

SELECTMEN'S MEETING  
Monday, January 8, 2018  
Selectmen's Meeting Room  
7:00 PM

**AGENDA**

**PUBLIC COMMENTS**

Public comments are allowed for up to 10 minutes at the beginning of each meeting. Each speaker is limited to 3 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 Selectmen's Office at 781-698-4580 if they wish to speak during public comment to assist the Chairman in managing meeting times.

**SELECTMAN CONCERNS AND LIAISON REPORTS**

**TOWN MANAGER REPORT**

**ITEMS FOR INDIVIDUAL CONSIDERATION**

- |   |           |
|---|-----------|
| 1. Presentation from DiNisco Architects on Community Center Annex Location Options (45 min.)                      | 7:05 p.m. |
| 2. Update from Human Rights Committee-MCAD Discrimination/Investigation Training Program (10 min.)                | 7:50 p.m. |
| 3. Report of the Tax Deferral and Exemption Study Committee Regarding Property Tax Deferral Legislation (20 min.) | 8:00 p.m. |
| 4. Review FY19 Proposed Shared Expenses Budget (15 min.)  | 8:20 p.m. |
| 5. Continue Discussion - Police Station Location Options (30 min.)  | 8:35 p.m. |
| 6. Review Preliminary List of 2018 Town Meeting Articles (10 min.)  | 9:05 p.m. |
| 7. Approve Amendment to Lease Agreement with Avalon Bay for Kline Hall (10 min.)                                  | 9:15 p.m. |
| 8. Consider Participation in PACE Energy Efficiency Program (5 min.)  | 9:25 p.m. |
| 9. Approve Purchase of Real Property for Affordable Housing/LexHab (5 min.)                                       | 9:30 p.m. |
| 10. Approve Cultural Facilities Fund Grant Application Letter of Support (5 min.)                                 | 9:35 p.m. |
| 11. Approve and Sign Letter to MassDOT Regarding Spring Street Speed Limit (5 min.)                               | 9:40 p.m. |
| 12. Annual License Renewals (5 min.)  | 9:45 p.m. |
| 13. Selectmen - Committee Reappointment (5 min.)  | 9:50 p.m. |

**CONSENT AGENDA**

1. Water & Sewer Adjustment
2. Approve One-Day Liquor Licenses
3. Approve Minutes

## ADJOURN

### 1. Anticipated Adjournment

10:00  
p.m.

The next regularly scheduled meeting of the Board of Selectmen is scheduled for Monday, January 22, 2018 at 7:00 p.m. in the Selectmen's Meeting Room, Town Office Building, 1625 Massachusetts Avenue.

*Hearing Assistance Devices Available on Request*

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





## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Presentation from DiNisco Architects on Community Center Annex Location Options (45 min.)

#### **PRESENTER:**

Donna DiNisco, DiNisco Architects;  
Melissa Battite; Mike Cronin

#### **ITEM NUMBER:**

I.1

#### **SUMMARY:**

*No vote is requested for this agenda item.*

When the Town purchased the 20 Pelham Road site, the Board of Selectmen and School Committee expressed their interest in the site being used to support both school department use, the Lexington Children's Place (Pre-K program), and municipal use, a future expansion of the Community Center.

Given that the 20 Pelham Road site is adjacent to 39 Marrett Road, the existing Community Center property, the Selectmen requested that options be examined for master planning the combined site consisting of the two properties.

DiNisco Architects, which is designing the LCP building, has identified three concepts for master planning of the site, providing for both the LCP program and an annex to the Community Center.

Should the Board support any of these options, funding will be included in the FY19 Capital Budget for the schematic design phase of this project.

#### **SUGGESTED MOTION:**

NA

#### **FOLLOW-UP:**

Will depend on Board input to the various concepts.

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

1/8/2018

7:05 p.m.

**ATTACHMENTS:**

Description	Type
📎 DiNisco Report Regarding LCC Options	Presentation
📎 Recreation Master Plan Expansion Document	Backup Material





# Board of Selectmen Meeting

January 8, 2018



## Community Center Expansion Study

 **DINISCO DESIGN**  
architects + planners

© 2017 DiNisco Design, Inc.



# Agenda

- Master Plan
- LCC Program
- Historic Society Review
- Concepts
- Preliminary Costs



# LCC / LCP Master Plan

- Purchase of 20 Pelham Road
- Maximize use of former school building site
- LCC / LCP synergy and proximity
- Renovation costs and compromises
- LCP urgent need ~ New construction for LCP
- Master Plan / Optimize use for campus  
(39 Marrett Road and 20 Pelham Road)



# LCC | Master Plan





# 2012 Phase 2 AhCCAC Recommendations

- Full-Court Gym – dividable and with bleachers
- Strength, Balance, Training Room
- Minimal Locker/Shower Facilities
- Multipurpose Banquet Room  
seat 250 at tables, 375 lecture Style
- Commercial Kitchen
- Specialty Work Shop Space – bikes, gardening, etc.
- HVAC Optimization
- Emergency Generator
- New Access Road
- Potential Greenhouse – pending fundraising

# 2017 Community Programmatic Needs

- Health & wellness opportunities
- Fitness & nutrition classes and workshops
- Organized leagues for both practices and games
- Expanded lunches for seniors
- Year round large community events
- Expand intergenerational opportunities
- Expand opportunities to underserved populations in town, including teens and adaptive services



# LCC Expansion Space Needs

Program / Space	Capacity	Net Floor Area
Gymnasium - Assembly	1,000	7,500 NFA
Gymnasium - Dining/Banquet	~ 500	
Locker Rooms / Showers		750 NFA
Gym storage		300 NFA
Multi-Purpose Room	~ 200	3,000 NFA
Kitchen + Storage		~ 1,000 NFA
Pre-Function Area	~ 125	~ 1,000 NFA
Administration (if separate building)		~ 250 NFA
<b>Program Net Floor Area</b>		<b>~ 13,800 NFA</b>
<b>Total Square Footage (1.5 x NFA)</b>		<b>~ 20,000 GSF</b>
<b>Parking Net Add</b>		<b>75 Spaces</b>

# Historic Society | Holder of the Preservation Restriction

- Meetings
  - August 15, 2017
  - August 31, 2017
- Review and interpretation of Preservation Agreement (PA)
- Review of multiple concepts for PA consistency
- Moving Carriage House:
  - Requires LHS and LHC approval
  - Community Preservation Committee review
  - May require MHC approval

# LCC | Concept A Floor Plan

LEGEND:

CLASSROOM

PRE-FUNCTION

GYMNASIUM

KITCHEN / MULTI-PURPOSE

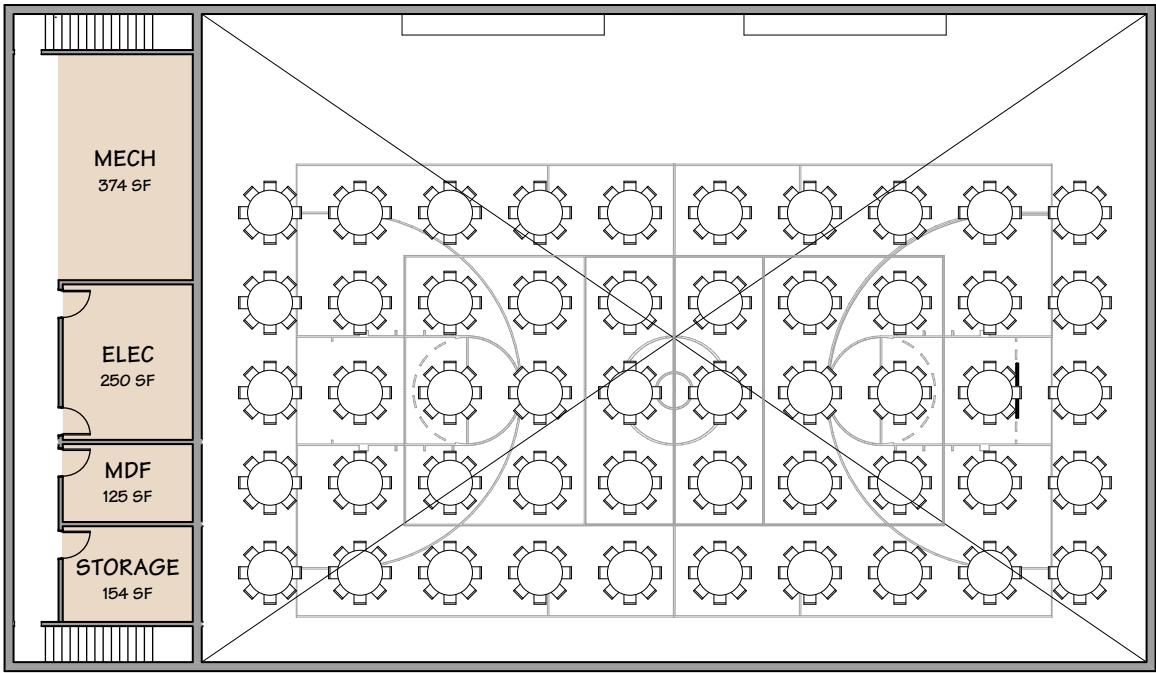
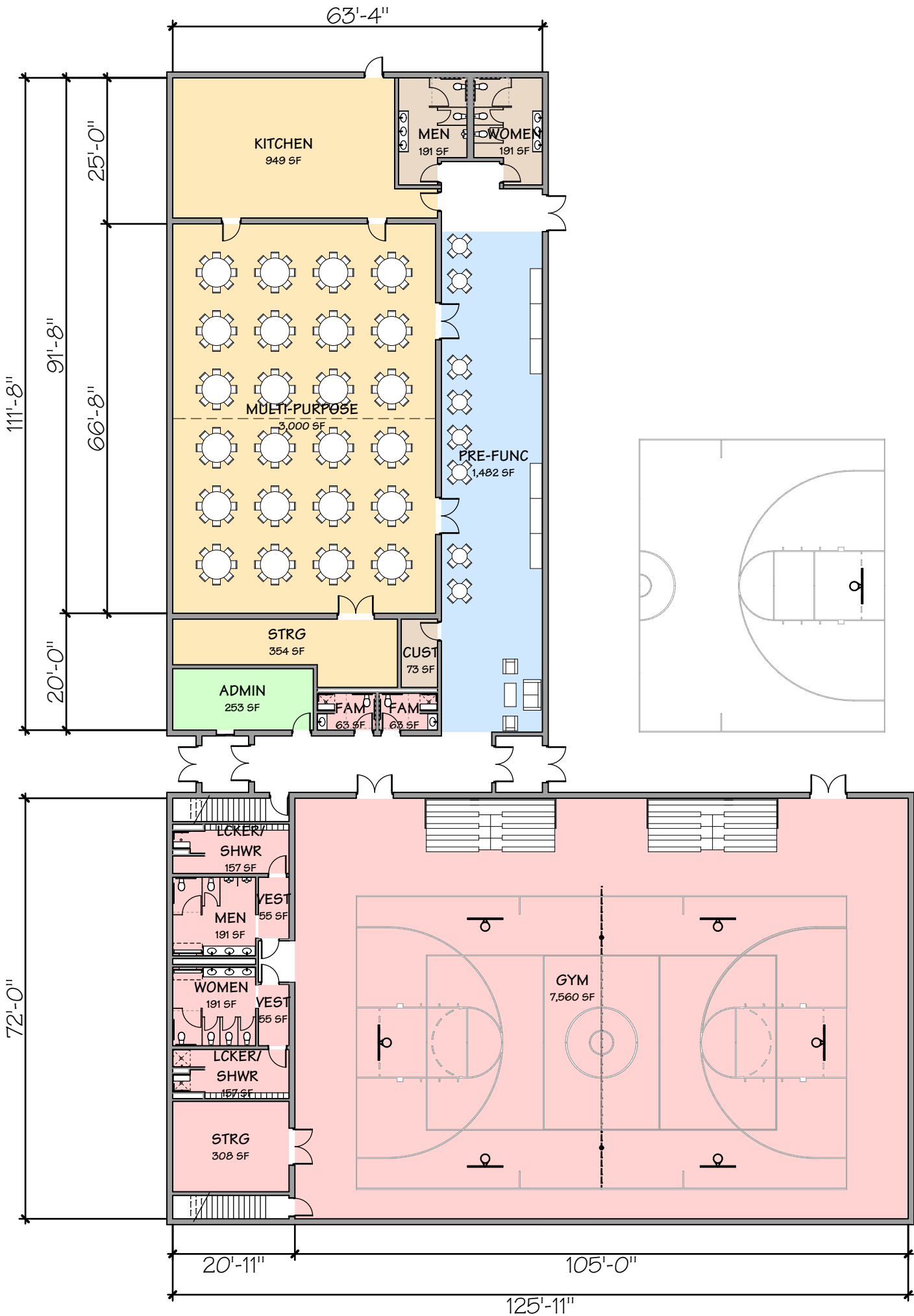
ADMINISTRATION

BUILDING SERVICES

CIRCULATION

EXISTING CARRIAGE HOUSE

Program / Space	Net Floor Area
Gymnasium - Assembly	7,560 NFA
Gymnasium - Dining/Banquet	
Locker Rooms / Showers	932 NFA
Gym storage	308 NFA
Multi-Purpose Room	3,000 NFA
Kitchen + Storage	1,303 NFA
Pre-Function Area	1,482 NFA
Administration (if separate building)	253 NFA
Program Net Floor Area	14,484 NFA
Total Square Footage (1.31 x NFA)	19,090 GSF
Parking Net Add	65 Spaces



MEZZANINE LEVEL  
SERVICE AREA

FIRST FLOOR



# LCC | Concept A New Site Plan



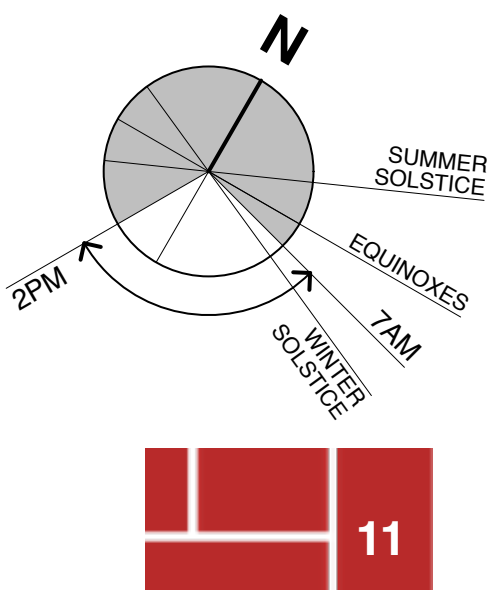
- New facility
- Play court
- No impact to existing building operations
- No impact to existing parking
- 65 additional parking spaces



# LCC | Concept A New Site Plan



- New facility
- Play court
- No impact to existing building operations
- No impact to existing parking
- 65 additional parking spaces





# LCC | Concept A View from Pelham Rd





# LCC | Concept A View from LCC



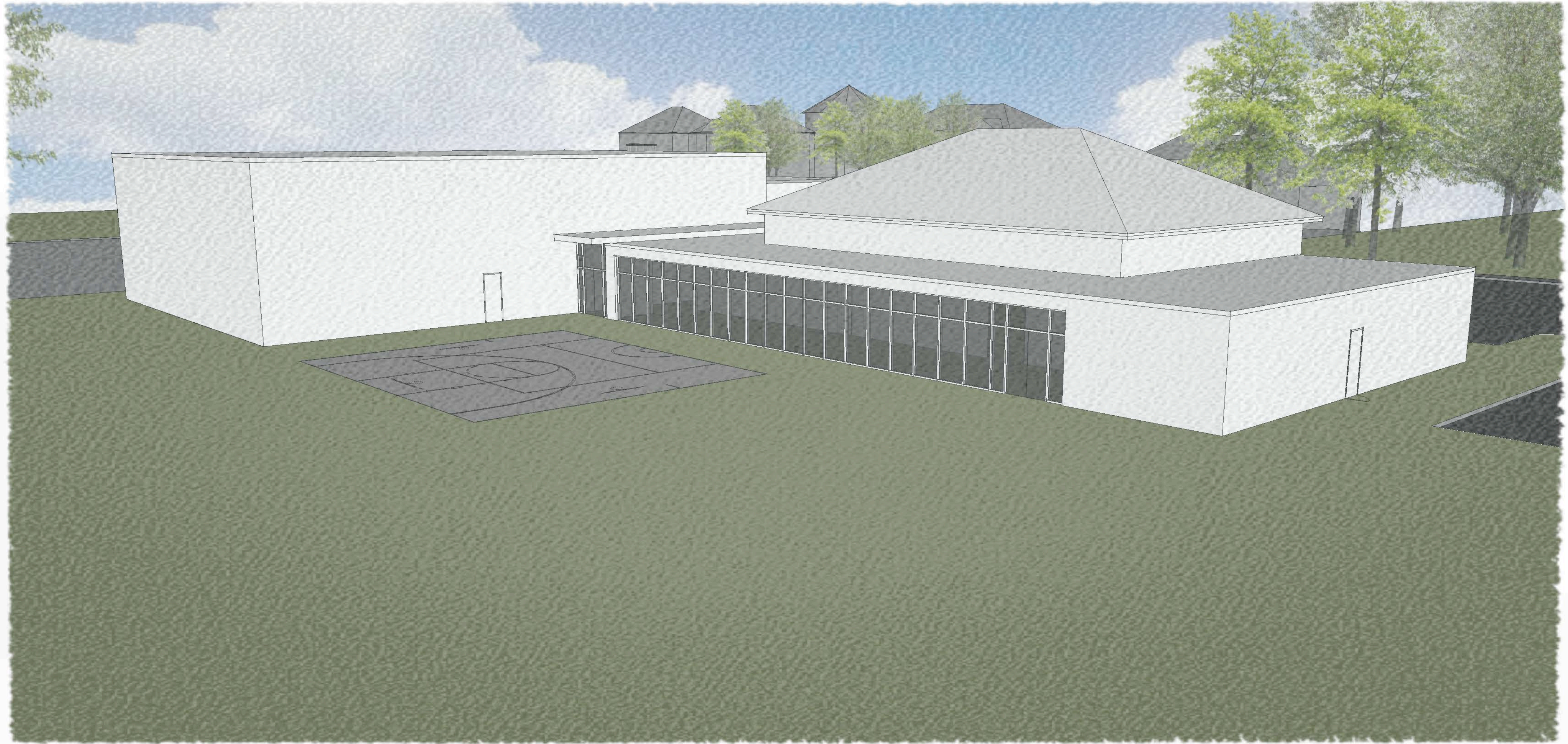


# LCC | Concept A View from LCC parking





# LCC | Concept A View from Youville





# LCC | Concept A Perspectives

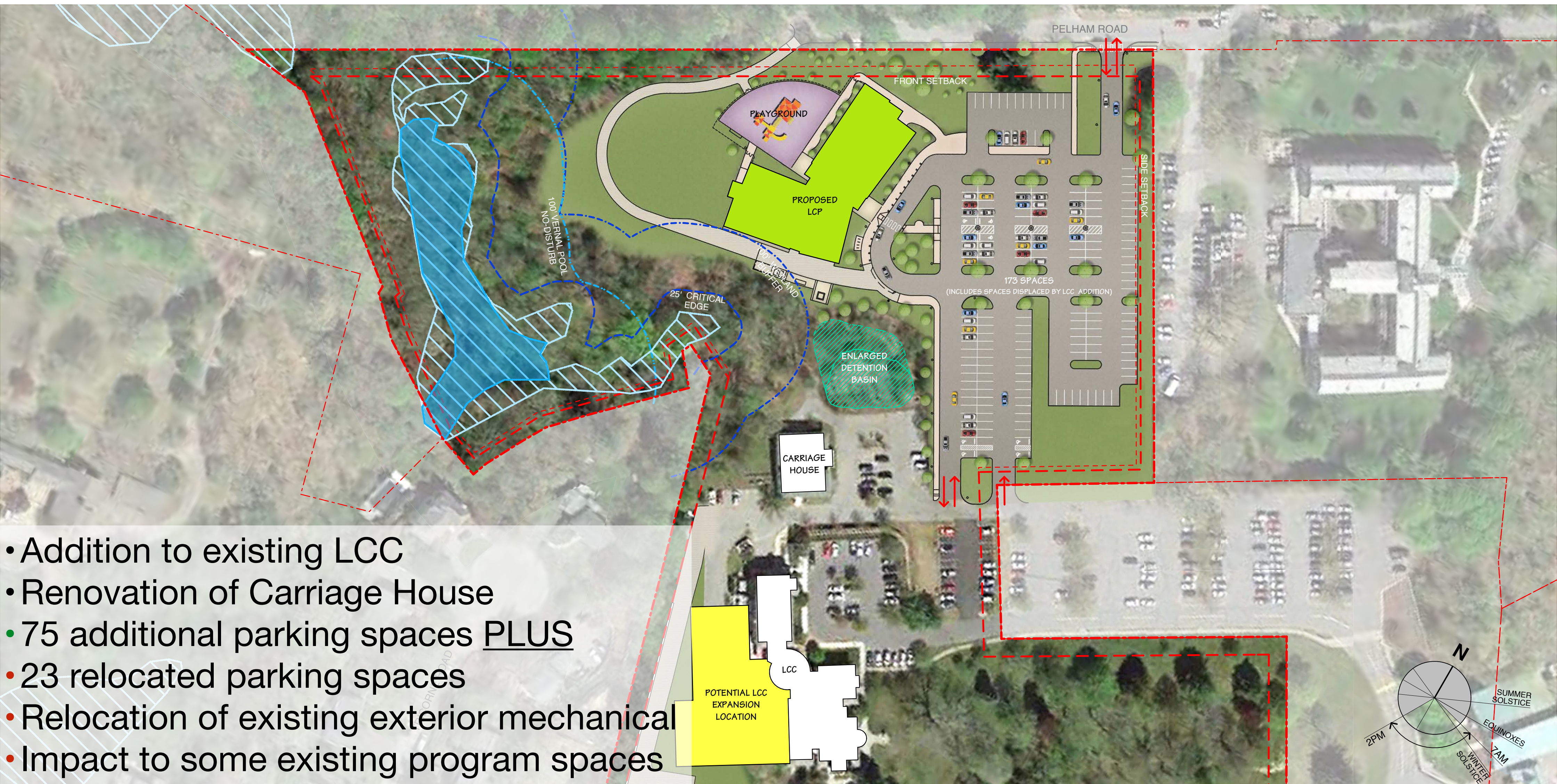




[illegible]



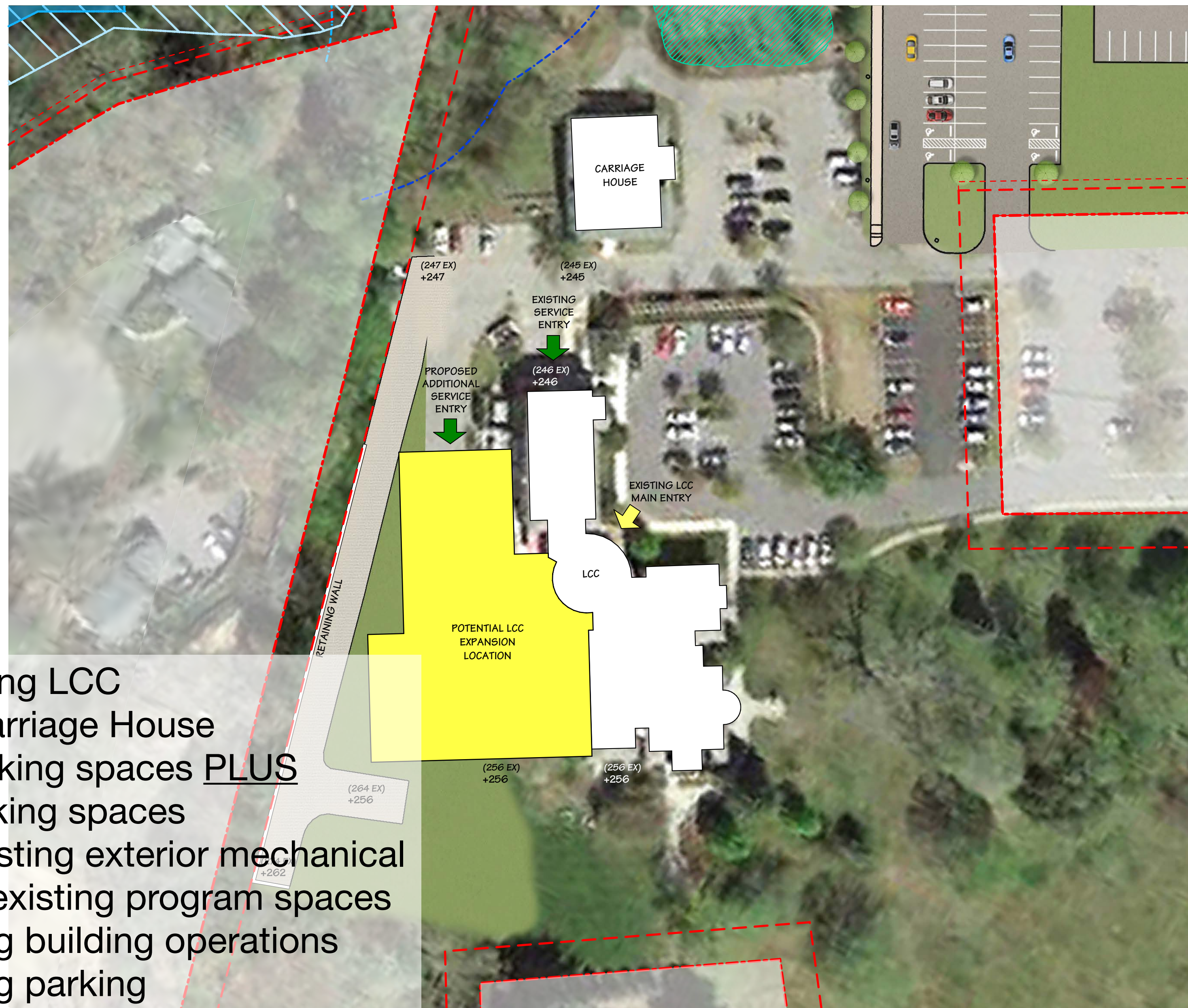
# LCC | Concept B Site Plan



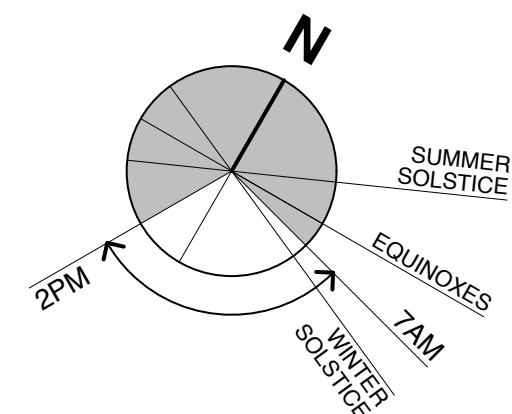
- Addition to existing LCC
- Renovation of Carriage House
- 75 additional parking spaces PLUS
- 23 relocated parking spaces
- Relocation of existing exterior mechanical
- Impact to some existing program spaces
- Impact to existing building operations
- Impact to existing parking



# LCC | Concept B Site Plan

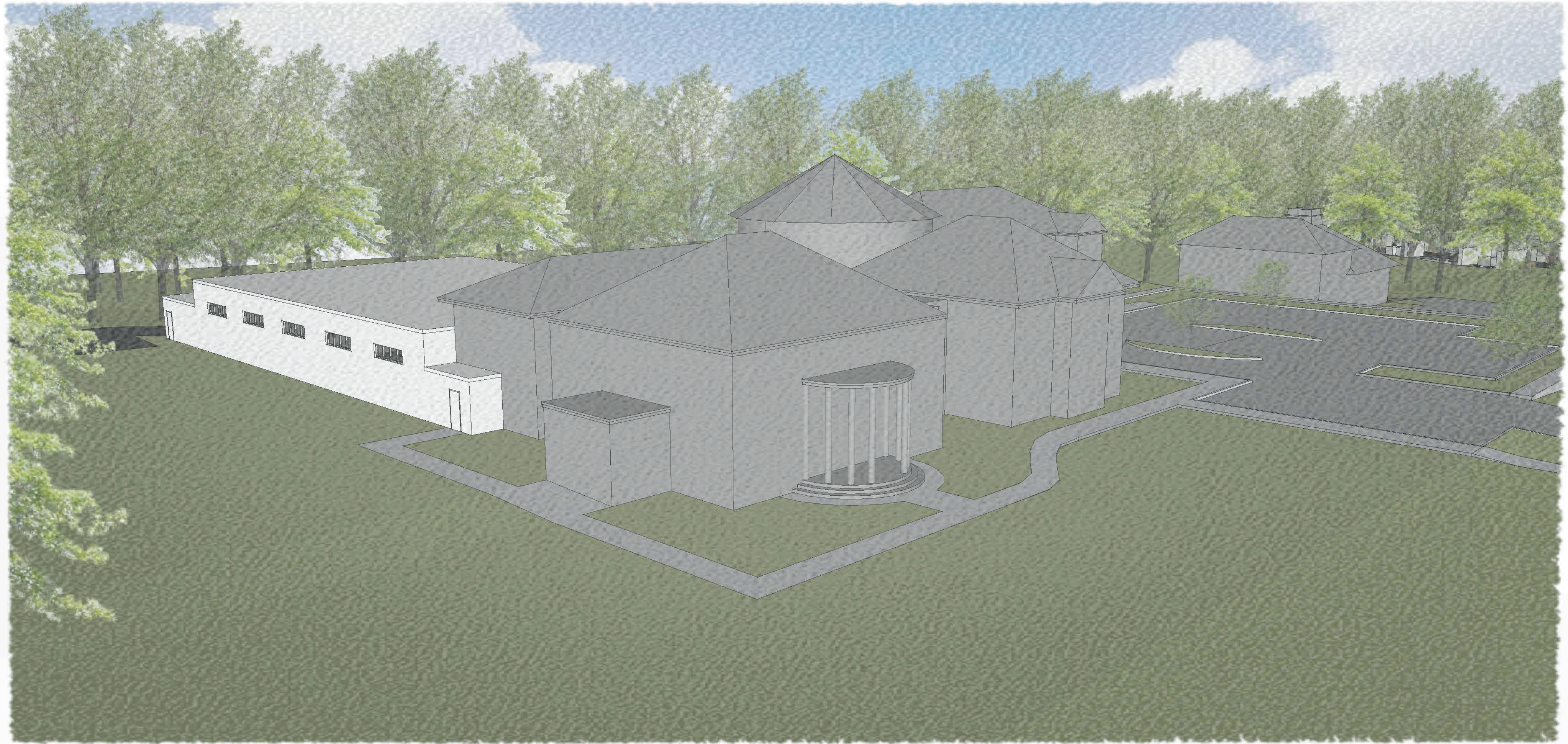


- Addition to existing LCC
- Renovation of Carriage House
- 75 additional parking spaces PLUS
- 23 relocated parking spaces
- Relocation of existing exterior mechanical
- Impact to some existing program spaces
- Impact to existing building operations
- Impact to existing parking



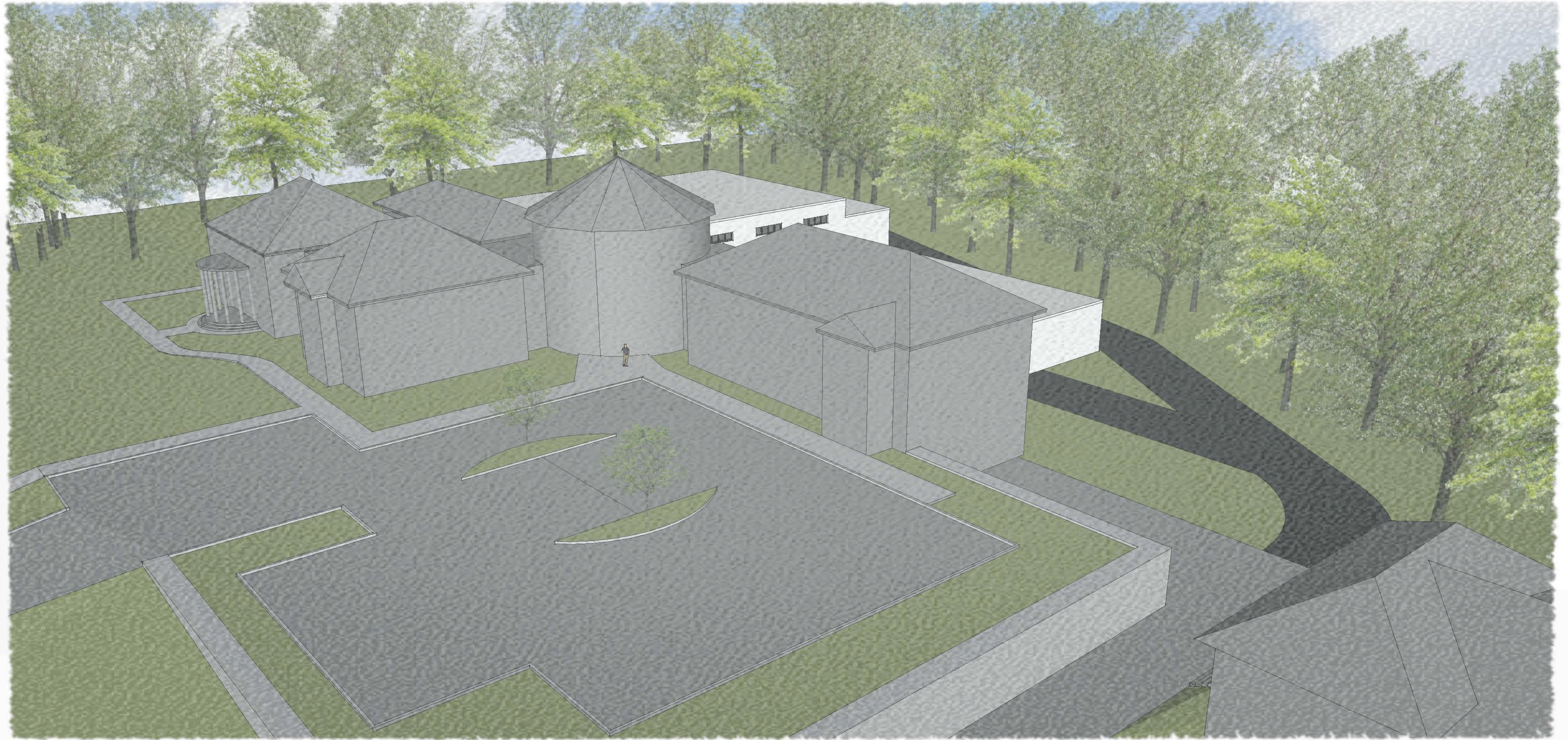


# LCC | Concept B View from Marrett Rd



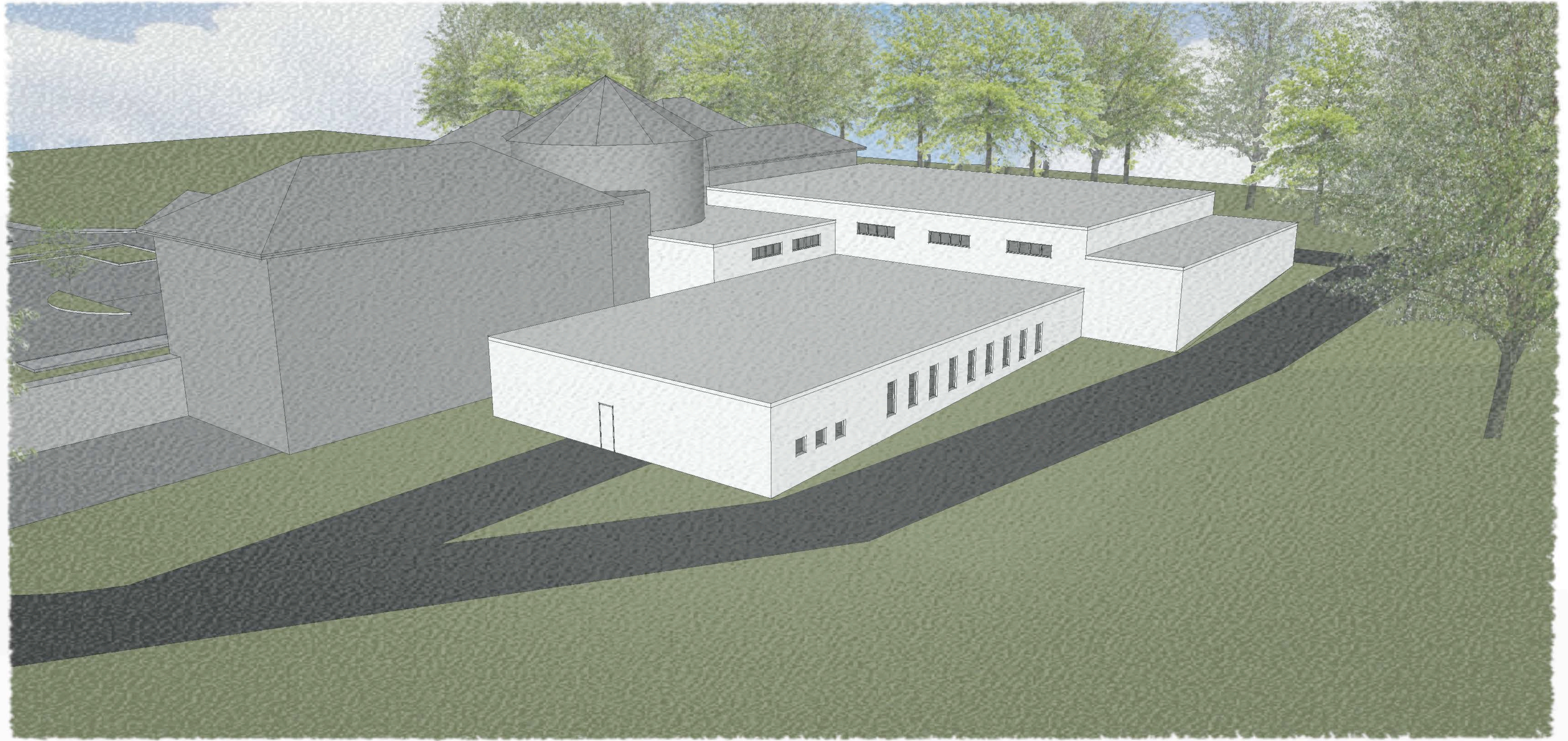


# LCC | Concept B View from LCP parking



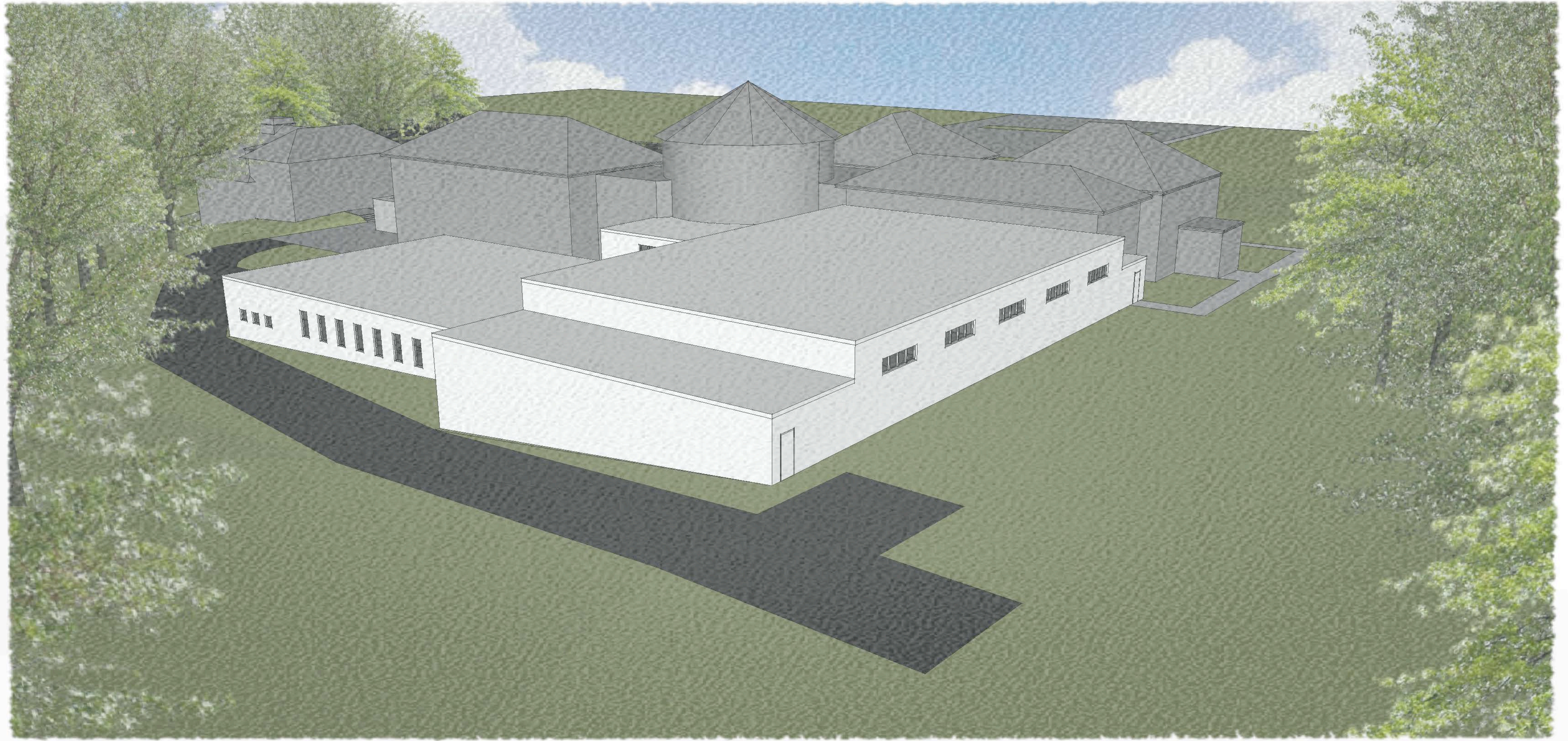


# LCC | Concept B View from LCC rear



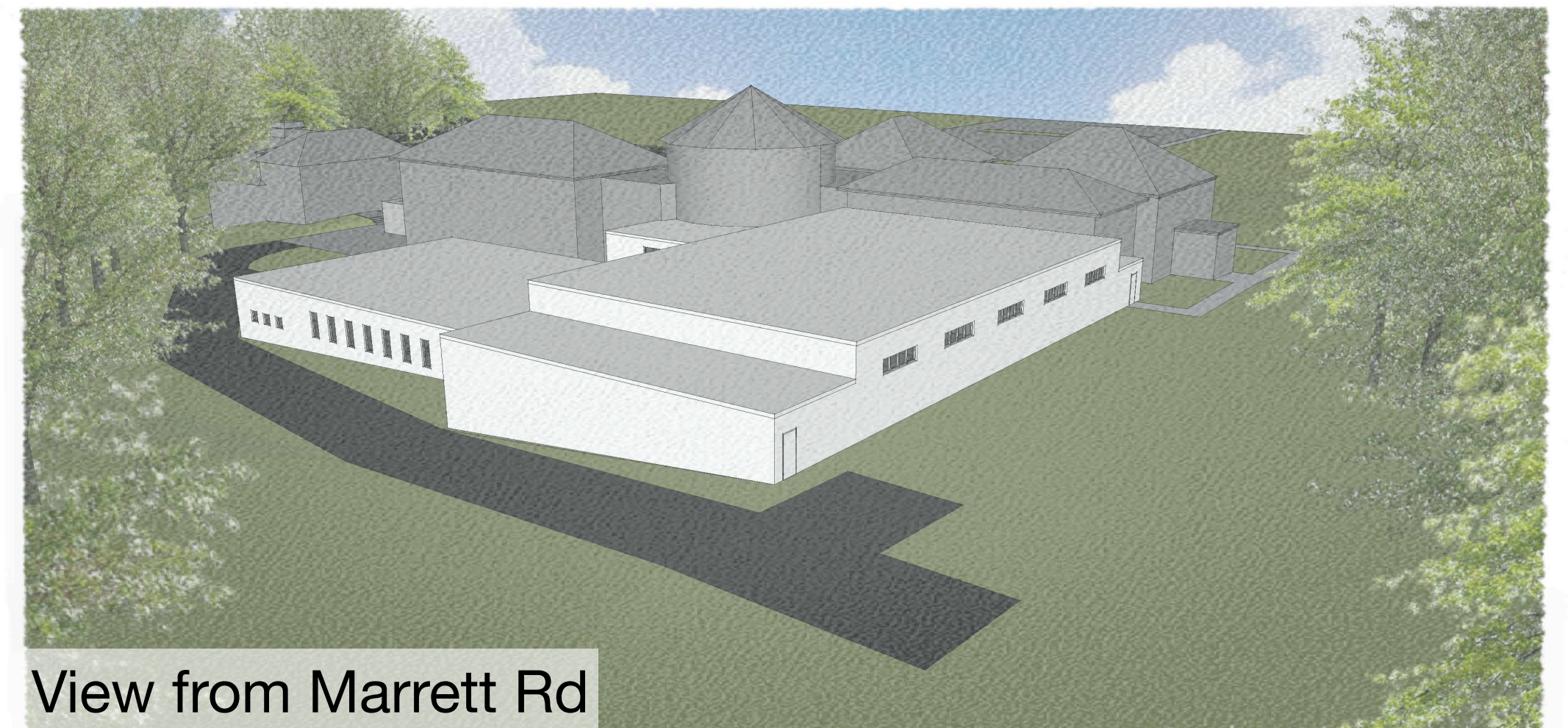
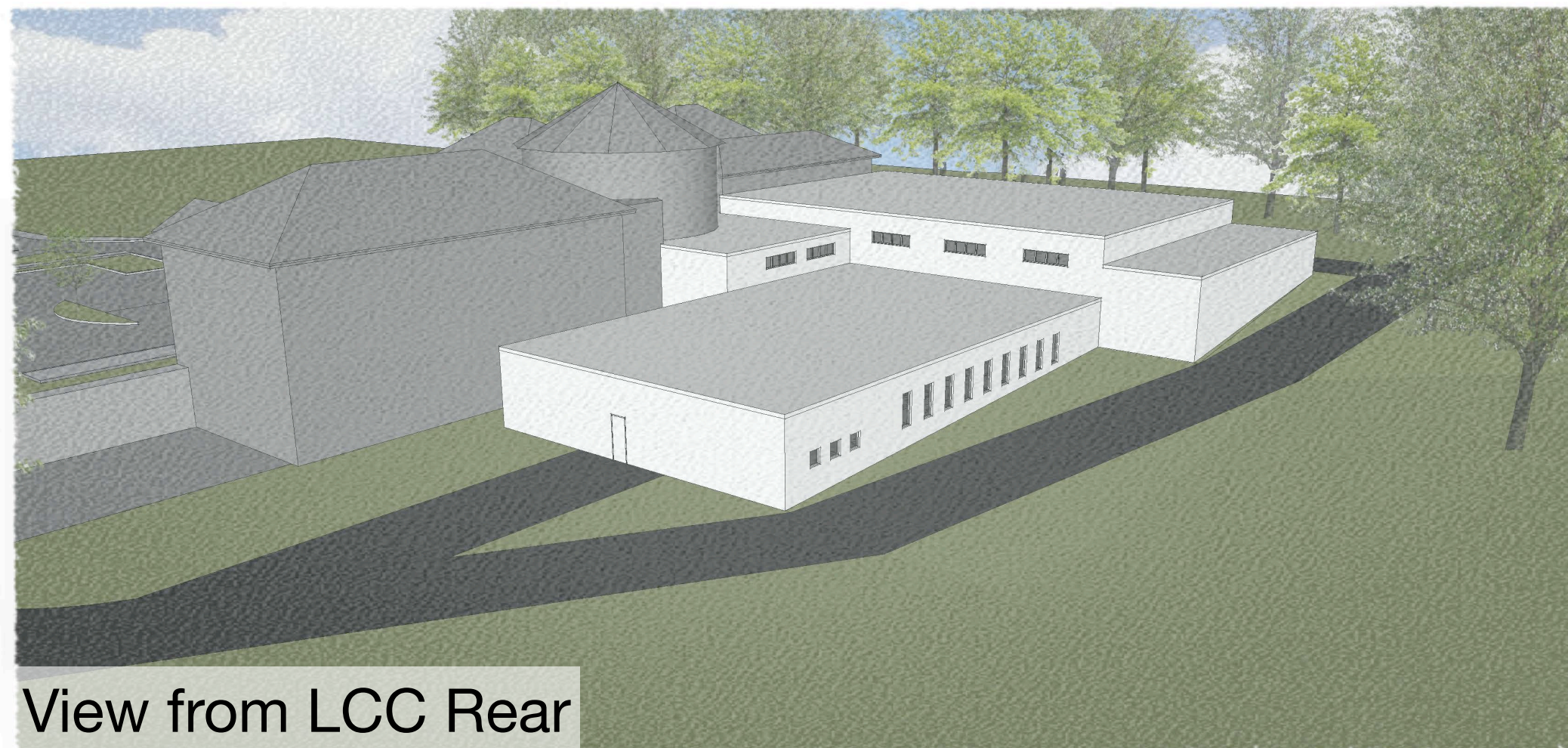
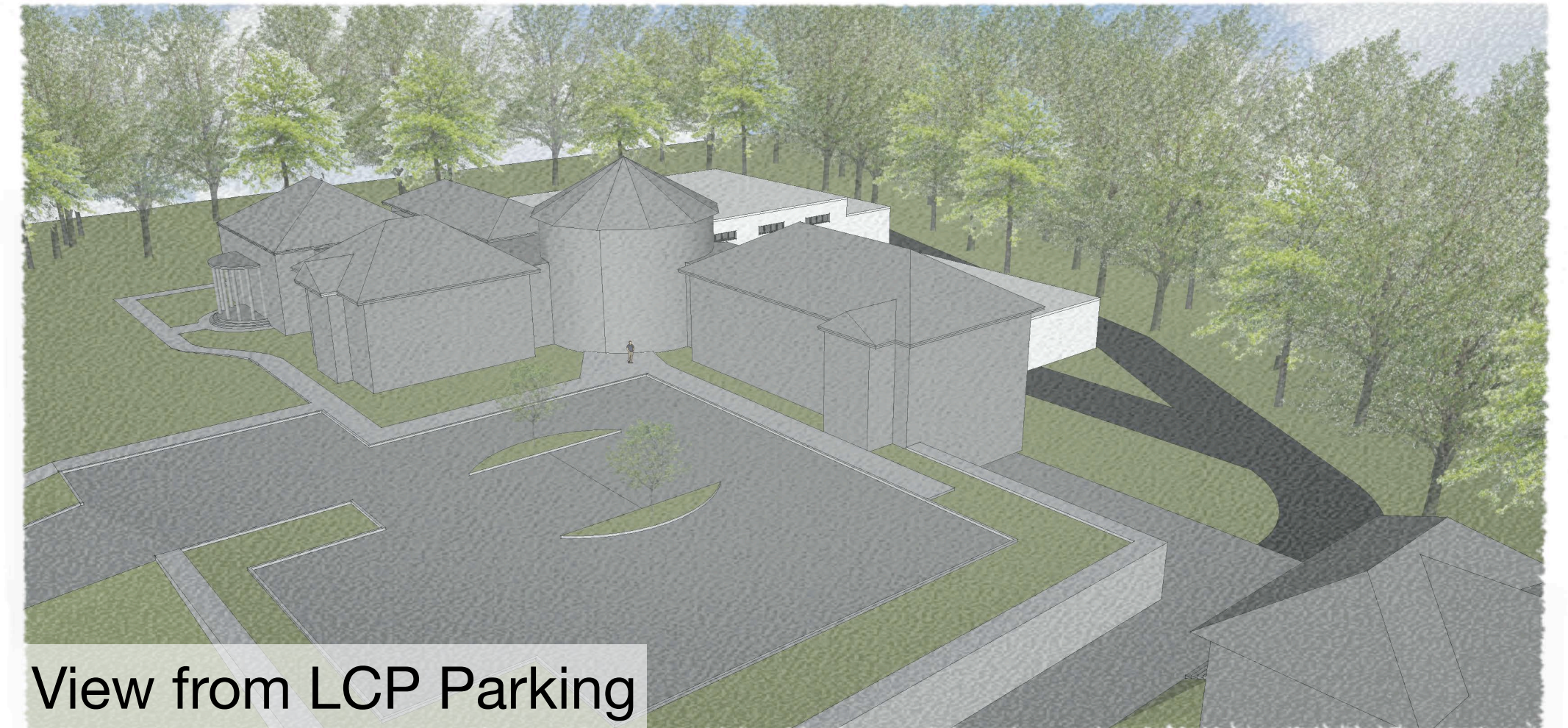
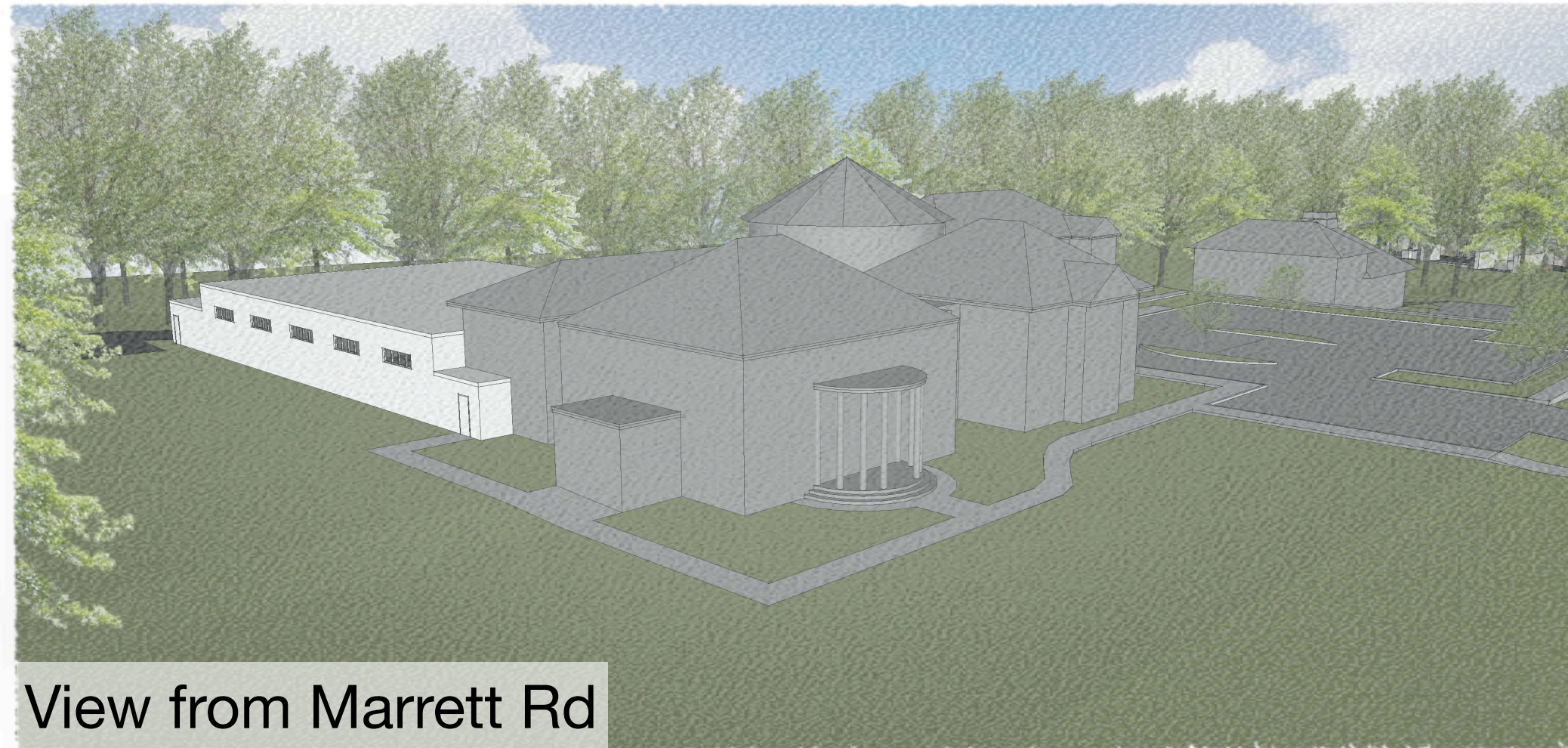


