

SELECT BOARD MEETING  
Monday, August 4, 2025  
Conducted by Remote Participation\*  
6:30 PM

**AGENDA**

**PUBLIC COMMENTS**

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

**SELECT BOARD MEMBER CONCERNS AND LIAISON REPORTS**

1. Select Board Member Announcements and Liaison Reports

**TOWN MANAGER REPORT**

1. Town Manager Weekly Update

**CONSENT AGENDA**

1. Approve: One-Day Liquor License - Craft Food Halls - 10 Maguire Road, Lexington MA 02421
  - Beer Garden at Annual Tour de Cure: New England Charity Bicycle Ride: Sunday, August 17, 2025
2. Approve: One-Day Liquor License - Eastern Massachusetts Association of Community Theatres, Inc. (EMACT) - Cary Memorial Building, 1605 Massachusetts Avenue
  - Annual DASH Gala and Awards Presentation: Sunday, August 24, 2025
3. Approve: Battle Green Use Request(s) - Lexington Minute Men
  - 18th Century Military Drills: Saturday, September 6, 2025 & Saturday, November 8, 2025
4. Approve: Appointment of Election Officers 2025-2026
5. Approve Select Board Minutes
  - June 23, 2025 Select Board
  - July 7, 2025 Select Board
  - July 16, 2025 Joint Meeting
  - July 17, 2025 Select Board Goals Retreat
6. Approve: Select Board Committee Appointment
  - Town Celebrations Subcommittee - Sharon Spaulding
7. Accept: Select Board Committee Resignation
  - Monuments and Memorials Committee - Mirela Vaso

8. Approve: Proclamation Request

- National Diaper Need Awareness Week - September 15 - 21, 2025

**ITEMS FOR INDIVIDUAL CONSIDERATION**

1. Public Hearing: Noise Bylaw Special Permit - Massachusetts Water Resources Authority (MWRA) 6:45pm
2. Public Hearing: Grant of Location - TC Systems Inc. - Hartwell Avenue 6:55pm
3. Discussion: Town Manager Review Process 7:05pm

**ADJOURN**

1. Anticipated Adjournment 7:20pm

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>

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, August 18, 2025 at 6:30pm via hybrid person participation.

*Hearing Assistance Devices Available on Request*

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



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Select Board Member Announcements and Liaison Reports

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

LR.1

### **SUMMARY:**

Please see the attached Select Board Member Announcements and Liaison Report for the August 4, 2025 meeting. 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:**

8/4/2025

### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> 08042025_Select_Board_Announcements_and_Liaison_Reports	Backup Material

## **Select Board Announcements and Liaison Reports – August 4, 2025**

**Jill Hai, Chair**

As we approach the September committee term expirations and the next recruitment cycle, I propose we revisit our process for renewing existing member terms. To ensure an inclusive approach that encourages broad community participation and optimizes committee representation, I will allocate time on the first September agenda for a discussion on reappointments. Specifically, we should consider whether reappointments should be part of the general applicant pool or handled automatically. Your thoughtful consideration of this matter before then would be greatly appreciated as we aim for a more timely conclusion to the appointment process.

## **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:**

8/4/2025

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve: One-Day Liquor License - Craft Food Halls - 10 Maguire Road, Lexington MA 02421

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

C.1

### **SUMMARY:**

#### **Category: Decision-making**

**Craft Food Halls** has requested a One-Day Liquor License to serve beer and wine from 11:00 am to 5:00 pm in the Beer Garden in the parking lot at 10 Maguire Road for the Tour de Cure: Charity Bicycle Ride on Sunday, August 17, 2025.

### **SUGGESTED MOTION:**

To approve a One-Day Liquor License for Craft Food Halls to serve beer and wine in the Beer Garden in the parking lot at 10 Maguire Road during the Tour de Cure: Charity Bicycle Ride on Sunday, August 17, 2025 from 11:00am to 5:00pm.

Move to approve the consent

### **FOLLOW-UP:**

Select Board Office.

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

8/4/2025

### **ATTACHMENTS:**

Description

Type



Tourdecure 25' Event Diagram

Backup Material

#4, circled in blue is where we plan to set up and serve during this event.

**START / FINISH: EVENT AREA**

**LEXINGTON LABS**

10 MAGUIRE ROAD, LEXINGTON, MA 02421



Submitted 7/29/25

**PROMOTER LINE**  
INCORPORATED



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve: One-Day Liquor License - Eastern Massachusetts Association of Community Theatres, Inc. (EMACT) - Cary Memorial Building, 1605 Massachusetts Avenue

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

C.2

### **SUMMARY:**

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

**Eastern Massachusetts Association of Community Theatres, Inc. (EMACT)** has requested a One-Day Liquor License to serve beer and wine in the lobby and hallway area outside of Battin Hall on the main level and in the lobby outside of Estabrook Hall on the lower level of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of their Annual DASH Gala and Awards Presentation on Sunday, August 24, 2025. The requested times on the application are 6:00pm to 10:00pm with bar service open from 6:30pm to 8:00pm.

The request has been reviewed by the Department of Public Facilities with no concerns. Police details have been reserved for this event.

### **SUGGESTED MOTION:**

To approve a One-Day Liquor License for Eastern Massachusetts Association of Community Theatres, Inc. (EMACT) to serve beer and wine in the lobby and hallway area outside of Battin Hall on the main level and in the lobby outside of Estabrook Hall on the lower level of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of their Annual DASH Gala and Awards Presentation on Sunday, August 24, 2025 from 6:00pm to 10:00pm.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office.

**DATE AND APPROXIMATE TIME ON AGENDA:**

8/4/2025

**ATTACHMENTS:**

Description	Type
 EMACT - Event diagram	Backup Material



EASTERN MASSACHUSETTS ASSOCIATION OF COMMUNITY THEATRES, INC.

**Locations for serving Liquor at Cary Hall**

**08/24/202**

**Bartenders will be located on the first floor down the back hall left in the serving area near the end of the hall.**

**Bartenders will also be located on the below grade lobby at a table in the center of the lobby area.**

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve: Battle Green Use Request(s) - Lexington Minute Men

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

C.3

### **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, September 6, 2025 from 9:00am - 1:00pm & Saturday, November 8, 2025 from 9:00am - 4:00pm.

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(s) of the Lexington Minute Men to use the Battle Green for 18th-century military drills and musket blank-firing demonstrations on Saturday, September 6, 2025 from 9:00am - 1:00pm & Saturday, November 8, 2025 from 9:00am - 4:00pm.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office.

**DATE AND APPROXIMATE TIME ON AGENDA:**

8/4/2025

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve: Appointment of Election Officers 2025-2026

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

C.4

### **SUMMARY:**

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

Attached please find a recommendation from the Town Clerk and Board of Registrars regarding appointment of election officers

### **SUGGESTED MOTION:**

To approve the list of election officers for the period of September 1, 2025 through August 31, 2026 as recommended by the Town Clerk and Board of Registrars as presented in the memo dated July 17, 2025  
Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office

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

8/4/2025

### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Request for Appointment of Election Workers	Backup Material



***Town of Lexington***  
**Town Clerk's Office**  
**Board of Registrars**

Tel: (781) 862-0500 x4558  
Fax: (781) 861- 2754

Gordon M. Jones III, Chair  
Judith E. Moore  
Mark R. Vitunic  
Mary de Alderete, Clerk

**MEMORANDUM**

TO: Jill Hai, Chair, Select Board  
FROM: Mary de Alderete, Clerk, Board of Registrars DATE:  
July 17, 2025  
RE: Select Board Appointment of 2025-2026 Election Officers

The attached list of persons interested in serving as Election Officers for 2025-2026 is provided for appointment in accordance with MGL c. 54§12-14, which governs the annual appointment of Election Officers by the Select Board.

The Board of Registrars, at its meeting of July 16, 2025, reviewed the names of those registered voters expressing an interest in serving as Election Officers and unanimously voted to recommend to the Select Board for appointment the persons listed on the attached report. This listing of the 212 Election Officials includes 8 Republican, 92 Democrat, and 109 Unenrolled registered voters.

Accordingly, the Board of Registrars respectfully requests that the Select Board vote to appoint as Election Officers, for the period beginning September 1, 2025, the persons listed.

Best regards,

att: Election Worker Candidates for 2025-2026  
cc: Board of Registrars  
Kim Katzenback, Executive Clerk, Select Board

# Election Officer Candidates for Appointment/Reappointment - 2025-2026

Last Name	First Name	MI	Str #	Street	Party
Alyn	Susan	J.	171	Lake St, Waltham	UNR
Amar	Mabel		119	Simonds Rd	DEM
Ament-Bergey	Shirley		29	Greenwood St	DEM
Aranow	Martha		18	Journeys End Ln	DEM
Awbrey	Brian	J	21	Leonard Rd	REP
Backlund	Guy	R.	92	Bedford St	DEM
Baer	June	M.	7	Kingsbury Ave Haverhil	UNR
Baker	Marsha	E.	46	Burlington St	DEM
Bennani	Maureen		250	Marrett Rd	DEM
Bennet	Andrew	D	54	Tarbell Ave	UNR
Berkowitz	Lawrence	I.	32	Moon Hill Rd	DEM
Bleiberg	Sallye	F,	960	Waltham St	DEM
Blier	Victoria		41	Shade St	DEM
Boer	Susan	Dudnick	56	Robbins Rd	DEM
Boucher	Robert		252	Lincoln St	UNR
Bruss	Kenneth		7	Kendall Rd	UNR
Burnell	Mary		4	Eaton Rd	UNR
Burns	Arline	A.	37	Cliffe Ave	UNR
Burns	Maureen	T.	83	Bedford St	UNR
Burwell	Cristina	R.	6	Albemarle Ave	DEM
Cameron	Ellen	Nadine	12	Scotland Rd	DEM
Carilli	Theresa	M.	1412	Massachusetts Ave	UNR
Carothers	Sarah	M.	4	Frost Rd	UNR
Carpenter	Laurel		94	Pleasant St	DEM
Caton	Suzanne	B.	6	Fifer Ln	DEM
Cavatorta	Marcia	Frances	12	Forest St	REP
Chanoux	Anita	B.	46	Hancock St	UNR
Chen	Gang		24	Bellflower St	UNR
Chua	Katherine		147	Woburn St	N/A



<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Str #</b>	<b>Street</b>	<b>Party</b>
Chua	Kevin	S.	147	Woburn St	UNR
Chung	Janice	C.	7	Hilltop Avenue	UNR
Clark	Rita	P.	51	Spring St.	REP
Cohen	Linda	R.	1010	Waltham St	UNR
Cohen	Natalie		65	Baskin Rd	UNR
Cohen	Norman	P.	1010	Waltham St	UNR
Cohn	Ellen	S.	32	Moon Hill Rd	DEM
Collins	Christine	A.	429	Waltham St	DEM
Comings	Richard	J.	84	Bridge St	DEM
Conway	L. Susan		29	Woodland Rd	UNR
Cooper	Constance "No	BF	30	Greenwood St	DEM
Counts-Klebe	Margaret	L.	8	Hancock Ave	DEM
Cutler	Brian	Todd	6	Forest Ct	DEM
DesRoches	David		12	Idylwilde Rd	UNR
Deutsch	Brenda	O'Connor	17	Phinney Rd	DEM
Diamant	Lisa		31	Ingleside Rd	DEM
Dixon	Linda	J.	70	Fifer Ln	UNR
Doran	Elaine	Celeste	168	East St	UNR
Edmonston	Ian	R	96	Blake Rd	DEM
Edwards	Francine	C.	96	Outlook Dr	UNR
Eisenberg	George	O.	54	Gleason Rd	UNR
Eisenberg	Maida	G.	54	Gleason Rd	UNR
Enders	Robert	H	11	Kimball Rd	DEM
England Perullo	Susan	U.	243	Lexington St, Woburn	DEM
Eurich	Richard	R	7	Pitcairn Pl	UNR
Eynon	Atom	J.	4222	Lexington Ridge Drive	DEM
Fairbairn	Sebastian	J.	11	Utica St	---
Farris	Donnalee	A.	158	Maple St	UNR
Fenollosa	Marilyn	M.	10	Marshall Rd	DEM
Fenollosa	Michael	K.	10	Marshall Rd	DEM
Fiedler	Anne	S.	54	Chase Ave	DEM

Last Name	First Name	MI	Str #	Street	Party
Foley	Edward	J.	40	Brandon St	UNR
Forsdick	Harry	C.	46	Burlington St	UNR
Fortmann	Carla	V.	5	Harrington Rd	UNR
Frankel	Sheila		3	Kimball Rd	DEM
Freeman	Charles	M.	16	Normandy Rd	REP
Freeman	Margaret	M.	16	Normandy Rd	UNR
Friedlander	Daniel		15	Ponybrook La	DEM
Friedlander	Elizabeth		15	Ponybrook La	DEM
Friedman	Michael		12	Loring Rd	DEM
Frohman	Maria		4	Maureen Rd	UNR
Fusco	Argelia Ines		37	Woburn St	UNR
Gall	Cheryl	W	12	Hancock Ave	DEM
Gao	Yang		204	Woburn St	UNR
Gardner	Felice		87	Blossomcrest Rd	DEM
Garland	Elizabeth (Best	B.	21	Preston Rd	DEM
Gasbarro	Sandra	M.	4	Seaborn Pl	UNR
George	Pranav	V.	27	Christina Ave, Billerica	UNR
Ghiloni	Elaine	M.	23	Saint Clements Rd, Med	UNR
Goldstein	Carole	J	18	Kendall Rd	DEM
Goldthwait	Carol	A.	251	Mass. Ave.	REP
Golovchenko	Elizabeth	M.	1	Nowers Rd	UNR
Gorospe	Rebecca Fagan		42	Carville Ave	UNR
Graham	Natalie		18	Turning Mill Rd	UNR
Grasso	Patricia		7	Gould Rd	DEM
Greenwald	Greig		19	Sutherland Rd	DEM
Hagopian	Sonya		12	Lantern Ln	UNR
Halverson	Jane	N.	2210	Massachusetts Ave	UNR
Harter	Dodd	B.	5	Wildwood Rd	UNR
Head	Kathleen		40	Fair Oaks Dr	UNR
Heaton	Debra	M.	80	School St	UNR
Himmel	Magdalena	W.	66	Hancock St	UNR

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Str #</b>	<b>Street</b>	<b>Party</b>
Hussong	Laura	J.	13	Lois Lane	DEM
Hutton	Mary	R.S.	67	Valley Rd	DEM
Inamdar	Nidhi		39	Grapevine Ave	
Isbitsky	Adam	Joseph	23	Hancock St	UNR
Izbicki	Joanne	C.	25	Frances Rd	UNR
Jackan	Bruce	V.	2	McKeever Dr	UNR
Jao	Patricia	Ann	98	Potter Pond	UNR
Jick	Kathleen	M.	41	Clark St	DEM
Johnson	Dennis	Robert	549	Lowell St	UNR
Kadlec	Anne		19	Paul Revere Rd, Acton	UNR
Katzenberg	Barbara		37	Moon Hill Rd	DEM
Khavandgar	Raana		23	Locke Ln	REP
King	Charmaine	L.	70	Simonds Rd	UNR
Knight	Mary	L.	56	Emerson Gdns	UNR
Latiff	Seri		28	Lawrence Lane	UNR
Levy	Rachel	K.	31	Fairlawn Ln	DEM
Lidman	Edward	M.	63	Grant St	UNR
Lucas	Caroline	K	30	Balfour St	DEM
Mahoney	Barbara	J.	6	Curve St	DEM
Manes	Jonna	D	16	Doran Farm Ln	UNR
Marcus	Joel		31	Ingleside Rd	UNR
Marinaro	Susan		33	Forest St	DEM
Marquis	Lorain	A.	62	Valley Rd	UNR
Mason	Sheryl	T.	33	Robinson Rd	UNR
Masson	Leslie		12	Hayes Ave	DEM
McDonald	Robert		3	Bryant Rd	REP
McIntosh	Donald	K.	5	Liberty Ave	DEM
McIntosh	Sean	C.	5	Liberty Ave	DEM
McLeish	Susan	A.	665	Lowell St	UNR
McPhillips	Emily		7	Bushnell Dr	DEM
Meadow	Cheryl		21	Lois Ln	DEM

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Str #</b>	<b>Street</b>	<b>Party</b>
Millane	Cecilia		27	Calvin St	UNR
Miller	Julie	Ann	55	Watertown St	UNR
Minardi	Lee	Raoul	37	Downing Rd	DEM
Morrison	Carolyn	N.	26	West St., Medford MA	UNR
Muckenhaupt	Margaret		19	Whipple Rd	DEM
Murphy	Grace	M	6	Colony Rd	DEM
Murphy	Joyce		1505	Massachusetts Ave	DEM
Nedzel	Alexander	E.	4	Chadbourne Rd	UNR
Nielsen	Shannon		11	Allen St	UNR
Nolan	Louise	Mary	9	Stevens Rd	UNR
Olt	Nancy	L.	7	Gould Rd	DEM
O'Neill	Anne	B.	10	Pelham Rd	UNR
Ouellette	Margaret		23	Tucker Ave	DEM
Pandey	Rita		102	Maple St	DEM
Paquette	Guy		24	York St	UNR
Parker	Lucille	M.	262	Massachusetts Ave	UNR
Parks	Katherine	J.	92	Bow St	DEM
Parks	Sandra		18	Blossom St	UNR
Parrish	A. Constance		36	Kendall Rd	UNR
Peifer	Pamela	J	15	Barnes Pl	DEM
Perkins	Stephen	S.	14	Baker Ave	UNR
Peterson	Greta	J.	3	Winston Rd	UNR
Pullin	Diana	C.	23	Normandy Rd	DEM
Puopolo	Evangeline	K.	35	Prospect Hill Rd	UNR
Purdy	Giesela	B.	1404	Massachusetts Ave	UNR
Quezasa	Sarah		26	Blossomcrest Rd	DEM
Quinn	Margaret	M.	58	Paul Revere Rd	DEM
Rabins	Erica		14	Bird Hill Rd	UNR
Ramsey	Barbara	S.	52	Dexter Rd	UNR
Rao	Jyoti		60	Allen St	DEM
Ravi	Kavita		11	Rockville Ave	DEM

