designed as a traffic calming measure. Also attached is a memorandum from the Traffic Safety Group (TSG) recommending this project as well as a separate draft of proposed guidelines.

### **SUGGESTED MOTION:**

Move to approve the request of the neighborhood to install a street art project designed as a traffic calming measure consistent with the recommendations and guidelines from the Traffic Safety Group.

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

5/6/2024

7:45pm

### **ATTACHMENTS:**

Description	Type
▣ Neighborhood Presentation	Cover Memo
▣ TSG Memo	Cover Memo
▣ TSG Street Art Suggested Guidelines	Cover Memo

# Farmcrest/Hilltop/Kendall Neighborhoodways Pilot Request

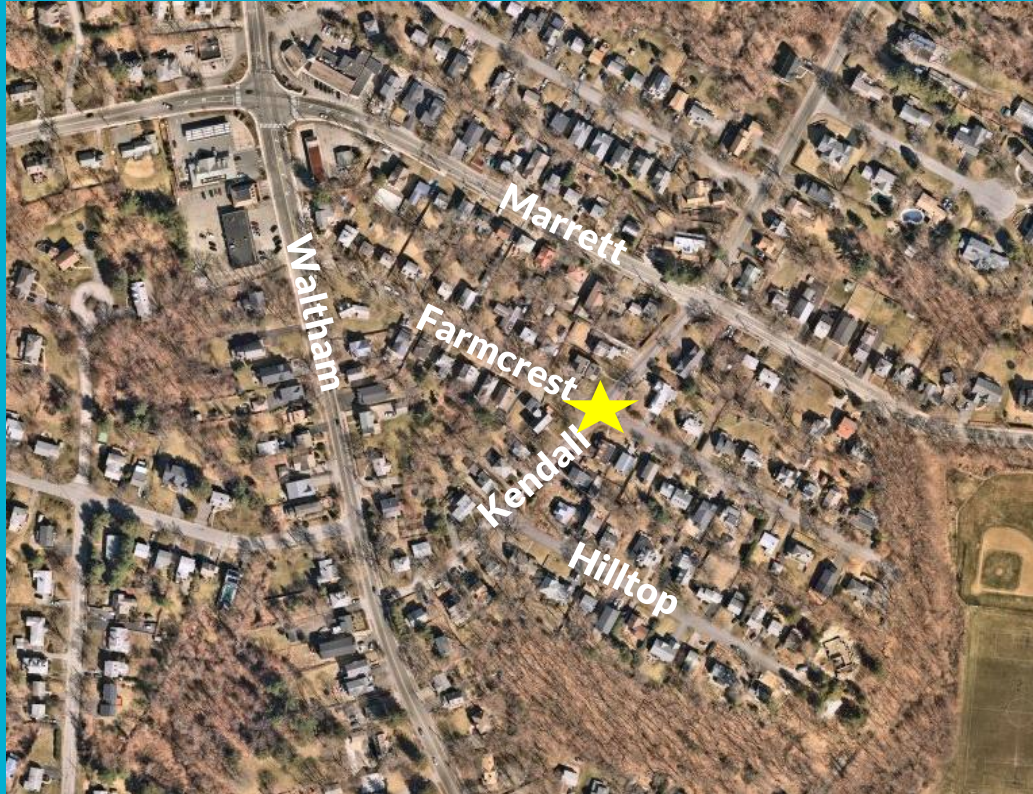
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May 6, 2024



# The Farmcrest/Hilltop/Kendall Neighborhood

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# Our Challenge

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Many children live in the neighborhood and use roads to walk to school; two bus stops in neighborhood

Kendall is used as a cut through to avoid the light at Waltham and Marrett, leading to:

- High volume of traffic for neighborhood (539 SB; 526 NB cars on Dec 2, 2021)
- Perceived high speeds
- Traffic backs up from Kendall & Waltham intersection
- Serious accidents at Marrett & Kendall and Farmcrest & Kendall

**Result:** Residents do not feel neighborhood children are safe on the streets.

# Proposed Solution

---

Create a Neighborway at Farmcrest and Kendall to humanize our neighborhood to cut through traffic and build community- design approved by Traffic Safety Group



# Our Inspiration

## Somerville Neighborways Network

- Neighborways since 2014
  - 2+ miles of designated Neighborways
- Shared Streets 2020
  - 61 streets
  - 13 miles
- Growing in 2021!
  - Iteration
  - More permanent / higher finishes



neighborwaysdesign

# Our Inspiration

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Elmhurst Street,  
Dorchester, MA 2016