# LCC | Concept B View from Marrett Road





# LCC | Concept B Perspectives





# LCC | Concept C Floor Plans

LEGEND:

CLASSROOM

PRE-FUNCTION

GYMNASIUM

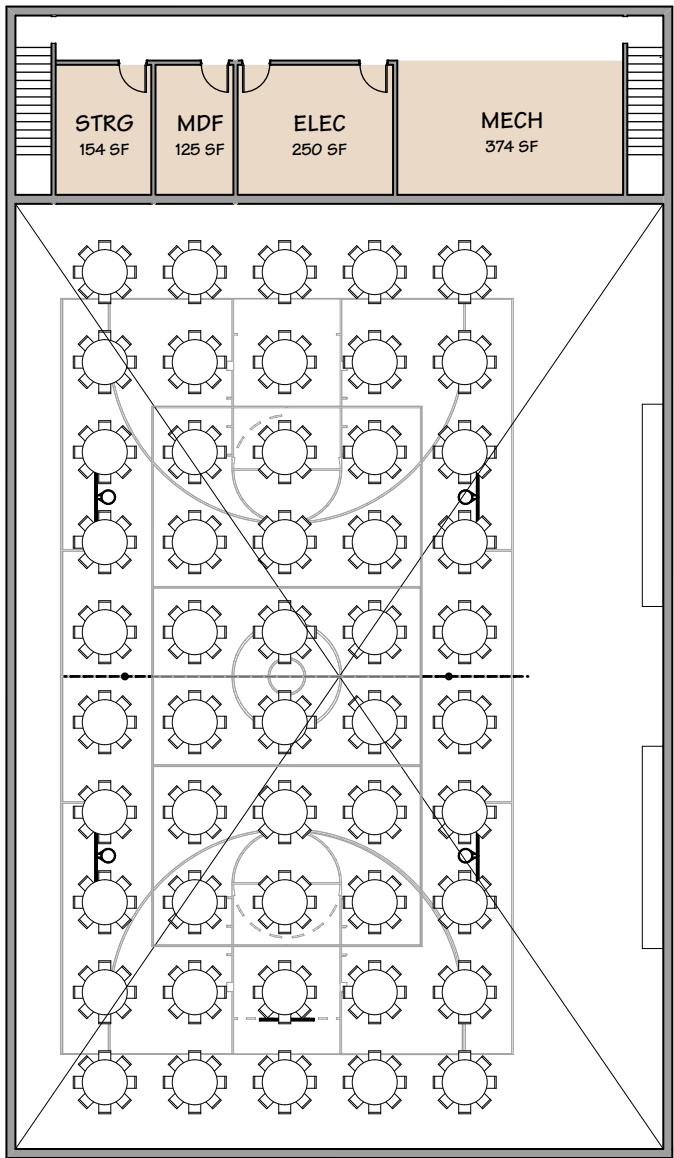
KITCHEN / MULTI-PURPOSE

ADMINISTRATION

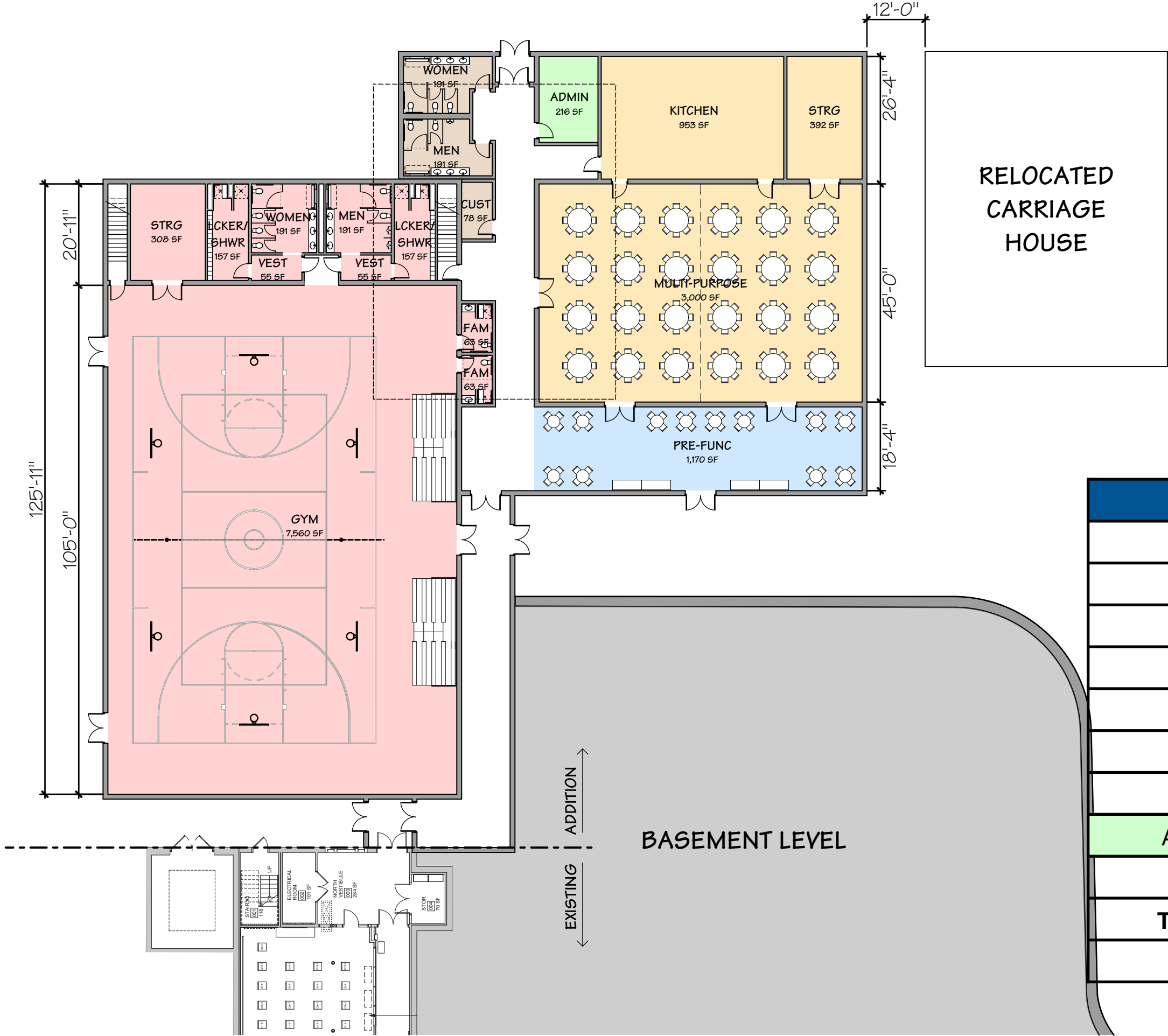
BUILDING SERVICES

CIRCULATION

EXISTING CARRIAGE HOUSE



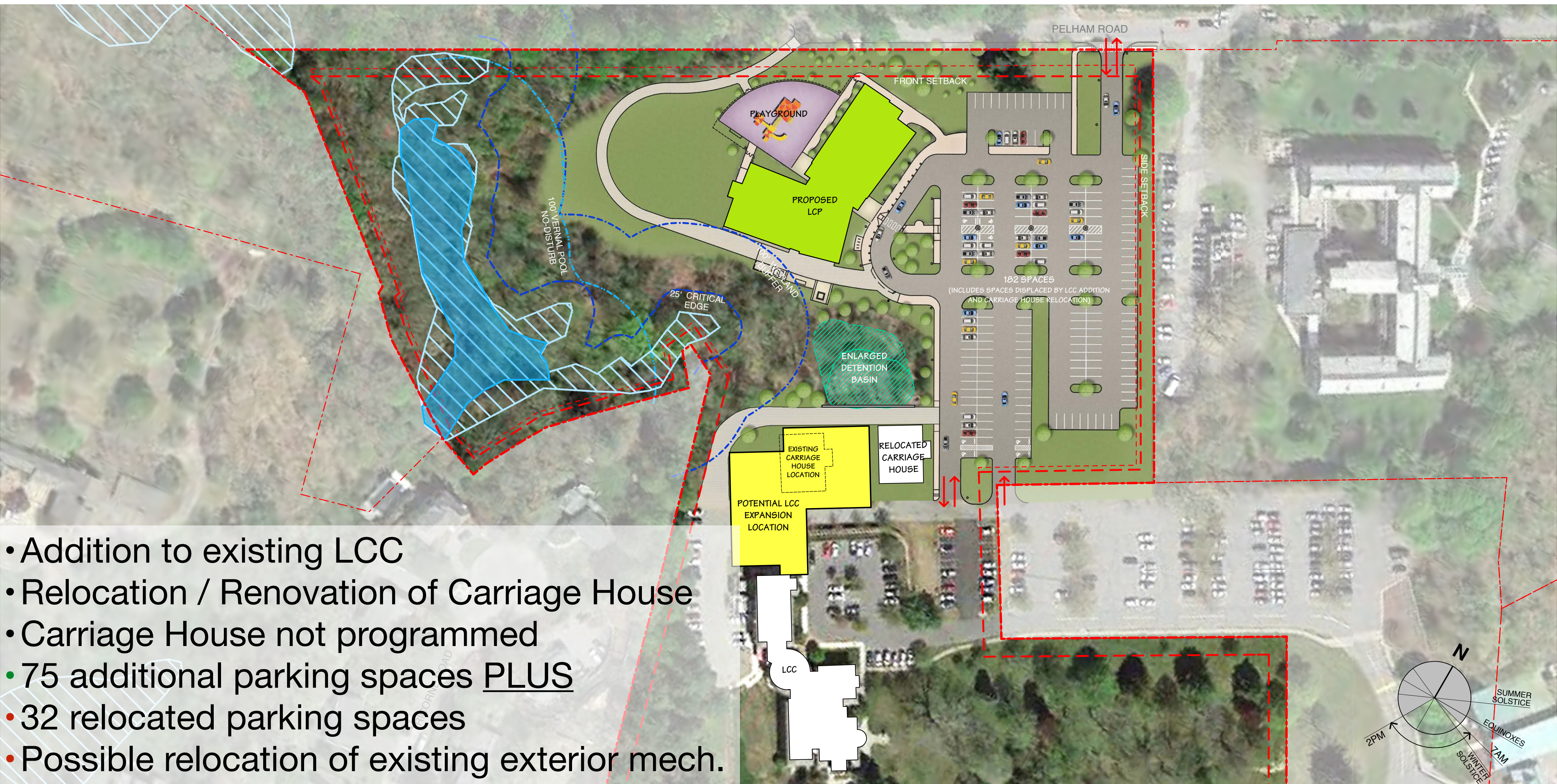
MEZZAINE LEVEL  
SERVICE AREA



Program / Space	Net Floor Area
Gymnasium - Assembly	7,560 NFA
Gymnasium - Dining/Banquet	
Locker Rooms / Showers	932 NFA
Gym storage	308 NFA
Multi-Purpose Room	3,000 NFA
Kitchen + Storage	1,345 NFA
Pre-Function Area	1,170 NFA
Administration (if separate building)	216 NFA
Program Net Floor Area	14,531 NFA
Total Square Footage (1.38 x NFA)	20,120 GSF
Parking Net Add	75 Spaces



# LCC | Concept C Site Plan



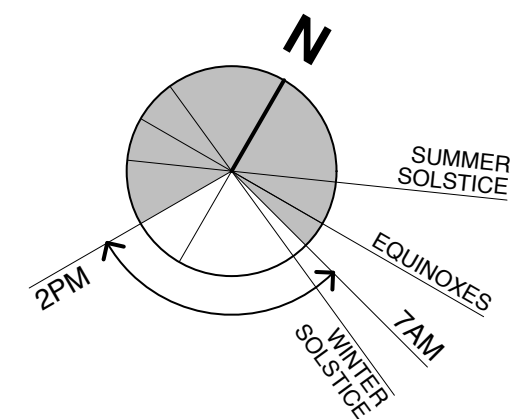
- Addition to existing LCC
- Relocation / Renovation of Carriage House
- Carriage House not programmed
- 75 additional parking spaces PLUS
- 32 relocated parking spaces
- Possible relocation of existing exterior mech.
- Some impact to existing building operations
- Impact to existing parking



# LCC | Concept C Site Plan

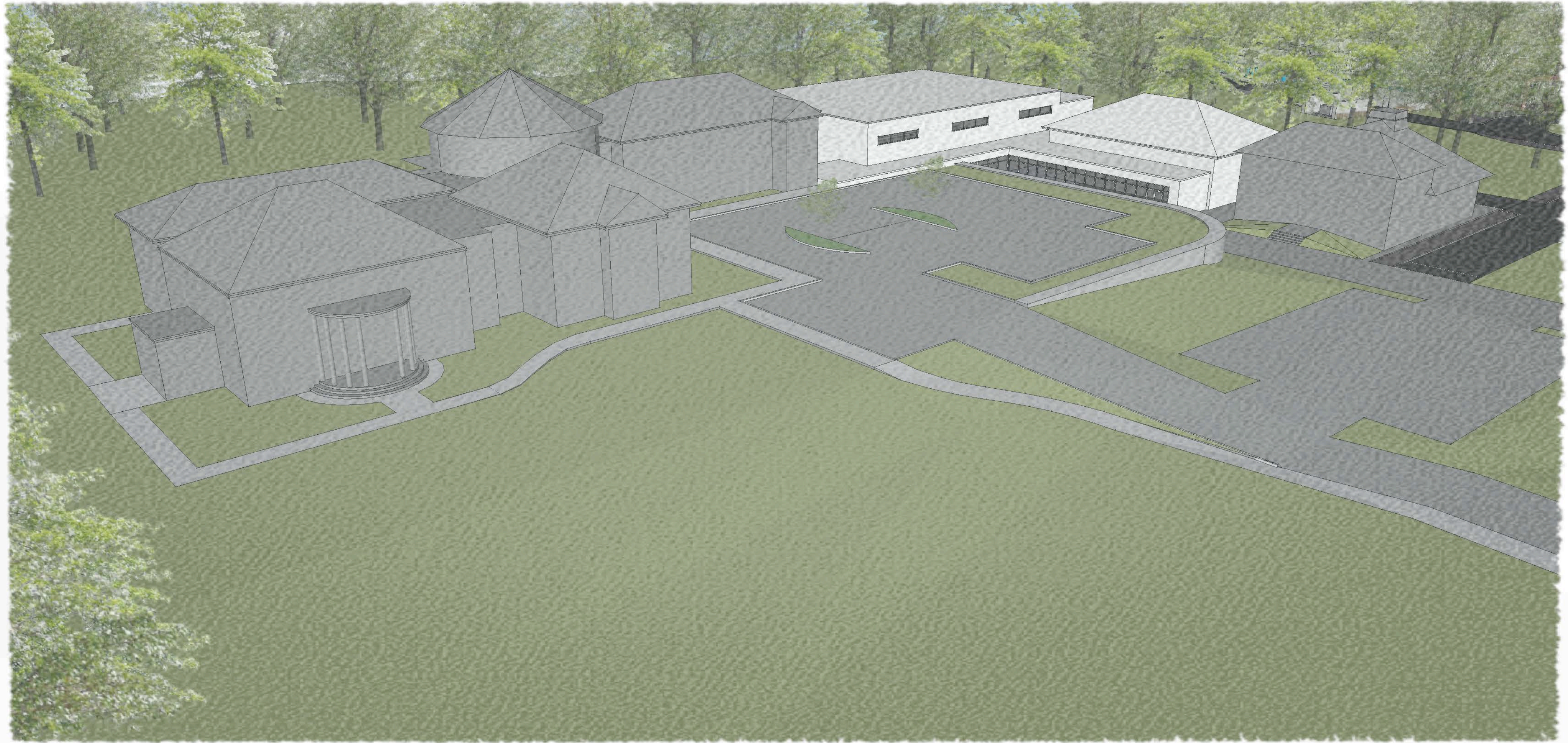


- Addition to existing LCC
- Relocation / Renovation of Carriage House
- Carriage House not programmed
- 75 additional parking spaces PLUS
- 32 relocated parking spaces
- Possible relocation of existing exterior mech.
- Some impact to existing building operations
- Impact to existing parking



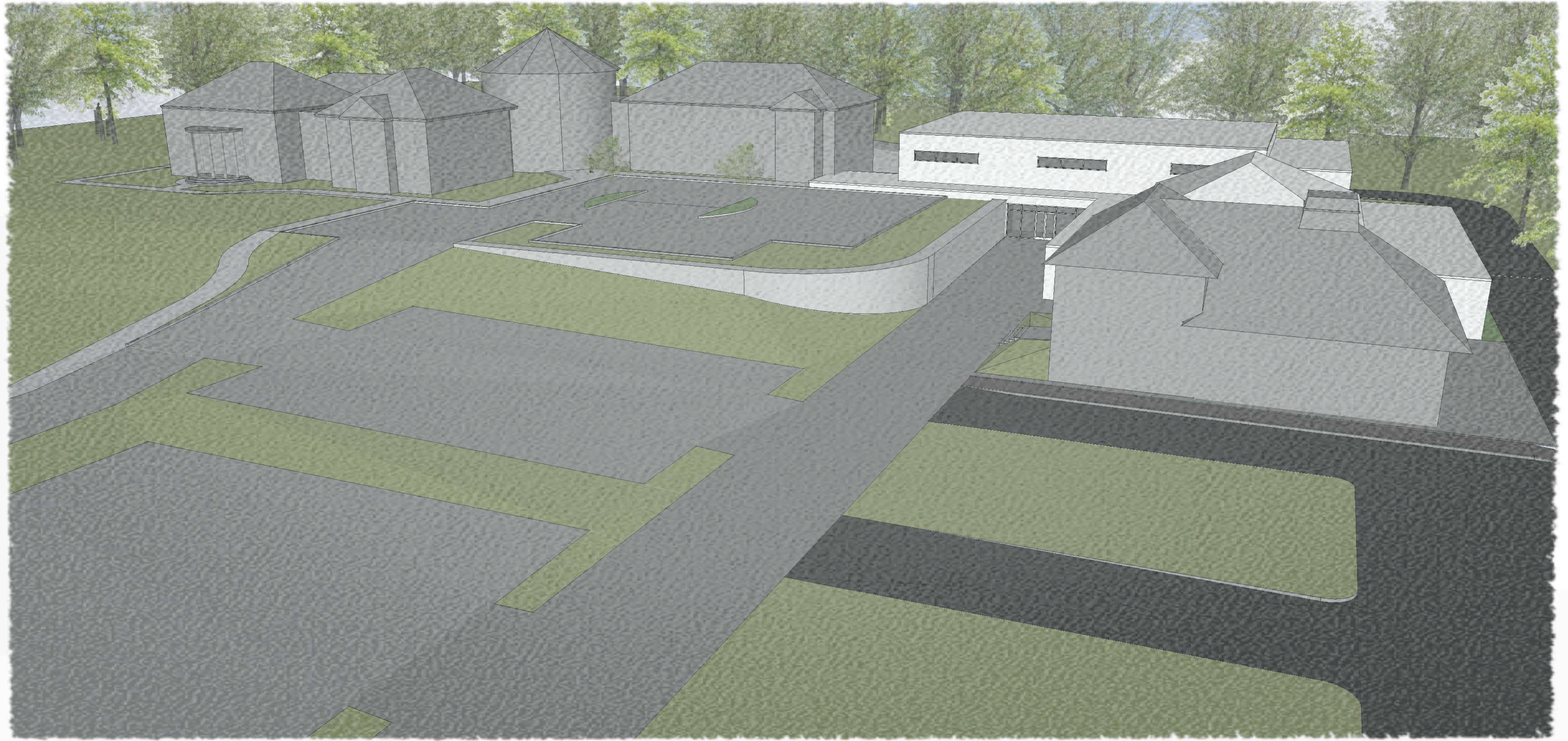


# LCC | Concept C View from Marrett Road



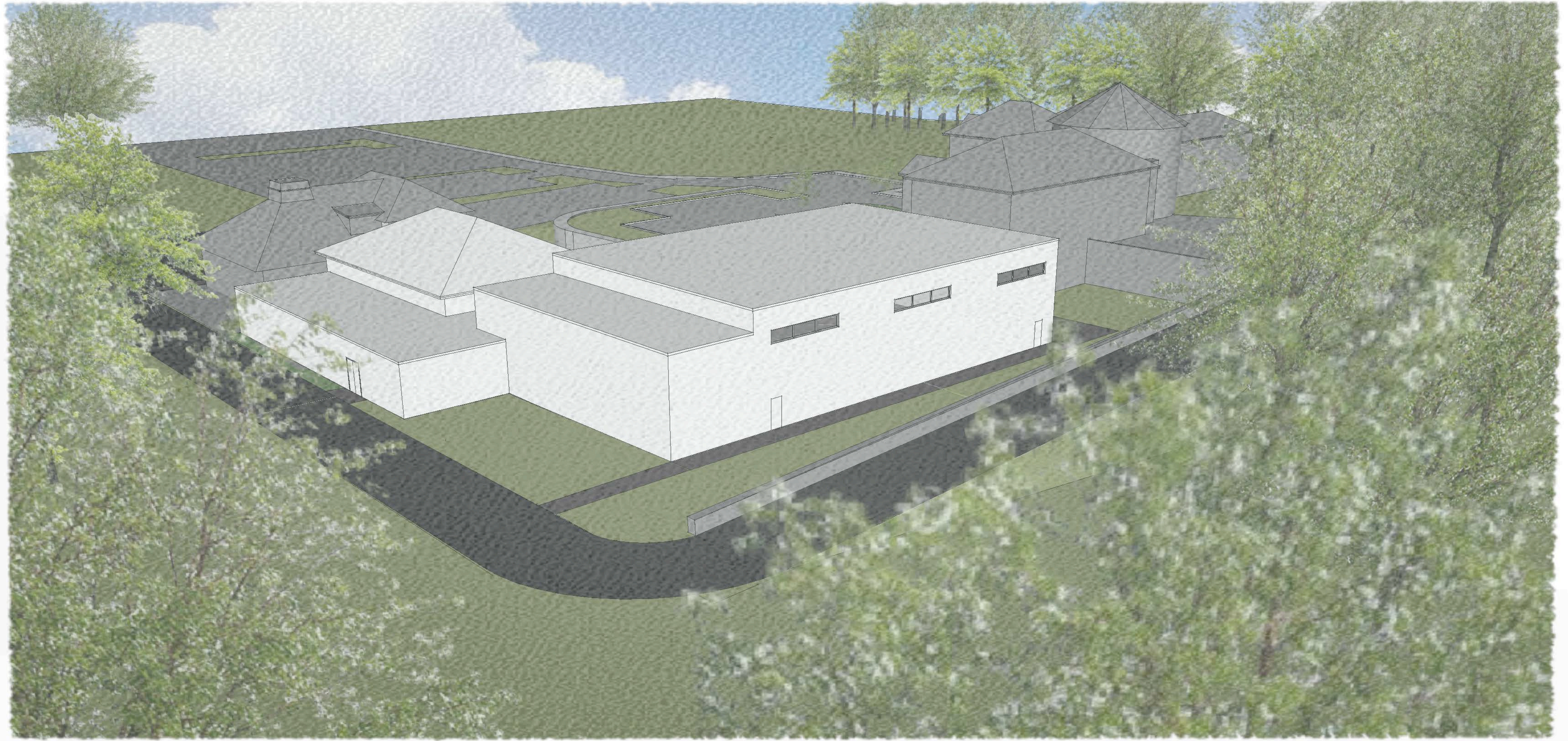


# LCC | Concept C View from LCP parking



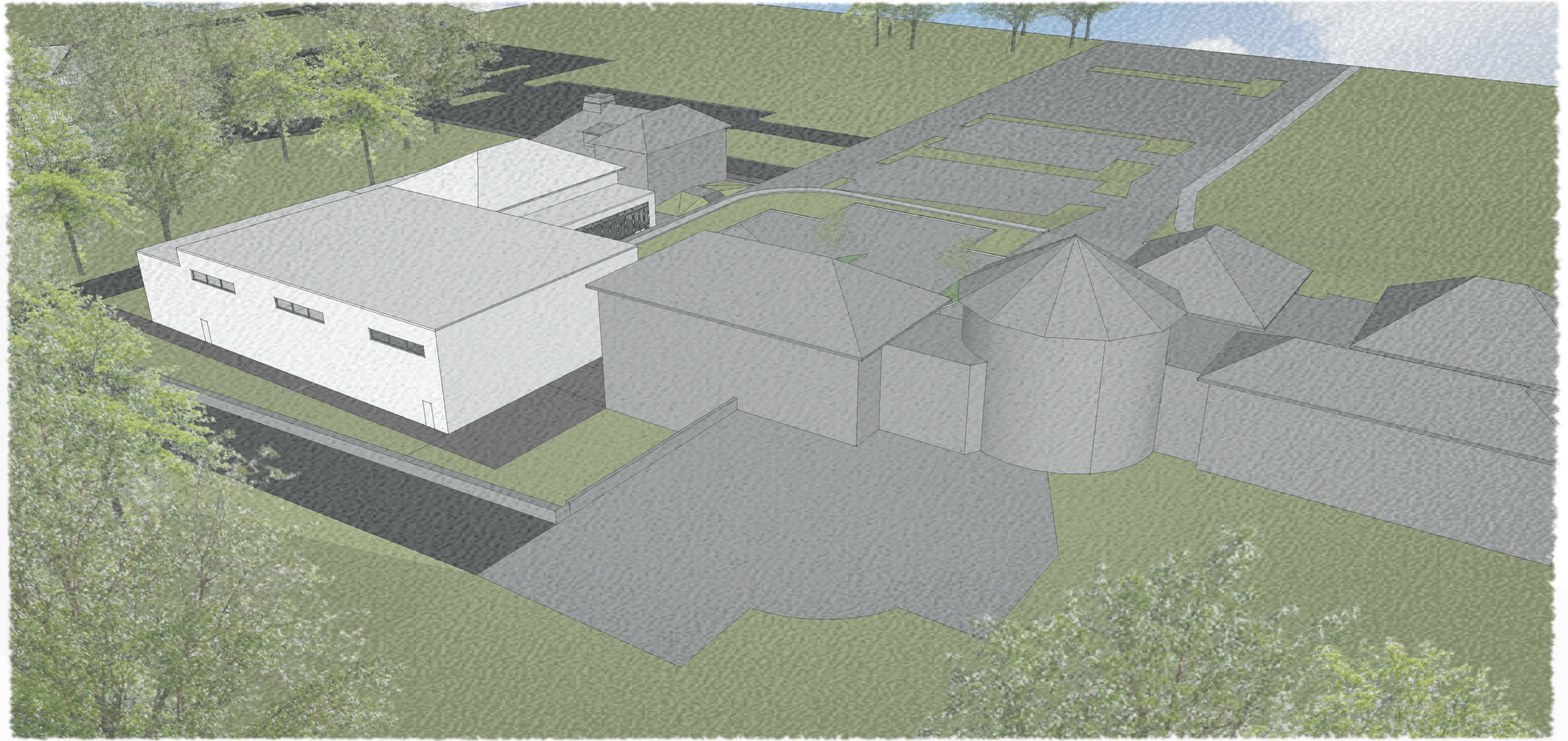


# LCC | Concept C View from LCP



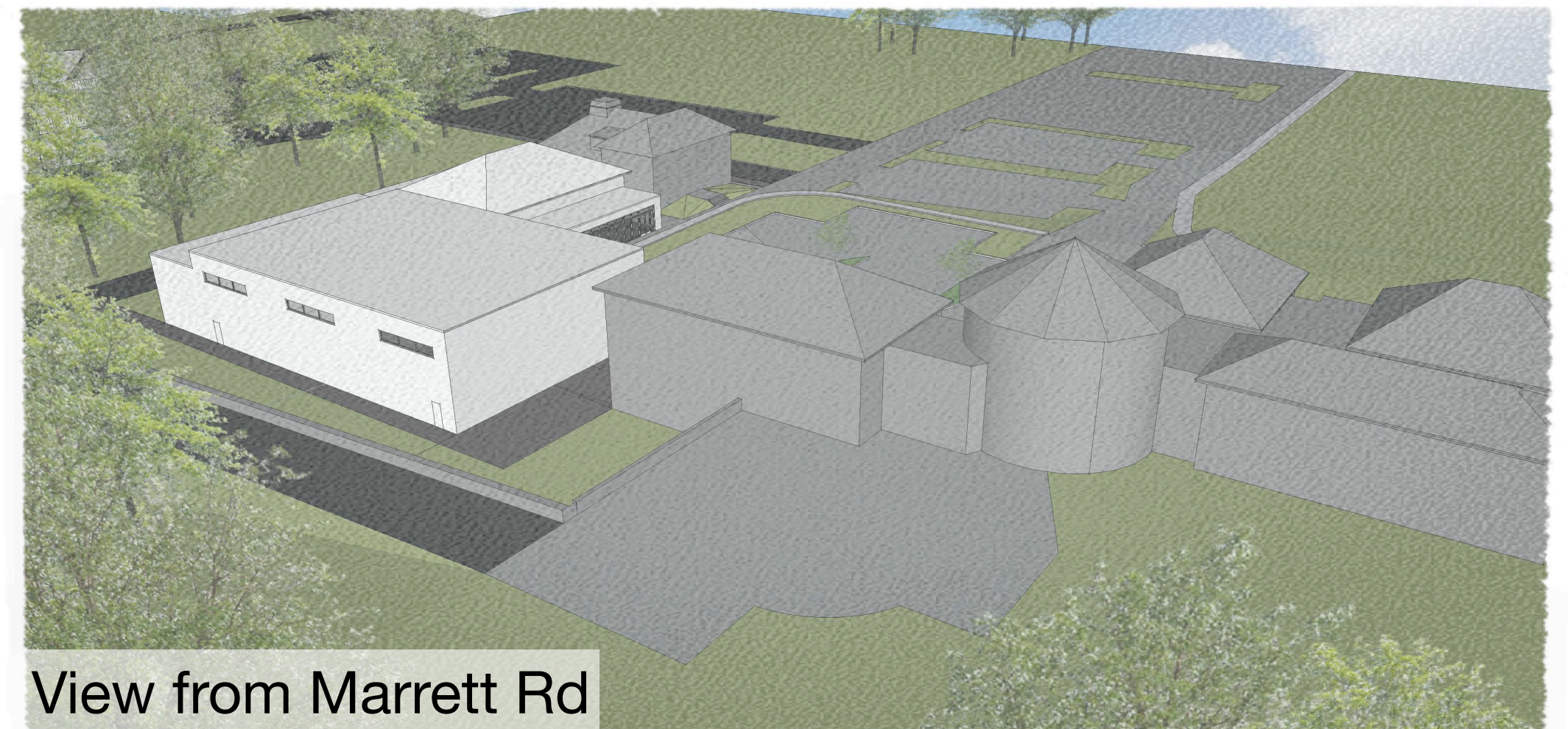
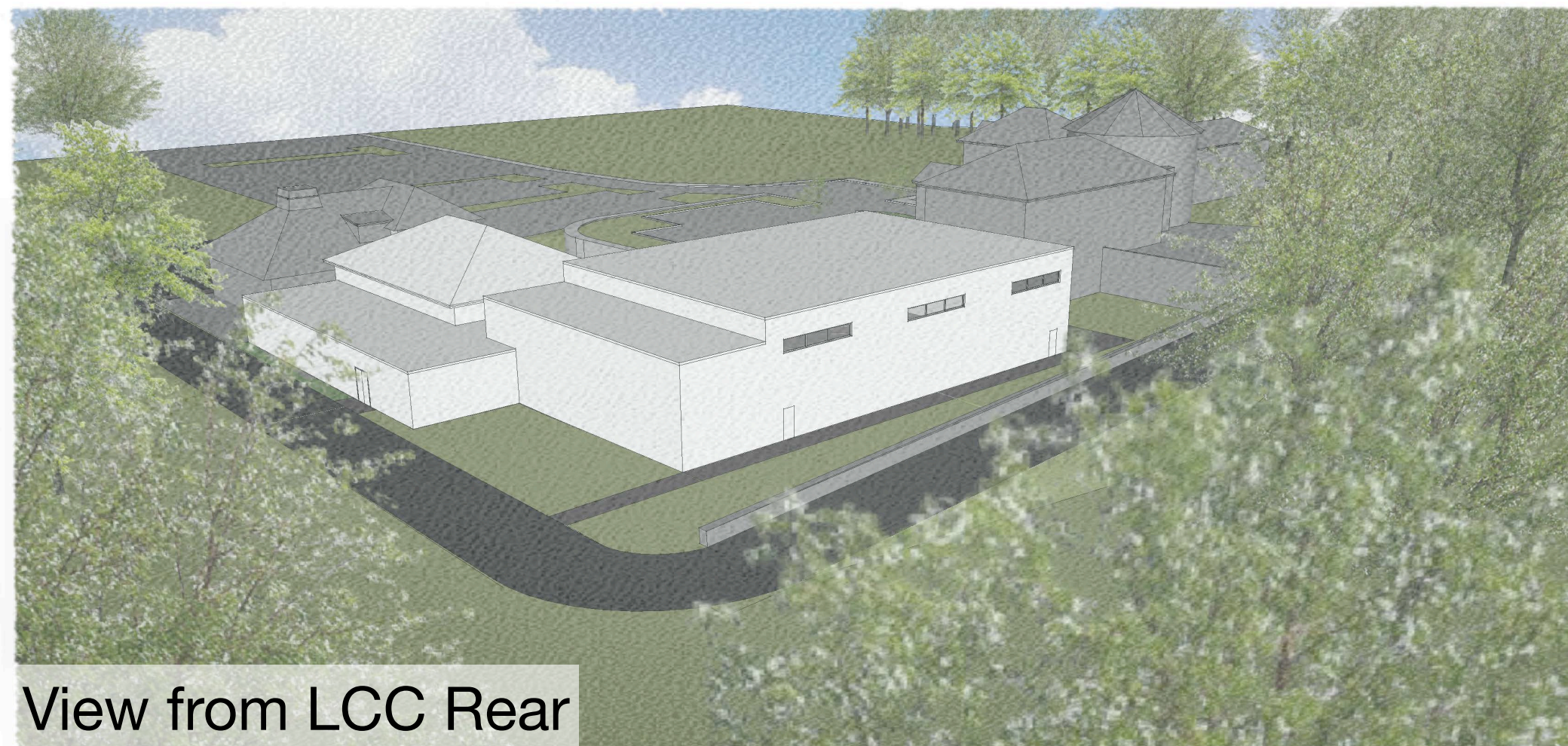
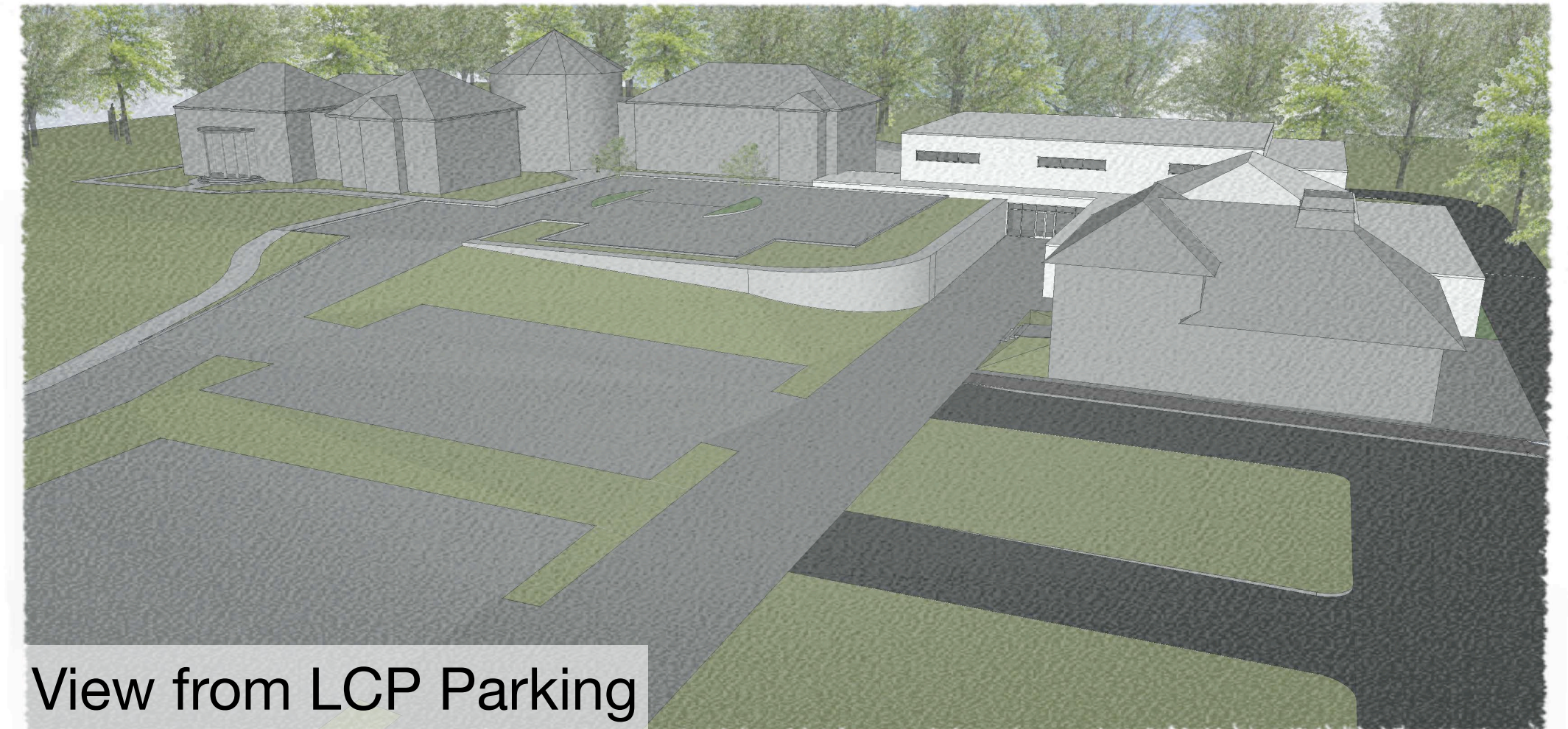
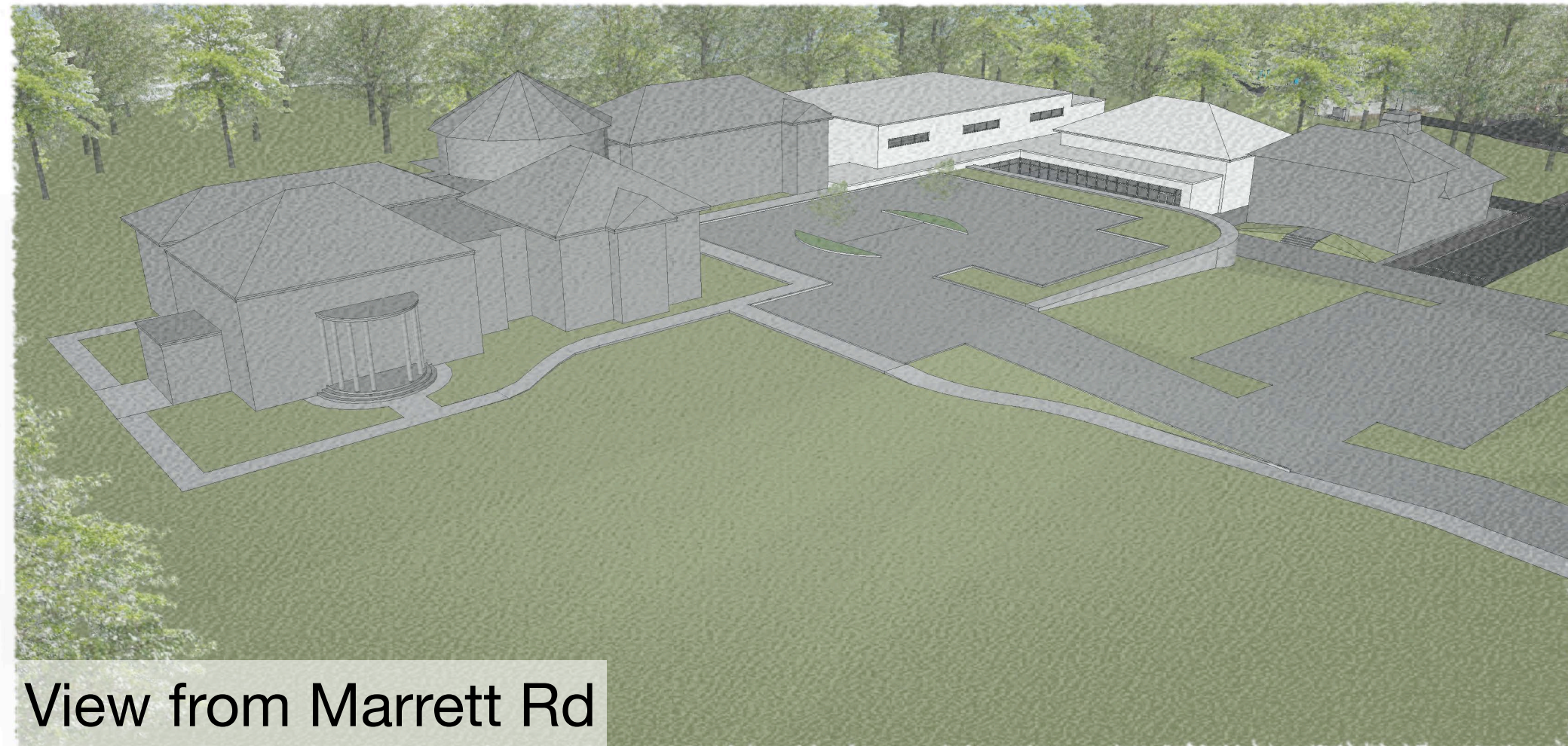