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Str #</b>	<b>Street</b>	<b>Party</b>
Richer	Katelyn		144	Lowell St	UNR
Rockwell	Susan	R.	366	Lowell St	UNR
Rohrer	Richard		17	Trotting Horse Dr	UNR
Romero	Loyde	H.	5	Frost Rd	DEM
Rommelfanger	Barbara	Potkay	25	Hilltop Ave	UNR
Rooney	E. Ashley		202	Badger Ter, Bedford	UNR
Rynn	Maureen	F.	2	Countryside Village	UNR
Salonen	Ethel	M	49	Colony Rd	DEM
Samra	Virginia	M.	663	Lowell St.	UNR
Saradjian	Margaret		259	Bedford Street	DEM
Sarathy	Arjun		40	Robinson Rd	UNR
Sawhey	Deepika		6	Porter Ln	DEM
Schott-Marcell	Jody	M.	22	Flintlock Rd	DEM
Schuler	Judith	A.	646	Marrett Rd	UNR
Schwartz	Donna	Pruess	1948	Massachusetts Ave	DEM
Setterlund	Lorraine	A.	2	Circle Rd	UNR
Shaw	Sandra	J.	51	Wachusett Dr	DEM
Shedd	Dennis		382	Marrett Rd	DEM
Sheehan	Gregory	H.	51	Williams Rd	DEM
Sheehan	Kathleen	T	51	Williams Rd	UNR
Shiple	Thomas	R.	18	Phinney Rd	UNR
Shirley	Skye	Alta	24	Tarbell Ave	DEM
Sibert	Julie	Claire	30	Ingleside Rd	UNR
Siegel	Ellan	B.	3	Diamond Rd	UNR
Sillari	Debra	M.	5	Solomon Pierce Rd	DEM
Silver	Howard	J.	19	Welch Rd	DEM
Simon	Kristin	M.	50	Vaille Ave	DEM
Skerry	James	D.	11	Pine Knoll Rd.	UNR
Small	Joan	R.	6	Fairbanks Rd	UNR
Snell	Carol	A.	66	Fifer Ln	UNR
Spence	Michael	C.	33	Forest St.	UNR

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Str #</b>	<b>Street</b>	<b>Party</b>
Sperber	Michael	Bruce	41	Allen St	UNR
Steigerwald	Jessie		143	Cedar St	UNR
Steigerwald Schna	Julia	C.	143	Cedar St	UNR
Stevens	Alison	B.	1373	Massachusetts Ave	UNR
Strimling	Phyllis	R.	1010	Waltham St	UNR
Strong	Ann	R.	37	Maple St	DEM
Suhl	Emmy		57	Forest St.	DEM
Tec	Leora		5	Rindge Ave	DEM
Thenen	Matthew	A.	90	Maple St	UNR
Thomas	Ruth		10	Parker St	DEM
Thompson	Julia	H.	11	Norton Rd	DEM
Thuma	Jean	H.	149	Wood St	DEM
Tobin	Julie		27	Calvin St	UNR
Todd	Duncan	G.	4	Frost Rd	UNR
Tracy	Margaret	J.	63	Oak St	DEM
Trudeau	Jane	A.	1364	Massachusetts Ave	DEM
Tsakraklides	Vasiliki		85	Oak St	UNR
van Oossanen	Dennis		32	Tyler Rd	UNR
VanDeurse	Gary	B.	42	Percy Rd	DEM
Varughese	George		12340	Main Campus Dr	UNR
Walsh	Matthew	J.	41	Spring St	DEM
Ward	Elaine	P.V.	20	Marrett Rd	UNR
Webster	Ann	S.	16	Brent Rd	UNR
Weinberger	Virginia		69	Bridge St	UNR
West	Cheryle		75	Westview St	REP
Woit	Janet	Z.	30	Edgewood Rd	DEM
Wood	Martha	C.	51	Gleason Rd	DEM
Worcester	Christin	L.	26	Freemont St	DEM

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve Select Board Minutes

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

C.5

### **SUMMARY:**

#### **Category: Decision-making**

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

- June 23, 2025 Select Board
- July 7, 2025 Select Board
- July 16, 2025 Joint Meeting
- July 17, 2025 Select Board Goals Retreat

### **SUGGESTED MOTION:**

To approve and release the following minutes:

- June 23, 2025 Select Board
- July 7, 2025 Select Board
- July 16, 2025 Joint Meeting
- July 17, 2025 Select Board Goals Retreat

Move to approve the consent.





### **FOLLOW-UP:**

Select Board Office.

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

8/4/2025

## ATTACHMENTS:

Description		Type
	DRAFT 062325 Select Board minute	Backup Material
	DRAFT 070725 Select Board minutes	Backup Material
	DRAFT 071725 Select Board Retreat minutes	Backup Material
	DRAFT 071625 Joint Housing Meeting minutes	Backup Material



**SELECT BOARD MEETING**  
**Monday, June 23, 2025**

A meeting of the Lexington Select Board was called to order at 6:30p.m. on Monday, June 23, 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.

**PUBLIC COMMENTS**

Peter Kelley, 24 Forest Street, expressed his concern of the Lexington High School project Bloom design being built on park land. He stated he recalled this land was deeded for parks and recreation from Augusta Scott in 1915. It is valued for its size, location, and sight lines across multiple activities. Placing a 60' tall building in the middle of it would destroy its uniqueness. This is very unnecessary. This land is also protected under Article 97. When looking at the Bloom proposal, the Board should apply common sense.

Dawn McKenna, 9 Hancock Street, stated that engagement of the public has long been cherished by this community. She said she feel the Select Board should always allow public comment on all items. Time limits should also be reevaluated and considered based on public interest of an item, and agendas can be designed to accommodate that input. She also noted country is celebrating the 250th through 2026. It is important that the Town take this momentum and keep Lexington's 250 celebration going into 2026. Regular events need to be organized, supported, and posted so that the Town can continue to reap the benefits for years to come.

**SELECT BOARD MEMBER CONCERNS AND LIAISON REPORTS**

1. Select Board Member Announcements and Liaison Reports

No additional comments at this time.

**TOWN MANAGER REPORT**

1. Town Manager Weekly Update

Mr. Bartha referenced the recent successful workshop.

**CONSENT AGENDA**

1. Approve: Proclamations

To approve and sign a proclamation recognizing the month of July annually as National Minority Mental Health Awareness.

To approve and sign a proclamation recognizing July 8, 2025 as Massachusetts Emancipation Day aka Quock Walker Day in the Town of Lexington.

**DOCUMENTS:** 06232025 BIPOC Mental Health Awareness Proclamation, 06232025 Massachusetts Emancipation Day aka Quock Walker Day Proclamation

2. Approve: Town Manager Appointments

To confirm the Town Manager's appointment of Sandra Hackman to the Council on Aging with a term set to expire May 31, 2028 and Andrea Jackson and Sean Bridgeo to the Recreation Committee with terms set to expire May 31, 2028.

**DOCUMENTS:** Hackman-Application-COA, Hackman-Resume-COA, Jackson-Application-Rec, Jackson-CV -Resume, Bridgeo-Application-Rec, Bridgeo-CV -Rec.

3. Accept: LexHab Committee Appointments

To confirm the LexHAB Board of Directors appointments as submitted in their memo dated June 11, 2025.

**DOCUMENTS:** Memo for Select Board confirmation of LexHab appointments

4. Approve: Select Board Committee Reappointments

To reappoint Police Chief Mike McLean as Keeper of the Lockup for a one-year term ending on June 30, 2026.

To reappoint Kim Katzenback as Executive Clerk to the Select Board for a one-year term ending on June 30, 2026.

To reappoint Linda Dixon, David Grabel, Mary Hutton, and Susan Stering to the Town Celebrations Committee for a three-year term ending on June 30, 2028.

To reappoint Sudha Balasuryan, Brianna Bennet-Karshbaum, Bonnie L. Karshbaum, James Jackson Lee III, Pamela Winters, and Hong Xie to the Town Celebrations Subcommittee for a one-year term ending on June 30, 2026.

To reappoint Jill Hai to the Minuteman Advisory Group for Interlocal Coordination (MAGIC) for a one-year term ending on June 30, 2026.

To reappoint Jeanne Krieger, Kathryn A. Roy and Mark Sandeen to the Community Preservation Committee both for a two-year term ending on June 30, 2027.

5. Accept: Select Board Committee Resignation

To accept the resignation of Suzie Barry from the Semiquincentennial Commission effective June 30, 2025.

**DOCUMENTS:** 2025.06.11 Suzie Barry - Semiquincentennial Commission\_Redacted

6. Approve: Water and Sewer Commitments

To approve Water and Sewer Commitments/Finals April 2025 in the amount of \$18,584.88.

**DOCUMENTS:** commit 18584.88

7. Approve: Entertainment License - Association of Black Citizens of Lexington, Visitor Center Lawn

To approve an Entertainment License for the Association of Black Citizens of Lexington for the 5th Annual Quock Walker Day Community Celebration on Saturday, July 5, 2025, from 11:00 AM to 2:20 PM on the Visitors Center Lawn, 1875 Massachusetts Avenue, including live performances, recorded music, and poetry readings.

**DOCUMENTS:** Quock Walker Day - Event Diagram

8. Approve: Eagle Scout Commendation Letters - Hakan Bendlin & Sam Wang

To approve and sign a letters of commendation congratulating Hakan Bendlin and Sam Wang of Boy Scout Troop 160 for attaining the highest rank of Eagle in scouting.

**DOCUMENTS:** Eagle Letter - Hakan Bendlin – 160, Eagle Letter - Sam Wang - 160

9. Approve: Regulatory Agreement for 28 Meriam Street

To approve the regulatory agreement for Edgewood at Meriam Hill, 28 Meriam Street, between the Town of Lexington, the Executive Office of Housing and Livable Communities and 28 Meriam St, Lexington LLC as proposed and further to authorize the Town Manager to execute the agreement.

**DOCUMENTS:** Meriam Street Lexington Regulatory Agreement

10. Approve: Placement of Temporary Signs at Lincoln Field and/or Center Track Field - Lexington High School Girls Soccer Boosters

To approve the request from the LHS Girls Soccer Boosters for the placement of temporary signs at Lincoln Field and/or Center Track Field consistent with the Recreation Committee's approval and conditions outlined in the Recreation Committee memo dated May 23, 2025.

**DOCUMENTS:** LHS Girls Soccer Booster - request to Select Board, Recreation Committee Memo of Approval

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

**ITEMS FOR INDIVIDUAL CONSIDERATION**

1. Lexington Civic Academy Graduation

Abe Fofanah, Management Fellow, reviewed the Lexington Civic Academy, now in its 16<sup>th</sup> session. At Lexington Civic Academy, residents met for 12 weeks to learn about local government, specifically, the role each department plays in serving the public. The goal of the program is citizen engagement. The program is designed to connect residents with the Select Board and Town staff, as well as encouraging participation on Town committees/boards and as Town Meeting Members.

Jean McDermott, 10 Field Road and participant of the Academy, spoke about the importance of democracy during the process.

The Academy participant list was read.

**DOCUMENTS:** Civic Academy Spring 2025 Participant List

## 2. Update: Waste Reduction Task Force

Maggie Peard, Sustainability and Resiliency Officer, provided an update from the Waste Reduction Task Force, including an overview of the proposed edits to the Residential Solid Waste Regulation, a proposed bulky item fee schedule, and next steps. She explained that the Task Force created a Waste Bin Survey. Over 1,400 households or 12.5% of households served by the trash collection program were surveyed. 98.6% of households put out either zero, one or two bins, with only 1.3% of households putting out three bins, and 0.1% putting out four bins. The most common bin size was 35 gallons but there were many of larger sizes as well. Regarding the number of recycling bins per household, the majority are putting out one, but plenty are also putting out two or more. On average, households in Lexington produce 38.4 gallons of trash per week.

Ms. Peard explained that the current solid waste regulations have a trash bin limit of six bins per household. This is a large outlier in terms of what other communities have, as many have limits of one, two, or three bins. Lowering the number of bins is an incremental step to move towards automated collection, or hybrid pay-as-you-throw programs. The substantive changes include eliminating a trash bin size limit which is not currently enforced. The regulations currently limit to a 35-gallon bin, but, per the survey, there are many bins larger than that. The proposal is also to change the maximum number of trash bins from six to two. Mr. Pinnsonneault noted that, due to the six-barrel limit, there are grants that the Town is not eligible to receive.

Mr. Pinnsonneault reviewed the draft fee schedule. This was passed by Town Meeting, but, at the time, the Select Board decided not to institute any of the fees. As a result of that, these numbers are currently in the budget.

Ms. Peard noted that Mass DEP has a Technical Assistance Grant for communities considering pay-as-you-throw. It provides 80 hours of their staff support time to help with engagement, materials, and a plan for implementation. This could be applied for in the fall. If there is continued support for this proposal, the bylaws currently state that there should be a free place to dispose of rubbish. This would need to be amended before implementing a hybrid pay-as-you-throw system. The proposal is to bring a bylaw amendment to Annual Town Meeting 2026. At that Town Meeting, there would also be a request for appropriation for standard waste carts for the roll out of an automated collection.

Ms. Hai asked about language to address for multifamily housing.

Ms. Kumar suggested leaving a baseline service which contains everything that the Town currently does but with reduced limits, such as weight or number of bins. There could then be a fee for anything that goes beyond the limits.

Mr. Sandeen suggested that the E-Z pass automated system could be something to model the pay-you-as-throw program after. He also asked about having mixed sized bin allowances. Ms. Peard agreed that this could be considered with the help of Mass DEP.

Mr. Pato stated that the hybrid path is important. This is not just a transition to payment. The rate of increase of trash disposal costs is going up significantly. The hybrid system will lead to taxes not increasing as quickly and, as they pay for the additional amounts, they will more directly notice how much waste they are contributing. This should lead to direct incentives to find alternative ways of reusing, repurposing, or disposing through sharing environments.

Mr. Lucente agreed that the language “pay-as-you-throw” is a bit confusing and may be misleading, as it is truly, “pay-if-you-throw-too-much.”

Dawn McKenna, 9 Hancock St, agreed that going from six bins to two bins seems to be too much at first. The bulky fee item is a concern. If it is already in the budget, then there should not yet be a discussion to remove them from the FY26 budget. Automatic pickup may be a large issue due to the rolling carts necessary.

Laura Swain, 29 Locust Ave, stated that she recently used the bulky waste service and found it easy to do. She is slightly disappointed that the bulky fees would be implemented in a delayed fashion. It will be important to align residents’ interests with the Town’s costs and interests.

Cindy Arens, 7 Kitson Park Drive, Chair of the Sustainable Lexington Committee and a member of the Waste Reduction Task Force, stated that she heard concern expressed regarding limiting bin size and that leading to waste that might attract pests at people’s houses. She stated that a good solution would be signing up for weekly curbside food waste pickup. She noted that any of the proposed programs would include assistance for income limited households.

**DOCUMENTS:** Presentation, Draft Fee Schedule, DRAFT Residential Solid Waste Regulations\_Redline

### 3. Update: Community Choice Low-Income Discount from Solar Partnership

Ms. Peard and Paul Gromer, Peregrine Energy Group, provided an update to the Board regarding a Community Choice Low-Income Community Solar program.

Mr. Lucente asked how the term “low-income” is defined for this program. Mr. Gromer stated that this is defined by Eversource’s low income rate. The same qualification mechanism would be used to qualify. This would include an income-based qualification. If one is eligible for certain benefit programs, that person becomes eligible for this program. A large benefit is receiving 40% discount off the bill.

Mr. Pato asked about what happens if there are more kilowatt hours consumed than there are funds in the escrow account. Mr. Gromer explained that an estimate of the solar production is made and monitored over time. If there was more demand than originally anticipated, the amount of the discount would be reduced.

Ms. Hai asked who carries the risk if the program is not funded in next year’s budget and the Town holds a multiyear contract. Mr. Gromer stated that the core promise of the Town is to distribute to low-income customers money that it receives. If no money is received, there is no money that the Town is obligated to distribute.

Cindy Arens stated that the Sustainable Lexington Committee is excited to get this program going. The Committee will keep reaching out to the community in hopes of finding residents that qualify for the program.

Mr. Sandeen noted that Town Counsel has drafted the agreement in such a way that if the solar developer had another project that would qualify it could be added in the future.

**DOCUMENTS:** Lexington Community Choice and Low-Income Community Solar

4. Update: Capital Projects & Solar Canopy Integration Policy (CSIP)

Ms. Peard explained that the proposed Capital Projects & Solar Canopy Integration Policy (CSIP) seeks to cement a process for integrating the evaluation, design, and installation of solar canopies into Lexington's non-building capital projects. It does not seek to be an exhaustive solar policy for the Town, rather it solidifies a workflow to both maximize solar on feasible capital projects (e.g. parking lots) and reduce delays to the underlying capital project. The policy has been reviewed by the Department of Public Facilities, the Department of Public Works, the Recreation Department, the Recreation Committee, the Sustainable Lexington Committee, and the Capital Expenditures Committee.

