

SELECT BOARD MEETING

Monday, July 7, 2025

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

AGENDA

EXECUTIVE SESSION

1. Exemption 6: To Consider the Purchase, Lease, Exchange, Value of Real Property -
3,4,5 Militia Drive

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. Approve: Select Board Committee Appointments & Reappointments
 - Historic Districts Commission Full Member Seat - Scott E. Cooper
 - Vision for Lexington - Vineeta A. Kumar
 - Town Celebrations Subcommittee - Ashley E. Rooney
2. Accept: Select Board Committee Resignation
 - Paul Chernik - Sustainable Lexington
3. Approve: Select Board Minutes
 - June 9, 2025 Select Board
 - June 16, 2025 Summit Meeting
 - June 18, 2025 Select Board Retreat
4. Approve: One-Day Liquor License(s) - Galaray House, 1720 Massachusetts Avenue
 - After Hours Wine Night - 7/9/2025; 7/10/2025; 7/16/2025; 7/17/2025; 7/23/2025; 7/24/2025; 7/30/2025; 7/31/2025; 8/01/2025;
5. Approve: One-Day Liquor License - Neillio's Gourmet Kitchen, Lexington Community Center
 - Private Memorial Service - July 19, 2025
6. Approve: Battle Green Use Request - Lexington Minute Men

- 18th Century Military Drill - Saturday, July 12, 2025

7. Approve: Amendment to §192 Traffic Rules and Orders: Stop Sign Placement - Parker Street

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Application: Liquor License Amendment Request - Biswas Enterprise Inc d/b/a Nick's Wine & Spirits - Change of Hours 7:05pm
2. Accept Easement: 50 Valleyfield Road 7:10pm
3. Approve: Worthen Road School Safety Zone 7:15pm
4. Approve: Letter of Support for the Lowell Street Executive Office of Housing and Livable Communities (EOHLC) Process 7:25pm
5. Approve: FY25 Year End Budget Adjustments 7:30pm
6. Discussion: Next Steps for Select Board / Town Manager Goals for FY2026 7:40pm
7. Initial Discussion: Town Manager Review Process 7:50pm
8. Discussion - Lexington High School Debt Exclusion Vote Date 8:05pm

ADJOURN

1. Anticipated Adjournment 8:20pm

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://lexingtonma.zoom.us/j/82013535294?pwd=mGvKYC9PHOT8ByUHHa0a18jNRhRXpf.1>

iPhone one-tap: +13017158592,,82013535294#,,, *848540#

Phone +1 646 876 9923

Meeting ID: 820 1353 5294

Passcode: 848540

An Act Relative to Extending Certain State of Emergency

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

The next regularly scheduled meeting of the Select Board will be held on Monday, July 21, 2025 at 6:30pm via hybrid person participation.

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



AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Exemption 6: To Consider the Purchase, Lease, Exchange, Value of Real Property - 3,4,5 Militia Drive

PRESENTER:

Board Discussion

ITEM NUMBER:

E.1

SUMMARY:

SUGGESTED MOTION:

Move that the Board go into Executive Session under Exemption 6: To Consider the Purchase, Lease, Exchange, Value of Real Property - 3,4,5 Militia Drive and to reconvene in Open Session. Further, that as Chair, I declare that an open meeting may have a detrimental effect on the negotiating position of the Town.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

ATTACHMENTS:

Description

Type

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Select Board Member Announcements and Liaison Reports

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

LR.1

SUMMARY:

Under this item, Select Board Members can provide verbal updates, make announcements, as well as comment on any additional points or concerns.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Town Manager Weekly Update

PRESENTER:

Steve Bartha, Town Manager

**ITEM
NUMBER:**

TM.1

SUMMARY:

Under this item, the Town Manager can provide verbal updates, make announcements, as well as comment on any additional points or concerns.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve: Select Board Committee Appointments & Reappointments

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.1

SUMMARY:

Category: Decision-making

-

Appointments:

Historic Districts Commission

The Select Board is being asked to appoint Scott E. Cooper to the Historic Districts Commission as a full member for a term set to expire on December 31, 2030. Scott E. Cooper is being nominated for full membership by the Cary Memorial Library Board of Trustees.

Vision for Lexington

The Select Board is being asked to appoint Vineeta A. Kumar as the Select Board Member on the Vision for Lexington Committee to fill the unexpired term of Jill Hai that is set to expire on September 30, 2027.

Reappointment:

Town Celebrations Subcommittee

The Select Board is being asked to reappoint Ashley E. Rooney to the Town Celebrations Subcommittee for a term set to expire on June 30, 2026.

SUGGESTED MOTION:

To appoint Scott E. Cooper to the Historic Districts Commission as a full member for a term set to expire on December 31, 2030.

To appoint Vineeta A. Kumar as the Select Board Member on the Vision for Lexington Committee to fill an unexpired term set to expire on September 30, 2027.

To reappoint Ashley E. Rooney to the Town Celebrations Subcommittee for a term set to expire on June 30, 2026.

Move to approve the consent.


FOLLOW-UP:

Select Board Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

ATTACHMENTS:

Description	Type
 Cooper, Scott E. HDC_Redacted	Backup Material

Application Form

Profile

Attendance to a regularly scheduled meeting of the board or committee of interest is strongly encouraged when considering applying for membership. All committee meetings are open to the public and are posted at least 48 hours in advance of the meeting in our www.lexingtonma.gov/calendar.

If you are appointed to the board or committee for which you have applied, information from this application will be used to contact you regarding your appointment from the appointing authority as well as the Town Clerk’s Office. Please do not offer information on this application you would prefer we not use.

Applications will be kept on file and considered as vacancies occur for up to one year unless otherwise noted.

If you have any questions or need more information regarding the completion of the application, please contact either the Select Board Office at 781-698-4580 or the Town Manager’s Office at 781-698-4540.

Scott	E.	Cooper
First Name	Middle Initial	Last Name

Nickname

Preferred Title (i.e. Mr., Ms., Mx., Dr., Rev)

Mr.

@gmail.com

Email Address

Alternate Email Address (Optional)

Massachusetts Avenue		
Home Address	Suite or Apt	
Lexington	MA	02421
City	State	Postal Code

Length of Residence in Lexington (Note: ZBA requirement is a minimum of 8 years)

25 years

What Precinct do you live in?

☒ Precinct 9

Mobile: (617)	
Primary Phone	Alternate Phone

Retired Attorney

Employer

Job Title

Work Address

Massachusetts Avenue

Which Boards would you like to apply for?

Historic Districts Commission: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Special Training and/or Qualifications

I am a retired attorney with 43 years of experience in commercial real estate and real estate finance. I am the former chair of the real estate department at Hinckley Allen, a Boston based regional law firm. I currently serve as an associate member of the Zoning Board of Appeals and previously served on Special Permit Residential Development (SPRD) Ad Hoc Committee for approximately 5 years which recommended changes to the Town subdivision law which were adopted in 2023.

Upload a Resume

Why are you interested in serving on a board or commission?

I feel I am a good fit for this position because of my legal background in real estate and my long standing interest in architecture and historic preservation. As a long-time resident of Lexington, I have a great appreciation for the Town's historical significance and the beauty of its architecture. As a real estate lawyer and member of the ZBA, I have a keen understanding of real estate development and its impact on the aesthetic landscape and historical integrity of the community and its neighborhoods.

How did you hear about the board or commission for which you are applying?

I've long been interested in serving on this commission. I recently received an email from the Town regarding the open position. Now that I am recently retired, I've been looking for ways to further contribute my experience and skills to our Town in a meaningful way.

Have you recently attended any meetings of the board or committee for which you are applying?

☐ Yes ☒ No

Have you confirmed your availability to attend the board or committee's meetings? (i.e. can attend at the time the committee regularly meets)

☒ Yes ☐ No

Do you currently serve on another board or committee?

☒ Yes ☐ No

If yes, please list date of most recent Conflict of Interest Law Training.

2023

Conflict of Interest Law Training Certificate

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Accept: Select Board Committee Resignation

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.2

SUMMARY:

Category: Decision-making

Resignation:

Sustainable Lexington Committee

The Select Board is being asked to accept the resignation of Paul Chernik from the Sustainable Lexington Committee, effective immediately.

SUGGESTED MOTION:

To accept the resignation of Paul Chernik from the Sustainable Lexington Committee, effective immediately.

Move to approve the consent.

FOLLOW-UP:

Select Board Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

ATTACHMENTS:

Description	Type
 Resignation Letter	Backup Material

From: noreply@civicplus.com <noreply@civicplus.com>

Sent: Sunday, June 22, 2025 4:43 PM

To: Select Board <selectboard@lexingtonma.gov>

Subject: Resignation from Sustainable Lexington

Your Name	Paul Chernick
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Your Email	
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Subject	Resignation from Sustainable Lexington
---------	--

Message	I have moved to Portland Oregon, so I think that you should replace me on the SLC.
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I have immensely enjoyed serving the Town in this capacity, and I expect to continue attending meetings remotely.

My resignation becomes effective when you have replaced me, unless you choose to make it effective sooner.

Best,

Paul

Attach a File (Optional)	
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AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve: Select Board Minutes

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.3

SUMMARY:

Category: Decision-making

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

- June 9, 2025 Select Board
- June 16, 2025 Summit Meeting
- June 18, 2025 Select Board Retreat

SUGGESTED MOTION:

To approve and release the following minutes:

- June 9, 2025 Select Board
- June 16, 2025 Summit Meeting
- June 18, 2025 Select Board Retreat

Move to approve the consent.




FOLLOW-UP:

Select Board Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

ATTACHMENTS:

Description		Type
	DRAFT 06092025 Select Board minutes	Backup Material
	DRAFT 06162025 Summit minutes	Backup Material
	DRAFT 06182025 Select Board minutes	Backup Material

SELECT BOARD MEETING
Monday, June 9, 2025

A meeting of the Lexington Select Board was called to order at 6:30p.m. on Monday, June 9, 2025, via a hybrid meeting platform. Mr. Lucente, Chair; Mr. Pato, Ms. Hai, Mr. Sandeen, and Ms. Kumar, were present, as well as Mr. Bartha, Town Manager; Ms. Axtell, Deputy Town Manager; and Ms. Katzenback, Executive Clerk.

Chair Lucente called the meeting to order at 6:30p.m.

PUBLIC COMMENTS

Jim Williams, 8 Stratham Road, expressed concern about lack of public participation to date in the Article 97 process and asked the Town Manager to immediately open the EEA portal for the high school building project.

SELECT BOARD MEMBER CONCERNS AND LIAISON REPORTS

1. Select Board Member Announcements and Liaison Reports

Mr. Lucente stated that he and Ms. Kumar attended the LHS graduation on June 1st. There were 583 Lexington High School graduates, and stated Ms. Kumar did an amazing job providing the remarks on behalf of the Board.

Ms. Hai stated that this Friday is the Massachusetts Municipal Associations' Select Board training day from 8:30am-330pm in Devons.

TOWN MANAGER REPORT

1. Town Manager Weekly Update

Mr. Bartha stated that he attended the ICMA board meeting this past weekend in Minneapolis and learned during that they will also be hosting some events this year to celebrate America's 250th. He noted that Lexington would be happy to share its ideas. He stated that Joanne Belanger retired earlier this spring and the applicant portal for that position closed last Friday with a strong response. The Town is also in the middle of interviewing for the DPW Ops Director and the Communications Director positions. Mr. Bartha stated that this is Wellness Week for Town employees.

CONSENT AGENDA

Consent Agenda Item #9 was held for further discussion.

1. Accept: Select Board Committee Resignation
- Lexington Bicycle Advisory Committee - Ramprasad V . Reddy

To accept the resignation of Ramprasad V Reddy from the Lexington Bicycle Advisory Committee effective June 09, 2025.

DOCUMENTS: 2025.05.20 Ram Reddy - Lexington Bicycle Advisory Committee_Redacted

2. Approve: Dissolution of Town Manager Search Screening Committee

To dissolve the Town Manager Search Screening Committee.

3. Approve: Select Board Minutes

To approve and release the following minutes:

- May 12, 2025 Select Board
- May 19, 2025 Select Board
- May 29, 2025 Select Board

DOCUMENTS: DRAFT 05122025 Select Board minutes, DRAFT 05192025 Select Board minutes, DRAFT 05292025 Select Board minutes

4. Approve: Fiscal Year 2026 Cost-Of-Living Adjustment (COLA) for Non-Represented Employees

To approve the Fiscal Year 2026 Cost-Of-Living Adjustment (COLA) for Non-Represented Employees as presented.

DOCUMENTS: FY 2026 COLA for Non-Represented Employees

5. Approve: Request for Water and Sewer Deferral

To approve deferral of the FY2025 water and sewer payments for 136 Maple Street.

DOCUMENTS: Deferral -136 Maple Street

6. Approve: Water and Sewer Commitments

To approve:

Water & Sewer Commitment Section 3	\$ 4,251,492.62
Water & Sewer Commitment Cycle 9 March 2025	\$ 320,007.37

DOCUMENTS: SB Meeting Commitments Water-Sewer

7. Approve: Chamber of Commerce Request to Place Sign at Emery Park

- Announcing the Free Community Summer Concert Series

To approve the Lexington Chamber of Commerce request to place a 36-inch by 72-inch wooden sandwich board sign on the lawn at Emery Park, Depot Square from June 13 through August 23, 2025, as proposed.

DOCUMENTS: Chamber of Commerce request to place sign, 2025 Summer Concert Series Sandwich Board

8. Approve: One-Day Liquor License – Wilson Farm, 10 Pleasant Street

- Dinner in the Field – Thursday, June 26, 2025

To approve a One-Day Liquor License for Wilson Farm to serve beer and wine for the purpose of their 'Dinner in the Field' event to be held at Wilson Farm, 10 Pleasant Street, outside of farm greenhouse #7, on Thursday, June 26, 2025 from 5:30pm to 9:30pm.

DOCUMENTS: Dinner in Field MAP

VOTE: Upon a motion duly made and seconded, the Select Board voted 5-0 to approve Consent Agenda items 1-8.

CONSENT AGENDA

9. Approve: License for Public Entertainment on Sunday – Fiesta Shows, Hastings Park
 - 69th Annual Fourth of July Carnival

Mr. Lucente recused himself from this item.

To approve a License for Public Entertainment on Sunday for Fiesta Shows for the purpose of providing amusement rides and games for patrons of the 69th Annual Fourth of July Carnival to take place on Sunday, July 6, 2025 at Hastings Park, 0 Massachusetts Avenue, from 1:00pm to 8:00pm.

VOTE: Upon a motion duly made and seconded, the Select Board voted 4-0 to approve Consent Agenda item 9.

ITEMS FOR INDIVIDUAL CONSIDERATION

1. HEARING: Noise Bylaw Permit – Mural Project at 135 Massachusetts Avenue

Mr. Lucente explained that the Economic Development Department is requesting approval of a Noise Bylaw Special Permit to allow evening work to be performed at the rear of 135 Massachusetts Avenue for the East Lexington Mural Project, outside of the allowable hours under the Noise Bylaw. Work would start on Tuesday, June 24, 2025, through Friday, June 27, for approximately three nights from 9:00 p.m.- 11:00 p.m. While the artists believe that the work can be accomplished in three nights, four nights are being requested in the event that rain causes a delay. The hearing notice was mailed to abutters and was also posted to the Town Website Legal Notice page.

Jay Abdella, Senior Economic Development Coordinator, explained that a noise consultant reviewed the proposed area to be impacted and determined that the boom lift, in conjunction with a white noise alarm to disperse the backup alarm, would result in levels that are approximately 50-60 decibels, which is similar to the average car driving through Mass Ave. As requested by the Board, letters were sent out to all abutters asking for feedback and opinions. An open session with the artists was also held for those interested.

VOTE: Upon a motion duly made and seconded, the Select Board voted 5-0 to approve a Noise Bylaw Special Permit for evening work to be conducted from 9:00pm to 11:00pm to take place between June 24, 2025 – June 27, 2025 for work related to the East Lexington Mural Project.

DOCUMENTS: Request Memo For Select Board Special Permit

2. Discussion: Diversity Equity & Inclusion Staffing Update

The Board received a presentation from staff on plans to expand staffing resources dedicated to DEI based on feedback received from employees, local stakeholders, and subject area experts. It was explained that the request is for an Assistant HR Director position, which would also function as an

Internal Equity Officer. Another request is for a new external position, a Clinical Engagement and Community Equity Officer.

The Board suggested internal and external goals, a way to track progress, and additional data reporting. Mr. Sandeen suggested that one of the main aspects of equity from a community perspective is housing. He requested that the housing be a key priority of the externally focused goals for this position. Mr. Bartha agreed that these things would be considered and worked on.

Deborah Strod, 10 Thoreau Road, stated that she appreciated the investment in the research and outreach, and the involvement and empowerment of multiple staff. She also appreciated the embodiment in teams and teamwork, with senior leadership involved and accountable. She agreed that efforts on both external and internal work are needed, and that they require different types of resources and coordination with the community.

Stephanie Hsu, 9 Locke Lane, emphasized the importance of making sure that Human Services is fully staffed throughout this process, and that their resources are not depleted in the process of working through these goals.

Wendy Manz, 3 Captain Parker Arms, thanked Mr. Sandeen for invoking the issue of housing in the context of DEI. She urged the Board to look at specific, tangible items that make a difference, as opposed to organization structure only, and housing is one of those things.

Melinda Walker, 14 Larchmont Ln, stated that she applauds these efforts. She stated that work that can be done in terms of respecting people who work in the Town, but who do not live in the Town.

DOCUMENTS: DEI 2.0 Memo w/ attachment, DEI 2.0 PPT Cover Mem

3. Approve: Parklet Location on Massachusetts Avenue

Sandhya Iyer, Economic Development Director, explained that, for the last several years, the Town has placed a parklet on the Southwest side of Massachusetts Avenue due to the narrow sidewalks. This year, with unanimous approval from the Lexington Center Committee, the Economic Development Department recommends the placement of the Parklet be located in the three parking spaces in front of 1718 Massachusetts Avenue. There is support from MiniLuxe, Galaray House, and Marathon Sports. Police and Public Works have also indicated their support for the location. A walk through with Economic Development and Public Works occurred on June 3, 2025.

Kerry Brandin, 16 Franklin Rd, suggested a parklet on Waltham Street. There is an indent on the sidewalk which could be utilized, and this would be a welcomed item in this area.

Dawn McKenna, 9 Hancock St, stated that there is a tremendous amount of traffic along the bikeway and the more parklets installed, the better. She noted that these parklets came about during the year that the Tourism Committee decided to start Revolutionary Revelry. At the time, there was no place for bicycles to park. She spoke with Mr. Michaelson, who was opposed to taking a space out of the Center, but she convinced him that 20 bicycles could fit in that space. At the end of the six-week period, he agreed to leave it up all summer.

Jay Luker, 26 Rindge Ave, asked when the Town will move beyond parklets and try to widen the sidewalk in this area. The public space that these parking spaces take up is extremely valuable and there are other amenities and benefits which they could be used for. If the parking spaces are so important, they should be charged more for.

VOTE: Upon a motion duly made and seconded, the Select Board voted 5-0 to authorize the installation of the Massachusetts Avenue Parklet starting the week of June 16, 2025, through the end of October 2025, in three parking spaces in front of 1718 Massachusetts Avenue.

DOCUMENTS: Parklet 2025 Location Details, MiniLux e Parklet Support Letter, Galaray House Support Letter, Nouve - Support Letter, Marathon Sports - Support Letter, Artinian Jewelry letter of concern, Btone Support Letter Backup Material

4. Discussion: Battle Green Use Policy

Mr. Lucente stated that, at the request of the Police Department, the Select Board is asked to consider potential amendments to the Use of the Battle Green regulation to clarify the physical boundaries of the Battle Green and to address permitted use of the pedestrian island directly in front of the Captain Parker Statue. In response to growing public safety concerns and the need to ensure unobstructed ADA access in this constrained and historically significant location, the Police Department has recommended that this area be formally recognized as distinct from the main Battle Green and subject to Select Board review for any proposed assembly or demonstration. The intent is to discourage such activity in this space and reinforce the importance of permitting and oversight in sensitive areas. He noted that the Board heard from 17 residents ahead of the meeting.

Captain John Mazerall, Police Department, stated that the concern is public safety. The local groups seen in this area have been very peaceful but there could be an issue if opposing groups meet each other in this small space.

Town Counsel Mina Makarious stated that the Board's intent is not to limit speech. He confirmed this area cannot be closed off entirely for free speech, similar to the Battle Green.