# LCC | Concept C View from Marrett Road



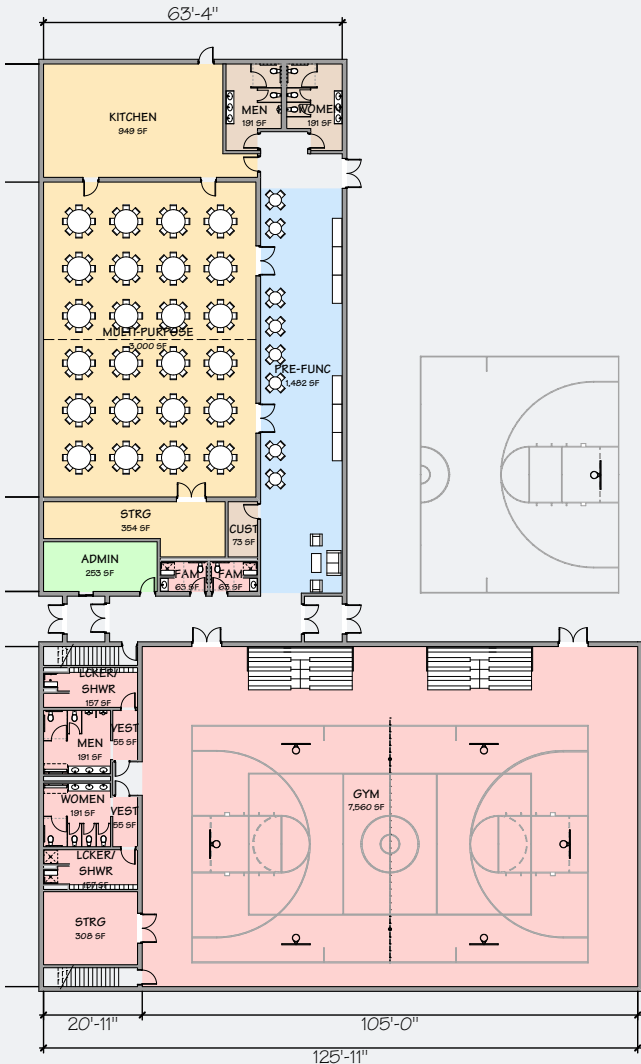
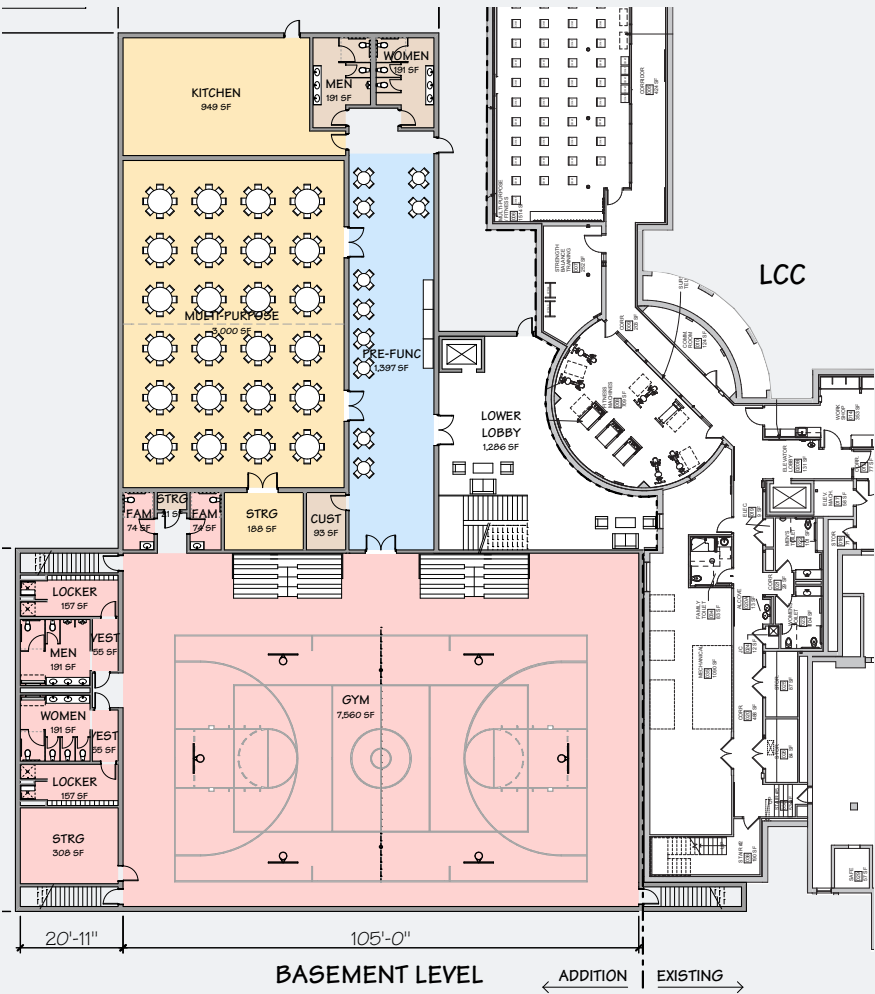
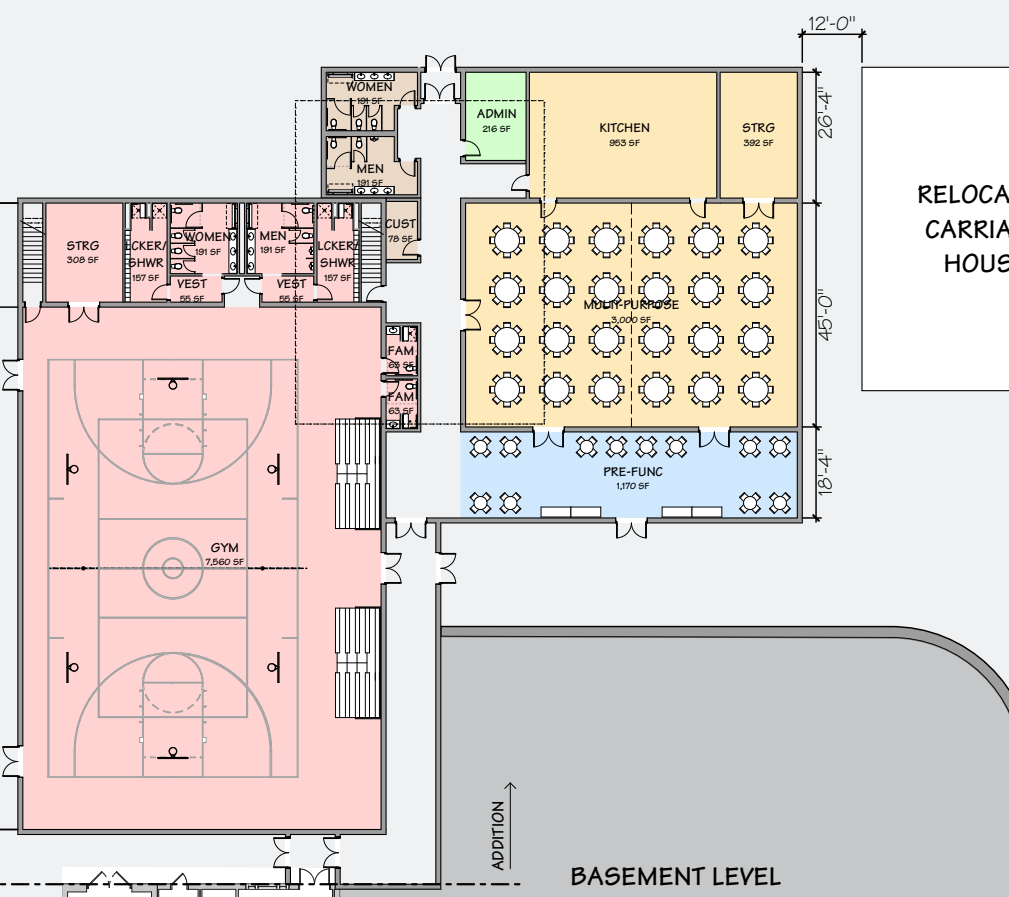


# LCC | Concept C Perspectives



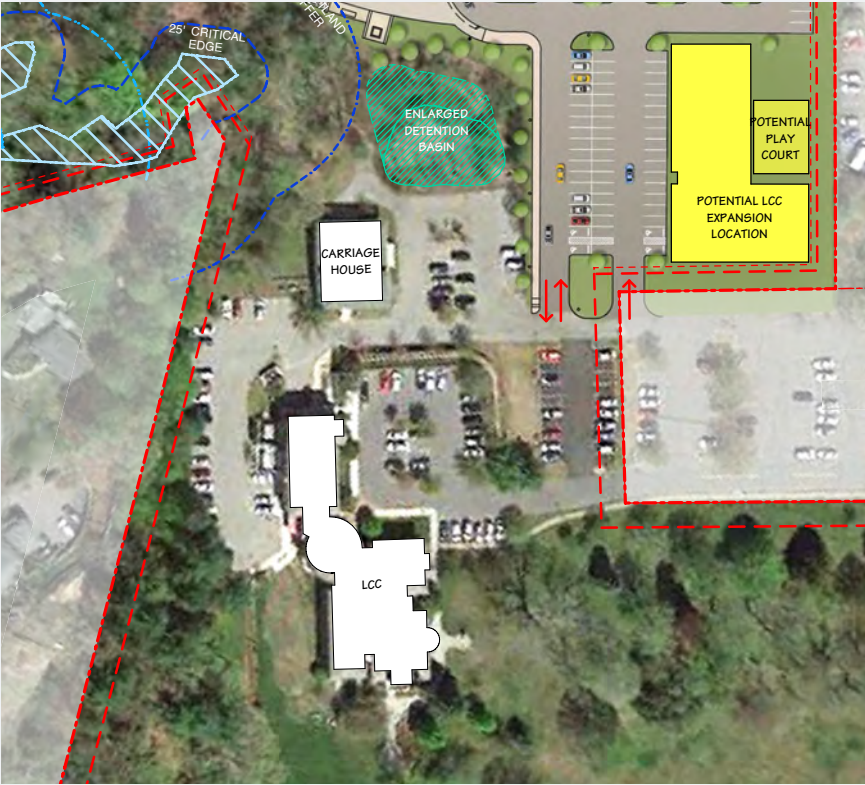




# Program Comparisons

	Program	Concept A	Concept B	Concept C
				
Programmable Net Floor Area	13,800 NFA	14,484 NFA	14,231 NFA	14,531 NFA
Total Square Footage	20,000 GSF	19,090 GSF	20,496 GSF	20,120 GSF
Net New Parking Spaces	75 spaces	65 spaces	75 spaces	75 spaces



# Project Costs

	Concept A	Concept B	Concept C
			
Square Footage	19,090 GSF	20,496 GSF	21,020 GSF
Construction <sup>(1)</sup>	\$11,500,000	\$13,500,000	\$13,100,000
Site	\$2,300,000	\$3,200,000	\$3,300,000
Total Construction <sup>(2)(3)</sup>	\$13,800,000	\$16,700,000	\$16,400,000
Construction Cost / SF	\$723/SF	\$815/SF	\$780/SF
Soft Costs <sup>(4)</sup>	\$3,450,000	\$4,175,000	\$4,100,000
Project Costs <sup>(5)</sup>	\$17,250,000	\$20,875,815	\$20,500,780
Carriage House Project Costs <sup>(4)</sup>	\$0	\$5,125,000	\$5,500,000

(1) Rounded to nearest \$100,000

(2) Includes all mark ups

(3) CM@R construction

(4) Soft Cost = 25% of Construction Costs

(5) Does not include upgrade to existing LCC Mechanical (HVAC) equipment



# Community Programmatic Needs

- Health & wellness opportunities day, evening and weekends;
- Fitness & nutrition classes and workshops;
- Organized leagues for both practices and games;
- Expanded lunches for seniors;
- Year round large community events  
(regardless of weather and access to outdoor space)
- Expand intergenerational opportunities
- Expand opportunities to the underserved populations in town,  
including teens and adaptive services.
- Participation will range.
  - Hourly programs would range from 50-100 people
  - Events and gatherings could reach 350 people



# Next Steps

- Select Concept
- Obtain Pre-Schematic / Schematic Design Funding
- Complete Pre-Schematic Design
- Complete Schematic Design
- Obtain Town Approval







# Board of Selectmen Meeting

January 8, 2018



## Community Center Expansion Study

 **DINISCO DESIGN**  
architects + planners

© 2017 DiNisco Design, Inc.





## *Town of Lexington* Recreation and Community Programs

Melissa Battite, CPRP  
Director of Recreation and Community Programs

Tel: 781-698-4800  
Fax: 781-861-2747

September 22, 2017

Donna DiNisco  
DINISCO DESIGN  
99 Chauncy Street, Suite 901  
Boston, MA 02111

Donna,

The Recreation and Community Programs Department has reviewed the most recent design options for the Master Planning of the Pelham Road and Community Center properties. This initial phase of the overall site Master Plan is very important and critical to the success of the Community Programs and the overall campus expansion. The placement of LCP directly impacts the Town's ability to maximize the property to full potential as a community asset.

The Phase II plans of the Community Center, as identified in 2013, reflects the facility needs and shortcomings in order to maintain current service levels to the community. The offerings of the Recreation and Community Programs and Human Services Departments held at the Community Center have reached capacity. In addition, the opportunities offered off site, predominantly at one of the public schools, are also experiencing capacity issues due to competing interests for the same space and facilities. The continuous town wide growth in our school aged and senior populations is reflected in the high demand for both day time and out of school time opportunities.

The large multiuse spaces scheduled as part of the Phase II expansion provides the ability to continue offering the programs and services the community has come to expect as the demographics and needs continue to grow and change.

The anticipated program includes;

- Health & wellness opportunities offered during the day, evening and weekends;
- Fitness & nutrition classes and workshops;
- Organized leagues for both practices and games;
- Expanded lunches for seniors;
- Year round large community events (regardless of weather and access to outdoor space)
- Expand intergenerational opportunities
- Expand opportunities to the underserved populations in town, including teens and adaptive services.
- Participation will range, dependent on particular use, time and day of the week. Hourly programs would range from 50-100 while events and gatherings could reach 350.



The program requires additional parking to support the expansion. The parking needs of Phase II along with access to those spaces identified in the LCP program, will provide the parking the campus needs.

The campus program of the LCP, Community Center and Museum will require a high level of planning to maximize the spaces during peak times, concurrent use, while maximizing use of each facility to meet the independent program needs and goals.

Please contact me with any additional questions. Christine Dean, Community Center Director, will be in attendance during the Monday, September 25<sup>th</sup> Board of Selectman meeting as well.

Thank you,

Melissa Battite  
Director

Cc: Carl Valente, Town Manager  
Christine Dean, Community Center Director



## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Update from Human Rights Committee-MCAD Discrimination/Investigation Training Program (10 min.)

#### **PRESENTER:**

Sean Osborne, Chairman, Human Rights Committee

#### **ITEM NUMBER:**

I.2

#### **SUMMARY:**

*No vote is requested for his agenda item.*

Sean Osborne, Chairman of the Human Rights Committee, will update the Board on discrimination investigation training for Town staff.

#### **SUGGESTED MOTION:**

NA

#### **FOLLOW-UP:**

NA

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

1/8/2018

7:50 p.m.

#### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Ltr to BOS - Housing Discrimination Update	Backup Material
<input type="checkbox"/> FLYER - 2018 MLK Community Conversation on Race	Backup Material





## *Town of Lexington*

### Lexington Human Rights Committee

Sean D. Osborne, Chair  
Fuang-Ying Huang, Vice Chair  
Tanya Gisolfi, Clerk

[humanrightscmte@lexingtonma.gov](mailto:humanrightscmte@lexingtonma.gov)

### Memorandum

To: Board of Selectmen

From: Sean Osborne

Date: January 5, 2018

Subject: LHRC working with LPD to improve community response to housing discrimination complaints

---

One of the goals of the Lexington Human Rights Committee is to improve our community's capacity to respond to human rights violations.

Following a May 2017 report of a housing discrimination complaint, the Lexington Police Department and LHRC determined that Lexington did not have the infrastructure in place to address housing discrimination complaints.

To build Lexington's capacity, the LHRC and LPD are working together to get every committee member and every member of the police department to attend the Massachusetts Committee Against Discrimination's (MCAD) housing discrimination training class, ***Preventing and Addressing Housing Discrimination***.

On November 1, 2017 the first training took place at the Community Center. 5 of the 9 LHRC members attended along with 12 members of the LPD and Lexington's Veterans' Services District Director.

The LHRC is grateful for the fiscal support of the Lexington Police Department and for the continued support of Lt. James Barry and Detective Aidan Evelyn. It is our understanding that additional MCAD classes will be scheduled in 2018 to ensure that everyone gets an opportunity to be trained.

In addition, the LHRC is working with The Fair Housing Committee of Greater Boston to schedule fair housing discrimination training for individual interested in learning more and in becoming testers.



For more information on housing discrimination rules and regulations, visit the resources tab of the LHRC webpage, <https://www.lexingtonma.gov/human-rights-committee>.





"Our lives begin to end  
the day we become silent  
about things that matter."

Martin Luther King, Jr.

*2018 MLK Day*  
*Community Conversation*  
*on Race*

**JANUARY 15, 2018**  
***CREATING A SAFE AND JUST SCHOOL***  
***ENVIRONMENT IN LEXINGTON & BEYOND***

Missing out on instruction time can have a devastating impact on educational outcomes for students, particularly time lost due to suspensions. Research has demonstrated that losing instruction time can affect reading achievement and that suspensions are an important predictor of graduation rates and involvement with the juvenile justice system.

Disparity in suspension rates, as found in a review of historical school discipline data, is just one example of how in Lexington, black students and students with disabilities bear the brunt of this loss of opportunity to learn.

[The Lexington Human Rights Committee](#) invites everyone in the Greater Lexington community to bring your hearts and minds to this conversation on racial justice and discipline disparity. This is an opportunity to talk to your neighbors about what each of us can do to ensure that all of our students have equal opportunities to learn and their civil rights are protected.

Doors Open at 8:30 am  
Free Coffee and Pastries

---

Key Note Speaker:  
Daniel J. Losen,  
co-author of  
***Suspended***  
***Education in***  
***Massachusetts***

---

Program Starts at 9 am  
and ends at 10:30 am

---

Make Friends of  
Strangers and  
Build Coalitions for  
Change

---

All Ages Welcome

**GRACE CHAPEL**  
**59 Worthen Rd.,**  
**Lexington, MA**

Ample Free Parking  
Handicapped Accessible



# **AGENDA ITEM SUMMARY**

## **LEXINGTON BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM TITLE:**

Report of the Tax Deferral and Exemption Study Committee Regarding Property Tax Deferral Legislation (20 min.)

### **PRESENTER:**

Vicki Blier, Pat Costello, Co-Chairs,  
Tax Deferral and Exemption Study  
Committee

### **ITEM NUMBER:**

I.3

### **SUMMARY:**

*No vote is requested for this agenda item.*

Representatives from the Tax Deferral and Exemption Committee will discuss means-tested Senior tax deferral legislative options and other tax exemption recommendations, for consideration at the Annual Town Meeting.

### **SUGGESTED MOTION:**

NA

### **FOLLOW-UP:**

Board of Selectmen to consider whether to include a Warrant Article for the Annual Town Meeting to request Special Legislation for a means-tested property tax exemption program.

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

1/8/2018

8:00 p.m.

### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Cover Letter with Recommendations	Backup Material
<input type="checkbox"/> Clause 5C.5 intro	Backup Material
<input type="checkbox"/> 5C.5 rough analysis at 30% 60% 100%	Backup Material
<input type="checkbox"/> 5C.5 rough analysis at 30% increase 1.4.2017	Backup Material



Utilization of 5C.5

Backup Material

Legislative Comparison Chart -

Backup Material



## **The Selectmen's Tax Deferral and Exemption Study Committee**

The Selectmen's Tax Deferral and Exemption Study Committee has voted to recommend that the Selectmen ask Town Meeting to adopt **G.L. c.59, clause 5C ½**, at a percentage of benefit from 0% to 100% that the Selectmen determine.

In addition, the Committee voted to request that the Selectmen direct them to develop special legislation tailored to the needs of Lexington, similar to the Means Tested Senior Citizen Property Tax Exemption of Sudbury, MA, and to estimate likely participation rates and fiscal impacts. To do so, the Committee requests the appointment of a working group with the needed analytical and legal skills to do so.

The Committee intends that the proposed Special Legislation be developed in time for it to be considered by the Ad Hoc Residential Exemption Study Committee as part of their recommendations to the Selectmen.

### **Recommended actions:**

- Determine a benefit percentage for clause 5C ½
- Add acceptance of clause 5C ½ to the Warrant for Annual Town Meeting
- Appoint a working group to develop a Means Tested Senior Citizen Property Tax Exemption for Lexington
- Instruct the Ad Hoc Residential Exemption Study Committee to incorporate the Means Tested Exemption law into their analysis and recommendations.



## **Clause 5C ½ Summary**

### **Chapter 62, paragraphs 14 and 17 of the Acts of 2014, with G.L. c.59, clause 5C ½ added**

Clause 5C ½ allows the Town, by vote of Town Meeting, to increase the benefit amount of all personal property tax exemptions by any percentage up to 100%. This additional exemption is applied uniformly to all personal property tax exemptions and cannot be applied selectively.

The act is accepted by vote of Town Meeting, which may also revoke acceptance after a three year period.

With the exception of individual taxpayers receiving full exemptions, Clause 18 hardship exemptions, or any deferrals, taxpayers must pay at least the amount owed in taxes in the previous year. All other exemptions cannot reduce the taxpayer's net real estate tax below the real estate tax due on 10% of the assessed value of the domicile for the current year.

The Town does not receive any additional reimbursement from the State.

The attached tables show all current personal exemptions as adopted by the Town of Lexington, the utilization counts, and State reimbursement amounts. It illustrates the effect of adopting Clause 5C ½ if the Town were to opt for a 30% increase.

A second table shows the fiscal impacts of increasing all current personal exemptions at 30%, 60% and 100%.



**Clause 5C1/2**  
**Fiscal Impacts to Lexington at 30%, 60% and 100% increases**  
*FY 2016 Data*

2016 Data			30% Increase			60% Increase			100% Increase		
B	D	E	F	G	H	F	G	H	F	G	H
Total Tax Dollars Abated at 2016 Exemption Rate	Total 2016 State Reimbursement	Net 2016 Cost to Town at current exemption amounts B minus D	Total Tax Dollars Abated  B plus 30% where applicable	Net Cost to Town  F minus D	Total <u>New</u> Cost to Town  G minus E	Total Tax Dollars Abated  B plus 60% where applicable	Net Cost to Town  F minus D	Total <u>New</u> Cost to Town  G minus E	Total Tax Dollars Abated  B plus 100% where applicable	Net Cost to Town  F minus D	Total <u>New</u> Cost to Town  G minus E
\$111,801	78,063	33,738	134,181	56,118	<b>22,380</b>	160,778	82,715	<b>48,977</b>	200,972	122,909	<b>89,191</b>

Please note that the total new costs to the town are not a direct multiple of the abatement amounts because state reimbursements mostly do not increase when the Town grants higher exemptions.



**Clause 5C1/2**  
**Fiscal Impacts to Lexington at 30% increase**  
*FY 2016 Data*

Clause Type with Description	Fiscal Year	2016 Number of Exemptions Granted	Total Tax Dollars Abated at 2016 Exemption Rate	State Reimbursement Per Exemption	Total 2016 State Reimbursement	Net 2016 Cost to Town at current exemption amounts B minus D	Total Tax Dollars Abated @ 30% Increase B plus 30% Where applicable	Net Cost to Town @ 30% Increase F minus D	Total <u>New</u> Cost to Town @ 30% increase G minus E
		A	B	C	D	E	F	G	H
17D Surviving Spouses, minors or persons 70 years or over <b>\$175.</b>	2016	2	350	175.	350	0	455	105	105
18 Hardship	2016	0	0						
22(a-f) Veterans <b>\$400.</b>	2016	70	28,000	\$225. per exemption	15,750	12,250	36,400	20,650	8,400
22F Para Paraplegics & surviving spouses of paraplegics) <b>100% of tax</b>	2016	3	25,886	100% minus \$175. per exemption	25,361	525	25,886	525	0
22A Veterans & surviving spouses <b>\$750.</b>	2016	0	0						
22B Veterans & surviving spouses. <b>\$1,250</b>	2016	1	1,250	1,075	1,075	175	1,625	550	375
22C Veterans & surviving spouses <b>\$1,500.</b>	2016	1	1,500	1,325	1,325	175	1,950	625	450
22D Surviving spouse <b>100%</b>	2016	0	0						
22E Veterans & surviving spouses <b>\$1,000.</b>	2016	10	10,000	825	8,250	1750	13,000	4,750	3,000
37A Blind <b>\$500.</b>	2016	13	6,500	87.50	1,137	5,363	8,450	7,313	1,950
41C Certain elderly persons 65 years of age or over <b>\$1,000.</b>	2016	27	27,000	Up to 59 @ \$500 each	13,500	13,500	35,100	21,600.	8,100
42 Surv. spouses of police officers/firefighters killed in the line of duty	2016	1	11,315	100%	11,315	0	11,315	0	0
43 Surv. minors of police officers/firefighters killed in the line of duty	2016	0	0						
<b>TOTALS</b>		<b>128</b>	<b>111,801</b>		<b>78,063</b>	<b>33,738</b>	<b>134,181</b>	<b>56,118</b>	<b>22,380</b>



### Utilization of 5C ½ in other towns

Arlington	30
Bedford	100
Billerica	60
Burlington	100
Belmont	85
Newton	0
Wellesley	0
Weston	100

-----

### Towns with a “Sudbury” Law

Concord	0
Reading	0
Sudbury	0
Wayland	60

Note that none of these towns has identical exemption offerings to Lexington’s. Wayland, for example, never adopted the improved clause 37A Blind benefit that Lexington provides. As a result, the fiscal impact of increasing all personal exemptions by 60% will be less for Wayland than for Lexington. Similar differences occur among all towns.



## Summary of Massachusetts Means-Tested Exemption Laws for Senior Citizens

(as understood by an informed, but not expert observer)

	House 4001	Sudbury	Concord	Reading	Wayland
Eligibility Income	Same as Circuit Breaker	Same as Circuit Breaker	Same as Circuit Breaker	Same as Circuit Breaker	Same as Circuit Breaker
Domicile, age, etc.	Same as Circuit Breaker	Same as Circuit Breaker	Same as Circuit Breaker	Same as Circuit Breaker	Same as Circuit Breaker
House Value	Town's <b>average</b> SFO plus 10%	Sudbury's <b>average</b> SFO plus 10%	Concord's <b>median</b> SFO	Same as Circuit Breaker	Same as Circuit Breaker
Benefit	Exemption of the amount that property tax exceeds 10% of income, less the amount that the home owner qualified for under the Circuit Breaker income limits.	Exemption of the amount that property tax exceeds 10% of income, less the amount that the home owner qualified for under the Circuit Breaker income limits.	Exemption of the amount that property tax exceeds 10% of income, less the amount that the home owner qualified for under the Circuit Breaker income limits.	50% to 200% of the amount that the home owner qualified for under the Circuit Breaker	100% match of Circuit Breaker benefit.
Benefit Cap	Maximum total of benefits is .5 to 1 % of levy, pre rate-setting per Selectmen	Maximum total of benefits is .5 to 1 % of levy, pre rate-setting per Selectmen	Maximum total of benefits is .5 to 1 % of levy, pre rate-setting per Selectmen		
If cap exceeded	Income percentage criteria is increased until the designated amount is matched	Income percentage criteria is increased until the designated amount is matched	Income percentage criteria is increased until the designated amount is matched		
Who pays?	Re-allocated among all residential taxpayers	Re-allocated among all residential taxpayers	Re-allocated among all residential taxpayers	Re-allocated among all residential taxpayers	Seems to be an appropriation
Adoption	Town Meeting. Expires every three years	Originally town wide vote. Amended in 2016 to Town Meeting. Expires every three years.	Town Meeting approves, followed by a Town-wide vote. Expires every three years (and needs a new town-wide vote?)	By Selectmen? Expires every three years	
Restrictions	<ul style="list-style-type: none"> <li>Property tax cannot be reduced to less than 50%</li> <li>Assessors may deny based on "excessive" assets</li> </ul>	<ul style="list-style-type: none"> <li>Property tax cannot be reduced to less than 50%</li> <li>Assessors may deny based on "excessive" assets</li> </ul> <b>No clear guideline</b>	<ul style="list-style-type: none"> <li>Property tax cannot be reduced to less than 50%</li> <li>Assessors may deny based on "excessive" assets <b>\$250,000</b></li> </ul>	<ul style="list-style-type: none"> <li>Assessors may deny based on "excessive" assets</li> </ul>	



## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Review FY19 Proposed Shared Expenses Budget (15 min.)

#### **PRESENTER:**

Carl F. Valente, Town Manager;  
Carolyn Kosnoff, Assistant Town  
Manager for Finance

#### **ITEM NUMBER:**

I.4

#### **SUMMARY:**

*No vote is requested for this agenda item.*

Staff will review the proposed FY19 Shared Services budget.

#### **SUGGESTED MOTION:**

NA

#### **FOLLOW-UP:**

Preliminary budget to be included in the Town Manager's FY19 Preliminary Budget and Financing Plan (i.e., White Book).

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

1/8/2018

8:20 p.m.

#### **ATTACHMENTS:**

Description	Type
 FY19 Preliminary Budget-Shared Services	Exhibit



## **2100 Employee Benefits & Insurance** *Town of Lexington, Massachusetts*

---

**Mission:** To provide and manage a comprehensive benefits program for Town and School employees and retirees.

**Budget Overview:** Included in the Employee Benefits and Insurance program are costs for the Town's pension assessment, workers' compensation, unemployment insurance, health, dental and life insurance benefits and the Medicare tax.

Employee Benefits is comprised of the following:

- Contributory Retirement Assessment: The assessment of the Lexington Contributory Retirement System levied to the Town to finance a portion of retirement benefits of Town and non-teaching School employees. This assessment is issued pursuant to Massachusetts General Laws (MGL) Chapter 32 and is based on an actuarial valuation of the funding obligations of the Lexington Contributory Retirement System. In addition to this assessment, employee contributions - ranging from 5% to 11% depending on date of hire - provide the majority of pension system funding.
- Non-Contributory Retirement: The cost of benefits for employees who retired prior to the creation of the Lexington Contributory Retirement System.
- Employee/Retiree Benefits: The Town's annual contribution for health, dental and life insurance for active Town and School Department employees and retirees, and the Town's 1.45% share of Medicare tax for all employees hired after 1986.
- Unemployment Compensation: The cost of unemployment payments for eligible employees separated from Town or School Department employment. The Town self-insures for this expense.
- Workers' Compensation: The medical costs incurred by Town and School employees injured on the job, and medical costs of former public safety employees who retired on accidental disability. The Town largely self-insures for this expense, but purchases "stop loss" insurance for extraordinary work-related medical claims. The premiums for that insurance are captured in the Workers' Compensation budget.

### **Authorized/Appropriated Staffing:**

Staff support is provided through the Town Manager's Office, Human Resources and the Finance Department. Portions of the salaries of three employees are charged to the General Fund health insurance budget.



## 2100 Employee Benefits & Insurance *Town of Lexington, Massachusetts*

---

### Budget Recommendations:

The FY2019 recommended All Funds Employee Benefits and Insurance budget is \$35,185,754. This is a \$561,674 or 1.62% increase from the FY2018 budget. The recommended budget includes the benefits costs (health, dental, life, Medicare and workers' compensation) for two proposed new benefits-eligible municipal positions, and the expansion of hours for a third to become benefits-eligible.

### Changes Include:

1. A \$250,000, or 4.34% increase in Contributory Retirement based on a funding schedule included in the January 1, 2017 actuarial valuation of the Lexington Retirement System. This schedule would result in full funding of the system's unfunded liability by 2024, given the current actuarial assumptions.
2. A \$420 or 2.87% increase in Non-Contributory Retirement costs for employees receiving pensions awarded prior to the creation of the Contributory Retirement system.
3. A \$10,883 or 0.62% increase in the Town's contribution for the Medicare Tax based on FY2017 actual costs, projected FY2018 and FY2019 salaries and wages, and historical rates of increase in this item.
4. A \$195,816 or 0.79% increase in health insurance costs (General Fund). The FY2019 budget is based on an increase of 5.5% in health insurance premiums across all plans and the projected addition of ninety (90) subscribers (new enrollees to health coverage, either from new retirees, active employees electing to begin or resume coverage, and active employees switching from individual to family plans). The preliminary recommended budget includes benefits for new town positions – benefits for new school positions are reflects in the Superintendent's recommended budget.
5. A \$5,856 or 0.55% increase in dental insurance costs (General Funds) based on an estimated increase in premium rates of 4.0% for FY2019.
6. No increase in life insurance costs based on projected enrollments.
7. Level-funding of unemployment insurance based on a projection of the number of claimants for FY2019.
8. A \$58,467 or 7.24% increase in workers' compensation costs based on FY2017 actual experience, the continuation of \$100,000 to finance the medical costs of former public safety employees who retired due to work-related injuries; and stop-loss insurance for all current and prospective municipal and school positions recommended in the FY2019 budget;



# 2100 Employee Benefits & Insurance *Town of Lexington, Massachusetts*

## Budget Summary:

### Budget Summary - General Fund

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 27,959,173	\$ 29,691,982	\$ 33,890,469	\$ 34,342,743	\$ 50,964	\$ 34,393,707	\$ 503,239	1.48%
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 572,252	\$ 609,209	\$ 660,175	\$ 678,379		\$ 678,379	\$ 18,204	2.99%
<b>Total 2100 Employee Benefits</b>	<b>\$ 28,531,425</b>	<b>\$ 30,301,191</b>	<b>\$ 34,550,644</b>	<b>\$ 35,021,122</b>	<b>\$ 50,964</b>	<b>\$ 35,072,086</b>	<b>\$ 521,442</b>	<b>1.51%</b>

Appropriation Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 80,275	\$ 79,548	\$ 91,696	\$ 85,357	\$ -	\$ 85,357	\$ (6,339)	-6.91%
Expenses	\$ 28,451,150	\$ 30,221,643	\$ 34,458,948	\$ 34,935,765	\$ 50,964	\$ 34,986,729	\$ 527,781	1.75%
<b>Total 2100 Employee Benefits</b>	<b>\$ 28,531,425</b>	<b>\$ 30,301,191</b>	<b>\$ 34,550,644</b>	<b>\$ 35,021,122</b>	<b>\$ 50,964</b>	<b>\$ 35,072,086</b>	<b>\$ 521,442</b>	<b>1.51%</b>

Level-Service Requests (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2110 Contributory Retirement	\$ 5,185,638	\$ 5,442,774	\$ 5,755,537	\$ 6,005,537	\$ -	\$ 6,005,537	\$ 250,000	4.34%
Total 2120 Non-Contributory Retirement	\$ 13,837	\$ 14,227	\$ 14,620	\$ 15,040	\$ -	\$ 15,040	\$ 420	2.87%
Subtotal - Retirement	\$ 5,199,475	\$ 5,457,001	\$ 5,770,157	\$ 6,020,577	\$ -	\$ 6,020,577	\$ 250,420	4.34%
Total 2130 Medicare	\$ 1,496,653	\$ 1,574,286	\$ 1,749,069	\$ 1,756,938	\$ 3,014	\$ 1,759,952	\$ 10,883	0.62%
Total 2130 Health Insurance	\$ 20,298,502	\$ 21,602,034	\$ 24,932,984	\$ 25,084,474	\$ 44,327	\$ 25,128,800	\$ 195,816	0.79%
Total 2130 Dental Insurance	\$ 876,817	\$ 952,287	\$ 1,066,298	\$ 1,070,497	\$ 1,657	\$ 1,072,154	\$ 5,856	0.55%
Total 2130 Life Insurance	\$ 20,210	\$ 19,380	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ -	-
Subtotal - Health/Life Benefits	\$ 22,692,183	\$ 24,147,987	\$ 27,773,351	\$ 27,936,909	\$ 48,997	\$ 27,985,907	\$ 212,556	0.77%
Total 2140 Unemployment	\$ 150,569	\$ 70,551	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -	-
Total 2150 Workers Compensation	\$ 489,199	\$ 625,653	\$ 807,136	\$ 863,636	\$ 1,967	\$ 865,603	\$ 58,467	7.24%
Subtotal - Other Employee Benefits	\$ 639,768	\$ 696,204	\$ 1,007,136	\$ 1,063,636	\$ 1,967	\$ 1,065,603	\$ 58,467	5.81%
<b>Total 2100 Employee Benefits</b>	<b>\$ 28,531,425</b>	<b>\$ 30,301,191</b>	<b>\$ 34,550,644</b>	<b>\$ 35,021,122</b>	<b>\$ 50,964</b>	<b>\$ 35,072,086</b>	<b>\$ 521,442</b>	<b>1.51%</b>

Object Code Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 80,275	\$ 79,548	\$ 91,696	\$ 85,357	\$ -	\$ 85,357	\$ (6,339)	-6.91%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ 80,275	\$ 79,548	\$ 91,696	\$ 85,357	\$ -	\$ 85,357	\$ (6,339)	-6.91%
Contractual Services	\$ 28,451,150	\$ 30,221,643	\$ 34,458,948	\$ 34,935,765	\$ 50,964	\$ 34,986,729	\$ 527,781	1.53%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 28,451,150	\$ 30,221,643	\$ 34,458,948	\$ 34,935,765	\$ 50,964	\$ 34,986,729	\$ 527,781	1.53%
<b>Total 2100 Employee Benefits</b>	<b>\$ 28,531,425</b>	<b>\$ 30,301,191</b>	<b>\$ 34,550,644</b>	<b>\$ 35,021,122</b>	<b>\$ 50,964</b>	<b>\$ 35,072,086</b>	<b>\$ 521,442</b>	<b>1.51%</b>

### Budget Summary - Revolving Funds\*

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Directed Funding (Revolving Funds)	\$ 66,072	\$ 76,287	\$ 73,436	\$ 113,668	\$ -	\$ 113,668	\$ 40,232	52.74%
<b>Total 2100 Employee Benefits</b>	<b>\$ 66,072</b>	<b>\$ 76,287</b>	<b>\$ 73,436</b>	<b>\$ 113,668</b>	<b>\$ -</b>	<b>\$ 113,668</b>	<b>\$ 40,232</b>	<b>54.79%</b>

\*Revolving Funds are authorized by Town Meeting via Article 8, and are not appropriated under Article 4.

Level-Service Requests (Revolving Funds)	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2130 Health Insurance	\$ 62,577	\$ 72,219	\$ 69,867	\$ 109,737	\$ -	\$ 109,737	\$ 39,870	57.07%
Total 2130 Dental Insurance	\$ 3,495	\$ 4,068	\$ 3,569	\$ 3,931	\$ -	\$ 3,931	\$ 362	10.14%
<b>Total 2100 Employee Benefits</b>	<b>\$ 66,072</b>	<b>\$ 76,287</b>	<b>\$ 73,436</b>	<b>\$ 113,668</b>	<b>\$ -</b>	<b>\$ 113,668</b>	<b>\$ 40,232</b>	<b>54.79%</b>

### Budget Summary - All Funds

Approp. Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 80,275	\$ 79,548	\$ 91,696	\$ 85,357	\$ -	\$ 85,357	\$ (6,339)	-6.91%
Expenses	\$ 28,517,222	\$ 30,297,930	\$ 34,532,384	\$ 35,049,433	\$ 50,964	\$ 35,100,397	\$ 568,013	1.64%
<b>Total 2100 Employee Benefits</b>	<b>\$ 28,597,497</b>	<b>\$ 30,377,478</b>	<b>\$ 34,624,080</b>	<b>\$ 35,134,790</b>	<b>\$ 50,964</b>	<b>\$ 35,185,754</b>	<b>\$ 561,674</b>	<b>1.62%</b>



## 2200 Property & Liability Insurance *Town of Lexington, Massachusetts*

---

**Mission:** To provide and manage a comprehensive property and liability management program for all property and equipment in the Town.

**Budget Overview:** Previously captured within the Employee Benefits budget, the property and liability management program consists of the following elements:

- Property and Liability Insurance: The cost of premiums for policies that: (1) protect the Town against property loss and damage; (2) insure the Town's vehicles; and (3) cover the Town against liability claims.
- Uninsured Losses: A continuing balance account for uninsured property losses, settlements and deductibles contained in various insurance policies.

### **Authorized/Appropriated Staffing:**

A portion of the Assistant Town Manager's salary is charged to this line-item in recognition of the ongoing support provided.

### **Budget Recommendations:**

The FY2019 overall recommendation for Property and Liability Insurance is \$1,019,839, which represents an increase of \$30,946 or 3.13% over the FY2018 appropriation.

1. A \$30,946 or 4.19% net increase in the costs of property and liability insurance based on an estimated increase in premiums of 5%.
2. No funding increase in the budget for uninsured losses. The balance in this continuing balance account as of January 3, 2018, is \$1,032,225.



**2200 Property & Liability Insurance***Town of Lexington, Massachusetts***Budget Summary:**

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 759,885	\$ 731,949	\$ 988,893	\$ 1,019,839	\$ -	\$ 1,019,839	\$ 30,946	3.13%
<b>Total 2200 Property &amp; Liability Ins.</b>	<b>\$ 759,885</b>	<b>\$ 731,949</b>	<b>\$ 988,893</b>	<b>\$ 1,019,839</b>	<b>\$ -</b>	<b>\$ 1,019,839</b>	<b>\$ 30,946</b>	<b>3.13%</b>

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 33,683	\$ 40,817	\$ 29,696	\$ 30,889	\$ -	\$ 30,889	\$ 1,192	4.01%
Expenses	\$ 726,202	\$ 691,132	\$ 959,197	\$ 988,951	\$ -	\$ 988,951	\$ 29,754	3.10%
<b>Total 2200 Property &amp; Liability Ins.</b>	<b>\$ 759,885</b>	<b>\$ 731,949</b>	<b>\$ 988,893</b>	<b>\$ 1,019,839</b>	<b>\$ -</b>	<b>\$ 1,019,839</b>	<b>\$ 30,946</b>	<b>3.13%</b>

Level-Service Requests	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2160 Property & Liability Insurance	\$ 646,401	\$ 715,828	\$ 738,893	\$ 769,839	\$ -	\$ 769,839	\$ 30,946	4.19%
Total 2170 Uninsured Losses	\$ 113,484	\$ 16,121	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ -	-
<b>Total 2200 Property &amp; Liability Ins.</b>	<b>\$ 759,885</b>	<b>\$ 731,949</b>	<b>\$ 988,893</b>	<b>\$ 1,019,839</b>	<b>\$ -</b>	<b>\$ 1,019,839</b>	<b>\$ 30,946</b>	<b>3.13%</b>

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 33,683	\$ 40,817	\$ 29,696	\$ 30,889	\$ -	\$ 30,889	\$ 1,192	4.01%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ 33,683	\$ 40,817	\$ 29,696	\$ 30,889	\$ -	\$ 30,889	\$ 1,192	4.01%
Contractual Services	\$ 726,202	\$ 691,132	\$ 959,197	\$ 988,951	\$ -	\$ 988,951	\$ 29,754	3.10%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 726,202	\$ 691,132	\$ 959,197	\$ 988,951	\$ -	\$ 988,951	\$ 29,754	3.10%
<b>Total 2200 Property &amp; Liability Ins.</b>	<b>\$ 759,885</b>	<b>\$ 731,949</b>	<b>\$ 988,893</b>	<b>\$ 1,019,839</b>	<b>\$ -</b>	<b>\$ 1,019,839</b>	<b>\$ 30,946</b>	<b>3.13%</b>



## 2300 Solar Producer Payments

*Town of Lexington, Massachusetts*

---

**Mission:** To provide obligated payments for the installation and operating costs of the solar array at the Hartwell Avenue Compost Facility.

**Budget Overview:** For the solar arrays installed at the Hartwell Avenue Compost Facility, Eversource elected to reimburse the Town for the electricity generated via monthly payments, rather than issue a credit to the Town's electric bills. For the rooftop solar panels on Town and School buildings, that energy is credited again the monthly bill, thereby reducing utility costs at the Public Facilities Department. As a means of separately tracking the new arrangement, this budget division has been created to reflect:

- Net Metering Credits: The revenues received from Eversource in return for electricity generate at Hartwell Avenue. Any excess revenues are deposited into the General Fund.
- Solar Producer Payments: The annual amount paid to Syncarpha, the current owner of the solar panels, for the cost of construction and operating costs.

### **Authorized/Appropriated Staffing:**

No direct staff is charged to this line-item. Staff support is provided through the Public Facilities, Town Manager and Finance departments.

### **Budget Recommendations:**

The FY2019 overall recommendation for Solar Producer Payments is \$410,000, which represents no increase over the FY2018 appropriation, as approved by the Fall Special Town Meeting.



# 2300 Solar Producer Payments

Program: Shared Expenses  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ (190,000)	\$ (190,000)	\$ -	\$ (190,000)	\$ -	-
Net-Metering Credits	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ -	\$ 600,000	\$ -	-
<b>Total 2300 Solar Producer Payments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 410,000</b>	<b>\$ 410,000</b>	<b>\$ -</b>	<b>\$ 410,000</b>	<b>\$ -</b>	<b>-</b>

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-
<b>Total 2300 Solar Producer Payments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 410,000</b>	<b>\$ 410,000</b>	<b>\$ -</b>	<b>\$ 410,000</b>	<b>\$ -</b>	<b>-</b>

Level-Service Requests	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2300 Solar Producer Payments	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-
<b>Total 2300 Solar Producer Payments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 410,000</b>	<b>\$ 410,000</b>	<b>\$ -</b>	<b>\$ 410,000</b>	<b>\$ -</b>	<b>-</b>

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contractual Services	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-
<b>Total 2300 Solar Producer Payments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 410,000</b>	<b>\$ 410,000</b>	<b>\$ -</b>	<b>\$ 410,000</b>	<b>\$ -</b>	<b>-</b>



## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Continue Discussion - Police Station Location Options (30 min.)

#### **PRESENTER:**

Board of Selectmen Discussion; Chief  
Mark Corr, Mike Cronin, Director of  
DPF

#### **ITEM NUMBER:**

I.5

#### **SUMMARY:**

*No vote is requested for this agenda item.*

The Board will continue its discussion regarding the two options for building/renovating the Police Station.

#### **SUGGESTED MOTION:**

NA

#### **FOLLOW-UP:**

Consistent with the five-year plan for major capital projects, the Town Manager will include in the Preliminary FY19 Capital Budget a funding request (\$1,200,000) through design development for the Police Station. A final location for the Station, however, needs to be determined by the Board.

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

1/8/2018

8:35 p.m.

