

SELECTMEN'S MEETING  
Wednesday, June 13, 2018  
Town Office Building, 1625 Mass Avenue, 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. Approve New FY19 Lexpress Schedule (5 min.)                                      | 7:05 p.m. |
| 2. Approve Amendment to Regional Housing Service Office Agreement (10 min.)         | 7:10 p.m. |
| 3. Textiles Recycling Program (20 min.)   | 7:20 p.m. |
| 4. DPW Project Update (30 min.)   | 7:40 p.m. |
| 5. Review Bedford Water Agreement (15 min.)   | 8:10 p.m. |
| 6. Discussion: Rescind MGL 59, Section 2D, Assessment of New Construction (10 min.) | 8:25 p.m. |
| 7. Sign & Approve Grant Agreement for 9 Oakland Street (5 min.)                     | 8:35 p.m. |
| 8. Discuss Agenda/Board Position for June 14 Summit Meeting (15 min.)               | 8:40 p.m. |
| 9. Battle Green Request - Lexington Historical Society (5 min.)                     | 8:55 p.m. |
| 10. Town Manager Appointment (5 min.)   | 9:00 p.m. |
| 11. Selectmen - Committee Appointments/Reappointments (5 min.)                      | 9:05 p.m. |

**CONSENT AGENDA**

1. Approve and Sign Girl Scout Gold Letters
  - Genevieve Wharton
  - Kaitlin Levangie
  - Surya Purohit
2. Approve and Sign Eagle Scout Congratulation Letter
  - Christopher Andalaro
3. Approve One-Day Liquor Licenses
4. Water & Sewer Commitments
5. Approve Minutes

## ADJOURN

### 1. Anticipated Adjournment

9:15 p.m.

A Summit meeting of the Board of Selectmen, School Committee, Appropriation Committee, and Capital Expenditures Committee will be held on Thursday, June 14, 2018 at 7:00 p.m. in the Cafeteria, Hadley Public Services Building, 201 Bedford Street.

The next regularly scheduled meeting of the Board of Selectmen is scheduled for Monday, June 25, 2018 at 6:30 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:**

Approve New FY19 Lexpress Schedule (5 min.)

#### **PRESENTER:**

Susan Barrett, Transportation  
Manager

#### **ITEM NUMBER:**

I.1

#### **SUMMARY:**

New Lexpress schedule request for distribution via June property tax bill.

#### **SUGGESTED MOTION:**

Move to approve Lexpress schedule as an insert for June quarterly property tax bill.

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

Transportation Dept. to coordinate with Treasurer/Collector's Office.

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

6/13/2018

7:05 p.m.

#### **ATTACHMENTS:**

Description	Type
☐ Memo - Lexpress	Cover Memo
☐ FY19 Lexpress Schedule	Backup Material
☐ Map	Backup Material



## MEMORANDUM

**TO:** Carl Valente, Town Manager

**FROM:** Susan Barrett, Transportation Manager

**DATE:** June 11, 2018

**SUBJECT:** FY19 Changes to Lexpress routes & schedule

There are three differences for the FY19 Lexpress schedule and map, compared to last year, that I am proposing. These have been endorsed by the Transportation Advisory Committee:

- 1) Formalize the pull-in to Emerson Gardens that has been happening once per day, and allow this to happen on five runs per day.

REASON: Riders have requested this, there is no sidewalk on the side of Maple Street that Lexpress travels on (from Lowell to Mass Ave) and there is also a very small shoulder on Maple that makes standing or walking while waiting for a bus very difficult. Additionally, Emerson Gardens is a densely populated community. While it may make sense to do this pull-in all day, the traffic during peak morning and afternoon/evening hours makes the left-hand turn out of Emerson Gardens onto Maple more difficult. Reviewing our routes and the related sidewalk infrastructure and how Lexpress serves pockets of population densely should be reviewed as part of our upcoming Transit Study.

- 2) Test a 7:30AM run year-round for Routes 1, 3 & 5. This will essentially be a 10-month pilot as Lexpress does operate at 7:30 during the summer.

REASON: 7:30AM is a key travel time for students (i.e. middle school students that miss their school bus and/or LHS students that start later than 1<sup>st</sup> block), commuters, and even seniors that may like to get to Market Basket, which opens at 7AM and the Community Center, which opens at 8AM. Unfortunately, Routes 1, 3 & 5 currently have a two-hour gap of service in the morning, only offering a 6:35 run and an 8:30 run. If people cannot take a bus in the morning, then they cannot take it later in the day. If we only offer 7:30AM service two months out of the year, as is currently done with our summer service, then people needing to routinely travel at this time will find other methods.