Mr. Pato stated that he believes it is essential to preserve the ability for people to express themselves freely in a time and place that is appropriate. The Battle Green area is an appropriate place, though he recognizes the need to preserve safety issues. He is having trouble understanding the difference between the apron area and the sidewalks in the Center. The Town should aid a group to make sure they are not impeding safe travel. This location is not necessarily one that should be treated differently than anywhere else. He is uncomfortable with changing to a permitting process, as it does not seem consistent with the types of expression that he commonly sees in this area. He asked if there are other ways to accomplish the safety goal without compromising the ability for spontaneous engagement. Captain Mazerall stated that there is an ability for the Police to legally move people across the street if things get out of hand. However, it is difficult to determine where that line is.

Ms. Hai stated that no one on the Board wants to limit free speech. The Police are very responsive if safety becomes an issue. She would not like to see this proposed amendment move forward as written.

Ms. Kumar stated that she is uncomfortable with placing restrictions as drafted. She does believe that there needs to be a balance between the safety needs and not taking away use of the Captain Parker statue for public demonstrations.

Mr. Sandeen stated that Lexington, being the birthplace of American liberty, should not be or be perceived as making it harder for residents to exercise their First Amendment freedoms, one of which is the right of the people to peaceably assemble. He stated that Lexington has been using the Battle Green for 250 years in the exercise of these rights and is confident that it is possible to continue to use the Battle

Green peaceably and safely for the next 250 years. He does not believe a change in policies or regulations is needed.

Mr. Lucente asked if the Board believes any limits should be placed on pedestrian island directly in front of the Captain Parker Statue for those assembling.

Mr. Pato suggested opening up some portions of the grass area behind the statue to allow for impromptu events. He would like to see the use of this area broadened.

Toby Sackton, 8 White Pine Lane, stated that there has been a long tradition of public protest and political activity in the Center. Lexington Alarm was started by an ad hoc group to reawaken the spirit of resistance to tyranny that animated America's founding 250 years ago. The group peacefully opposes government actions that violate the Declaration of Independence, the Constitution, and the Bill of Rights. The group strongly opposes the request to expand the definition of the Battle Green beyond the grassy area, because the Captain Parker statue represents the beating heart of the Town's history. The resistance to tyranny today is deeply grounded in the history and reflects the values that Captain Parker and the Minute Men defended on the Green. This activity of standing out and expressing the historical concern about tyranny should not be met with more restrictions on freedom of speech and assembly in Lexington.

Dawn McKenna, 9 Hancock Street, stated that, first and foremost, this is a national treasure, and a National Historic landmark. The discussion that this is somehow an expansion of the Battle Green is incorrect. The Battle Green has changed sizes multiple times over the years. It is important to understand that the way the area is being used now was not the original intention. She stated that, per page 49 of the Battle Green Master Plan, the Select Board's charge was to ask for a draft regulation. The Board has never passed that draft regulation.

Linda Patch, 75 School Street, stated that some of the purported concerns that have been heard include tourist foot traffic, photography, and walkway obstruction. These pale in comparison to the foundational rights at stake: the freedom of speech and the right to peaceful assembly. If the Town begins to prioritize postcard perfect images and commercial convenience over civic engagement and constitutional liberty, that is a descent into tyranny, and it is not preserving history. Overreach from any entity must not reshape people's rights through concocted redefinition and red tape. The redefinition of what constitutes the Battle Green in order to limit protest space is politically and morally corrosive. Designated protested zones recall authoritarian regimes, not democratic towns.

Elizabeth Garrels, 11 Plymouth Road, stated that for four or five weeks now, she has demonstrated with the Minute Women for Democracy. This group comes together for a half hour at the statue of Captain John Parker on the Lexington Green. As the group's name indicates, it gathers to speak out in defense of democracy and to decry the growing threats are seen to weaken or even destroy the sacred democratic institutions of this country.

Jessie Steigerwald, Cedar St, stated that she has helped organize or support 20 protests since February 5. She stated that the increase in activity being seen, especially around Captain Parker, has nothing to do with the physical improvement of the sidewalk, and everything to do with the issues at stake, namely with President Donald Trump working to dismantle democracy. Having a central place means a lot to gather people together. It has also been great for tourism in the Center. On May 1, Captain Mazerall approached her during a large turnout event and noted that people could not stand on the sidewalk/stone dust area. There does need to be clarification. She echoed Mr. Pato's suggestion to allow people to use the sidewalk.

Clarence Labonte, Grove St, stated that the minute any restriction is place on, or anyone is given the power to control, the ability to speak, this is a downhill spiral.

Charlie Bauer, 2 Oakland St, stated that his background is civil rights. He has represented law enforcement for over 40 years in the State of New Hampshire. The proposal is a complete ban on speech and assembly in a public area. The United States Supreme Court and the highest court in Massachusetts has stated that any banning or limiting of free speech and free assembly on a public sidewalk, street, or park, must be done in the most narrow and constricted way possible. This proposal states that demonstrations, which are not defined, should be across the road. That is not narrowing the restrictive use, as required under the law. He stated that he would be willing to work with Town Counsel to address both safety, which is essential, as well as the freedoms of right of assembly and speech.

Avram Baskin, 43 Carville Ave, stated that holding political protests in front of the Minuteman statue sends a unique and symbolic message. Symbolism that will be lost if residents are restricted to protesting along Mass Ave or on the sidewalks around the Battle Green. If the concern is that groups of peaceful protesting residents somehow impact the accessibility or experience of tourists, most, if asked, would likely temporarily spend their First Amendment rights and gladly step aside so people can take photographs in front of the Minuteman statue.

Mr. Sandeen stated that there needs to be more public outreach to determine what the public believes should occur.

It was agreed that a Mr. Pato and Ms. Hai would continue to review this item and bring back another proposed amended policy to preserve public safety when gathering on or near the Battle Green.

DOCUMENTS: Battle Green Memo from PD, Proposed Changes Battle Green Regulations – redlined, Battle Green Use Regulation, Battle Green Proposed Boundaries Map

The Board took a brief recess.

5. Approve: Conduct and Decorum for Public Meetings Policy

Mr. Lucente explained that, at the July 8, 2024, Select Board meeting, the Board reviewed and discussed the proposed Conduct and Decorum for Public Meetings Policy, which is intended to establish clear and consistent guidelines for behavior at public meetings. The policy outlines expectations for participation, order, and respect, while ensuring alignment with constitutional protections for public speech, as affirmed in *Barron v. Kolenda* and other relevant case law. Suggested edits from the July meeting have been incorporated into the revised draft. Town Counsel has reviewed the current version and is satisfied with its content. Approval of this policy will allow for its inclusion in both the Select Board Procedures, Policies, and Regulations Manual and the Town Clerk's Board and Committee Handbook.

The Board reviewed the draft policy and made some edits. Town Counsel Mina Makarios also suggested amendments.

Bob Pressman, 22 Locust Ave, stated he feels that this is a highly flawed document which comes to the Board with no statement of facts as to why committees should be micromanaged in the way identified, and, more importantly, hides and distorts the full scope of freedom of speech as identified in the *Kolenda* decision.

Melinda Walker, 14 Larchmont Ln, asked if language within the document means that boards and committees have to require a time for public comment. Mr. Lucente stated that this does not mean that public comment is required at each public meeting. If there is public comment, the chair should announce

the guidelines. Ms. Walker stated that it is confusing to some committee in terms of what the policies are for declaring public meetings as working sessions.

VOTE: Upon a motion duly made and seconded, the Select Board voted 5-0 to approve the Conduct and Decorum for Public Meetings Policy with the five edits as outlined this evening, and to incorporate it into the Select Board Procedures, Policies, and Regulations Manual and the Town Clerk's Board and Committee Handbook.

DOCUMENTS: Policy-Conduct and Decorum for Public Meetings-060925, Redline_Conduct_and_Decorum_Comparison_from_July Version

6. Approve: List of Legal Holidays during which Construction Noise is Limited as it Relates to Noise Control Bylaw Chapter 80

Mr. Lucente explained that, at the 2024 ATM, Town Meeting voted to approve amendments to Chapter 80 (Noise Control) of the General Bylaw to clarify when construction noise is restricted. As part of this update, the bylaw now defines "Legal Holidays" as those recognized by the Commonwealth and those identified on a list approved by the Select Board [Article 29, adopted 3/18/24]. To comply with this provision, the Select Board is asked to formally approve the list of holidays during which construction activity is subject to restrictions. This action ensures clear communication to residents, contractors, and enforcement departments. The proposed list reflects:

- The 12 Massachusetts-recognized legal holidays
- The same list of 12 holidays presented to Town Meeting during the Article 29 presentation

This approval will aid in consistent enforcement by the Building Department, DPW, and Police, and addresses recent public inquiries about when construction is limited due to holidays.

VOTE: Upon a motion duly made and seconded, the Select Board voted 5-0 to approve the following legal holidays during which construction noise is limited, as outlined in the Noise Control Bylaw, Chapter 80.

- New Year's Day
- Martin Luther King Day
- Presidents Day (Commonwealth of Mass - Washington's Birthday)
- Patriots Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day (Commonwealth of Mass - Columbus Day)
- Veteran's Day
- Thanksgiving Day
- Christmas Day

DOCUMENTS: List of MA legal Holidays, Article 29 noise presentation posted 2.12

7. Discussion: Proposed Compost Pilot Partnership with Black Earth at Hartwell Avenue Site

Andrew Brousseau, Black Earth Compost, stated that the proposal is for a pilot with the Town at Hartwell Ave, with the goal being to integrate food scraps into the existing yard waste operation. In the long term, this will save the Town the most money and provide the service for the lowest cost. This would include a

reduction in the Town's collection bill of approximately 5%. There would also be a revenue portion, that for every cubic yard of compost sold, the company would provide a revenue payment to Hartwell to help compensate their books. The pilot would allow the Town to determine if it would like to continue with this into the future.

Mr. Sandeen thanked Town staff and Black Earth for moving this forward.

Ms. Kumar asked how to make this pilot successful. Mr. Brousseau stated that some metrics of success include how the company works with Hartwell and if the operations match. There could be a concern regarding complaints, such as rodents, which are outside of the company's control. Making sure the project is financially viable is also important. DPW Director Dave Pinsonnault stated that it will be important to make sure the two entities can coexist at the site without impacting each other. The pilot will help to evaluate that.

There was agreement to move forward with a pilot partnership and report back to the Board in the future.

DOCUMENTS: Black Earth Partnership PPT

8. Discussion: Condo Conversion Board

Mr. Lucente explained that the Select Board will review and discuss the future of the Condominium Conversion Board, which was established in the 1980s and has remained inactive for well over a decade. While it still appears on the Town's official list of boards and committees, there are currently no members appointed, and no recent activity has occurred. However, recent resident inquiries, such as one involving a potential condo conversion on Massachusetts Ave., have highlighted the confusion this creates for property owners and staff. In the absence of an active board, questions regarding procedural requirements, such as application review and hearings mandated by Chapter 63 (§63-6) and Chapter 144 of the Town Code, remain unresolved.

The Select Board could potentially appoint a standing board, another Town body, or even itself to serve as the Condominium Conversion Board. Options include:

- Take no action, and wait to see if any issues arise – which preserves the current ambiguity
- Dissolve the Condominium Conversion Board and Reassign the functions – to staff, another existing board or committee, or the Select Board itself; This would also require amending the relevant Town Code sections.

The Board agreed that Staff should make a recommendation as to which committee/board could take over the responsibilities of this Board. Town Counsel Mina Makarious stated that the bylaw already allows the Board to delegate the responsibility to any other board that exists or to the Select Board itself.

Jay Luker, Precinct 1, stated that the administrative purposes and tasks can certainly be passed to other entities. The urgency under which this Board was established may be even worse now 30 years later, and he is unclear who will pick up the torch.

DOCUMENTS: Condo Board – Charge, Condo Board - Code Chpt 63, Condo Conversion Board - Code Chpt 144

9. Discussion: Board and Committee Member Service Policy

Mr. Lucente stated that the Select Board will revisit a long-standing discussion on whether to establish a policy, guideline, or best practice concerning the length of service for members of Lexington's boards and

committees. The aim is to balance respect for dedicated, long-term volunteers with the need to encourage broader participation and foster new leadership. Questions include whether to set expectations for rotating leadership roles (such as chair), whether to limit consecutive years of service for members, and how to approach reappointments. Specifically, whether incumbents should be evaluated alongside new applicants. While prior efforts (including a September 2021 work session, and a July 2022 Memo from the Town Manager) identified interest in these issues, no formal policy was adopted. If the Board wishes to pursue this further, a draft framework will be developed for consideration.

Ms. Hai suggested asking committee members and/or chairs their thoughts on these topics.

Mr. Sandeen agreed that committee term limits are appropriate and can encourage new voices, but Mr. Sandeen also noted he is concerned about establishing chair term limits as it can take new chairs some time in order to learn how to most appropriately chair and this should be considered.

Ms. Kumar stated that she is generally in favor of some sort of limits.

10. Discussion: Potential Creation of Committee Academy

Mr. Lucente stated that the Select Board will discuss the concept of launching a “Committee Academy”, a potential half-day training program designed to provide both foundational knowledge and practical skills to current (and, potentially, prospective) members of Lexington’s committees and boards. While the existing Committee Handbook contains valuable information, many members will benefit more from interactive, real-time guidance. This initiative aims to improve consistency, compliance, and confidence across committees by offering training on key areas such as municipal law, ethics, conflict of interest, Open Meeting Law, public records, meeting procedures, and effective public engagement. At this stage, the Committee Academy is presented as a concept. If the Board is supportive, the Select Board Office will collaborate with the Town Clerk’s Office to further develop a proposed framework and content.

The Board agreed that it would like to pursue the creation of this academy, with Staff, Mr. Lucente, and Ms. Kumar to work in a small group to gather a framework.

EXECUTIVE SESSION

1. Exemption 3: Collective Bargaining - To discuss strategy with respect to collective bargaining (LMEA, LMMA, Fire, Police Superior)

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 4-0 at 10:00 pm that the Select Board go into Executive Session under Exemption 3 to discuss strategy with respect to collective bargaining for the Lexington Municipal Employees Association (LMEA), Lexington Municipal Management Association (LMMA), Fire Department, and the Police Superior Unions, and not to reconvene in Open Session. Further, it was declared that an open meeting discussion may have a detrimental effect on the bargaining and litigating position of the Town.

ADJOURN

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 5-0 from the Executive Session to adjourn both the Executive Session and the Regular Meeting at 10:25p.m.

A true record; Attest:
Kristan Patenaude
Recording Secretary

Summit
Select Board, School Committee, Appropriation Committee,
Capital Expenditures Committee and Planning Board
June 16, 2025

The Summit was called to order by Select Board Chair Doug Lucente at 6:31 p.m. on Monday, June 16, 2025, via a hybrid meeting platform in Estabrook Hall, Cary Memorial Building, 1605 Massachusetts Avenue.

Present for the Select Board (SB): Mr. Lucente, Chair; Mr. Pato; Ms. Hai; and Ms. Kumar as well as Mr. Bartha, Town Manager; Ms. Axtell, Deputy Town Manager; Ms. Kosnoff, Deputy Town Manager for Finance; and Ms. Katzenback, Executive Clerk

Present for the School Committee (SC): Ms. Jay, Chair; Ms. Cuthbertson; and Ms. Lenihan

Present for the Appropriation Committee (AC): Mr. Parker, Chair; Mr. Bartenstein; Mr. Levine; Mr. Michelson; Mr. Ahuja; Ms. Verma; and Ms. Yan

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

Present for the Planning Board (PB): Mr. Schanbacher, Chair; Mr. Creech, Mr. Hornig; and Ms. Thompson

Also Present: Dr. Hackett, Superintendent of Schools; Ms. Kowalski, Assistant Town Manager for Development; Abby McCabe, Planning Director

All boards and committee called their groups to order with a roll call of attendance.

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Residential Impact Study Debrief

Mr. Bartha explained that this presentation is to update attendees on the status of several MBTA projects and provide a high-level review of the March 2025 residential development impact study prepared by Mark Fougere and Jeff Donahue.

Ms. McCabe stated that 1,096 dwelling units have been approved by the Planning Board over the last two years since the 2023 zoning changes. They are almost all, except for ten, under the MBTA Zoning. No new applications have come in since March. There are two projects currently before the Planning Board, including one for 15 units and another for eight units. For all the projects that have gone through the Planning Board process, ten have been approved. If they all go forward according to their estimated timelines, 2027 will likely be the occupancy of most of these projects.

Ms. Kosnoff stated that Lexington has a split tax rate, and so commercial properties and residential properties are charged at different rates, with commercial being higher. When new projects come online, especially these larger developments, they will initially be valued at an approximation of what their construction cost is. Going forward, the properties are valued based on whether or not they are apartment buildings or condominiums. If it is an apartment building, those properties will be valued on the income method. On the other hand, a condo, will be valued using the market or sales approach, based on similar types of units in Lexington that have sold recently.

Mr. Bartha stated that, regarding potential impact on Town services, the key takeaway is that Emergency services may see a slightly higher impact than other departments. There are some operating costs for departments, such as DPW, which were not reflected in the report because they are not significant.

Mr. Parker (AC) stated that his Committee submitted a memo on this topic. It included a general concern with the per student costs. The Committee feels that the estimate was not done very logically or with numbers that made sense. The Committee would like to see break points at which the Town would seriously have to consider capital investments.

Mr. Levine (AC) stated that he believes the scope of the report is insufficient. The magnitude of the problem needs to be known first. A large fraction of the financial impacts of coming new housing has to do with new students moving into the district and paying to educate those students. The Foundation budget numbers are not marginal costs, and they were never intended to be marginal costs. They are not relevant to actual education spending per pupil in Lexington.

Mr. Bartenstein (AC) stated that there is an addition of new residential homes that are above average price, which creates new substantial growth. As this is above average and at the high end of the valuation curve, it provides the Town an additional revenue, beyond 2.5%. The Town has also have benefited from significant commercial development, which has also been a boost to the annual revenue growth. From a macro level, there appears to be a major change in the proposal for how to develop the Town. The Town will now have apartment buildings and condominiums that will presumably be at or below the average valuation of other homes in Town. He stated that he believes the Town will see a declining amount of new revenue per new resident, which will create financial challenges to the budget.

Mr. Michelson (AC) stated that the community needs to know at what point it will need new schools, or to increase the capacity of the water and sewer system, or to add more firefighters/police, or when the traffic will be overwhelming. It also needs to be determined how those items relate to population growth and how the number of new units translates into these break points. This information is not available in the report.

Mr. Cole (CEC) suggested a breakpoint analysis and eventually a buildout analysis.

Mr. Lamb (CEC) asked if fire trucks were taken into account. Mr. Fougere stated that only ambulances were considered. Mr. Lamb stated that a fire truck is sent on every medical call and therefore need to be accounted for in the impact analysis. Mr. Lamb also stated that there will be a breaking point where a third fire station is needed.

Ms. Lenihan (SC) stated that many who can afford to move into affluent towns in the Commonwealth can also afford to send their children to private schools. This may be something faced by Lexington. The enrollment working group may want to consider looking into this.

Ms. Jay (SC) stated that in the last couple of years, the Schools have seen an increase in more students with higher needs. This led to a situation of lower enrollment but much higher costs due to an increase in staffing levels to accommodate that. There is not extra revenue to cover these costs.

Mr. Schanbacher (PB) stated that prior to Special Town Meeting in March, the pace of unit development was faster than the Planning Board anticipated. However, these projects take time to come online and so there is some time available to absorb some of these impacts. There is only one data point for apartments, which was from 15 years ago. The data is fairly limited on what impact any of these developments will have on the Town. As each building permit comes online, better data is achieved.

Ms. Thompson (PB) stated that Special Town Meeting Article Two put a big slow down on development.

Ms. Hai (SB) stated that she is not in favor of a buildout analysis, as this would require a lot of speculation. She asked about mixed-use development in terms of valuations. Ms. Kosnoff stated that there would be a total valuation of the building, with a commercial component of it broken out for that square footage.

Ms. Kumar (SB) stated that she found the report to be informative and that it gives direction for the new units. This could be a basis for extrapolation for the future. The groups could consider at what volume the Town's service needs will have need for additional expenditure, whether capital or operational.

Mr. Pato (SB) stated that as the community evolves, its needs will change. These changes need to be articulated and assessed as to the cost and effort associated with accommodating them. The groups should also consider the values that the community has driving how to provide for that kind of change.

Mr. Lucente stated that his main takeaways were tipping points and service levels. The Town's population over the course of time has changed. The Town has done certain things over time to deal with that change. It is important to understand the tipping points for that change.