There was discussion regarding how the feasibility is determined for certain items.

Mr. Sandeen suggested a one-year pilot for the program in order to come back with statistically significant data to move forward with.

Dawn McKenna, 9 Hancock St, stated that she has noticed that over the last several years the decision making about land use and when to pursue these types of projects has gotten away from the Select Board. There should be specific language included which states that it is the Select Board's responsibility to decide whether projects go forward.

**DOCUMENTS:** DRAFT Capital Solar Integration Policy, Attachment A Lex Solar Screening

5. Update: Plan of Action for Potential Amendments to the Battle Green Use Policy

Mr. Pato explained that the goal of this discussion is to revise regulations for preserving public safety on and protection of the Battle Green without compromising the opportunity for spontaneous public expression. He proposed three parallel activities that he would undertake, with assistance from Ms. Hai. First is to review with the Police Department and DPW the safety and maintenance challenges that were driving the need for clarity regarding group use of the Battle Green area. The second activity is for discussions with small groups and individuals in the community regarding how they would look to use and/or preserve the Battle Green in order to formulate a set of concerns expressed by residents. That input would then help draft any proposed regulations for Chapter 187 Article 9.

Dawn McKenna, 9 Hancock St, stated that she hopes the Board will also agree to look at the entire regulations recommended for the use of the Battle Green, not just around this one issue. She stated that it will be important to speak with the neighbors around the Battle Green.

Charlie Bauer, 2 Oakland St, complimented the Police Department regarding the June 14th matter. He expressed interest in participating in outreach for this item.

6. Request for Approval: Lexington Council for the Arts' Request to Paint Additional Town-Owned Utility Box

Alix Fox, Co-Chair Lexington Council for the Arts, explained that the Lexington Council for the Arts respectfully requests to paint a Town-owned utility box located at Lincoln Park. This has already been discussed with Melissa Battite, Recreation Department Director. Ms. Battite stated that the Recreation Department has approved this request.

**VOTE:** Upon a motion duly made and seconded, the Select Board voted 5-0 to approve the request from the Lexington Council for the Arts to paint the Lincoln Park Utility Box, with the condition that the painting can only commence after the October 30, 2025, Utility Box Warranty expiration date.

**DOCUMENTS:** Request Memo to paint utility box

**ADJOURN**

**VOTE:** Upon a motion duly made and seconded, the Select Board voted 5-0 to adjourn at 8:43p.m.

A true record; Attest:  
Kristan Patenaude  
Recording Secretary

**SELECT BOARD MEETING**  
**Monday, July 7, 2025**

A meeting of the Lexington Select Board was called to order at 6:30p.m. on Monday, July 7, 2025, via a hybrid meeting platform. Ms. Hai, Chair; Mr. Pato, Mr. Lucente, Mr. Sandeen, and Ms. Kumar, were present, as well as Mr. Bartha, Town Manager; Ms. Axtell, Deputy Town Manager; and Ms. Katzenback, Executive Clerk.

**EXECUTIVE SESSION**

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

*Mr. Lucente recused himself from this item.*

Upon motion duly made and by roll call, the Select Board voted 4-0 to enter into Executive Session at 6:33pm. Under Exemption 6: To Consider the Purchase, Lease, Exchange, Value of Real Property - 3,4,5 Militia Drive. Further, it was declared that an open meeting may have a detrimental effect regarding *effect on the negotiating position of the Town*.

Board returned to open session at 6:45pm

**PUBLIC COMMENTS**

Peter Kelley, 24 Forest Street, stated that he is unhappy at how the process for the new High School has played out, citing he feels the Town has put the central playground area at risk. He said the Select Board should take the entire community into its considerations. In November 2022, he saw it posted that the intent was to build on the fields. This was almost a whole year before an architect was even selected.

**SELECT BOARD MEMBER CONCERNS AND LIAISON REPORTS**

1. Select Board Member Announcements and Liaison Reports

Ms. Hai noted that the Select Board is seeking input on the Battle Green regulations. The Town will be hosting a public information session on the High School debt exclusion on Wednesday evening, at 630pm, in the Community Center dining room.

Mr. Pato stated that there will be an information session regarding the Battle Green regulations on Saturday the 19th at 4pm at the Police Station, open to anyone in the public.

**TOWN MANAGER REPORT**

1. Town Manager Weekly Update

Mr. Bartha stated that there will be a second public information session on July 30th as a virtual session.

**CONSENT AGENDA**

1. Approve: Select Board Committee Appointments & Reappointments

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.

**DOCUMENTS:** Cooper, Scott E. HDC\_Redacted

2. Accept: Select Board Committee Resignation

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

**DOCUMENTS:** Resignation Letter

3. Approve: Select Board Minutes

To approve and release the following minutes:

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

**DOCUMENTS:** DRAFT 06092025 Select Board minutes, DRAFT 06162025 Summit minutes, DRAFT 06182025 Select Board minutes

4. Approve: One-Day Liquor License(s) - Galaray House, 1720 Massachusetts Avenue After Hours Wine Nights

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.

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

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.

**DOCUMENTS:** Neillio's Event Diagram

6. Approve: Battle Green Use Request - Lexington Minute Men

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.

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

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

**DOCUMENTS:** Parker at Clarke Stop Sign Memo, Code Amendment Signature Sheet (Parker at Clarke)

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

**ITEMS FOR INDIVIDUAL CONSIDERATION**

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

*Mr. Lucente recused himself from this item.*

Ms. Hai stated that Nick's Wine & Spirits, located at 1666 Massachusetts Avenue, has currently approved hours of operation on their all alcohol package store liquor license of 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, requesting to stay open an additional hour, with hours of operation to now be 10am - 9:00pm Monday-Saturday, while keeping the same hours on Sunday of 12pm-8pm.

There was no public comment at this time.

**VOTE:** Upon motion duly made and by roll call, the Select Board voted 4-0 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 to issue an amended license reflecting said update with no change to Sunday hours remaining 12pm-8pm.

**DOCUMENTS:** Nicks Wine and Spirits = Change of Hours applicaiton

2. Accept Easement: 50 Valleyfield Road

Ms. Hai explained that 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 Board is now being 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.

**VOTE:** Upon motion duly made and by roll call, the Select Board voted 5-0 to accept and sign the Drainage Easement at 50 Valleyfield Road as presented.

**DOCUMENTS:** Memo, Drainage Easement 50 Valleyfield, Valleyfield Recorded Plan

3. Approve: Worthen Road School Safety Zone

Ms. Hai explained that, at the 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.

Meghan McNamara, Assistant Planning Director, explained that the location of the originally proposed signage in the School Zone remains unchanged. There were further discussions regarding the suggested hours, which are now 30 minutes before the school starts to 30 minutes after dismissal. The High School is an open campus with students coming and going throughout the day. The proposal is supported by the Lexington High School Principal and the Police Captain. Previously, the proposal was to extend the hours beyond dismissal to accommodate after school activities, but the recommended time period is more consistent with what is set for schools across Town. It will also make the 20mph zone more meaningful, rather than having the school safety zones flashing for 10-12 hours per day.

Mr. Lucente noted that the hours can always be revisited if the proposal does not meet the needs of the community.

Mr. Sandeen noted that that 20mph speed limit signs do not actually change the physics of the road. He encouraged the Board and Staff to continue to consider infrastructure that will actually change the physics of the situation.

Dawn McKenna, 9 Hancock Street, stated that she finds the lack of the School Zone being extended is more problematic than the hours. The playing field nearby is an extension. She urged the Board to extend this to Lincoln Street. Ms. McNamara noted that the guidance of MassDOT School Zone locations includes that the School Zone limit be no longer than 1/4 of a mile. Ms. McKenna noted that the guidelines do not take into account the frontage of this property. This is a busy thoroughfare, and it is critical to expand the guidelines in this case. Mr. Pato suggested installing this as presented but keeping a close eye on it.

**VOTE:** Upon motion duly made and by roll call, the Select Board voted 5-0 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

**DOCUMENTS:** Worthen School Zone Memo, Worthen School Zone Map, Code Amendment Signature Sheet (Worthen)

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

Ms. Hai explained that 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. The wrong project plans were uploaded on that date for the Town's purposes. They were correctly filed by the developer. These are being updated as quickly as possible and anyone who previously commented will be emailed with a notice regarding the correct plans. 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 Board is being asked to submit a letter of support related to the Lexington Woods (40B) affordable housing project eligibility application.

Mr. Sandeen stated that the letter is intended to help the State gauge the level of support in the community for this, and there could be some small edits made to explain the overwhelming support.

**VOTE:** Upon motion duly made and by roll call, the Select Board voted 5-0 to approve and sign the Select Board Letter of Support, as edited and including any technical corrections, and either an included summary of all comments received or a note that the separate summary will be sent at the conclusion of the 30-day period, to be sent to the Executive Office of Housing and Livable Communities (EOHLC) for the consideration of the Lexington Woods Project Eligibility Letter.

**DOCUMENTS:** Draft Select Board Letter of Support, Draft Select Board Letter of Support – redlined, General information 30-day comment period for 40B project eligibility application Planning Board Comment Letter to Select Board re Lexington Woods Application, Affordable Housing Trust Letter of Support re Lexington Woods

5. Approve: FY25 Year End Budget Adjustments

Ms. Hai explained that 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. These adjustments have been reviewed by the Appropriation Committee

Ms. Kosnoff and Rosalyn Impink, Budget Officer, reviewed the proposed adjustments.

Dawn McKenna, 9 Hancock Street, stated that the Town is still not at the same staffing levels in Police and Fire that it was 20 years ago, and the population has only increased. She would like the Town to consider how to address these shortfalls.

**VOTE:** Upon motion duly made and by roll call, the Select Board voted 5-0 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.

**DOCUMENTS:** End-of-Year Budget Transfers

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

The Board discussed 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

Mr. Sandeen stated that he has heard that some residents are a bit confused by the five goals. He suggested making sure that the high-level goals are more transparently connected to the underlying goals. The summary and bullet points could be a bit clearer. Ms. Hai noted that the next stage will be to create specific bullet points which will be action items. This will provide the clarity of how the Board defines each goal.

Ms. Hai stated that it will be helpful to make sure the goals and action items are also trackable.

Bob Pressman stated that this June 18th meeting was a three-hour facilitated meeting, the agenda item for which stated, “Facilitated Session on Communication Strategies and Best Practices.” Priorities and goals were not even on the agenda. The meeting was not on Lexmedia and was not available online. He stated that he would like the future procedure to be improved, so that the community and those with interest will be able to watch the meeting and have an opportunity to give feedback.

**DOCUMENTS:** Memo - Goals (March 2025)

7. Initial Discussion: Town Manager Review Process

Ms. Hai stated that the Board will begin its discussion regarding the process and schedule for conducting the annual performance evaluation of Town Manager, Steve Bartha. Topics may include the evaluation format, criteria, use of self-assessment and Board input, timeline for each step, and designees to assist with coordination. She suggested working backwards from the end date of November, as this would be the one-year mark for Mr. Bartha with the Town.

There was discussion regarding the format that Danvers uses and trying to take pieces from that.

Ms. Hai stated that she will include a process proposal for the next Board meeting.

Dawn McKenna noted that the Board has goals for this year, and these were included in the job description. The Board should measure against those. She noted the importance of public, Town board/committee, and senior management input and feedback on this item.

**DOCUMENTS:** 2023 - Lexington TM Performance Evaluation Form, 2022 - Danvers Goals and Evaluation form

8. Discussion - Lexington High School Debt Exclusion Vote Date

Ms. Hai explained that at the June 30<sup>th</sup> 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. The two proposed dates on the table for the debt exclusion are November 17 and December 8. As a reminder, the Board was leaning towards the

December 8, 2025 date. The School Committee and School Administration were proposing the November 17 date, largely with concern around Thanksgiving.

Mr. Bartha stated that an earlier vote would give the Town a marginally better chance of getting this into the legislature before the holidays, but this is not a guarantee. It would come at the expense of a couple of extra weeks. Ms. Hai noted that a submission under Article 97 could be held at any point, and this would not require the debt exclusion vote to have already been held.

Ms. Kumar noted that the community is most engaged when there is an article at Town Meeting. Following Special Town meeting with a debt exclusion referendum fairly quickly might help. This is one reason she could be in favor of November 17.

**VOTE:** Upon a motion duly made and seconded, by roll call, the Select Board voted 5-0 to set the date for the debt exclusion relative to the Lexington High School project for Monday, December 8, 2025.

**DOCUMENTS:** 6/30/2025 Presentation - Article 97

#### **ADJOURN**

**VOTE:** Upon a motion duly made and seconded, by roll call, the Select Board voted 5-0 to adjourn both the Executive Session and the Regular Meeting at 8:32p.m.

A true record; Attest:  
Kristan Patenaude  
Recording Secretary

SELECT BOARD MEETING  
Thursday, July, 17, 2025

A meeting of the Lexington Select Board was called to order at 9:00am on Thursday, July 17, 2025, in Estabrook Hall, 1605 Massachusetts Avenue. Ms. Hai, Chair; Mr. Pato, Mr. Lucente, Mr. Sandeen, and Ms. Kumar, were present, as well as Mr. Bartha, Town Manager; Ms. Axtell, Deputy Town Manager; and Ms. Katzenback, Executive Clerk(remote participation).

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

**ITEMS FOR INDIVIDUAL CONSIDERATION**

**1. Facilitated Session on Select Board/Town Manager FY2026-27 Goals**

Mr. Wortmann led a facilitated session with the Select Board, Town Manager, Deputy Town Manager and Senior Management Staff regarding Select Board/Town Manager FY2026-27 Goals. The Select Board discussed and created the following preliminary FY26-27 broad goal areas and performance goals:

Goal 1: Complete the LHS project

1. Proactively drive actions within our control to meet planned timelines with MSBA and Legislature
2. Find opportunities to lower the cost and be transparent of the impact on resident taxes
3. Engage residents to explain and address tax implications
4. Identify and complete a plan to mitigate disruption before construction begins

Goal 2: Clean, Healthy, Resilient Lexington

1. Electrify Buildings and Vehicles
2. Transition to 100% Renewable energy
3. Reduce waste generation, improve composting and recycling

Goal 3: Economic and Community Vibrancy

1. Evaluate and bring forward options for next steps the Center Business District
2. Integrate the Community Outreach and Equity position into the fabric of the community
3. Analyze and propose strategies for top economic priorities in all business districts

Goal 4: Fiscal Stability

1. Avoid operational override
2. Identify areas where commercial tax base can grow
3. Convene conversations on revenue diversification
4. Develop a five-year long-term financial plan

Goal 5: Livable Community

1. Review Implementation of options housing goals from the comprehensive plan and Housing Partnership Board analysis

2. Advance Bicycle/Pedestrian Access Plan and Traffic Safety Group Recommendations as a means of increasing multi-modal and public transportation
3. Review strategies that increase a sense of community across the life, ability and economic span

At a future meeting, the Select Board will work from these preliminary goals towards finalizing their FY2026-27 Goals.

**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



**SELECT BOARD MEETING**  
**Wednesday, July 16 2025**

A Joint Meeting of the Select Board, Affordable Housing Trust, Housing Partnership Board, Lexington Housing Authority, Regional Housing Services Office and LexHab was called to order at 9:00am on Wednesday, July 16, 2025, in Police Station Community Room, 1575 Massachusetts Avenue via hybrid meeting services.

Present for the Select Board: Ms. Hai, Chair; Mr. Pato; Mr. Lucente; Mr. Sandeen and Ms. Kumar were present, as well as Mr. Bartha, Town Manager; Ms. Axtell, Deputy Town Manager(remote participation); and Ms. Katzenback, Executive Clerk(remote participation).

Present for the Affordable Housing Trust: Ms. Tung, Chair; Ms. Prosnitz; Ms. Payne and Mr. Erickson

Present for the Housing Partnership Board: Ms. Manz, Chair; Ms. Thompson; Ms. Weiss; Mr. Linton; Ms. Heitz; Mr. Hornig; Ms. Morrison and Ms. Cohen

Present for the Lexington Housing Authority: Ms. Foley

Present for LexHab: Mr. Burbidge; Ms. Morrison and Mr. Tanner

Present for the Regional Housing Services Office: Ms. Rust

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

**ITEMS FOR INDIVIDUAL CONSIDERATION**

1. Facilitated Discussion: Roadmap, Roles, Responsibilities, Resources for Lexington Housing Entities

Ms. Hai stated the goal for the afternoon was to foster collaboration among the town's various housing-focused entities to create a cohesive and effective roadmap for advancing affordable housing in Lexington. Mr. Bartha added that the meeting was intended to help clarify the roles, responsibilities, and resources of each group to ensure all parties are working together efficiently.

The meeting was then turned over to facilitator Jon Wortman, who led the groups through a series of exercises designed to create clarity and define a path forward.

Each group was asked to define its primary role and funding sources.

- Lexington Housing Authority (LHA): The low-income housing provider for the town, funded primarily by federal (HUD) and state subsidies, with some local funds (CPC, HOME). They are required to follow specific guidelines and regulations.
- Lexington Housing Assistance Board (LexHAB): A newly independent nonprofit that serves low- and moderate-income residents. It is funded primarily by rental income and CPC funds, with a goal to increase individual fundraising. It was noted that LexHAB is less tightly regulated than the LHA. They maintain existing properties as well as develop new affordable housing opportunities.
- Housing Partnership Board (HPB): An advisory committee to the Select Board that promotes and

supports housing production and preservation. It acts as an advocate for diverse housing options in Lexington and does not request funds.