With promotion of this morning route, I believe we have potential ridership. Route 5 goes to Market Basket and the Burlington Mall and offers a transfer to Lahey Burlington. Route 5 also goes past two hotels. Route 3 goes past the biotech and other firms located along Hayden and Spring, along with Lahey Lexington. Route 3 goes directly past LHS, and offers a short walk to



Clarke Middle School, or a student could transfer to the Route 2 and arrive at Clarke at 8:05 (Marrett side) or 8:20 (Waltham side). Route 5 would allow Diamond Middle school students to get off at Fiske and walk to Diamond, arriving shortly after 8AM, or they can stay on this bus as it transfers to the Route #6 and drops off at Diamond at 8:03 AM. Additionally, all buses are within a short distance of LHS and the Lexington Depot. This could encourage families who have a child who misses the school bus to take Lexpress rather than being driven.

If we would like to consider a campaign to encourage Lexpress and/or other alternate forms of transportation among Town employees, morning service would be essential to that effort to allow employees to arrive between the common start times of 8AM-8:30AM.

Offering this additional half hour of service will not increase our service costs. Since the Community Center has opened, we have been paying for 12 hours of service outside of summer, for the 6:30am-6:30pm period, but we have not had a 7:30AM run, and therefore only 11.5 revenue hours. Our contract does not have us paying for downtime.

This change has been discussed extensively with M&L, our contractor for bus service, and they are prepared to make this change come August 27<sup>th</sup>, the start of our Fall season.

3) The map for FY19 includes connections to other transportation services.

REASON: As noted in our Vision 2020 Survey, more than 60% of residents would like alternative transportation options. We have learned through our comprehensive planning preparation that the majority of residents currently living in Lexington are somewhat new to the area. They may not be familiar with all we currently offer. This map, which gets mailed to all residents, not only will inform them about Lexpress, but showcase the other transportation services in the area, including the two local Alewife shuttles (REV, AWF) operated by 128BC, and the MBTA routes. We will be adding the Minuteman Bike Share, too.

The MBTA produces a similar map for us. Apparently, the Town has always preferred to have a colored and larger version. In future years, we may wish to just use the MBTA produced maps and save our resources to produce a much larger paper map for those who need it.

Apologies for the last minute approval. Our schedule needs to get to the printer by June 15<sup>th</sup>. Having been on the job just over four months, there was not enough time to do the research needed earlier. Next year we will certainly aim for at least a month earlier!

<div> <div>ROUTE 1</div> <div>Depot Square – East Lexington via Pleasant St &amp; Mass Ave</div> </div>					
Depart Depot Square	Depart Community Center front door	Depart Fottler Avenue🟢	Depart Lillian Road🟡	Depart Arlington Heights🟡	Arrive Depot Square
🔴 6:35AM	-	-	6:47AM	6:50AM	6:59AM
🟢 7:30	-	-	7:42	7:45	7:52
8:30	8:35AM	8:45AM	-	-	8:56
9:30	9:35	9:45	-	-	9:56
10:30	10:35	10:45	-	-	10:56
11:30	11:35	11:45	-	-	11:56
12:30PM	12:35PM	12:45PM	-	-	12:56PM
1:30	1:35	1:45	-	-	1:56
2:35	2:40	2:50	-	-	2:59
3:45	3:50	-	4:01PM	4:04PM	4:12
4:55	-	-	5:07	5:10	5:18
6:00	-	-	6:12	6:15	6:23

<div> <div>ROUTE 2</div> <div>Depot Sq – Avalon at Lexington Hills via Worthen Rd, Follen Rd &amp; Waltham St</div> </div>					
Depart Depot Square	Depart Community Center front door	Depart Avalon at Lex. Hills	Depart Clarke School	Depart Vynebrooke Village🟡	Arrive Depot Square
🟢 7:00AM	-	7:14AM	7:20AM	7:22AM	7:29AM
8:00	-	8:14	8:20	8:22	8:25
9:00	9:08AM	9:17	9:23	9:26	9:28
10:00	10:08	10:17	10:23	10:26	10:28
11:00	11:08	11:17	11:23	11:26	11:28
12:00PM	12:08PM	12:17PM	12:23PM	12:26PM	12:28PM
1:00	1:08	1:17	1:23	1:26	1:28
2:00	2:08	2:17	2:23	2:26	2:28
3:10	3:18	3:27	3:33	3:36	3:38
4:20	4:28	4:37	4:43	4:46	4:48
5:30	-	5:44	5:50	5:53	5:55

- 🔴 - 6:35AM service on Routes 1, 3 and 5; school year only. Drop-off at Lexington High School at end of route
- 🟢 - **NEW! 7:30AM service Year Round on Routes 1, 3 & 5**
- 🟢 - Service to Hillcrest Ave & Fottler Ave only during listed times
- 🟡 - Service to Lillian Rd, Lowell St, Arlington Heights only during listed times