Mr. Levine (AC) stated that, in terms of marginal costs for students entering the school system, there is not a single marginal cost. The marginal cost depends on the situation and how many students are coming in. This is a difficult analysis to begin with. The report largely agrees with the report of the Appropriation Committee to Special Town Meeting, and the memo the Committee released in February with regard to the property tax revenues and the projection of the number of new students that will come into the schools in approximately 1,100 units. The impact study extends the Committee's work in a number of useful ways. He liked the way the consultants interviewed department heads, received input, and presented it with detail. This was a worthwhile exercise.

Mr. Bartenstein (AC) stated that he believes the Town should start considering how it may need to tighten or loosen its belt now, particularly related to the School budget.

Mr. Ahuja (AC) asked about the Town's liability if the existing level of service does not carry over to the new developments. Mr. Bartha stated that there are services in place to make sure that emergencies do not go unmet.

Mr. Schanbacher (PB) stated that he has spoken in past meetings about how years of exclusionary zoning, single family zoning, has led to this point. The Town must now reconcile how to keep the services exclusionary zoning has allowed it to provide while creating and supporting the inclusionary zoning it claims to want.

Mr. Lamb (CEC) stated that there has been discussion regarding maintaining reasonable services, but if school enrollment is added in, this could lead to a redistricting. There will be some big bang points along this process, but the incremental points can also be significant.

Mr. Lucente stated that he feels the Human Services Department should be considered more closely as there are additional needs in the community.

DOCUMENTS: MBTA Study Follow Up (June 2025), Lexington Residential Impact Report (April 2025)

ADJOURN

Upon a motion duly made and seconded, the Select Board voted 5-0 by roll call to adjourn the meeting at 8:00p.m. The Appropriation Committee, Capital Expenditures Committee, School Committee and Planning Board followed suit.

A true record; Attest:
Kristan Patenaude
Recording Secretary

DRAFT

SELECT BOARD MEETING
Thursday, June 18 2025

A meeting of the Lexington Select Board was called to order at 9:00am on Wednesday, June 18, 2025, via a hybrid meeting platform. Mr. Lucente, Chair; Mr. Pato, Ms. Hai, Mr. Sandeen, and Ms. Kumar, were present, as well as Mr. Bartha, Town Manager; Ms. Axtell, Deputy Town Manager; and Ms. Katzenback, Executive Clerk.

Also in attendance: Mr. Wortmann, Novel Communications, LLC

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Facilitated Session on Communication – Strategies and Best Practices

Mr. Wortmann led a facilitated session with the Select Board, Town Manager and Deputy Town Manager regarding strategies and best practices of Board communications. The group discussed overall communication styles, effective communication strategies when engaging with Town Staff and each other, as well as the need to improve communications with Town committees. The Board also had an initial discussion on setting goals for FY2026.

The Board agreed to meet on July 17, 2025 to continue the goal setting discussion in further detail.

ADJOURN

VOTE: Upon a motion duly made and seconded, the Select Board voted 5-0 to adjourn the meeting at 12:00p.m.

A true record; Attest:
Kim Katzenback
Executive Clerk

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve: One-Day Liquor License(s) - Galaray House, 1720 Massachusetts Avenue

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.4

SUMMARY:

Category: Decision-Making

Galaray House:

Galaray House, located at 1720 Massachusetts Avenue, is requesting nine One-Day Liquor Licenses to serve beer and wine in connection with its “After Hours Wine Nights” series. These events will feature artwork by local residents and are scheduled for July 9, 10, 16, 17, 23, 24, 30, 31, and August 1, 2025, from 3:30 PM to 8:00 PM.

*This One-Day Liquor License applies to the indoor premises only of Galaray House, 1720 Massachusetts Avenue . Alcohol may not be consumed or carried outside or onto the adjacent parklet area.

SUGGESTED MOTION:

To approve nine One-Day Liquor Licenses for Galaray House, located at 1720 Massachusetts Avenue, to serve beer and wine from 3:30 PM to 8:00 PM on July 9, 10, 16, 17, 23, 24, 30, 31, and August 1, 2025, for their “After Hours Wine Nights” showcasing artwork by local residents.

Move to approve the consent.

FOLLOW-UP:

Select Board Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve: One-Day Liquor License - Neillio's Gourmet Kitchen, Lexington Community Center

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.5

SUMMARY:

Category: Decision-Making

Neillio's Gourmet Kitchen is requesting a One-Day Liquor License to serve beer and wine at a private memorial service to be held at the Lexington Community Center Library Lounge on Saturday, July 19, 2025, from 1:00 PM to 4:00 PM. The event will include light food refreshments and is expected to host approximately 20–30 guests.

While the event is private and not open to the public—typically exempt from licensing—the Community Center Policy requires a One-Day Liquor License for any event serving alcohol on-site.

SUGGESTED MOTION:

Move to approve a One-Day Liquor License for Neillio's Gourmet Kitchen to serve beer and wine at a private memorial service at the Lexington Community Center Library Lounge on July 19, 2025, from 1:00 PM to 4:00 PM.

FOLLOW-UP:

Select Board Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

ATTACHMENTS:

Description	Type
 Neillio's Event Diagram	Backup Material

Table for Bar Supplies

Bartender

Service table
for bar

Room: Lounge / Library
Community Center

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve: Battle Green Use Request - Lexington Minute Men

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.6

SUMMARY:

Category: Decision-making

The Lexington Minute Men have requested permission to use the center of the Battle Green on the Harrington Road side for the purpose of conducting an 18th-century military drill on Saturday, July 12, 2025 from 9:00am -1:00pm.

There will be no other equipment other than that carried by the participants. All participants will be dressed in standard militia campaign kit, including packs, edged weapons or bayonets, and flintlock muskets. The request also includes permission to blank-fire their muskets, limited to no more than 15 rounds, solely for training purposes.

The Police Department, Department of Public Works, and the Fire Department have no objections to this request.

SUGGESTED MOTION:

To approve the request of the Lexington Minute Men to use the Battle Green on Saturday, July 12, 2025 from 9:00am - 1:00pm for the purpose of 18th-century military drills and musket blank-firing demonstrations.

Move to approve the consent.

FOLLOW-UP:

Select Board Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve: Amendment to §192 Traffic Rules and Orders: Stop Sign Placement - Parker Street

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.7

SUMMARY:

Category: Decision Making

The Board is being asked to vote to amend Traffic Rules and Orders: Chapter 192-10 Schedule 7 Stop Signs and Yield Signs to add a stop sign and line on Parker Street southbound at Clarke Street.

Attached memo provides the background for this recommendation from the Traffic Safety Group.

SUGGESTED MOTION:

to approve in accordance with the provisions of Chapter 689 of 1986 of the general laws, the traffic rules and orders of lexington, adopted by the Board of Selectmen on November 13, 1967, now chapter 192 of the code of Lexington, are hereby amended by adding the following to

§ 192-10 schedule 7: Stop signs and YIELD Signs

Street	Location	Regulation
Parker Street	Southbound at Clarke Street	Stop

Move to approve the consent agenda

FOLLOW-UP:

Select Board Office/Staff

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

ATTACHMENTS:

Description		Type
	Parker at Clarke Stop Sign Memo	Cover Memo
	Code Amendment Signature Sheet (Parker at Clarke)	Cover Memo



TOWN OF LEXINGTON

TRANSPORTATION SAFETY GROUP

1625 Massachusetts Avenue
Lexington, Massachusetts 02420
781-698-4560

<https://www.lexingtonma.gov/transportation-safety-group>

Date: July 2, 2025

To: Steve Bartha, Town Manager
Kelly Axtell, Deputy Town Manager

Cc: Kim Katzenback, Executive Clerk Select Board
Meghan McNamara, Assistant Planning Director
Ross Morrow, Assistant Town Engineer
Carol Kowalski, Assistant Town Manager for Land Use, Housing and Development
Chief Mike McLean, Police
Captain Chris Barry, Police

Fr: Transportation Safety Group

RE: Recommended Traffic Regulation Amendment: Stop Sign on Parker St at Clarke St

Requested Action:

Vote to amend *Traffic Rules and Orders: Chapter 192-10 Schedule 7 Stop Signs and Yield Signs* to add a stop sign and line on Parker Street southbound at Clarke Street

Background:

The request for a stop sign originated from comments made during a neighborhood meeting for the new high school that focused on traffic safety concerns. A resident of Clarke Street communicated to TSG separately through the online portal that they feel unsafe using the crosswalk because of the lack of stop sign. TSG is also proposing a stop line be painted to further emphasize the stop control in front of the existing crosswalk. To provide for greater visibility and safety of crosswalk users, TSG is also proposing the installation of “No Parking Here to Corner” signs, to be located 20 feet from the intersection of Clarke Street on both sides of Parker Street. A stop sign and line exist on the opposite end of Parker Street at the intersection of Massachusetts Avenue, as well as “No Parker Here to Corner” signs. Only the request for a stop sign requires a vote of the Select Board.

Note – signage location below is approximate and will be determined in the field with staff



VOTED

IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 689 OF 1986 OF THE GENERAL LAWS, THE TRAFFIC RULES AND ORDERS OF LEXINGTON, ADOPTED BY THE BOARD OF SELECTMEN ON NOVEMBER 13, 1967, NOW CHAPTER 192 OF THE CODE OF LEXINGTON, ARE HEREBY AMENDED BY ADDING THE FOLLOWING TO

§ 192-10 SCHEDULE 7: STOP SIGNS AND YIELD SIGNS

STREET	LOCATION	REGULATION
Parker Street	Southbound at Clarke Street	Stop

DATE OF PASSAGE

SELECT

BOARD

ATTEST TOWN CLERK

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Application: Liquor License Amendment Request - Biswas Enterprise Inc d/b/a Nick's Wine & Spirits - Change of Hours

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

I.1

SUMMARY:

Category: Decision-making

Nick's Wine & Spirits, located at 1666 Massachusetts Avenue, current approved hours of operation on their all alcohol package store liquor license is 10:00am – 8:00pm Monday- Saturday and 12pm-8pm on Sundays.

Biswas Enterprise Inc d/b/a Nick's Wine & Spirits has submitted the necessary paperwork for a change of hours amendment. They respectfully request to stay open an additional hour later mon-sat. They are asking for the hours of operation to now be 10am - **9:00pm** Monday through Saturday, while keeping the same hours on Sunday of 12pm- 8pm on their all-alcohol package store license.

Owner and Manager on Record, Anukul Biswas will be at the meeting to answer any questions you may have.

SUGGESTED MOTION:

Move to (approve) the request from Biswas Enterprise Inc d/b/a Nick's Wine & Spirits located at 1666 Massachusetts Avenue, Unit H to update the Monday through Saturday hours of operation to be 10:00am to 9:00pm on their all-alcohol package store liquor license and issue an amended license reflecting said update with no change to Sunday hours being 12pm - 8pm.

FOLLOW-UP:

Select Board Office

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

7:05pm

ATTACHMENTS:

Description

Type

📎 Nicks Wine and Spirits = Change of Hours applicaiton

Backup Material

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

Print Form

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

90847-PK-0612

LICENSEE NAME: BISWAS Enterprise inc

ADDRESS: 1666 MASS AVE #H

CITY/TOWN: LEXINGTON

STATE MA

ZIP CODE 02420

TRANSACTION TYPE (Please check all relevant transactions):

☒ Change of Hours

☐ Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**

CORPORATE VOTE

The Board of Directors or LLC Managers of

BISWAS ENTERPRISE INC

Entity Name

duly voted to apply to the Commonwealth of Massachusetts Alcoholic Beverages Control

Commission on

June 12, 2025

Date of Meeting

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input checked="" type="checkbox"/> Change of Hours |
| | | <input type="checkbox"/> Other <input type="text"/> | <input type="checkbox"/> Change of DBA |

"VOTED: To authorize

ANUKUL KUMAR BISWAS

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,



Corporate Officer /LLC Manager Signature

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

Subject: Request to Extend Store Hours for Nick's Wine and Spirits

Dear Lexington Selection Board,

I hope this letter finds you well. I am writing to formally request an adjustment to the operating hours of Nick's Wine and Spirits, proposing an extension to 10 AM–9 PM on other days and the same hours (12 PM–8 PM) on Sundays**.

As you may be aware, daylight lasts until around 9 PM this time of year, providing ample natural light and a safer, more convenient shopping environment for customers. Additionally, as a liquor store, we observe that many of our customers visit after typical work hours, often in the evening. Several customers have expressed interest in later hours. Extending our closing time to 9 PM would better accommodate their schedules while allowing us to serve the community more effectively.

This adjustment would not only benefit our business but also provide greater accessibility to customers who rely on later shopping hours. We believe the extended time aligns well with both seasonal daylight and consumer behavior.

Thank you for considering this request. I would be happy to provide any additional information or discuss this further if needed. I appreciate your time and look forward to your response.

Best regards,
Anukul Biswas
Manager
Nicks Wine and Spirits



AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Accept Easement: 50 Valleyfield Road

PRESENTER:

Carol Kowalski, Asst. Town Manager
for Development

ITEM NUMBER:

I.2

SUMMARY:

A drainage easement was negotiated with LexHAB as a condition of a financial contribution from the Affordable Housing Trust for LexHAB's acquisition of the home and property at 50 Valleyfield Road in May, 2024. The easement plan was recorded and the Select Board is now asked to vote to accept and sign the easement document. This easement will allow Lexington Engineering and Conservation staff to continue to access the property to complete stormwater storage and drainage improvements that were already in progress before LexHAB's purchase of the property.

The Select Board is being asked to vote to accept the easement and to sign the easement document.

SUGGESTED MOTION:

To accept and sign the Drainage Easement at 50 Valleyfield Road as presented.

FOLLOW-UP:

Planning Department Staff to coordinate with Town Counsel for the processing of the fully executed easement document.

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

7:10pm

ATTACHMENTS:

Description	Type
❏ Memo	Cover Memo
❏ Drainage Easement 50 Valleyfield	Backup Material



Town of Lexington

Land Use, Housing, and Development

Carol Kowalski, Assistant Town Manager for Development

Tel: (781) 698-4500 / Fax: (781) 861-2780



TO: Select Board, Steve Bartha, Kelly Axtell

FROM: Carol Kowalski

DATE: June 16, 2025

RE: **Request for 7/7/25 Select Board Meeting agenda time; Accept easement, 50 Valleyfield Road**

Cc: Jillian Bargar, Anderson & Kreiger; Sarah Morrison, LexHAB; Kim Katzenback, Karen Mullins, John Livsey

Attachments: Easement document for execution; recorded plan, Valleyfield easement

At the request of Town Engineering and Conservation staff, a drainage easement was negotiated with LexHAB as a condition of a financial contribution from the Affordable Housing Trust for LexHAB's acquisition of the home and property at 50 Valleyfield Road in May, 2024. The easement plan was recorded and the Select Board is now asked to vote to accept and sign the easement document. This easement will allow Lexington Engineering and Conservation staff to continue to access the property to complete stormwater storage and drainage improvements that were already in progress before LexHAB's purchase of the property.

A vote of the Board is requested to accept the easement, and to sign the easement document. LexHAB will then sign the easement, as well. This drainage easement allows for the potential for the Town to implement a drainage improvement project in the area in the future if deemed a feasible project after evaluation, and a design is prepared. The cost of executing this drainage easement was legal and survey work, which has mostly already been incurred. Town Counsel will record the easement once executed.

Thank you for considering this.

GRANT OF EASEMENT

Effective as of this ____ day of _____, 202__, **LEXINGTON HOUSING ASSISTANCE BOARD, INC.**, a Massachusetts non-profit corporation, with a principal place of business at 1620 Massachusetts Ave, Lexington, MA 02420 (hereinafter, "Grantor"),

for One Dollar (\$1.00) and other good and valuable consideration paid,

hereby grants to the **TOWN OF LEXINGTON**, acting by and through its Select Board, a municipal corporation, with an address of 1625 Massachusetts Ave, Lexington, MA 02420, Massachusetts, Middlesex County, Massachusetts (hereinafter, "Grantee"),

with quitclaim covenants,

the perpetual right and easement in gross over, under and upon that certain strip of land in Lexington, Middlesex County, Massachusetts, being shown as "Proposed Town Drainage Easement A" and "Proposed Town Drainage Easement B" (collectively, the "Easement Area") on a plan entitled "Easements over Land Owned by Lexington Housing Assistance Board Inc. and the Town of Lexington 46, 48, 50 & 52 Valleyfield Road Lexington, Massachusetts" dated October 1, 2024, prepared by WSP USA Inc. and recorded with the Middlesex South District Registry of Deeds (the "Registry") as Plan 29 of 2025, a copy of which plan is attached hereto as Exhibit A (the "Plan") and to which Plan reference may be had for a more particular description of said Easement Area,

for the location, placement, installation, operation, maintenance, repair, removal and replacement of drainage facilities and appurtenances of every type and kind, including but not limited to underground and above-ground pipes, conduits and manholes, for the purpose of surface and subsurface drainage, together with the permanent right of entry upon and passage over the land of the Grantor and said Easement Area with any and all material and equipment necessary from time to time for all purposes stated herein and uses incidental thereto.

The Grantee agrees to exercise the Grantee's rights hereunder without doing unnecessary harm to the Grantor or the land of the Grantor, and the Grantee hereby agrees to properly maintain and keep in good order any drainage facilities installed in the Easement Area. Whenever any surface is disturbed by the Grantee by authority of this instrument, the surface shall be restored to

substantially its condition prior to such disturbance, to the extent practicable and to the extent that the surface is not impacted by a drainage facility permitted hereunder.

The Grantor reserves unto itself the right to use and enjoy the said Easement Area in any manner not inconsistent with the rights and easement herein granted. The Grantor agrees not to grant any other easements, leases, deeds or licenses that will interfere with the Easement Area or the Grantee's rights set forth herein without the prior written consent of the Grantee. Any easement, lease, license or deed granted in violation of this provision shall be null and void.

All rights and privileges granted herein, including all benefits and burdens, shall run with the land and shall be binding upon and inure to the benefit of the Grantor and the Grantee and their respective successors and assigns.

Grantor is granting the rights set forth herein in order to memorialize property rights of Grantee to the Easement Area. There shall be no merger of the rights and easements granted hereby on account of the fact that the interests of the parties hereunder may from time to time be held, directly or indirectly, by the same entity. The parties expressly agree that, upon Grantee's request, the parties shall reaffirm and further document such rights as provided herein, if necessary.

For Grantor's title, see Deed from Karen M. Boudreau and David M. Duchesneau, Trustees of the Hopper50Realty Trust, dated May 15, 2024 and recorded with the Registry in Book 82775, Page 304.

[Remainder of page intentionally left blank.]

EXECUTED under seal this ____ day of _____, 202__.

LEXINGTON HOUSING ASSISTANCE BOARD,
INC.

By: _____
Name:
Title:

By: _____
Name:
Title:

COMMONWEALTH OF MASSACHUSETTS)
)
COUNTY OF)

On this ____ day of _____, 202__, before me, the undersigned notary public,
personally appeared _____, proved to me through satisfactory evidence of
identification, which was _____, to be the person whose
name is signed on the preceding document and acknowledged to me that (he)(she) signed it
voluntarily for its stated purpose as _____ for Lexington Housing
Assistance Board, Inc., a Massachusetts nonprofit corporation.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS)
)
COUNTY OF)

On this ____ day of _____, 202__, before me, the undersigned notary public,
personally appeared _____, proved to me through satisfactory evidence of
identification, which was _____, to be the person whose
name is signed on the preceding document and acknowledged to me that (he)(she) signed it
voluntarily for its stated purpose as _____ for Lexington Housing
Assistance Board, Inc., a Massachusetts nonprofit corporation.