- Affordable Housing Trust (AHT): Uses trust funds to preserve and develop affordable housing. It is funded primarily by the Community Preservation Act (CPA), with a small percentage from developer payments. The Trust was formed to provide flexibility for affordable housing real estate transactions throughout the year.
- Regional Housing Services Office (RHSSO): A municipal collaboration providing housing inventory monitoring, administrative and technical assistance, and administration of the HOME program services to ten communities, including Lexington. Funded by fees from member communities.
- Town Staff: The "doers and problem solvers," funded by taxpayers. They provide expertise, implement policy, and carry out the work designated by the boards and committees.
- Select Board: The elected policy-setting and budget-setting body for the town. The Board approves comprehensive plans, makes appointments, manages the Town Manager, and advocates at the state and local levels.

The groups then identified what they see as the most significant problem statement for affordable housing in Lexington. The primary problems identified were:

- A lack of needed affordable housing units, driven by a lack of community support.
- Insufficient and unsustainable funding.
- Limited organizational capacity among the various groups.
- The general unaffordability of the town.
- The need for a greater diversity of housing options.

Each group proposed actions to address their identified problem statement.

- The Housing Partnership Board proposed building community support through educational fairs, panels, and community conversations, with a particular focus on educating Town Meeting members and improving the HPB website.
- LexHAB proposed demonstrating an efficient model of deeply affordable rental housing, promoting positive tenant stories, and collaborating with other groups on common informational materials like infographics to educate the public.
- The Affordable Housing Trust stated its primary goal is to help the greatest number of people by leveraging town funds. In the next year, they plan to establish a tenant financial assistance program, enter into an agreement with an MBTA-community developer for affordability buy-downs, and continue to support the Lowell Street project.
- The Select Board identified the core problem as the lack of a defined community goal. Their proposed action is to work with staff and stakeholders to define a clear, measurable goal (e.g., achieving a "true 10%" subsidized housing inventory) with a specific timeframe and interim steps.
- Town Staff identified their role as helping establish clear, board-endorsed priorities with a clear understanding of which entity is responsible for each task.

The facilitator led a concluding discussion on how the group should work together towards increasing affordable housing options in Lexington.

It was agreed that the full joint group should meet two to four times per year to report on progress, improve collaboration amongst the housing-related boards and organizations and align with the Town Meeting and budget cycles. The next joint meeting was tentatively planned for December 2025 or January 2026.

## **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: Select Board Committee Appointment

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

C.6

### **SUMMARY:**

**Category: Decision-Making**

### **Appointment:**

Town Celebrations Subcommittee

- The Select Board is being asked to appoint Sharon Spaulding to the Town Celebrations Subcommittee to fill an unexpired term ending on June 30, 2026.

### **SUGGESTED MOTION:**

To appoint Sharon Spaulding to the Town Celebrations Subcommittee to the unexpired term ending June 30, 2026, to be effective immediately.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office.

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

8/4/2025

### **ATTACHMENTS:**

Description

Type

Sharon Spaulding -Town Celebrations Subcommittee -  
Application\_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](http://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 six months 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.

Sharon	E	Spaulding
First Name	Middle Initial	Last Name

Nickname

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

S	.com
Email Address	

Alternate Email Address (Optional)

40		
Home Address	Suite or Apt	
	MA	
City	State	Postal Code

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

0

What Precinct do you live in?

None Selected

Mobile: (978)	Home: (617)
Primary Phone	Alternate Phone

Spaulding Management LLC	Manager
Employer	Job Title

**Work Address**

---

---

**Which Boards would you like to apply for?**

---

Town Celebrations Subcommittee: Submitted

---

---

**Interests & Experiences**

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

**Special Training and/or Qualifications**

---

i have been the greeter on the reviewing stand for many years at the Patriots Day and parade and have been the announcer the past 3 years

---

Upload a Resume

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

---

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

---

**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.**

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# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Accept: Select Board Committee Resignation

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

C.7

### **SUMMARY:**

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

#### **Resignation:**

*Monuments and Memorials Committee*

The Select Board is being asked to accept the resignation of Mirela Vaso from the Monuments and Memorials Committee effective immediately.

### **SUGGESTED MOTION:**

To accept the resignation of Mirela Vaso from the Monuments and Memorials Committee effective immediately.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office.

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

8/4/2025

### **ATTACHMENTS:**

Description	Type
 2025.07.31 Mirela Vaso - Monuments and Memorials_Redacted	Backup Material





## Samantha Lino

---

**From:** Nicholas Wong  
**Sent:** Wednesday, July 30, 2025 4:38 PM  
**To:** Samantha Lino  
**Cc:** Avram Baskin  
**Subject:** Memo for M. Vaso, Monuments and Memorials Committee

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Samantha,

This email confirms Mirela Vaso's resignation from the Monuments and Memorials Committee effective June 1, 2025.

Thank you,  
-Nick

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve: Proclamation Request

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

C.7

### **SUMMARY:**

#### **Category: Decision-making**

The Select Board is requested to approve and sign a proclamation, submitted by Beantown Baby Diaper Bank, recognizing the week of September 15 - 21, 2025 to be recognized as National Diaper Need Awareness Week in the Town of Lexington. National surveys and research studies report that nearly one in two families struggle with diaper need. Through their important work of addressing diaper need, diaper banks play a critical role in supporting families, improving infant health and wellbeing, and advancing our local and state economic growth.

### **SUGGESTED MOTION:**

To approve and sign a proclamation recognizing the week of September 15 - 21, 2025 as National Diaper Need Awareness Week in the Town of Lexington.

Move to approve the consent

### **FOLLOW-UP:**

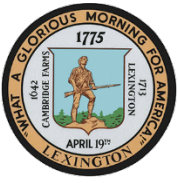
Select Board Office.

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

8/4/2025

### **ATTACHMENTS:**

Description	Type
 National Diaper Need Awareness	Backup Material



# Town of Lexington, Massachusetts

SELECT BOARD OFFICE

## PROCLAMATION

- Whereas:** Diaper need, the condition of not being able to afford a sufficient supply of clean diapers to keep babies and toddlers clean, dry, and healthy, can adversely affect the health and well-being of children and their families; and
- Whereas:** National surveys and research studies report that nearly one in two families struggles with diaper need, and 48 percent of families delay changing a diaper to extend the available supply; and
- Whereas:** A daily or weekly supply of diapers is generally an eligibility requirement for babies and toddlers to participate in child care programs and quality early-education programs that enable children to thrive and parents to work; and
- Whereas:** Many parents struggling with diaper need report missing an average of five days of work each month due to an insufficient supply of diapers; and
- Whereas:** Without enough diapers, babies and toddlers risk infections and health problems that may require medical attention resulting in medical costs, and parents may be prevented from accessing child care needed to go to work or school, thereby destabilizing the family's economic prospects and well-being; and
- Whereas:** The people of the Town of Lexington recognize that diaper need is a public health issue, and addressing diaper need can lead to economic opportunity for the state's families and communities and improved health for children, thus ensuring all children and families have access to the basic necessities required to thrive and reach their full potential; and
- Whereas:** The Town of Lexington is proud to be home to Beantown Baby Diaper Bank and recognizes the importance of diapers in ensuring health and providing economic stability for families and thus distribute diapers to families through various channels; and
- Whereas:** Through their important work of addressing diaper need, diaper banks play a critical role in supporting families, improving infant health and wellbeing, and advancing our local and state economic growth; now

*NOW, THEREFORE, WE, THE SELECT BOARD* of the Town of Lexington, Massachusetts, do hereby proclaim the week of September 15 – 21, 2025 to be recognized as

## ***NATIONAL DIAPER NEED AWARENESS WEEK***

in the Town of Lexington as we work together to save lives in our community.

*IN WITNESS WHEREOF*, we have set our hands and caused the seal of Lexington to be affixed herewith on the 4th of August, 2025.

---

JILL HAI, CHAIR

---

JOSEPH N. PATO

---

DOUGLAS M. LUCENTE

---

MARK D. SANDEEN

---

VINEETA A. KUMAR

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Public Hearing: Noise Bylaw Special Permit - Massachusetts Water Resources Authority (MWRA)

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

I.1

### **SUMMARY:**

#### **Category: Hearing/Decision-Making**

The MWRA respectfully requests Select Board approval of a Noise Bylaw Special Permit to allow evening work to performed outside of the allowable hours under the Noise Bylaw for the month of September 2025, 4 nights each week from Monday night - into Friday morning regarding the installation of 300 linear feet of pipeline on Massachusetts Avenue from Hibbert Street to 1540 Massachusetts Avenue. MWRA is requesting to perform overnight work between 7:00 PM and 5:00 AM, Monday nights to Friday mornings. Included in the packet is the detailed request .

Alejandro Alvarez, MWRA Construction Coordinator, will be at the meeting to provide any additional information and answer any questions the Board may have.

The hearing notice was mailed to abutters and was also posted to the Town Website Legal Notice page.

### **SUGGESTED MOTION:**

Move to (*approve / not approve*) a Noise Bylaw Special Permit for the MWRA to perform evening/overnight work between **X:XX**pm to **XX:XX**am, Mondays, Tuesdays, Wednesdays & Thursdays between September 2 – 30, 2025 for the installation of 300 linear feet of pipeline on Massachusetts Avenue from Hibbert Street to 1540 Massachusetts Avenue related to the water pipeline improvements for the Northern Extra High (NEH) pressure zone.

### **FOLLOW-UP:**

Select Board Office

**DATE AND APPROXIMATE TIME ON AGENDA:**

8/4/2025

6:45pm

**ATTACHMENTS:**

Description

Type



Application for Special Permit Noise Bylaw

Backup Material

# TOWN OF LEXINGTON SELECT BOARD

## Application for Special Permit Under the Noise By-Law

### Northern Extra High Construction Package 2

The Massachusetts Water Resources Authority (MWRA) is applying for a permit to perform night work on Massachusetts Avenue to mitigate impacts to surrounding businesses during the day.



Will Walkup  
WalkupW@BV.com



## Table of Contents

Section 1	Application Forms
Section 2	Narrative

## List of Attachments

Attachment 1	Drawing C-18
Attachment 2	Plot Plan
Attachment 3	Abutters List
Attachment 4	Letters of Support from Abutters



# SECTION 1

Application Forms

## **RULES AND REGULATIONS FOR APPLICATION FOR A SPECIAL PERMIT UNDER THE NOISE BY-LAW**

### **Section 1 - APPLICATION FORM**

Every application for a special permit or renewal of a Special Permit under the Noise By-Law shall be submitted to the Select Board on an official form. These forms shall be furnished by the Select Board's Office upon request. Any communication, purporting to be an application, shall be treated as mere notice of intention to seek relief, until such time as it is made on the official application form. All the required information shall be furnished by the applicant in the manner prescribed herein.

### **Section 2 - FILING PROCEDURE**

Application for a special permit or renewal of a special permit:

Prior to filing with the Select Board's Office, all applications for special permits should first be reviewed by the Clerk of the Select Board to assure compliance with the law and these filing Regulations of the Board.

### **Section 3 - PLOT PLAN TO ACCOMPANY PETITION**

The applicant shall submit a plan of the property referenced within the application for the Special Permit or the renewal thereof, indicating the location of the noise source within the said property including height from the ground and distance from the lot lines. The plot plan shall identify the zoning classifications of the applicant's property and of neighboring properties. If the Special Permit is requested for multiple noise sources, then the location of each source must be specified separately on the plan. The plot plan does not need to be certified.

A pdf of the plan should be provided; it shall have a north point, names of streets, zoning districts, names of owners of adjoining properties, property lines and location of buildings on adjacent properties. The location(s) or area where noise will be generated and for which the permit is being requested and distances from adjacent buildings and property lines should be verified in the field and shown on the plan.

#### **Section 4 - FINANCIAL HARDSHIP**

The applicant shall file a detailed explanation of how the cost of compliance with the Noise By-law, without the relief requested in the Special Permit, will cause the applicant excessive financial hardship.

#### **Section 5 - PROPOSED NOISE IMPACTS**

The applicant shall describe in detail the reason(s) for seeking the Special Permit or renewal of the Special Permit, the expected deviations from the permitted noise standards, the frequency of operations, the hours of the day and the season involved.

The applicant shall file a detailed explanation of what noise impacts (for example, noise level and duration) can be expected by the abutters, in excess of those permitted by the Noise By-law, if the application for Special Permit were granted. Deviations in excess of the described conditions can result in revocation of any permit issued.

#### **Section 6 - NOTIFICATION OF ABUTTERS**

Notification shall be sent by the Select Board's office to all property owners located within 300 ft from the property containing the noise source. A certified abutters' list shall be prepared by the assessors' office. Notification by publication shall also be posted by Town to the Town's website as least two weeks preceding the hearing.

#### **Section 7 - FEES**

All applications shall be accompanied by a check, payable to the Town of Lexington, for the filing fee as determined by the Select Board. Filing fees are non-refundable.

**TOWN OF LEXINGTON SELECT BOARD**  
**APPLICATION FOR SPECIAL PERMIT UNDER THE NOISE BY-LAW**

This application must be completed, signed and submitted with the filing fee by the applicant or his/her representative in accordance with the Rules and Regulations For the Application For Special Permit Under the Noise By-law (see other side of this application). The applicant is advised to review the Lexington By-law prior to filing this application.

Location of Property (street and number) : 7-27 Massachusetts Avenue (Massachusetts Avenue right of way)  
Name and Address of Applicant Massachusetts Water Resources Authority  
2 Griffin Way, Chelsea, MA 02150

Tel. No. 617-454-7531

Applicant is: Owner\_\_\_ Tenant\_\_\_ Agent/ Attorney X Prospective Purchaser\_\_\_

Property Owner's Name/ Address (if not applicant): Town of Lexington (Massachusetts Avenue right of way)

Tel. No. NA

Date Deed recorded: NA Middlesex So. Registry of Deeds: Book NA Page NA

Characteristics of property: Lot Area NA Actual Lot Frontage NA

Lexington Assessors' Map No. NA Lot No. NA Zoning District CRS

Permitted Use:

NA (road right of way)

Present use:

Roadway

Application is for:

X A special permit in accordance with Noise By-law

       Renewal of a special permit in accordance with Noise By-law

Required Attachments:

a) Attach a detailed description of the noise generating activity. Describe in detail the reason(s) for seeking the Special Permit or renewal of the Special Permit, the expected deviations from the permitted noise standards and the frequency of operations generating the noise in excess of allowed standards under the Noise By-law, including the hours of the day, the days of the week and the season of the noise generating activity.

- b) Attach a description of and quantify the expected impacts on the abutters, if the application were granted.
- c) Attach an explanation of the financial hardship, if the application were not granted.
- d) Attach property owner's written consent (if other than applicant).
- e) Plot Plan.
- f) Certified abutters list.
- g) Letters of support from abutters (not mandatory).

APPLICANT OR REPRESENTATIVE MUST ATTEND THE PUBLIC HEARING.

Signature of Applicant (or representative) \_\_\_\_\_

Address if not applicant 200 Summit Drive, Burlington, MA 01803

Telephone number where applicant may be reached during the day 617-454-7531

#### Schedule of Filing Fees:

Filing fees shall be set by the Select Board.

	Residential	Non-residential
Special Permit	\$_____	\$_____
Rene	\$_____	\$_____



# SECTION 2

Narrative

## Detailed Description of Noise Generating Activity

The Massachusetts Water Resources Authority (MWRA) is performing water pipeline improvements for the Northern Extra High (NEH) pressure zone that supplies drinking water to Lexington and neighboring towns. This project includes three phases (construction packages) of replacements and/or expansions to the MWRA's water supply system to maintain service and increase resiliency. Phase One was completed in July 2024, Phase Two (CP2) began construction in May 2025, and Phase Three is currently in detailed design. This special permit application is in regard to CP2 which is actively in construction. Black & Veatch has prepared this application on behalf of the MWRA and will function as the Applicant in this circumstance.

NEH CP2 includes approximately 11,100 linear feet of pipeline in Lexington that will be installed from the intersection of Lowell Street and Maple Street, routed southwest along Maple Street to the Minuteman Bikeway. From there, the alignment turns southeast onto the Minuteman Bikeway, then turns south onto Bow Street and finally east onto Massachusetts Avenue, ending at existing Meter 47 in Arlington across the town line.

Most of this construction will be performed during normal allowable hours of operation between 7:00 AM and 5:00 PM Monday through Friday. However, we are seeking approval for approximately 300 linear feet of pipeline installation on Massachusetts Avenue from Hibbert Street to 1540 Massachusetts Avenue to be performed overnight between 7:00 PM and 5:00 AM Monday to Thursday. The MWRA and their Contractor are flexible with the hours of overnight work and could also accommodate a schedule of 8:00 PM to 6:00 AM Monday to Thursday. By working four 10-hour shifts per week, rather than five 8-hour shifts, the overall disruption to abutters can be reduced.

Approximately 142 linear feet of pipeline will be installed within the Town of Lexington, between station 60+15 and station 61+56 (**Attachment #1**). The remaining section between station 60+15 and station 59+20 falls within the Town of Arlington. Given that this request violates the permitted work hours established under Chapter 80, Section 4 of the Town of Lexington Noise Control Ordinance, we are requesting a temporary waiver. This waiver will help reduce construction impacts on local roadways and businesses in this area. The pipeline construction work will restrict access to Mal's Service Center facilities where service vehicles are parked and deployed. Additionally, construction in the roadway will necessitate lane restrictions and detours for local traffic on Massachusetts Avenue. The work will be scheduled following the review of this application, but it is anticipated to take place over the course of three weeks from 8/27 to 9/17; however, this timeline is subject to change pending the Select Board's review and approval. The contract drawing (**Attachment #1**) highlights the section of water main for which night work is being requested.