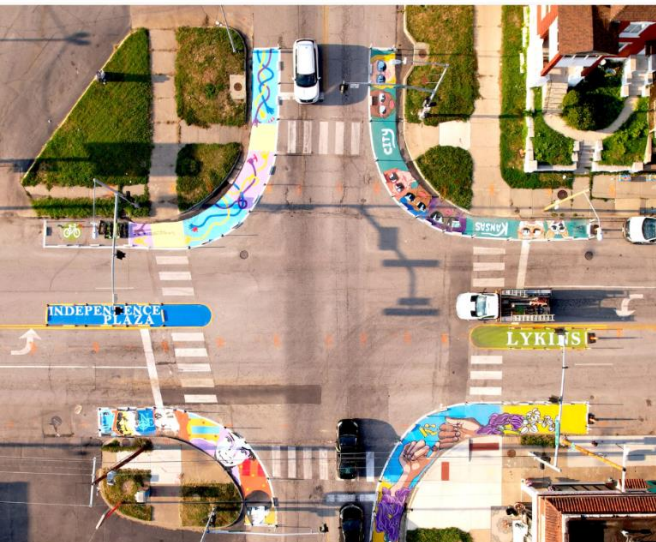
Dimick Street,  
Somerville, MA 2017

Franklin Street,  
Allston, MA 2017



Artistic Placemaking  
Paint Day Block Party





## Opinion | Want safer streets? Paint them.

By Janette Sadik-Khan and Kate D. Levin  
January 29, 2024 at 6:30 a.m. EST

The Washington Post  
Democracy Dies in Darkness

## This artist paints on streets to make them safer places to walk

The latest edition of an influential federal street design manual has given the idea a boost, saying the approach is not prohibited



By Ian Duncan

December 27, 2023 at 6:00 a.m. EST



A cyclist passes a street painting designed by artist Graham Coreil-Allen on Dec. 14 in Hyattsville, Md. Coreil-Allen has been working with the city of Hyattsville to paint designs on streets to improve pedestrian safety. (Bonnie Jo Mount/The Washington Post)

# We have broad neighborhood support

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Multiple neighborhood meetings

3 rounds of designs with input via surveys and a neighborhood meeting



# 67% of neighborhood has signed on to support

47 households, all direct abutters and all houses but one nearest the intersection (we weren't able to find them at home)



Design by Sondra  
Lucente

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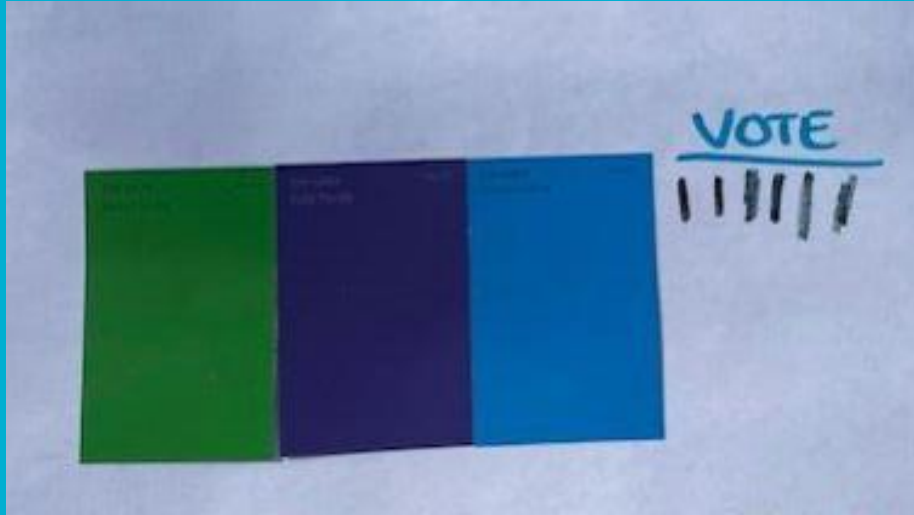
# Our chalk 'draft'

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# Color scheme selected by neighbors

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# Next Steps

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**We are seeking your approval tonight to install our pilot following approval of the Traffic Safety Group of our proposed design.**

**We would aim to hold our paint day in late spring/early summer 2024.**



# Thank you!

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THE END



**TOWN OF LEXINGTON**  
***TRANSPORTATION SAFETY GROUP***

1625 Massachusetts Avenue  
Lexington, Massachusetts 02420  
781-698-4560  
<https://www.lexingtonma.gov/transportation-safety-group>

Contact:  
Sheila Page  
Assistant Planning Director  
[spage@lexingtonma.gov](mailto:spage@lexingtonma.gov)

Date: April 30, 2024

To: Jim Malloy; Town Manager  
Cc: Kim Katzenback, Executive Clerk to the Select Board  
Dave Pinsonneault, Public Works Director  
John Livsey, Town Engineer  
Carol Kowalski, Assistant Town Manager for Land Use Health and Development  
Chief Mike McLean, Police  
Fr: Transportation Safety Group - Sheila Page, Assistant Planning Director

**RE: Proposed Street Art Pilot Project @ Kendall and Farmcrest intersection**

**Action Requested:**

Select Board vote to approve proposed street art pilot project at the Kendall / Farmcrest intersection. As the Road Commissioners, the Select Board must decide whether or not to allow the proposed street art pilot project in the town right-of-way.