#### **ATTACHMENTS:**

Description	Type
❑ Concept Plans for Police Station	Presentation
❑ June 26, 2017 Minutes from Board's Discussion	Backup Material





Town of  
**Lexington**  
Massachusetts

**Tecton**  
ARCHITECTS



**ARCHITECT**

TECTON ARCHITECTS P.C.  
One Hartford Square West  
Hartford, CT 06106

**FIREMATIC ARCHITECT**

PACHECO ROSS ARCHITECTS  
72 Voorheesville Ave  
Voorheesville, NY 12186

**CIVIL ENGINEERING & TRAFFIC**

FUSS & O'NEILL  
146 Hartford Rd  
Manchester, CT 06040

**STRUCTURAL ENGINEERING**

ODEH ENGINEERS  
1223 Mineral Spring Ave  
North Providence, RI 02904

**MEP ENGINEER**

CES  
811 Middle St  
Middletown, CT 06457

**COST ESTIMATING**

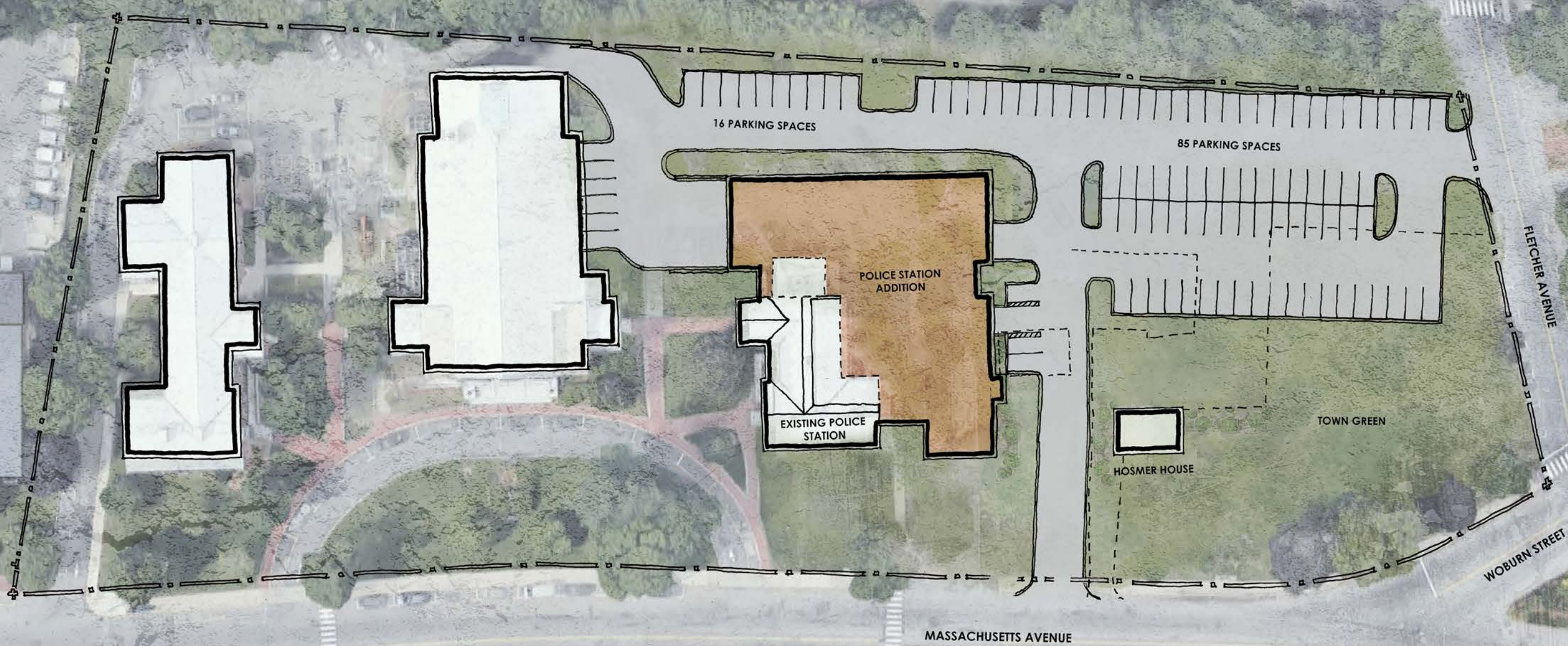
RIDER LEVETT BUCKNELL  
Two Financial Center  
60 South St.  
Boston, MA 02111

**CONCEPTUAL DESIGN PACKAGE**  
PERMANENT & TEMPORARY POLICE STATION DESIGN OPTIONS

LEXINGTON MASSACHUSETTS

06.26.2017



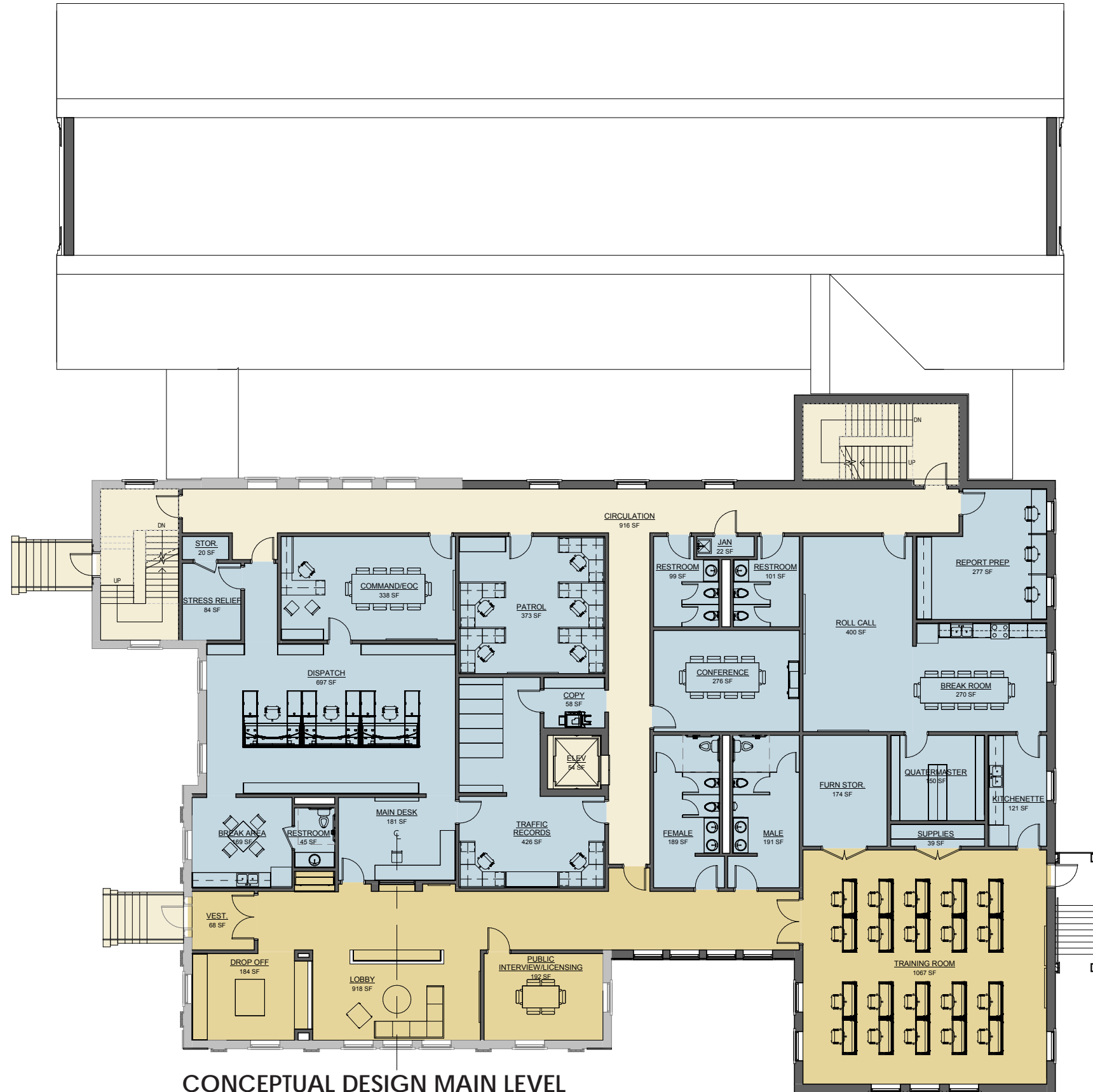






CONCEPTUAL DESIGN LOWER LEVEL

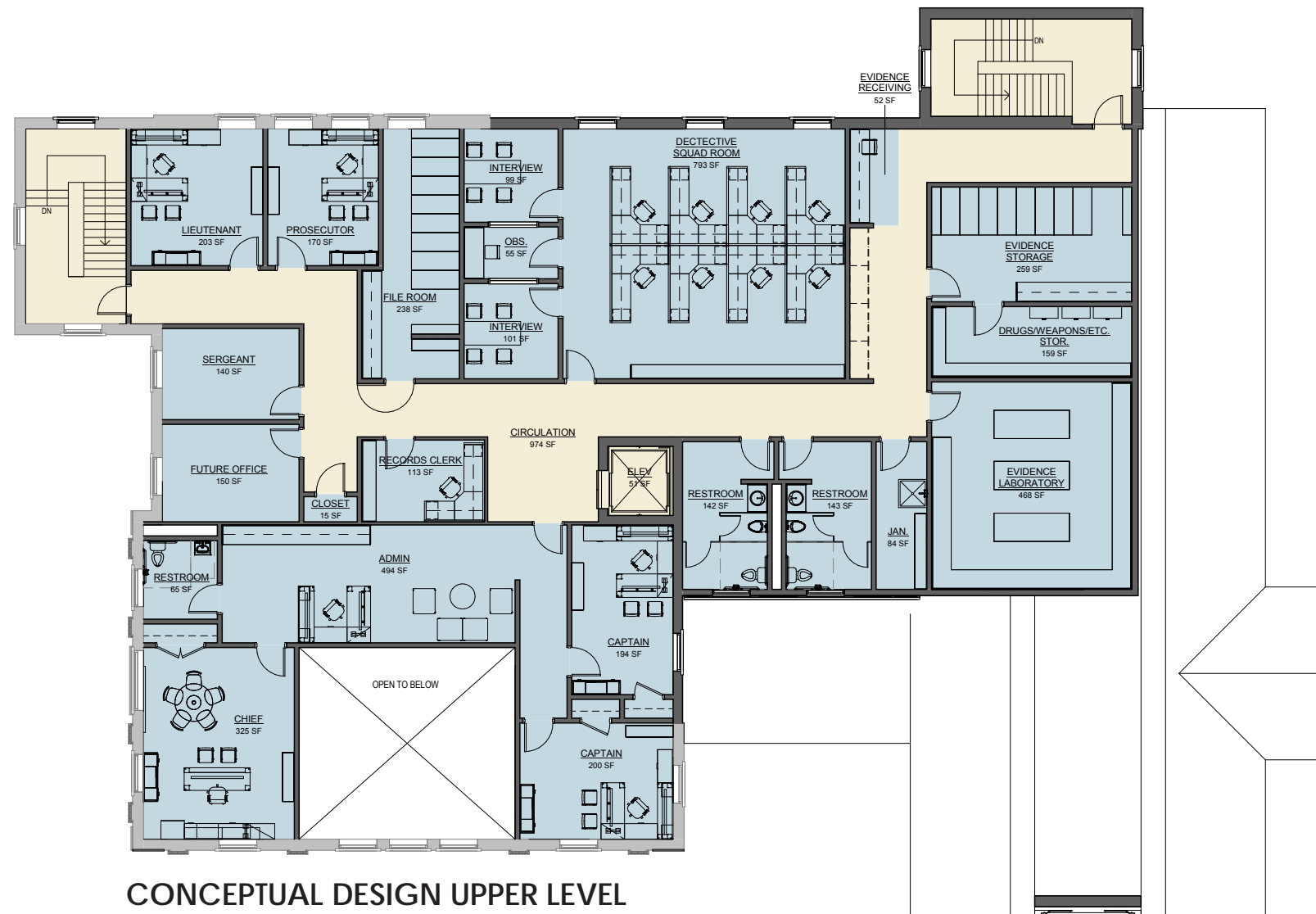
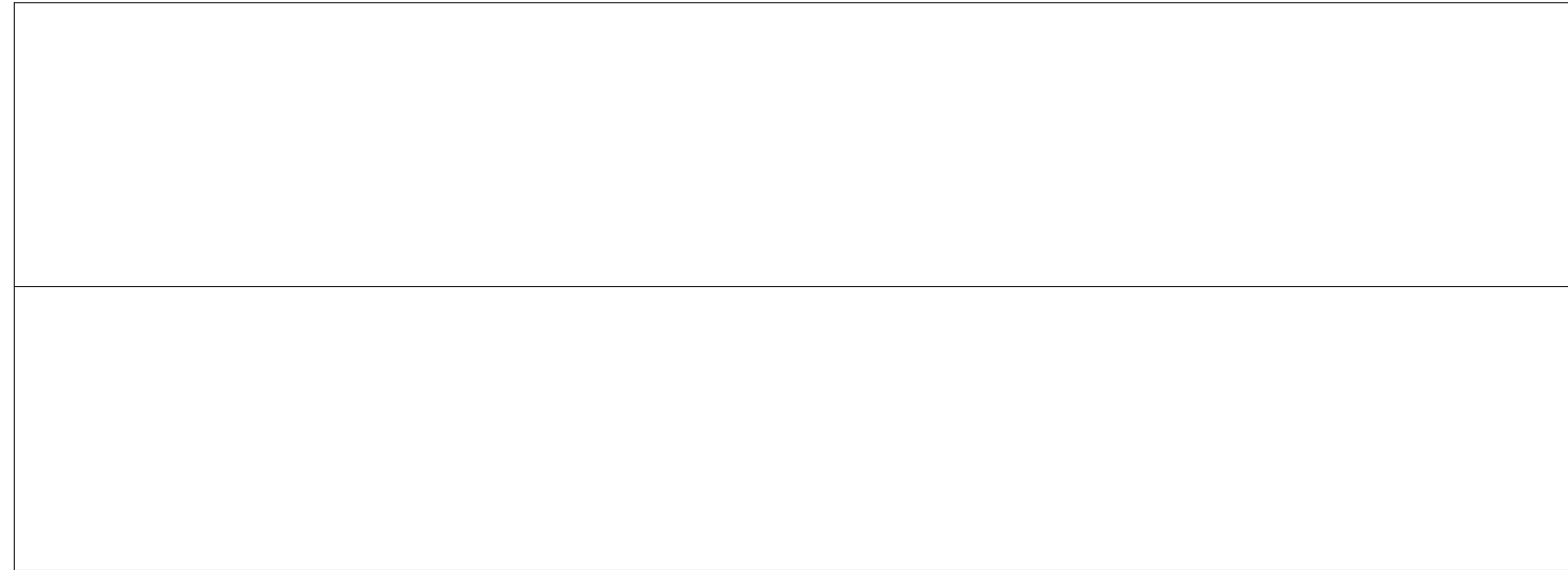




CONCEPTUAL DESIGN MAIN LEVEL







CONCEPTUAL DESIGN UPPER LEVEL















Lexington, Massachusetts  
Opinion of Probable Project Costs

Massachusetts Avenue Police Facility - Tear Down and Rebuild

Heading	Subtotal			
Facility Construction Costs				
Addition	\$340.70 /s.f.	34,175	s.f.	\$11,643,385
Relocate Hosmer House				\$1,100,000
Estimated net cost:				\$12,743,385
General Conditions/Requirements (10%)				\$1,274,339
Bonds & Insurance (2.5%)				\$350,443
Overhead & Profit (3.5%)				\$502,886
Design/Estimating Contingency (15%)				\$2,230,658
Escalation Allowance up to 04/2020 (18%)				\$3,078,308
Construction Contingency (10%)				\$2,018,002
Subtotal:				\$22,198,020
Project Development and Equipment Costs				
Designer Fees				\$1,775,842
Traffic Engineering Design Fees				\$35,000
Interior Furnishings and Loose Equipment				\$300,000
Communications Equipment Allowance				\$650,000
Hazardous Materials Abatement Allowance				\$50,000
Hygenists Fees Allowance				\$10,000
Survey and Borings				\$18,000
Materials Testing				\$30,000
Relocation Costs (by owner)				\$25,000
Bidding Expenses -Advertising and Reprographics				\$10,000
Legal Fees (by owner)				\$5,000
Project Development Contingency (10%)				\$290,900
Subtotal:				\$3,199,742
Summation				
Total Opinion of Probable Project Costs:				\$25,397,762

Lexington, Massachusetts  
Pros and Cons

Massachusetts Avenue Police Facility - Tear Down and Rebuild

Pros

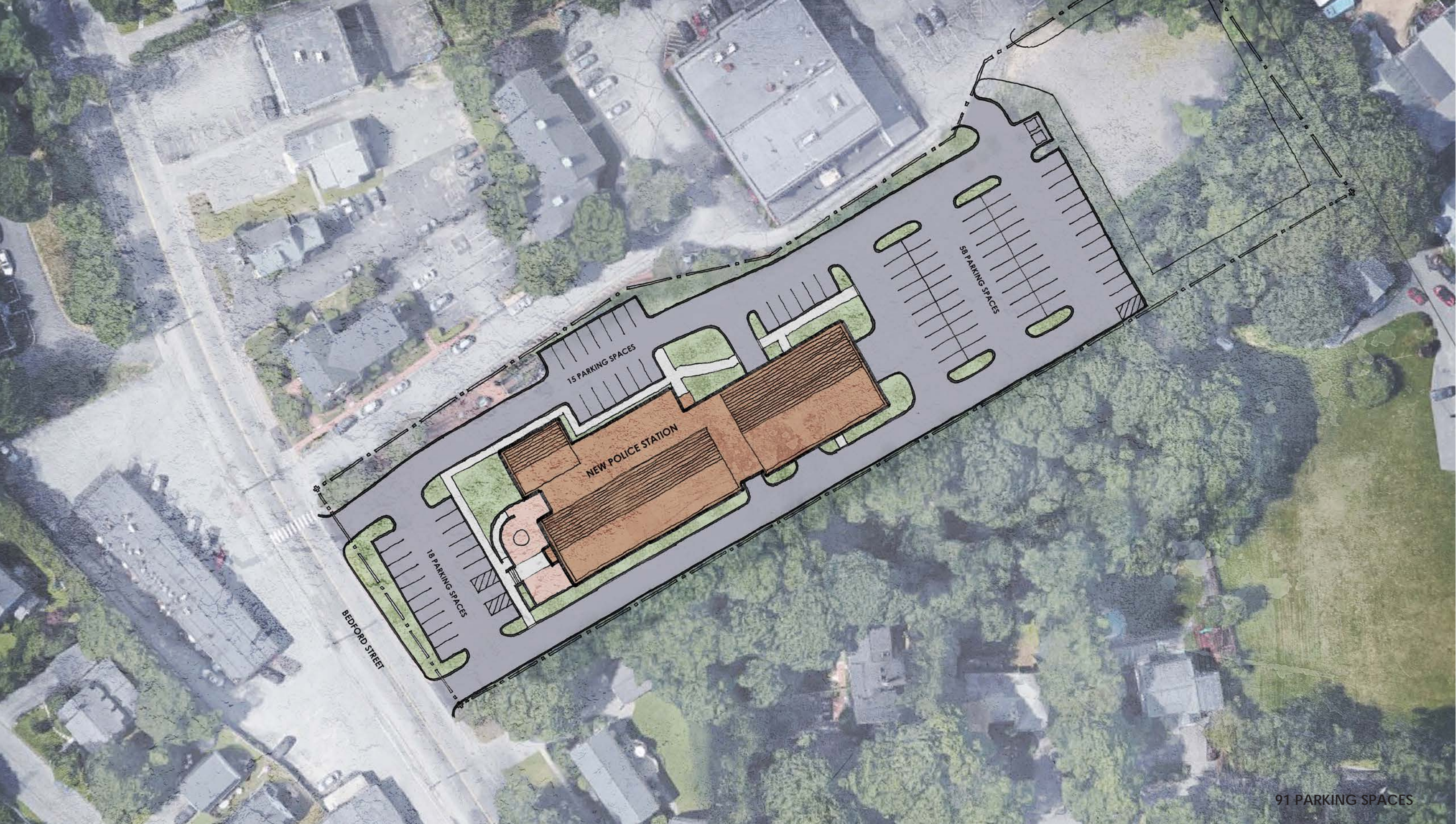
1. Maintains the known location of the police station and keeps the Town Center active.
2. Provides improved floor to floor clearance at the lower level to better accommodate police functions.
3. Enhances the "green" space along Massachusetts Avenue and incorporates Hosmer house into the green on a new foundation.
4. Organizes parking more efficiently and removes excess paving that encroaches on green.
5. Allows all police functions to be located in a structure that conforms to the current code standard for emergency services facilities.
6. Connects to bike path, bus routes, and downtown vehicular and pedestrian traffic.
7. Connects to alternative police response routes.
8. Central location is where all four patrol sectors meet; including Center walking beat; routine activities and deployment will be easier to support from a central location.
9. Lexington center has a significant number of banks (and a few other high risk businesses); close proximity to Cary Hall (town meetings & shows) and Town Offices (treasurer's office, BOS, senior management)
10. Better radio and fiber optic connectivity
11. 365/24/7 access to a training / meeting room for Town Committees
12. Public paying tickets or inquiring at Town Offices can stop at current location; Center businesses can walk to PD for permits and other business.

Cons

1. Requires the use of a temporary facility which adds up to \$250,000 in additional costs
2. New Police Station is not available until at least summer of 2021.
3. Continues parking issues on campus.
4. Limited future expansion potential.
5. Size of building may offend some people.



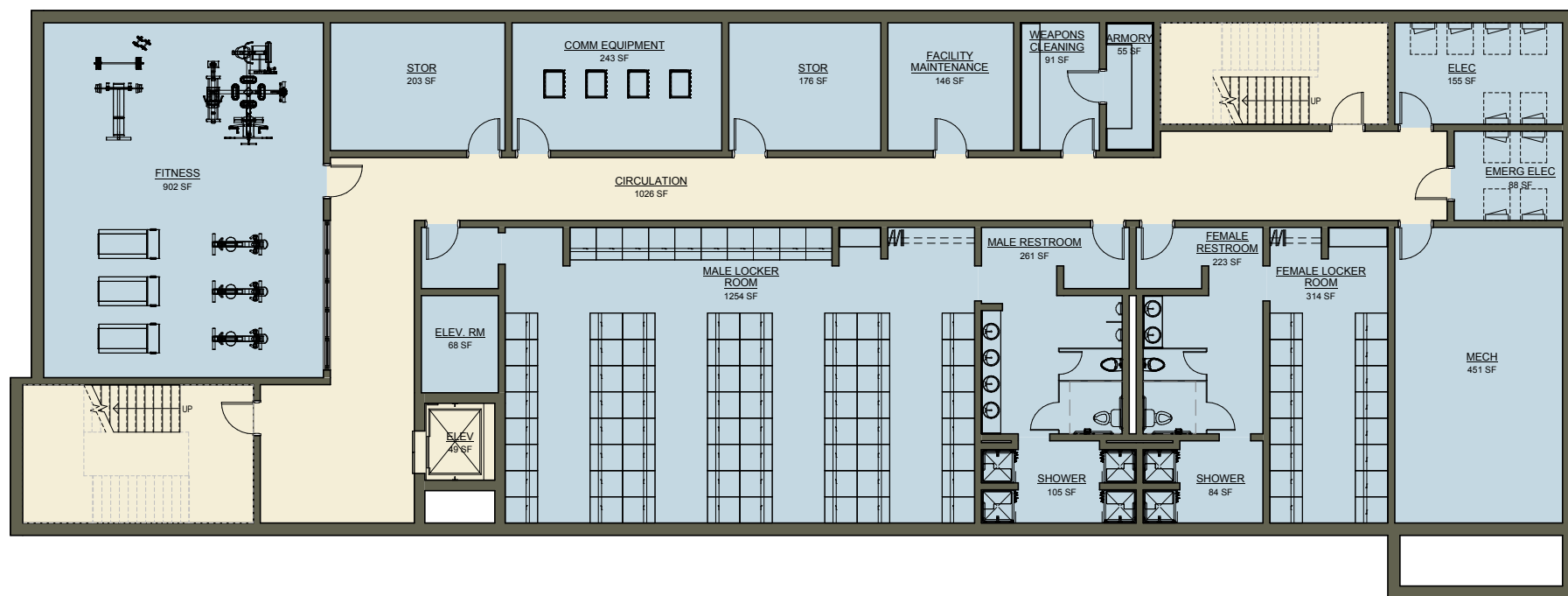




91 PARKING SPACES







CONCEPTUAL DESIGN LOWER LEVEL





CONCEPTUAL DESIGN MAIN LEVEL





CONCEPTUAL DESIGN UPPER LEVEL







Lexington, Massachusetts  
Opinion of Probable Project Costs

173 Bedford - New Police Facility

Heading	Subtotal			
Facility Construction Costs				
New Building Construction	\$362.31 /s.f.	31,265.50	s.f.	\$11,327,911
General Conditions/Requirements (10%)				\$1,132,791
Bonds & Insurance (2.5%)				\$311,518
Overhead & Profit (3.5%)				\$447,028
Design/Estimating Contingency (15%)				\$1,982,887
Escalation Allowance up to 10/2019 (15%)				\$2,280,320
Construction Contingency (10%)				\$1,748,245
	Subtotal:			\$19,230,700
Project Development and Equipment Costs				
Designer Fees				\$1,538,456
Traffic Engineering Design Fees				\$0
Interior Furnishings and Loose Equipment				\$300,000
Communications Equipment Allowance				\$650,000
Hazardous Materials Abatement Allowance				\$50,000
Hygenists Fees Allowance				\$10,000
Survey and Borings				\$18,000
Materials Testing				\$30,000
Relocation Costs (by owner)				\$25,000
Bidding Expenses -Advertising and Reprographics				\$10,000
Legal Fees (by owner)				\$5,000
Project Development Contingency (10%)				\$263,600
	Subtotal:			\$2,900,056
Summation				
Total Opinion of Probable Project Costs:				\$22,130,756

Lexington, Massachusetts  
Pros and Cons

172 Bedford - New Police Facility

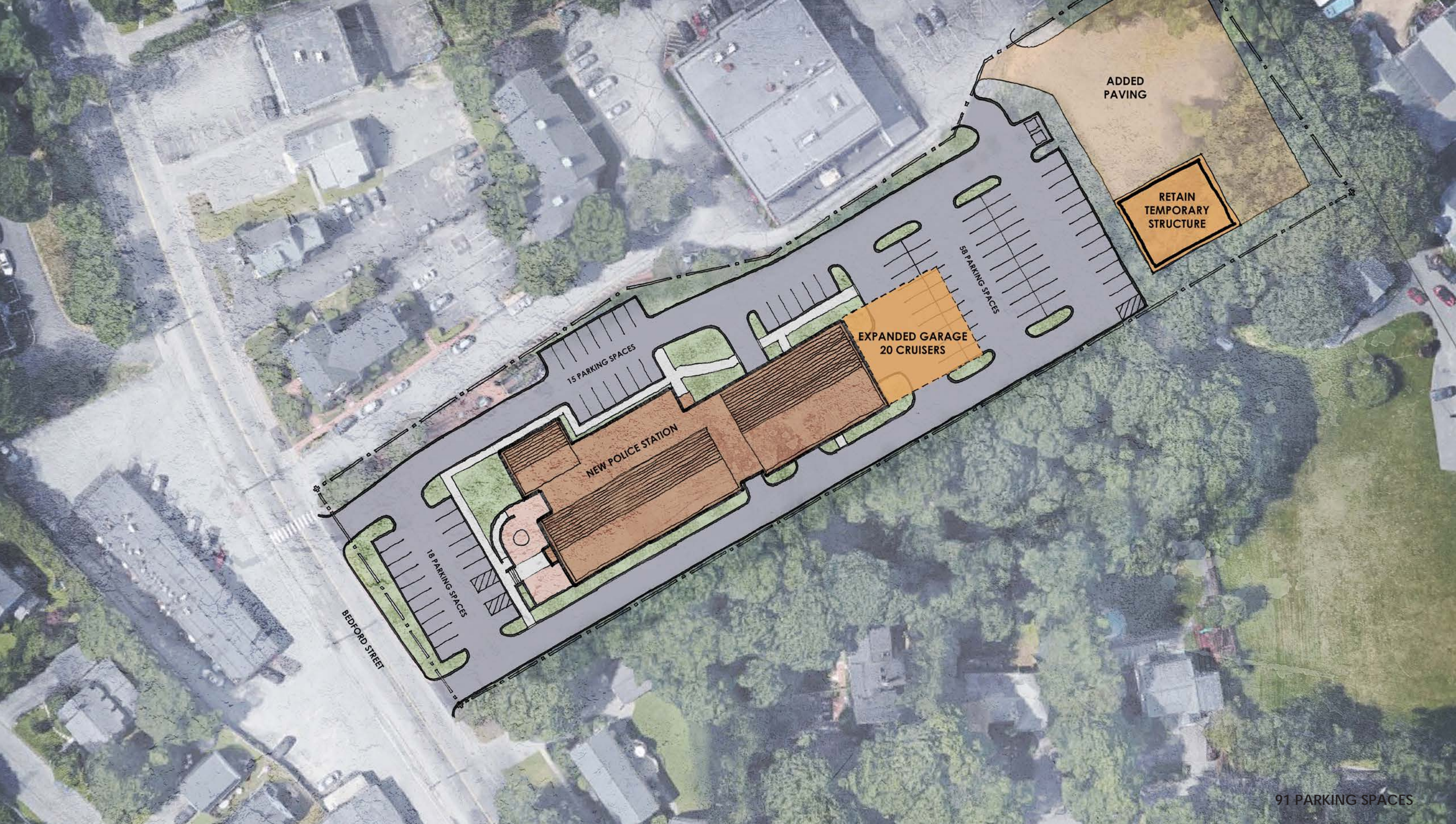
Pros

1. Locates all police functions in a new structure that could provide additional space if desired.
2. Provides adequate and segregated police and public parking for current and future needs.
3. New Police Facility could be available as soon as the winter of 2020/2021.
4. Does not require a temporary facility which could save up to \$250,000.
5. Opportunity to replace/rebuild an EOC, computer head end.

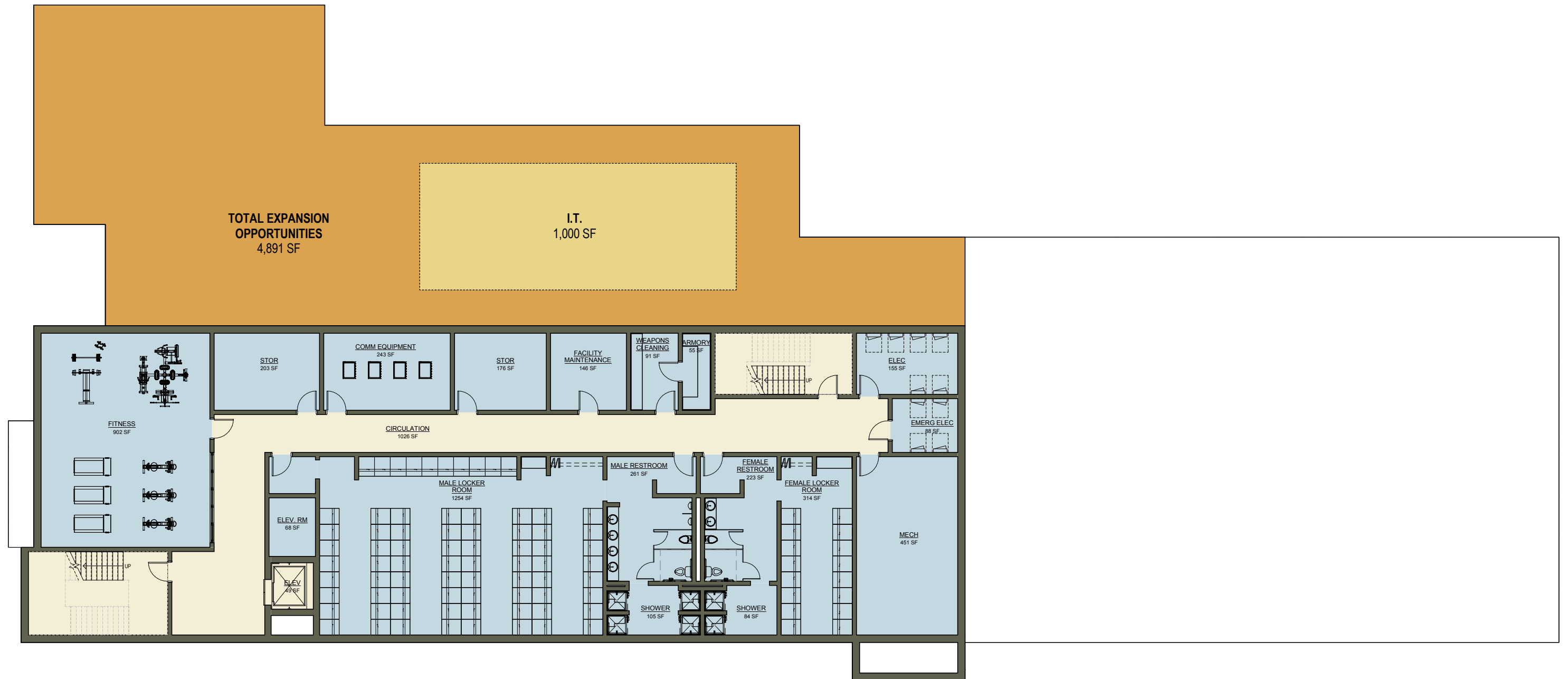
Cons

1. The site is narrow and linear which is not an optimal arrangement for a police facility, and it limits future expansion options.
2. Decentralized will have adverse impact on being a “go to” community space
3. Parking tickets, permitting, licensing, other services no longer connected to Town Offices/Center
4. A single accident; downed tree, wire, water break could cut off Bedford Street location (intentional obstructions could be worse)
5. Location is in a more restricted radio signal area and we will need a tower network or fiber optic connections to other repeater sites
6. Emergency operations under final approach to Hanscom airfield; also, given prevailing westerlies, any fire plume/crash on 95 from the notorious golf course hill.









CONCEPTUAL DESIGN LOWER LEVEL

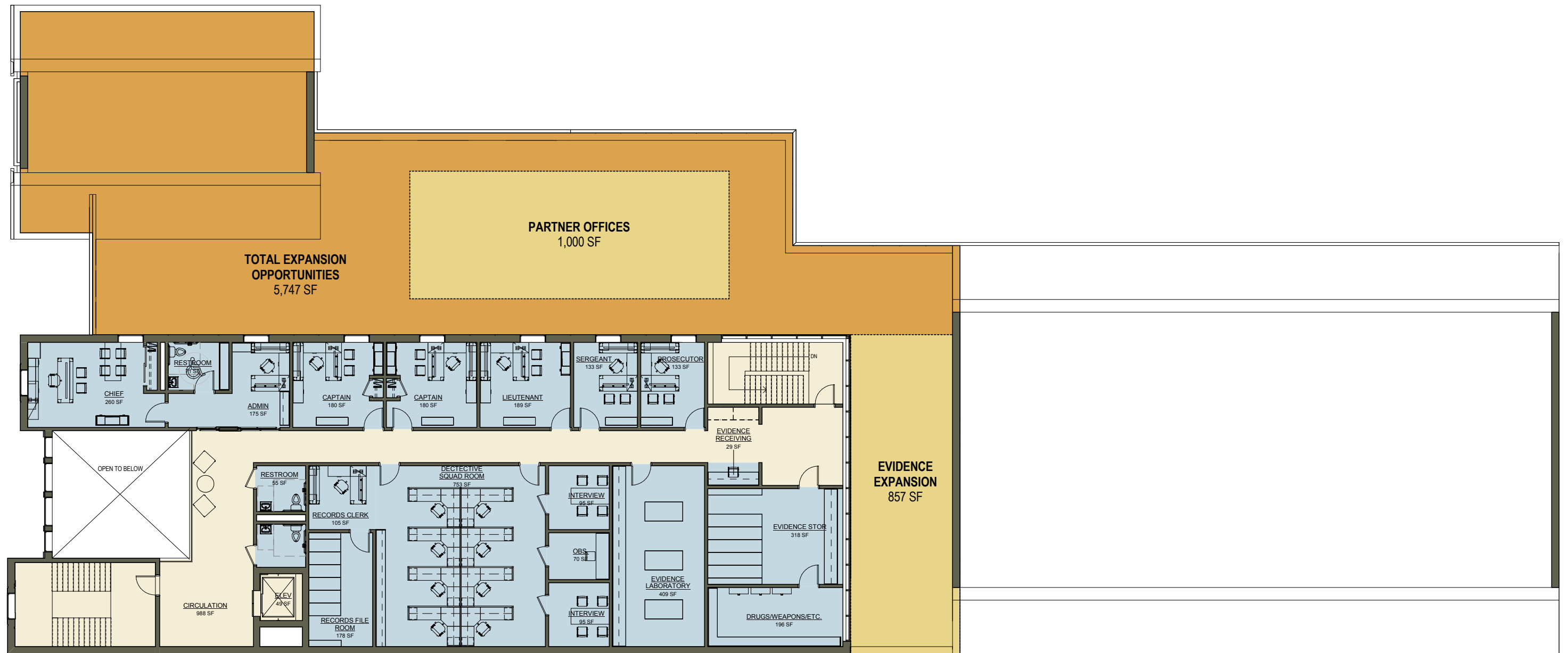




CONCEPTUAL DESIGN MAIN LEVEL







CONCEPTUAL DESIGN UPPER LEVEL



Lexington, Massachusetts  
Opinion of Probable Project Costs

173 Bedford - New Police Facility with added Program Opportunities

Heading				Subtotal
Facility Construction Costs				
New Building Construction	\$362.31 /s.f.	31,265.50	s.f.	\$11,327,911
Garage to house all cruisers	\$300.00 /s.f.	3,600.00	s.f.	\$1,080,000
Pavement at back lot	\$10.52 /s.f.	21,400.00	s.f.	\$225,128
Purchase Temporary Structure			l.s.	\$400,000
Lobby Expansion	\$380.00 /s.f.	500.00	s.f.	\$190,000
Training Room Expansion	\$380.00 /s.f.	400.00	s.f.	\$152,000
Lower Level for IT etc.	\$300.00 /s.f.	1,000.00	s.f.	\$300,000
Upper Level for partner offices	\$380.00 /s.f.	1,000.00	s.f.	\$380,000
Upper Level for evidence expansion	\$380.00 /s.f.	850.00	s.f.	\$323,000
				\$14,378,039
General Conditions/Requirements (10%)				\$1,437,804
Bonds & Insurance (2.5%)				\$395,396
Overhead & Profit (3.5%)				\$567,393
Design/Estimating Contingency (15%)				\$2,516,795
Escalation Allowance up to 10/2019 (15%)				\$2,894,314
Construction Contingency (10%)				\$2,218,974
Subtotal:				\$24,408,715
Project Development and Equipment Costs				
Designer Fees				\$1,952,697
Traffic Engineering Design Fees				\$0
Interior Furnishings and Loose Equipment				\$300,000
Communications Equipment Allowance				\$650,000
Hazardous Materials Abatement Allowance				\$50,000
Hygenists Fees Allowance				\$10,000
Survey and Borings				\$18,000
Materials Testing				\$30,000
Relocation Costs (by owner)				\$25,000
Bidding Expenses -Advertising and Reprographics				\$10,000
Legal Fees (by owner)				\$5,000
Project Development Contingency (10%)				\$305,100
Subtotal:				\$3,355,797
Summation				
Total Opinion of Probable Project Costs:				\$27,764,513

Lexington, Massachusetts  
Pros and Cons

172 Bedford - New Police Facility

Pros

1. Locates all police functions in a new structure that could provide additional space if desired.
2. Provides adequate and segregated police and public parking for current and future needs.
3. New Police Facility could be available as soon as the winter of 2020/2021.
4. Does not require a temporary facility which could save up to \$250,000.
5. Opportunity to replace/rebuild an EOC, computer head end.

Cons

1. The site is narrow and linear which is not an optimal arrangement for a police facility, and it limits future expansion options.
2. Decentralized will have adverse impact on being a "go to" community space
3. Parking tickets, permitting, licensing, other services no longer connected to Town Offices/Center
4. A single accident; downed tree, wire, water break could cut off Bedford Street location (intentional obstructions could be worse)
5. Location is in a more restricted radio signal area and we will need a tower network or fiber optic connections to other repeater sites
6. Emergency operations under final approach to Hanscom airfield; also, given prevailing westerlies, any fire plume/crash on 95 from the notorious golf course hill.



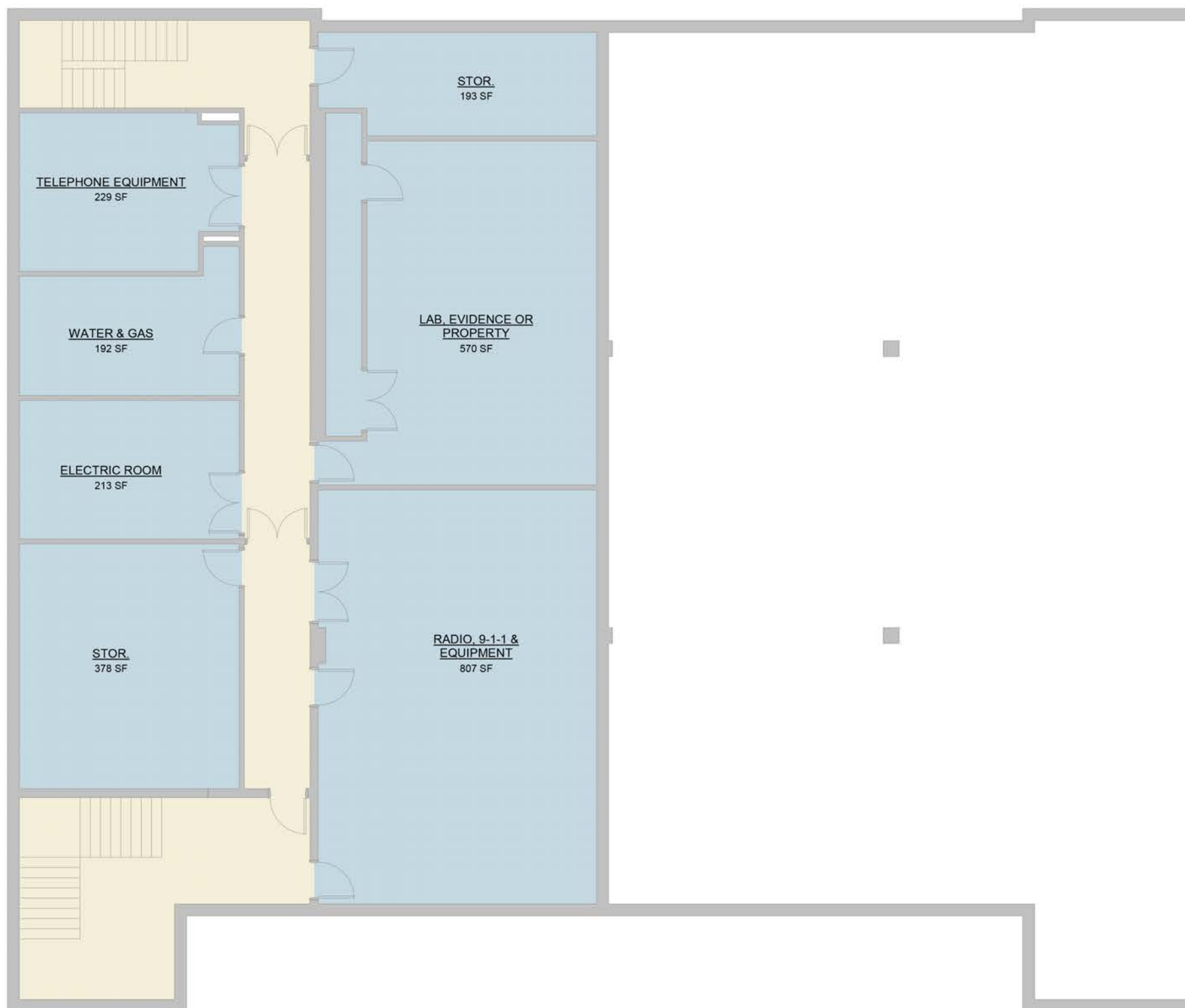




114 PARKING SPACES







CONCEPTUAL DESIGN LOWER LEVEL





CONCEPTUAL DESIGN MAIN LEVEL



Lexington, Massachusetts  
Opinion of Probable Project Costs

173 Bedford Street Temporary Facility

Heading	Subtotal
<b>Facility Construction Costs</b>	
Renovations	\$65,000
Sitework	\$5,000
Estimated net cost:	\$70,000
General Conditions/Requirements (15%)	\$10,500
Bonds & Insurance (3%)	\$2,415
Overhead & Profit (3.5%)	\$2,902
Design/Estimating Contingency (15%)	\$12,873
Escalation Allowance up to 10/2019 (15%)	\$14,803
Construction Contingency (10%)	\$11,349
Subtotal:	\$124,842
<b>Project Development and Equipment Costs</b>	
Designer Fees	\$9,987
Traffic Engineering Design Fees	\$0
Interior Furnishings and Loose Equipment	\$5,000
Communications Equipment Allowance	\$65,000
Hazardous Materials Abatement Allowance	\$0
Hygenists Fees Allowance	\$0
Survey and Borings	\$0
Materials Testing	\$0
Relocation Costs (by owner)	\$25,000
Bidding Expenses -Advertising and Reprographics	\$7,500
Legal Fees (by owner)	\$5,000
Project Development Contingency (10%)	\$11,700
Subtotal:	\$129,187
<b>Summation</b>	
Total Opinion of Probable Project Costs:	<b>\$254,030</b>



## Selectmen's Meeting – June 26, 2017

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve the application for a Change of Manager, Alteration of Premises, and Change of Beneficial Interest/Transfer of Stock and to issue an amended 2017 All Alcohol Restaurant Liquor License to Yangtze River Restaurant, Inc. d/b/a Yangtze River Restaurant, 21-25 Depot Square.

Ms. Barry closed the public hearing at 7:30 p.m.

### Discussion: Police Station Location Options

Jeff McElravy, Techton Architects; Mark Barrett, Facilities Department Project Manager, and Police Chief Mark Corr presented conceptual designs for two potential Police station location options, one at the current headquarters at 1575 Massachusetts Avenue and the other at 173 Bedford Street, the former Liberty Mutual property. The project update follows up on previous Selectmen comments regarding design drafted for the two locations:

- 1575 Massachusetts Avenue

The footprint of the current building would expand but attempts have been made to keep scale and massing increases to a minimum to preserve the structure's historical aspects and maintain the prominence of the Cary Memorial building on the campus. Parking has been "tightened up" so encroachment on the adjacent green area would be minimized. The same number of parking spaces has been maintained, although Mr. McElravy noted some spaces would be inside the building. The historic Hosmer House would be moved eastward on the green and placed on a new foundation, resulting in a net gain of green space. Mr. McElravy noted that two studies had been done on the Massachusetts Avenue site, one with the goal of maintaining the building's elevation and the other to keep as much of the current structure as possible. The current Police headquarters does not meet standards for an emergency services facility, so removal of a large portion of the building is planned.

Facility construction cost estimates for this location are \$22,198,020 plus project and development costs of \$3,199,742 for a total estimate of \$25,397,762. This projection includes \$1,100,000 for the Hosmer House relocation.

- 173 Bedford Street

This option is based on tearing down the existing building at 173 Bedford Street due to accessibility issues and interior space configuration that limit its value for use as a Police facility. Facility construction costs for this location are estimated at \$19,230,700 with an additional \$2,900,056 for project development and equipment for a grand total of \$22,130,756.

There are some opportunities to this site: parking expansion opportunities to the rear of the property; a temporary outbuilding structure, once vacated by the Fire Department, could be used for impounded vehicle storage; a larger garage can be created keep the entire cruiser fleet under cover year round; the basement area could be expanded up to another 5,000SF for use by the Town's consolidated IT department; the sizes of the training room and the lobby can be increased; there is expansion potential above the patrol area and community room; collaborating



## Selectmen's Meeting – June 26, 2017

departments could co-locate. However, none of these additional opportunities are included within the plan as presented. Adding them all would have an additional associated cost which would raise the project estimate to \$27.8M

If 173 Bedford St is used as a temporary swing space for the Police while the Massachusetts Avenue building undergoes construction, approximately \$254,030 would be needed to make Bedford St serviceable as a Police station. Ms. Ciccolo asked if there is an added cost choosing the Massachusetts Avenue site because of having to move twice.

Mr. Kelley was surprised that moving Hosmer House would cost over \$1M. Mr. McElravy said he did not cost the move out from scratch but based it on a previous study that estimated the cost at \$800,000. Mr. Kelley sees the decision about Bedford St as having a larger significance for multiple Town departments. He suggested that an all-inclusive public safety campus on Bedford St is achievable. On a practical front, he asked if operational space could be built above the garages.

Mr. McElravy said the Bedford Street traffic analysis done for the Fire department was accurate under normal conditions but would not apply if there was a major obstruction or accident. The Bedford Street site would pose serious restrictions in providing a large enough footprint for a comprehensive Public Safety headquarters. As for the stacking of offices above the garages, he agreed that such a configuration can make sense but some aspects of Police programming prefer adjacencies that should be protected. For example, some elements of the program must be located on the ground floor. At the Massachusetts Avenue site, it might make sense to build.

Ms. Barry asked where the rest of the vehicles, other than the nine police cruisers, would be kept on the Mass Ave site since there is not enough room for them all to be inside. Mr. McElravy indicated areas around the site, highlighting spaces near the staff entry as the best location. These spaces, however, could not be secured as they could be at the Bedford St. site. Ms. Barry asked if solar panels could be added to increase the sustainability of the buildings, what other departments might be co-located at 173 Bedford Street, and if there are industry standards for Police department square footage.

Chief Corr replied that partner agencies, such as the Domestic Violence Network, could be brought back from offices located in Concord. However, he expressed his uneasiness about isolating the department away from the Center at a time when the Police are making a concerted effort to connect with the public.

Mr. McElravy said there are no square footage standards because police programs vary dramatically across the country. New England Police departments average about 400 SF per sworn officer but the program drives square footage in police station design, unlike corporate building measurements. Mr. McElravy said although he has not designed for sustainability, he has calculated how many solar panels would fit on each site and he noted that Bedford Street would have a better roof for solar. Geo-thermal is also possible at both sites. He believes both locations are capable of achieving LEED Silver.



Selectmen's Meeting – June 26, 2017

Ms. Barry asked if there has been any consideration for regionalizing either dispatch or lock up. Mr. Valente said the Town has not looked into this.

Mr. Pato said it makes sense to preserve the façade but otherwise construct a new structure that will suit program needs on the Mass Ave site. While acknowledging Historic District Commission concerns, Mr. Pato asked that the rear entry design be handicap accessible. Mr. McElravy said the landscape architect on his team has ideas about creating an accessible and “graceful” entryway that will appeal to the Historic District Commission and coordinate with potential streetscape improvements. Mr. Pato asked if a flat roof for solar at Bedford St makes sense given there are no historic district constraints there. Mr. McElravy said he would look it and added that one of the defining points in this Bedford St. design was massing the building so the roof was above the tree line.

Mr. Lucente believes the \$254,030 cost of the temporary station is more in line with what the community will absorb. He asked why the cost differential between the two sites is \$22 per square foot, Bedford Street being the higher of the two. There is also 3,000 square feet more in the Massachusetts Avenue structure than in the Bedford Street building. Mr. Lucente noted the Massachusetts Avenue site plan calls for a tripling of the current 12,500 SF and he asked why that level of physical expansion is necessary given the department staff and program have not expanded. He asked if any value engineering had been done.

Mr. McElravy said he would re-evaluate where the cost difference lies. He attributed the additional square footage to certain inefficiencies in the Massachusetts Avenue design layout, particularly with respect to the “single-loaded” parking garage. He noted, however, that some of the public space in the Mass Ave site was “really wonderful” and said it is common to see new/renovated police station square footage expand by these percentages. The department has needs now that are constrained by space, such as adequate training rooms, holding cell square footage, security, locker rooms, equipment storage, technology capacity, and garage space.

Mr. Lucente said he believes keeping the station in the center of town sends a message that community policing is important and he sees the current headquarters as a busy, well-utilized place. He also suspects egress issues on Bedford Street might necessitate widening the road and installing an additional permanent traffic light. Mr. Lucente's biggest concern, however, is what the current police station will be used for if the department moves to 173 Bedford St. He believes moving the School administration to 1575 Mass Ave is impractical given that the administration now occupies 53,000 SF and Mass Ave is only 12,500 SF, meaning a substantial expansion would be necessary. The School Administration needs office-type space and is therefore better suited for 173 Bedford Street.

Ms. Ciccolo asked by what date a decision on this matter must be made. She would like to hear more about operational considerations and she would like to have time to discuss the “global” plan Mr. Kelley alluded to, regarding where the different Town and School departments will be headquartered. She would like statistical and programmatic information such as how many employees work at night; how much walk-in business the police regularly handle; how staff collaborate across Town departments; if the newly designed spaces and proximities



Selectmen's Meeting – June 26, 2017

accommodate that collaboration; and what the benefits would to bringing social service agencies into the police station.

Mr. Valente replied that the Town expects to move to the next stage of design at Annual Meeting 2018; he recommended the Selectmen decide by late fall 2017.

David Kanter, Capital Expenditures Committee and Precinct 7 Town Meeting member, stated in regard to the Bedford St egress question, that anything that adds to or jeopardizes emergency response time, especially on a long term or permanent basis, should be avoided. Mr. Kanter said Police headquarters should be centralized to facilitate program delivery.

Bridger McGaw, Precinct 6 Town Meeting member, said in his experience, a shared services model can be created that adds value and produces cost savings. He, too, shares the concerns about Bedford St egress and he believes residents want the Police to be in the Center because it is convenient and a sign of community engagement. Mr. McGaw applauded the Town's efforts to grapple with these tough questions and added that communication now will prepare the community for what are likely to be heated capital investment discussions.

Increase FY17 Spending Authorization—Visitors Center Revolving Fund

The Economic Development Office requested that the Visitors Center revolving fund be increased to \$230,000 due to stronger-than-expected gift shop sales that necessitates ordering goods to restock the gift shop. Mr. Valente noted that even though sales have increased, the Visitors Center has not yet reached the break-even point and there remains a modest General Fund subsidy.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to increase the FY17 Visitors Center revolving fund authorization to \$230,000.

Approve Reserve Fund Transfer Request—Hartwell Ave. Solar Project

Mr. Valente said as part of the arrangement for the Hartwell Ave solar project, there was an option for Eversource to either credit the Town's utility account directly or send the Town a check for power generated. The Town assumed Eversource would credit the utility account, as it does for rooftop solar power, but Eversource instead sent a check. This impacts the budget because the assumed credit approach was built in and would have resulted in sufficient funds in FY17 and FY18 to pay Syncarpha for constructing and operating the solar facility. To adjust, Staff now requests a Reserve Fund transfer of \$50,000 to pay Syncarpha. Between \$81,000 and \$90,000 in revenue is expected from Eversource. Mr. Pato underscored that even though the payment vehicle changed, the net result remains the same. Mr. Valente concurred, adding that the net revenue for solar generation this year is expected to be \$180,000-\$190,000. The budget will be amended at Special Town Meeting, on both the revenue and expenditure sides.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve and sign the Reserve Fund Transfer request for \$50,000 for the estimated payment due to Syncarpha for the Hartwell Compost Facility solar operations.



## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Review Preliminary List of 2018 Town Meeting Articles (10 min.)

#### **PRESENTER:**

Carl F. Valente, Town Manager; Kelly  
Axtell, Assistant Town Manager

#### **ITEM NUMBER:**

I.6

#### **SUMMARY:**

*No vote is requested for this agenda item.*

Board review of preliminary Town Meeting Warrant Articles.

Staff is requesting that the Board consider calling for a Special Town Meeting, in late April or early May, for Zoning bylaw related Articles, which will not likely be ready for presentation at the Annual Town Meeting.

Staff would also like the Board to consider separating the Election Warrant (typically Article 1 of the ATM Warrant) and mailing it separately from the Annual Town Meeting Warrant. This has potentially two benefits:

- Residents will separately receive the election warrant which, hopefully, will make them more aware of the date of the Town election and the offices to be voted on.
- Separating the Annual Town Meeting Warrant, as a separate mailing to residents, will provide staff and the Selectmen with two additional weeks to prepare the Warrant as it would no longer have to be mailed in advance of the annual town election.

#### **SUGGESTED MOTION:**

NA

#### **FOLLOW-UP:**

Town Manager's staff is continuing to draft text for each Article.

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

1/8/2018

9:05 p.m.



## ATTACHMENTS:

Description	Type
 Preliminary List of Warrant Articles	Backup Material
 Citizen Petition Article	Backup Material
 Citizen Petition Article	Backup Material
 Citizen Petition Article	Backup Material
 Citizen Petition Article	Backup Material
 Citizen Petition Article	Backup Material
 Citizen Petition Article	Backup Material
 Citizen Petition Article	Backup Material
 Citizen Petition Article	Backup Material
 Citizen Petition Article	Backup Material

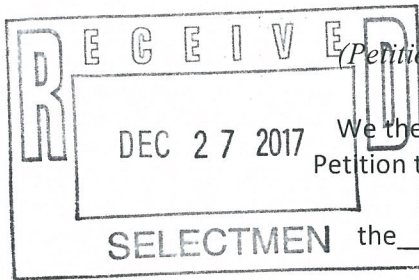


<b>WARRANT FOR ANNUAL TOWN MEETING FY 19</b>		
Article 1		Elections (depending on whether warrant is split)
Article 2		Election of Deputy Moderator and Reports of Town Boards, Officers, and Committees
Article 3		Appointments to Cary Lecture Series
<b>Financial Articles</b>		
Article	4	Appropriate FY2019 Operating Budget
Article	5	Appropriate FY2019 Enterprise Funds Budgets
Article	6	Appropriate for Senior Service Program
Article	7	Appropriate for Diversity Task Force
Article	8	Authorize Departmental Revolving Funds Budgets
Article	9	Appropriate for Community Preservation Committee Operating Budget and CPA Projects
		a. Conservation Land Acquisition- TBD
		b. Community Center Sidewalk- TBD
		c. Archives & Records Management/Records Conservation & Preservation - \$20,000
		d. 9 Oakland Street- Renovation and Adaptive Re-Use - \$200,000
		e. Public Grounds Irrigation Improvements - \$40,000 .....
		f. Playground Replacement Program- Bowman/Bridge Schools - \$302,000
		g. Athletic Facility Lighting - \$975,000
		h. Center Track and Field Reconstruction - \$2,829,000
		i. Old Reservoir Bathhouse Renovation - \$75,000
		j. Lowell Street/Farmview Affordable Housing Supplemental Funds - TBD
		k. CPA Debt Service - TBD
		l. Administrative Budget - \$150,000
Article	10	Appropriate for Hastings School Replacement
Article	11	Appropriate for Lexington Children's Place
Article	12	Appropriate for 45 Bedford Street, Fire Station Replacement
Article	13	Appropriate for Lexington Police Station Design
Article	14	Appropriate for Recreational Capital Projects
Article	15	Appropriate for Municipal Capital and Equipment Projects
Article	16	Appropriate for Water System Improvements
Article	17	Appropriate for Wastewater System Improvements
Article	18	Appropriate for School Capital and Equipment
Article	19	Appropriate for Public Facilities Capital Projects
Article	20	Appropriate for Advice and Analysis Getting to Net Zero –didn't know if this should be here or not
Article	21	Appropriate to Post Employment Insurance Liability Fund
Article	22	Appropriate Bonds and Notes Premiums
Article	23	Rescind Prior Borrowing Authorizations
Article	24	Establish and Appropriate to and From Specialized Stabilization Funds
Article	25	Appropriate to Stabilization Fund
Article	26	Appropriate from Debt Service Stabilization Fund
Article	27	Appropriate for Prior Years' Unpaid Bills



Article	28	Amend FY2018 Operating, Enterprise and CPA Budgets
Article	29	Appropriate for Authorized Capital Improvements
Article	30	Appropriate to Reimburse Resident for Sewer Backup (Citizen Article)
<b>General Articles</b>		
Article	31	Amend General Bylaw Regarding Financial Committees (Citizen Article)
Article	32	Amend Town Bylaw Ban Plastic Bags (Citizen Article)
Article	33	Accept MGL chapter 40C
Article	34	Appropriate for Visitors Center (Citizen Article)
Article	35	Amend General bylaw Make Lexington a “Welcoming, Inclusive, Safe Community” (Citizen Article)
Article	36	Resolution Regarding Financial Impact of Warrant Articles (Citizen Article)
Article	37	Request for Special Legislation-Property Tax Exemption for Low Income Residents
<b>ZONING/LAND USE ARTICLES</b>		
Article	38	Re-zoning 331 Concord Ave for AL/Senior Res Facility (Property Owner)
Article	39	Amend Zoning Bylaw-Marrett/Spring CN and CS District (Citizen Article)
Article	40	Adopt Neighborhood Conservation District: Pierce-Lockwood
Article	41	Adopt Neighborhood Conservation District: Turning Mill
Article	42	Amend Wright Farm Parcel Split
Article	43	Amend Zoning Bylaw/Special Permit Residential Developments (Citizen Article)
Article	44	Amend General Bylaw: Medical and Recreational Marijuana Establishments (Citizen Article)
Article	45	Amend Zoning Bylaw, Chapter-135 Medical Marijuana Cultivation Centers, Medical Marijuana Processing Centers, Medical Marijuana Distribution Centers, and/or Recreational Marijuana Establishments (Citizen Article)
Article	46	Amend General Bylaw Demolition Delay
<b>WARRANT FOR SPRING SPECIAL TOWN MEETING FY 2019-1</b>		
Article	1	Reports of Town Boards, Officers and Committees
Article	2	PD_Re-zoning 186 Bedford St/Elliot building
Article	3	Amend Zoning Bylaw- Re-zoning Hartwell Ave





## TOWN OF LEXINGTON

(Petition for Inserting An Article in the Town Meeting Warrant)

We the undersigned registered voters of the Town Of Lexington do hereby  
Petition the Board of Selectmen to insert the following article in the warrant for

the 2018 (Insert Date) Annual Town Meeting.

RECEIVED  
2017 DEC 27 AM 9:46  
TOWN CLERK  
LEXINGTON MA

### ARTICLE

(Insert the exact wording in the space below.)

To see if The Town will vote to pass a resolution strongly encouraging authors of warrant articles to present accompanying data with their motions showing The expected financial impact of their motion along with explicit assumptions to facilitate The evaluation of their motion by town meeting, or act in any other manner in relation thereto.

	Name (signature & print name)	Address	Precinct
✓ 1	Mark Andersen	2 Thoreau Road	6
✓ 2	Allyson Bartels	11 Paddock Ln	2
✓ 3	Rebecca Andersen	2 Thoreau Road	6
✓ 4	Nathan Andersen	2 Thoreau Road	6
✓ 5	Levi Anderson	2 Thoreau Rd	6
✓ 6	DANIEL STONE	26 FLINTLOCK Rd	6
✓ 7	JOYCE STONE	26 FLINTLOCK RD	6
✓ 8	OSMAN BABSON	21 REDCOAT LN	6
✓ 9	Alyson Babson	21 Redcoat Ln	6
✓ 10	AMY SARONEN	287 EMERSON RD	6
✓ 11	Amy Turow	287 EMERSON RD	6
✓ 12	Olga Guttag	273 Emerson Rd	5
✓ 13	Marilyn Pawlale	18 Burroughs Rd	5
✓ 14	Robert Jan Pawlale	18 Burroughs Rd	5
✓ 15	Ramin Taraz	1 Whitman Cir	6

We certify that ten (10) above signatures checked are names of qualified voters from the Town of Lexington.

BOARD OF REGISTRARS:



RECEIVED  
NOV 17 2017  
SELECTMEN

10:50 AM

# TOWN OF LEXINGTON

(Petition for Inserting An Article in the Town Meeting Warrant)

We the undersigned registered voters of the Town Of Lexington do hereby  
Petition the Board of Selectmen to insert the following article in the warrant for

the 2018 (Insert Date) Annual Town Meeting.

## ARTICLE

(Insert the exact wording in the space below.)

To see whether the Town will vote to amend the Town Bylaws of the Town of Lexington to  
ban the use of thin-film single-use plastic bags, or to act in any manner in relation thereto.  
The purpose of this bylaw is to ban the use of thin-film (less than 4.0 mil) single-use plastic  
checkout bags by business establishments in the town of Lexington.

	Name (signature & print name)	Address	Precinct
✓ 1	Joyce A. Greif	101 Meriam St.	6
✓ 2	Robert Greif	101 Meriam St	6
✓ 3	Debra C. Packard	96 Meriam St	6
✓ 4	John R. Packard	96 Meriam St.	6
✓ 5	Robert Kulpan	105 MERIAM ST	6
✓ 6	Margaret Rawls	9 Winthrop Rd	4
✓ 7	Carol H. Miller	23 Barbary Pl.	
✓ 8	Arthur L. G. ...	4 ...	
✓ 9	Jane Pignatelli	18 Hastings Rd	8
✓ 10	Florence Koplow	9 ... Rd	6
✓ 11	Bonnie Newman	44 Moreland Ave	2
✓ 12	Rachel ...	36 ... Ave	2
✓ 13	Brenda ...	4 ... Terrace	8
✓ 14	Gary ...	4 ... Rd	6
✓ 15	Patricia ...	29 ... St	4

We certify that ten (10) above signatures checked are names of qualified voters from the Town of Lexington.

BOARD OF REGISTRARS:

*[Signatures]*



# TOWN OF LEXINGTON

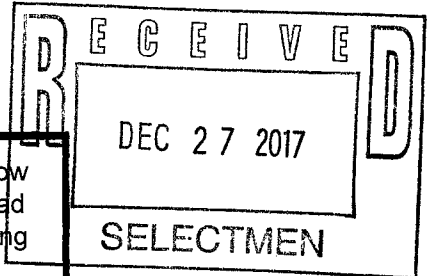
(Petition for Inserting An Article in the Town Meeting Warrant)

We the undersigned registered voters of the Town Of Lexington do hereby petition the Board of Selectmen to insert the following article in the warrant for the 2018 (Insert Date) Annual Town Meeting.

## ARTICLE

(Insert the exact wording in the space below.)

To see if the Town will vote to amend the Zoning Bylaw and Map to allow additional uses and density in the commercial district along Marrett Road near Spring Street by creating a new zoning district replacing the existing CN and CS districts; or act in any other manner in relation thereto.



RECEIVED  
2017 DEC 27 PM 12:44  
TOWN OF LEXINGTON

	Name	Address	Precinct
✓ 1	Charles P. Minasian	3 Fulton Rd	5
✓ 2	Hripsime Minasian	3 Fulton Rd.	5
✓ 3	TOO CAPLOP	168 GRANT ST	6
✓ 4	THOMAS J. BRYANT	2318 MASSACHUSETTS AVE	9
✓ 5	LISA BRYANT	2318 Mass Ave	9
✓ 6	RONALD TASHJIAN	435 WATHAN ST	4
✓ 7	OSMAN BABSON	21 REDCOAT LN	6
✓ 8	ALYSON BABSON	21 REDCOAT LN	6
✓ 9	Joyce Stone	26 FLINTLOCK RD	6
✓ 10	Daniel Stone	26 FLINTLOCK RD	6
✓ 11	Brad Libby	43 WACHUSETT DR	4
✓ 12	Kara Libby	43 WACHUSETT DR	4
✓ 13	PATRICK T. MORIN	164 MARRETT RD	4
✓ 14	JEAN H. CURTIS	578 MARRETT RD	9
15			

We certify that ten (10) above signatures checked are names of qualified voters from the Town of Lexington.

BOARD OF REGISTRARS:

Judith E. Moore

Mary [Signature]

We certify that 14 - fourteen above signatures checked are the names of qualified voters for the Town of Lexington.

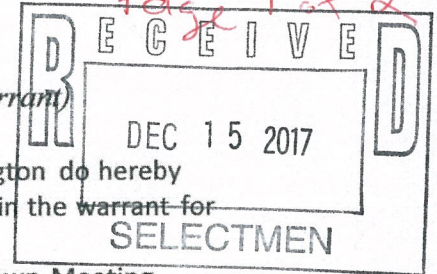


# TOWN OF LEXINGTON

(Petition for Inserting An Article in the Town Meeting Warrant)

We the undersigned registered voters of the Town Of Lexington do hereby  
Petition the Board of Selectmen to insert the following article in the warrant for

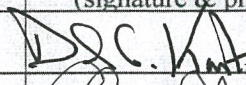
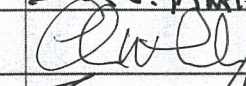
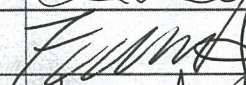
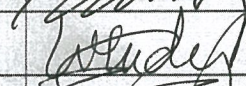
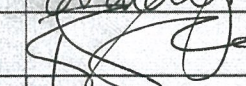
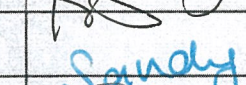
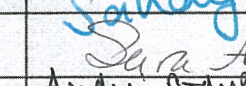
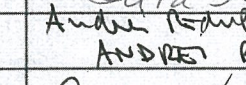
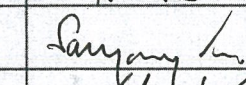
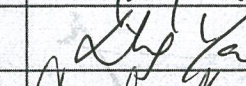
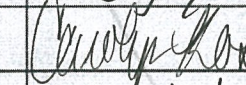
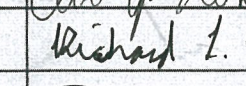
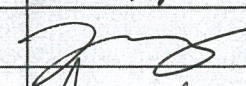
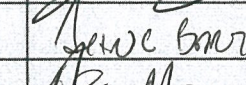
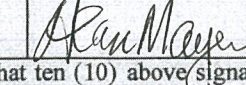
the 2018 (Insert Date) Annual Town Meeting.



## ARTICLE

(Insert the exact wording in the space below.)

"To see if the Town will vote to update its General By-Laws related to the Appropriation Committee and the Capital Expenditures Committee to reflect current practice, consistent with state law and Lexington's Selectmen-Town Manager Act, or act in any other manner in relation thereto."

	Name (signature & print name)	Address	Precinct
✓ 1	 David G. Karter	48 Fifer Lane	7
✓ 2	 CHARLES W LAMB	55 BASKIN RD	4
✓ 3	 FRANKLIN E. SMITH	7 Potter Pond.	3
✓ 4	 WENDY MANZ	14 Ellison Road	9
✓ 5	 Rodney COLE	80 School ST	9
✓ 6	 Sandy Beebe	10 Page Rd	1
✓ 7	 Sara Arnold	15 Washington St	4
✓ 8	 ANDRE PAULUS	86 Cedar St	8
✓ 9	 SANJAY PADAKI	46 WARD STREET	8
✓ 10	 GILT YAN	46 Courtyard Place	5
✓ 11	 Carolyn Kosnoff	10 Ward St.	8
✓ 12	 Richard L. Neumann	176 RAN FARM LANE	5
✓ 13	 Jian Helen Yang	1 Solomon Pierce Rd	5
✓ 14	 Julie Brown	46 Sawdust Rd.	1
✓ 15	 Alan Mayer	54 Reed St	8

We certify that ten (10) above signatures checked are names of qualified voters from the Town of Lexington.

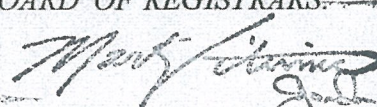
BOARD OF REGISTRARS:


We certify that 16-Sixteen  
above signatures checked are the  
names of qualified voters for the  
Town of Lexington.

RECEIVED

2017 DEC 15 PM 3:15

TOWN CLERK  
LEXINGTON MA

 Mark Starnes

 Judith E. Moore



# TOWN OF LEXINGTON

(Petition for Inserting An Article in the Town Meeting Warrant)

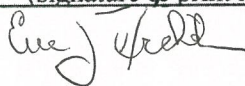
We the undersigned registered voters of the Town Of Lexington do hereby  
Petition the Board of Selectmen to insert the following article in the warrant for

the 2018 (Insert Date) Annual Town Meeting.

## ARTICLE

(Insert the exact wording in the space below.)

"To see if the Town will vote to update its General By-Laws related to the Appropriation Committee and the Capital Expenditures Committee to reflect current practice, consistent with state law and Lexington's Selectmen-Town Manager Act, or act in any other manner in relation thereto."

	Name (signature & print name)	Address	Precinct
✓ 16	 Eric J Michelson	45 Circle Rd	1

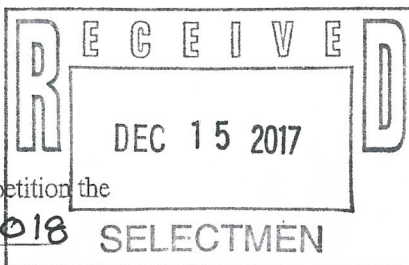
RECEIVED  
2017 DEC 15 PM 3:15  
TOWN CLERK  
LEXINGTON MA



# TOWN OF LEXINGTON

(Petition for Inserting An Article in the Town Meeting Warrant)

We the undersigned registered voters of the Town Of Lexington do hereby petition the Board of Selectmen to insert the following article in the warrant for the 2018 (Insert Date) Annual Town Meeting.



## ARTICLE

(Insert the exact wording in the space below.)

COMPENSATION FOR PROPERTY DAMAGES (Citizen Article) To see if the Town will vote to raise and appropriate a sum of money to compensate Robert Daniel McGrath, 11 Cherry St., Lexington, MA, for damages incurred due to a sewer back up resulting from a failure of the Cherry St sewer main to drain on 17<sup>th</sup> June 2017 that resulted in backing raw sewage from the main into his home; determine whether the money shall be provided by the tax levy, by transfer from available funds, by borrowing, or by any combination of these methods; or act in any other manner in relation thereof. (Inserted by Robert Daniel McGrath and 9 or more registered voters)

Funds requested:

Decontamination: .....\$15,723  
Reconstruction: .....\$13,140  
Painting: .....\$1000  
Plumbing: .....\$100  
Miscellaneous damage: .....\$590  
Total: .....\$30,553

	Name	Address	Precinct
✓ 1	Robert Daniel McGrath	11 Cherry St.	1
✓ 2 NR	Jim H. Brown	22 Donald St	7
✓ 3 NR	Paula Ann Skir	7 Ellis St.	2
✓ 4	Michael T. McDonald	123 Blake Road	7
✓ 5	Barry Burke	17 Sherburne Rd.	4
✓ 6	Dan B. B. B.	6 S. River St	1
✓ 7	CHRISTOPH BÖGERS	12 Cherry Street	1
✓ 8	Michael H. H. H.	14 Cherry Street	1
✓ 9	John A. A. A.	14 Cherry Street	1
S 10	John A. A. A.	12 Cherry St	1
S 11	John A. A. A.	1 Cherry Street	1
✓ 12	Deborah A. A. A.	5 Countryside Village	5
✓ 13	Peter Shapiro	11 W. Acton St DR	4
✓ 14	Gregory P. P. P.	10 Cherry St	1
S 15	John A. A. A.	172 Mass Ave	1

We certify that ten (10) above signatures checked are names of qualified voters from the Town of Lexington.

BOARD OF REGISTRARS:

John A. A. A.  
Mary A. A. A.  
Audrey E. Moore

We certify that 8-Eight above signatures checked are the names of qualified voters for the Town of Lexington.



RECEIVED

2017 DEC 26 AM 11:55

TOWN CLERK  
LEXINGTON MA

## TOWN OF LEXINGTON

(Petition for Inserting An Article in the Town Meeting Warrant)

DEC 26 2017

We the undersigned registered voters of the Town Of Lexington do hereby petition the Board of Selectmen to insert the following article in the warrant for the 2018 Annual Town Meeting.

SELECTMEN

## ARTICLE

(Insert the exact wording in the space below.)

To see if the Town will vote to raise and appropriate a sum of money for design, exhibit design, engineering, and architectural services for the Visitors Center and site work, including construction documents, and for constructing, originally equipping and furnishing a new Visitors Center, and all other costs incidental and related thereto; determine whether the money shall be provided by the tax levy, by transfer from available funds, including Community Preservation Funds, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

	Name	Address	Precinct
1 ✓	Diana E. McKeown	9 Hancock Street	6
2 ✓	Beck T. Farnell	4 Dickel Rd	6
3 ✓	Jon Himmelfarb	66 Hancock St.	6
4 ✓	Margaret E. Baker	46 Burlington St	7
5 ✓	Kerry Brandin	16 Franklin Rd.	6
6 ✓	Trisha Perez Kennedy	4 Brent Road	6
7 ✓	Margaret E. Coyne	12 Barrymeade Dr	9
8 ✓	Jerrell S. Michels	3 Clyde Place	5
9 ✓	[Signature]	9 Hancock St	6
10 ✓	Stephen M. Karna	9 Hancock Street	6
11 ✓	[Signature]	10 BRENT RD	6
12 ✓	Charles O. Flunkin	32 Slocum Rd	4
13 ✓	Kyle Leach	60 Blomfield St.	4
14 ✓	Kathleen M. Shields	9 Lexington Ave	2
15			

We certify that ten (10) above signatures checked are names of qualified voters from the Town of Lexington.



RECEIVED  
2017 DEC 26 PM 3:14

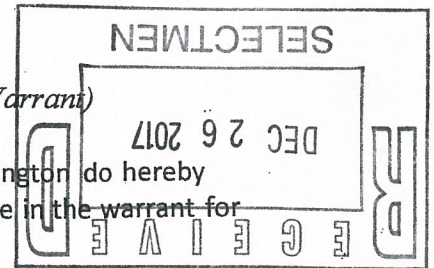
# TOWN OF LEXINGTON

(Petition for Inserting An Article in the Town Meeting Warrant)

TOWN CLERK  
LEXINGTON MA

We the undersigned registered voters of the Town Of Lexington do hereby  
Petition the Board of Selectmen to insert the following article in the warrant for

the 2018 (Insert Date) Annual Town Meeting.



## ARTICLE

(Insert the exact wording in the space below.)

To see if the Town will vote to amend Chapter 135 of the Zoning Bylaw to zone for Medical Marijuana Cultivation Centers, Medical Marijuana Processing Centers, Medical Marijuana Distribution Centers, and/or Recreational Marijuana Establishments; or act in any other manner in relation thereto.

	Name (signature & print name)	Address	Precinct
✓ 1	<i>Ethan Handwerker</i> Ethan Handwerker	17 Pine Knoll Rd	7
✓ 2	<i>Claudia J. Handwerker</i> Claudia J. Handwerker	17 Pine Knoll Rd. Lex.	7
✓ 3	<i>Jacob Handwerker</i> JACOB HANDWERKER	17 Pine Knoll Rd, Lex	7
✓ 4	<i>Wendy Rudner</i> WENDY RUDNER	18 Pine Knoll Rd	7
✓ 5	<i>Alan Musnikow</i> ALAN MUSNIKOW	1 CREST CIRCLE 02421	2
✓ 6	<i>K Musnikow</i> K Musnikow	10 Crest Circle Lex, MA	7
✓ 7	<i>Linda Ethiger</i> Linda Ethiger	15 Birch Hill Lexington MA	9
✓ 8	<i>Thelma U. Marin</i> The Linda MARIN	68 Colony Rd	6
✓ 9	<i>Lawrence Marin</i> Lawrence Marin	68 Colony Rd	6
✓ 10	<i>Doreen Grossman</i> Doreen Grossman	5 Elena Rd	9
✓ 11	<i>Katherine Reynolds</i> Katherine Reynolds	114 Lowell St	1
✓ 12	<i>Lou Ninos</i> Lou Ninos	22 Constitution Rd	8
✓ 13	<i>Stephen Quotran</i> STEPHEN QUOTRAN	76 Bloomfield St.	4
14	<i>Joseph Thompson</i> Joseph Thompson	24 Ledgeview Ave Lex.	7
✓ 15	<i>Jacquelyn Schwartz</i> Jacquelyn Schwartz		

We certify that ten (10) above signatures checked are names of qualified voters from the Town of Lexington.

BOARD OF REGISTRARS:

- ✓ 16 *Andrea Grossman* Andrea Grossman 5 Elena Road 02421 Lexington, MA 9
- ✓ 17 *Martin Grossman* Martin Grossman 5 Elena Rd 02421 Lex, MA 9

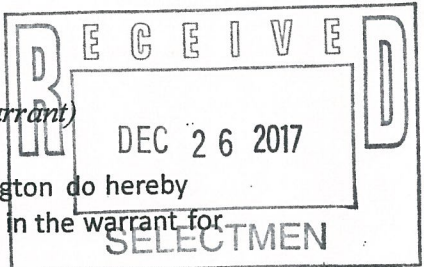


RECEIVED

2017 DEC 26 PM 3:14

## TOWN OF LEXINGTON

(Petition for Inserting An Article in the Town Meeting Warrant)

TOWN CLERK  
LEXINGTON, MAWe the undersigned registered voters of the Town Of Lexington do hereby  
Petition the Board of Selectmen to insert the following article in the warrant forthe 2018 (Insert Date) Annual Town Meeting.

## ARTICLE

(Insert the exact wording in the space below.)

To see if the Town will amend the general bylaws to repeal the prohibition of Recreational Marijuana Establishments in town; establish, create, adopt, and/or amend general Marijuana bylaws, including for Medical Marijuana and Recreational Marijuana; or act in any other manner in relation thereto.

	Name (signature & print name)	Address	Precinct
✓ 1	<i>Ethan Handwerker</i> Ethan Handwerker	17 Pine Knoll Rd	7
✓ 2	<i>Claudia J. Handwerker</i> Claudia J. Handwerker	17 Pine Knoll Rd, Lex.	7
✓ 3	<i>Jacob Handwerker</i> JACOB HANDWERKER	17 Pine Knoll Rd, Lex	7
✓ 4	<i>Wendy Rudner</i> WENDY RUDNER	18 Pine Knoll Rd LEX	7
✓ 5	<i>Jacquelyn Schwartz</i> Jacquelyn Schwartz	24 Ledge Lane Ave	7
✓ 6	<i>Karen Musnikow</i> KAREN MUSNIKOW	1 CREST Circle Lexington, MA 02421	2
✓ 7	<i>Alan Musnikow</i> ALAN MUSNIKOW	1 CREST CIRCLE 02421	2
✓ 8	<i>Marion Grossman</i> Marion Grossman	5 Elena Rd 02421 Lexington, MA	9
✓ 9	<i>Andrew Grossman</i> Andrew Grossman	5 Elena Rd 02421	9
✓ 10	<i>Doreen Grossman</i> Doreen Grossman	5 Elena Rd 02421	9
✓ 11	<i>Katherine Reynolds</i> Katherine Reynolds	114 Lowell St	1
✓ 12	<i>Peter Yakutis</i> Peter Yakutis	19 Pine Knoll St.	7
✓ 13	<i>Ruth M Ladd</i> Ruth M Ladd	15 Pine Knoll Rd	7
✓ 14	<i>Joseph F. Thompson</i> Joseph F. Thompson	8 North Circle	4
✓ 15	<i>Lance Ladd</i> Lance Ladd	15 Pine Knoll Rd	7

We certify that ten (10) above signatures checked are names of qualified voters from the Town of Lexington.

BOARD OF REGISTRARS:

✓ 16 *David McFarren* David McFarren 9 Pine Knoll Rd 7  
 ✓ 17 *Michael Brodeur* MICHAEL BRODEUR 8 PINE KNOLL RD 7



RECEIVED

2017 DEC 26 PM 12:18

## TOWN OF LEXINGTON

(Petition for Inserting An Article in the Town Meeting Warrant)

TOWN CLERK  
LEXINGTON MA

DEC 26 2017

We the undersigned, registered voters of the Town Of Lexington do hereby  
Petition the Board of Selectmen to insert the following article in the warrant for

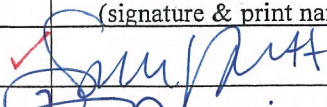
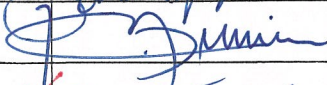

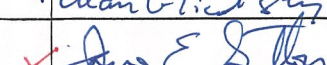


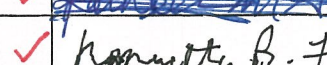

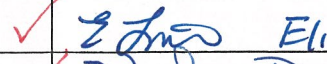
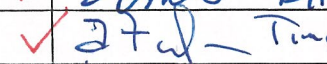
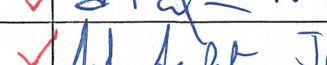
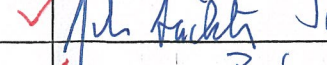
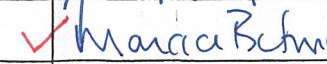
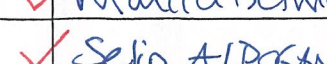
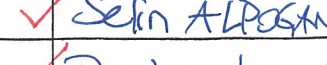
the March 26, 2018 (Insert Date) Annual Town Meeting.

## ARTICLE

(Insert the exact wording in the space below.)

To see if the Town will vote to amend the Zoning Bylaw to alter the rules for special permit residential developments to require affordable and age restricted housing; to limit the developable site area, unit size, and number of units allowed; and to set standards for the preservation of environmental features and other site attributes; or act in any other manner in relation thereto.

DESCRIPTION: This article proposes revisions to the regulation of discretionary special permit residential developments, authorized under § Section 6.9 of the Zoning Bylaw. The intent of the proposal is to amend the Bylaw to better address specific residential development needs in Lexington that are not being met by the current regulatory framework.

	Name (signature & print name)	Address	Precinct
1	 Sarah Daggett	11 White Pine Lane	2
2	 Niels Van Duinen	10 white pine	2
3	 Alan G. Ticotsky	11 mason St.	2
4	 Jane Sutton	11 mason St	2
5	 Kathleen McGlasson	6 White Pine Lane	2
6	 Kamette B. Fungweig	13 WHITE PINE	2
7	 Elizabeth Liao	14 White Pine Lane	2
8	 Timothy F. Dugan	14 White Pine Lane	2
9	 John Sackton	8 White Pine Ln	2
10	 Marcia Butman	8 White Pine Lane	2
11	 Selin ALPOGAN ARSLAN	20 MASON ST	2
12	 Baturalp Arslan	20 MASON STREET	2
13	 Sally Luker	19 mason Street	2
14	 Paul Luker	19 MASON STREET	2
15	 Donna Heuchling	22 Mason St	2

We certify that ten (10) above signatures checked are names of qualified voters from the Town of Lexington.

BOARD OF REGISTRARS:

16  MATTHEW DAGGETT 11 white Pine Ln 2



# TOWN OF LEXINGTON

(Petition for Inserting An Article in the Town Meeting Warrant)

RECEIVED

We the undersigned registered voters of the Town Of Lexington do hereby  
 Petition the Board of Selectmen to insert the following article in the warrant for

TOWN CLERK  
 LEXINGTON MA 2018 (Insert Date) Annual Town Meeting.

DEC 22 2017

2:00 PM

## ARTICLE

(Insert the exact wording in the space below.)

### Article to Make Lexington a "Welcoming, Inclusive, Safe Community"

To see if the town will vote to amend Part 1 of the general bylaws to include a chapter regarding the rights and relationships between town employees (including their agents) and undocumented immigrants, or act in any other manner relation thereto.

	Name (signature & print name)	Address	Precinct
✓ 1	Jane Sutton Jane Sutton	11 Mason St. Lexington	2
✓ 2	Candace Friedlich ANDREW FRIEDLICH	22 Young St.	5
✓ 3	Laura Rubinstein LAURA RUBINSTEIN	11 Russell Rd	1
✓ 4	Susan Perron Jureidini SUSAN PERRON JUREIDINI	4 Moon Hill Rd	
✓ 5	Barbara Katzenberg BARBARA KATZENBERG	37 MOON HILL	
✓ 6	Harriet Cohen HARRIET COHEN	21 FAIRLAND ST.	9
✓ 7	Shaun Keller SHAUN KELLER	6 Franklin Rd Lexington	6
✓ 8	Eileen Zalik EILEEN ZALISK	118 Grant St Lexington	6
✓ 9	Merna Victor MERNA VICTOR	24 Thoreau Rd	5
✓ 10	Jay Kaufman JAY KAUFMAN	1 Childs Rd.	8
11			
12			
13			
14			
15			

We certify that ten (10) above signatures checked are names of qualified voters from the Town of Lexington.



## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Approve Amendment to Lease Agreement with Avalon Bay for Kline Hall (10 min.)

#### **PRESENTER:**

Carl F. Valente, Town Manager;  
Carolyn Kosnoff, Assistant Town  
Manager for Finance

#### **ITEM NUMBER:**

I.7

#### **SUMMARY:**

*A vote is requested for this agenda item.*

As part of the Town's approval of the Avalon Bay (Met State) housing project, the Town was provided space in the lower level of Kline Hall on this campus. The Town, in turn, has sub-let this space to LexMedia, which uses it for their studio and offices.

The lease agreement to use Kline Hall includes a provision that the Town reimburse Avalon Bay for any common expenses Avalon Bay may incur for the operations of this building. The Town has not agreed with the methodology for calculating these common expenses, so has withheld payment.

The Assistant Town Manager for Finance and Avalon Bay representatives have now agreed on a methodology for determining these common expenses, which will require amending the lease agreement the Town has with Avalon Bay.

This revision will have not a budgetary impact as the Town has been encumbering funds for this purpose in the PEG Revolving Fund.

#### **SUGGESTED MOTION:**

Move to approve and sign the First Amendment to Lease between the Town and AvalonBay Communities, Inc, for the use of Kline Hall.

#### **FOLLOW-UP:**

Staff will forward the signed lease to AvalonBay and make the required payments.

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



1/8/2018

9:15 p.m.

**ATTACHMENTS:**

Description	Type
 Avalon Bay- First Amendment to Lease Agreement	Exhibit



## FIRST AMENDMENT TO LEASE

This FIRST AMENDMENT TO LEASE AGREEMENT (this “**Amendment**”) is made as of the \_\_\_\_ day of \_\_\_\_\_, 2017 (the “**First Amendment Effective Date**”), by and between AVALONBAY COMMUNITIES, INC., a Maryland corporation (“**Landlord**”), and THE TOWN OF LEXINGTON, a municipal corporation (“**Tenant**”).

### WITNESSETH:

Reference is hereby made to the following facts:

A. Landlord and Tenant have entered into that certain lease, dated as of March 7, 2008 (the “**Existing Lease**”), for the lease of certain Premises (the “**Premises**”) consisting of approximately 5,664 square feet of gross floor area in the basement of the building known as Kline Hall (as more particularly described in the Existing Lease, the “**Building**”) located on a portion of the former Metropolitan State Hospital Campus, situated in the Town of Lexington and City of Waltham, Massachusetts (as more particularly described in the Existing Lease, the “**Property**”). All capitalized words and phrases not otherwise defined herein shall have the meanings ascribed to them in the Existing Lease. The Existing Lease, as modified and amended by this Amendment, is referred to herein as the “**Lease**.”

B. Tenant has not reimbursed Landlord or otherwise paid for, Tenant's Proportionate Share of Common Area Expenses (as defined in §6(c) of the Existing Lease), Tenant's Proportionate Share of Real Estate Taxes (as defined in §8(b) of the Existing Lease), or any costs associated with Tenant's utility usage at the Premises (as described in Section 7 of the Existing Lease) that have accrued during the Term thus far and become due and payable prior to the First Amendment Effective Date (collectively, the “**Tenant's Payments**”).

C. Landlord and Tenant have agreed to modify and amend the Existing Lease, all in the manner hereinafter set forth.

NOW THEREFORE, in consideration of Two Hundred Thousand Nine Hundred Eighty-One and 62/100 Dollars (\$200,981.62) and other good and valuable consideration, the receipt, sufficiency and delivery of which are hereby acknowledged, the parties agree that the Lease is hereby amended as follows:

1. Additional Rent. Section 4(b) of the Existing Lease is hereby deleted in its entirety and replaced with the following:

“In addition to the payment of Rent, commencing on the First Amendment Effective Date, and continuing thereafter throughout the Term of this Lease, Tenant shall be obligated to reimburse Landlord for: (i) a portion of the Real Estate Taxes attributable to the Premises that accrue during each calendar year of the Term (“**Tenant's Share of Real Estate Taxes**”); (ii) a portion of the Common Area Expenses that are incurred by, or on behalf of, Landlord during each calendar year of the Term (“**Tenant's Share of Common Area Expenses**”); and (iii) Tenant's Utilities (as hereinafter defined)



(collectively, the “**Additional Rent**”). All such payments of Additional Rent shall be considered to be Rent for all purposes under this Lease, and shall be paid by Tenant without any setoff, deduction or prior demand therefor whatsoever. Tenant's obligations to pay Additional Rent are further described below:

"(i) It is agreed that for the calendar year commencing on January 1, 2016 (the “**Base Year**”): (x) Tenant's Share of Common Area Expenses shall be an amount equal to \$23,911.53 per year; (y) Tenant's Share of Real Estate Taxes shall be an amount equal to \$10,995.97 per year; and (z) Tenant’s Utilities shall be an amount equal to \$16,074.12 per year.

"(ii) For all subsequent calendar years of the Term, including any extensions thereof, following the Base Year, Additional Rent shall be adjusted (“**Adjusted by CPI**”) as of January 1 of each calendar year (with respect to each adjustment being made, the “**Adjustment Date**”) by the percent change of the Annual Average Consumer Price Index from the prior year to the year of the Adjustment Date, provided however that such amount shall never be reduced below the value of the Additional Rent Adjusted by CPI for the immediately preceding calendar year. As used herein “**Annual Average Consumer Price Index**” shall mean the Annual Average Consumer Price Index for All Urban Consumers (all items index), Boston-Brockton-Nashua, MA-NH-ME-CT, as published by the United States Bureau of Labor Statistics of the U.S. Department of Labor, (CPI-U) (Base: 1982-84 = 100), or any successor index thereto, before seasonal adjustments.

"(iii) From and after the First Amendment Effective Date, Tenant shall pay Additional Rent that accrues during the immediately preceding calendar year of the Term, subject to proration in the case of any partial year, on or before March 15 (or within sixty (60) days of the expiration or termination of the Lease, with respect to the calendar year in which the Lease expires or is otherwise terminated). As an example, on or prior to March 15, 2018, Tenant shall pay the Additional Rent that accrued during the calendar year commencing on January 1, 2017, which shall be an amount equal to the Additional Rent for the Base Year Adjusted by CPI based on the percent change of the Annual Average Consumer Price Index published in January of 2017.”

2. Section 7 of the Existing Lease is hereby deleted in its entirety and replaced with the following: “Throughout the Term, Landlord shall directly contract with utility providers for the supply of water, gas, and electricity utility serviced to the Premises. Landlord shall pay directly to such utility providers all costs associated with the utility usage by Tenant at the Premises during the Term (“**Tenant’s Utilities**”), and Tenant shall reimburse Landlord for Tenant’s Utilities, as provided in Section 4(b) of this Lease. Landlord makes no representation or warranty that existing sources of supply, distribution points or utilities are adequate or sufficient for Tenant’s use of the Premises. In the event that, after the First Amendment Effective Date, the water, gas and/or electric utility serving the Premises is billed directly to Tenant, Additional Rent shall be reduced by such amount allocated to Tenant’s Utilities in this Amendment, Adjusted by CPI, which reduction shall apply *pro rata* to Additional Rent for the year in which the reduction occurs.”



3. Section 8(f) of the Existing Lease is hereby amended by deleting the following from the last sentence thereof: "Tenant shall not be responsible for the payment of any Real Estate Taxes with respect to the Premises, and Tenant shall only be obligated to pay to Landlord Tenant's Proportionate Share of the Real Estate Taxes related to the Common Areas, as reasonably calculated by Landlord" and replacing said provision with the following: "Tenant shall not be responsible for the payment of Tenant's Share of Real Estate Taxes."

4. Section 6(c), Section 6(d), Section 8(b), Section 8(c), and Section 8(d) of the Existing Lease are hereby deleted in their entirety and each replaced with the following: "[Intentionally Omitted]."

5. Satisfaction of Tenant's Payments. Contemporaneously with the execution of this Amendment, Tenant has delivered to landlord payment in the amount of Two Hundred Thousand Nine Hundred Eighty-One and 62/100 Dollars (\$200,981.62), which amount Landlord and Tenant acknowledge and agree represents the full and complete satisfaction of Tenant's Payments.

6. Miscellaneous. Except as expressly and specifically set forth herein, the Existing Lease is hereby ratified and confirmed by Landlord and Tenant, and all of the terms, covenants, agreements and provisions of the Existing Lease shall remain unaltered and unmodified and in full force and effect throughout the balance of the Term of the Lease, and any extensions thereof.

(Signatures on following page)



IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, have executed this Amendment as of the day and year first above written.

**LANDLORD:**

AVALONBAY COMMUNITIES, INC.

By: \_\_\_\_\_  
Name: Michael J. Roberts  
Title: Senior Vice President

[Tenant signature on the following page]



**TENANT:**

THE TOWN OF LEXINGTON

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

Name: Suzanne E. Barry

Title: Board of Selectmen, Chairman

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

Name: Michelle L. Ciccolo

Title: Board of Selectmen, Vice-Chairman

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

Name: Peter C. J. Kelley

Title: Board of Selectmen

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

Name: Joseph N. Pato

Title: Board of Selectmen

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

Name: Doug M. Lucente

Title: Board of Selectmen



## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Consider Participation in PACE Energy Efficiency Program (5 min.)

#### **PRESENTER:**

Carl F. Valente, Town Manager;  
Carolyn Kosnoff, Assistant Town  
Manager for Finance

#### **ITEM NUMBER:**

I.8

#### **SUMMARY:**

*No vote is requested for this agenda item.*

At the Board's meeting on December 18, 2017, the Board heard a presentation from the Sustainable Lexington Committee regarding the PACE program. The PACE program is a State (and federal) initiative whereby a commercial property owner can make energy efficiency improvements to their property, to be financed through a betterment assessment the Town would collect and remit to MassDevelopment, which will arrange for the financing of these improvements.

Staff is examining whether there are any issues with the Town implementing its part of the program.

The attached draft Board of Selectmen's policy will authorize the Town Manager to enter into an agreement with MassDevelopment, should the Board wish to participate in this program and there are no implementation issues.

#### **SUGGESTED MOTION:**

NA

#### **FOLLOW-UP:**

Staff will revise the draft BOS policy based on Board comments, for the Board's final approval at its January 22 meeting.

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

1/8/2018

9:25 p.m.



**ATTACHMENTS:**

Description	Type
 Draft PACE Policy	Backup Material



## **Board of Selectmen Policy**

### **Authorizing the Town of Lexington to Participate in the Massachusetts Commercial Property Assessed Clean Energy Program (PACE Massachusetts)**

**Date Approved by BOS:**

**Signature of Chairman**

\_\_\_\_\_

\_\_\_\_\_

## **Purpose Statement**

Pursuant to M.G.L. c. 23M (the “PACE Act”), the Commonwealth has established a commercial sustainable energy program known as the Massachusetts Property Assessed Clean Energy Program (“PACE Massachusetts”) to provide a financing mechanism to private owners of commercial and industrial properties for certain qualifying commercial energy improvements (“improvements”). The PACE Massachusetts program is administered by the Massachusetts Development Finance Agency (“MassDevelopment”), in consultation with the Massachusetts Department of Energy Resources.

Under PACE Massachusetts, the owner of the commercial or industrial property benefitting from the improvements (the “benefitted property”) is required to repay the financing through the payment of a betterment assessment (a “PACE betterment assessment”) placed on such benefitted property by the municipality in which the benefitted property is located. In order for an owner of commercial or industrial property to participate in PACE Massachusetts, Section 2 of the PACE Act requires that the municipality in which such property is located must elect to participate in PACE Massachusetts.

The Lexington Board of Selectmen has determined that it is in the best interest of the Town to participate in PACE Massachusetts as a “participating municipality” as provided in the PACE Act to permit the owners of commercial and industrial properties located in the Municipality to access financing for qualifying commercial energy improvements through PACE Massachusetts;

## **Policy:**

The Board of Selectmen hereby approves the Town participating in PACE Massachusetts pursuant to the PACE Act, and authorizes the Town Manager to enter into an agreement with MassDevelopment (the “PACE Administration Agreement”) pursuant to which the Town will agree to:

- (a) levy and record PACE betterment assessments on benefitted properties located in the Municipality, in the amounts determined by MassDevelopment to be sufficient to repay the PACE Massachusetts financings;



- (b) assign the PACE betterment assessments and the related liens to MassDevelopment, which MassDevelopment may in turn assign to the providers of the financing of the improvements (each a “capital provider”), as collateral for and the source of repayment of such financings;
- (c) bill the owners of the benefitted properties for the installment payments necessary to repay the PACE betterment assessments, in the amounts determined by MassDevelopment; and
- (d) enforce, to the extent required by such agreement, such PACE betterment assessments; such agreement to be in such form as the Town Manager may approve as being in the best interest of the Town.

**Implementation:**

The Treasurer/Collector of the Town or such other Town agency as may be designated in such agreement is authorized to levy and record such PACE betterment assessments on behalf of the Town without further authorization by the Board of Selectmen or Board of Assessors.

Notwithstanding any other provision of law to the contrary, officers and officials of the Municipality, including, without limitation, municipal tax assessors and tax collectors, are not personally liable to MassDevelopment or to any other person for claims, of whatever kind or nature, under or related to PACE Massachusetts, including, without limitation, claims for or related to uncollected PACE betterment assessments. Other than fulfillment of obligations specified in a PACE Administration Agreement, the Town has no liability to the owner of the benefitted property or to any capital provider for or related to improvements financed under PACE Massachusetts.

Adopted: January xx, 2018



## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Approve Purchase of Real Property for Affordable Housing/LexHab (5 min.)

#### **PRESENTER:**

Suzanne Barry, Chair

#### **ITEM NUMBER:**

I.9

#### **SUMMARY:**

*A vote is requested for this agenda item.*

At the Board's meeting on December 18, in Executive Session, the Board considered LexHab's request for the purchase of a unit at Emerson Gardens for affordable housing purposes.

The special legislation creating LexHab requires the Board of Selectmen to approve any property purchases by LexHab.

#### **SUGGESTED MOTION:**

Move to authorize LexHab to purchase 85 Emerson Gardens for an amount not to exceed \$420,000.

#### **FOLLOW-UP:**

LexHab will conclude negotiations for this purchase.

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

1/8/2018

9:30 p.m.

#### **ATTACHMENTS:**

Description

Type



## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Approve Cultural Facilities Fund Grant Application Letter of Support (5 min.)

#### **PRESENTER:**

Carl F. Valente, Town Manager

#### **ITEM NUMBER:**

I.10

#### **SUMMARY:**

*A vote is requested for this agenda item.*

As part of the efforts by the Economic Development staff to identify non tax levy funding for the Visitors Center project, a grant application for submission to the Massachusetts Cultural Council-Cultural Facilities Fund has been drafted. Staff has requested a letter of support from the Board of Selectmen for this grant.

A copy of the draft grant application, requesting \$675,000, is attached.

#### **SUGGESTED MOTION:**

Move to approve and sign a letter of support to the Massachusetts Cultural Council for a grant from the Cultural Facilities Fund.

#### **FOLLOW-UP:**

Staff will forward letter of support and grant application to the Massachusetts Cultural Council.

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

1/8/2018

9:35 p.m.

#### **ATTACHMENTS:**

Description	Type
□ Grant Application Letter of Support	Backup Material
□ Draft-Grant Application	Backup Material





## Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

SUZANNE E. BARRY, CHAIRMAN  
PETER C.J. KELLEY  
JOSEPH N. PATO  
MICHELLE L. CICCOLO  
DOUGLAS M. LUCENTE

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

January 8, 2018

Massachusetts Cultural Council  
10 St. James Avenue  
3rd Floor  
Boston, MA 02116-3803

Dear Members of the Cultural Council:

On behalf of the Town of Lexington, we are writing to express our support for the application for funding for the Lexington Visitors Center from the Massachusetts Cultural Council's Cultural Facilities Fund.

The Lexington Visitors Center was built in 1966 in anticipation of the nation's bicentennial celebration. Despite no longer meeting the changing needs of the 120,000 local, national and international visitors who visit this facility year, the Town staff at the Visitors Center have been essential in educating and connecting visitors with regional cultural assets. Further, its presence has been significant in honoring the sacred Lexington Battle Green and historic houses in Lexington Center. This project is not solely about replacing a building that has outlived its useful life; it is also about creating a gateway to Lexington Center and the surrounding area including historic Concord and the Minuteman National Park.

The Visitors Center is an essential component of Lexington's visitors-based economy. These guests come to the Battle Green from around the world and their first stop is typically the Lexington Visitors Center. According to State statistics, visitors spend approximately \$90 million annually in Lexington and are essential to the vibrancy of the Town Center and the entire regional.

This project has been on the five year capital plan for the Town for a number of years. That being said, the Town has several other high priority capital projects in the pipeline including construction of a new elementary school and new Pre-K school, expansion of two middle schools and construction of a new fire station. These are priority investments and any supplemental non-



Massachusetts Cultural Council  
10 St. James Avenue  
3rd Floor  
Boston, MA 02116-3803  
Page 2

tax levy funding for the Visitors Center project will be extremely beneficial as we address our capital needs as a community.