Night work will have minimal to no impact on daytime traffic. Following each night shift the trench will be backfilled and securely covered with steel plates to maintain a safe traffic flow and the trench will be paved at the end of the work week.

The noise generating activity will include the construction crew (5-10 individuals) and construction activities including excavator operation, trucks, and power tools used to open the roadway, excavate the pipeline trench, install the pipeline, backfill the trench, and repaving over the trench. The noise associated with these pieces of equipment is not predictable and could occur at any point during construction. The height of the noise source will vary between the height of the tallest piece of



equipment (approximately 15 feet) and the lowest point of pipeline installation, approximately 15 feet underground.

### **Description of Expected Impacts on Abutters**

The expected impacts on abutters will be noise generated by construction activity in the abutting roadway. The noise level is estimated to range between 80 dBA to 100 dBA during the work, with short durations of pavement saw cutting at the beginning of the shift that may reach up to 110 dBA.

Equipment is expected to produce the following noise levels during construction:

- Dump truck – 100 dBA at 10-foot radius
- Excavator – 100 dBA at 10-foot radius
- Front end loader – 60 dB at 10-foot radius
- Pipe saw – 110dB at a 10-foot radius
- Power drill – 70 dB at a 10-foot radius
- Hoe Ram – 110 dB at a 10-foot radius

Saw cutting will be completed during the day or early in the evening to mitigate noise disturbances to abutters. If rock ledge is encountered, hammering (through use of the hoe ramming machine) will also be done early in the evening. Should rock ledge be encountered, production could be impacted and the three weeks of night construction work may expand.

By the information outlined above, the loudest anticipated noise proposed during construction will exceed the maximum permitted noise level by 25 dBA.

### **Explanation of Financial Hardship**

The work will require a full road closure in the proposed night work area to allow construction in the Massachusetts Avenue roadway, impacting local traffic in the area. In particular, the overnight pipeline construction work is proposed to maintain access for Mal's Service Center during normal daytime work hours. If this work were to occur during the day, it would prevent customer access to the service center and reduce their normal business activities.

We greatly appreciate your time in reviewing this Special Permit Application and look forward to presenting the request at the August 4, 2025 Select Board Meeting.



# ATTACHMENT 1

Drawing C-18







# 2023 ZONING MAP of the Town of Lexington

AMENDED APRIL 12, 2023

THE ZONING MAP IS FOR GENERAL INFORMATION PURPOSES.  
IN THE EVENT OF ANY DISCREPANCY, THE VOTE OF  
TOWN MEETING ESTABLISHING OR AMENDING BOUNDARIES  
AND THE TEXT OF THE BYLAW GOVERNS.

## Legend

- MFO - Multi-Family Overlay Districts
- VHO - Village High-Rise Overlay Districts
- VO - Village Overlay Districts

## Transportation Management Overlay Districts

### District

- Forbes Road - Marrett Street TMO
- South Lexington TMO
- Hartwell Avenue Area TMO

## National Flood Insurance Overlay District

### Flood Zone Designations

- A: 1% Annual Chance of Flooding, no BFE
- AE: 1% Annual Chance of Flooding, with BFE
- AE: Regulatory Floodway

## Standard Zoning Districts

### COMMERCIAL / INDUSTRIAL DISTRICTS

- CB - Central Business
- CLO - Local Office
- CM - Manufacturing
- CN - Neighborhood Business
- CRO - Regional Office
- CRS - Retail Shopping
- CS - Service Business
- CSX

### OTHER

- GC - Government Civic

### PLANNED DEVELOPMENT DISTRICTS

- CD - Planned Commercial
- PD-1 -Planned Development
- PD-2 -Planned Development
- PD-4 -Planned Development
- PD-5 -Planned Development
- PD-6 -Planned Development
- RD - Planned Residential

### RESIDENTIAL DISTRICTS

- RO - One Family Dwelling
- RS - One Family Dwelling
- RT - Two Family Dwelling

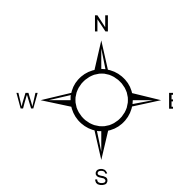
- Town Boundary
- Streets

\* Pre Sub-Division Control Law Unaccepted Ways may be subject to an adequacy determination by the Planning Board. Please contact the Planning Department for more information.

Disclaimer: The display of the status of streets classification is not official, and may contain errors or omissions. While all reasonable efforts have been made to assure the accuracy of the information provided, do not rely on this information without first checking with the Planning Department.

Certain streets which appear on the "Street and Precinct Map" prepared by the Engineering Department do not appear on the zoning map because they do not conform to the definition of "Street, Road, or Way" in the Zoning By-Law.

0 0.125 0.25 0.5 0.75 1 Miles



ZONING DISTRICT  
FOR SCOPE OF  
WORK

Winchester

Arlington

Belmont

Waltham

Lincoln

Bedford

Burlington

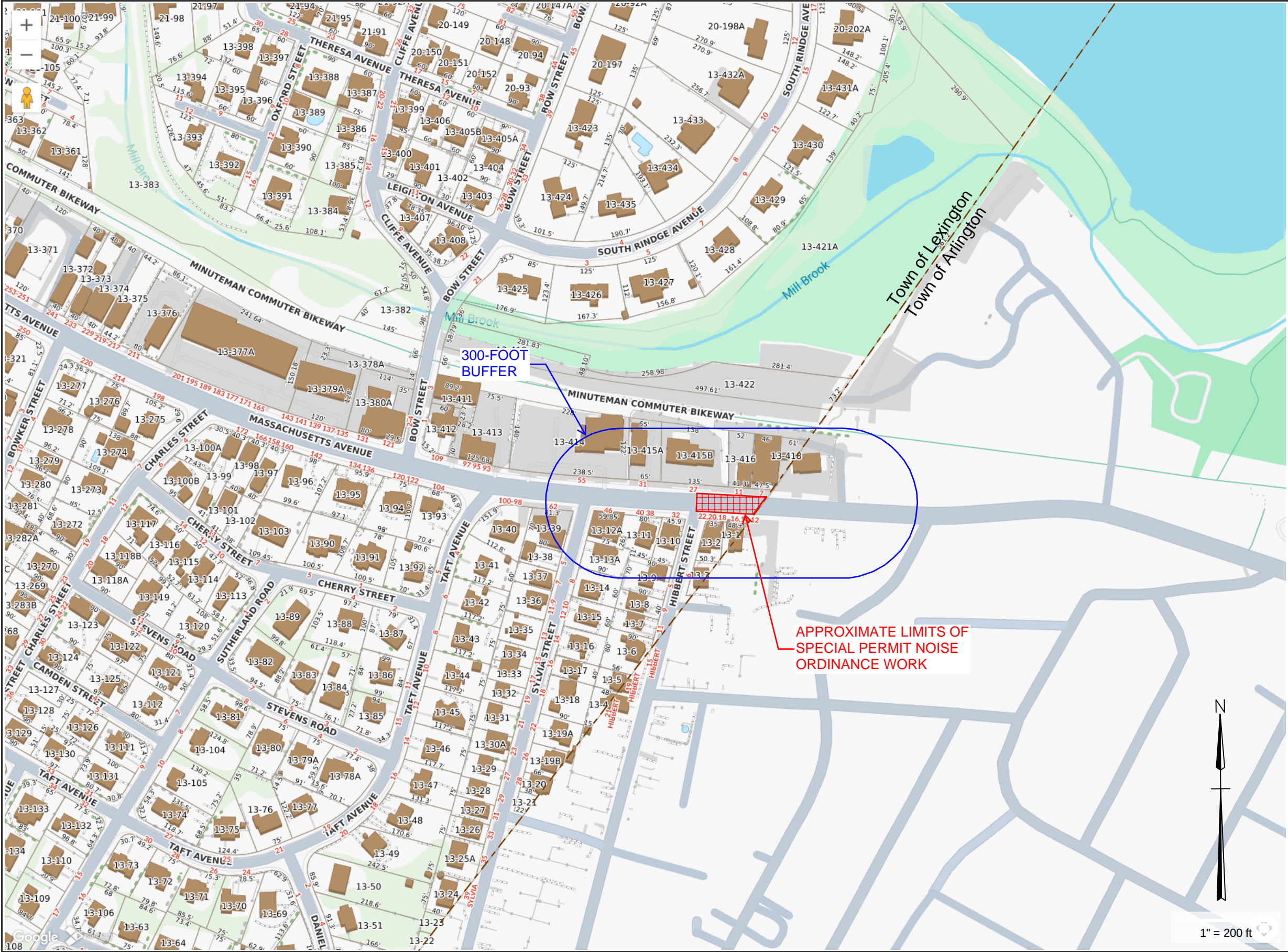




# ATTACHMENT 2

Plot Plan

Town of Lexington Application for Special Permit - Plot Plan



MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT

Town of Lexington, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated on a daily basis  
Data updated on a daily basis

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.



# ATTACHMENT 3

Abutters List

## Abutters List

The following is a list of abutters to the proposed night work zone on Massachusetts Avenue based on field survey data and property records.

Property Address	Owner	Owner's Address
55 Massachusetts Ave	55 Massachusetts Avenue LLC	55 Massachusetts Ave Lexington, MA 02420
31 Massachusetts Ave	Mass Ave Realty LLC	31 Massachusetts Ave Lexington, MA 02420
27 Massachusetts Ave	Mass Ave Realty LLC	31 Massachusetts Ave Lexington, MA 02421
11 Massachusetts Ave	Malcolm Keljikian & Jean Keljikian	1542 Mass Ave Arlington, MA 02474
7 Massachusetts Ave	Malcolm Keljikian & Jean Keljikian	1542 Mass Ave Arlington, MA 02474
Massachusetts Ave (ID13-418)	Patrick Hunt & Michael Keegan Trustees 1531 Massachusetts Avenue Realty Trust	1581 Massachusetts Ave Arlington, MA 02476
1521-1523 Massachusetts Ave	George P Ginivisian & Janet L	55 Bow St Lexington, MA 02420
1517-1519 Massachusetts Ave	IG Investments LLC	226 Harvard St Brookline, MA 02446
1530 Massachusetts Ave	Loden W Dundutsang	1530 Massachusetts Ave Arlington, MA 02476
16 Massachusetts Ave	Sixteen Twenty Mass Ave LLC	16 Massachusetts Ave Lexington, MA 02421
12 Massachusetts Ave	Christopher B Silvera	85A Pleasant Street Lexington, MA 02421
32 Massachusetts Ave	The 32 Massachusetts Avenue Condominium Trust Wong Chung Mou & Alvin Hing Trustees	112 Bolton Rd Harvard, MA 01451
32 Massachusetts Ave #1	Xiaoyu Jiang	32 Massachusetts #1 Lexington, MA 02420
32 Massachusetts Ave #2	Mingxing Liu & Jingyu Peng	32 Massachusetts Ave #2 Lexington, MA 02420
38 Massachusetts Ave	Kenlin Huang	5 Ossipee Rd Billerica, MA 01821
38-40 Massachusetts Ave	38-40 Massachusetts Ave Condo Main	38-40 Massachusetts Ave Lexington, MA 02420
40 Massachusetts Ave	Micah T Drayton & Rosario Drayton	40 Massachusetts Ave Lexington, MA 02420
46 Massachusetts Ave	Costtard Investment LLC	46 Massachusetts Ave Lexington, MA 02420





# ATTACHMENT 4

Letters of Support from Abutters



MASSACHUSETTS WATER RESOURCES AUTHORITY  
LETTER

July 11 , 2025

NEH Pressure Zone Improvements

MWRA Contract 7725 includes installing 11,100 linear feet of new 24-inch diameter ductile iron pipe to interconnect Section 45 (in the vicinity of Meter 47) to Section 63 (in the vicinity of Meter 136). Part of this work is located on Massachusetts Avenue in Lexington, in the vicinity of many businesses. MWRA discussed the project with the Owner of Mal's Towing, located at 7 Massachusetts Avenue. To minimize disturbance to Mal's business and others, Mal is in support of the Contractor working overnight.

Signature:

A handwritten signature in dark ink, appearing to read "James Keljorian", written over a horizontal line.

Name:

James Keljorian

# AGENDA ITEM SUMMARY

## LEXINGTON SELECT BOARD MEETING

### AGENDA ITEM TITLE:

Public Hearing: Grant of Location - TC Systems Inc. - Hartwell Avenue

### PRESENTER:

Jill Hai, Select Board Chair

### ITEM NUMBER:

I.2

### SUMMARY:

#### **Category: Hearing/Decision-Making**

Hearing regarding the request from TC Systems, Inc., an affiliate of AT&T, submitted by Siena Engineering, requesting permission from the Town of Lexington to place conduit from the Verizon System to riser poles as shown on plans entitled "*Proposed Cable Placement Plan Lexington Overbuild Lexington, MA*" dated June 30, 2025 prepared for TC Systems, Inc. by Siena Engineering Group.

#### **First Proposed Cable Placement:**

Beginning at Manhole #54/118 near 17 Hartwell Ave, the conduit will cross the street to the curb and continue northeast along the sidewalk. It will pass Westview Rd and terminate at the riser pole NT. This installation will consist of (1) 4" SCH 40 PVC Conduit (trenched) and (1) 4" SCH 40 PVC Conduit (trenched and concrete encased), approximately one hundred and three (103) feet.

#### **Second Proposed Cable Placement:**

This will begin at Manhole #54/121 and terminate at Utility Pole #22 on Hartwell Ave between Maguire Rd and Minuteman Commuter Bikeway. This installation will consist of (1) 4" SCH 40 PVC Conduit (trenched), approximately thirty (30) feet.

#### **Third Proposed Cable Placement:**

This will begin at Manhole #54/120 northeast of Minuteman Commuter Bikeway and terminate at Utility Pole # 411/20. This installation will consist of (1) 4" SCH 40 PVC Conduit (trenched), approximately ten (10) feet.

#### **Fourth Proposed Cable Placement:**

Beginning at Utility Pole #411/50 (located between 113 Hartwell Ave and 101 Hartwell Ave), the conduit will cross the street and terminate at Manhole # 54/302. This installation will include (1) 4" SCH 40 PVC Conduit (trenched), approximately twenty (20) feet.

Abutter notices were mailed as required.

The Engineering Department reviewed the request and have no objection to the petition. They did make the following comment:

*"Note - our roadway project will include widening of the road. Any work to be done should be done in a way as to not impede our future construction (e.g. conduit should be installed to a depth that will be if the road is widened over it). The UP proposed to be connected to will be relocated as part for the roadway project. Lexington's current concept plan for the project includes a 10' sidewalk/path at the ROW and a 5' grass buffer to the edge of road. The grass buffer will be used for tree plantings, street lights and UP's to the extent practicable. Prior to the installation of any conduit, TC Systems should reach out to the Lexington Engineering Division with any follow up questions."*

Erica Hudson, Project Engineer, Siena Engineering, will be in attendance at the meeting to answer any questions

the Board may have.

**SUGGESTED MOTION:**

Move to \_\_\_\_\_ a Grant of Location to TC Systems, Inc., to construct, and a location for, such a line of conduits with the necessary wires and cables therein, to be located, from the Verizon System to riser poles as shown on plans entitled "*Proposed Cable Placement Plan Lexington Overbuild Lexington, MA*" dated June 30, 2025 prepared for TC Systems, Inc. by Siena Engineering Group.

**FOLLOW-UP:**

Select Board Office

**DATE AND APPROXIMATE TIME ON AGENDA:**

8/4/2025                      6:55pm

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Grant of Location Request	Backup Material
<input type="checkbox"/> Plans	Backup Material
<input type="checkbox"/> List of Poles within 500ft provided per regulation	Backup Material



July 3, 2025

Select Board  
Town of Lexington  
1625 Massachusetts Avenue  
Lexington, MA 02420

**RE: TC Systems, Inc.  
Petition for Grant of Location – Hartwell Ave Lexington, MA**

Dear Selectman,

On behalf of TC Systems, Inc., an affiliate of AT&T, Siena Engineering Group hereby petitions the Selectboard to install approximately one hundred and sixty-three (163) feet of conduit on Hartwell Ave indicated on plans entitled: "*Proposed Cable Placement Plan Lexington Overbuild Lexington, MA*" dated June 30, 2025, prepared for TC Systems, Inc. by Siena Engineering Group.

Sincerely,

**SIENA ENGINEERING GROUP, INC.**

*Erica Hudson*

Erica Hudson  
Project Coordinator



July 3, 2025

Select Board  
Town of Lexington  
1625 Massachusetts Avenue  
Lexington, MA 02420

**RE: TC Systems, Inc.  
Proposed Cable Placement – Hartwell Ave Lexington, MA**

Dear Selectman,

On behalf of TC Systems, Inc., an affiliate of AT&T, Siena Engineering Group is hereby requesting from the Town of Lexington permission to place conduit from the Verizon System to riser poles as shown on plans entitled "*Proposed Cable Placement Plan Lexington Overbuild Lexington, MA*" dated June 30, 2025 prepared for TC Systems, Inc. by Siena Engineering Group.

**First Proposed Cable Placement:**

Beginning at Manhole #54/118 near 17 Hartwell Ave, the conduit will cross the street to the curb and continue northeast along the sidewalk. It will pass Westview Rd and terminate at the riser pole NT. This installation will consist of (1) 4" SCH 40 PVC Conduit (trenched) and (1) 4" SCH 40 PVC Conduit (trenched and concrete encased), approximately one hundred and three (103) feet.