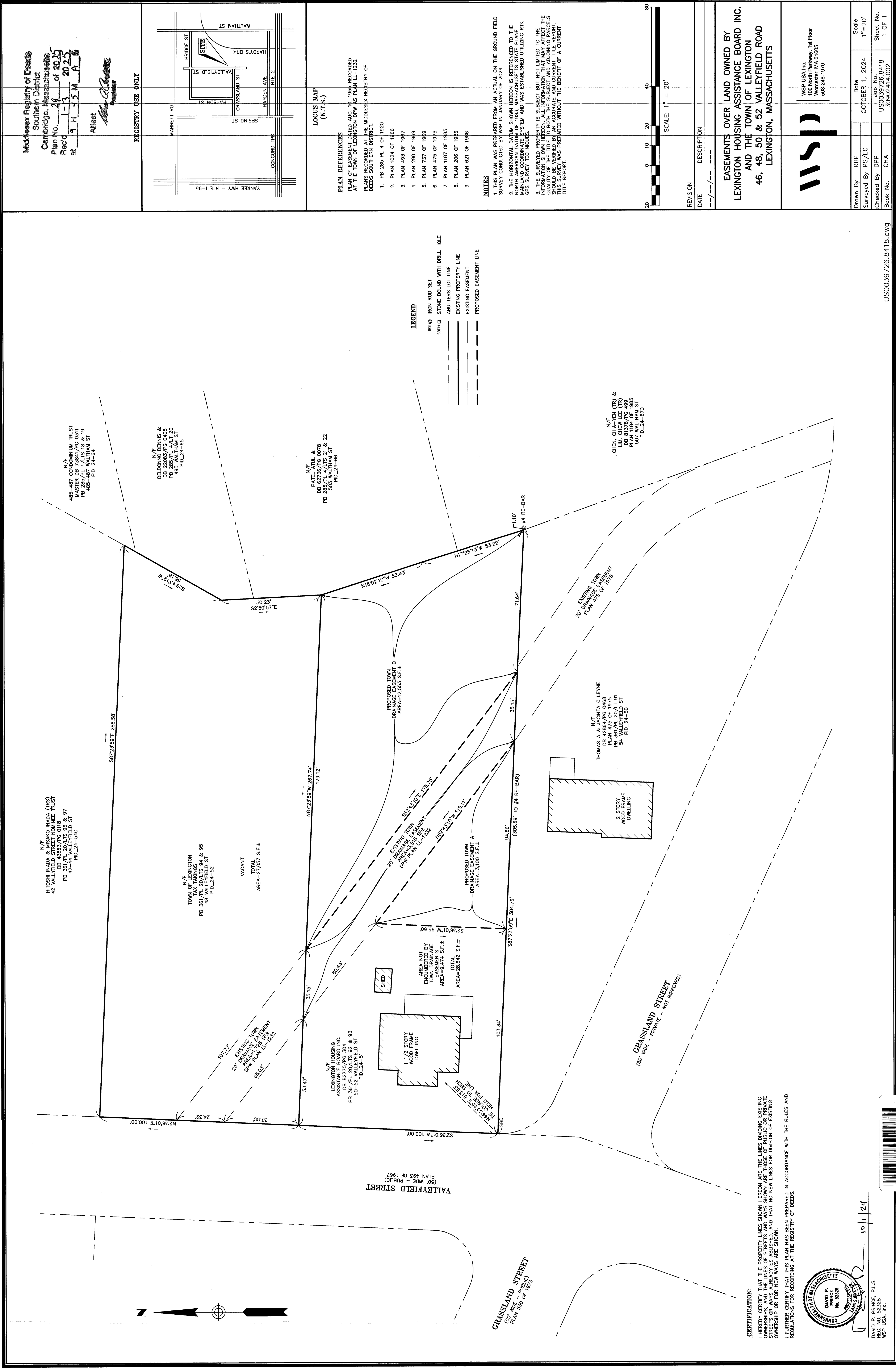
Notary Public
My Commission Expires:

On this ____ day of _____, 202__, before me, the undersigned notary public, personally appeared the following named members of the Select Board of the Town of Lexington _____, proved to me through satisfactory evidence of identification, which was _____, to be the persons whose names are signed on the preceding document and acknowledged to me that they signed it voluntarily for its stated purpose as the foregoing named members of the Select Board of the Town of Lexington, a municipal corporation.

4

EXHIBIT A

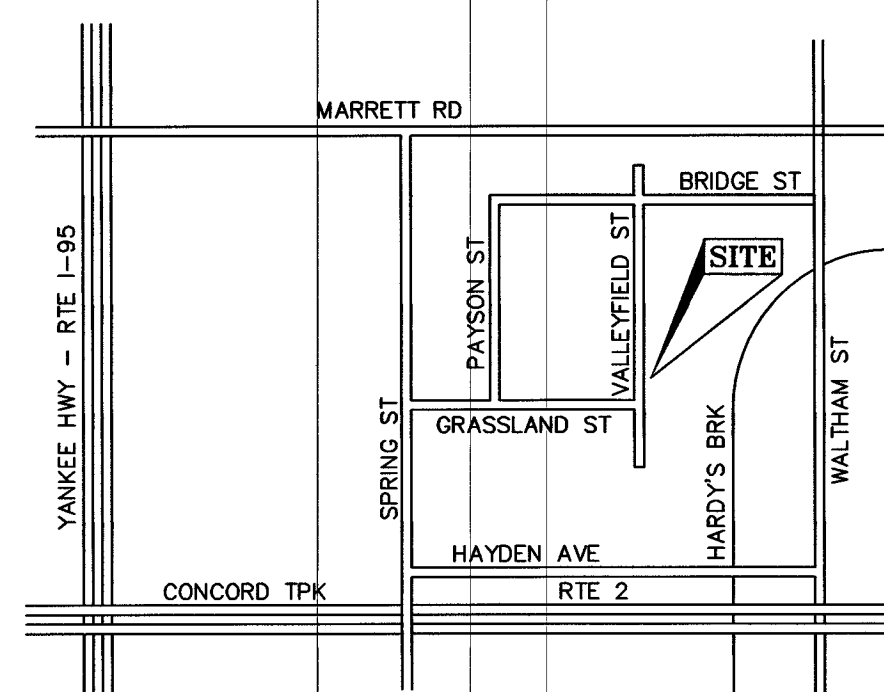
Easement Plan
(to be attached)



Middlesex Registry of Deeds
Southern District
Cambridge, Massachusetts
Plan No. 24 of 2025
Rec'd 1-13 2025
at 9 H 45 M A

Attest
[Signature]
Register

REGISTRY USE ONLY



LOCUS MAP
(N.T.S.)

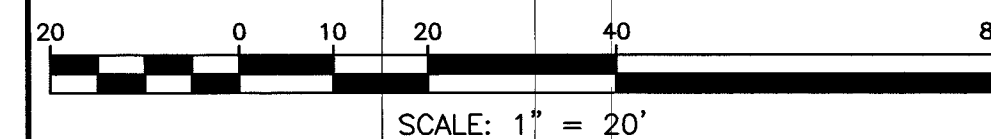
PLAN REFERENCES

PLAN OF EASEMENT DATED AUG. 10, 1955 RECORDED
AT THE TOWN OF LEXINGTON DPW AS PLAN LL-1232
PLANS RECORDED AT THE MIDDLESEX REGISTRY OF
DEEDS SOUTHERN DISTRICT:

1. PB 285 PL 4 OF 1920
2. PLAN 1024 OF 1966
3. PLAN 493 OF 1967
4. PLAN 290 OF 1969
5. PLAN 737 OF 1969
6. PLAN 475 OF 1975
7. PLAN 1187 OF 1985
8. PLAN 206 OF 1986
9. PLAN 621 OF 1986

NOTES

1. THIS PLAN WAS PREPARED FROM AN ACTUAL ON THE GROUND FIELD SURVEY CONDUCTED BY WSP IN JANUARY OF 2024.
2. THE HORIZONTAL DATUM SHOWN HEREON IS REFERENCED TO THE NORTH AMERICAN DATUM OF 1983, MASSACHUSETTS STATE PLANE MAINLAND COORDINATE SYSTEM AND WAS ESTABLISHED UTILIZING RTK GPS SURVEY TECHNIQUES.
3. THE SURVEYED PROPERTY IS SUBJECT BUT NOT LIMITED TO THE INFORMATION SHOWN HEREON. ALL INFORMATION THAT MAY AFFECT THE QUALITY OF THE TITLE TO BOTH THE SUBJECT AND ADJOINING PARCELS SHOULD BE VERIFIED BY AN ACCURATE AND CURRENT TITLE REPORT. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT.



REVISION

DATE DESCRIPTION
--/--/-- --

EASEMENTS OVER LAND OWNED BY
LEXINGTON HOUSING ASSISTANCE BOARD INC.
AND THE TOWN OF LEXINGTON
46, 48, 50 & 52 VALLEYFIELD ROAD
LEXINGTON, MASSACHUSETTS

wsp

WSP USA Inc.
100 North Parkway, 1st Floor
Worcester, MA 01605
508-248-1970

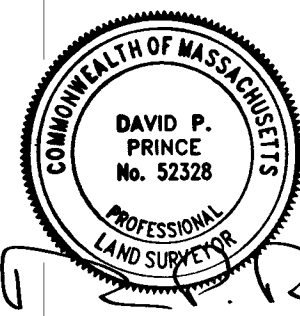
Drawn By	RBP	Date	OCTOBER 1, 2024	Scale	1"=20'
Surveyed By	PS/EC				
Checked By	DPP	Job No.	US0039726.8418	Sheet No.	1 OF 1
Book No.	CHA-		30902414.002		

US0039726.8418.dwg

CERTIFICATION:

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN HEREON ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

I FURTHER CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS FOR RECORDING AT THE REGISTRY OF DEEDS.



DAVID P. PRINCE, P.L.S.
REG. NO. 52328
WSP USA, Inc.

10/1/24



Bk: 2025 Pg: 29 Doc: PLAN
Page: 1 of 1 01/13/2025 09:45 AM

29 of 2025

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve: Worthen Road School Safety Zone

PRESENTER:

Ross Morrow, Assistant Town
Engineer; Meghan McNamara,
Assistant Planning Director

ITEM NUMBER:

I.3

SUMMARY:

Category: Decision Making

At their May 12, 2025 meeting, the Board received a presentation regarding the creation of a school safety zone.

The Board is now being asked to approve the recommendation from the Transportation Safety Group (TSG) to create a school safety zone on Worthen Road near Lexington High School.

SUGGESTED MOTION:

Move to approve in accordance with the provisions of chapter 689 of 1986 of the general laws, the traffic rules and orders of lexington, adopted by the Board of Selectmen on November 13, 1967, now chapter 192 of the code of Lexington, are hereby amended by adding the following to:

§192-70 *twenty-mile-per-hour school zones:*

School	Street	Limits	Time
Lexington High School	Worthen Road	Between 1 Bushnell Drive and approximately 0.4 miles NW on Worthen Road	30 minutes prior to school start to 30 minutes after dismissal, while school is in session

FOLLOW-UP:

Select Board Office/Town Staff

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

7:15pm

ATTACHMENTS:

Description		Type
	Worthen School Zone Memo	Cover Memo
	Worthen School Zone Map	Cover Memo
	Code Amendment Signature Sheet (Worthen)	Cover Memo



TOWN OF LEXINGTON

TRANSPORTATION SAFETY GROUP

1625 Massachusetts Avenue
Lexington, Massachusetts 02420
781-698-4560

<https://www.lexingtonma.gov/transportation-safety-group>

Date: July 2, 2025

To: Steve Bartha; Town Manager
Kelly Axtell, Deputy Town Manager

Cc: Kim Katzenback, Executive Clerk for the Select Board
Carol Kowalski, Assistant Town Manager for Land Use, Housing and Development
Ross Morrow, Assistant Town Engineer
Meghan McNamara, Assistant Planning Director
Susan Barrett, Transportation Manager
Chris Barry, Police Captain
Mary Canavan, School Transportation Manager

RE: School Zone on Worthen Road for the High School

Town Staff attended the Select Board meeting on May 12, 2025 to present a proposal for a school safety zone on Worthen Road. Since this meeting, members of the Transportation Safety Group discussed the hours for which the safety zone (reduction in speed to 20 MPH) should be set. Since the high school is an open campus, TSG recommends the hours be set for the duration of the school day, and not limit it to only arrival and dismissal times.

TSG's recommendation is for the school safety zone to be set to: **30 minutes before the start of school to 30 minutes after school dismissal, and only while school is in session.** By setting the school zone to the 30 minutes before/after window, it will allow for future adjustments in the setting of the safety zone without requiring a code amendment. For example, if the start and/or end time of the high school should change in the future, a code amendment will not be required and the flashing lights timing will only need to be adjusted.

See attached plan for recommended location of school zone (remains unchanged from first meeting)

Requested Action:

Vote to amend §192-70 *Twenty-mile-per-hour school zones* to add a 20 MPH school zone on Worthen Road for the High School.

School	Street	Limits	Time
High School	Worthen Road	Between 1 Bushnell Drive and approximately 0.4 miles NW on Worthen Road	30 minutes prior to school start to 30 minutes after dismissal, while school is in session

Next Steps:

If the Select Board votes to amend §192-70, staff request the Select Board Chair provide written documentation of the school zone approval. This memo will be provided to MassDOT and signage will be installed. Christopher Barry recommends advance signage in both directions to notify the public of the new speed regulation. Staff recommend the school administration notify parents, students and employees of the speed regulation through various channels.

The cost to install the school zone signage is approximately \$25,000 and can be funded by the Transportation Safety Group.





Proposed School Zone on Worthen Road



Proposed School Zone on Worthen Road

VOTED: IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 689 OF 1986 OF THE GENERAL LAWS, THE TRAFFIC RULES AND ORDERS OF LEXINGTON, ADOPTED BY THE BOARD OF SELECTMEN ON NOVEMBER 13, 1967, NOW CHAPTER 192 OF THE CODE OF LEXINGTON, ARE HEREBY AMENDED BY ADDING THE FOLLOWING TO:

§192-70 *Twenty-mile-per-hour school zones:*

School	Street	Limits	Time
Lexington High School	Worthen Road	Between 1 Bushnell Drive and approximately 0.4 miles NW on Worthen Road	30 minutes prior to school start to 30 minutes after dismissal, while school is in session

DATE OF PASSAGE

SELECT

BOARD

ATTEST TOWN CLERK

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve: Letter of Support for the Lowell Street Executive Office of Housing and Livable Communities (EOHLC) Process

PRESENTER:

ITEM NUMBER:

I.4

SUMMARY:

The Board will consider a letter of support related to the Lexington Woods (40B) affordable housing project application for Low Income Housing Tax Credits through the Executive Office of Housing and Livable Communities (EOHLC). A similar letter of support was provided by the board in April that was included in Lexington Woods Project Eligibility application submission.

The 30-day comment period for this application for Project Eligibility began on June 18, 2025. During this 30-day window, the town can collect comments from various town departments, committees, and the public regarding the proposed project.

As a part of this 30-day comment period, The Select Board is being asked to submit a letter of support related to the Lexington Woods (40B) affordable housing project eligibility application.

SUGGESTED MOTION:

Move to approve and sign the Select Board Letter of Support, (as proposed/ as edited), to be sent to the Executive Office of Housing and Livable Communities (EOHLC) for the consideration of the Lexington Woods Project Eligibility Letter.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

7:25pm

ATTACHMENTS:

Description	Type
❏ Draft Select Board Letter of Support	Backup Material
❏ Draft Select Board Letter of Support - redlined	Backup Material
❏ General information 30-day comment period for 40B project eligibility application	Backup Material
❏ Planning Board Comment Letter to Select Board re Lexington Woods application	Backup Material
❏ Affordable Housing Trust Letter of Support re Lexington Woods	Backup Material



Town of Lexington, Massachusetts

SELECT BOARD OFFICE

JILL I. HAI, CHAIR
JOSEPH N. PATO
DOUGLAS M. LUCENTE
MARK D. SANDEEN
VINEETA A. KUMAR

TEL: (781) 698-4580
FAX: (781) 863-9468

July 7, 2025

Rebecca Frawley Wachtel
Low Income Housing Tax Credit Program
Executive Office of Housing and Livable Communities
100 Cambridge Street, 3rd Floor
Boston, MA 02114

Re: Comment letter, Project Eligibility, CW Lexington Woods

Dear Ms. Frawley Wachtel,

The Select Board is pleased to once again express its support for the application by CW Lexington Woods LLC for subsidies through the Low-Income Housing Tax Credit Program for a Chapter 40B Comprehensive Permit.

In 2023, the Select Board authorized the Lexington Affordable Housing Trust to contract for due diligence testing (drainage, wetlands, Phase 1 ESA, etc.) on this Town-owned site, a gift from the state in 1979, to evaluate its feasibility for affordable housing. The Board then sought and received 2024 Town Meeting approval to request developer proposals and to enter into a Land Disposition Agreement with the selected developer. In April 2025, the Board submitted a letter of support for the pending application for Project Eligibility. The Board continues to be in full support of this proposed 100% affordable housing development proposed for Town-owned parcel 68-44.

The CW Lexington Woods affordable development is consistent with the Select Board's goals, and with LexingtonNext, our 2022 Comprehensive Plan, helping to implement recommendation 2.1.6, Allow Housing Development on Municipal Properties, and 2.2.4 Support builders using Federal and state subsidies, especially the Low-Income Housing Tax Credit Program. The Town's Affordable Housing Trust is prepared to make a local financial contribution to support the CW Lexington Woods development. This is in addition to the value of the negotiated Land Disposition Agreement.

The selected proposal meets our requirement for housing unit count in the range typically financed through the LIHTC Program. The proposal also complies with Lexington's Fossil Fuel Free bylaw, providing on-site renewable energy, indoor air quality standards, eliminating red list material use, providing electric vehicle charging, and exploring geothermal.

The CW Lexington Woods site is located near a grocery store and other shopping and restaurant options, and is on the Town's Lexpress bus route. The Town is also scheduled to add a crosswalk this year on the east leg of Lowell Street at its intersection with North Street, adjacent to the development site, to improve pedestrian access.

The site design and architecture were prepared with input from Lexington's emergency response, engineering, conservation, planning, and housing staff. The architecture and site design have received overwhelmingly positive feedback from boards, committees and members of the public.

The Select Board announced to the community that the comment period was open from June 18 , 2025 – July 18, 2025 regarding Lexington Woods Project Eligibility Letter (PEL) application. The Lexington Planning Board, Affordable Housing Trust and Housing Partnership Board have submitted written support for this project.

The Board has confidence that the Lexington Zoning Board of Appeals is fully prepared to conduct a Chapter 40B Comprehensive Permit process that will consider all public input received to date and during the hearing on the application.

Thank you for this opportunity to comment as you contemplate the Project Eligibility.

Sincerely,
Lexington Select Board

JILL I. HAI, CHAIR

DOUGLAS M. LUCENTE

JOSEPH N. PATO

MARK D. SANDEEN

VINEETA A. KUMAR

[Date]

Rebecca Frawley Wachtel
Low Income Housing Tax Credit Program
EOHLC
100 Cambridge Street, 3rd Floor
Boston, MA 02114

Re: Comment letter, Project Chapter 40B Comprehensive Permit Eligibility, CW Lexington Woods

The Select Board is pleased to once again express its support for the application by CW Lexington Woods LLC for subsidies through the Low Income Housing Tax Credit Program for a Chapter 40B Comprehensive Permit.

In 2023, the Select Board authorized the Lexington Affordable Housing Trust to contract for due diligence testing (drainage, wetlands, Phase 1 ESA, etc.) on this Town-owned site, a gift from the state in 1979, to evaluate its feasibility for affordable housing. The Board then sought and received 2024 Town Meeting approval to request developer proposals and to enter into a Land Disposition Agreement with the selected developer. In April 2025, the Board submitted a letter of support for the pending application for Project Eligibility. The Board continues to be in full support of this proposed 100% affordable housing development proposed for Town-owned parcel 68-44.

The CW Lexington Woods affordable development is consistent with the Select Board's goals, and with LexingtonNext, our 2022 Comprehensive Plan, helping to implement recommendation 2.1.6, "Allow Housing Development on Municipal Properties", and 2.2.4 "Support builders using Federal and state subsidies, especially the Low Income Housing Tax Credit Program". The Town's Affordable Housing Trust is prepared to make a local financial contribution to support the CW Lexington Woods development. This is in addition to the value of the negotiated Land Disposition Agreement.

The selected proposal meets our requirement for housing unit count in the range typically financed through the LIHTC Program. The proposal also complies with addresses Lexington's Fossil Fuel Free bylaw, providing on-site renewable energy, indoor air quality standards, eliminating red list material use, providing electric vehicle charging, and exploring geothermal.

The CW Lexington Woods site is located near a grocery store and other shopping and restaurant options, and is on the Town's LexPress bus route. The Town is also scheduled to add a crosswalk this year on the east leg of Lowell Street at its intersection with North Street, adjacent to the development site, to improve pedestrian access.

The site design and architecture were prepared with input from Lexington's emergency response, engineering, conservation, planning, and housing staff. The architecture and site design have received overwhelmingly positive feedback from boards, committees and members of the public.

The Select Board announced to the community that the comment period was open from June 18, 2025 – July 18, 2025 regarding Lexington Woods Project Eligibility Letter (PEL) application.

The Board has not received any additional comments during the PEL comment period, from the Lexington community including:

{Summarize input received by the Select Board during the PEL comment period}

The Lexington Planning Board, Affordable Housing Trust and Housing Partnership have also submitted written support for this project. (insert other examples of community support?)

Formatted: Left

The Board has confidence that the Lexington Zoning Board of Appeals is fully prepared to conduct a Chapter 40B Comprehensive Permit process that will consider ~~the above comments and all~~ additional public input received to date and during the hearing on the application.

Thank you for this opportunity to comment as you contemplate the Project Eligibility.
[Board signature]

30-day comment period is a standard part of the Chapter 40B project eligibility application process in Massachusetts.