Almost two years ago, a group of neighbors, led by Kristen Stelljes, teamed up Neighborways – an urban planning firm and a proponent of community building and traffic calming, approached TSG to inquire how their neighborhood could install street art in the Kendall and Farmcrest neighborhood. TSG then created a review process for the project proponents to follow.

The idea of a street art pilot project with the attached review process was presented to the Select Board at the February 6, 2023 meeting, where the Select Board agreed that they were interested in supporting this pilot project and wanted to see how the project progressed.

1. Last spring the Engineering Division painted white fog lines at the intersection. The white lines demarcate the shoulders where the painting will be.
2. The project proponents have worked within the attached suggested guidelines to develop the design. TSG has reviewed the design and has requested that the blue and green colors be brighter so the design stands out from the pavement. And, that the painting starts approximately 2 inches clear of the white line so that it is separate from the art.
3. The neighborhood is in the process of raising funds to pay for the paint, non-slip additive and police detail
4. Once the project is approved by the Select Board. The proponents will apply for a block party road closure. Engineering will advise on the paint and additive and the Police will work with the neighborhood to ensure safety while painting.

## Community Street Art Pilot Program

### Suggested Guidelines

For pilot program - Art is painted in road shoulders and as curb extensions.

<b>Town Provides:</b> <ul style="list-style-type: none"><li>• Engineering review of location/color</li><li>• Design review</li><li>• Street Closure Equipment</li></ul>	<b>Community Provides:</b> <ul style="list-style-type: none"><li>• neighbor outreach</li><li>• design</li><li>• street sweeping/paint prep</li><li>• paint supplies including non-skid additive, latex paint</li><li>• installation</li><li>• maintenance</li><li>• police detail, if needed</li><li>• road closure permit</li></ul>
<b>Proposed location:</b> Intersection of Kendall and Farmcrest. <ul style="list-style-type: none"><li>• Local low volume</li><li>• Not on transit route</li><li>• Less than 2,500 daily cars for intersections</li><li>• Less than 2,000 daily cars for mid-block intersections</li></ul>	<b>Design Criteria:</b> <ul style="list-style-type: none"><li>• Located in roadway shoulders; not entire intersection</li><li>• No words, letters, numbers, universally recognized symbols, or logos.</li><li>• No colors or shapes that mimic traffic control.</li><li>• Installation must be completed in one day</li></ul>

### Implementation Process

- ✓ Applicant submits location/ design /colors for Engineering/Police/TSG Review
- ✓ Collect petition of support from direct abutters
- ✓ Applicant notifies roadway abutters of Kendall and Farmcrest of the project and the Select Board meeting.
- ✓ Final design and road use permit approved by Select Board at public meeting
- ✓ Notification of paint day/road closure to abutters. Upper Farmcrest will be most impacted.
- ✓ All day road closure for implementation

### Pilot Evaluation

- Review of paint day - completed in one day?
- Comparison of before and after traffic counts
- Incident/accidents/complaints
- Complements
- How long did paint last?
- Does the group want to repaint?
- Do the neighbors support the project again?

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Discuss Town Manager Search Screening Committee Timeline

### **PRESENTER:**

Jill Hai, Select Board Member

### **ITEM NUMBER:**

I.6

### **SUMMARY:**

#### **Category: Decision-Making**

The Select Board will discuss establishing a timeline and process for selecting applicants to the Town Manager Search Screening Committee (TMSSC). The objective is to ensure the committee reflects a diverse range of insights and backgrounds, aligning with our community's demographics and values.

Suggested Methodology: The selection process will involve Board members individually ranking applicants to refine the selection pool and ensure the committee's composition meets our diversity goals.

Proposed Timeline for Selection:

- Wednesday, May 8th: First round of rankings by individual Board members due to the Select Board Office.
- Friday, May 10th: Second round of rankings by individual Board members due to the Select Board Office.  
(as necessary)
- Monday, May 13th: Board votes on the final Search Screening Committee members.

The Board will review and finalize this process and timeline.

### **SUGGESTED MOTION:**

No motion is necessary, this is a general discussion on the process for selecting the Town Manager Search Screening Committee by the Select Board.

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**



5/6/2024

7:55pm