**Second Proposed Cable Placement:**

This will begin at Manhole #54/121 and terminate at Utility Pole #22 on Hartwell Ave between Maguire Rd and Minuteman Commuter Bikeway. This installation will consist of (1) 4" SCH 40 PVC Conduit (trenched), approximately thirty (30) feet.

**Third Proposed Cable Placement:**

This will begin at Manhole #54/120 northeast of Minuteman Commuter Bikeway and terminate at Utility Pole # 411/20. This installation will consist of (1) 4" SCH 40 PVC Conduit (trenched), approximately ten (10) feet.

**Fourth Proposed Cable Placement:**

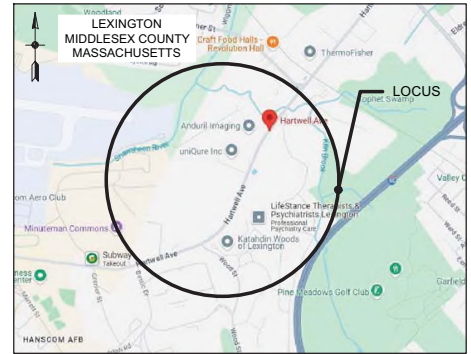
Beginning at Utility Pole #411/50 (located between 113 Hartwell Ave and 101 Hartwell Ave), the conduit will cross the street and terminate at Manhole # 54/302. This installation will include (1) 4" SCH 40 PVC Conduit (trenched), approximately twenty (20) feet.

Sincerely,

**SIENA ENGINEERING GROUP, INC.**

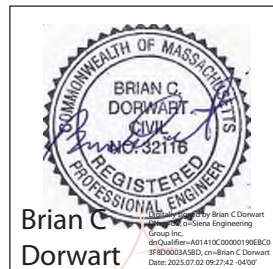
*Erica Hudson*

Erica Hudson  
Project Coordinator



VICINITY MAP  
NOT TO SCALE

MIDDLESEX COUNTY  
JUNE 30, 2025  
PERMIT ISSUE

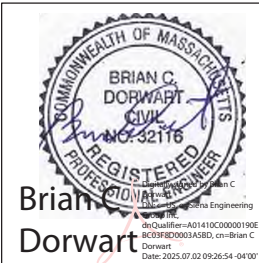


SIENA ENGINEERING GROUP, INC.  
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Edited: July 1, 2025 - 2:01 PM  
Plotted: July 1, 2025 - 2:02 PM by pat moroney - \_Siena.ctb

SIENA ENGINEERING GROUP, INC.  
24/15/2020 AUG 2:01 PM  
24/15/2020 AUG 2:01 PM  
Edited: July 1, 2025 - 2:01 PM  
Plotted: July 1, 2025 - 2:02 PM by pat.moroney - \_Siena.cb

LIST OF DRAWINGS

PT001	COVER
PT002	LIST OF DRAWINGS
DN001-DN004	LEGEND
DT001	PROPOSED CABLE PLACEMENT PLANS
DT002	TYPICAL TRENCH DETAIL
DT003	SURFACE RESTORATION & CONDUIT ARRANGEMENT DETAILS
	RISER POLE TO MANHOLE DETAIL



ISSUE DATE: 1 JUNE 30, 2025 PERMIT ISSUE		INITIALS PJM
NOTES:		
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<b>TC SYSTEMS, INC</b> An Affiliate of  - AT&T		
<b>SIENA</b> ENGINEERING GROUP, INC. 20 Main Street, Suite 201, Woburn, MA 01801 (781) 235-8800 • (781) 235-1177		
<b>PROPRIETARY</b> USE PURSUANT TO COMPANY INSTRUCTIONS		
SPECIFICATION		
PROJECT NUMBER		
OWNERSHIP:		
LINE CODE:		
CABLE CLLI:		
SCALE: N/A		
HARTWELL AVENUE LEXINGTON, MA MIDDLESEX COUNTY		
LIST OF DRAWINGS		
PT001		



## SYMBOLS

UTILITY POLE W/LIGHT  
UTILITY POLE  
GUY  
WIRE GUY POLE  
CAT POLE

GM GAS METER  
GG GAS VALVE  
TMH TELEPHONE MANHOLE  
SMH SEWER MANHOLE  
DMH DRAIN MANHOLE  
WMH WATER MANHOLE  
EMH ELECTRIC MANHOLE  
STMH STEAM MANHOLE  
CB CATCH BASIN  
WM WATER METER  
HYD 2-NOZZLE FIRE HYDRANT  
HYD 3-NOZZLE FIRE HYDRANT  
WG WATER GATE  
CO SEWER CLEAN OUT

LP LIGHT POLE  
TRAFFIC SIGNAL POLE  
TRAFFIC SIGNAL w/ MAST ARM  
TRAFFIC SIGNAL POLE W/LUMINARE  
TRAFFIC SIGNAL SUPPORT POLE  
FLASHING WARNING SYSTEM  
JUNCTION BOX  
R/R CROSSING GATE  
R/R CROSSING SIGNAL  
TSCC TRAFFIC SIGNAL CONTROL CABINET  
THH TRAFFIC HANDHOLE  
EHH ELECTRIC HANDHOLE  
GP GUARD POST  
PM PARKING METER  
INTERSTATE HIGHWAY  
STATE HIGHWAY  
TRAFFIC FLOW  
MONITORING WELL  
FIRE ALARM

SURVEY ANGLE POINT  
SURVEY BENCH MARK  
SURVEY IRON PIPE  
MONUMENT (IN CASE)  
MONUMENT (SURFACE)

BUS STOP  
MAIL BOX  
RIP RAP  
ROCKERY  
SHRUBBERY  
SIGN  
CONIFER TREE  
DECIDUOUS TREE  
YARD LIGHT  
WETLAND  
WATER FLOW  
CONCRETE ROADWAY PANELS

PROPOSED AT&T SPLICE MANHOLE  
PROPOSED AT&T MANHOLE  
PROPOSED AT&T HANDHOLE  
EXISTING AT&T SPLICE VAULT  
EXISTING AT&T VAULT  
EXISTING AT&T REGEN  
AT&T MARKER (CABLE LEFT)  
MILEPOST  
DEPTH OF CABLE NOTE  
ELECTRONIC MARKER BALL  
TONE WIRE GROUND  
TONE WIRE MARKER POLE  
TONE WIRE SPLICE  
BOULDERS  
SILT SACK DETAIL  
LCAT, NETWORK INTERFACE DEVICE

BURIED ELECTRIC LINE  
OVERHEAD ELECTRIC LINE  
BURIED TELEPHONE LINE  
OVERHEAD TELEPHONE LINE  
BURIED CABLE TV LINE  
OVERHEAD CABLE TV LINE  
SANITARY SEWER LINE

STORM DRAIN LINE  
WATER LINE  
GAS LINE  
RAILROAD TRACKS  
DITCH  
VEGETATION LINE  
TREE LINE

GUARD RAIL  
FENCE  
RETAINING WALL  
RIGHT OF WAY LINE  
EASEMENT LINE

CENTER LINE  
UNPAVED DRIVEWAY  
UNPAVED ROAD  
PROPOSED BURIED CONDUIT  
AERIAL CABLE

ISSUE DATE: INITIALS  
1, JUNE 30, 2025 PERMIT ISSUE P.J.M.

NOTES:



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PREPARED FOR RECORD  
APPROVED FOR: OUTSIDE PLANT ENGINEER DATE

TC SYSTEMS, INC  
An Affiliate of AT&T

SIENA  
ENGINEERING GROUP, INC.  
20 Main Street, Suite 101, Woburn, MA 01801  
(781) 235-1000

PROPRIETARY  
USE PRESENTATION TO COMPANY INSTRUCTIONS

SPECIFICATION  
PROJECT NUMBER

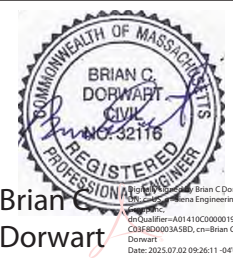
OWNERSHIP:  
LINE CODE:  
CABLE CLLI:

SCALE: N/A

HARTWELL AVENUE  
LEXINGTON, MA  
MIDDLESEX COUNTY

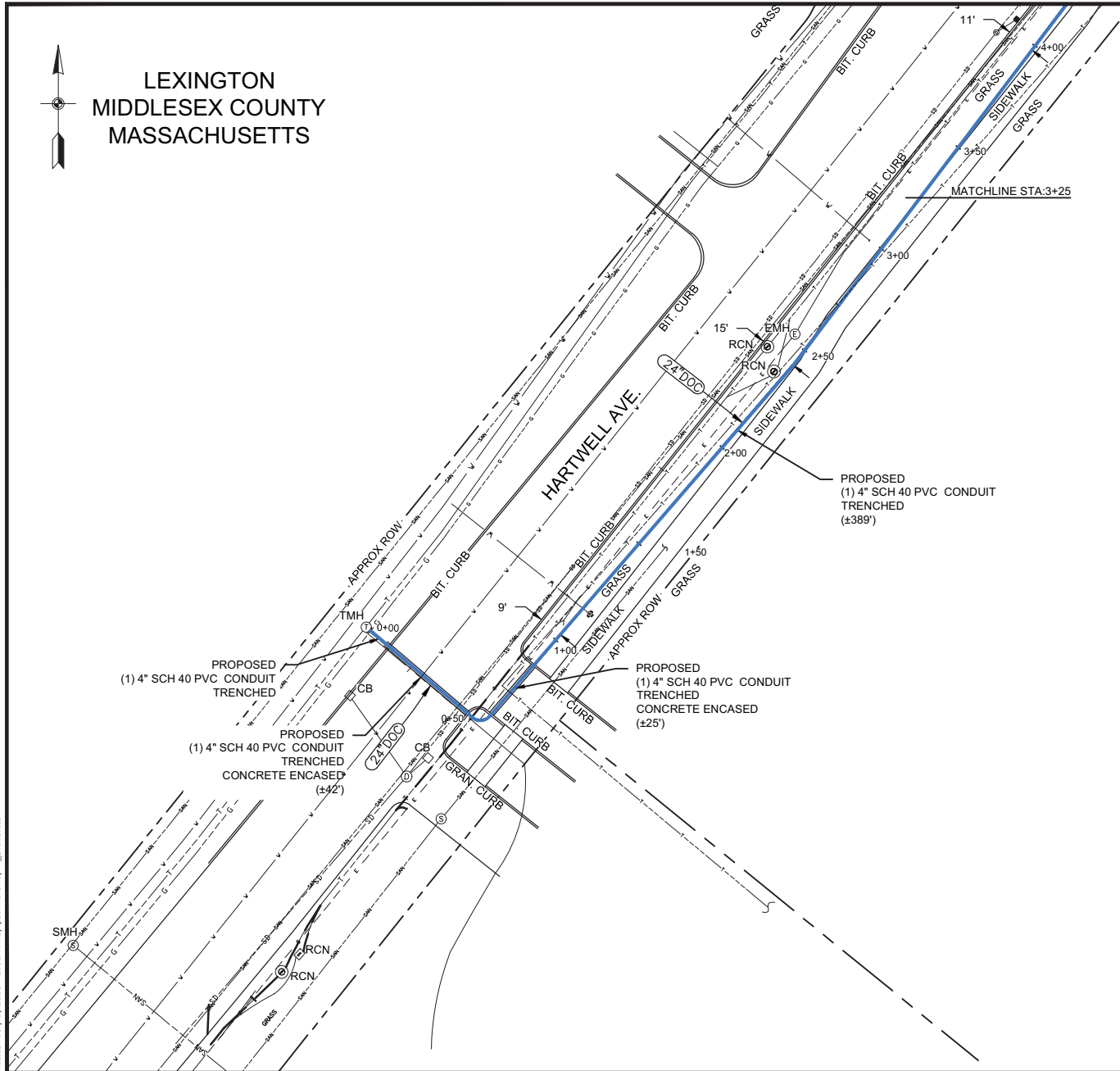
LEGEND

PT002





LEXINGTON  
MIDDLESEX COUNTY  
MASSACHUSETTS



SIENA ENGINEERING GROUP, INC.  
24-15200-AUG-2025 - 2:01 PM  
Edited: July 1, 2025 - 2:01 PM  
Plotted: July 1, 2025 - 2:02 PM by pat.moroney - Siena.cb

ISSUE DATE: 1. JUNE 30, 2025 PERMIT ISSUE INITIALS: P.M.

PRELIMINARY  
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NOTES:  
1. SUBSURFACE UTILITY LINES, AS SHOWN HEREON, WERE COMPILED ACCORDING TO AVAILABLE RECORD INFORMATION FROM THE REFERENCED COMPANIES AND PUBLIC AGENCIES, AND THEIR LOCATIONS ARE APPROXIMATE ONLY. ACTUAL LOCATIONS MUST BE DETERMINED IN THE FIELD PRIOR TO ANY CONSTRUCTION ACTIVITIES. SIENA ENGINEERING GROUP ASSUMES NO RESPONSIBILITY FOR DAMAGES INCURRED AS A RESULT OF UTILITIES OMITTED OR INACCURATELY SHOWN.



Call before you dig.

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PREPARED FOR RECORD

APPROVED FOR: OUTSIDE PLANT ENGINEER DATE

TC SYSTEMS, INC.  
An Affiliate of AT&T



DRAWN BY: P. MORONEY  
CHECKED BY: E. WEIDER  
APPROVED BY: B. DORWART, P.E.

PROPRIETARY  
Use pursuant to COMPANY INSTRUCTIONS

SPECIFICATION  
PROJECT NUMBER

OWNERSHIP:  
LINE CODE:  
CABLE CLLI:

SCALE: 1"=50'

HARTWELL AVE & WESTVIEW RD  
LEXINGTON, MA  
MIDDLESEX COUNTY

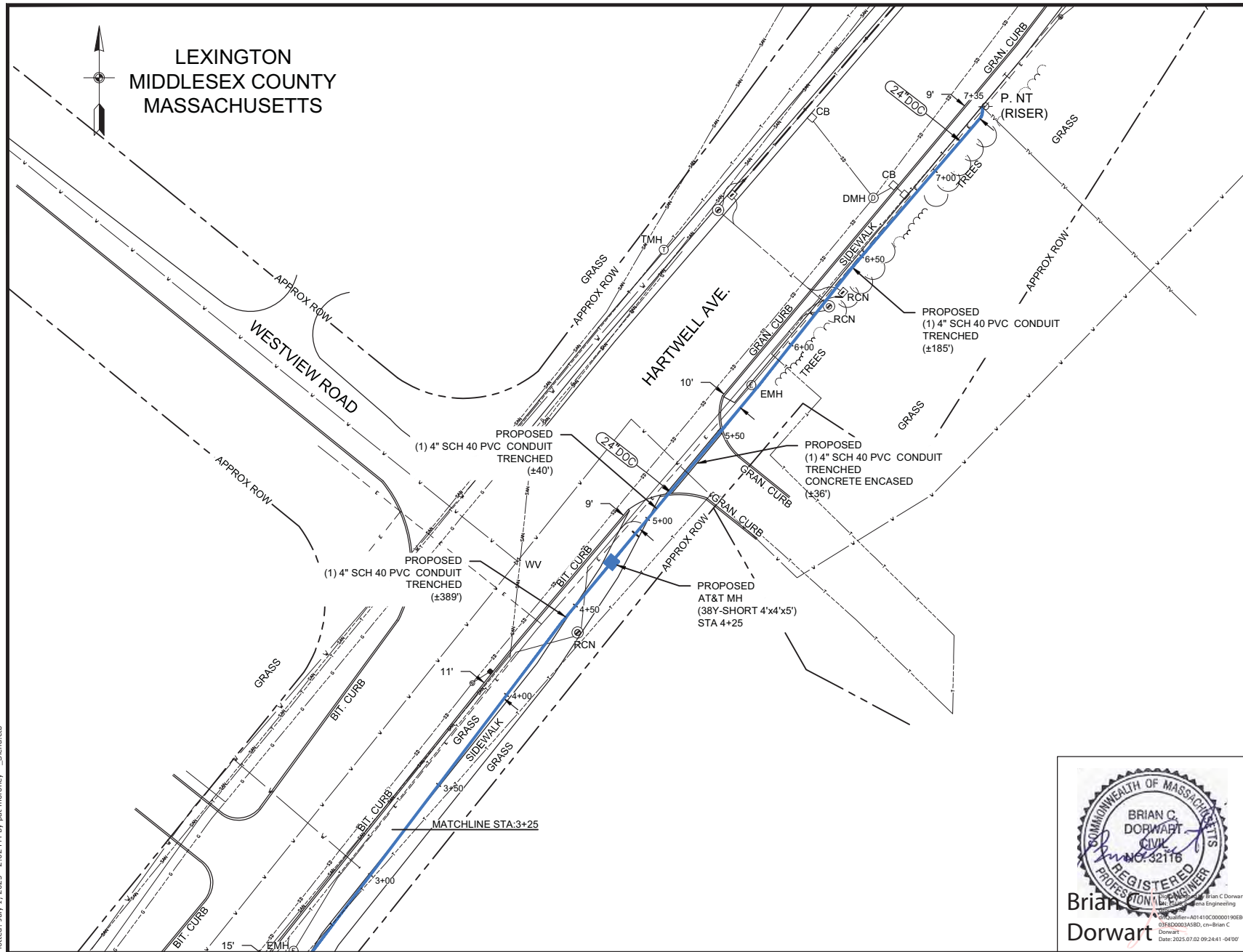
PROPOSED CABLE PLACEMENT  
PLAN





DN001



Brian C.  
Dorwart

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24-15200-AUG-2025 - MA CB\_Civil Plan.dwg  
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Plotted: July 1, 2025 - 2:02 PM by pat.moroney - Siena.cb