Here's how it generally works:

1. Developer files for Project Eligibility Letter (PEL): A developer proposing a Chapter 40B project first applies to a state subsidizing agency for a Project Eligibility Letter (PEL).
2. Subsidizing agency notifies the town: Once the application is filed, the subsidizing agency notifies the chief executive official of the town where the project is proposed and schedules a site visit.
3. 30-day comment period begins: This notification from the subsidizing agency marks the start of a 30-day comment period for the town. (attached is a copy of our notification letter)
4. Town collects and submits comments: During this 30-day window, the town can collect comments from various town departments, committees, and the public regarding the proposed project. The Select Board typically acts as a clearinghouse for these comments and submits to the subsidizing agency.
5. Subsidizing agency reviews comments: The subsidizing agency then reviews these comments when considering whether to issue the PEL.



Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING &
LIVABLE COMMUNITIES

Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Edward M. Augustus, Jr., Secretary

June 18, 2025

Mr. Douglas M. Lucente, Chair
Lexington Select Board
Town Office Building
Select Board Office
1625 Massachusetts Avenue, 2nd Floor
Lexington, MA 02420

Re: Chapter 40B Comprehensive Permit

Project Name:	Lexington Woods
Location:	Parcel 68-44, Lexington, MA
Number of Units:	40
Subsidizing Agency:	Executive Office of Housing and Livable Communities
Applicant:	CW Lexington Woods, LLC.

Dear Board Chair Lucente:

This will serve to notify you, pursuant to 760 CMR 56.04 (3), that the above-named applicant has applied to this agency as subsidizing agency under the Low Income Housing Tax Credit program for preliminary approval of the Lexington Woods project. The project is a family rental project. The project will consist of 40 total units. The project will contain six rental units for households earning 30% or less of area median income. The 28 of the units will be affordable to households earning up to 60% of the area median income. The remaining six units will be affordable to households earning up to 80% of area median income.

Enclosed please find a copy of the application for your review. The review period for comments ends 30 days from the date of this letter. Any comments will be considered prior to issuing a determination of project eligibility. Please address comments to:

Rebecca Frawley Wachtel, Director
Low Income Housing Tax Credit Program
EOHLC
100 Cambridge Street, 3rd Floor
Boston, MA 02114
Email: rebecca.frawley@mass.gov

Please note that the Massachusetts Housing Partnership (MHP) administers a technical assistance program for communities and developers who are working on Chapter 40B projects. A municipality may be eligible for an MHP grant to help hire experienced third party consultants to work with the local municipality in reviewing a 40B proposal. For more information about MHP's technical assistance program, visit MHP's web site at www.mhp.net or e-mail community@mhp.net.

If you have any questions regarding this letter, please feel free to email Rebecca Frawley Wachtel at rebecca.frawley@mass.gov.

Sincerely,

A handwritten signature in blue ink, appearing to be 'C. Racer', with a long horizontal flourish extending to the right.

Catherine Racer

Undersecretary/ Housing Development



Town of Lexington

PLANNING DEPARTMENT

1625 Massachusetts Avenue
Lexington, MA 02420
Tel (781) 698-4560

planning@lexingtonma.gov
www.lexingtonma.gov/planning

Abby McCabe, Planning Director
Meghan McNamara, Assistant
Planning Director
Aaron Koepper, Planner
Carolyn Morrison, Planning Coordinator

July 3, 2025

Chair Hai
Select Board Members
1625 Massachusetts Avenue
Lexington, MA 02420

Subject: Lexington Woods Lowell Street Parcel 68-44 Project Eligibility Comments

Dear Madam Chair Hai,

The Lexington Woods proposal advances the Town's housing goals consistent with the 2022 *Lexington Next* Comprehensive Plan. The Causeway project will fulfill a top objective of the Comprehensive Plan by producing a range of housing types and increasing the supply of subsidized housing (Housing objective 2.1).

This development will add 40 new rental opportunities where only 17% of Lexington's housing are rentals. All of the dwelling units in the development will have rent restrictions for people of various incomes. In addition to the project's six dwelling units available for people earning 80% of the AMI, this project includes housing for people of low and very low incomes with 22 dwelling units for people earning below 60%, six units below 50% AMI, and six units for households earning below 30% of the AMI. The rental limits are significant in Lexington where average rents are among the highest in the state.

The project is a result of the community's persistent efforts. Lexington's Affordable Housing Trust was established in 2022. Members of the Board of Trustees worked closely with the Select Board to identify potential municipal land opportunities for affordable housing. On March 18, 2024, the Planning Board unanimously voted to support the Town Meeting article allowing affordable housing on this parcel. In 2024, Lexington Town Meeting authorized the Select Board to proceed with an affordable housing development at the property.

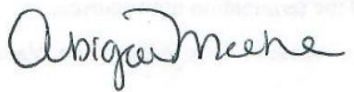
The Chair of the Planning Board served as a member of the evaluation team that recommended Causeway Development. Causeway Development's proposal was selected from the seven proposals because it includes the following positive features:

- 1) Efficient design with roof solar and green roofs;
- 2) Robust landscape proposal;
- 3) Modern, attractive, and creative building and site design;

- 4) Layout and amenities prioritize pedestrians with central walkways, landscaping, benches, 40-long-term bicycle parking spaces, and outdoor amenity space;
- 5) Emphasis on two or more bedrooms to serve families earning below 80% of the AMI;
- 6) Buildings designed with elevators to provide accessible units;
- 7) Minimized presence of automobiles by locating the majority of the parking under the buildings creating an enriching shared common space;
- 8) Exceptional common open space;
- 9) Proposal is sensitive and designed to be complimentary to the wetland areas;
- 10) Relevant experience developing affordable housing on municipal properties;
- 11) Family sized units provide opportunity for children to attend to Lexington Public Schools;
- 12) Location is near Conservation land including the ACROSS Lexington trail system connecting Lexington's conservation land and parks;
- 13) Local Lexpress bus service on Lowell Street to Middlesex Turnpike, the Burlington Mall and Lahey Clinic; and
- 14) Development is within a half mile of a grocery store.

The Planning office staff and Planning Board are supportive of the Lexington Woods Development. The fully affordable development and the design of the project have been a model for other multi-family developments in town.

Sincerely,

A handwritten signature in dark ink, reading "Abigail McCabe". The signature is fluid and cursive, with the first name "Abigail" written in a larger, more prominent script than the last name "McCabe".

Abigail McCabe
Planning Director

LEXINGTON AFFORDABLE HOUSING TRUST
Town Hall
1625 Massachusetts Avenue
Lexington, MA 02420

May 21, 2025

Edward Augustus, Housing Secretary
Executive Office of Housing and Livable Communities
Commonwealth of Massachusetts
100 Cambridge Street, Suite 300
Boston, Massachusetts 02110

Dear Secretary Augustus:

The Lexington Affordable Housing Trust ("Affordable Housing Trust") enthusiastically supports CW Lexington Woods, LLC's ("CW Lexington Woods") application for a determination of Project Eligibility to proceed with a Comprehensive Permit for the development of 40 all affordable rental homes. This development represents a significant step forward in addressing the critical need for affordable housing in our community.

Parcel 68-44 (the "Parcel"), an undeveloped and underutilized parcel of land currently owned by the Town, was identified as a prime site for a 100% affordable housing development. The parcel was gifted to the Town by the Commonwealth for the purposes of conservation, recreation, and/or community housing. To proceed with the development of community housing on this site, a Town Meeting vote was required to authorize the Select Board to dispose of the Parcel. The 2024 Lexington Town Warrant Article for the disposition of the Parcel for 100% affordable housing received the unanimous support of the Select Board, the Housing Partnership Board, the Lexington Housing Assistance Board, the Lexington Housing Authority, the Planning Board, the Lexington Conservation Commission, the Recreation Committee, the Sustainable Lexington Committee, the Lexington Tree Committee, the Lexington Human Rights Committee, the Lexington Commission on Disability, and the support of the Capital Expenditures Committee. In an overwhelming show of support, over 97% of the 2024 Town Meeting members voted in favor of an all-affordable housing development on this Parcel.


Causeway Development LLC was selected through a competitive Request for Proposal (RFP) process managed by the Affordable Housing Trust with final selection by the

Select Board. The Select Board chose Causeway Development LLC based on merit and its ability to deliver a thoughtfully designed project that meets the Town's needs. The project will offer a variety of unit sizes affordable to households ranging from 30-80% AMI with an average of 60% AMI. The Town has entered into a Land Disposition Agreement with Causeway Development LLC who has assigned its rights to CW Lexington Woods. The Town will be selling the parcel to CW Lexington Woods for nominal consideration.

An important part of the Affordable Housing Trust's mission is to increase the supply of affordable dwelling units in Lexington and Lexington Woods is a significant step in achieving that goal. It will be the first private all affordable housing development in Town. Affordable housing is essential for the well-being of our community. It provides stability for families, supports economic growth, and fosters a sense of belonging.

Thank you for your attention to this matter. We are pleased to support CW Lexington Wood's application for a Project Eligibility letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Elaine Tung". The signature is fluid and cursive, with a large loop at the end.

Elaine Tung, Chair
Lexington Affordable Housing Trust

cc: CW Lexington Woods, LLC
Linda Prosnitz, Trustee
Tiffany Payne, Trustee
William Erickson, Trustee
Mark Sandeen, Trustee
Lexington Select Board
Steve Bartha, Lexington Town Manager
Carol Kowalski, Lexington Assistant Town Manager for Development

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve: FY25 Year End Budget Adjustments

PRESENTER:

Carolyn Kosnoff, Assistant Town
Manager Finance; Rosalyn Impink,
Budget Officer

ITEM NUMBER:

I.5

SUMMARY:

A vote is requested for this agenda item.

Staff will present the FY2025 end-of-year budget adjustments, including four (4) End-of-Year (EOY) budget transfer requests and five (5) Salary Adjustment (SA) transfers. No Reserve Fund transfers or Revolving Fund increases are being requested for the end of FY2025.

A summary of the requests and supporting forms are attached. These adjustments have been reviewed by the Appropriation Committee.

SUGGESTED MOTION:

Move to approve and authorize the Chair to sign the four (4) End-of-Year budget transfers and five (5) Salary Adjustment transfers as presented in the attached summary.

FOLLOW-UP:


Approved transfers will be processed by the Finance department prior to the FY2025 year-end close.

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

7:30pm

ATTACHMENTS:

Description	Type
 End-of-Year Budget Transfers	Backup Material

Summary of Requested FY2025 End-of-Year Budget Adjustments
--

Department	Transfer from Salary Adjustment	End-of-Year (Interdepartmental) Transfer	Reserve Fund	Revolving Fund Authorization Increase	Total Adjustment
Prop. & Liability Insurance	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000
Library	\$ 97,000	\$ -	\$ -	\$ -	\$ 97,000
Health Department	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000
Finance	\$ 11,000	\$ -	\$ -	\$ -	\$ 11,000
DPW	\$ 31,000	\$ -	\$ -	\$ -	\$ 31,000
Select Board - Legal	\$ -	\$ 65,000	\$ -	\$ -	\$ 65,000
Innovation & Technology	\$ -	\$ 11,000	\$ -	\$ -	\$ 11,000
Police Department	\$ 220,000	\$ -	\$ -	\$ -	\$ 220,000
Fire Department	\$ 63,000	\$ -	\$ -	\$ -	\$ 63,000
	\$ 422,000	\$ 122,000	\$ -	\$ -	\$ 544,000



Town of Lexington

EOY

TO: Appropriation Committee & Select Board

SUBJECT: Request for End of Year Transfer between Departmental Line-Items

Request is hereby made for the following transfer between line-items as appropriated via a vote of Annual Town Meeting, in accordance with M.G.L. Chapter 44, Section 33B, paragraph (b), as amended by the Municipal Modernization Act.

1. Amount requested: \$65,000.00
2. To be transferred to:
Legal Services 11151002-530030
Account Name Account Number
3. To be transferred from:
Town Manager Prof. Svcs 11123002-530000
Account Name Account Number
4. Present balance in Appropriations: \$147,455.00
5. Explanation for purpose of transfer:

The Legal Services account has occurred more expense than anticipated in the FY2025 budget due to costs associated with the Affordable Housing Trust, LexHab transition to a 501c3 and LHS School Building project. Transfers from the Town Manager's budget will cover these additional expenses for FY2025.

Kim Katzenback/Steve Bartha

Department Head

Action of Select Board:

Date

Approved _____ Disapproved _____

Transfer voted in the sum of: \$65,000.00

Chair, Select Board

Action of Appropriation Committee:

Date

Approved _____ Disapproved _____

Transfer voted in the sum of: \$65,000.00

Chair, Appropriation Committee



Town of Lexington

EOY

TO: Appropriation Committee & Select Board

SUBJECT: Request for End of Year Transfer between Departmental Line-Items

Request is hereby made for the following transfer between line-items as appropriated via a vote of Annual Town Meeting, in accordance with M.G.L. Chapter 44, Section 33B, paragraph (b), as amended by the Municipal Modernization Act.

1. Amount requested: \$45,000.00
2. To be transferred to:
Property & Liability Insurance 11915002-520000
Account Name Account Number
3. To be transferred from:
Health Insurance 11914001-519080
Account Name Account Number
4. Present balance in Appropriation: \$6,296,760.64
5. Explanation for purpose of transfer:

Property & liability insurance premiums are increasing at a rate greater than budgeted in the past fiscal years; this adjustment will provide a more accurate baseline for budgeting in future years. The General Health Insurance Budget has adequate funds remaining to cover this transfer.

Kelly Axtell
Department Head

Action of Select Board:

Approved _____ Disapproved _____

Transfer voted in the sum of: \$45,000.00

Chair, Select Board

Action of Appropriation Committee:

Approved _____ Disapproved _____

Transfer voted in the sum of: \$45,000.00

Chair, Appropriation Committee



Town of Lexington

EOY

TO: Appropriation Committee & Select Board

SUBJECT: Request for End of Year Transfer between Departmental Line-Items

Request is hereby made for the following transfer between line-items as appropriated via a vote of Annual Town Meeting, in accordance with M.G.L. Chapter 44, Section 33B, paragraph (b), as amended by the Municipal Modernization Act.

1. Amount requested: \$11,000.00
2. To be transferred to:
Innovation & Technology Overtime 11155001-513000
Account Name Account Number
3. To be transferred from:
Innovation & Technology Utilities 11155002-521000
Account Name Account Number
4. Present balance in Appropriation: \$38,345.45
5. Explanation for purpose of transfer:

In fiscal year 2025, the Innovation & Technology department incurred overtime expenses for the 2025 Special Town Meeting in February that was not budgeted for, in addition to vacation buybacks. This overage in IT Personal Services can be covered by a transfer from IT Expenses.

Tim Goncalves
Department Head

Action of Select Board:

Approved _____ Disapproved _____

Transfer voted in the sum of: \$11,000.00

Chair, Select Board

Action of Appropriation Committee:

Approved _____ Disapproved _____

Transfer voted in the sum of: \$11,000.00

Chair, Appropriation Committee



Town of Lexington

EOY

TO: Appropriation Committee & Select Board

SUBJECT: Request for End of Year Transfer between Departmental Line-Items

Request is hereby made for the following transfer between line-items as appropriated via a vote of Annual Town Meeting, in accordance with M.G.L. Chapter 44, Section 33B, paragraph (b), as amended by the Municipal Modernization Act.

1. Amount requested: \$1,000.00
2. To be transferred to:
Board of Health Regular Wages 11512001-511000
Account Name Account Number
3. To be transferred from:
Board of Health Contract Services 11512002-520000
Account Name Account Number
4. Present balance in Appropriation: \$25,462.00
5. Explanation for purpose of transfer:

In fiscal year 2025, the Health department incurred unbudgeted expenses due to out-of-grade pay necessary to cover leave and retirement. This overage in Health personal services can be covered by a transfer from Health expenses.

Alicia McCartin
Acting Department Head

Action of Select Board:

Approved _____ Disapproved _____

Transfer voted in the sum of: \$1,000.00

Chair, Select Board

Action of Appropriation Committee:

Approved _____ Disapproved _____

Transfer voted in the sum of: \$1,000.00

Chair, Appropriation Committee



Town of Lexington

SA

TO: Select Board

SUBJECT: Request for Transfer from Salary Transfer Account

Request is hereby made for the following transfer from the Salary Transfer Account as appropriated via vote of Annual Town Meeting:

1. Amount requested: \$31,000.00

2. To be transferred to:

<u>DPW Admin Regular Wages</u>	<u>11420001-511000</u>
Account Name	Account Number

3. Explanation for purpose of transfer:

During fiscal year 2025, DPW incurred expenses in excess of budget due to the settlement of their collective bargaining agreement in June 2024; therefore overages are eligible to be covered by a transfer from the Town Manager's Salary Reserve Account. The Town's Salary Reserve account has a balance of \$1,996,689 which is adequate to cover this transfer (and others proposed for FY2025).

David Pinsonneault
Department Head

Action of Select Board:

Approved _____ Disapproved _____

Date

Transfer voted in the sum of: \$31,000.00

Chair, Select Board



Town of Lexington

SA

TO: Select Board

SUBJECT: Request for Transfer from Salary Transfer Account

Request is hereby made for the following transfer from the Salary Transfer Account as appropriated via vote of Annual Town Meeting:

1. Amount requested: \$97,000.00
2. To be transferred to:

<u>Library - Regular Wages</u>	<u>11610001-511000</u>
Account Name	Account Number
3. Explanation for purpose of transfer:

During fiscal year 2025, the Library incurred expenses in excess of budget due to the settlement of their collective bargaining agreement in March 2024; therefore overages are eligible to be covered by a transfer from the Town Manager's Salary Reserve Account. The Town's Salary Reserve account has a balance of \$1,996,689 which is adequate to cover this transfer (and others proposed for FY2025).

Koren Stenbridge
Department Head

Action of Select Board:

Approved _____ Disapproved _____

Date

Transfer voted in the sum of: \$97,000.00

Chair, Select Board



Town of Lexington

SA

TO: Select Board

SUBJECT: Request for Transfer from Salary Transfer Account

Request is hereby made for the following transfer from the Salary Transfer Account as appropriated via vote of Annual Town Meeting:

1. Amount requested: \$63,000.00

2. To be transferred to:

Fire - Regular Wages
Account Name

11222001-511000
Account Number

3. Explanation for purpose of transfer:

In fiscal year 2025 the fire department incurred unbudgeted expenses due to vacation buybacks, coverage for injuries on duty, and overtime. The Town's Salary Reserve account has a balance of \$1,996,689 which is adequate to cover this transfer (and others proposed for FY2025).

Chief Derek Sencabaugh
Department Head

Action of Select Board:

Approved _____ Disapproved _____

Date

Transfer voted in the sum of: \$63,000.00

Chair, Select Board



Town of Lexington

SA

TO: Select Board

SUBJECT: Request for Transfer from Salary Transfer Account

Request is hereby made for the following transfer from the Salary Transfer Account as appropriated via vote of Annual Town Meeting:

1. Amount requested: \$220,000.00

2. To be transferred to:

Police - Regular Wages

Account Name

11210001-511000

Account Number

3. Explanation for purpose of transfer:

In fiscal year 2025 the police department incurred unbudgeted expenses due to vacation buybacks, coverage for injuries on duty, and overtime. The Town's Salary Reserve account has a balance of \$1,996,689 which is adequate to cover this transfer (and others proposed for FY2025).

Chief Michael McLean

Department Head

Action of Select Board:

Approved _____ Disapproved _____

Date

Transfer voted in the sum of: \$220,000.00

Chair, Select Board

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Discussion: Next Steps for Select Board / Town Manager Goals for FY2026

PRESENTER:

Steve Bartha, Town Manager

ITEM NUMBER:

I.6

SUMMARY:

Category: Discussion

The board will discuss next steps for Select Board / Town Manager Goals for FY2026. A preliminary set of Strategic Goal Areas was established at the June 18 board retreat:

- Complete The High School Project
- Foster A Clean, Healthy, Resilient Environment
- Increase Community Vibrancy
- Maintain Fiscal Stability
- Sustain A Livable Community

SUGGESTED MOTION:

N/A

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

7:40pm

ATTACHMENTS:

Description	Type
 Memo - Goals (March 2025)	Cover Memo



Town of Lexington

Town Manager's Office



Steve Bartha, Town Manager
Kelly Axtell, Deputy Town Manager

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

M e m o r a n d u m

To: Select Board

From: Steve Bartha, Town Manager *Step Bartha*

Date: March 7, 2025

Subject: FY 24-25 Goals & FY 26 (and beyond) Goal Discussion

The purpose of this memorandum is to start a conversation around annual goal setting for the Select Board and Town Manager. Several documents are attached for reference:

1. The adopted biennial goals (FY24-25) of the Select Board
2. An Oct. 2024 memo outlining (recommended changes to) the process I used previously
3. An example (from Andover) of how to effectively and efficiently communicate progress

At the outset, a goal for our goals: the ideal we were working toward in my prior position was a framework where most of the board and manager's five strategic objectives (established annually) aligned with one, or both, of the adopted strategic and resiliency plans. This is covered in attachment #2. The leadership team would then establish their two strategic objectives, one of which would also align with the plans, and budget requests/decisions could be evaluated/made to ensure plan/goal/budget alignment. This is a meta goal I think we should keep in mind as we revamp our process.