Thank you for considering this request.

Sincerely,

**Lexington Board of Selectmen**

---

Suzanne E. Barry, Chairman

---

Michelle L. Ciccolo, Vice Chairman

---

Peter C.J. Kelly

---

Joseph N. Pato

---

Douglas M. Lucente





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington

Application #CFF-C-0097

Primary Contact: Megan Zammuto

Phone: (781) 698-4568

Email: mzammuto@lexingtonma.gov

Document Generated: Friday, January 5th 2018, 10:28 am

## Applicant Profile

### Applicant Type

Organization

### Legal Name

Town of Lexington

### Address1

1625 Massachusetts Avenue

Lexington, Massachusetts 02420-3801

UNITED STATES

### Telephone

(781) 698-4568

### Primary Contact

Megan Zammuto

Economic Development Coordinator

Phone: (781) 698-4568

Email: mzammuto@lexingtonma.gov

### Applicant Status

Government - Municipal

### Applicant Institution

None of the above

### Applicant Discipline

Multidisciplinary

### Grantee Race

No single race/ethnic group listed above made up more than 25% of the population directly benefited

### FEIN / TAX ID

04-6001200

### DUNS Number

000000000

### Web Address

http://www.lexingtonma.gov/





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington

Application #CFF-C-0097

Primary Contact: Megan Zammuto

Phone: (781) 698-4568

Email: mzammuto@lexingtonma.gov

Document Generated: Friday, January 5th 2018, 10:28 am

## Project Overview

**Executive Director Name:**

Carl Valente

**Title:**

Town Manager

**Email:**

townmanager@lexingtonma.gov

**Telephone:**

7816984540

**How many years has this Executive Director (or equivalent) been serving?**

12

**Organization's web address:**

www.lexingtonma.gov

**Organization type:**

Municipality

**Name of Subject Facility**

Lexington Visitors Center

**Street Address of Subject Facility**

1875 Massachusetts Avenue

**City of Subject Facility**

Lexington

**State of Subject Facility**

MA

**Zip of Subject Facility**

02420

**Date incorporated as a 501(c)3**

**If you selected 'Municipality' above, please indicate the square footage of your facility:**

6,693

**And, if you selected 'Municipality' please also indicate the percentage of the building that is dedicated to arts and cultural purposes:**

90%

**And, if you selected "Municipality", please indicate the age of your building:**

1966





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington

Application #CFF-C-0097

Primary Contact: Megan Zammuto

Phone: (781) 698-4568

Email: mzammuto@lexingtonma.gov

Document Generated: Friday, January 5th 2018, 10:28 am

**Has your organization ever applied to the Cultural Facilities Fund?**

No

**Has your organization previously received a Cultural Facilities Fund grant?**

No

**If 'yes', has your organization fully drawn down the grant funds?**

**Grant request:**

\$675,000

**Total project cost:**

\$4,517,000

**Project type:**

New Construction/Expansion

**Indicate the approximate stage your project is in:**

Advanced planning stages

**In a couple of sentences, provide a summary of your project. This language may be edited for use in contracts and to notify the Legislature.**

The Town of Lexington is planning to construct a new Visitors Center. This new and accessible facility will replace the existing structure and increase the capacity to share American history and local cultural assets with visitors.





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington

Application #CFF-C-0097

Primary Contact: Megan Zammuto

Phone: (781) 698-4568

Email: mzammuto@lexingtonma.gov

Document Generated: Friday, January 5th 2018, 10:28 am

## Organization Information

**Total budget/expenses for your organization's most recently completed fiscal year:**  
\$210,182

**Number of full-time equivalents (FTEs) employed at your organization:**  
3 FT 8 PT and s

**Provide a one-to-two sentence summary of the organization, its programs, services, and audiences served, followed by a more detailed description of the programs and services.**

The Visitors Center is the gateway for hospitality, information, historical interpretive services and exhibits, art and cultural resources, and rest areas for the benefit of local, national and international visitors to Lexington. Tourism Advisors are available to personalize an itineraries and enhance the visitors experience by providing superior customer service.

The Visitor Center programs primarily focus on honoring the spirit of Lexington as the Birthplace of American Liberty by utilizing interpretive guides on the Battle Green and Liberty Ride Tours, the Old Burying ground, and the Diorama of the Battle of Lexington. The current center has limited physical space so book signings, exhibits, children's re-enactment programs, and art-walk exhibits are developed in partnership with the Lexington Historical Society, the Lexington Minute Men Company, Cary Memorial Library, or Munroe Center for the Arts whose facilities neighbor the existing center. The creation of the new Visitors Center will allow a full spectrum of historical, artistic and cultural programs and experiences to be presented within the center which will overlook the Battle Green and historic landmarks.

Services provided by the Visitors Center Tourism Advisors include promotion of the amenities within Lexington and surrounding towns that enhance the visitor experience: restaurants with colonial ambience or which serve local, farm to table entrees; a referral to the library archives to discover their relationship with colonial ancestors; maps of the Minuteman Bikeway and 1300 acres of conservation lands that provide respites and sanctuaries for experiencing the mindfulness of our relationship to nature; written narratives, maps, and directions to historic sites that connect the visitor to the spirit of cherished American values that emerged from the American Revolutionary experience; distribution of rack cards and posters that announce art and cultural events to our theatres, art galleries, farmers market, carnivals or re-enactments which are meaningful sources of entertainment; and the Visitors Center Gift Shop which provides the visitor with an opportunity to browse educational product displays and purchase American Revolutionary memorabilia, apparel and crafts made by local artisans, books and tour guides, colonial toys, and postcards of their travel sites. All these services promote our local economy.

Our audience is the local, regional, national or international visitor who is seeking a New England American experience. Our diverse global audience is age 9 to 90, individuals, families, couples, or school groups. A citizen of the United States or the World is seeking to experience our regional architecture and landscape with New England foliage, the sacredness of walking the Battle Green to connect with American values of Liberty, Freedom and Democracy, or to physically engage with the community during the re-enactment of 'the first shot' that ignited the American revolution. Our audience is global and many sign our guest book. Most reviews: "Lexington is a nice town. Excited to be here. Awesome."

**List any grants received from the Commonwealth of Massachusetts within the past 10 years related to capital planning or capital projects:**

MSBA

- \$12.2 million Estabrook School
- \$16.5 million Hastings School
- \$359,546 Lexington High School

Green Communities

Lighting





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington

Application #CFF-C-0097

Primary Contact: Megan Zammuto

Phone: (781) 698-4568

Email: mzammuto@lexingtonma.gov

Document Generated: Friday, January 5th 2018, 10:28 am

- \$25,354 Harrington Elementary
- \$26,051 Fiske Elementary
- \$45,698 Lexington High School
- \$90,000 Clarke Middle School
- \$55,122 Community Center
- \$27,549 Public Ser. Building
- \$49,721 LHS Parking lot Lighting
- \$54,068 Parking lot
- \$74,347 Public Ser. Building
- \$158,503 Street Lights

Various

- \$41,598 Building Control Clarke Middle
- \$76,516 HVAC Lex HS

**Briefly interpret your organization's recent financial history and ability to undertake this project. If your audits are not up to date, please explain the circumstances:**

Municipality

**If you are going to submit audits or an accountant's review, how many years' worth will you be submitting?**

3 years

**What are the start and end dates of your most recent strategic plan?**

2013 - 2023





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington  
Application #CFF-C-0097

Primary Contact: Megan Zammuto  
Phone: (781) 698-4568  
Email: mzammuto@lexingtonma.gov

Document Generated: Friday, January 5th 2018, 10:28 am

## Facility Information

### Indicate the type of facility:

Historic Institution

Other

### If "other", explain:

This facility is a Visitors Center. Visitors will be welcomed and oriented to the cultural amenities in the area.

### Do you have maintenance staff on payroll?

Yes

### If not, who is charged with maintenance?

### Is the building currently listed on the National Register of Historic Places?

No

### What is the square footage of the facility that is the subject of this proposal?

6,693

### Type of ownership of the facility:

Owned

### If "other", explain:

### If there is debt, what is the term of the debt financing?

We do not currently have debt, but new construction would be financed.

### What is the current outstanding balance of the debt?

None

### Who is listed as the owner on the title?

Be sure to provide a copy of the lease when mailing in your required materials.

### What is the term (start and end dates) of your current lease?

If your lease is expiring within 2 years, applicants should make the case for investment.

What are the owner's responsibilities for building maintenance and repair as stated in the lease?

What are your responsibilities for building maintenance and repair as stated in the lease?

Be sure to provide a copy of the lease when mailing in your required materials.

### What is the term (start and end dates) of your ground lease?

### Who is listed as the landowner on the title?





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington

Application #CFF-C-0097

Primary Contact: Megan Zammuto

Phone: (781) 698-4568

Email: [mzammuto@lexingtonma.gov](mailto:mzammuto@lexingtonma.gov)

Document Generated: Friday, January 5th 2018, 10:28 am





## Project Information

### **Briefly provide a summary of the facility project and the existing facilities.**

The Lexington Visitors Center is not solely about replacing a building that has outlived its useful life; it is also about promoting all of what Lexington has to offer, generating revenue, and adding to the vibrancy of Lexington center.

The current facility is an outdated building, which lacks full ADA compliance. The building does not meet the needs of the modern traveler, and does not integrate advances in technology. Space is extremely limited, and more space is required to accommodate the material stored within, increased visitorship and staffing office needs.

The current building serves multiple purposes. The first floor houses visitor services. It serves as an information hub, gift shop, veteran's memorial, historical display, public bathroom facilities and some interpretive programming. The second floor serves as office space for Town staff, and the Chamber of Commerce. Storage facilities are located in the basement.

The building envelope was designed to attract visitors from Massachusetts Avenue. The rear entrance was never expected to serve as a regular entrance point. Originally the building's back was towards the commuter rail train. As such, there was no need for a connection to the rear area. The new design will incorporate and highlight this space to draw bikeway users into the facility as welcomed guests.

The newly designed facility will address all of these limitations to create a building that will meet the needs of all users. The new design will be fully ADA compliant and accessible. The design includes an elevator for visitors and/or staff to travel to each level with ease.

#### **First Floor:**

- Flexible orientation room - a space where visitors can learn about the area that could be closed off from the main room if necessary.
- A counter that accommodates three people working at the same time, that separates information from retail and ticket sale transactions
- Retail display area
- Contemplative place to honor veterans and the USS Lexington bell and other memorabilia
- Two rest room units, accessible from outside of the building

#### **Basement:**

- Rest room facilities, including a single stall unit
- Storage space
- Changing room for costumed tour guides

#### **Second Floor:**

- Office Space
- Meeting room

### **If you are a municipality, describe how 50% or more of the facility is programmed for arts, humanities, or interpretive sciences. (Include schedule of events, marketing materials, web sites, etc. in the supplementary materials.)**

The Lexington Visitors Center is 100% dedicated to the arts, humanities, and culture. The 2013 Programmatic Report for the Visitors Center lists the following Programmatic Goals:

1. Informing and orienting visitors to maximize their desire and ability to Linger in Lexington;
2. Creating and extending a welcoming environment for residents and visitors;
3. Promoting economic opportunities to generate income for the Town, attractions, local businesses and organizations, thereby benefitting Lexington taxpayers;
4. Educating our visitors, especially during the six months when our primary attractions are closed; and
5. Designing the facility to capitalize on the rapidly expanding international market.

The Visitors Center is the gateway to sites of interest in Lexington and surrounding towns. More than 120,000 people enter the current facility annually, and visitors are educated about the rich offerings of the area. Many visitors come to the Visitors Center without a set agenda. By learning about visitor interests, Tourism Advisors assist in planning itineraries. Tourism Advisors discuss area offerings





including

- Local historical exhibits and homes
- Recreation trails
- Minuteman Commuter Bikeway
- Minuteman National Historical Park
- Minuteman Bike Share
- Local arts and culture performances and exhibits
- Historical reenactments
- Local tours
- Area restaurants and stores

Informational materials are available and distributed to all visitors, beginning with a Visitors Map of Lexington that outlines historical sites, points of interest, parking information, and local businesses. Additional brochures and maps detailing points of interest in Lexington and Concord and spanning the two towns, including bike routes, and the National Historical Park are available to support visitors once they leave the Visitors Center.

Town staff, based in the Visitors Center work to enhance the visitor experience in Lexington and the surrounding region. The retail component of the building focuses on selling products by local artisans including apparel and products that are designed and created by Lexington residents. Efforts to engage visitors begin even before they set foot in town. A monthly events newsletter highlighting reasons to Linger in Lexington is sent to over 1,000 subscribers; a host of events, including historic, arts, culture, recreation, and special interest are included on this calendar, which is updated weekly on the town tourism website.

**If you are a college or university, describe how this facility provides service and open access to the community and general public outside of the regular educational mission.**

**Describe the challenge or opportunity that led to the development of the proposed facilities project:**

The Lexington Visitors Center was built in 1966 in anticipation of the nation's bicentennial celebration. The building has been essential in educating and connecting visitors with local cultural assets, and its presence has been significant in honoring the sacred ground of Lexington Green. However, with an increase in visitors and programming, the current facility no longer meets our needs. As we approach a series of anniversaries in Massachusetts, from the Plymouth 400th in 2020 to the USA 250th in 2026, it is essential that we create a facility honoring our history and embracing the surrounding resources. This project is not solely about replacing a building that has outlived its useful life; it is also about creating a gateway to Lexington center and beyond.

In 1966 the Visitors Center welcomed approximately 45,500 visitors a year, while today this count has risen to over 120,000 visitors entering the facility annually. The existing building is marginally functional for orienting to historic or contemporary Lexington, with limited connection to adjacent resources. Currently the interior space of the Visitors Center is constrained by the placement of both the staircases and the restrooms. These items create small choppy spaces that lend poorly to a natural flow of traffic.

In 2002, the exterior elevations were raised to allow for ground-level front door access and the restrooms were made handicap accessible. The second floor office space and basement storage can be accessed only by stairway. The building itself is energy inefficient, with exterior walls existing of clapboards on concrete block with very low insulating value and marginal weather-resistance performance.

One significant difference between the building of 1966 and today is the creation of the Minuteman Commuter Bikeway, officially dedicated as the country's 500th rail trail in 1994. The rail trail runs directly behind the existing facility, however, under the current configuration and façade, which resembles a house, riders may not recognize the building as a place to stop and explore. While new identifying the building has been installed, architectural changes incorporating the bikeway as an essential resource are necessary to drive visitors inside.

The proposed facility has been designed with stakeholders from across the community. The process has led to creative solutions that will improve accessibility, functionality and efficiency.





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington

Application #CFF-C-0097

Primary Contact: Megan Zammuto

Phone: (781) 698-4568

Email: mzammuto@lexingtonma.gov

Document Generated: Friday, January 5th 2018, 10:28 am

**If you have already been the recipient of a Cultural Facilities Fund Capital grant, please describe how this project is distinct from the previously funded project:**

**If you have already been the recipient of a Cultural Facilities Fund Feasibility & Technical Assistance grant, please describe how the planning has informed the capital project:**

**Please indicate whether the project includes any of the following:**

Fire & Safety System Upgrades

Energy Efficiency Measures / Green & Sustainable Building Practices

Americans with Disabilities Act (ADA) Compliance





## Threshold Criteria #1 - Statutory - Community Impact

### Describe the community need for this project:

The Visitors Center is an essential component of Lexington's Visitors Based Economy. Visitors from around the world come to view the Battle Green and their first stop is the Lexington Visitors Center. Visitors spend approximately \$90 million annually in Lexington and the foot traffic generated by tourism is essential to the vibrancy of the Town center and the entire community. With the retail market shifting due to the convenience of online shopping, creating a sense of place is essential for a vibrant and thriving community center. The Visitors Center design will include hardscape and architecture that encourage activity and engagement within the building and the surrounding area. Lexington benefits from the presence of many non-profit organizations from educational to arts, music and more. Their marketing budgets are limited but the programming they offer is extraordinary. Tourism Advisers help these organizations and visitors alike by promoting these special events to individuals who may otherwise not have been aware of them.

Residents benefit considerably from an active Visitors Center. The existing restrooms are a heavily used amenity of value to residents and visitors alike. Plans for a family restroom, restrooms accessible from the outside, as well as increased facilities will meet the needs of the community today and in the future.

Local businesses would also reap the benefits of a new Visitors Center. Visitors Center staff currently recommend businesses for shopping, dining and services. With an expanded and modernized façade, staff would be able to incorporate new technology and an informational kiosk to further encourage patronage of local businesses.

Many area attractions are closed in the winter due to budget constraints. The Lexington Visitors Center, open 362 days a year, fills a significant need for visitors in these months. With a new and improved Visitors Center, tourists will be able to learn about Lexington's history and modern amenities.

### Describe the tourism impact of your organization. Tourism is defined as a person traveling 50 miles or more one way to a destination or who stays overnight.

The Visitors Center acts as a gateway for hospitality, information, tourism and cultural resources available in Lexington and the surrounding communities. The Town of Lexington installed a people counter in the Visitors Center in 2014, counting 104,000 visitors. Recent figures from 2016 report over 120,000 visitors in the calendar year. Guest book logs show that approximately 11% of visitors are international, 9% are from Massachusetts and the remaining 80% are from across the USA. 91% of visitors meet the definition of a traditional tourist, either traveling 50 or more miles to a destination or staying overnight.

The Town of Lexington has adopted two local option taxes to increase revenue. Revenues from both the hotel occupancy tax and meals tax have increased 30% from FY2014 - FY2017. Although a significant portion of the meals tax can be attributed to residents or visitors from nearby communities, the hotel occupancy tax figure reflects tourists and visitors traveling for business, pleasure or a combination.

To increase visitation from tourists, we have made several strategic partnerships over the past several years. The Town is a member of both the Greater Boston Convention and Visitors Bureau and the Greater Merrimack Convention and Visitors Bureau. We also partner with the Massachusetts Office of Travel and Tourism and BrandUSA to participate in regional marketing efforts in the United States and across the world.

The Visitors Center role in welcoming and greeting tourists has a significant impact on the region. The Inn at Hastings Park, located .25 miles away from The Battle Green is an excellent example of the tourism benefit to the area. The Inn has seen guests from \_\_\_\_ counties

### Describe the financial need for this grant:





This project has been on the long-term capital plan for the Town of Lexington for a number of years. That being said, the Town has several other high priority capital projects in the pipeline, including construction of a new elementary school, a new Pre-K school, expansion of two middle schools and a new fire station. These are priority investments and any supplemental non-tax levy funding for the Visitors Center project will be extremely beneficial as we address our capital needs as a community.

The Town of Lexington voted in favor of a debt exclusion vote on December 4th, 2017 that included three priority capital projects including:

1. A new elementary school (\$63 million)
2. A new town-wide preschool (\$14.8 million)
3. Construction of a new fire headquarters (\$22 million)

The total cost for all three projects is a projected \$85.78 million after the Massachusetts School Building Authority reimburses up to \$16.5 million of construction costs for the Hastings Elementary School.

**Describe local support for the project (In terms of your organization and/or programming.):**

Lexington Town Meeting members voted at their 2014 Town Meeting to appropriate \$161,276 towards the design development of the Visitors Center. Town meeting also voted in 2017 to appropriate additional funds toward the project, totaling in \$342,496 dedicated to the project.

The Tourism Committee has been one of the most significant supporters of the project, and they have listed this project as a primary goal since 2011. The Committee began collecting data for a programmatic needs assessment in 2011, a report that was finalized in 2013. The committee held meetings with stakeholders to determine the needs for a new facility. The design process continued in 2017 with a group of various stakeholders weighing in on the design elements and programmatic goals.

Additional support for this project has come from the following committees and organizations:

- Lexington Chamber of Commerce
- Lexington Center Commit
- tee
- Lexington Historical Society
- Lions Club
- Bicycle Advisory Committee
- Lexington Permanent Building Committee
- Lexington Celebrations Committee

The business community is in favor of this project because it is a vibrant use that will draw people to Lexington Center. This sentiment is shared by the Lexington Center Committee, and several members of the arts community.

The newly designed Visitors Center will include an area that can be used for educational purposes throughout the year. Many other Lexington attractions are seasonal, so it is important to have a space where travelers can learn about the historical events in a comfortable and educational environment.

The Economic Development Office is also a strong advocate for a new facility. The program has an enormous amount of potential, but architectural constraints and the buildings age limit the type of activity that can function inside and outside the building.





## Threshold Criteria #2 - Financial Capacity

### **Describe or provide evidence of your ability to raise the funds required to start the project within 18 months of application deadline.**

Town Meeting has made the following authorizations in recent years to fund the Visitors Center project:

- In 2014, Annual Town Meeting voted to authorize \$161,276 from the Tax Levy to fund the conceptual design.
- In 2017, Annual Town Meeting voted to authorize \$21,000 from the Tax Levy to fund schematic design work.
- In 2017, Special Town Meeting voted to authorize \$150,000 from the Tax Levy to fund design development
- Double check with Jennifer! CPA \$10,000

The Town Manager is recommending a \$200,000 authorization during the 2018 Annual Town Meeting for design/bid documents. During the 2019 Annual Town Meeting (March/April 2019) the Town Manager plans to request funding for construction of the project.

Funds to start the project have been authorized, and continue to be authorized through Town Meeting votes. In addition to funding this project through the tax levy, Town staff is also working on an additional fundraising plan, including the following elements:

- Estimated Annual Revenue of \$11,800 from ticket and fee increases
- Estimated Annual Revenue of \$9,000 from additional fundraising: advertising, sale of exclusive products, etc.
- Potential Partner Contributions, total amount to be determined. Partners such as the Lexington Historical Society and Lexington Chamber of Commerce have expressed interest in contributing to the project costs.

### **What percentage of matching funds are committed at the time of this application submission? (All grants require a 1:1 match.)**

51%

### **What percentage of the total project costs are committed?**

8%

### **Does your organization have dedicated capital replacement cash reserves?**

Yes

### **Please describe how you fund your capital maintenance and replacement costs:**

The Town budgets \$195,000 each year, increasing by 2.5% a year for capital maintenance in municipal buildings. This practice has been in place since 2006, and the fund covers systems such as HVAC, electric upgrades, roof repairs, and interior upgrades.

The Town also has a five year capital improvement plan for significant replacement costs for buildings. Approximately \$9 million is spent each year for municipal facilities. Of this amount, \$6.5 million comes from the general fund debt, and \$3 million comes from operating revenues.

### **If you are expanding within a current facility, building a new facility, or expanding programming, describe how you will financially support the increased operating costs.**

The Lexington Visitors Center has been operated by the Town of Lexington since 2014. The operation is managed through a revolving fund, and operates at a break even. The cost of goods sold generates enough revenue to sustain merchandise and employee costs. Although the new facility will have an expanded square footage, staffing levels will remain the same. Due to better display opportunities and slightly larger retail space we plan to sell more merchandise which will add to the health of the revolving fund.





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington

Application #CFF-C-0097

Primary Contact: Megan Zammuto

Phone: (781) 698-4568

Email: mzammuto@lexingtonma.gov

Document Generated: Friday, January 5th 2018, 10:28 am

**What is your organization's name listed as in the DataArts' system (formerly known as the Cultural Data Project)?**





## Project Planning

**Describe how the project aligns with your overall organizational and/or strategic plan. (If you are working from a current strategic plan, please submit the plan indicating the pages where the capital project and/or maintenance planning is addressed.)**

The Town is currently working from the Townwide Facilities Master Plan, from August 30, 2013 (73-74). This master plan notes that the Visitors Center facility is considered inadequate for the proposed visitor programs, and that there should be further vetting to address the overlapping of Townwide visitor needs before expanding beyond the recommended improvements for basic information and public toilets. After reviewing the proposed program, the plan recommends the Town consider enlarging the Visitors Center so that it can better serve the community as well as the numerous visitors from throughout New England and beyond. Since 2013, significant assessment has been done to address overlapping visitor needs. Several meetings with various stakeholders and the architect have taken place over the last several years, and stakeholders have agreed on a program for this facility. The design is currently underway, and feedback has been solicited from stakeholders as well as members of the Historic Districts Commission, Tourism Committee, and Permanent Building Committee.

The Town of Lexington is in the process of creating an updated comprehensive plan. A steering committee has been appointed and members and staff are in the early stages of working on the creation of a plan. The most recent comprehensive plan was completed in 2002. Although the plan is dated, the concepts continue to guide much of the Economic Development work in Lexington. (Comprehensive Plan, Page 81) The plan notes that supporting the establishment and healthy continuation of the types of businesses that promote the vibrant activity center is essential. The goal is to serve Lexington residents, whole welcoming business from tourists and visitors to increase foot traffic and vibrancy.

The Battle Green Master Plan was created in 2011 with the goal of providing important steps in comprehensive planning for the Battle Green area. The plan was written as a blueprint for guiding changes to the Battle green area over the next 5-10 years. The master plan recommended broadening the definition of the Battle Green to incorporate the other public spaces around the Green itself, including the Visitors Center parcel. The Town of Lexington has committed to implementing priority goals from this master plan to enhance and maintain the area, including:

- Traffic and parking study
- Plan for appropriate changes in paths for handicapped access
- Additional bicycle racks and connection to bikeway

**Are you improving an existing building or site?**

Yes

**Describe how you determine capital maintenance needs and priorities of your properties. Be specific about how you go about this and explain why this is the next logical step in the process.**

The Town of Lexington has a Town wide Facilities Department (Municipal and School) and a Permanent Building Committee that oversees all capital projects. The Facilities Department regularly evaluates the systems and building envelope of all municipal and school facilities.

In addition, a Facilities Master Plan was created in 2013 to evaluate the various facility needs for the Town and develop a plan of recommendations to be considered over a 10 year period. The Visitors Center was studied in this effort, and the recommendation is listed below:

While the facility is considered inadequate for proposed visitor programs, there must be further vetting to address overlapping of Town wide visitor needs before expanding beyond the recommended improvements for basic information and public toilets. After an open review of proposed program, the Town should consider enlarging the Visitors Center so that it can better serve the community as well as the numerous visitors from throughout New England and beyond." P74.

In recent years, town wide visitor needs have been addressed through working with various stakeholders on the design concept for the building. After a needs assessment it was determined that





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington  
Application #CFF-C-0097

Primary Contact: Megan Zammuto  
Phone: (781) 698-4568  
Email: mzammuto@lexingtonma.gov

Document Generated: Friday, January 5th 2018, 10:28 am

the expanded Visitors Center should be a new facility instead of a renovation due to the lack of proper facilities and the required upgrade for code compliance.

**Have you recently had a capital needs assessment done in-house, or by a qualified professional?**

Yes

**If yes, give examples of any recent assessments and how you addressed the maintenance challenge.**

Mills Whitaker Architects studied the the current Visitors Center facility to determine whether it needed an renovation or replacement. Given the lack of proper facilities and the required upgrade for code compliance, it was determined that a replacement would be more economical.

**Are you expanding square footage in your current space, programming a facility that is not currently programmed, or proposing a new construction project?**

Yes

**If yes, do you have a business plan for this expansion?**

No

**If you are opening a new facility or expanding square footage in your current space, describe the evidence of 'market demand' that justifies the expansion of square footage, new programming, and/or new construction.**

Data from the Massachusetts Office of Travel and Tourism shows that the economic impact of domestic and international travel to Massachusetts is on an upward trajectory. Since 2010 the Massachusetts Market share of all domestic spending in the US has increased from 2.1% to 2.14%. The data focusing on the Greater Merrimack Valley is particularly encouraging when it comes to tourism spending. Travel spending has increased 16% from 2012 - 2016 in the Greater Merrimack Valley. In 2016, travel spending in our region reached \$1,130,000 including both domestic and international spending.

Upon opening, the Lexington Visitors Center welcomed 45,500 visitors. This number has increased to 120,000 in 2017. Visitation numbers are particular important in the winter months when many local attractions are closed for the season. From November - March the Visitors Center welcomed approximately 15,000 people in 2017. Allowing visitors to learn about the local history, provide rest room facilities, and merchandise for purchase 362 days a year is a significant benefit to both Lexington and the greater region.

The Visitors Center design will not feature new spaces for dedicated programming. What it will offer is a flexibility of space that can accommodate various uses in the future. The open floor plan will allow staff to better meet with visitors and share Lexington's history. The design feature glass doors and flexible display materials that could be used to accommodate a future event or program.

**Are you undertaking any capital work that will result in an increased level of programming?**

No

**If yes, please describe what planning and preparation your organization has undertaken to address the impact the programmatic expansion will have on staffing and operations. If applicable discuss the qualifications of the staff in relation to the expansion of the business.**





## Transformative Impact

**Describe the transformative impact of your project. Include in this narrative a description of the urban or village center in which your project is located and to what extent your project will improve the appearance of the immediately surrounding area.**

The future Visitors Center will act as an anchoring presence on Massachusetts Avenue, located on the Battle Green Master Plan land, once of the most sacred parcels in the Town of Lexington. The building design will highlight and embrace the adjacent Minuteman Commuter Bikeway, one of the most used rail trail pathways in the country. Travelers on the bikeway, which runs from Bedford to Cambridge will be able to stop, rest and experience the offerings of Lexington Center, from ice cream to entertainment.

The design will provide a visual connection to adjacent historical and contemporary resources, while encouraging the activation of the outdoor space for community use, such as concerts sponsored by the Lexington Chamber of Commerce.

In addition to providing information and resources, the Visitors Center is also a retail space, which will complement retail and restaurant uses throughout Lexington Center. The center has faced challenges with the shift in the retail market, but recent trends have shown an increase of service and food uses in addition to traditional retail. Small steps have been taken in recent years to encourage people to enjoy and experience Lexington Center. In 2017, public seating was introduced outside the Visitors Center and across the street at the Cary Memorial Library. The seasonal conversion of two parking spaces into the state's first parklet began in 2014, and continues with support from town staff each spring. The newly designed Visitors Center will be a key component to creating a friendly and welcoming center. Carefully considered details like hardscape to define sitting areas and conveniently located outdoor power access will make both the inside and outside of the building valuable to the vibrancy of Lexington Center.

Having locations that we all commonly use, and within which we can enjoy the benefits of serendipitous exchange and multi-purpose visits, is an important element in building neighborhood and town identity and community.

**Describe how your project creates opportunities for additional private investment in the surrounding area due to vacancies, blight, or underutilized properties and what opportunities for additional private investment exist in the vicinity of your project.**

The Visitors Center was operated by the Chamber of Commerce from 1966 - 2014. In 2014, the Chamber of Commerce could no longer operate the program, and the Board of Selectmen voted that the Town of Lexington should take over the operations. Since 2014 the program has been managed by the Economic Development Office, and it remains a significant component of the visitors based economy. The Economic Development Office works to facilitate the establishment and healthy continuation of the types of businesses that promotes the vibrant activity center that is sought. A significant benefit to the new Visitors Center will be its ability to welcome visitors from across the world. A redesigned internal layout will allow for better face to face contact with visitors and staff. Staff will be able to better educate visitors by providing itinerary suggestions and recommendations for activities throughout their stay. Increasing this personal contact will significantly impact Lexington Center, by increasing foot traffic to local businesses.

In the last year there has been some turnover in retail spaces in Lexington Center. One unit close to the Visitors Center has been vacant for over two years. A ten year lease was signed by a Lexington resident and businessman who plans to open a frozen custard shop this spring. This businesses will absolutely benefit from nearby tourists, and the Town is very excited about the private investment in this property, and complementary uses on this side of Massachusetts Avenue. Town staff is hopeful that the increase of foot traffic to center businesses will support current and future businesses in Lexington center.

**Identify neighborhood public or private partners who will participate in your efforts to spur transformative impact and identify any specific private or public investment in the surrounding area.**





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington

Application #CFF-C-0097

Primary Contact: Megan Zammuto  
Phone: (781) 698-4568  
Email: [mzammuto@lexingtonma.gov](mailto:mzammuto@lexingtonma.gov)

Document Generated: Friday, January 5th 2018, 10:28 am

One example of a successful public private partnership in the area, is the renovation and transformation of the Cary Memorial Building, 1605 Massachusetts Avenue. The building was built in 1928 and underwent a \$9 million dollar renovation in 2015. The funds were granted through the Community Preservation Act fund, and updates addressed acoustic problems and aesthetic and accessibility remodeling. The building is now home to the Lexington Symphony, the Cary Lecture Series, and Spectacle Management. Spectacle Management books over 30 performances a year, and the company has been a fantastic advocate in promoting businesses in town. Food establishments in town significantly benefit from this driver to Lexington Center. A recent survey showed that 46% of patrons dined in Lexington Center before or after a recent performance. The arts community in general is a major supporter of the Visitors Center and the Town's tourism efforts. The Visitors Center sells wares from local artists and artisans including apparel, locally made soaps, and products from local farms. Lexington's Council for the Arts has been a fantastic partner in increasing public art and activity throughout town, especially in the area of the Visitors Center. In 2016, the Arts Council lead an Art Walk that promoted public art, and encouraged businesses to turn their windows into temporary art galleries with various displays. Our goal is to harness this energy and include public art in the final design for the Visitors Center area. Early concepts right now include a potential sculpture garden on the site. Additional public investment will be implemented as part of the Battle Green Master Plan. The Town's Department of Public Works is working to implement areas of the Battle Green Master Plan that was approved in 2011. Action items include implementing a traffic calming program and updating pedestrian crossing locations that are sensitive to the Battle Green Area.





## Implementation

**Identify the key members of the project planning, design, construction or maintenance team. Briefly describe their qualifications, roles and, responsibilities in the project. (Please indicate whether they are staff, board or contracted personnel) . Resumes and CVs should also be included as supplementary materials, but these should complement, not substitute for, the descriptive information provided in the narrative.**

**Describe how the project is ready to proceed within 18 months of the application deadline and be specific about any preparation (eg: financial readiness, contracted personnel, design, project planning) supports your timeframe for implementation.**

The Town of Lexington has begun the process of designing a new Visitors Center. This effort began in 2014 at the Annual Town Meeting when funds were dedicated to explore the design. \$161,276 was appropriated from the tax levy and \$59,332 was dedicated from the Community Preservation Act Funding in 2014. After the initial exploration of the project, it was determined that a renovation would not be the best course of action, a new construction project was proposed. This result led to the return of \$49,112 to the CPA fund, as it is not appropriate for new construction projects.

Additional funds have been appropriated and the Town Manager will recommend a \$200,000 appropriation at the 2018 Annual Town Meeting for design/bid documents. This will be followed by the Town Managers proposed 2019 Annual Town Meeting (March, 2019) request for funding construction, within the 18 month period.

Mills Whitaker Architects has been contracted to design the new Visitors Center. Don Mills has been working with Town stakeholders to help refine the project program and implement the requests into a design that meets all stake holder expectations. He has worked on Lexington projects in the past, most notably the renovation of Cary Memorial Hall, 1605 Massachusetts Avenue.

### Name #1

### Organization

### Title

**Describe this person's role in the project and provide a brief summary of their relevant experience:**

**If a third party, are they currently under contract?**

### Name #2

### Organization

### Title

**Describe this person's role in the project and provide a brief summary of their relevant experience:**

**If a third party, are they currently under contract?**





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington

Application #CFF-C-0097

Primary Contact: Megan Zammuto

Phone: (781) 698-4568

Email: mzammuto@lexingtonma.gov

Document Generated: Friday, January 5th 2018, 10:28 am

**Name #3**

**Organization**

**Title**

**Describe this person's role in the project and provide a brief summary of their relevant experience:**

**If a third party, are they currently under contract?**

**Name #4**

**Organization**

**Title**

**Describe this person's role in the project and provide a brief summary of their relevant experience:**

**If a third party, are they currently under contract?**

**Name #5**

**Organization**

**Title**

**Describe this person's role in the project and provide a brief summary of their relevant experience:**

**If a third party, are they currently under contract?**

**Name #6**

**Organization**

**Title**

**Describe this person's role in the project and provide a brief summary of their relevant experience:**

**If a third party, are they currently under contract?**

**Name #7**

**Organization**





Massachusetts Cultural Council - Cultural Facilities Fund - Capital  
2018

Town of Lexington

Application #CFF-C-0097

Primary Contact: Megan Zammuto

Phone: (781) 698-4568

Email: mzammuto@lexingtonma.gov

Document Generated: Friday, January 5th 2018, 10:28 am

**Title**

**Describe this person's role in the project and provide a brief summary of their relevant experience:**

**If a third party, are they currently under contract?**

**Name #8**

**Organization**

**Title**

**Describe this person's role in the project and provide a brief summary of their relevant experience:**

**If a third party, are they currently under contract?**

**Be sure to include the following in your Required Materials:**

**A project timeline in table format.**

**A clear budget with "sources" identified and the "uses" of funds prioritized.**



## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Approve and Sign Letter to MassDOT Regarding Spring Street Speed Limit (5 min.)

#### **PRESENTER:**

Carl F. Valente, Town Manager

#### **ITEM NUMBER:**

I.11

#### **SUMMARY:**

*A vote is requested for this agenda item.*

- The Transportation Safety Group was asked by the Selectmen and a Spring Street resident to determine if the speed limit on Spring Street could be lowered;
- Staff determined that establishing and posting a speed limit requires approval from both the Board of Selectmen and MassDOT;
- Staff collected traffic speeds and volumes as well as researched the history of traffic changes in the area since the speed limit was established at 35 MPH in 1958
- The Transportation Safety Group supports lowering the speed limit and is requesting MassDOT to approve reducing the speed limit from 35 MPH to 30 MPH.

#### **SUGGESTED MOTION:**

Move to approve and sign a letter to MassDOT requesting a lower the speed limit on Spring Street.

#### **FOLLOW-UP:**

BOS to send letter.

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

1/8/2018

9:40 p.m.

#### **ATTACHMENTS:**

Description	Type
 Draft Letter to MassDOT	Backup Material









## Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

SUZANNE E. BARRY, CHAIRMAN  
PETER C.J. KELLEY  
JOSEPH N. PATO  
MICHELLE L. CICCOLO  
DOUGLAS M. LUCENTE

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

January 8, 2018

Paul Stedman, District Highway Director  
Massachusetts Department of Transportation  
Highway District 4  
519 Appleton Street  
Arlington, MA02476

RE: Spring Street Speed Limit Reduction Request

Dear Mr. Stedman,

We are writing to request that your office consider reducing the existing posted speed limit on Spring Street from 35MPH to 30MPH. We strongly believe the reduction in speed conforms to policies and initiatives supported by both the Town and MassDOT whose goals are aimed at increasing safety for all roadway users.

The Special Speed Regulation, adopted in 1958, established the following regulatory speeds:

Spring Street Eastbound: Beginning at Route 2 thence easterly 0.12 miles at 30MPH thence easterly 0.62 miles at 35MPH thence easterly 0.12 miles at 30MPH to Marrett Rd (Route 2A); total distance .86 miles
Spring Street Westbound: Beginning at Marrett Rd (Route 2A) thence westerly 0.12 miles at 30MPH thence westerly 0.62 miles at 35MPH thence westerly 0.12 miles at 30MPH to Route 2; total distance .86 miles

Since that time, both area roadways and surrounding land uses have dramatically changed and as such the speed limit should account for those changes.

In the late 1950s, when the speed limit was established, there was virtually no commercial development in this area. Most of the land was identified as vacant and likely used for agricultural purposes. Today, in Lexington alone, there is over 2 million gross square feet of commercial space along Hayden Avenue and Spring Street. The residential population has also



expanded significantly around Spring Street due to the subdivision of land, which included the construction of additional roadways. All of which have contributed to increasing traffic volumes as well as increased pedestrian and cyclist activity.

In 1958, Hayden Avenue had yet to be constructed and Route 2 (known then as the Cambridge-Concord Highway) was an at grade road which intersected with Spring Street. Based on viewing USGS maps from that time, it appears Spring Street from Shade St to the town-line was re-aligned presumably associated with the construction of Route 2 and Hayden Avenue, further altering conditions from when the speed limit was fixed.

More recently (over the last 10 years) the Town has worked with the State on a number of projects which have further altered the character of the roadway. The intent of the changes listed below was an effort to address the increased traffic volumes and improve safety for all users traveling through this area.

#### Signalization

- Spring St @ Marrett Rd
- Spring St @ Hayden Ave
- Spring St @ Concord Ave

#### Sidewalks

- West side of Spring St from Hayden Ave to Marrett Rd
- North side of Hayden Ave from Spring St to Waltham St
- South side of Shade St at intersection with Spring St

#### Bike Accommodations

- Sharrows on Spring St from Hayden Ave to Marrett Rd
- Bike Lanes on Hayden Ave from Spring St to Waltham St
- Sharrows on Shade St from Spring St to Weston St

#### Traffic & Safety Features

- Radar feedback signs and pedestrian activated crosswalks on Spring St
- Speed humps and radar feedback signs on Shade St

This past fall the Police Department, working with engineering staff, conducted speed and volume counts on Spring Street near the intersection with Hudson Road. The results of the speed data revealed that the 85<sup>th</sup> percentile speed was approximately 35MPH while the 50<sup>th</sup> percentile speed was approximately 30MPH. Although the 85<sup>th</sup> percentile speed reflects the posted regulatory speed we ask that you still consider our request.

Reducing posted speed limits has been found to be one of the most effective ways to reduce severe injury or death in the event of a crash involving a pedestrian. Support of the speed reduction is also in tune with recent positions taken by MassDOT. According to MassDOT's Municipal Resource Guide for Walkability, *"the agency has officially endorsed the NACTO Urban Street Design Guide (USDG), which advises engineers to design streets according to a*



*target speed rather than designating speed limits in reaction to the 85th percentile operating speed.”*

*In addition, the Guide goes on to indicate, “The National Transportation Safety Board (NTSB) also recommends a revised approach to setting speeds, as it is unclear whether the 85th percentile operating speed results in the safest conditions for all roadway contexts. The 85th percentile does not take into account other roadway users like pedestrians, or site specific characteristics like number of driveways or crashes, and it can lead to an undesirable speed escalation.”*

We believe a reduction in speed would take into account the multiple changes that have occurred since this speed limit was originally established as well as improve the safety for all users on this roadway. This request is fully supported by the community and town staff including the Chief of Police and DPW Director. As noted above, radar feedback signs are already in place, to further re-enforce the Town’s desired speed limit. Please let us know if you require any additional information. We look forward to hearing from you on this matter.

Sincerely,

**Lexington Board of Selectmen**

_____	_____
_____	_____
_____	

Cc: Carl F. Valente, Town Manager  
Richard F. Wilson, MassDOT State Traffic Regulations Engineer  
Mark Corr, Chief of Police  
David Pinsonneault, Director of Public Works  
Michael McLean, Police Captain  
John Livsey, Town Engineer  
David Kucharsky, Assistant Planner, Planning Department



## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Annual License Renewals (5 min.)

#### **PRESENTER:**

Suzanne Barry, Chair

#### **ITEM NUMBER:**

I.12

#### **SUMMARY:**

The following Common Victualler annual license renewals are ready for your approval and signatures:

- Bruegger's Enterprises Inc. d/b/a Bruegger's Bagles
- K&N Food Services, Inc. d/b/a Great Harvest Bread Co.

Please approve and sign all the licenses for the establishments and the Selectmen's office will mail out the licenses.

#### **SUGGESTED MOTION:**

Move to approve annual license renewals as listed

#### **FOLLOW-UP:**

Selectmen's office

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

1/8/2018

9:45 p.m.



## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Selectmen - Committee Reappointment (5 min.)

#### **PRESENTER:**

Suzanne Barry, Chair

#### **ITEM NUMBER:**

I.13

#### **SUMMARY:**

Fred Weiss' term as a member of the Lexington Retirement Board expires on January 11, 2018. The Board is being asked to reappoint Fred Weiss to the Lexington Retirement Board to a three year term to expire on January 11, 2021.

#### **SUGGESTED MOTION:**

Move to approve the reappointment of Fred Weiss to the Lexington Retirement Board to a three year term to expire on January 11, 2021

#### **FOLLOW-UP:**

Selectmen's Office

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

1/8/2018

9:50 p.m.

#### **ATTACHMENTS:**

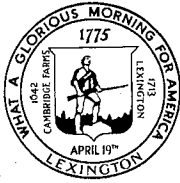
Description

Type

□ Reappointment - LRV - F. Weiss

Backup Material





*Town of Lexington*  
**Comptroller's Office  
Retirement**

Marguerite Oliva, Retirement Administrator

Tel: (781) 862-0500 x220  
Fax: (781) 861-2794

December 28, 2017

Lexington Board of Selectmen  
1625 Massachusetts Ave.  
Lexington, MA 02420

RE: Reappointment of Lexington Retirement Board Member

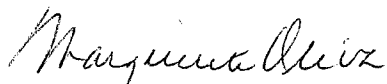
To the Board of Selectmen:

The Lexington Board of Selectmen first appointed Fred Weiss to the Lexington Retirement Board in January 2015. His current term expires on January 11, 2018.

Mr. Weiss has expressed a desire to continue as a member of the Lexington Retirement Board for another three-year term.

Mr. Weiss's financial expertise has proven particularly beneficial to the Lexington Retirement Board, and on behalf of the Lexington Retirement Board I am requesting that the reappointment of Fred Weiss be included on the Selectmen's agenda for another three-year term to commence on January 12, 2018.

Sincerely,

  
Marguerite Oliva  
Retirement Administrator

cc: Lexington Retirement Board  
PERAC



# **AGENDA ITEM SUMMARY**

## **LEXINGTON BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM TITLE:**

Water & Sewer Adjustment

### **PRESENTER:**

David J Pinsonneault

### **ITEM NUMBER:**

C.1

### **SUMMARY:**

Water & Sewer Adjustment as recommended by WASB Coppersmyth Way (\$2,053.56)

### **SUGGESTED MOTION:**

Motion to approve the above Water & Sewer Adjustment

### **FOLLOW-UP:**

Treasurer / Collector

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

1/8/2018

### **ATTACHMENTS:**

Description	Type
❑ W & S Adjustment Coppersmyth Way	Cover Memo
❑ Abatement explanation	Backup Material





**FY2018**  
**ADJUSTMENTS TO WATER/ SEWER**  
**AS RECOMMENDED BY THE WATER AND SEWER ABATEMENT BOARD**  
**BOS 1/8/18**

ACCOUNT	NBR	STREET	WATER	SEWER	TOTAL	BILL	YEAR
0301033002		Coppersmyth Way	\$ (2,053.56)		\$ (2,053.56)	869595	2017
			\$ (2,053.56)	\$ -	\$ (2,053.56)		

THE SUM SET AGAINST THE ABOVE ACCOUNTS IS HEREBY ADJUSTED.

<b>WATER</b>	<b>SEWER</b>	<b>TOTAL</b>
<b>(\$2,053.56)</b>	<b>\$0.00</b>	<b>(\$2,053.56)</b>

DIRECTOR OF PUBLIC WORKS

BOARD OF SELECTMEN

1 /8/18



This condominium association applied for an abatement on Bill #869595 due to leaks in the irrigation system. A repair invoice was provided. The average usage is 298; the excess usage has been recalculated at wholesale water rates.

\$ 5,460.96
\$ (2,053.56)
\$ 3,407.40



## **AGENDA ITEM SUMMARY**

### **LEXINGTON BOARD OF SELECTMEN MEETING**

#### **AGENDA ITEM TITLE:**

Approve One-Day Liquor Licenses

#### **PRESENTER:**

Suzanne Barry, Chair

#### **ITEM NUMBER:**

C.2

#### **SUMMARY:**

The following One-Day Liquor Licenses to serve beer and wine have been requested:

- Lexington Democratic Town Committee, January 20, 2018 from 5:00 p.m. until 9:00 p.m. for a Pizza Party being held at the Church of Our Redeemer.
- Spectacle Management, Thursday, January 25, 2018 from 6:00 p.m. until 10:00 p.m. for Lexington Chamber of Commerce Gala being held at Cary Memorial Building.

#### **SUGGESTED MOTION:**

Motion to approve consent agenda.

#### **FOLLOW-UP:**

Selectmen's office

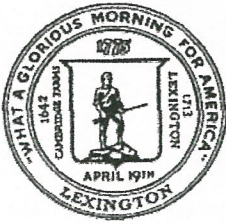
#### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/8/2018

#### **ATTACHMENTS:**

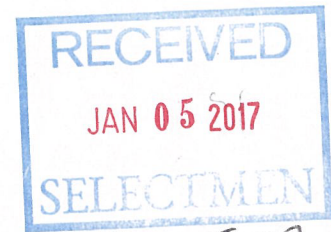
Description	Type
❑ 1-Day LL - Lexington Democratic Town Committee	Backup Material
❑ 1-Day LL - Spectacle Management	Backup Material





**TOWN OF LEXINGTON  
SELECTMEN'S OFFICE**

**APPLICATION FOR  
ONE-DAY LIQUOR LICENSE**



paid 25.00

The Board of Selectmen issues one-day liquor licenses to for-profit and non-profit organizations that serve liquor and charge either a cover charge or for each drink. Please fill in this form completely and return to the Selectmen's Office along with a check for \$25.00 made payable to the Town of Lexington.

BUSINESS/FUNDRAISING ORGANIZATION: Lexington Democratic Town Committee

CONTACT NAME AND NUMBER: Margaret Cope

ADDRESS FOR MAILING: 12 Barrymeade Dr, Lexington MA 02421

EMAIL ADDRESS: \_\_\_\_\_

TITLE/PURPOSE OF EVENT: "Pizza Party"

LOCATION AND ADDRESS: Church of Our Redeemer, 6 Meriam St

DATE OF FUNCTION: 1/20/2018

TIMES OF FUNCTION: 5-9 pm

TYPE OF LIQUOR TO BE SERVED: Beer/wine

DATE AND TIME WHEN LIQUOR DELIVERED: 1/20/2018 4:30 PM

DATE AND TIME WHEN LIQUOR REMOVED: 1/24/2018 9:00 PM

ADDITIONAL INFORMATION: \_\_\_\_\_

Margaret E Cope  
Authorized Signature

\_\_\_\_\_  
Federal Identification No. or

\_\_\_\_\_  
Social Security Number





**TOWN OF LEXINGTON  
SELECTMEN'S OFFICE**



*paid 25.00*

**APPLICATION FOR  
ONE-DAY LIQUOR LICENSE**

The Board of Selectmen issues one-day liquor licenses to for-profit and non-profit organizations that serve liquor and charge either a cover charge or for each drink. Please fill in this form completely and return to the Selectmen's Office along with a check for \$25.00 made payable to the Town of Lexington.