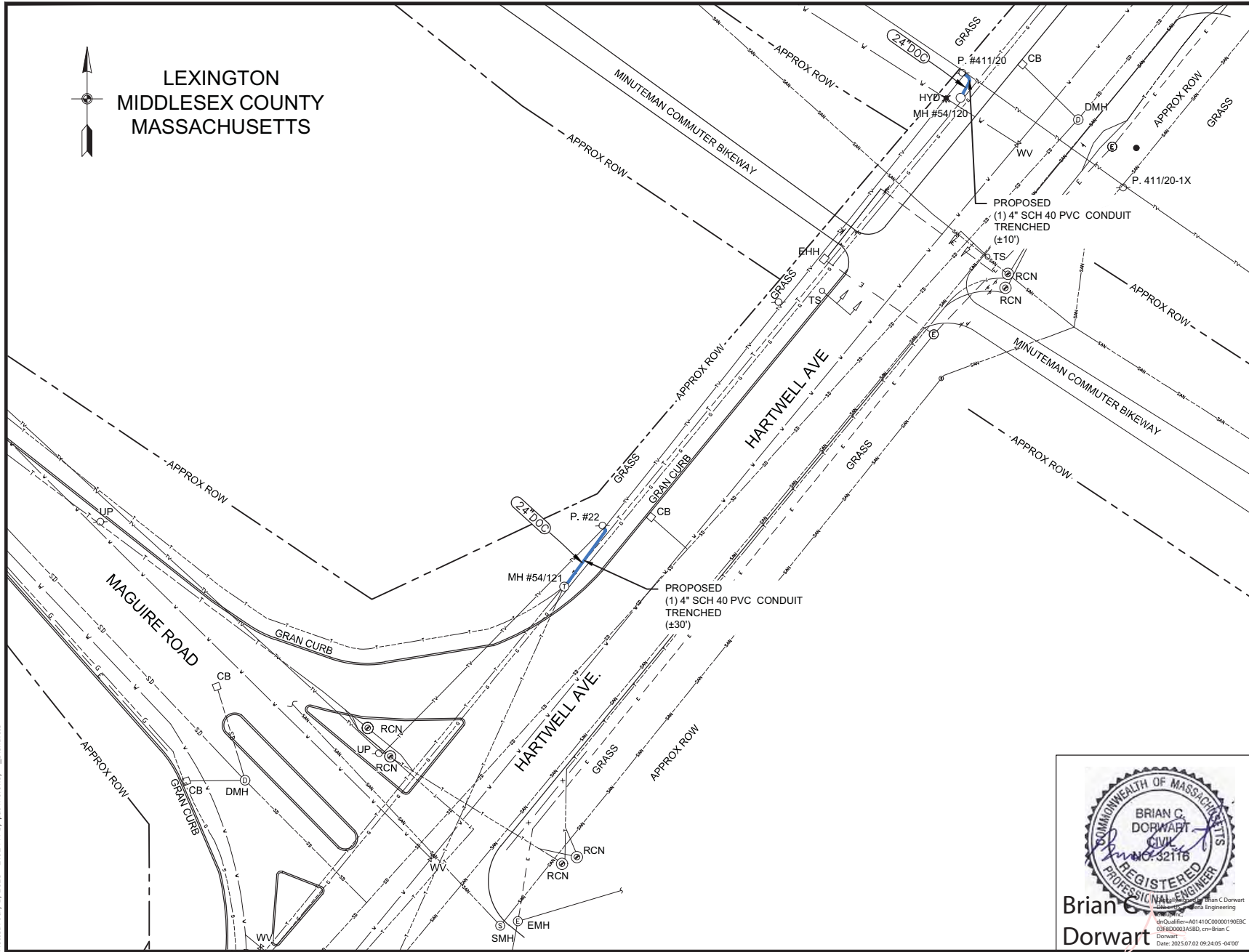
ISSUE DATE: 1. JUNE 30, 2025 PERMIT ISSUE		INITIALS PJM
<b>PRELIMINARY NOT FOR CONSTRUCTION</b>		
<b>NOTES:</b> 1. SUBSURFACE UTILITY LINES, AS SHOWN HEREON, WERE COMPILED ACCORDING TO AVAILABLE RECORD INFORMATION FROM THE REFERENCED COMPANIES AND PUBLIC AGENCIES, AND THEIR LOCATIONS ARE APPROXIMATE ONLY. ACTUAL LOCATIONS MUST BE DETERMINED IN THE FIELD PRIOR TO ANY CONSTRUCTION ACTIVITIES. SIENA ENGINEERING GROUP ASSUMES NO RESPONSIBILITY FOR DAMAGES INCURRED AS A RESULT OF UTILITIES OMITTED OR INACCURATELY SHOWN.		
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PREPARED FOR RECORD		
APPROVED FOR OUTSIDE PLANT	ENGINEER	DATE
 An Affiliate of 		
 Sienna Engineering Group, Inc. 1774 Elm Street, Suite 201, Burlington, MA 01803 (781) 336-1100 www.sienacorp.com		
DRAWN BY: P. MORONEY CHECKED BY: E. WEIDER APPROVED BY: B. DORWART, P.E.		
<b>PROPRIETARY</b> Use as per AT&T COMPANY INSTRUCTIONS		
SPECIFICATION		
PROJECT NUMBER		
OWNERSHIP:		
LINE CODE:		
CABLE CLLI:		
SCALE: 1"=50'		
HARTWELL AVE & WESTVIEW RD LEXINGTON, MA MIDDLESEX COUNTY		
PROPOSED CABLE PLACEMENT PLAN		
DN002		



**Brian C. Dorwart**  
Professional Engineer  
Date: 2025.07.02 09:24:41 -0400



LEXINGTON  
MIDDLESEX COUNTY  
MASSACHUSETTS



SIENA ENGINEERING GROUP, INC.  
24-15200-AUG-2025 - MA CB\_Civil Plan.dwg  
Edited: July 1, 2025 - 2:03 PM  
Plotted: July 1, 2025 - 2:02 PM by pat.moroney - Siena.cb

ISSUE DATE: 1. JUNE 30, 2025 PERMIT ISSUE INITIALS: P.M.

PRELIMINARY  
NOT FOR CONSTRUCTION

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PREPARED FOR RECORD  
APPROVED FOR: OUTSIDE PLANT ENGINEER DATE

TC SYSTEMS, INC  
An Affiliate of AT&T



DRAWN BY: P. MORONEY  
CHECKED BY: E. WEIDER  
APPROVED BY: B. DORWART, P.E.

PROPRIETARY  
USE PERMIT TO COMPANY INSTRUCTIONS  
SPECIFICATION  
PROJECT NUMBER

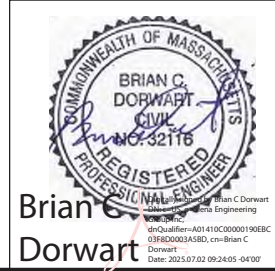
OWNERSHIP:  
LINE CODE:  
CABLE CLLI:

SCALE: 1"=50'

HARTWELL AVE & MAGUIRE ST  
LEXINGTON, MA  
MIDDLESEX COUNTY

PROPOSED CABLE PLACEMENT  
PLAN

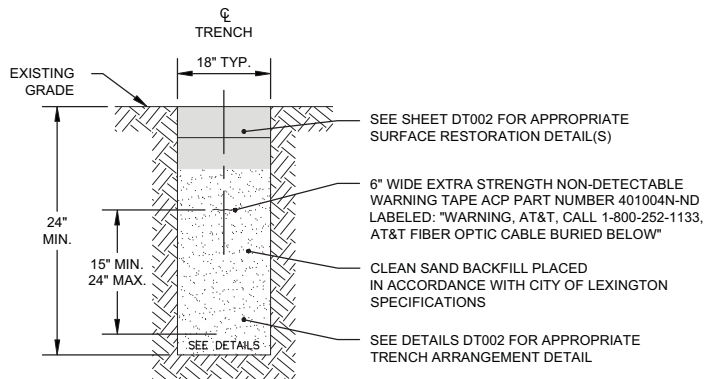
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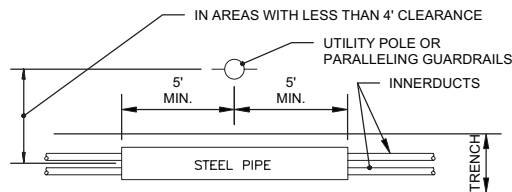
Brian C. Dorwart  
Dorwart Engineering  
dnQualifiers-A01410C00000190EBC  
03F6D0002A008D\_civil-Brian C.  
Dorwart  
Date: 2025.07.02 09:24:05 -0400



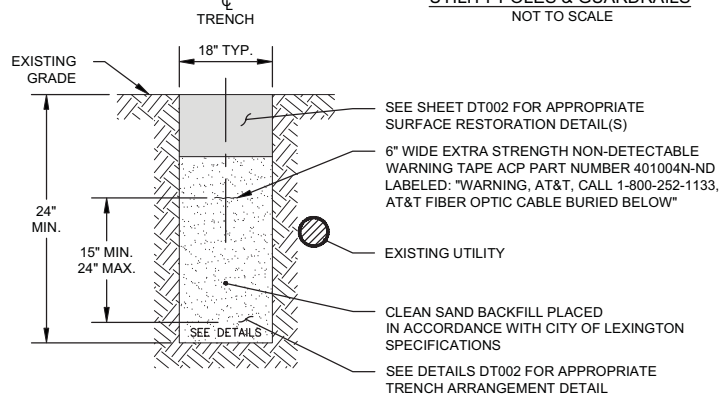




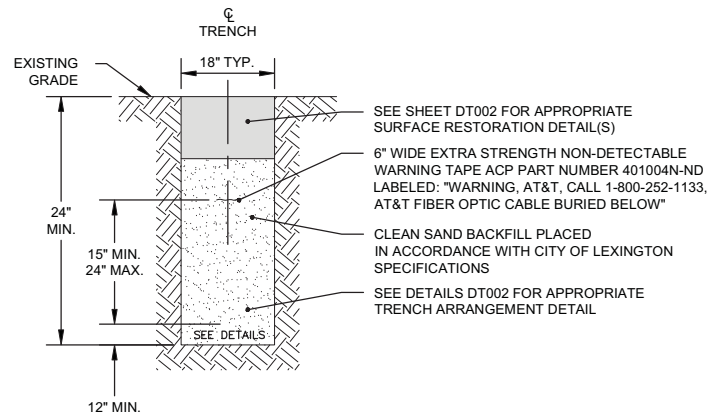
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SCALE: 1/2" = 1'-0"



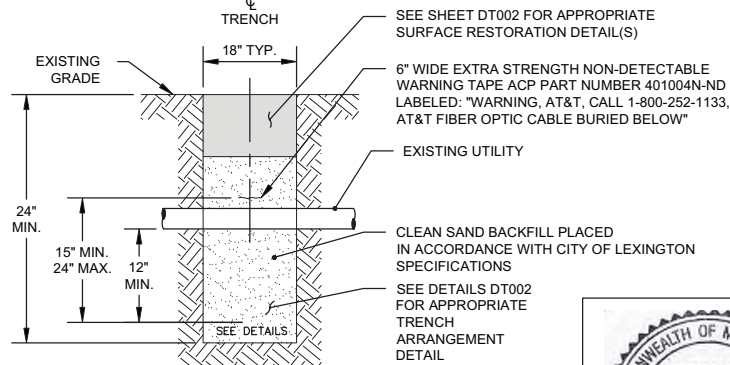
**TYPICAL STEEL PIPE AT  
UTILITY POLES & GUARDRAILS**  
NOT TO SCALE



**TYPICAL TRENCH DETAIL  
PARALLEL TO EXISTING UTILITY**  
SCALE: 1/2" = 1'-0"





**TYPICAL TRENCH DETAIL  
CROSSING ABOVE AN EXISTING UTILITY**  
SCALE: 1/2" = 1'-0"

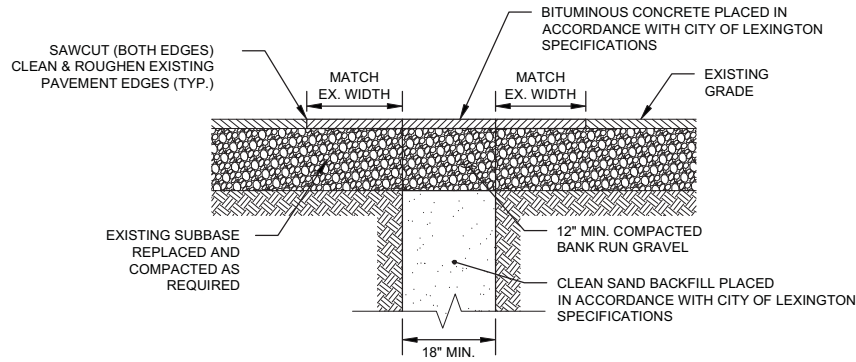


**TYPICAL TRENCH DETAIL  
CROSSING BELOW AN EXISTING UTILITY**  
SCALE: 1/2" = 1'-0"

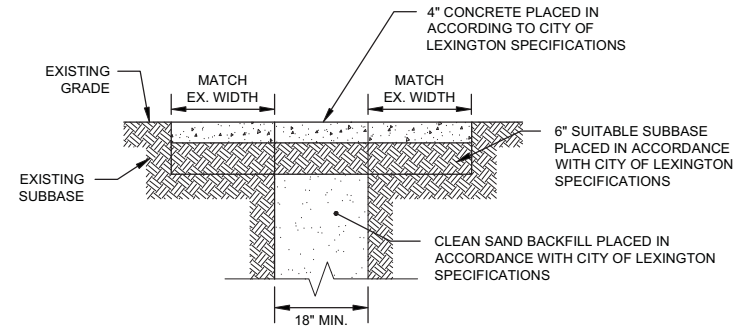
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24-15200-AUG-2025  
Edited: July 1, 2025 - 2:01 PM  
Plotted: July 1, 2025 - 2:02 PM by pat.moroney - Sienna.cb



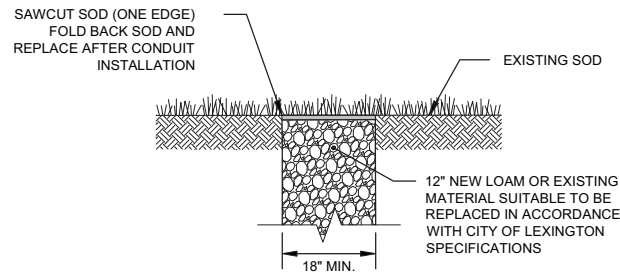
ISSUE DATE:		INITIALS
1 JUNE 30, 2025 PERMIT ISSUE		PJM
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PREPARED FOR RECORD		
APPROVED FOR:	ENGINEER	DATE
OUTSIDE PLANT		
<b>TC SYSTEMS, INC</b> An Affiliate of AT&T		
		
<b>PROPRIETARY</b> RESERVATION TO COMPANY INSTRUCTIONS		
SPECIFICATION		
PROJECT NUMBER		
OWNERSHIP:		
LINE CODE:		
CABLE CLL:		
SCALE: AS NOTED		
HARTWELL AVENUE LEXINGTON, MA MIDDLESEX COUNTY		
TYPICAL TRENCH DETAIL		
DT001		



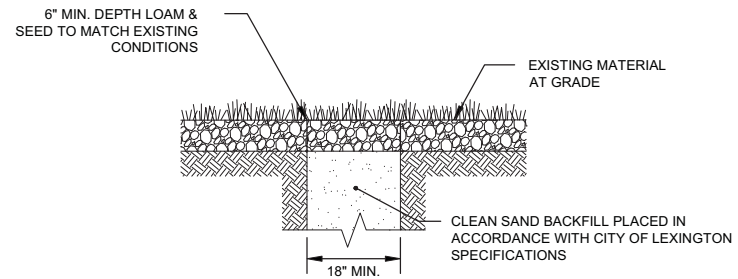
BITUMINOUS CONCRETE ROADWAY & DRIVEWAY PATCH  
DETAIL 'A'  
NOT TO SCALE



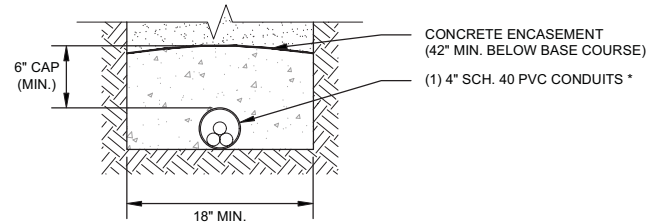
CONCRETE SIDEWALK REPLACEMENT  
DETAIL 'B'  
NOT TO SCALE



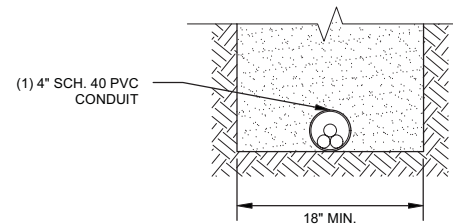
SOD REPLACEMENT  
DETAIL 'C'  
NOT TO SCALE



LOAM REPLACEMENT  
DETAIL 'D'  
NOT TO SCALE



CONDUIT PLACEMENT  
TRENCH ARRANGEMENT 'A'  
SCALE: 1" = 1'-0"