Attachment #3 offers a simple approach (from Andover) to sharing out goal progress with internal/external stakeholders (it also offers a helpful framework in the absence of a strategic plan, discussed below). Spreadsheets track information; images tell a story. Both are important, but utilizing a similar tool to communicate our goals would be one way to easily share progress (along with regular meeting updates, e.g. quarterly reports).

Attachment #1 represents the current goals of the Select Board. A few thoughts. In the absence of an adopted strategic plan, I think establishing major goal areas (similar to the Andover approach, which I think is very good) would be a helpful framework to identify SMART goals (specific, measurable, achievable, relevant, time-bound) within the priority areas. It goes without saying that much of the work we do as a local government may not fit inside the goal areas, but adopted goals should. The board's current goals may offer an outline of what those goal areas could look like: sustainability, DEI, communication, economic development, community housing, etc.

Memorandum: Goal setting

March 7, 2025

Page 2

At our March 10 meeting, I hope we can start a discussion on FY 26 goal setting with the goal (so many goals in this memo) of having goals (sigh) in place prior to the start of the fiscal year. Below are a few draft examples:

- **Project:** Work with SBC to advance LHS through MSBA Schematic Design, debt exclusion vote, and Article 97 process
- **Policy:** Facilitate dialogue among CPC, Select Board, Recreation Committee, LAHT, and staff to establish framework for equitable and sustainable CPA funding policy for FY27 budget
- **People:** Lead effort to re-establish internal/external DEI roles for community/organization

Next step: after town meeting, I would propose that we place this on an agenda to start discussing specific ideas. We are also working to coordinate a one-day board retreat with Jon Wortmann (possibly June 18) and could utilize a portion of that day to finalize FY 26 goals.

I look forward to starting this conversation!

FY 2024-2025 Select Board Goals

During the fall of 2023, the Select Board engaged Jon Wortmann to interview staff and Town Committees to gather input for the upcoming two-year goal set. The Select Board met on October 11, 2023 to review these aspirations and identified the Board's top priorities. Each goal was assigned to one member of the Board with a second member volunteering on some to assist as needed. During November and December Board members worked with Mr. Wortmann to identify measurable actions against those goals.

Prioritized Goal List	Primary	Assistant
1) Enhance community vibrancy by increasing diversity of housing stock in size, accessibility, price and availability of Affordable Housing	Jill Hai	Mark Sandeen
2) Recognize and minimize issues around construction preserving quality of life	Joe Pato	Mark Sandeen
3) Create a more vibrant downtown	Doug Lucente	Jill Hai
4) Improve communication efficiency in Board meetings and with staff	Suzie Barry	Doug Lucente
5) Transition to 100% renewable energy	Mark Sandeen	
6) Advance age-in-community initiatives for Lexington seniors	Doug Lucente	Suzie Barry
7) Raise community awareness and engagement with the high school project	Joe Pato	Suzie Barry

All goals will be continually reevaluated under core shared principles including:

- Our commitment to fostering a diverse, inclusive, and equitable community that thrives on the principles of respect, dignity, and fairness. We recognize that diversity enriches our community, brings together unique perspectives, and strengthens our ability to effectively serve our residents.

This includes our ambition to:

- Increase and broaden diverse participation in our professional ranks and civic activities
- Welcome all people in Lexington
- Consider health in all decisions
- Provide recreation facilities for all
- Honoring our rich historic traditions and taking pride in Lex250th celebration events
- Diversifying the commercial tax base to reduce financial burdens on residents allowing more to remain and lower the barriers for new residents to call Lexington home.
- Our commitment to being a sustainable and resilient community for all where we strive to:
 - reduce greenhouse gas emissions,
 - create cleaner indoor and outdoor environments, and
 - ensure all members of our community have access to the tools they need to be resilient in a changing climate.



Town of Danvers Electric Division

Clint Allen | Assistant Utility Director

1 Burroughs St, Danvers, Massachusetts 01923 | p:978-774-0005 | f: 978-774-5623

www.danversma.gov | callen@danversma.gov

To: Steve Bartha, Town Manager

From: Clint Allen, Acting Utility Director, on behalf of the CLEATUS Committee *Clint E. Allen*

Date: October 10, 2024

Re: **Management Compensation Plan Evaluation and Recommendation**

Introduction

The Compensation and Leadership Evaluation to Align with Town Undertaken Strategies (CLEATUS) committee has met several times since our kick-off meeting back in August to assess the current Management Compensation Plan (MCP). The guidance from the kick-off meeting provided the following key objectives for this assessment:

- Simplify and clarify the self-evaluation process,
- Incorporate Strategic and Resilient Danvers into the evaluation,
- Promote opportunities to collaborate with other departments and/or tie to Select Board and Town Manager goals,
- Shift to a pass/fail rather than a sliding scale: either 0% or 1.5% on top of COLA based on average merit of 1.5% over the past 10 years,
- Digitize and streamline the self-evaluation report,
- Make it useful, efficient, and ensure that it is not in a vacuum by connecting department objectives through the leadership team, and
- Promote DEI metrics within the department as a component to the MCP.

Focused on this guidance, the CLEATUS committee has identified two major areas in the plan that we feel can be approved:

- The timeline for setting goals, performance evaluations, and receiving the merit adjustment
- The self-evaluation form, supervisor assessment, and merit award calculation

Based on these two focus areas, please review the following recommendations.

MCP Timeline and Process

The committee started by laying out the current MCP process:

Town budget is approved for upcoming fiscal year	May
Town budget goes into effect	Jul
Town Manager requests MCP self-evaluations submitted to supervisors for previous fiscal year	Aug
Evaluations are performed and presented to Select Board	Sept/Oct
Merit adjustment takes effect with retro back to July 1st	Oct
Select Board sets current fiscal year goals	Dec
Supervisors approve Major Performance Objectives effective back to July 1st	Dec/Jan

This process does not lay out the current fiscal year objectives until the year is halfway over. The goals are not shared amongst the Leadership team until after they are presented to the Select Board in the following fiscal year for approval. While there is some tie-in to the Select Board budget goals and Town Manager goals, realistically the departments have already been operating independently on their own goals for six months. The committee feels like each department head is operating in a siloed environment and there is very little collaboration or opportunity to align goals amongst the Leadership team.

Therefore, we recommend making the following timing and procedural adjustments to the current budget schedule:

Current Proposed	
Finance distributes budget guidelines to departments	Oct/Nov
Departmental budget requests are received/reviewed	Nov/Dec
Budget Policy adopted by the Select Board	Dec
Budget Team (Town, Schools, Library) meets	Jan

Town Manager sets next fiscal year goals	Feb
Leadership Team drafts next FY goals based on:	Feb
Town Manager Goals	
Select Board Budget Goals	
Strategic Danvers Goals	
Resilient Danvers Goals	
Select Board Budget Workshop	Mar
Select Board Warrant Review	Apr
Finance Committee Budget Hearings	Apr
Finance Committee Warrant Review	Apr
Leadership receives current year end performance evaluations/ supervisor approves draft goals for upcoming fiscal year	Apr
Town Meeting	May
Town Manager goals formally approved by Select Board	Jun
Leadership team goals formally approved by Town Manager	Jun
COLA & merit adjustment goes into effect	Jul

This proposal allows the Leadership team to draft their goals in-line not only with the Resilient and Strategic plans, but also the goals of the Select Board and the Town Manager. It creates the opportunity for the Leadership team to meet before the upcoming fiscal year's goals are drafted and collaborate. It makes sure that any budgetary considerations for drafted goals will receive the necessary funding. It also puts the merit adjustment into effect at the start of the fiscal year.

We have reviewed the modified timeline with the Finance Director, and no preliminary issues were identified.

Self-evaluation Form, Supervisor Assessment, Merit Calculation

The committee agreed the current self-evaluation form needs to be simplified with a heavier focus on the day-to-day operational responsibilities of the Leadership team. With the all-or-nothing approach to the 1.5% merit adjustment, we sought to modify and clarify the assessment categories into a pass/fail point approach:

Operational Performance (5 points):

- DEI – 1 point
- Leadership & Strategic Planning – 1 point
- Financial Mngt – 1 point
- Personnel Mngt – 1 point
- Customer Service/Community Outreach – 1 point

Strategic Performance (4 points):

- Departmental Goal –
 - Fail to Initiate: 0 points
 - Consistent, Measurable Progress: 1 point
 - Completion: 2 points
- Town/collaborative Goal
 - Fail to Initiate: 0 points
 - Consistent, Measurable Progress: 1 point
 - Completion: 2 points

Special Achievement or Discretionary Performance Assessment (1 point)

In order to receive the 1.5% merit adjustment, the employee must receive a minimum of 7 out of the 10 possible points.

This approach promotes better inter-departmental collaboration by requiring one of the Strategic Performance goals to tie directly to a town goal that is already driven by the Strategic and Resilient plans. It simplifies the self-evaluation into a potential web-based questionnaire that would be designed to create more of a conversation with the supervisor during the performance review rather than a stand-alone testimony. It clearly sets the expectations that if you are coming in and doing your job effectively every day while being mindful of the town's larger goals you will be rewarded with a standard merit increase.

Conclusion

I have enjoyed my time as chair for the CLEATUS committee and I want to thank every team member for their honesty, genuine commitment, and great ideas that went into this recommendation.

On behalf of the committee, we look forward to future discussions with town administration on improving the current MCP process and helping it to better align with the town's goals and strategies. We hope this recommendation will play a helpful role in guiding any updates the town seeks to make to the MCP.

Please let me know if you have any questions.

2024-2025

TOWN MANAGER AND SELECT BOARD STRATEGIC GOALS & OBJECTIVES



Approved August 6, 2024

ANDOVERMA.GOV

MAJOR GOAL AREAS:



**ADMINISTRATION &
FINANCE**



**CAPITAL
IMPROVEMENTS**



**RESIDENT RESPONSE
MANAGEMENT &
ENGAGEMENT**



**ECONOMIC
DEVELOPMENT &
HOUSING**



**RIVER & OPEN SPACE
ACCESS**



**ENERGY &
SUSTAINABILITY**



ADMINISTRATION & FINANCE

GOAL:

Work with the Select Board to further define the relationship between the budget and the annual tax increase.

Evaluate and assess the impact of Phase 1 of the Public Safety Staffing plan, which includes having the third ambulance (A3) in service approximately 50% of the time. Consider service impacts/improvements, revenues and anticipated costs.

Identify funding plan to appropriately resource the Town's cybersecurity efforts.

DELIVERABLE:

Prior to setting the FY2025 tax rate, facilitate tax information session for the purposes of illustrating the mechanics of the annual tax increase and how it relates to the budget and service delivery. At the Board's direction, identify impacts of reducing the rate of growth of the average tax bill and present alternative budget scenario in January.

Based on evaluation of phase 1, make recommendations for a phase 2 in the FY2026 budget recommendation.

Make recommendation in the FY2026 budget recommendation, or prior to the release of the budget, providing resources are available.



ADMINISTRATION & FINANCE

GOAL:

Hold Financial Summit with the Select Board, Finance Committee and School Committee in Fall of 2024.

Begin to negotiate successor contracts for all Town collective bargaining agreements expiring in FY2025.

Utilize funds from the opioid settlement to advance the recommendations of the Community Health Improvement Plan (CHIP).

DELIVERABLE:

The purpose of the summit will be to review the Long-Range Financial Plan and to receive feedback on longstanding assumptions. Through working groups, modify the plan to better align with current revenue expectations and the needs of the organization and community. Finalize updated LRFP by end of 2024.

Develop a framework for bargaining agreements that promotes innovation, efficiencies, and a potential expansion of services consistent with the principles of the Long-Range Financial Plan.

Explore providing enhanced access to mental health resources through utilization of opioid funding. Develop a plan and present to the Select Board.



ADMINISTRATION & FINANCE

GOAL:

Develop communication plan and prepare for changes to solid waste and recycling disposal.

Create a standing Select Board agenda item: Town Manager's Report.

DELIVERABLE:

Launch effective communication strategy to inform residents of potential changes to solid waste and recycling disposal and prepare for a July 1, 2025 transition.

The Town Manager will provide a report via a standing agenda item at every Select Board meeting. The report shall include, but not be limited to, the following information as it is available:

- Updates on Town projects and initiatives.
- Information on community events.
- Updates on key vacancies and the status of hiring and appointments
- Updates on grants, including information on grants received, projects funded and/or proposed.
- Updates on achievements, recognitions and professional development activities.
- Quarterly financial reports.



ADMINISTRATION & FINANCE

GOAL:

Continue to develop approaches and programs designed to promote the Town's effort to recruit and retain a talented workforce.

DELIVERABLE:

Work with the Andover Independent Employee Association as part of pilot program to identify opportunities to position and maintain Andover as a competitive employer that meets the evolving needs of the workforce. Work with AIEA to explore the framework for an employee survey.



CAPITAL IMPROVEMENTS

GOAL:

DELIVERABLE:

Complete the capping of the Ledge Road Landfill.	Complete the project in compliance with the administrative consent order.
Develop plan for reuse of Shawsheen School.	Develop process for evaluating the Shawsheen School and identifying potential reuses. Develop recommendations by the end of FY2025.
Develop phasing plan and financing model for the Chandler Road property.	Acknowledging that the site may be developed in phases, build a plan and corresponding financing model to advance a potential project within the next CIP period of FY2026-FY2030.
Coordinate the process for advancing the AHS Interim Plan, including engaging the community, Select Board, Finance Committee and School Committee.	Select firm to complete design work for the Interim Plan. Share with stakeholders and make decision on next steps.



CAPITAL IMPROVEMENTS

GOAL:

Complete the Facility Master Plan Study & identify parameters, including a potential funding source, for a Capital Stabilization Fund.

DELIVERABLE:

Facilitate the study of all Town and school buildings to identify and prioritize long-term major capital needs. Identify and recommend a funding source for a Capital Stabilization Fund that is integrated within the Long-Range Financial Plan.



COMMUNICATIONS & RESIDENT ENGAGEMENT

GOAL:

Improve public information regarding ongoing and planned Town capital projects.

Town Administration to conduct assessment of the Town's various communication channels and present findings and recommendations to the Select Board.

DELIVERABLE:

Explore platforms to maintain information about projects, including solutions that may be external from the website. Implement project information solution by early 2025 and convene a cross-functional working group with representation from the Town Manager's Office, Facilities, Public Works, Planning and Administration & Finance to ensure that project information remains current and relevant.

Present findings by the conclusion of FY 2025.



ECONOMIC DEVELOPMENT & HOUSING

GOAL:

Monitor and manage the permitting process for development of 11 Lewis Street.

Provide information to the Board on Town-owned parcels that could potentially be disposed of in the future.

Monitor real estate activity at Brickstone Square, collect data as necessary and facilitate neighborhood discussions about potential future uses.

DELIVERABLE:

Ensure compliance with deliverables and timelines established in the executed Land Disposition Agreement.

Provide analysis to the Board on available parcels, the process required to authorize disposition, the conditions that could be attached to disposition(s), and potential uses for proceeds generated by disposition(s). Facilitate action determined by the Board.

Closely monitor potential sale of Brickstone Square. Depending on the outcome, collect data and facilitate a neighborhood discussion about future reuse of the property.



RIVER AND OPEN SPACE ACCESS

GOAL:

Complete the Merrimack River Access Project along the Heffron Right of Way and the Greater Lawrence Technical School easement that will provide public safety and public access to the Merrimack River.

DELIVERABLE:

Complete access road by end of 2024.



ENERGY & SUSTAINABILITY

GOAL:

Collaborate with the Andover Green Advisory Board on shared goals and initiatives.

DELIVERABLE:

Advance opt-in specialized code in preparation of consideration at the 2025 Annual Town Meeting, promote and market the Andover Ultimate opt-Up option of Andover Community Power, and host a regional climate summit.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Initial Discussion: Town Manager Review Process

PRESENTER:

Board Discussion

ITEM NUMBER:

I.7

SUMMARY:

Category: Brainstorming

The Board will begin their discussion regarding the process and schedule for conducting the annual performance evaluation of Town Manager, Steve Bartha. Topics tonight may include the evaluation format, criteria, use of self-assessment and Board input, timeline for each step, and designees to assist with coordination.

Following is a sample list of milestones the Board may want to consider during initial discussion regarding timeline:

- Board holds initial discussion on process and timeline (this meeting)
- Proposed evaluation form and finalized process agreed upon by Board (upcoming meeting)
- Town Manager receives self-assessment form and begins completing it. Board members receive evaluation materials and criteria.
- Town Manager submits self-assessment. Board members begin individual reviews.
- Board provides feedback and evaluation document culminated.
- Final evaluation delivered and goals for the coming year discussed.

SUGGESTED MOTION:

N/A



FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

7:50pm

ATTACHMENTS:

Description		Type
	2023 - Lexington TM Performance Evaluation Form	Backup Material
	2022 - Danvers Goals and Evaluation form	Backup Material

Town of Lexington
Town Manager Performance Review Policy

TOWN MANAGER NAME: _____

SELECT BOARD REVIEWER: _____

REVIEW PERIOD: _____

DATE: _____

POLICY AND PURPOSE:

The purpose of this evaluation instrument is to formally evaluate the Town Manager's performance on an annual basis. The document allows the Select Board (Board) to assess the Town Manager's performance in key competency areas and in the accomplishment of goals. Through the evaluation procedure, Board members will recognize strengths, offer positive feedback, and suggest any areas that require corrective action.

Individual performance evaluation forms prepared by members of the Board are considered work product/personal documents, and shall not be publicly released. The only document to be released will be an overview document, compiling the scores and comments, prepared by the Executive Clerk to the Board.

2023 REVIEW PROCEDURE:

1. The period of evaluation is October 1, 2022 through September 30, 2023.
2. The Town Manager will submit a narrative self-evaluation including a report on goal achievement. A copy of that self-evaluation/goal achievement and a blank evaluation form will be distributed to each Board member.
3. Board members will individually complete their evaluation forms and provide them to the Executive Clerk by **November 1, 2023**.
4. The Executive Clerk will compile the ratings from individual evaluation forms and develop a document inclusive of all Board member's comments (the "consolidated review"). In each of the competency areas, the Executive Clerk will provide the total number of ratings in each category (E, M, M/I, I & N/A).
5. Jill and Joe will conduct individual interviews with members of SMT and any other direct reports of the Town Manager. Information gathered will be aggregated into an anonymized report of themes and trends (the "360 report"). Members may choose to leave questions regarding supervision in the individual evaluations blank pending this report, if they choose.
6. The Executive Clerk will provide the Town Manager with the Consolidated Review at least one week prior to the date at which the document will be publicly discussed.
7. The Consolidated Review and the 360 report will be released for discussion on a public agenda.

8. In that public meeting, the Board will discuss the consolidated review and identify areas where there were conflicting or ambiguous comments, including those of less than a majority of members. The Board will discuss if these comments are reflective of the Board as a whole. Comments which request a change in behavior or set a specific expectation will be discussed for consensus. The Board will also discuss the 360 Report. Any member of the Board may request adjustments or additions to the review based on the discussion and the documents presented.
9. Following the public discussion, the Chair will edit the Consolidated Review to reflect the Board consensus and discussion regarding the 360 Report and generate the Final Review to be voted by the Board at a December meeting.
10. The Executive Clerk will give the Final Review to the Director of Human Resources, who will place it in the Town Manager's personnel file

RATING METHODOLOGY & INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the Town Manager's performance.

Excellent/Outstanding (E)	The Town Manager's work performance is consistently excellent when compared to the standards of the job.
Meets Expectations (M)	The Town Manager's work performance consistently meets the standards of the position.
Mostly Meets Expectations yet needs Improvement (M/I)	The Town Manager's work performance many times however not consistently meets the standards of the position.
Improvement Needed (I)	The Town Manager's work performance does not consistently meet the standards of the position.
No Knowledge (N/A)	Not familiar enough to be able to rate this aspect of the Town Manager's performance.

Any item left blank will be interpreted as a ranking "M".

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Return all pages of this evaluation form. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the Board to the Town Manager as part of the agenda for the meeting indicated on the cover page.