BUSINESS/FUNDRAISING ORGANIZATION: Spectacle Management

CONTACT NAME AND NUMBER: Jack Lally,

ADDRESS FOR MAILING: 4 Muzzey St. Lexington MA 02420

EMAIL ADDRESS: \_\_\_\_\_

TITLE/PURPOSE OF EVENT: Lexington Chamber of Commerce Gala

LOCATION AND ADDRESS: Cary Memorial Bldg 1605 Massachusetts Avenue  
*Bldg*

DATE OF FUNCTION: January 25, 2018

TIMES OF FUNCTION: 6:00 - 10:00 PM

TYPE OF LIQUOR TO BE SERVED: Beer and Wine

DATE AND TIME WHEN LIQUOR DELIVERED: 3:00 PM

DATE AND TIME WHEN LIQUOR REMOVED: 11:00 PM

ADDITIONAL INFORMATION: \_\_\_\_\_

*Jack Lally*  
Authorized Signature

\_\_\_\_\_  
Federal Identification No. or

\_\_\_\_\_  
Social Security Number



# **AGENDA ITEM SUMMARY**

## **LEXINGTON BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM TITLE:**

Approve Minutes

### **PRESENTER:**

Suzanne Barry, Chair

### **ITEM NUMBER:**

C.3

### **SUMMARY:**

The minutes of the following meeting dates are ready for your review and approval:

- 9/13/17 Summit BOS/SC/AC/CEC, 9/25/17 Joint BOS/SC, 9/27/17 Joint BOS/SC/Human Svc,
- 10/5/17 Budget Summit 1 BOS/SC/AC/CEC
- 11/28/17 BOS Budget, 11/29/17 BOS Budget, 11/30/17 BOS Budget

The Executive Session minutes of the following meeting date are ready for your review and approval:

- 11/6/17 ES Joint BOS/SC, 11/13/17 ES Joint BOS/SC, 11/20/17 Joint BOS/SC

### **SUGGESTED MOTION:**

Move to approve the minutes of:

- 9/13/17 Summit BOS/SC/AC/CEC, 9/25/17 Joint BOS/SC, 9/27/17 Joint BOS/SC/Human Svc,
- 10/5/17 Budget Summit 1 BOS/SC/AC/CEC
- 11/28/17 BOS Budget, 11/29/17 BOS Budget, 11/30/17 BOS Budget

Move to approve but not release the executive minutes of:

- 11/6/17 ES Joint BOS/SC, 11/13/17 ES Joint BOS/SC, 11/20/17 Joint BOS/SC

### **FOLLOW-UP:**

Selectmen's Office



**DATE AND APPROXIMATE TIME ON AGENDA:**

1/8/2018

**ATTACHMENTS:**

Description	Type
📎 09-13-17 Summit	Backup Material
📎 09-25-17 Joint BOS/SC	Backup Material
📎 09-27-17 Joint BOS/SC/Human Svc	Backup Material
📎 10-5-17 Budget Summit 1 -r	Backup Material
📎 11-28-17 BOS Budget	Backup Material
📎 11-29-17 BOS Budget	Backup Material
📎 11-30-17 BOS Budget	Backup Material



Summit Meeting  
Board of Selectmen, School Committee, Appropriation Committee,  
and Capital Expenditures Committee  
September 13, 2017

A Summit was held Wednesday, September 13, 2017 at 7:00 p.m. in the Hadley Public Services Building Cafeteria, 201 Bedford Street. Board of Selectmen: Ms. Barry, Chair; Mr. Kelley; Mr. Pato; Ms. Ciccolo; and Mr. Lucente were present along with Mr. Valente, Town Manager; Ms. Tintocalis, Economic Development Director; Mr. Goddard, consultant; Ms. DiNisco, DiNisco Designs; Mr. Rice, DiNisco Designs; Chief Wilson, Fire Department; and Ms. Siebert, Recording Secretary.

Also present: School Committee members: Mr. Alessandrini (Chair); Ms. Colburn; Ms. Lenihan plus Dr. Czajkowski, Superintendent of Schools. Appropriation Committee (AC) members: Mr. Bartenstein, Chair; Mr. Radulescu-Banu; Ms. Basch; Mr. Neumeier; Mr. Levine; Ms. Yan; Mr. Michelson; Ms. Yang; and Mr. Padaki. Capital Expenditures Committee (CEC) members: Ms. Hai (Chair); Ms. Manz; Mr. Smith; Mr. Kanter; Mr. Cole; and Ms. Beebee.

Ms. Barry called the meeting to order at 7:00 p.m. as did the other committee. Ms. Barry explained that, due to the nature of the meeting, no public comment would be taken.

Update—Lexington Children’s Place Design

Ms. Ciccolo recused herself from the Lexington Children’s Place (LCP) discussion as her parents’ home abuts the property.

Ms. DiNisco and Mr. Goddard presented three different design options for review saying that, of the three, the School Committee prefers Option 0. This is the design upon which cost estimates have been based.

The way the building in Option 0 is oriented, a future 4-classroom expansion is possible without encroaching on wetlands in the western portion of the site. Additionally, the layout of classrooms in Option 0 is preferable for the LCP program. The natural beauty of the campus has been preserved and the building will be “nestled” into the woods. An existing retention basin would remain. Minimal ledge would be removed. A two-way vehicle access drive has been established between LCP and the Community Center, enabling the site to function from a traffic perspective. Two-way traffic flow through the Scottish Rite property is still being negotiated. The proposed road configuration would not encourage cut-through traffic, a concern that has been expressed in previous meetings. The design team will continue to work with the Traffic Safety Group on improving the challenging intersection at Pelham Road/Massachusetts Avenue. Unlike Option 1, Option 0 allows for an emergency access road to wrap three-quarters of the way around the building, and also providing best access to building mechanics for maintenance/ repair purposes and deliveries.

Ms. DiNisco also presented Option 1, which is essentially Option 0 flipped so that the future expansion area is further away from the wetlands in the northern part of the site. She presented Option 2 as well, similar in layout to Option 0 but with a curved, instead of angular, building.



Option 0 and Option 1 would cost the same amount. The Option 2 cost estimate is \$385,000 more expensive due to the more complex architecture.

The all-electric LCP building design meets Lexington's sustainability goals. The proposed Variable Refrigerant Flow (VRF) and Energy Recovery Unit (ERU) systems have been independently peer-reviewed and are "right-sized" for both the original building and potential future expansion. The recommended VRF system is made by Daikin and would, by necessity, be proprietary. For resiliency, LCP has been designed as a Level 4 (asset preservation) building. In terms of CO2 parts per million, Ms. DiNisco said the best that can be achieved appears to be 720-810 ppm, the same as at the Hastings School. Solar photovoltaics are anticipated on the roofs but they are not part of the estimate. Ms. DiNisco said a solar study could be conducted prior to Special Town Meeting. Solar battery storage is also planned; similar to the design of the new Hastings School.

Based on Option 0, total hard (\$11,560,729) and soft (\$ 2,513,613) project costs, including 7% construction and owner contingencies, equal \$14,879,342. The next phase of funding to be requested is \$2.5M for design at Special Town Meeting 2017-2. Mr. Goddard noted that \$581,000 of the total cost has already been appropriated.

Ms. Hai (CEC) asked if the team was confident there would be no need for additional hazardous-material mitigation. Ms. DiNisco said she was confident of the estimate given that the property has been assessed by an environmental consultant.

Mr. Bartenstein (AC) asked whether the building acoustics are suited for the building's use and if ventilation and acoustics were a design trade-off. Ms. DiNisco said that acoustics are part of environmental quality considerations. The design includes numerous high quality acoustic tiles.

Mr. Radulescu-Banu (AC) asked how the cost per square foot compares to similar constructions. Ms. DiNisco said, at \$630 per square foot, the cost is higher than either Estabrook or Hastings schools. As a smaller, one-story building, LCP has fewer cost efficiencies than larger, 2-story buildings. There is no building with a use similar enough to use for comparison.

Mr. Lucente (BOS) noted that if the building is expanded in the future, Option 1 provides easier access than Option 0 to the expansion site. He asked if the building could accommodate a second story in the future. Ms. DiNisco said, due to changes in building codes, it is very difficult to anticipate growth and justify additional upfront costs.

Ms. Lenihan (SC) said it is understandable to try focus on the "what-ifs" of future expansion, given Lexington's record of enrollment increase. However, Option 0, the School Committee's preference, not only accommodates the current program size, it includes room for additional students for the foreseeable future.

The boards/committees caucused individually to try to arrive at consensus about a design choice. Results:

- School Committee: Option 0
- Capital Expenditures Committee: Option 0 because it is sized to accommodate a 50%



increase in “slots” and because of emergency access public safety concerns.

- Appropriation Committee: Option 0 by an 8-1 vote. The deciding factor was the School Committee’s preference, although one member was swayed by future expansion considerations.
- Board of Selectmen: Option 1 by a 4-0 vote. Program needs are satisfied by Option 0 but Option 1 offers better future expansion possibilities. The Board feels public safety questions could be resolved and would like input from the Sustainable Lexington Committee on the final design choice.

Mr. Goddard said there will be time to fine-tune sustainability choices once a design is chosen. He cautioned that the design team has not yet solicited the Conservation Commission’s opinion about building closer to the wetlands now or in the future.

Mr. Valente noted that Option 0 and Option 1 cost the same so, for Special Town Meeting purposes, the relevant decision has been made. Further deliberation about which of the two designs will be built can take place independently of the Town Meeting appropriation vote.

#### Update—Main Fire Station Design

Ms. Ciccolo returned from refusal.

Chief Wilson and Mr. Goddard presented the schematic design, cost estimates, and timeline for the permanent Fire Headquarters at 45 Bedford Street and for the temporary fire headquarters at 173 Bedford Street. Probable costs for the permanent headquarters renovation total \$19,307,000. The inclusion of a solar hot water heater, a new traffic signal at Massachusetts Avenue and Camellia Place, and another \$100,000 for value engineering, would, if approved, bring the total to \$19,912,000 of which \$450,000 has already been appropriated. To move the project forward, Special Town Meeting will be asked to appropriate another \$673,000. The temporary headquarters’ estimate is \$2,191,000 of which \$50,000 has already been appropriated.

Mr. Bartenstein (AC) asked if one project manager would be hired to oversee all three projects. Mr. Goddard said Michael Cronin, the new Public Facilities Director, would make that decision but he recommends that one person be onsite and another act as project manager.

Mr. Padaki (AC) asked how long are the life cycles for building system components. He asked if the temporary fire headquarters requires a traffic signal. Mr. Goddard said the Tecton engineer calculated 25 years as a life cycle estimate, but the Town commonly uses 20 years. Experientially, the life cycle is often closer to 15 years. The cost of a signal at the temporary site is included in the estimate.

The Board of Selectmen, Appropriation Committee, and Capital Expenditures Committee unanimously supported inclusion of a new traffic signal at Camellia Place as well as the solar hot water heater and \$100,000 for value engineering. The School Committee did not take an official position.



### Update—Visitors Center Conceptual Design

Ms. Tintocalis and Mr. Goddard said the current cost projection for the new Visitor's Center design is \$4,315,000. Community Preservation funds, grants, and/or public/private partnerships are possible partial funding sources, other than bonding or the operating budget. An appropriation request of \$150,000 for design development is expected at this Special Town Meeting. A \$200,000 request for construction document development has been deferred because the citizens' petition failed to be certified for this article.

Ms. Manz (CEC) said the total project estimate remains too high. She believes that, following the original presentation made several years ago, the architect was instructed to come back with a more affordable design. Mr. Goddard said the architect believes he was asked to "design to the program." There is potential to lower the building cost if program elements are altered or eliminated.

Mr. Michelson (AC) expressed concerns about handicap accessibility and security features for after-hour bathroom access at the Center. Mr. Goddard replied that bathrooms are most needed during events and he does not envision 24-hour accessibility.

Ms. Yang (AC) noted that square footage had decreased and yet the cost estimate was close to the original. She added that she likes the current "old house" look of the Visitors Center and that she finds the new design to be too generic. Mr. Goddard stated the original estimate was based solely on square footage. Additionally, bathrooms in the basement level were not envisioned at that time.

Mr. Kanter (CEC) asked if a second story was strictly necessary or if a permanent tenant could be found to provide steady revenue to offset the cost. Ms. Hai (CEC) asked if other funding opportunities truly exist, such as grants and public/private partnerships. She asked how the project could be moved forward. Ms. Tintocalis said she suspects there are outside funding sources, but it is premature to line them up.

Ms. Barry (BOS) said the Selectmen will continue to discuss how to move ahead with the project.

- Should Town Meeting Vote for the Hastings School project to be contingent on debt exclusion vote?

Ms. Barry (BOS) asked for feedback on whether the motion on the Hastings School project to Town Meeting should be contingent or not contingent on the debt-exclusion vote passing. Ms. Barry noted that if the Town does not approve Hastings School funding, it will lose the monies that the Massachusetts School Building Authority has been committed to the project.

Mr. Michelson (AC) said moving ahead with the project despite the will of the voters would jeopardize the support of all future capital requests. Ms. Yang (AC) agreed this could have negative long-term effects. Mr. Bartenstein (AC) said that the Appropriation Committee has, at



past meetings, expressed strong support for making the project contingent on the debt-exclusion vote concerned that if the project moves forward without the debt exclusion, it would cause havoc to the operating budget. He believes that if the appropriation were not made contingent, the Town should prepare a Plan B for adjustments to the operating budget in case the question did not prevail. Mr. Pato said that other projects, such as the Estabrook School, have been non-contingent.

Superintendent Czajkowski emphasized that the Hastings School was one inter-related component in an effort to address school-population pressures. Mr. Goddard said there are many moving parts to the school-capacity issue that remain to be worked through. The need for a clear presentation of the issue to voters was emphasized. If voters believe the project will go forward regardless of how they vote, they will not be aware of what will happen if the vote fails.

Mr. Valente said if the project is contingent, the Town has 120 days from the date of the MSBA approval to get both Town Meeting and voter approval. If not contingent, the only approval necessary is Town Meeting.

Because Mr. Alessandrini (SC) needed to leave, the School Committee adjourned at approximately 9:40 p.m. The subject of contingency will be on the School Committee agenda on September 19, 2017.

Ms. Hai (CEC) said the crux of deciding the issue at hand is understanding many factors, including what the Town would do if the vote were contingent and the voters voted "No".

Ms. Barry (BOS) said the Board of Selectmen are asking for feedback for the Hastings School motion, not for the Warrant which will be finalized in several days' time. She asked that the committees forward further feedback to the Board of Selectmen as it becomes available.

#### Review Special Town Meeting Warrants

The Board of Selectmen will approve the Warrant at their meeting Monday, September 18, 2017. Positions will start to be taken as well.

A Special Town Meeting Information meeting and other preparations were discussed as well as procedurals specific to these upcoming Special Town Meeting.

#### Adjourn

Upon Motion duly made and seconded, the Board of Selectmen voted 5-0 to adjourn at approximately 9:55 p.m. The Appropriation Committee adjourned as well. The Capital Expenditures Committee remained in session.

A true record; Attest:

Kim Siebert  
Recording Secretary



Joint Selectmen and School Committee Meeting  
September 25, 2017

A Joint Meeting of the Lexington Board of Selectmen and School Committee was held on Monday, September 25, 2017 at 6:35 p.m. in the Selectmen's Meeting Room of the Town Office Building. Ms. Barry, Chair; Mr. Kelley; Mr. Pato; Ms. Ciccolo; and Mr. Lucente were present as well as Mr. Valente, Town Manager; Michael Cronin, Director of Public Facilities; and Ms. Siebert, Recording Secretary.

For the School Committee: Ms. Jay, Vice Chair; Ms. Lenihan; Ms. Steigerwald; and Ms. Colburn were present. Mr. Alessandrini was absent. Superintendent Czajkowski; Elizabeth Billings-Fouhy, Lexington Children's Place Director; and Donna DiNisco, DiNisco Designs, were also present.

Ms. Barry said no public comment would be taken as this is a working meeting. A regular meeting of the Board of Selectmen was scheduled to convene at 7:00 p.m. but the exact time would depend on when the Joint Meeting adjourned.

Introduction of Michael Cronin, Director of Public Facilities

Ms. Barry welcomed Michael Cronin, new Director of Public Facilities, to Lexington and presented him with a Town Seal lapel pin.

Discussion Regarding Lexington Children's Place Project

Ms. DiNisco of DiNisco Designs presented revised Lexington Children's Place (LCP) options, labeled 0, 0.A, 0.B, 1 and 1.A. She emphasized that LCP is part of a Master Plan that includes the eventual expansion of the Lexington Community Center. Ms. DiNisco's focus has been to build the right building for the program and to provide room for immediate needs and future expansion that will provide long-sought location stability. If a decision is made tonight on the design option, the new LCP building can be ready for occupancy in the fall of 2019, which would alleviate overcrowding at the Harrington School. Ms. DiNisco said she has focused on minimizing site costs as well.

Site challenges include wetlands, slope, traffic circulation, parking, and cost. The Conservation Commission has requested that the building remain outside the 100' wetlands buffer zone. Therefore, Ms. DiNisco has pushed the building further to the north and east on the site in new Options 0.A, 0.B and 1.A. Some of the challenges with these options are loss of parking, increased slope, and added site costs of approximately \$200,000.

Carl Oldenburg, Permanent Building Committee (PBC), said PBC has not had time to review the newest options. He asked if a decision could be postponed. Ms. DiNisco said while she has appreciated PBC's collaboration thus far, she fears further postponement would result in the new building not being ready by September 2019.

Board of Selectmen comments:

Mr. Kelley noted site circulation issues in all the options. Ms. DiNisco agreed but said the proposed road would meet Town standards with regard to grade. Additionally, the building will have to be raised about two feet in any of the new options to accommodate elevation and groundwater. This is the source of the price increase. All the new options cost the same but the



question is whether the future expansion area would be to the north or west of the building. Ms. DiNisco recommended Option 0.B, with future expansion to the west because it satisfies the wetland setbacks as well as program requirements. Mr. Kelley said he believes Option 1.A offers the best choice for the community but he respects the program issues Ms. DiNisco is trying to satisfy. He would like more time to consider the decision.

Ms. Barry asked if the new road configuration created greater cut-through potential. Ms. DiNisco agreed it might and said she would consult with the public safety departments.

Mr. Pato said building closer to the wetlands now removes any future question about wetland encroachment. He asked if classroom and physical therapy spaces could be re-organized to achieve siting goals. Ms. DiNisco reported that the organization of rooms has already been tinkered with extensively.

Mr. Lucente said he is concerned how traffic flow would affect the Pelham Road residents. Ms. DiNisco said she has spoken about this with Police and Fire but not yet with the Traffic Safety Group. The goal would be to find ways to stop or discourage cut-through drivers, potentially by adding speedbumps or creating meandering lanes.

Mr. Lucente said his preference is to put the future expansion site closer to Pelham Road but he can accept Option 0.B.

#### School Committee Comments:

Ms. Steigerwald also leaned toward Option 0.B but Option 0.A would also be acceptable. She found the access road unfortunate behind the building in 0.B, however.

Ms. Lenihan preferred Option 0.A because there is no unsightly access road, the playground is further away from Pelham Road, the green space is preserved, and there remains potential expansion space for two additional classrooms. Ms. DiNisco said the “road” can be softened so it is not a fully-paved presence.

Ms. Colburn said she prefers Option 0.B because she thinks it wise to stay out of the 100’ buffer. She is opposed to building all the classrooms in a row because this is not good for the program. Sacrificing the program for possible future expansion seems like the wrong choice from the perspective of current needs. Program capacity increases with the new building, even without the expansion classrooms.

Ms. Jay preferred Option 0.B but asked if the access road could be tightened up so that the green space in Option 0.A is available in Option 0.B. Ms. DiNisco said the access road can be further discussed and agreed that Option 0.B is a direction, not a final solution.

Jon Himmel, Permanent Building Committee, said the PBC would be willing add a meeting this week if it would move a decision along. Also, he believes that the expansion space in Option 0.B is within the footprint of the existing building and, if left as impervious surface, future construction in that space would be possible without additional permitting.

Mr. Lucente said he could live with Option 0.B. Mr. Pato and Ms. Barry concurred. Mr. Kelley said he is not yet ready to make a choice. He does not share the same sense of urgency for a decision as expressed by others. He believes the expansion will be necessary within 10 years because LCP will attract families with students who need the program. If Option 0.B prevails, he



agrees the impervious surface should be retained so that a 4-classroom expansion can be more easily accomplished.

Upon motion duly made and seconded, the Board of Selection voted 3-0-1 to support Option 0.B for the Lexington Children's Place at 30 Pelham Road.

The School Committee likewise voted to adopt Option 0.B by a 4-0 vote.

The Board of Selection took a five minutes recess at 7:30 to allow the room to reorganize for the Regular Session to follow.

A true record; Attest:

Kim Siebert  
Recording Secretary



Joint Meeting  
Board of Selectmen, School Committee,  
Human Services Committee  
September 27, 2017

A Joint meeting of the Board of Selectmen, School Committee, and Human Services Committee was held Wednesday, September 27, 2017 at 7:00 p.m. in Room 237 of the Lexington Community Center, 39 Marrett Road. Present for the Board of Selectmen (BOS) were: Ms. Barry, (Chair); Mr. Kelley; Mr. Pato, and Mr. Lucente along with Mr. Valente, Town Manager; Ms. Rodgers, Director of Human Services; and Ms. Siebert, Recording Secretary. Also present was Ms. Wendy Rundle, Meeting Facilitator.

Present for the School Committee (SC) were: Mr. Alessandrini (Chair); Mr. Steigerwald, Ms. Colburn; Ms. Lenihan; Ms. Jay as well as Dr. Czajkowski, Superintendent of Schools. In the audience were Ms. Glickman, Assistant Director of School Counselling; Ms. Fenn, Assistant Director of Health, Physical Education and Wellness; and Ms. Fields, Chair of the Human Services Committee.

Discussion Regarding Community Mental Health Needs and Services

Ms. Barry called the meeting to order at 7:00 p.m. and noted that the meeting informational material is available to all on the Board of Selectmen's webpage under "Meeting Packets", September 27, 2017. Documents included:

- 2014 School Report in Student Stress; Human Services Department Response to School Report on Student Stress; Youth Risk Behavior Survey Presentation; High School Youth Risk Behavior Executive Summary; Middle School Youth Risk Behavior Executive Summary; Human Services Department Overview of Service; Human Services Department Statistical Data; Youth Services Council Charge.

Mr. Alessandrini (SC) noted that this Joint meeting marks the first time policy makers have assembled to discuss mental health issues in the community. While the recent suicides of two students initially prompted the meeting, the group intends to look at the mental health issues of community at large with questions such as what is working, what needs improvement, what services are in place, and what policy implementers need to support their work.

Ms. Rundle asked audience members to use the postcards at their places to submit questions and comments at the end of the meeting. She stated that the "big picture" framing question is: What role should the Town, School, and Community play in providing mental health services to the Lexington community? (Ms. Rundle defined "community" as parents, families, civic and religious organizations, medical professionals, and all those who live or work in Lexington.)

- Question: As participants read the meeting materials, what reflections/ questions came to mind about the services that Lexington provides?

Mr. Lucente (BOS): The reading was eye-opening. These topics are not often discussed. The breadth of services is impressive. It is good to read about the collaboration between the Town and the School to address these issues.



Ms. Steigerwald (SC): The Schools have had more opportunity to review Youth Behavior Risk Survey (YRBS) data generated every two years but the information is less familiar to the Selectmen. It is good for the community as a whole to have access to the Human Services information. It is important to establish how the Schools, Human Services, and Board of Selectmen will work together on these matters.

Mr. Pato (BOS): I know more about the services delivered to adults and seniors and less about how students are served. I feel unclear about how we deliver various degrees of services and what questions will be discussed tonight and in future.

Mr. Colburn (SC): If I were a young person feeling overwhelmed or depressed in Lexington, what would I need and where would I go? If it is outside of school hours, what would I have access to?

Ms. Barry (BOS): If you were a young person out of school but still living in town— or a parent, or senior, or a family member of a senior— how do you know what is available and where to go? Reading the Human Services chart, I note the dramatic increases in the number of referrals, office visits, screenings, and community visits. I think this is because Human Services is now more visible in the Community Center than in its previous offices. There seems to be a communication issue on both the Town and School side. How to we communicate what is available? If you are in the middle of a crisis, are you going to visit a website to gather information if you need help immediately?

Ms. Lenihan (SC): If people in Town Government are surprised at the services Lexington provides, what about the people who are not involved or not paying attention? We need to get the information out there for every person in every age group. If the person in crisis is of school age, people immediately ask what the School services are but they miss the non-school side of the question.

Mr. Kelley (BOS): What struck me in reading the materials is the number of Middle School students who report they have attempted suicide. This is a tremendous concern. What can we do to identify the risk pool hotspots?

Ms. Jay (SC): It is good for the community to see that the Schools and Selectmen are teaming up on these issues. I agree we are already doing a lot but we also need to identify where the gaps are. What do access and services look like to the person in need, no matter what age they are? It might be worth asking some students and citizens what they know and what they would like to have available.

Mr. Alessandrini (SC): When we look at the survey, what we see is an increase in students who are considering or planning suicide. People are looking at mental illness more these days as an invisible disease, not as a stigma. Mental health is a serious issue for all ages that we should invest in.

Ms. Steigerwald: The Middle School numbers are most painful. It is devastating that suicide seems to be the only solution these kids have to solve problems they think they have. It may have helped to relocate Human Services to the Community Center but we should also acknowledge Coalition Outreach efforts. Communication about who to turn to and where to call has improved



since the Coalition was formed. How do we support the staff who provide the services when there is an uptick of calls? Should there be a phone referral list or an overnight hotline? What would supplement what our staff are doing now?

- Question: What were your reactions to the Youth Risk Survey results? What was startling or surprising?

Mr. Colburn: Suicide attempts are always shocking and hard to digest. The other statistic that is upsetting is the number of students who report feeling depressed and unable to participate in regular activities for at least a two-week period. There is also a notable gender disparity: a third of Lexington's female students have felt depressed for a length of time.

Mr. Alessandrini: We are trying to set up services in the community in conjunction with departments like Lexington Youth and Family Services to address suicide ideation. But even with this, it is not enough of a safety net. Depression and bullying can both lead to suicide attempts. Hundreds of students report they have planned suicide.

- Question: Where are the gaps in information?

Mr. Lucente: It was helpful to see State and National statistics to compare to Lexington because I would otherwise have no way to understand where Lexington fits into the context. I do not have kids at the high school and do not know the current culture. Sometimes things are beyond what we can control.

Ms. Steigerwald: We just got the preliminary Executive report and the School Health Advisory Committee will take a closer look at it. The School Committee generates questions about the data and we usually get a report back with more correlation. For example, we did see some patterns, which may not be causes, that there may be a relationship between higher reports of harassment and students who identify as LGBTQ.

Ms. Lenihan: It can be comforting to see how Lexington compares to other communities nationally but it should not make us complacent.

Mr. Pato: When I first looked at the numbers, I wondered why we should believe them. I remember being a high school student and I have spoken anecdotally with a number of high school students. To see that the numbers line up with national responses gives me sense we can use these numbers, not only from a longitudinal perspective but more broadly. How do we fill in the backstories of these numbers so we understand what is happening here on a community level?

Ms. Jay: Some of the next layer of understanding comes from the correlations we tease out from the YRBS data. Through past survey analysis, we discovered that harassment is the best predictor of suicide ideation; there is a 300% increase. It also provided information about gender, ethnicity, and sexual minority. Everyone here can ask for more information to be provided on the new data.

Mr. Alessandrini: Staff can tell us how to fill in the gaps and help us create policies to address these problems. We should not be afraid to talk about suicide and mental health.



Ms. Steigerwald: As a School Committee member, I have had many parents share their stories with me. When I look at the data, especially on suicide attempts, I see people, not just numbers. Parents have called to tell me they have a child in crisis but cannot find a bed in a psych unit. These crises can happen when school is not in session, so the school supports are missing, although some of our counsellors make themselves available via cell phone for families in crisis. We know the numbers of students who might answer the Risk Survey untruthfully has remained fairly constant over the years. There is a relationship between academic stress, substance use, and mental health. Falling behind in school can create an insurmountable obstacle in the mind of a young person.

Ms. Lenihan: People expect high school students to drink. This is not as surprising as the numbers of middle school students who report drinking:  $\frac{1}{4}$  of 7<sup>th</sup> graders and  $\frac{1}{3}$  of 8<sup>th</sup> graders. That should shock people.

Mr. Alessandrini: What is the data from the Town side?

Ms. Rodgers (Human Services Director): Since 2005, we have seen an increase in mental health issues in all age groups. It is very dramatic in our senior population with an increased number of people living alone, becoming isolated, anxious and depressed and in need of support. Human Services tends to see fewer children and more families. We are a gateway for services; someone might come to us for a financial crisis but as we peel the layers back, we see underlying, untreated problems emerge. I hear this across the State: all departments are hearing about more problems and doing more to try to address them.

Ms. Barry: People in Lexington may not be comfortable looking for help. It takes a lot to admit you need it. Getting help for people is at least partially a communication issue. If seniors live alone and their families live somewhere else, families may not know how to get help for their parent if things start to slide downhill. People may not realize there are veteran services their family members are eligible for. Should the Town be a 24/7 place for people to go? The Schools have had to ramp up to address student needs. People need to know how to navigate through the services that are offered.

Mr. Pato: I have never had anyone ask me, as a Selectman, how to solve a mental health issue even though I make it a practice to hold some of my weekly office hours here at the Community Center. This is not to say I do not believe mental health issues are critical, it is more that I have no direct experience.

Mr. Lucente: Through my other volunteer experiences, I see a number of shut-in seniors at Thanksgiving time who do not speak English. They are isolated and in need to support but how do you help them? That is a real challenge. The other thing that occurs to me is the service delivery system between the School side and the Town side is so different. Kids have to go to school but adults and seniors do not have to go to the Community Center. How do other communities bridge the gaps?

Ms. Barry: Public Safety workers are a critical part of the equation that need to be part of this conversation. When they go on calls and see something that needs attention, they can communicate with Human Services. Without breaking confidentiality conventions, what kinds of things are they seeing that we should all know about?



Ms. Jay: There are two questions: “What are the needs?” And, “What is the Town’s role in meeting those needs?” We may come to understand that some needs are not being met. In the School response to the second suicide, we realized there should be a protocol so that everybody is on the same page when something of this nature happens. The same is true for preventive services, whether it is counseling or suicide prevention.

Mr. Alessandrini: Like the decisions we make about physical infrastructure, we have to start making decisions about human infrastructure and develop policies that address those needs as well. Staff are key people who can tell us what the gaps are.

Ms. Colburn: I agree that staff know where the gaps are. We are not experts, even though we care very deeply. Our role as policy makers is to find the resources for them to do their jobs.

Ms. Steigerwald: I agree with establishing a protocol and identifying best practices. Lexington Youth and Family Services and the Interfaith community should be part of the discussion. Ms. Barry shared recently that mental health issues are on the list of Board of Selectmen priorities. Mental Health has also been a “Top Three” School priority for multiple years. Staff says we need more guidance counselors and we are putting that in the budget.

Ms. Barry: On the Town side, staff has begun the FY19 budget cycle but the last few cycles have been lean, with little additional staff and services added. We do not want to add staff one year only to let them go the next year. We have many competing, compelling needs. Nonetheless, mental health services is one of our top 21 goals. Mr. Valente indicated, as part of that goal, it might be time to look at the Human Services model again since that last such evaluation was 10 years ago. Is it staffed correctly? Is it working as needed?

Ms. Steigerwald: There are many ways in which other towns provide mental health services but no matter how it is configured, people need to be directed so they can find what they need. One thing the School Committee learned from staff is that, depending on your health insurance, you may not have any mental health coverage. Even if you do, you may not be able to get an appointment or access care quickly. I would like my tax dollars to go toward getting help for people in crisis, no matter what their insurance covers.

Ms. Barry: Both the Selectmen and School Committee want more information: What are other towns doing? What works well and what does not? Could we get an abbreviated presentation from School staff and municipal staff on the programs Lexington now offers? What do these departments need to do their jobs better? I can’t guarantee we can provide everything but I want to know what the wish list is and why it is needed.

Mr. Lucente: The Human Services Committee could also help us foster this process along.

Mr. Alessandrini: Statistics show that when government invests in mental health and suicide prevention, it saves lives. The question is what do we, as policy makers, view the Town’s role to be?

Ms. Steigerwald: I feel a sense of urgency, even though working on the long-term program is important. If a parent sees a child in crisis or a senior is struggling, we need to bridge the gap in the safety net. This could be part of the staff presentation: Where do things stand? What supports can people access? What should we include in the next budget cycle? The Survey reports



increases over 2015 in mental distress and suicide ideation at both the high school and middle school levels.

Ms. Jay: The 2013 ad hoc committee formed by the School Committee to examine student stress wrote an Executive Summary report that is in today's meeting packet. Research from other towns is included. The report's recommendations could provide a road map. We have made some progress since 2013 but we have further to go.

Mr. Lucente: I agree. We should look at these recommendations. But we if we're looking for innovations, we should think about looking beyond the towns we usually compare ourselves to.

Ms. Steigerwald: Maybe we could develop a community curriculum that reaches up through seniors that talks about these mental health concerns. It would establish a common understanding and vocabulary to address an issue that would otherwise be out of sight.

Mr. Kelley: Do students see the Survey results and get to respond?

Dr. Czajkowski: Counsellors do report the data back to students but it would be helpful to create focus groups to dig deeper.

Ms. Colburn: Parents see the data and Parent Teacher Organizations hold forums but they are not well-attended. Parents are not clear what the Survey is about.

Ms. Steigerwald: The Schools have added staff since Dr. Czajkowski came to address prevention. Student Peer Leaders do see the data and discuss it. When students need to take time out of school for mental health reasons, they can come back on a gradual re-entry basis and spend time in a protected area if the regular school environment is too overwhelming.

Ms. Jay: Different cultural groups and senior citizens may be less likely to seek out mental health services. It is worthwhile to talk to the staff that are serving the people of the town.

In summary:

- What are other towns doing that works? Start by looking at the 2013 ad hoc committee Executive Summary report.
- Have a presentation from staff. What services does Lexington offer, how should their availability be communicated, and what gaps do Staff identify?
- Ask staff what departments need to address these gaps and what are the budget implications of the remedy?
- Hear from residents and families in a facilitated discussion.

Mr. Alessandrini: The School Committee adjourned at 8:46 p.m.

#### Exemption 4: Deployment of Security Personnel

Upon motion duly made and by roll call, the Board of Selectmen voted 4-0 to enter into Executive Session under Exemption 4 to discuss the Deployment of Security Personnel or devices or strategies with respect thereto and to reconvene in Open Session only to adjourn.



Adjourn

Upon motion duly made and by roll call, the Board of Selectmen voted to adjourn at 9:06 p.m.

A true record; Attest:

Kim Siebert  
Recording Secretary



Budget Summit Meeting 1  
Board of Selectmen, School Committee, Appropriation Committee,  
and Capital Expenditures Committee  
October 5, 2017

A Budget Summit was held Thursday October 5, 2017 at 7:00 p.m. in the Public Services Building Cafeteria, 201 Bedford St. Board of Selectmen (BOS): Ms. Barry, (Chair); Mr. Kelley; Mr. Pato, Ms. Ciccolo and Mr. Lucente were present along with Mr. Valente, Town Manager; Ms. Kosnoff, Assistant Town Manager Finance; Ms. Hewitt, Budget Officer; Mr. Hudson, Management Fellow and Ms. Katzenback, Acting Executive Clerk.

Also present: School Committee (SC): Mr. Alessandrini (Chair); Ms. Colburn; Ms. Jay; plus Dr. Czajkowski, Superintendent of Schools; Mr. Daley, Assistant Superintendent of Finance; Appropriation Committee (AC): Mr. Bartenstein (Chair); Ms. Basch; Mr. Levine; Mr. Michelson and Mr. Radulescu-Banu. Capital Expenditures Committee (CEC): Mr. Lamb (Vice Chair); Ms. Beebee; Mr. Cole; Mr. Kanter; Ms. Manz and Mr. Smith.

Ms. Barry called the meeting to order at 7:00 p.m. and the other committees followed suit. Ms. Barry explained that, due to the nature of the meeting, no public comment would be taken.

Procedure for Meeting Minutes

Ms. Barry explained that the BOS Acting Executive Clerk will be taking the minutes for the Selectmen and will share draft copies of those minutes with the chairs of the SC, CEC and AC for review, prior to approval by the BOS.

FY2019-2021 Financial/Budget Overview

Mr. Valente explained the first part of the presentation will include an abbreviated version of the Town's financial condition showing financial indicators focusing on debt and financial resilience. Next, Part 2 of the presentation will provide an overview of the three-year revenue and expenditure analysis and also include a further explanation of the School budget and expenditure projections. Finally, in part 3 of the presentation, the initial key policies for consideration in preparation for fiscal year 2019 will be reviewed.

Abbreviated Overview-Lexington's Financial Condition

Mr. Valente reported on the following indicator analyses: I.11-Debt Service, I.11(a)-Projected Debt Service, I.12-Long Term Debt and I.13-Reserves and Fund Balance.

- Indicator I.11 – Debt Service.

Mr. Valente reported the Town's Net Debt Service as a percentage of general fund revenue has remained remarkably stable since 2011. The Debt Service is primarily monitored for two reasons: One, to be prepared for questions that may come from credit rating service and second, to ensure there is enough in the operating budget so that much needed capital projects can be funded. Mr. Valente noted the amount of debt service per household has increased due in part to the approval of debt service mitigation for the Bridge/Bowman and Estabrook School projects.



- Indicator I.11(a) – Projected Exempt Debt Service.

Mr. Valente explained the Projected Debt Service growth into fiscal 2020 was based on modeling performed by the Finance Department. The residential share of debt service is used to determine the effect of the exempt debt on Lexington households.

- Indicator I.12 – Long Term Debt.

The Long Term Debt as a percent of assessed valuation and Long Term Debt per household are financial measures evaluated by the credit rating organizations. Lexington has a strong profile in each of these measures.

- Indicator I.13 – Reserves and Fund Balance

The Town has strengthened its reserve position by augmenting and transferring money into the Stabilization Funds. This adds financial flexibility to the Town's operations and provides a buffer against economic downturn.

#### FY 2019-2021 Townwide Revenue and Expenditure Forecast

Ms. Kosnoff gave a forecast of general fund revenues and expenditures for the period FY 2018 to 2021. She emphasized that the projection is not a proposed or recommended budget, it is a tool for planning. The forecasting methodology is a maintenance budget approach, meaning that the projected increase in costs needed to maintain the current level of services is reflected in the adopted FY 2018 budget. The difference between projected revenues and expenditures is characterized as “available balance” which can be used to fund “variable cost drivers” such as service or program enhancement, add to reserve balances or finance capital in excess of the annual capital plan.

#### Summary of Revenue/Expenditures Projections

	<b>FY2018 Projected</b>	<b>FY2019 Projected</b>	<b>FY2020 Projected</b>	<b>FY2021 Projected</b>
<b>Revenue Summary Total Revenues</b>	\$212,282,127	\$221,498,053	\$222,667,253	\$230,326,976
<b>Expense Summary Total Expenses</b>	\$212,282,126	\$219,849,724	\$227,081,683	\$236,654,709
<b>Available Balance</b>	0	\$ 1,648,330	\$ (4,414,430)	\$ (6,327,732)

#### FY 2019-2021 Expenditure Projection for School Operating Budget

Superintendent Czajkowski highlighted the impact of rising school enrollments on the operating budget as well as on infrastructure and program challenges. She noted that existing salaries/expenses, additional personnel costs to address enrollment growth as well as other known impacts, such as two middle school construction projects, the proposed Hastings elementary expansion and initiatives involving the Central Administration Building, are included in the projection for the School operating budget.



Dr. Czajkowski cited the following “Key School Policy Issues” which will be addressed.

- Enrollment Growth
- Building Capacity/Multiple School Projects
- LHS Building Project Visioning
- Maximizing Existing Space/Capacity/Flexible Assignment
- Preserving and Maintaining Programs
- Social/Emotional Initiatives
- Collaboration with Town & School (Diversity & Mental Health)
- School Schedules
- Project-Based Learning
- School Start Times
- Graduation Requirements
- Financial Implications of above

Dr. Czajkowski identified the assumptions that have gone into making the budget projections illustrates a level-service budget and does not include program improvements.

#### Salaries and Wages:

- Includes 2.5% increase on base budget for step increases; (\$1,000,000) for staff turnover savings each year
- Assumes anticipated funding for unsettled contracts in FY19-21
- Includes additional staffing due to projected enrollment increases in FY19-21 based on preliminary Enrollment Advisory Group (EAG) projections
- Includes additional staffing for new Hastings Elementary School (Facilities) and Lexington Children’s Place (Facilities & Schools).
- Recurring additional staff related costs are inclusive of benefits, workers comp, Medicare

#### Expenses:

- Program budget per pupil rates adjusted by 1.7% Consumer Price Index (CPI) each year and applied against projected enrollment levels based on preliminary Enrollment Advisory Group (EAG) projections
- Special Education Out-of-District Tuition and Transportation Lines projected based on program trends
- Approximately 82-88% (\$900k to \$1.15 million of \$1.1 to \$1.3 million; depending on fiscal year) of total expense line increases each year are driven by these budget lines (FY19-21)
- All other expense lines adjusted by 1.7% Consumer Price Index (CPI)
- Includes additional expenses for new Hastings Elementary School (Facilities) and Lexington Children’s Place (Facilities).

Mr. Kanter asked if additional services are being considered to keep special education services in the schools versus sending students out of district. Dr. Czajkowski replied that this is certainly being looked into.



Mr. Daley provided an analysis regarding Chapter 70 as it relates to Lexington. Chapter 70 is the Commonwealth's school funding formula. It defines an adequate spending level (foundation budget) based upon the demographics, grade levels and programs of its pupils. The formula defines how much a city or town can afford to pay to reach its foundation budget, using a combination of property value and income. Aid makes up the difference between the "required local contribution" and the foundation budget. The sum of the required contribution and the aid equals the "net school spending requirement."

Mr. Daley explained, historically, Lexington's Chapter 70 reimbursement rate as a percentage of the foundation budget was lower than the statutory minimum of 17% but now is at or around the minimum.

#### Policy Issues Related to FY2019 Operating and Capital Budget

Mr. Valente highlighted the policy issues that should be considered during the financial deliberations:

##### Continuing Policy Issues:

- Financing Plan for Increasing School Enrollments (Limiting Program Improvement Requests)
- Financing Plan/Property Tax Impact for School and Municipal Capital Projects
- Plan for Use of Capital Stabilization Fund
- Community Interest in Addressing Pedestrian, Bicycle and Vehicle Safety on Town Roads, Intersections and School Properties. Sidewalk Betterment Evaluation (BOS Goal 7, 10)
- Financing Options for Stormwater Management Mandates

##### New Policy Issues

- Implementation of 20/20 Subcommittee Report/Diversity Advisory Task Force (Goal 18)
- Community Center Expansion Options (BOS Goal 7)
- Staffing for Public Information/Citizen Outreach Activities (BOS Goal 9)
- Community Mental Health Programs (BOS Goal 13)

#### FY2019 Budget Calendar (5 min.)

Mr. Valente reviewed timeline for 2018 Annual Town Meeting and submission deadlines for the FY 2019 budget calendar.

#### Update: Capital Financing Model/Property Tax Mitigation Plan

Mr. Valente reiterated that "Capital" continues to describe Lexington's financial challenge but because of the financial policies which were endorsed to prepare for the Town's anticipated capital projects, the Town should be able to offset a significant portion of the property tax impact of these projects to our residents and businesses.

Ms. Kosnoff reviewed three options to finance land purchases



1. Issue Debt over 30 years within tax levy
2. Increase capital stabilization fund to pay off Debt
3. Five Year BAN roll-over

#### Continue Discussion - Fall 2017 Debt Exclusion Vote

Ms. Barry asked each committee to state its recommendation of contingent or non-contingent regarding Special Town Meeting 2 (STM 2), Article 2, Hastings School project as it relates to the Fall Debt Exclusion vote.

Mr. Lamb reported the Capital Expenditures Committee is in favor for STM 2, Article 2 for the Hastings School project to be non-contingent.

Mr. Alessandrini said the School Committee voted unanimously in favor STM 2, Article 2 for the Hastings School project to be non-contingent.

Mr. Bartenstein stated that a poll of the Appropriation Committee led to a 6-2 vote in favor of STM 2 Article 2, to be contingent

Upon a motion duly made and seconded, the Board of Selectmen voted 4-1 for Special Town Meeting 2, Article 2 for the Maria Hastings School funding project to be contingent on the passing of the debt exclusion vote.

#### Establish Date: Summit 2

Mr. Valente announced Budget Summit 2 will be held on Wednesday November 15, 2017, 7:00 p.m. in the cafeteria of the Public Services Building at 201 Bedford Street.

#### Adjourn

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to adjourn at approximately 9:15 p.m.

A true record; Attest:

Kim Katzenback  
Acting Executive Clerk



Selectmen's Budget Meeting  
November 28, 2017

A meeting of the Lexington Board of Selectmen was held at 9:02 a.m. on November 28, 2017 in the Selectmen's Meeting Room of the Town Office Building. Ms. Barry, Chair; Mr. Kelley; Mr. Pato; Ms. Ciccolo; and Mr. Lucente were present as well as Mr. Valente, Town Manager; and Ms. Siebert, Recording Secretary.

Mr. Valente provided an overview of the coming three days of municipal department budget presentations on November 28, 29, and 30, 2017: As part of the overall budget process, three versions of the budget will be prepared. The preliminary version, presented during these three days, is the most detailed and gives the Board the opportunity to ask questions about departmental operations, program improvement requests (PIRs) for the coming fiscal year, and Capital projects. The second version, the so-called White Book, will be produced in January. The third and final version, the Brown Book, is the Board's approved version that goes to Town Meeting.

Over the course of these three preliminary budget meetings, each department's presentation will contain four components:

- Department operations, including FY19 goals;
- A level-service budget exhibit, i.e. what it will take to provide the same services in FY19 as are being provided in FY18. Mr. Valente and Ms. Kosnoff have reviewed the departments' submissions to ensure they meet the guidelines;
- Program Improvement Requests (PIRs) that go beyond level services. Mr. Valente and Ms. Kosnoff have not made any determinations yet as to which PIRs they will eventually recommend;
- Capital requests.

Mr. Valente and Ms. Kosnoff are asking specifically for Board feedback on PIRs and Capital requests to inform their thinking as they prepare the White Book.

Land Use, Health, and Development (LUHD) Budget Presentation

Staff present: Carol Kowalski, Assistant Town Manager for Development; Aaron Henry, Planning Director; Gerry Cody, Director of Health; Melisa Tintocalis, Economic Development Director; Karen Mullins, Conservation Administrator; and Bruce Dempsey, Acting Building Commissioner. Ms. Kowalski stated that the Land Use, Health and Development Department includes Building and Zoning, Administration, Conservation, Health, Planning, and Economic Development.

FY19 LUHD department goals include: Implementation of the 9<sup>th</sup> edition of the Building Code; update of the Comprehensive Plan; implementation of an economic development initiative for the northern half of Hartwell Avenue; completion of the laser fiche scanning project; improvement of staff coordination and other initiatives to streamline permitting; implementation of View Permit and an upgrade to ViewPoint Cloud software for online permitting.

The total All Funds level services budget for FY19 is \$2,865,734 or \$1,230 over FY18 (+ .04%). Personal Services are increasing \$27,670, or 1.35% and expenses are decreasing \$26,440, or

3.23%. The General Fund budget of \$2,324,385 is a \$40,327, or 1.71% decrease from FY2018, with Compensation increasing 1.17% and Expenses decreasing 12.53%, primarily due to removing one-time expenses.

Selectmen questions about the Conservation division budget:

Ms. Ciccolo asked if there is a need to hold another community forum about a Conservation division goal to plan for and acquire Open Space parcels. Ms. Mullins, Conservation Administrator, said she would bring the suggestion back to the Conservation Commission, although the sensitive nature of land purchase negotiations makes them difficult to discuss publicly.

Ms. Barry asked if the Laserfiche backlog could be remedied with a temporary hire to complete the task. Mr. Valente said that the department is “working backward” from most recent to oldest documents and the documents are sent out to be scanned, not done in-house.

Selectmen questions about the Board of Health budget:

Ms. Ciccolo asked what engagement the BOH has on mental health issues in Lexington. Mr. Cody said the Health office works collaboratively with Human Services, Police, and Fire and offers a Mental Health First Aid class to School staff and the community at large. The department has recently received a mental health grant from Community Health Network Area 15 (CHNA15) to implement these classes through June 2018.

Mr. Kelley asked for more information about the proposed medical discard kiosk. Mr. Cody said the kiosk would be available 24/7, and looks similar to a freestanding post box. The box is a collection point for used syringes and unwanted medications and is under video surveillance. The Lions Club medical discard drop-off events would continue to take place.

Mr. Pato asked if the Board of Health tracks opioid overdoses in Lexington and if there is a sense of how numbers are trending. Mr. Cody stated the State Department of Public Health tracks the cases and sends reports to Lexington. So far, he has seen no changes in the numbers, although it has been reported in the press that numbers are declining state-wide. Mr. Cody said Lexington’s incidents are consistent with similar communities.

Mr. Lucente asked how the medical drop-off kiosk would be advertised. Mr. Cody said the department would submit a press release to the town’s newspapers and send out a blast email to Town notification subscribers. Announcements will also be made through the School system. Ms. Barry asked if the Town could potentially partner with local pharmacies to tell customers about the kiosk. Mr. Cody said the DPW trash/ recycling schedule mailed to all households lists special collection days; information can be added about the free-standing kiosk.