CONDUIT PLACEMENT  
TRENCH ARRANGEMENT 'B'  
SCALE: 1" = 1'-0"



ISSUE DATE: INITIALS  
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APPROVED FOR: ENGINEER DATE

TC SYSTEMS, INC  
An Affiliate of AT&T



PROPRIETARY

SEE PERMITANT COMPANY INSTRUCTIONS

SPECIFICATION

PROJECT NUMBER

OWNERSHIP:

LINE CODE:

CABLE CLLI:

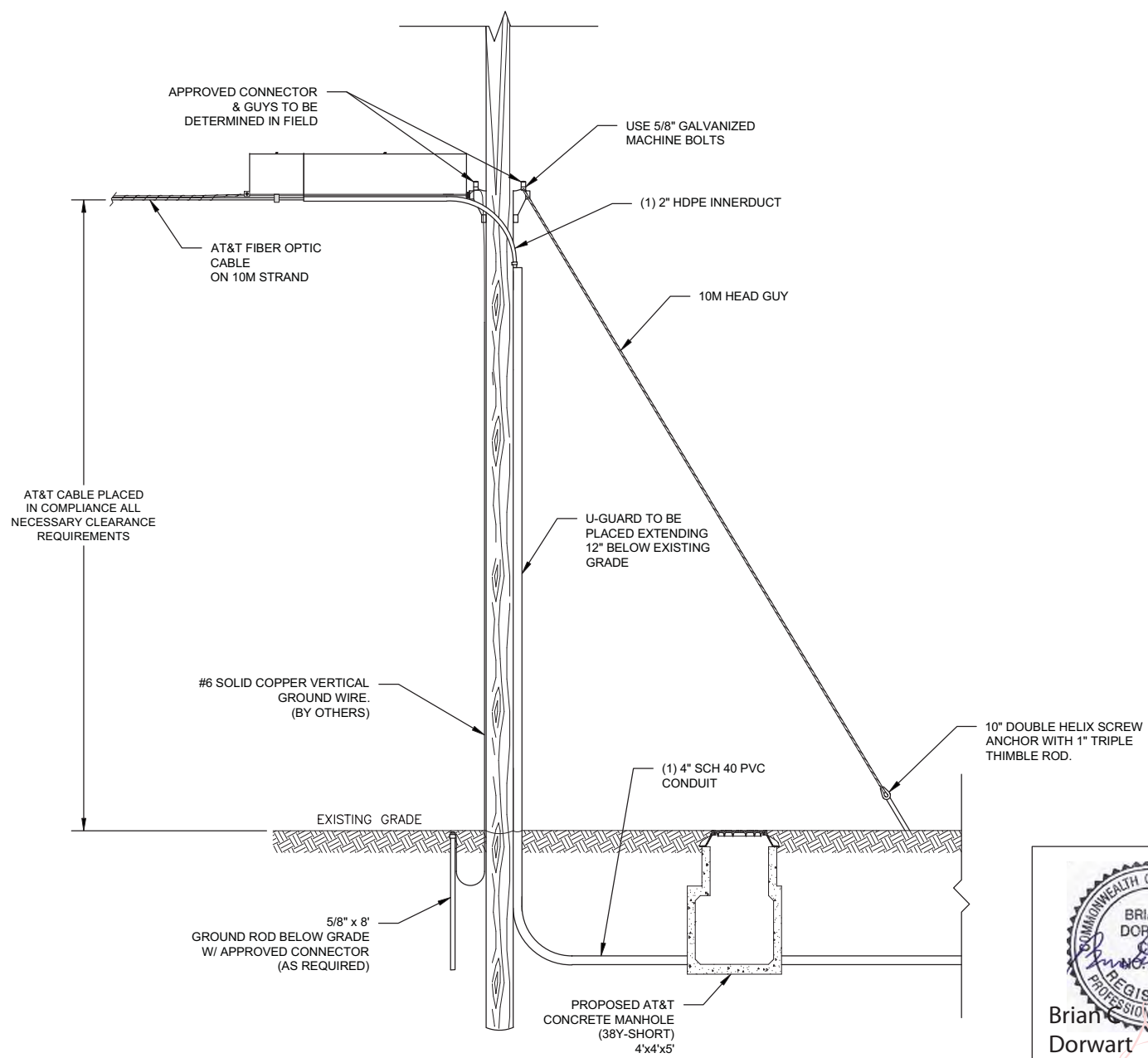
SCALE: N.T.S.



HARTWELL AVENUE  
LEXINGTON, MA  
MIDDLESEX COUNTY

SURFACE RESTORATION  
& CONDUIT ARRANGEMENT  
DETAIL

DT002

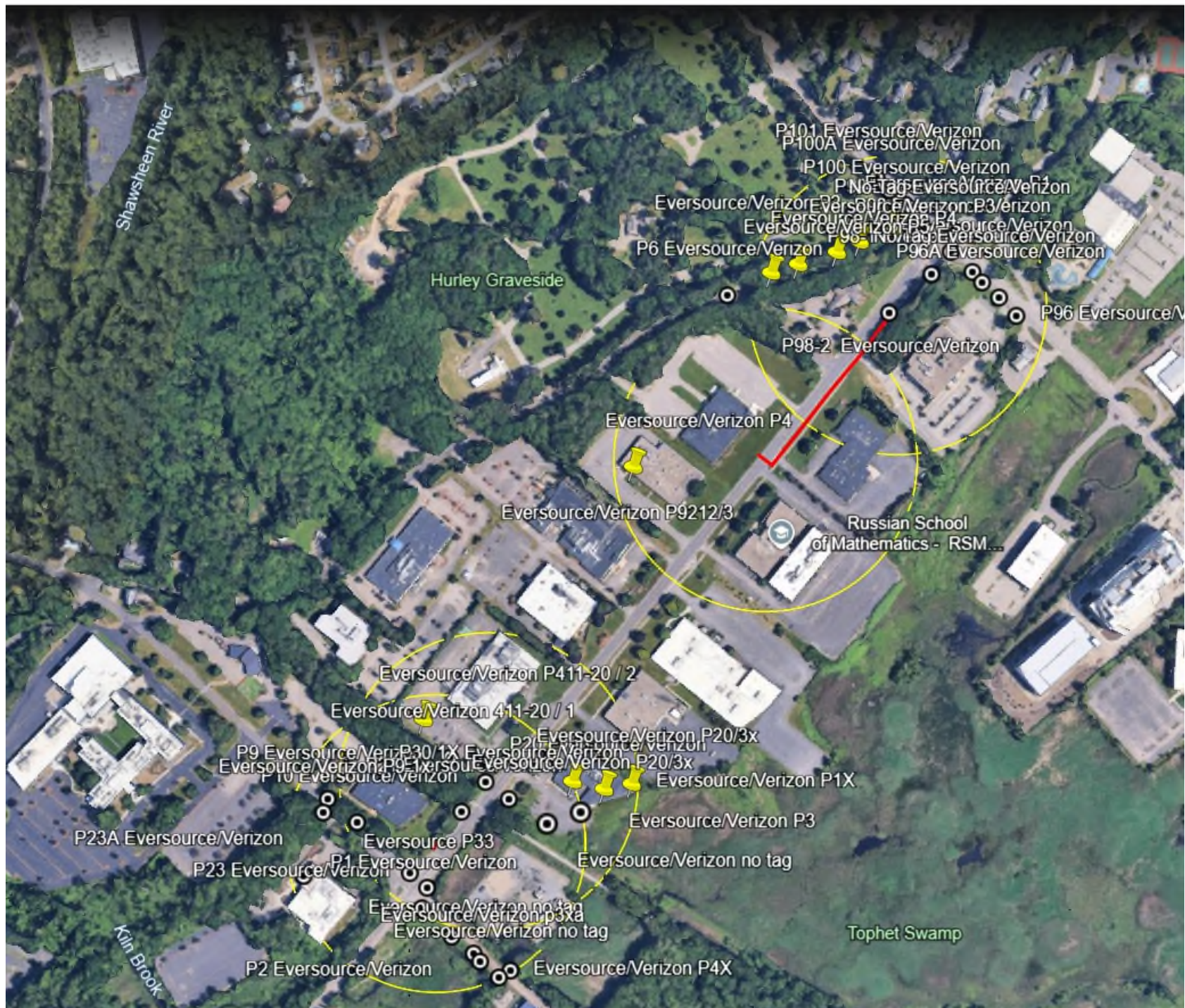
SIENA ENGINEERING GROUP, INC.  
24-15200-AUS-1  
24-15200-AUS-1  
MA, CB, Civil Plan.dwg  
Edited: July 1, 2025 - 2:03 PM  
Plotted: July 1, 2025 - 2:02 PM by pat.moroney - Siena.cb



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1. JUNE 30, 2025 PERMIT ISSUE		PJM
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TC SYSTEMS, INC An Affiliate of AT&T		
 SIENA ENGINEERING GROUP, INC. 20 Main Street, Suite 301, Woburn, MA 01801 (781) 235-1100		
PROPRIETARY NOT FOR DISSEMINATION TO COMPANY INSTRUCTIONS		
SPECIFICATION		
PROJECT NUMBER		
OWNERSHIP:		
LINE CODE:		
CABLE CLLI:		
SCALE: N.T.S.		
HARTWELL AVENUE LEXINGTON, MA MIDDLESEX COUNTY		
RISER POLE AT MNHOLE		
DT003		



Verizon Telco Pole #	Eversource ELCO Pole #	Street Name	Attacher Company*	Attachment Type
10	10	MAGUIRE RD	EVERSOURCE	Street Light
100	100	BEDFORD	EVERSOURCE	Elco Equipment
100	100	BEDFORD	EVERSOURCE	Elco Riser
100	100	BEDFORD	EVERSOURCE	Street Light
100A	100A	BEDFORD	VERIZON MA	PPG-Pole to Pole Guy
101	101	BEDFORD	VERIZON MA	Telco Cable w/PPG
20	20	HARTWELL AV	RCN / BECOCOM, LLC	PAG-Pole Anchor Guy
20	20	HARTWELL AV	COMCAST OF MA I, INC. (26)	CATV Power Supply
23	23	HARTWELL AV	EVERSOURCE	Flood Light
23	23	HARTWELL AV	EVERSOURCE	Flood Light
23	23	HARTWELL AV	EVERSOURCE	PPG-Pole to Pole Guy
23	23	HARTWELL AV	EVERSOURCE	Elco Equipment
9	9	MAGUIRE RD	LEXINGTON FIRE DEPT	Fire Alarm Terminal
98	98	BEDFORD	EVERSOURCE	Street Light
98	98	BEDFORD	EVERSOURCE	PPG-Pole to Pole Guy
NO STENCIL	23A	HARTWELL AV	COMCAST OF MA I, INC. (26)	PAG-Pole Anchor Guy
NO STENCIL	23A	HARTWELL AV	EVERSOURCE	PPG-Pole to Pole Guy
NO STENCIL	23A	HARTWELL AV	EVERSOURCE	PAG-Pole Anchor Guy
NO STENCIL	98-2	BEDFORD	EVERSOURCE	PAG-Pole Anchor Guy



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Discussion: Town Manager Review Process

### **PRESENTER:**

Board Discussion

### **ITEM NUMBER:**

I.3

### **SUMMARY:**

#### **Category: Brainstorming**

The Board is asked to review and discuss a proposed process and evaluation form for the annual performance review of the Town Manager. This discussion aims to establish a clear, fair, and constructive approach to assessing the Town Manager's performance in alignment with the Board's goals, expectations, and the responsibilities as outlined in the employment agreement.

Included for the Board's consideration are:

- A draft outline of the proposed evaluation process, including timeline, steps, and roles for Board members.
- A proposed evaluation form designed to capture individual Board member feedback across key areas of performance such as leadership, communication, fiscal management, strategic planning, and community engagement.

The Board's input will help refine both the process and form, with the goal of adopting a final version at an upcoming meeting to ensure a consistent and effective review process

### **SUGGESTED MOTION:**

None.

### **FOLLOW-UP:**



Select Board Office

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

8/4/2025

7:05pm

**ATTACHMENTS:**

Description		Type
	Proposed Performance Evaluation Process 2025	Backup Material
	Proposed Performance Evaluation Form	Backup Material





## Town of Lexington, Massachusetts

SELECT BOARD OFFICE | 1625 Massachusetts Avenue, Lexington, MA 02420 | Phone 781-698-4580 | Fax 781-863-9468  
www.lexingtonma.gov | SelectBoard@LexingtonMA.gov

TO: Lexington Select Board  
FROM: Jill Hai, Chair; Doug Lucente  
DATE: July 21, 2025  
SUBJECT: Proposed Process for the FY2025 Town Manager Performance Evaluation

### 1. Purpose

This document outlines a proposed process for conducting the annual performance evaluation for Town Manager Steve Bartha, covering his first year from November 2024 to October 2025. The goal is to establish a clear, constructive, and transparent process that aligns with municipal best practices and reflects the priorities discussed by the Select Board. This process will utilize the accompanying *Proposed Performance Evaluation Form 2025*.

### 2. Guiding Principles

The evaluation process will be guided by the following principles:

- **Goal-Oriented:** The evaluation will be directly tied to the specific first-year strategic and operational objectives established in the evaluation form.
- **Fair and First-Year Focused:** The process acknowledges this is the Town Manager's first year and will focus on successful integration, relationship-building, and initial progress on long-term goals.
- **Consolidated and Clear Feedback:** The final evaluation will represent a single, composite message from the Board, providing clear and actionable feedback. Dissenting opinions will be noted appropriately within the consolidated document.
- **Confidential and Transparent:** The process will respect the confidentiality of personnel matters while adhering to the Open Meeting Law for final discussion and deliberation.

### 3. Proposed Evaluation Process and Timeline

	Action	Timeline
1	<u>Finalize Process &amp; Form</u>	By August 31, 2025
<i>The Select Board formally reviews and adopts the process and the accompanying evaluation form.</i>		
2	<u>Town Manager Self-Assessment</u>	Due September 30, 2025
<i>The Town Manager completes the evaluation form as a self-assessment, providing a narrative on accomplishments, challenges, and progress toward first-year goals. This is submitted to the Select Board Office.</i>		

3	<u>Board Member Individual Evaluations</u>	Due October 14, 2025
<i>Each Select Board member independently completes the evaluation form, incorporating their own observations and feedback gathered from the community. Individual evaluations are submitted confidentially to the Select Board Office.</i>		
4	<u>Management Assessment</u>	Prior to contract renewal deadline
<i>To inform the Board's evaluation of management and leadership, the Board may, in its discretion, utilize a multi-rater assessment (aka 360 review) in accordance with ICMA Credentialing Advisory Board standards.</i>		
5	<u>Collation &amp; Drafting of Composite Review</u>	October 14 - 24, 2025
<i>The Select Board Executive Clerk confidentially collates all five individual Board evaluations and ratings into a single composite draft review. The draft will summarize consensus feedback and note any significant outlier perspectives.</i>		
6	<u>Evaluation Meeting (Open Session)</u>	November 10, 2025
<i>The Board meets with the Town Manager in an open session to present and discuss the evaluation. Typically following the review, the Board and Town Manager will formally establish performance goals for the next evaluation period.</i>		



## Town of Lexington, Massachusetts

SELECT BOARD OFFICE | 1625 Massachusetts Avenue, Lexington, MA 02420 | Phone 781-698-4580 | Fax 781-863-9468

www.lexingtonma.gov | SelectBoard@LexingtonMA.gov

### Town Manager Performance Evaluation – Period: November 2024 – October 2025

#### A. Strategic/Major Performance Objectives (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	<i>Major Capital Projects:</i> Assume oversight of major capital projects, with an initial focus on the Lexington High School project.	25%		
2	<i>Housing &amp; Community Vibrancy:</i> Engage with housing initiatives (including MBTA Communities Act) and build key stakeholder relationships.	20%		
3	<i>Lex250 Celebration:</i> Ensure a safe and successful Lex250 event by leading final planning and inter-departmental support.	20%		
4	<i>Quality of Life &amp; Key Community Initiatives:</i> Advance key initiatives like sustainability and age-in-community programs, while improving public communication and ensuring town projects are managed to protect resident well-being.	20%		
5	<i>Economic Development:</i> Support efforts to strengthen the local economy including assessing current strategy and engaging business leaders.	15%		
<b>Total</b>		<b>100%</b>		

#### B. Operational Performance Objectives (50%) *These objectives reflect the key day-to-day management responsibilities of the Town Manager.*

	Operational Performance Objective	Weight	Rating	Score
1	<i>Leadership &amp; Team Integration:</i> Build strong working relationships with the Select Board while fostering trust and cohesion among senior management and staff.	25%		
2	<i>Financial Management:</i> Successfully manage the FY2026 budget process, demonstrating a rapid grasp of Town financial policies.	25%		
3	<i>Personnel &amp; General Management:</i> Effectively manage the collective bargaining process to ensure fair and timely contract settlements, while also addressing key personnel policy issues.	20%		
4	<i>Community Relations &amp; Communication:</i> Establish an engaged presence, and build positive relationships with residents, businesses, and committees.	15%		
5	<i>Diversity, Equity &amp; Inclusion (DEI):</i> Demonstrate commitment to an inclusive culture by advancing the Town's DEI initiatives.	15%		
<b>Total</b>		<b>100%</b>		

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

*This section captures extraordinary items or achievements not known during the objective-setting process.*

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

### OVERALL SCORE:

<b>Rating Scale</b> 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	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	
	Total			/5.0

### Feedback & Commentary

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Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_