KEY COMPETENCIES EVALUATION SECTION:

1. Individual Characteristics

- _____ Is diligent and thorough in the discharge of duties
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and willingness to adapt
- _____ Exhibits composure and attitude appropriate for executive position

2. Professional Skills and Status

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Demonstrates a willingness to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner
- _____ identifies professional development opportunities to continue personal development

3. Relations with Elected Members of the Select Board

- _____ Carries out directives of the Board as a whole as opposed to those of any one member or minority of the Board
- _____ Works with Chair to develop meeting agendas that reflect the guidance of the Board and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Facilitates decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

4. Policy Execution

- _____ Implements actions in accordance with the intent of the Board and the goals established by the Board and aligns internal organizational goals with the Board's goals.
- _____ Supports the actions of the Board after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces the Town's By-Laws, policies, and regulations
- _____ Reviews policies and procedures periodically
- _____ Offers workable alternatives to the Board for changes in By-Laws or policy when an existing policy or ordinance is no longer practical

5. Reporting

- _____ Provides regular information and reports to the Board concerning matters of importance to the Town
- _____ Responds in a timely manner to requests from the Board for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the Board on matters that are non-routine and not administrative in nature
- _____ Produces reports that are accurate, comprehensive, concise and written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the Town are open to public scrutiny

6. Citizen Relations

- _____ Is responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Monitors and makes appropriate efforts to maintain citizen satisfaction with Town services

7. Staffing

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Ensures professional management of the compensation and benefits plan
- _____ Promotes training and development opportunities at all levels of the organization
- _____ Conducts labor relations in accordance with law and balances the impacts of employee morale and fiscal responsibility with comparable communities to ensure the Town retains the best staffing possible.

8. Supervision

- _____ Encourages department managers to make decisions within their jurisdictions with minimal town manager involvement, yet maintains general control of operations by providing the right amount of communication to staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with staff and work force in general, yet maintains the professional dignity of the Town Manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members

at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

_____ Encourages teamwork, innovation, and effective problem-solving among staff members

9. Fiscal Management

_____ Prepares a preliminary balanced budget to provide services at a level deemed appropriate by the Board

_____ Makes the best possible use of available funds, conscious of the need to operate the Town efficiently and effectively

_____ Prepares a budget and budgetary recommendations in an intelligent and accessible format

_____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning, accountability and development of policies and long term financial planning to meet the long-term budgetary needs of the Town

_____ Appropriately monitors and manages fiscal activities of the organization

_____ Works with all departments including the Superintendent on developing a fair revenue allocation formula that meets the needs of the entire Town

10. Community

_____ Shares responsibility for addressing issues facing the Town

_____ Avoids unnecessary controversy

_____ Cooperates with neighboring communities

_____ Helps the Board address future needs and develop adequate plans to address long term trends

_____ Cooperates with other regional, state, and federal government agencies and officials, including Hanscom Air Force Base

NARRATIVE EVALUATION SECTION (Select Board to complete)

1. What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?

2. What performance area(s) would you identify as most critical for improvement?

3. What constructive suggestions or assistance can you offer the manager to enhance performance?

4. What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

5. Unplanned Actions/Achievements

6. Learning and Development Plans

Town Manager Performance Evaluation Form
Acknowledgement of Receipt

This is to acknowledge the fact that the performance review was conducted by the Select Board in accordance with the procedures and that the Town Manager has received the overview document.

SELECT BOARD

Date: _____

TOWN MANAGER


Date: _____



Town of Danvers Office of the Town Manager

Steve Bartha | Town Manager
1 Sylvan Street, Danvers, Massachusetts 01923 | p: 978-777-0001 | f. 978-777-1025
www.danversma.gov | sbartha@danversma.gov

M e m o r a n d u m

To: Danvers Select Board (DSB)
From: Steve Bartha, Town Manager 
Date: October 12, 2022
Subject: FY 2022 Town Manager Performance Evaluation

Please find attached two documents that are related to the FY 2022 Town Manager evaluation: first, the evaluation document that was approved by the DSB last fall; and second, a summary of our accomplishments and highlights during the past year.

I will be meeting with Dan and Gardner prior to our November 15 meeting to review the results of the individual evaluations as well as the aggregated scores, so please return your completed evaluation document to Ann in my office by the end of next week or else simply bring it with you to our meeting on November 1.

If there are questions about how to complete the form itself, please do not hesitate to contact my office for guidance. I look forward to reviewing the overall results with the full Board on November 15, 2022.



Town of Danvers

Office of the Town Manager

Steve Bartha | Town Manager
1 Sylvan Street, Danvers, Massachusetts 01923 | p: 978-777-0001 | f: 978-777-1025
www.danversma.gov | sbartha@danversma.gov

Town Manager Performance Evaluation – Fiscal Year 2022

A. Strategic/Major Performance Objective: (40%)

These are the projects or strategic priorities that the Town Manager and his team need to accomplish or advance in the coming year.

Rating Scale
4.5 to 5.0 - Outstanding
4.0 to 4.4 - Exceeds Expectations
3.0 to 3.9 - Meets Expectations
2.0 to 2.9 - Needs Improvement
0.0 to 1.9 - Unacceptable

	Strategic / Major Performance Objective	Weight	Rating	Score
1	Work with Staff & Stakeholders to implement WCWG Report	25%		
2	Work with DSB to launch Community-wide Strategic Plan	25%		
3	Work with Staff & Stakeholders to advance Climate Action Plan	20%		
4	Oversee successful launch of the ARPA Comm. Grant Program	15%		
5	Work with local / state partners on Essex Tech Assessments	15%		
		100%		

B. Operational Performance Objectives: (50%)

These are areas the Town Manager should focus on in the day-to-day operations of the Town.

	Operational Performance Objective	Weight	Rating	Score
1	Leadership & Strategic Planning (i.e. organizational vision and values, facilitating and implementing BOS priorities, monitoring the horizon)	25%		
2	Financial Management (i.e. annual budget, long-range planning, tax rate, revenue enhancement, grants, procurement, financial policies)	25%		
3	Personnel Management (i.e. succession planning, staff development, labor relations, negotiations, employee engagement, recruitment/retention)	20%		
4	General Management (i.e. support to DSB, FinCom, Town Meeting, execute MGL and Town By-Law, oversee litigation, Board/Comm. training)	15%		
5	Customer Service/Community Outreach (i.e. surveys, website, communication efforts, collaboration with public, private, nonprofits)	15%		
		100%		

C. Special Achievements or Discretionary Performance Assessment: (10%)

This section captures those extraordinary items, unknown during the objective setting process.

	Special Achievements / Discretionary Performance	Weight	Rating	Score
1				
2				
		100%		

OVERALL SCORE:

Outstanding	4.5 - 5.00
Exceeds Expect.	4.0 - 4.49
Meets Expect.	3.5 - 3.99
Needs Improv.	3.0 - 3.49
Unacceptable	0.0 - 2.99

Evaluation Section	Score	Weight	Weighted Score
Strategic / Major Objectives (A)		x 0.4	
Operational Objectives (B)		x 0.5	
Special achievements (C)		x 0.1	
			/ 5.0

Feedback & Commentary

Submitted by: _____

Date: _____



Town of Danvers

Office of the Town Manager

Steve Bartha | Town Manager

1 Sylvan Street, Danvers, Massachusetts 01923 | p: 978-777-0001 | f. 978-777-1025

www.danversma.gov | sbartha@danversma.gov

Town Manager Performance Evaluation

Fiscal Year 2022 Highlights

A. Strategic/Major Performance Objectives

1. Work with Staff & Stakeholders to implement Welcoming Community Working Group Report

- Worked with HR and outside experts to recruit and onboard the Town's first Director of Equity & Inclusion
- Partnered with DPS and Lappin Foundation to sponsor six-part (virtual) Holocaust Symposium
- Procured and displayed the National Law Enforcement & Fallen Firefighter Flags in October 2021
- Hosted the Town's second Juneteenth Celebration and first Latinx Heritage Celebration
- Continuing to work with staff and external stakeholders to advance priorities from the report

2. Work with Danvers Select Board to launch Community-wide Strategic Plan

- Secured \$150,000 state earmark and \$50,000 from Town Meeting to fund strategic planning process
- Conducted competitive RFP process and selected Stantec as consulting partner on project
- Public outreach and engagement slated to kick-off in November/December 2022
- Efforts to include strategic planning roadmap, existing conditions report, workshops, focus groups, etc.

3. Work with Staff & Stakeholders to advance Climate Action, Sustainability, Preservation, and Resiliency Plan

- Partnered with a leading climate action plan consultant and developed 'Resilient Danvers' – a platform to usher in a Climate Action, Sustainability, Perseverance, and Resiliency (CASPR) plan
- Finalized Town's emissions inventory / existing conditions analysis which provides measurement baseline
- Formed internal & external advisory groups to ensure an equitable engagement process
- Selected solar installer and negotiating terms for 1.3MW of solar panels at Smith, Highland, and DHS
- Received MassDEP approval to begin backfilling the landfill in preparation for a solar array

4. Oversee successful launch of the ARPA Community Grant Program

- Presented Community Grant Program overview to the Select Board in September 2021
- Held several internal staff meetings to design program based on comparable programs across sectors
- Reviewed draft plan with counsel and purchasing; concluded the Town was not best suited to run program
- Developing revised recommendation for Select Board to consider in coming months

5. Work with local / state partners on Essex Tech Assessments

- Worked with Select Board, Finance Committee, and DPS to define issues and impacts
- Coordinated with DPS and Mass DOE to fully understand budgetary impacts / statutory framework
- Attended several meetings of the Essex Tech School Committee to present concerns and ideas
- Worked with state delegation on legislative solution, after reaching impasse with Essex Tech officials
- Issues were debated extensively prior to Annual Town Meeting, where matter was tabled for further study

B. Operational Performance Objectives

1. Leadership & Strategic Planning

- Incoming President of the Mass. Managers Association (MMA); member of the Mass Municipal Association (MMA) Board of Directors; member of Governor's Local Government Advisory Commission (LGAC); member of the MMA Energy and Environment Policy Committee.
- Maintained ICMA's Credentialed Manager designation (one of 1,429 across the US & internationally)
- Proud to see three former hires appointed to serve as a two Town Administrators and one Finance Director

2. Financial Management

- Reduced OPEB Liability from \$247.1 million to \$133.9 million by adopting post-pension funding policy
- Worked with staff and officials to implement year one of multi-year \$8.23 million ARPA program
- Collaborated with staff, DSB and Finance Committee to develop a balanced, \$169.7 million FY 23 budget
- Worked with staff/officials to maintain AAA credit rating, despite continued economic volatility
- Managed revenues and expenses to achieve a \$7.7 million Free Cash Certification in FY 22
- Held 6th Annual Financial Summit in Feb 2021 with DSB, FinCom, School Committee, and Library Trustees

3. Personnel Management

- Effectively manage 300+ employees, a 24-member management team, and 7 direct reports
- Worked with HR and outside experts to recruit the Town's first Director of Equity & Inclusion
- Onboarded new Health Director, DPW Ops Director, Asst Treasurer-Collector, and Asst Town Clerk
- Continued meeting regularly with union representatives to maintain open communications
- Responded to historically difficult labor market by thinking creatively with our team, including apprenticeship tracks, municipal / collegiate job fairs, targeted recruitments, and referral / sign on bonuses.

4. General Management

- Worked with staff/officials to plan & execute successful May 2022 Annual Town Meeting
- Assisted DSB in planning and executing the November 2021 Zoning Special Town Meeting
- Provided general supervision and staff support to 17 citizen committees
- Represented Danvers and the Town's interests at numerous meetings of local / regional boards
- Oversaw completion of several high-profile capital projects, including new Smith School
- Meet with chief executives from key local institutions to discuss topics of mutual interest

5. Customer Service/Community Outreach

- Expanded Danvers Talent Pool volunteer program; 140+ apps and 60+ vacancies filled since inception
- Attended and participated in local groundbreakings, ceremonies, and celebrations
- Delivered addresses to various local and regional civic organizations on behalf of the Town
- Casual for a Cause has generated \$6,000+ to date from staff in support of various local non-profits
- Continued positive public relations through the news and CATV media; regularly meet with staff reporters on request and issue press releases to provide ongoing public information

C. Discretionary Items of Note

- Worked with Library Trustees to recruit and onboard the new Library Director
- Chosen by MMA to serve as their representative on MassDEP's Water Resources Mgmt. Advisory Comm.
- Partnered with Schools to launch Citizen's Academy Junior (for 300 8th grade students at HRMS)

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Discussion - Lexington High School Debt Exclusion Vote Date

PRESENTER:

Board Discussion

ITEM NUMBER:

I.8

SUMMARY:

At 6/30/2025 Joint Select Board/School Committee meeting, an Article 97 update was presented as well as a proposed timeline for the Lexington High School Project. As a follow up to the joint meeting, the Board will continue the discussion in the effort of reaching a consensus on a proposed date for the Debt Exclusion Referendum.

Attached is a copy of the presentation from the 6/30/2025 Joint Meeting for reference.

SUGGESTED MOTION:

N/A

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

7/7/2025

8:05pm

ATTACHMENTS:

Description

Type



6/30/2025 Presentation - Article 97

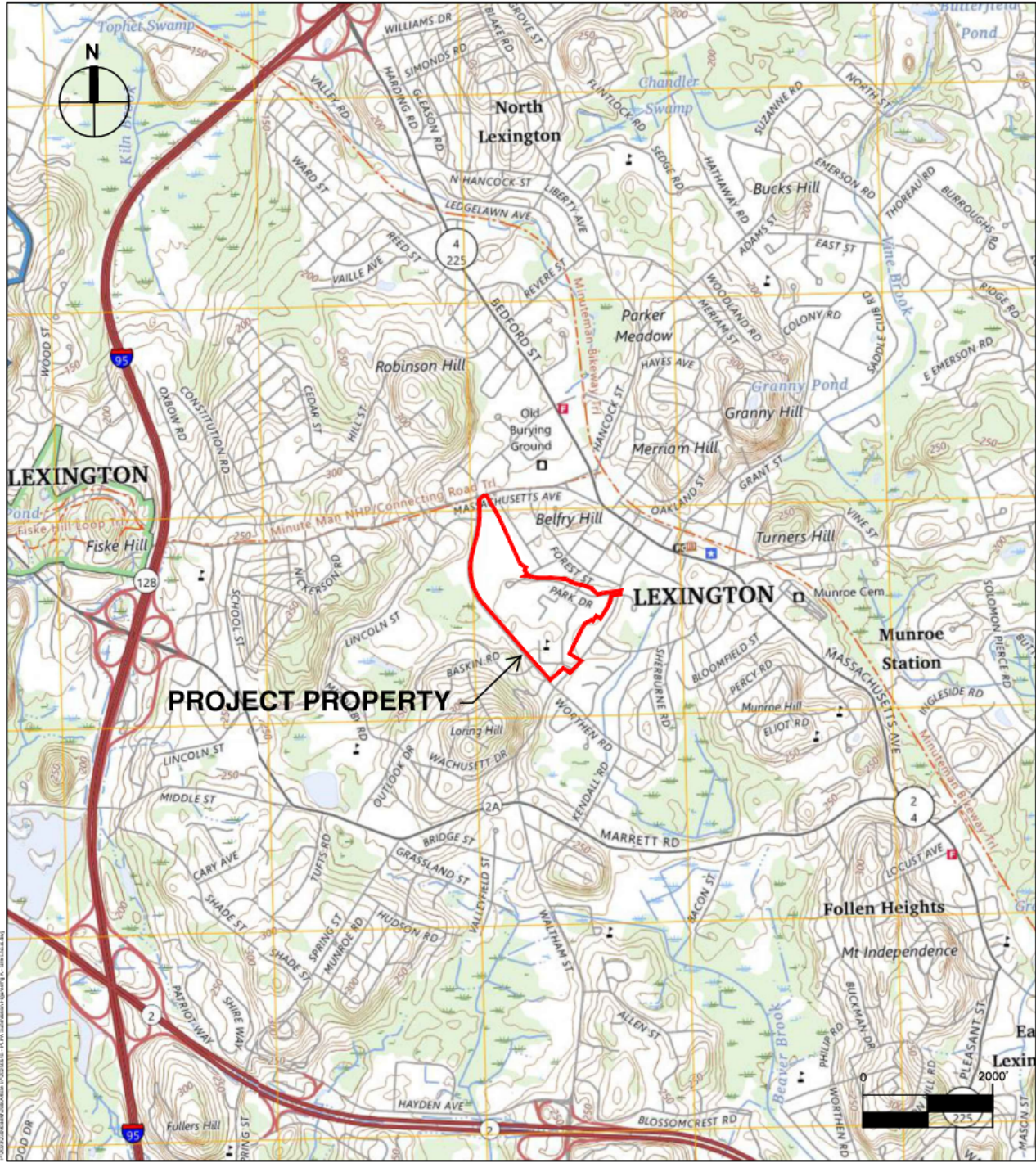
Cover Memo

Article 97

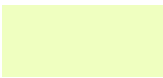






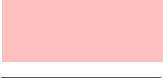


Article 97 of the Amendments to the Massachusetts Constitution, approved by the voters in 1972, established a right to a clean environment including its natural, scenic, historical, and aesthetic qualities for the citizens of the Commonwealth.

To authorize the change in use of Article 97 land, the Town must secure a two-thirds vote of Lexington Town Meeting, a two-thirds roll call vote of both houses of the Legislature, and a determination and finding from the Secretary of the Executive Office of Energy and Environmental Affairs (EOEEA) following submission of required documents to their office.

Locus Map



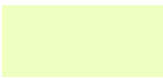


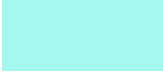



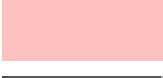


Existing Protected Area of Land Use

LEGEND		
	PLAYFIELD	12.8 AC
	PLAYGROUND	0.3 AC
	WOODED	2.3 AC
	WETLAND	4.5 AC
	VEHICULAR CIRCULATION	2.5 AC
	PARKING	0.9 AC
	HIGH SCHOOL BUILDING	0.6 AC
	RECREATION FACILITY*	4.5 AC
	OTHER**	8.4 AC
	EXISTING PROTECTED LAND	36.8 AC

AREA INFORMATION IS APPROXIMATE

- * CONTAINS TRACK, BASKETBALL COURTS, TENNIS COURTS, SKATE PARK, AND POOL
- ** CONTAINS PEDESTRIAN CIRCULATION AND MISC. OPEN SPACE

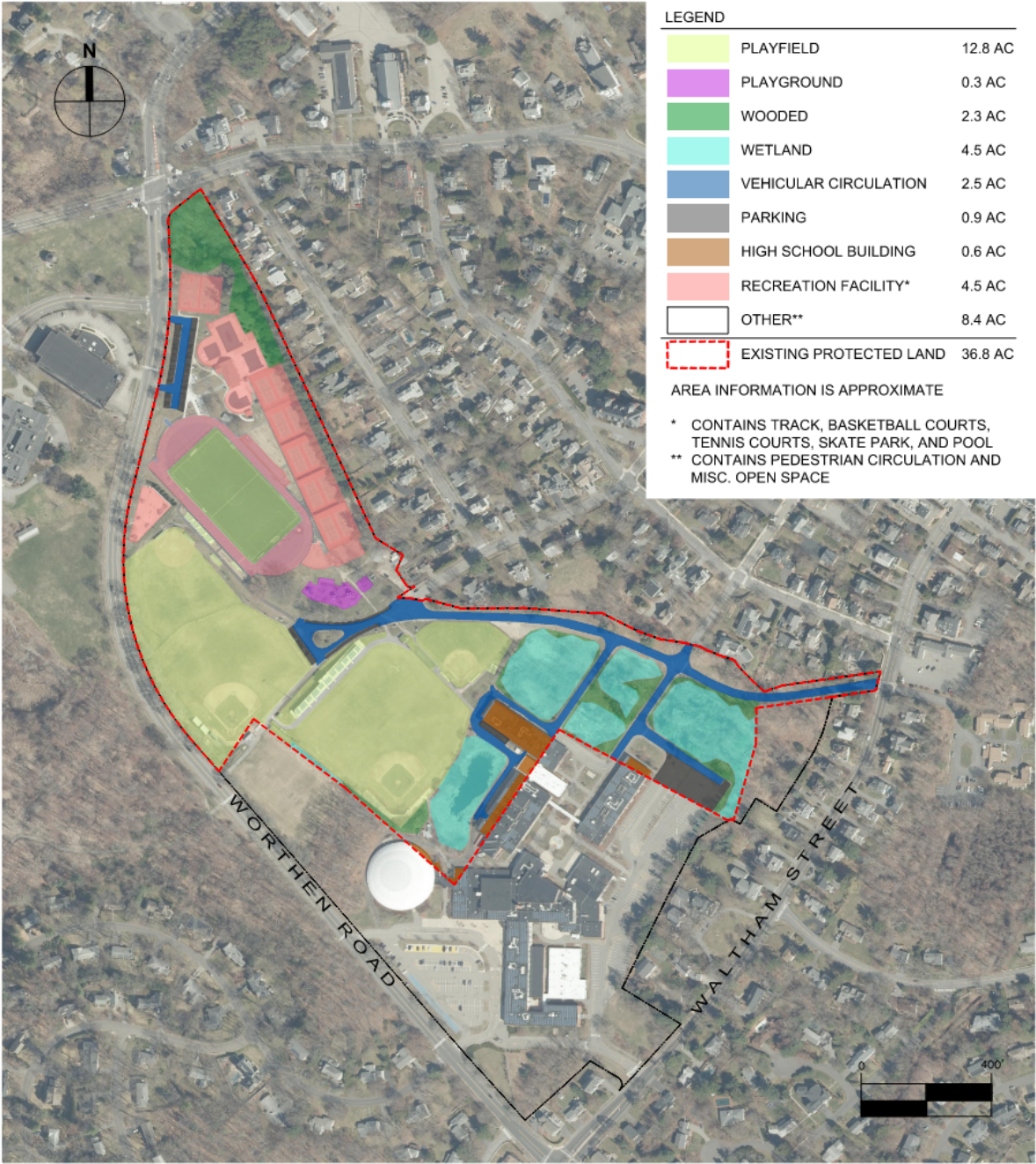
Proposed Protected Area of Land Use

LEGEND		
	PLAYFIELD	13.6 AC
	PLAYGROUND	0.3 AC
	WOODED	2.1 AC
	WETLAND	3.7 AC
	VEHICULAR CIRCULATION	2.5 AC
	PARKING	0.5 AC
	HIGH SCHOOL BUILDING	0.0 AC
	RECREATION FACILITY*	4.5 AC
	OTHER**	9.6 AC
	PROPOSED PROTECTED LAND	36.8 AC