Selectmen questions about the Planning budget:

Ms. Ciccolo asked about the department’s role in transportation matters, the effects of staff turnover, and received grants. Mr. Henry said Assistant Planner David Kucharsky plays a central role in facilitating the coordination between multiple Town departments with regard to Lexpress, economic development, and parking. Mr. Kucharsky assisted Ms. Rodgers, Human Services Director, with applying for a grant to coordinate Lexpress with other community ride programs.



Ms. Ciccolo asked about the Safe Routes to School (SRTS) program and how to improve the Town's interactions with the Schools on this front. Mr. Valente said SRTS currently does not report to any department directly; the program is largely under parent association administration. He is discussing SRTS with Superintendent Czajkowski and believes the program will eventually be overseen by the School department with a liaison to the Transportation Safety Group (TSG). SRTS has proposed several Capital projects in the past, mostly sidewalk-related, which tie into the TSG. However, TSG's workload is currently too large to add oversight for SRTS.

Mr. Kelley asked if the Planning Board has created expectations for when land comes up for development so that residents are not alarmed by what is being proposed, specifically in terms of density or affordable housing. Mr. Henry said the current composition of the Planning Board supports any housing density that exceeds the by-right yield but the bylaws, as they stand, do not reflect the same philosophy. Mr. Henry expects discussion of this issue to continue as the update to the housing element of the Comprehensive Plan unfolds. The Planning Board does not anticipate presenting revisions to this aspect of the zoning bylaw at Annual Town Meeting 2018.

Mr. Pato encouraged more regional transportation collaboration. Mr. Henry stated Planning already coordinates some regional transportation efforts with Bedford and Burlington as well as with private corporate entities on Hartwell Avenue and the Metropolitan Planning Organization. He hopes to address "responsible regionalism" in the Comprehensive Plan process.

Ms. Barry said she understands that, within two years, there will be another 600-1000 employees at Hanscom AFB and that the Base is very interested in discussing transportation solutions.

Selectmen questions about Economic Development:

Ms. Ciccolo asked Ms. Tintocalis if the department has determined where to locate a temporary Visitors Center while a new one is being constructed. Ms. Tintocalis stated that a couple of options had been modeled, such as using a recycled School modular building but nothing definite has been decided.

Ms. Ciccolo asked if special legislation would be needed to secure permanent funding for the Rev Shuttle. Ms. Tintocalis said a permanent revenue stream is preferred over the current arrangement whereby the Town contributes \$50,000 of the \$200,000 cost and private property owners voluntarily contribute the remainder. The 128 Business Council has submitted an RFP for a 3 to 5-year contract which will allow business owners to have a solid understanding of costs in the near term. Lexington would like to reduce its subsidy but also recognizes that private contributions might evaporate in an economic downturn.

Mr. Kelley asked where the additional 25 parking spaces would be that are listed in the division's goals. Ms. Tintocalis stated the on-street spaces have been identified throughout the Center and could potentially be as many as 50 spaces once they are approved by the Town's Traffic Engineer.

The department has six PIRs:

- \$63,696 for an Administrative Assistant to support the LUHD department head and managers;
- \$8,116 for department interns for Conservation and Economic Development divisions;

- \$12,000 for a marketing budget increase (Tourism and Economic Development);
- \$20,290 for an Assistant Building Commissioner based on the possible reclassification of the existing Local Inspector position;
- \$50,000 for Hartwell Gateway Signage;
- \$41,400 for General Fund Support of the Visitors Center Revolving Fund.

Regarding the Hartwell Gateway, Mr. Kelley asked about the status of the initiative to improve signalization on Bedford Street near the bus stop and hospital. Ms. Tintocalis said she believes improvements are in progress and that crosswalks at the jug handle intersection will be installed in the spring. Mr. Valente confirmed that the Massachusetts Department of Transportation has approved the project and the Town has approved funding. Ms. Tintocalis added that the Town is talking to Hanscom AFB and Lincoln Labs about the Hartwell Avenue Gateway signage.

Mr. Pato said he is in favor of private funding for the gateway signage. Ms. Tintocalis said there are multiple stakeholders and buy-in from private partners has not yet taken hold. She believes if the Town were to start the design process, support would be easier to attract.

Mr. Lucente said he likes the idea of the signage but wants to determine the overlay district parameters before the signage is designed. Ms. Barry believes that businesses already in the district will want action sooner than zoning revisions can be passed.

Mr. Lucente and Mr. Kelley supported the PIR for the Assistant Building Commissioner, noting how crucial and intensive the work can be and how it must be done in a timely manner. Mr. Lucente asked if a comparative analysis could be done to see if other communities have such a position or if Lexington's model would be unique.

Ms. Barry and Ms. Ciccolo supported the staffing PIRs. Ms. Barry wondered if the intern positions could be coordinated through an educational co-op program for those interested in public service. For the non-staff PIRs, she requested more information. Ms. Ciccolo encouraged the Town to proceed with the Gateway signage design in order to expedite private support.

There are six Capital requests with impact of only two of the six in FY19:

- 1) Parker Meadow Assessible Trail Construction (placeholder)
- 2) Transportation mitigation (FY19 and yearly= \$100,000)
- 3) Parking Lot consolidation and repaving (starting in FY21)
- 4) Hartwell area TMOD (FY19=\$50,000)
- 5) Stone Building analysis (scheduled for FY20)
- 6) Conservation Land Acquisition (placeholder)

Ms. Ciccolo and Mr. Pato supported the transportation mitigation request for \$100,000, saying traffic is an issue Lexingtonians care about. About the Hartwell area TMOD, Ms. Ciccolo said she is concerned that the FY19 PIR for \$50,000 may be "too little, too late." She encouraged forward movement to the 10% design threshold in order to move the project forward quickly, especially in light of the additional 600-1000 employees expected on Hanscom AFB within two years' time.

Ms. Barry fully supported the \$100,000 PIR for transportation mitigation, saying TSG does a tremendous amount with limited resources. Ms. Barry is also comfortable with the \$50,000 PIR.



### Town Clerk Budget Presentation

Staff present: Nathalie Rice, Town Clerk; Tom Case, Chief Information Officer. The FY2019 requested budget of the Town Clerk's Office is \$508,838, representing a increase of \$22,352 or 4.59% from the FY2018 appropriation. Compensation increases by \$19,802 or 5.41%, and expenses increase by \$2,550 or 2.12%. Both are primarily linked to an increase in the number of elections from 2 to 3, plus 11 days of Early Voting.

The Town Clerk's office budget consists of four elements: Administration, Board of Registrars, Elections, and Archives and Records Management. FY19 goals for department include:

- Administration - Continue to provide important administrative services, including vital records, records requests, voter registration, outreach to all board and committee members, meeting postings, OML and Ethics outreach, business licensing, and recording and archiving of decisions from the Board of Appeals, Planning Board and Historic District Commission.
- Elections Administration - Administer Town/State/Federal elections in compliance with statutory requirements and regulation changes. Transition to new voting tabulation system. Continue to refine Early Voting services in Fall 2018. Successfully relocate voters in Precinct 9 to alternate location while Hastings Elementary school is under construction. Strive to relocate polling areas from schools to municipal buildings.
- Vital Records - Continue effective use of Commonwealth of MA Electronic Vital Records Systems for Births and Records.
- Records and Archives - Complete the migration of historic documents to Town's Laserfiche repository for public access. Expand use of Laserfiche for public and office documents.

Ms. Rice noted that the Elections portion of the Town Clerk's budget is the most variable and depends on circumstances, year-to-year.

Ms. Rice said that the FY18 increase in hours for the Municipal Assistant has worked out well and the extra support has been important to both the Town Clerk and to the IT department.

There are no PIRs for the Town Clerk's FY19 budget.

There is one FY19 Capital request:

- 1) \$20,000 for archival work, devoted this year specifically to military records for years 1799 to 1915 and town papers from 1722 to 1923. The work will be supervised by Lee Yates, the Town Archivist. Ms. Rice anticipates applying for these Community Preservation-eligible funds on a yearly basis.

### Information Technology Budget Presentation

Staff present: Tom Case, Chief Information Officer and Dorinda Goodman, IT Director. The FY19 budget request for the IT Department reflects an increase of \$290,702 or 14.79% over the FY2018 budget. Compensation is increasing \$23,077 or 2.86%, which reflects step increases and approved cost of living adjustments. Expenses are increasing \$267,625 or 23.11%. The major factors driving the increase in the expense budget are software and hardware maintenance

contracts, an increase in network core support and an increase in contractual services scheduled for FY2018.

Department goals include: Maximize the value of current systems; Continue to invest in the Town's IT infrastructure. Implement recommendations from the network assessment. Implement recommendations from the cybersecurity assessment; Focus on future visioning for IT. Embrace "cloud first". Hosting and re-platforming of core systems (VoIP, ViewPermit, MUNIS, Vision, Laserfiche). Unified communication. Disaster Recovery (DR) planning and hosting.

Selectmen questions about the budget:

Ms. Barry asked if the second goal: "implement cybersecurity assessment", is part of the Community Compact. Mr. Case replied that it is.

Mr. Pato and Mr. Lucente noted undesirable inconsistencies in archived document formatting. Mr. Case said major steps were taken to address that this year.

There are two PIRs for the IT department:

- \$39,000 Gartner Professional Services subscription for "unmetered access" to IT support and training materials;
- \$7,950 Unmanned Aerial System/drone to assist mapping and inspection as part of Town operations.

Selectmen questions about IT PIRs:

At Ms. Ciccolo's request, Mr. Case confirmed that the Town did not intend to use drones for data collection. Mr. Valente said, if this PIR is approved, the Town would need to create a drone policy.

Ms. Barry asked if IT training across departments is budgeted in individual departments or under the IT budget alone. Mr. Case said that IT does run some training programs for employees, such as Power Point or Excel. Training for new software products is built into the cost of the product.

Mr. Pato is interested in ways that the Town can better share information with the public for improved outreach and for information data analysis within staff operations. He would like to plant the seed of putting these kinds of systems in place. Mr. Case said the Town IT and School IT departments meet regularly but progress was interrupted last year by staff turnover.

Mr. Lucente echoed Mr. Pato's comments and added that improved communication with the public needs to include discussions of mobile-friendly access and website functionality.

Ms. Barry asked Mr. Valente if this budget would be the right place to introduce the concept of a Communications Coordinator. Mr. Valente agreed this would be the place but two Selectmen have already been meeting with IT about this topic but their proposal is not yet ready to present. Ms. Barry said she would follow up on this topic with Mr. Valente after the meeting.

Mr. Lucente asked which departments would use the drones. Mr. Case said drones would be used in instances that would otherwise require putting employees up on roofs or other dangerous



places. Licenses to operate the drones would be required by staff. Mr. Lucente said he is favor of the request.

Ms. Goodman presented the five Capital requests, although two do not request funding during FY19:

- 1) Phone Systems and Unified Communication (FY21= \$150,000);
- 2) Network Core Equipment Replacement (multi-year; FY19= \$350,000);
- 3) Municipal Technology Improvement Program (multi-year; FY19= \$200,000);
- 4) Network Redundancy and Improvement Program (FY20=\$330,000);
- 5) Application Implementation (multi-year; FY19=\$340,000).

Selectmen questions on the Capital requests:

Ms. Barry asked if the vehicle tracking system under Application Implementation would require the creation of a policy. Mr. Valente said it would require that an agreement be reached in the collective bargaining process, although the tracking is intended to assist with snowplowing logistics, not to regularly keep track of employee whereabouts.

Mr. Pato asked that at a future time, the Board be updated on the status of current Capital projects. Ms. Barry asked that the phone system be included in this update.

#### Library Budget Presentation

Staff present: Koren Stemberge, Cary Library Director, and Emily Smith, Assistant Director. Ms. Stemberge reported that the Cary Memorial Library is the second busiest in Massachusetts, after Newton.

The Library is comprised of three divisions: 1) General and Technical Services includes the administrative staff as well as the supply, equipment and network membership costs; 2) Adult Services includes all adult library, technology and bibliographic services staff as well as adult, teen, and audiovisual materials. It was noted that streaming and downloadable content demand is growing faster than the Library can provide it; 3) Children's Services includes all Children's and Teen library staff and materials for children. This is the fastest growing part of the Library.

The Library's FY2019 level-service budget request is \$2,578,502 to be supported from Town funds. This request reflects an increase of \$44,358 or 1.75% over FY2018. Expenses are increasing by \$19,387 or 4.45%. The Library staff contract expired at the end of FY2017 and contract negotiations are underway, therefore this request does not reflect any potential contractual increases for FY2019. Anticipated increases are captured in the Salary Adjustment account within the Town Manager's budget.

In January, the Library will gather survey responses from the community to gauge how well it is meeting the needs of both users and non-users. The Library's strategic plan is in need of an update and the survey will guide thinking around how to improve services in the coming years. There will also be an "idea wall" in the Library to collect comments and a series of topic-specific public forums. Ms. Stemberge and Ms. Smith intend to hold open office hours for those who prefer one-on-one dialog. The Library will celebrate its 150th anniversary on January 27, 2019. Multiple events are envisioned, including a gala.

Selectmen questions on the budget:

Ms. Ciccolo asked for a report on the use of e-readers. Ms. Smith said e-readers are very popular. Overdrive and Hoopla are the current platforms. Canopy, a video platform, is being rolled out. Demand continues to grow in this area but the Library finds the cost can be prohibitive.

Ms. Barry asked if there are areas of service that are seeing decreases. Ms. Stenbridge said most areas are stable, although there has been a small slip in print content for adults, particularly magazines. Also, physical DVDs or music CDs are now preferred On Demand rather than through the Library but the trend changes when the economy experiences reversals.

There is one PIR for FY19:

- \$3,000 for additional travel funds for conference attendance.

The Board unanimously supported the PIR.

There is one placeholder Capital request for renovations to the Children's Room.

#### Human Services Budget Presentation

Staff present: Charlotte Rodgers, Human Services Director; Melissa Interest, Assistant Director of Senior Services; Gina Rada, Veterans Services District Director; Hemali Shah, Senior Services Coordinator; Philip Boyle, Interim Social Worker for Youth and Family Services; Michelle Kelliher, Transportation Services Assistant.

The Human Services Department is comprised of four divisions: Administration and Outreach; Senior/Youth and Family Services; Veteran Services; Transportation Services.

The FY2019 All Funds budget is \$1,579,631 which reflects an increase of \$53,280, or 3.49%, from FY2018. Compensations increases by \$22,881, or 3.56%, and expenses increase by \$30,399 or 3.44%. The All Funds budget includes funding from a Massachusetts Executive Office of Elder Affairs (EOEA) grant, the MBTA Suburban Transportation grant, and the Senior Services Revolving Fund.

The General Fund budget request (All Funds less the revolving fund and grant-supported spending) is \$1,327,284 and reflects a \$26,726 or 2.05% increase, with a \$20,838, or 3.81% increase in compensation and a \$5,888, or 0.78%, increase in expenses.

Department Initiatives:

- Participate in mental health review in collaboration with Town and School staff and the Human Services Committee (in cooperation with the Selectmen and the School Committee);
- Improve overall department functioning and communication, both internal and external, through the implementation of Laserfiche, standardization of forms and processes, and updates to the Human Services Database;
- Formation of crisis intervention and prevention team with Human Services, Police, Fire, Health, Schools, Library, Recreation and community stakeholders to align response and



communication protocols, and develop education and support for Lexington residents of all ages around at risk and mental health issues;

- Move forward on collaboration with UMass Boston on Age Friendly designation process, secure funding and begin outreach to community to conduct a needs assessment;
- Collaboration with Recreation and Community Programs staff to continue best practices in programming and shared customer service and develop robust volunteer program at the Lexington Community Center.

Selectmen questions about the Transportation Services budget:

Ms. Ciccolo asked why the Lexpress ridership numbers are down among adults and youth. Ms. Rodgers said there was a clear change in student ridership in 2015 when the cost of a school bus pass was reduced by 50%. Also, the adult ticket, that must be on par with an MBTA bus fare, increased to \$2.75. However, Ms. Rodgers noted there are now more pass options and the after-school flex pass has sold briskly. The department is working with the Schools to increase Middle School-age ridership.

Ms. Barry asked if LexConnect tickets are tracked after the ticket is sold so that it is known who uses them and how vehicle availability is working out. Ms. Rodgers said the tickets are tracked because the voucher/ticket comes back to the Town when the vendor sends its bill for services. Checker Cab of Woburn has been very flexible about adding vehicles as needed. Ms. Kelliher said that for the Wednesday LexEat program, participants sometimes share a cab but at most other times, a second cab is made available.

There are five PIRs:

- Undetermined cost placeholder for Youth and Family Services Additional Supports. The intent is to increase the capacity to plan and implement prevention, mental health and wellness education, and suicide prevention programs.
- \$35,000 for Age Friendly Lexington in collaboration with UMass Boston Gerontology Institute and the Center for Social & Demographic Research on Aging;
- \$25,000 for a Transportation Strategy Consultant to study and advise on the Lexpress service;
- \$25,976 for a Senior Services Nurse to meet demand;
- Placeholder (\$1,500) Credit Card Fees to allow Lexpress riders to use payment other than cash.

Selectmen questions about Human Services PIRs:

Ms. Ciccolo asked how the Transportation Services strategic plan would coordinate with the recent grant the department wrote and the Comprehensive Plan update. Ms. Rodgers said the PIR funding would not be needed if the grant application is successful.

Ms. Barry asked how other departments handle credit card fees. Mr. Valente said a previous attempt to charge consumers for the fees was unsuccessful and therefore discontinued. The department that accepts the most credit card payments is Recreation and the cost is absorbed in the program fee.

Selectmen questions about Youth and Family Services:

Ms. Ciccolo asked how the \$20,000 CHNA15 grant for suicide prevention programming would be used. Mr. Rodgers said the department is in the process of writing the grant now; the initial planning year of the four-year grant would seek to hire a consultant to develop a crisis prevention team and protocols.

The cost of the placeholder Youth and Family Services PIR hinges on the outcome of the mental health discussions now taking place between the Selectmen, School Committee, and Human Services. Mr. Valente noted that some funds have been held aside in the budget for “Board and Committee priorities” but the timing is challenging in terms of the budget cycle. Ms. Barry said she was supportive of the need expressed by the placeholder but would prefer that a dollar figure be attached to the PIR.

Mr. Kelley noted discussion at the most recent Summit about staffing at the Community Center for the purpose of addressing mental health concerns. He asked if the position would fall on the Municipal side or be shared with the Schools. Mr. Valente said the answer to the question is largely of policy, as in “What is the role of Town government in mental health services?” Once the role is decided, placing it within the Town’s organizational chart will be easier.

Ms. Barry asked if the grant and the suicide prevention symposium are two separate things. Ms. Rodgers said both are funded by CHNA 15. Four staff from the Lexington Public Schools are also taking part in the symposium, along with Ms. Rodgers. As part of the symposium curriculum, each team will create a suicide prevention and education program and implement that program with the grant funding.

Mr. Lucente asked whether a referral program should be put in place while the symposium and program implementation take place, since residents are having trouble now accessing the mental health services they need. Ms. Rodgers said the referral program under consideration is an internet-based referral service called Interface which would, in part, duplicate some of the same services provided by Human Services staff, such as identifying care providers accepting new patients and the right insurance. Ms. Rodgers will present more information about Interface at the next joint meeting with the Selectmen, School Committee, and Human Services. The Town also calls on the Riverside Crisis team as needed, free of charge. Interface requires a two-year commitment and the cost is \$28,000 per year.

After hearing the presentations of Senior Services and Veterans Services, the Board of Selectmen thanked the Human Services staff and concluded day one of the annual department budget presentations.

### Adjourn

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to adjourn at approximately 11:55 a.m.

A true record; Attest:

Kim Siebert  
Recording Secretary



Selectmen's Budget Meeting  
November 29, 2017

A meeting of the Lexington Board of Selectmen was held at 1:04 p.m. on November 29, 2017 in the Selectmen's Meeting Room of the Town Office Building. Ms. Barry, Chair; Mr. Kelley; Mr. Pato; Ms. Ciccolo; and Mr. Lucente were present as well as Mr. Valente, Town Manager; and Ms. Siebert, Recording Secretary.

Mr. Valente provided an overview of the municipal department budget presentations to be provided on November 29, and 30, 2017: As part of the overall budget process, three versions of the budget will be prepared. The preliminary version, presented during these three days, is the most detailed and gives the Board the opportunity to ask questions about departmental operations, program improvement requests (PIRs) for the coming fiscal year, and Capital projects. The second version, the so-called White Book, will be produced in January. The third and final version, the Brown Book, is the Board's approved version that goes to Town Meeting.

Over the course of these preliminary budget meetings, each department's presentation will contain four components:

- Department operations, including FY19 goals;
- A level-service budget exhibit, i.e. what it will take to provide the same services in FY19 as are being provided in FY18. Mr. Valente and Ms. Kosnoff have reviewed the departments' submissions to ensure they meet the guidelines;
- Program Improvement Requests (PIRs) that go beyond level services. Mr. Valente and Ms. Kosnoff have not made any determinations yet as to which PIRs they will eventually recommend;
- Capital requests.

Mr. Valente and Ms. Kosnoff are asking specifically for Board feedback on PIRs and Capital requests to inform their thinking as they prepare the White Book.

FY19 Proposed Budget—Department of Public Works

Staff present: Mr. Pinsonneault, Director of Public Works; Mr. Valenti, Operations Manager; Mr. Livsey, Town Engineer; Mr. Beaudoin, Environmental Services Superintendent; Mr. Gitshier, Highway Superintendent; Mr. Pecora, Water and Sewer Superintendent; Ms. Vella, Office Manager.

The Department of Public Works FY2019 All Funds budget of \$10,941,712 is comprised of four subprograms (DPW Administration/Engineering, Highway Maintenance, Public Grounds, Environmental Services). The FY2019 request represents an overall increase of \$586,501 or 5.66%. The All Funds budget is inclusive of the Compost, Minuteman Household Hazardous Product (MHHP), Burial Containers and Tree revolving funds. Less these revolving funds, the General Fund budget request is \$9,879,877, which is a \$486,190 or a 5.18% increase over the FY2018 budget.

Personal Services are increasing \$78,443 or 1.81% in the All Funds budget, and \$68,634 or 1.69% in the General Fund budget. The personal service budget in the General Fund includes

contractually obligated step increases and COLAs, but costs for unsettled contracts will be carried in the Salary Adjustment Account in the Town Manager's Budget. Actual and projected COLAs are reflected in the Non-General Fund (Compost Revolving Fund) portion of the budget. Departmental Expenses are increasing \$445,856 or 7.68% in the All Funds budget, and by \$417,556 or 7.82% in the General Fund budget. The clothing and safety lines in all operations budgets have increased due to contractual obligations.

Department initiatives include: Finalize the reaccreditation process through the American Public Works Association. (Lexington is one of two communities in Massachusetts and one of 170 public works agencies in the country to be accredited); Continue the stormwater initiatives in preparation for the new NPDES permit; Support the implementation of People GIS asset management and work order system, adding sidewalk maintenance and fleet tracking to the scope; Work with Energy Committee and Sustainability Committee to improve energy efficiencies (LED street lights, Quiet Communities partnership.)

Public Works has four PIRs:

- \$22,500 Sidewalk data collection using PathMeT;
- \$15,000 Landscaping improvements at Town buildings;
- \$8,000 Vehicle inspections in-house.;
- \$40,533 Heavy equipment operator.

Selectmen questions about DPW Administration division budget:

Ms. Ciccolo asked if the department has the capacity to help the Town move up from bronze to silver in the Bike Friendly Community rankings. Mr. Livesey said in the years since Lexington received the bronze designation, there has been a significant increase in the number of bike accommodations and sharrows. With the wayfinding project, these improvements should result in the higher ranking.

Selectmen questions about the Engineering division budget:

Ms. Ciccolo expressed enthusiasm about the sidewalk data collection PIR that would provide more complete infrastructure information. She asked if the NPDES revision implementation would be delayed and if residents would have access to the new PeopleGIS software. Mr. Livesey confirmed the EPA's NPDES implementation date has been postponed until July 1, 2018 due to concerns expressed by a number of organizations. Amendments to the regulation are now being made. The new standard will require the Town to host stormwater management public education sessions to specific groups, such as residents and contractors. Mr. Livesey said the PeopleGIS system would be available to residents on the Town website but the deeper levels of the program would be available to staff only.

Ms. Barry said she fully supports the PathMeT PIR and asked what percentage of the sidewalk system would be assessed each year. Mr. Livesey said about a third of the sidewalks would be covered annually, up from one fifth using the current system. Mr. Pato and Mr. Lucente said they also support this PIR.

Selectmen comments/questions about the Streetlighting division budget:



Mr. Kelley asked about response times for non-functioning streetlights. Mr. Pinsonneault said, depending on the problem, a repair can take 1-3 weeks. The department encourages residents to call the dedicated phone line to report broken streetlights. If the repair is expected to take longer, staff tries to follow up to let residents know.

Ms. Barry asked if a fillable form could be made available on the website to facilitate reporting. Mr. Pinsonneault said he hopes this feature will be available on the new PeopleGIS system but he noted that the report hotline is staffed during business hours. Police and DPW staff also take note of lights that are not working as they make their rounds through town. Mr. Lucente asked that a list of lights undergoing repair be posted on the website to verify those that have been identified.

Questions/comments about the Highway division budget:

Ms. Ciccolo asked for a crosswalk painting status update. Mr. Gitshier reported that most of the crosswalks were repainted this year in the spring.

Mr. Kelley asked the division to consider piloting a “stop, wait, and wave” decal program. He also noted that the salt and sand mixture that was made available to residents is now merely sand and asked that the sand barrel be covered so the salt could be added back into the mixture. Mr. Livesey confirmed that a cover would need to be constructed for this to occur. Mr. Pinsonneault reported he has been looking into this matter

Ms. Barry stated that, for the sake of safety, the turning lanes on Hartwell Avenue need to be clearly defined and repainted. Mr. Gitshier replied that Hartwell Avenue is on the Engineering department’s list for attention.

Questions/comments about the Road Machinery division:

Ms. Barry and Mr. Pato voiced support for the in-house vehicle inspection PIR.

Questions/comments about the Snow Removal division:

Ms. Barry asked for an evaluation of the new snow removal system that was introduced last year. Mr. Pinsonneault said the new system was successful from an operational standpoint. The biggest challenges for snow removal are cars parked on the street and people shoveling snow into the roadway; Mr. Pinsonneault asked for help from residents and private contractors to police these occurrences.

Mr. Pato asked if there are issues on the bike path pertaining to snow removal. Mr. Pinsonneault said a private contractor deals with the bike path and, so far, the contractor has worked well with the Town.

Comments/questions about the Parks/Public Grounds division:

Ms. Barry and Mr. Lucente applauded division for the amount of work done with few resources.

Mr. Lucente suggested the \$15,000 PIR might be funded by the Fund for Lexington. Mr. Pato

supported the PIR.

Questions/Comments about the Refuse Collection and Refuse Disposal divisions:

Mr. Pinsonneault noted that the status quo refuse collection system would continue for another year.

Ms. Ciccolo said input gathered about proposed changes to the refuse collection system included a belief that the automated system bins are too large for easy storage and handling. She encouraged the division to provide another round of information sessions so residents can look at the actual range of bin sizes. Ms. Ciccolo asked if the new refuse collection contract might also include compost collection. Mr. Beaudoin said the Town did not include composting in the contract but there are private services available locally.

Mr. Kelley supported continuation of the current manual system. He asked that information about recycling be published in *The Colonial Times* periodical.

Mr. Pato recommended that an educational video be made to help people understand which materials can be recycled.

Ms. Barry approved wholeheartedly of the \$40,533 PIR which aims to transition the Heavy Machinery Operator from part-time to full-time, noting that 2000 staff hours a year have been “borrowed” from other divisions to cover the workload at the Hartwell Avenue facility. Mr. Pato is also in favor of the PIR.

Capital Request comments questions:

Ms. Ciccolo asked if the Town is preparing roads for autonomous vehicles and if newly installed signals can be retroactively modified. Mr. Livesey said department staff have attended several conferences on autonomous vehicles but the concept is still in development.

Mr. Lucente strongly supported the signalization improvement capital request, saying the Worthen Road intersection is very dangerous. (Multi-year; FY19= \$1.1M).

Mr. Kelley said he does not believe the Town should encourage use of the Pelham Road/Massachusetts Avenue intersection. Mr. Pato encouraged continuation of the sidewalk along Massachusetts Avenue at this location. (FY19=\$1.4M).

Mr. Kelley asked that the Selectmen first review a schematic design-level for the Westview Cemetery Building before moving ahead with full construction. (FY19= \$3.04M) Mr. Lucente hopes to make this particular project revenue neutral and asked for a breakout of public vs. non-public costs. Mr. Pinsonneault stated that the building will be funded by cemetery fees and that staff is currently reviewing/revising the building’s layout, after which the design will be forwarded to the Selectmen.

FY19 Proposed Budget—Water & Sewer

The FY2019 budget request for the Water Enterprise Fund is \$11,517,514. This is an increase of



\$794,855 or 7.41% more than FY2018. Compensation is increasing \$75,671 or 10.79% from FY2018, and is primarily due to the shift of the Utility Billing Manager from Finance to Water/Sewer. The expense request of \$494,025 is \$67,000 or 15.69% more than FY2018.

A preliminary FY2019 assessment will be issued in February by the MWRA Board of Directors to be followed by the final assessment in June 2018. For now, an increase of 10% has been projected. Indirect payments to the General Fund are preliminarily shown with a slight decrease, with final numbers pending the completion of an Indirect Cost Study by the Finance Department. OPEB and Debt service numbers are preliminary as well.

Division Goals include: Continue with the Hydrant Maintenance Program; Develop educational material for water conservation; Implement a backflow/cross connection program; Reduce the amount of Pit Meters in Town and change out the manual reads on the ones that cannot be eliminated; Continue to update all the water connection "paper tie cards" for GIS implementation; Continue the reaccreditation process with the American Public Works Association.

Ms. Ciccolo asked if a public education campaign about back flow is advisable. Mr. Pecora agreed it would have a positive effect.

Mr. Kelley asked when the current agreement to provide water to the Town of Bedford is at an end. Mr. Pinsonneault said the contract expires in 2018 but Lexington has already started working with Bedford to improve flow and pressure for Lexington customers.

#### FY19 Proposed Budget—Police Department

Staff present: Chief Corr, Police Chief; Captain McLean, Captain of Operations; Ms. Downey, Office Manager.

The FY2019 Police Department level-service request of \$7,175,225 reflects a \$300,190 or 4.37% increase (compensation increased \$279,962 or 4.69% and expenses increased \$20,228 or 2.25%) from the FY2018 budget.

Police Department goals: Assist the Board of Selectmen with planning, budgeting and constructing a new police station and improvements to Hartwell Avenue outdoor firing range; Begin the reassessment of Department policy for reaccreditation in January 2019; Achieve full staffing with a Sergeant assessment center (2 supervisory vacancies and hiring 6-10 officers).

Selectmen questions about the Police department budget:

Ms. Barry asked if other communities are also struggling to fill department vacancies and if lateral recruitment has been considered. Chief Corr said Lexington's experience with vacancies is part of a larger trend and very few officers from other departments are interested in making a lateral change.

Mr. Pato asked for a status report on enforcement of the new town wide speed limit. Chief Corr stated the department has not yet issued citations for driving over the new limit because doing so might jeopardize a more significant discovery made during a generic traffic stop. The department

is going to great effort to educate the public about the change and expects to start enforcement after the holidays.

Ms. Barry asked if the department has seen changes in opioid use. Chief Corr reported that the region has recently experienced a decline in overdoses. Lexington residents are becoming aware of the issue and of the services provided in the community. He believes the “curtain of secrecy” is coming down.

Ms. Ciccolo asked about dispatch personnel training for mental health crises. Chief Corr said the Police meet monthly with Fire and Human Services to discuss residents at risk. The Police also meet monthly with the Schools. When incidents occur, the Police have access to a strong service network. Chief Corr has signed a pledge that every member of the department will receive 16 hours of mental health training within the next three years and between 10% and 20% of the department will be trained in crisis intervention. This training will require overtime pay but the Chief believes this matter merits the expense; funding can be absorbed within the department budget.

Ms. Barry asked that all such training across departments be accounted in the Town’s assessment of how it addresses mental health issues.

Mr. Lucente asked if splitting the position of Animal Control Officer with Bedford still makes sense for Lexington. Chief Corr stated the arrangement continues to work well.

Ms. Barry asked how often alcohol compliance checks are made. Chief Corr said the State had been conducting these checks but kept getting delayed; the Town asked to take them on and has been doing them twice a year at restaurants and package stores.

All Selectmen supported the sole Police department PIR for \$5,000 for the Domestic Violence Service Network membership.

Ms. Barry asked if Lexington participates in the Restorative Justice program. Chief Corr said the Town does participate with 8-10 other towns. The number of cases is between 10 and 12 and is “situational” because both parties a case must agree to this form of mitigation.

Ms. Ciccolo asked if accident reporting software has been able to capture bicycle accident information to help the Town make informed choices about roadway and intersection improvements. Captain McLean said the department has added codes to the reporting system that improves the usefulness of reports related to pedestrians and/or bicyclists. Ms. Ciccolo said residents should be encouraged to report all levels of pedestrian or bicycle incidents, even if they consider them to be minor.

Selectmen questions on Capital requests:

Ms. Barry asked why the \$370,000 replacement communications console was slated for 2020 if the need was urgent. Chief Corr said, in discussion with the equipment salesman, it appeared the current console could be serviced for another year, given the availability of parts but the software is no longer supported by the developer. Selectmen indicated support for the request and were not averse to moving it up to FY19 if the Town Manager deems it advisable.



FY9 Proposed Budget—Fire Department

Staff present: Chief Wilson.

The FY2019 budget for the Lexington Fire/EMS Department is \$6,869,493 which is a \$295,644 or 4.43% increase from FY2018, which has been restated to reflect cost of living increases which were approved subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

Compensation is increasing by \$261,096, or 4.34%, which is attributed to the settlement of the firefighters' contract through FY2019. Expenses are increasing by \$34,548, or 6.19%, due to a request for a replacement vehicle.

Fire Department goals include: Additional training and professional development for fire officers; Continue to build on community outreach efforts for opioid education and prevention.; Develop an improved employee recruitment process to address diversity and retention; Complete new station design and plan for move to temporary facility.

The department has one PIR: \$189,904 for two FTEs to allow both ambulances to be staffed 24/7.

Ms. Ciccolo asked how often simultaneous medical calls occur. Chief Wilson said it happens frequently but the frequency cannot be predicted. Lexington will always need to avail itself of mutual aid services from other towns, even if the second ambulance is completely staffed. The income stream to be able to assist other towns is equally unpredictable and cannot be budgeted for.

Ms. Barry asked what percentage of the staff are trained paramedics. Chief Wilson said about 60% are certified.

Ms. Barry, Mr. Pato, and Mr. Lucente voiced support for the PIR.

Adjourn

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to adjourn at approximately 4:25 p.m.

A true record; Attest:

Kim Siebert  
Recording Secretary

Selectmen's Budget Meeting  
November 30, 2017

A meeting of the Lexington Board of Selectmen was held at 9:00 a.m. on November 30, 2017 in the Selectmen's Meeting Room of the Town Office Building. Ms. Barry, Chair; Mr. Kelley; Mr. Pato; Ms. Ciccolo; and Mr. Lucente were present as well as Mr. Valente, Town Manager; and Ms. Siebert, Recording Secretary.

Mr. Valente provided an overview of the municipal department budget presentations to be provided on November 30, 2017: As part of the overall budget process, three versions of the budget will be prepared. The preliminary version, presented during these three days, is the most detailed and gives the Board the opportunity to ask questions about departmental operations, program improvement requests (PIRs) for the coming fiscal year, and Capital projects. The second version, the so-called White Book, will be produced in January. The third and final version, the Brown Book, is the Board's approved version that goes to Town Meeting.

Over the course of these preliminary budget meetings, each department's presentation will contain four components:

- Department operations, including FY19 goals;
- A level-service budget exhibit, i.e. what it will take to provide the same services in FY19 as are being provided in FY18. Mr. Valente and Ms. Kosnoff have reviewed the departments' submissions to ensure they meet the guidelines;
- Program Improvement Requests (PIRs) that go beyond level services. Mr. Valente and Ms. Kosnoff have not made any determinations yet as to which PIRs they will eventually recommend;
- Capital requests.

Mr. Valente and Ms. Kosnoff are asking specifically for Board feedback on PIRs and Capital requests to inform their thinking as they prepare the White Book.

FY19 Proposed Budget—Department of Public Facilities

Staff present: Mr. Cronin, Facilities Director; Mr. Newell, Assistant Director; Ms. Lucibello, Administrative Assistant; Building Rental Administrator; Mr. DeMango, Facilities Engineer; Ms. Rossi, Office Manager; Susan Lusk, Facilities Coordinator; Ann Marie Ponzini, Administrative Assistant; Lisa Rozzi, Office Manager; Ray Drapeau, Facilities Superintendent and Manny Cabral, Superintendent of Custodial Services

The Department of Public Facilities (DPF) FY2019 budget consists of three divisions: Educational Facilities, Municipal Facilities and Shared Facilities. The DPF FY2019 level-service All Funds budget is increasing by \$105,961 or 0.95%. The General Fund budget is increasing by \$98,042 or 0.93%.

Overall Utility costs are decreasing by \$95,234 or 3.11%, which includes a reduction of \$67,205 or 8.69% in natural gas, and a decrease of \$38,729 or 1.76% in electricity. Both rates are based on assumptions of contracted rates for electric supply. Electric costs are net of \$126,500 in solar credits for rooftop installations.



Revenues from building rentals remain strong, and support a \$7,762 or 1.48% increase in the

Rental Revolving Fund budget.

Department goals for FY19 include: Support the operation of the Community Center, support the School Master Plan, and implement other capital and priority projects.

The Facilities department has one FY19 PIR: \$25,000 for an Owner's Agent Solar Design and Contracting to conduct feasibility studies with site-based designs.

Selectmen questions about the Facilities budget and PIR.

Ms. Ciccolo asked how changes in State regulations will affect Lexington's solar program. Mr. Newell said the former credit program is no longer something the Town can count on for future investments in sustainable energy. New state regulations are being drafted, which will likely apply to the Hastings Elementary School, and will be evaluated to help the Town to understand the costs and benefits of the proposed rooftop and parking lot solar arrays at that location. The new regulations will be used as a basis on which to calculate cost/benefits for future projects.

Mr. Kelley asked if the Town can be confident in previous cost/benefit expectations in the shifting solar credit landscape. Mr. Valente said the Department of Public Utilities (DPU) is expected to rule in December on whether completed solar projects will be grandfathered. Mr. Newell said the department is watching what is going on with the DPU and the B5 rate for solar energy generation. His hope is that any installation already operating under a B5 rate will be grandfathered.

Ms. Barry asked about facilities rental revenues. Mr. Newell said that many of the buildings are experiencing increased use, particularly Battin Hall in the Cary Memorial Building as well as various Recreation department-related rentals. Ms. Barry asked that data about rentals be shared with the Board.

Ms. Barry asked if the free solar array the Town was granted has been installed. If not, she suggested the pool building be considered. Mr. Valente said it has not yet been constructed.

Ms. Barry asked if the Westview Cemetery would be a DPW or DPF project. Mr. Valente said the decision has not yet been made. Due to workload constraints, Facilities may take on an advisory role to the DPW on that project.

Mr. Pato asked if the cited energy cost avoidance total includes all of the current arrays or only the rooftop portion. Mr. Newell said the amount is only for the rooftop generation.

Mr. Lucente voiced his support for the PIR.

Selectmen questions about Facilities Capital requests:

Ms. Ciccolo asked about the status of the town wide sustainability policy for buildings. Mr. Cronin said Facilities and the Sustainable Lexington and the Permanent Building Committee are

close to presenting a fully-refined policy. The Board of Selectmen would be asked to adopt the policy.

Ms. Ciccolo asked if the Town would receive outside funding for any projects, such as high definition upgrades for town government meeting broadcasts. Mr. Valente affirmed that PEG access/LexMedia would fund the hi-def upgrade and that the Bridge Elementary School will also be eligible for funding from the Massachusetts School Building Authority for the future roof replacement project. Staff are also working to identify outside funding for the proposed new Visitors Center. It is anticipated that Visitors Center project, at least at construction document level, will go before Annual Town Meeting 2018; it is possible that construction funding will be requested in 2019 but that will depend on the ability to fund the project within the tax levy. Ms. Ciccolo expressed concern that further delay would increase the final cost of the project.

Mr. Kelley said the Board should commitment to fully funding the Visitors Center project before requesting Town Meeting support. Mr. Pato said he is concerned about within levy debt and is glad the Town is pursuing alternative funding sources.

#### FY19 Proposed Budget—Recreation and Community Programs

Staff present: Ms. Battite, Recreation and Community Programs Director; Ms. Dean, Community Center Director; Mr. Coleman, Assistant Recreation and Community Programs Director.

The Department of Recreation and Community Programs consists of three divisions: Recreation, Pine Meadows Golf Course and the Community Center. The requested FY2019 operating budget is \$3,113,266. The significant changes include: Personal Services is increasing by 8.29% due to contractual obligations, contract settlements, an increase in the number of seasonal employees & program instructors, and a proposed increase in minimum wage for seasonal employees; Expenses are increasing by 8.95% due to an increase in contractual services (vendor programs and credit card processing fees) and the printing costs associated with the Department's newly reformatted full-color seasonal program brochures; Debt is decreasing by \$100,000 as the last Lincoln Park debt payment is February 2018; The preliminary Indirect contribution to General Government is \$261,826.

Department goals include: Pursue and obtain Parks & Open Space opportunities to increase the Park and Recreation inventory of playing fields and pocket parks; Expand Community Center program opportunities; Hold quarterly stakeholders meetings with town and community-wide service organizations that offer educational, social, cultural, and recreation programming, classes, special events, and activities to the citizens of Lexington; Pelham Road Property & Master Plan of the Community Center Property and Development; Update the Work Plan as outlined in the Recreation and Community Programs Department's 2014-2016 Strategic Plan; Develop a plan for instituting an ID membership system for use by participants at Recreation and Community Programs Department programs and facilities; Research potential local, state and federal grants that could assist with program costs and capital improvement projects.

Selectmen questions about the Recreation and Community Programs budget:

Ms. Ciccolo asked if there are has been pressure to increase the Community Center's hours of operation. Ms. Dean said that patrons frequently say they want the Center to be open later at night and on Sundays.



Mr. Kelley said the Community Center is tremendously valuable to the townspeople; he urged the staff to consider how to support segments of the population that might be “left behind”

because of financial constraints, perhaps by tapping the Fund for Lexington.

Ms. Barry commended the department’s collaboration with a wide variety of stakeholders. She asked about the difficulty of juggling athletic field availability, given the level of demand and asked how new sports, such as cricket, are being accommodated. Mr. Coleman agreed it was a challenge to provide equitable access. The Hastings Elementary fields will come offline for two calendar years if construction proceeds as hoped. Groups such as the cricket group, with about 50 participants, have increased the number of teams vying for playing space. The lighted field at Lincoln Park has been a positive addition.

Ms. Barry asked if the town pool renovation is on schedule. Ms. Battite said it should be back in use by the traditional opening date in June. The department website updates the project’s progress weekly to keep the community informed.

Mr. Lucente asked for data on unique visits made to the Community Center in a given time period.

There are two FY19 PIRs:

- \$ 12,661 for a Certified Therapeutic Recreation Specialist;
- \$ 6,330 for a year-round Recreation Municipal Assistant Recreation.

The Selectmen unanimously voiced support for these PIRs that would be funded solely by the Recreation Enterprise Fund without additional fees.

Selectmen questions about the department’s Capital requests:

Ms. Ciccolo asked if, in the future, the projects that are Community Preservation Act eligible could be designated as such in the budget report.

Mr. Kelley asked whether the subsurface would need to be addressed in the Center Track reconstruction project. Ms. Battite replied that the subsurface will have to be re-evaluated. The proposed project includes pulling together all track and field elements in the effort to create a track complex. Discussion about the track has been in the Capital process for the last five years but the potential to use the area for staging during the future Lexington High School renovation project means that this discussion has become more complicated.

Ms. Barry agreed that the condition of the track is substandard. Mr. Pato agreed as well but suggested, given the uncertainty LHS project needs, a potential temporary solution be found. Mr. Lucente said he is supportive of the track refurbishment but also apprehensive of how the space will be used during the future LHS project.

Ms. Barry asked if the athletic facility lighting would be LED. Mr. Coleman said there would be a mixture of LED and non-LED lights and the tower height would remain the same will little spillover into the surrounding neighborhood.

Mr. Lucente asked if there is a town that is already using a hybrid natural/artificial turf field of the type being recommended. Ms. Battite said she will forward a list of local fields to the

Selectmen.

Mr. Pato asked if the Capital request for golf course equipment would focus on low-emission, low-noise options. Ms. Battite said her department has been working with the DPW and the New England Golf Corporation to identify appropriate equipment.

#### FY19 Proposed Budget—Finance Department

Staff present: Ms. Kosnoff, Assistant Town Manager for Finance; Mr. Lent, Director of Assessing; Mr. Lovering, Tax Collector/Treasurer.

The requested FY2019 Finance Department budget reflects a \$37,776 or 2.00% decrease from the restated FY2018 budget. This includes a \$56,376, or 4.03% decrease in compensation, which reflects the transfer of the Utility Billing Manager to the Water and Sewer enterprise budgets. Expenses are increasing \$18,600 or 3.83% due to additional legal and consulting costs.

The Finance Department is comprised of the following divisions: the Comptroller's Office, the Treasurer/Collector's Office and the Assessor's Office.

Department goals/initiatives: Department-wide: Munis software training and a potential upgrade of the Munis application.

Assessing: Administer a 6-year, cyclical annual inspection program for interior and exterior inspection to comply with requirements of the DOR; Embark on cross-training program among Assessing Department employees to promote staff capacity at all times, possibly including re-organizing staff functions; Activate GIS functionality in Vision software and train staff in its use; Enhance productivity through adoption of new technology to support data collection and input activity; Reduce annual paper mailings to taxpayers where possible, as permitted by MGL.

Comptroller: Continue to implement general billing for miscellaneous receivables.

Treasurer/Collector: Bid Bill Printing Services; Continue tax foreclosures and evaluate new accounts to add to process.

Selectmen questions on the Assessing budget:

Mr. Pato asked if the division's budget includes funding for the additional workloads associated with implementation of policies to 1) assess properties from when a certificate of occupancy is granted; and 2) approval of a residential tax exemption. Mr. Lent said the budget does not include these costs but the department remains responsive to the Board's direction. This being the case, Mr. Pato asked for an analysis of expenses for these additional duties. Ms. Ciccolo concurred, saying the Town should understand costs prior to implementation. Ms. Barry agreed, saying that adequate staffing was cited as a reason not to move forward with either initiative at this time. Mr. Lucente said he supports the certificate of occupancy policy change.



The department presented one PIR: \$7,597 to pilot a college intern program to supplement department staff and train potential future municipal finance candidates. All Selectmen voiced strong support.

#### FY19 Proposed Budget—Town Managers Office

Staff present: Ms. Axtell, Assistant Town Manager; Ms. Graglia-Kostos, Director of Human Resources; Mr. Hudson, Management Fellow.

The Town Manager's Office is comprised of the following elements: Organizational Direction and Administration - 8210, and Human Resources - 8220. Organizational Direction and Administration funds staff and expenses for the Manager's Office including organizational development funds and some office equipment. Human Resources funds staff and expenses for managing the personnel and benefit functions of the organization.

The FY2019 budget reflects an increase of \$9,224 or 1.14% from FY2018. This is comprised of a decrease of \$18,474 or 3.17% in Compensation due to retirements, and an increase of \$9,250 or 4.12% in Expenses due to funding a firefighter assessment center.

Department goals/initiatives: 1) Begin implementation of recommendations of 20/20 Task Force on Asian Communities with the creation of the Diversity Advisory Task Force (see PIR); Develop implementation protocol for hate crime activities with the Superintendent of Schools; Work to support the high-performance culture in the organization by providing directed team building to the newly constituted Senior Management Team. Develop new revenue sources to support the budget, particularly the capital budget, by looking at stormwater revenue and sidewalk betterments; Continue the initiative to develop organizational sustainability by passing on institutional knowledge, engaging mid-level managers in organization decision-making and selecting and training qualified individuals. Continue the work on internal controls by revising existing policies and developing new policies that may be necessary to ensure the protection of assets that are vulnerable to abuse.

The department requested one PIR: \$15,000 for the creation of a Diversity Advisory Task Force/ This request is a match to the funding proposed within the School department. All Selectmen supported this PIR.

#### FY19 Proposed Budget—Town Committees

Staff present: Mr. Hudson, Management Fellow; Ms. Axtell, Assistant Town Manager.

The Town Committees Budget is expected to decrease overall by \$4,000 or 6.91% due to the Dance Around the World program not being held in FY2019. Also requested is a 2.5% increase in Supplies for the Town Celebrations' Committee to account for increasing costs for Patriots' Day.

#### FY19 Proposed Budget—Board of Selectmen's Office

Staff present: Ms. Katzenbach, Executive Clerk/ Office Manager.

The Selectmen's All Funds budget inclusive of the Selectmen's Office, the Legal budget, Town Report and the PEG Special Revenue Fund is increasing by \$49,148, or 4.12%. General Fund compensation is decreasing \$4,376 or 3.49% to capture changes in personnel, and General Fund expenses are increasing \$500 or 0.13%. The Legal and Town Report components of the Selectmen's budget are level-funded.

At the conclusion of the budget presentations, Mr. Valente noted one more budget—Shared Expenses— remaining to be reviewed during a regularly scheduled Board meeting. The Shared Expenses budget includes elements such as debt and insurance.

Mr. Valente recognized Ms. Kosnoff, Assistant Town Manager for Finance, and Ms. Hewitt, Budget Officer for the level of work and detail they performed in their first complete budget cycle. In addition, he noted that these budgets were compiled without the assistance of a Town Accountant, an important role that has proven difficult to fill.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to adjourn at approximately 11:13 a.m.

A true record; Attest:

Kim Siebert

Recording Secretary