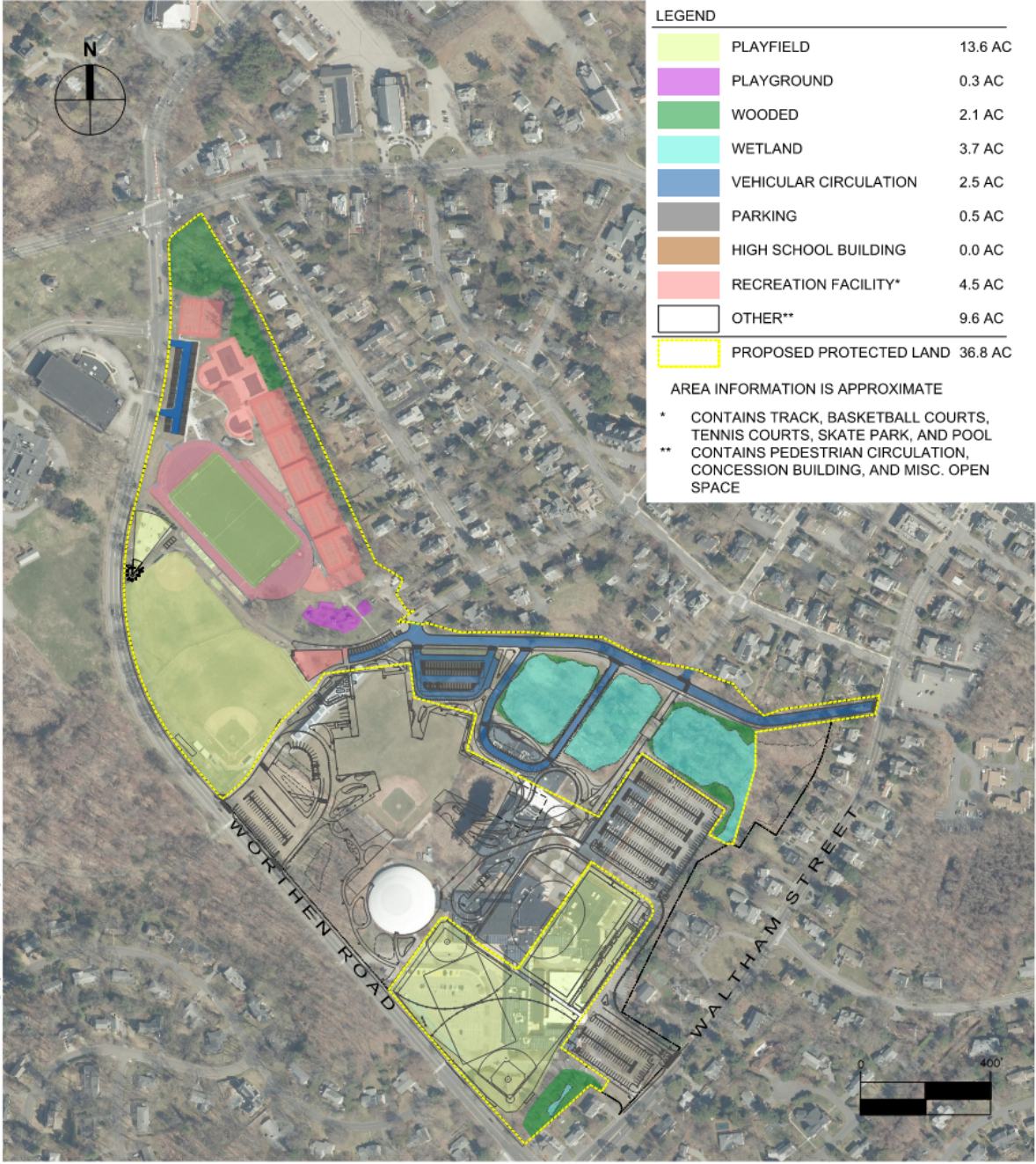
AREA INFORMATION IS APPROXIMATE

- * CONTAINS TRACK, BASKETBALL COURTS, TENNIS COURTS, SKATE PARK, AND POOL
- ** CONTAINS PEDESTRIAN CIRCULATION, CONCESSION BUILDING, AND MISC. OPEN SPACE

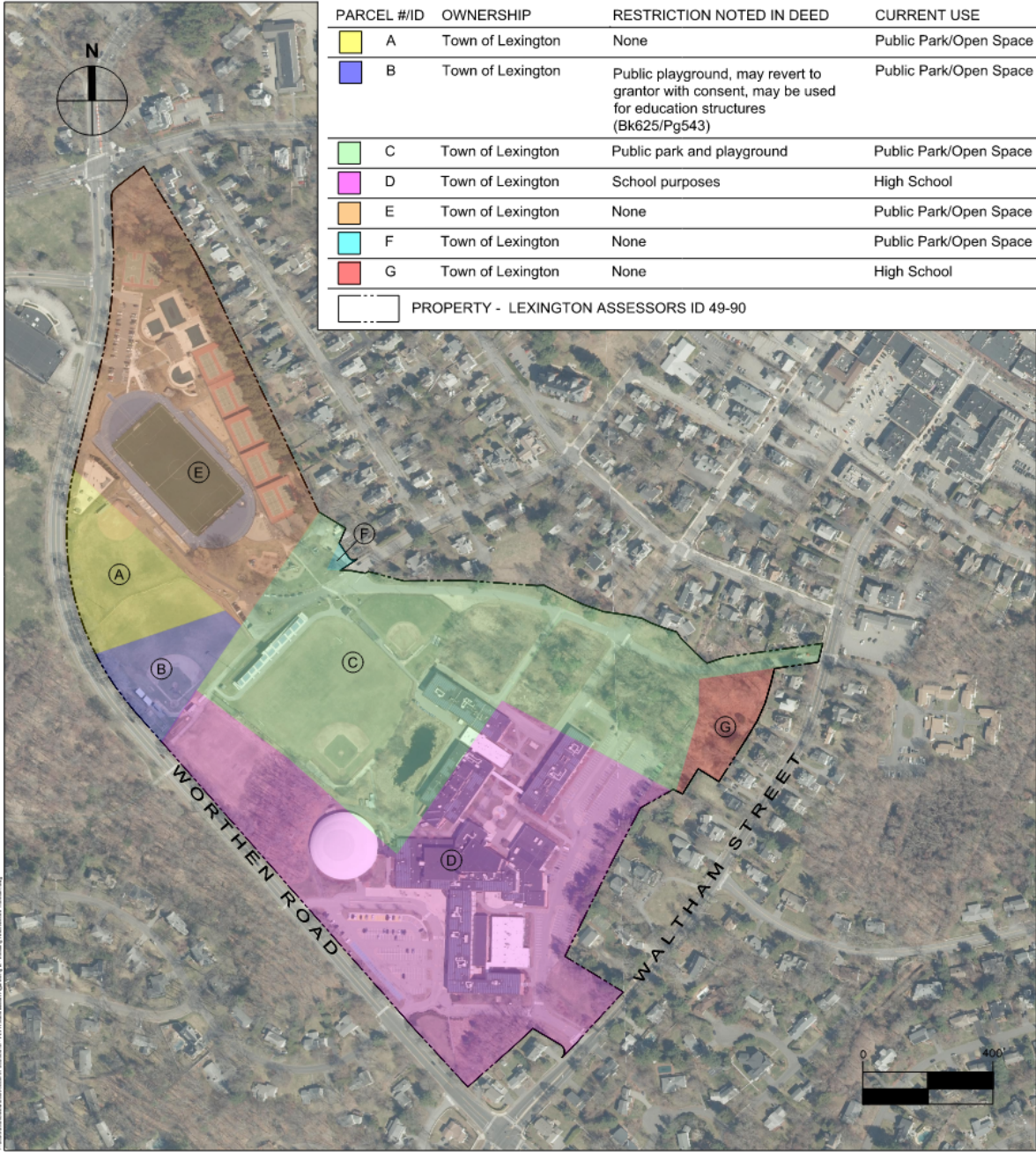
Existing Protected Land Use



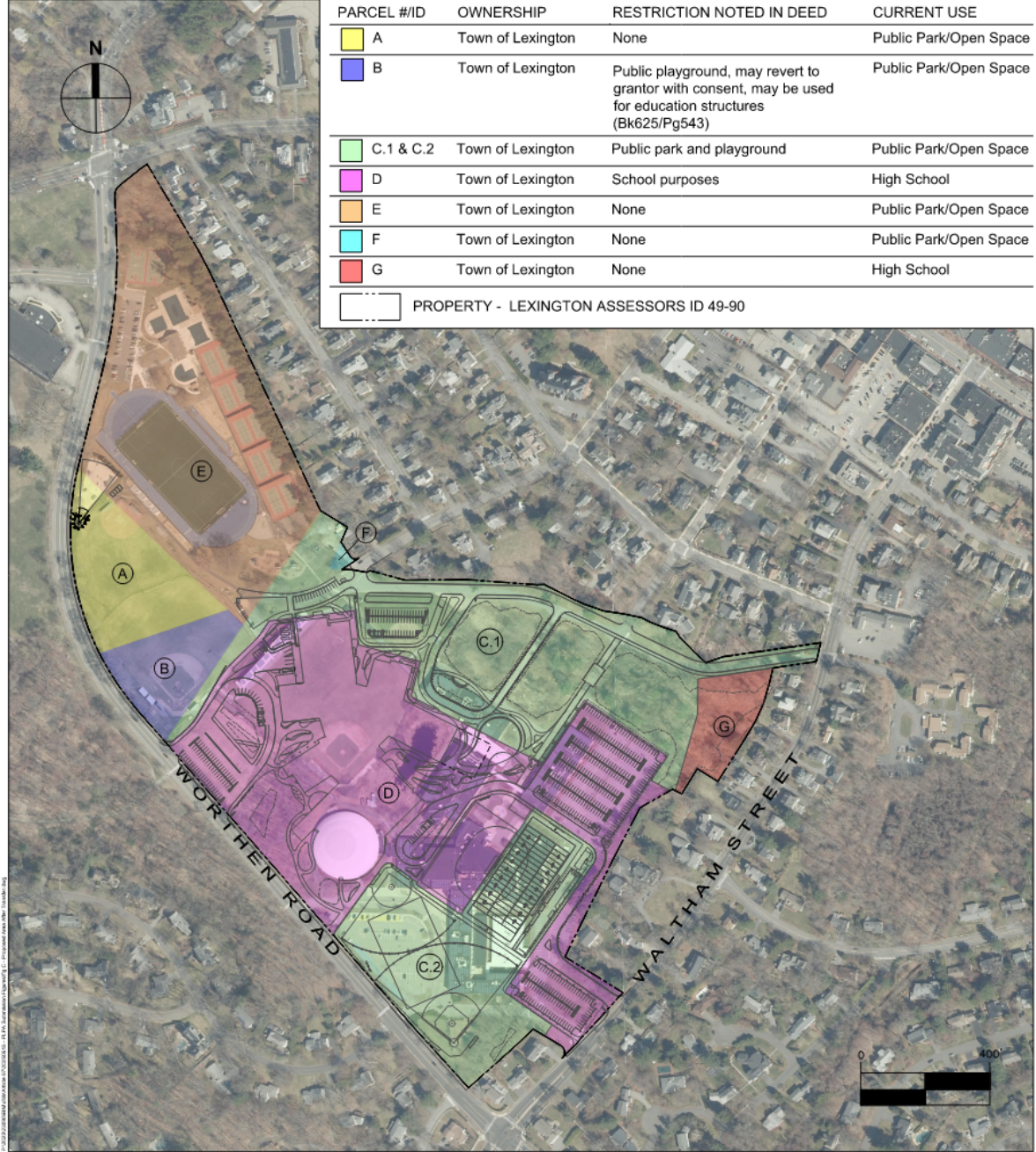
Proposed Protected Land Use



Existing Area Before Transfer



Proposed Area After Transfer

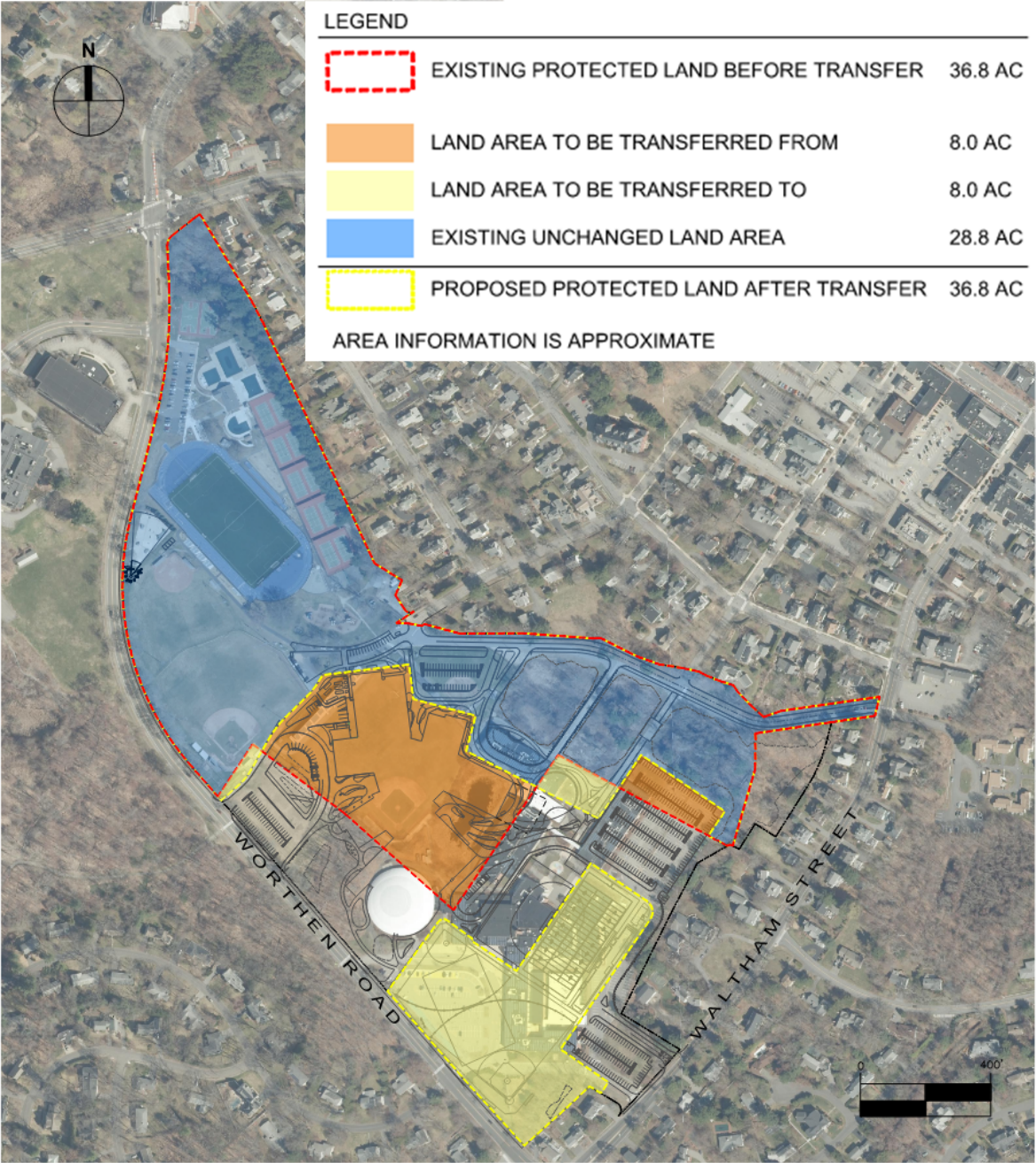


Proposed Land Delineations After Transfer

This map identifies the limits of land that protected under Article 97 before and after land swap.

Area with no color overlay is existing land for school use not protected under Article 97 that has not changed.

Area with blue color overlay is existing land protected under Article 97 that has not changed.



Area with orange color overlay is existing land that will be changed to “not protected under Article 97”.

Area with yellow color overlay is existing land that will be changed to “protected under Article 97”.

What is the Article 97 Process?

An Act Preserving Open Space in the Commonwealth, known as the Public Lands Preservation Act (PLPA), codified in November 2022, establishes process for Legislature to authorize change in protected land.

PLPA process:

1. Notify public and EOEEA and conduct alternatives analysis demonstrating all other options to avoid or minimize Article 97 disposition have been explored and no other alternatives exist or are feasible
2. Submit alternatives analysis to EOEEA via PLPA portal and make analysis public
3. Identify replacement land that is of equal or greater in value as determined by an appraisal
4. Dedicate the replacement land in perpetuity

Article 97 & Project Timeline

January 02, 2024

Initial project introduction call with Massachusetts Environmental Policy Office (MEPA)

March 15, 2024

Initial project introduction call with Executive Office of Energy and Environmental Affairs (EOEEA)

May 15, 2024

Follow up call with EOEEA for project update and PLPA portal process discussion

July 30, 2025 (to be confirmed)

Community Meeting for Environmental Justice (EJ) Discussion

August 13, 2025

Community Meeting to Discuss Project Budget

Article 97 & Project Timeline

August 2025

Lexington to submit application to Executive Office of Energy and Environmental Affairs (EOEEA) through PLPA portal

Submission includes:

- an explanation of why the proposed change in use is necessary;
- an alternatives analysis;
- maps and descriptions of the impacted land;
- maps and descriptions of the proposed replacement land;
- a description of the current Article 97 uses and natural resource value;
- an appraisal report;
- approvals by public agencies; and
- submission of the draft authorizing legislation.

August 18, 2025

SBC must vote to submit Schematic Design submission (includes design, schedule and budget) to MSBA (for October MSBA meeting)

August 28, 2025

Schematic Design Submission to MBSA

Article 97 & Project Timeline

September 8, 2025

Team will present Schematic Design to Select Board per Integrated Building Design and Construction Policy

September 2025 TBD

Community Meeting

Mid-September

Select Board votes to call for referendum and Special Town Meeting (per law, referendum must be called by LSB at least 35 days out)

October 29, 2025

MSBA Board meeting to accept Schematic Design Submission and approval of the Project Scope and Budget

October 2025 TBD

Community Meeting

Article 97 & Project Timeline

November 3-4, 2025

Lexington Special Town Meeting – 2/3 vote required for both Exclusion & Article 97

November 17, 2025

Debt Exclusion Referendum

Fall/Winter 2025/2026

Anticipated timing of EOEEA issues decision on proposed change in use

Fall/Winter 2025/2026

Lexington will file a bill with the Legislature following Special Town Meeting approval and EOEEA determination.

Winter/Spring 2026

Anticipated timing of Legislative action on proposed bill

July 2026

Break ground

See the Project Website for additional FAQ's related to this topic: [LHS Website](#)