<div> <div>ROUTE 3</div> <div>Depot Square – South Lexington via Marrett Rd, Spring St &amp; Hayden Ave</div> </div>					
Depart Depot Square	Depart Hayden Ave at Lahey Clinic🟡	Depart Avalon at Lexington Ridge	Depart Marrett Rd & Lincoln Street	Depart Hayden Rec Center	Arrive Depot Square
🔴 6:35AM	6:43AM	6:45AM	6:53AM	6:55AM	6:59AM
🟢 7:30	7:38	7:40	7:48	7:50	7:53
8:30	8:38	8:40	8:48	8:50	8:53
9:30	9:38	9:40	9:48	9:50	9:53
10:30	10:38	10:40	10:48	10:50	10:53
11:30	11:38	11:40	11:48	11:50	11:53
12:30PM	12:38PM	12:40PM	12:48PM	12:50PM	12:53PM
1:30	1:38	1:40	1:48	1:50	1:53
2:35	2:43	2:45	2:53	2:55	2:58
3:45	3:53	3:55	4:03	4:05	4:08
4:55	5:03	5:05	5:13	5:15	5:18
6:00	6:08	6:10	6:18	6:20	6:23

<div> <div>ROUTE 4</div> <div>Via Bedford St, Hill St, Mass Ave, Woburn St &amp; Maple St</div> </div>					
Depart Depot Square	Depart Greeley Village	Depart Sunny Knoll Ave🔴	Depart Mass Ave Opposite Depot Sq	Depart Country-side Village	Arrive Depot Square
🟢 7:00AM	7:02AM	7:04AM	7:11AM	7:15AM	7:29AM
8:00	8:02	-	8:11	8:15	8:26
🟢 9:00	9:03	-	9:12	9:16	9:27
🟢 10:00	10:03	-	10:12	🟡 10:16	10:27
🟢 11:00	11:03	-	11:12	11:16	11:27
🟢 12:00PM	12:03PM	-	12:12PM	12:16PM	12:27PM
1:00	1:02	-	1:12	1:16	1:27
2:00	2:02	-	2:11	2:16	2:27
3:10	3:12	3:14PM	3:21	3:25	3:36
4:20	4:22	4:24	4:31	4:35	4:46
5:30	5:32	5:34	5:41	5:45	5:56

- 🟢 - Drop-off at Lexington High School at end of route during school year
- 🟡 - Drop-off in Vynebrooke Village only upon request from 10am - 2pm
- 🟡 - Pull in to Lahey Clinic only upon request
- 🟢 - Stop&Shop front entrance 2 minutes past the hour from 9am - Noon
- 🔴 - Service to Sunny Knoll, Reed St, Carley Rd, Milk St only during listed times

<div> <div>ROUTE 5</div> <div>Depot Square – Burlington Mall via Grant St &amp; Middlesex Turnpike</div> </div>					
Depart Depot Square	Depart Lowell St & East St	Depart Middlesex Commons🟡	Depart Burlington Mall🔴	Depart Fiske School	Arrive Depot Square
🔴 6:35AM	6:40AM	-	6:50AM	6:57AM	6:59AM
🟢 7:30	7:35	7:39AM	7:45	7:52	7:56
8:30	8:35	8:39	8:45	8:52	8:56
9:30	9:35	9:39	9:45	9:52	9:56
10:30	10:35	10:39	10:45	10:52	10:56
11:30	11:35	11:39	11:45	11:52	11:56
12:30PM	12:35PM	12:39PM	12:45PM	12:52PM	12:56PM
1:30	1:35	1:39	1:45	1:52	1:56
2:35	2:40	2:44	2:50	2:57	3:01
3:45	3:50	3:54	4:00	4:07	4:11
4:55	5:00	5:04	5:10	5:17	5:21
6:00	6:05	6:09	6:15	6:22	6:26

<div> <div>ROUTE 6</div> <div>Depot Square – Estabrook School via Hancock St, Grove St &amp; Carriage Dr</div> </div>					
Depart Depot Square	Depart Diamond Middle School	Depart Grove St & Carriage Drive	Depart Estabrook School	Depart North Hancock Street	Arrive Depot Square
🟢 7:00AM	7:03AM	7:10AM	7:14AM	7:19AM	7:29AM
8:00	8:03	8:10	8:14	8:19	8:22
9:00	9:03	9:10	9:14	9:19	9:22
10:00	10:03	10:10	10:14	10:19	10:22
11:00	11:03	11:10	11:14	11:19	11:22
12:00PM	12:03PM	12:10PM	12:14PM	12:19PM	12:22PM
1:00	1:03	1:10	1:14	1:19	1:22
2:00	2:03	2:10	2:14	2:19	2:22
3:10	3:13	3:20	3:24	3:29	3:32
4:20	4:23	4:30	4:34	4:39	4:42
5:30	5:33	5:40	5:44	5:49	5:52

- 🟡 - Market Basket – Connect to Burlington B-Line buses. At 6:35AM bus will turn left on Lowell St and proceed directly to the Burlington Mall
- 🔴 - By mall entrance between Nordstrom & Primark
- 🟡 - Bus pulls into Countryside Village & Emerson Gardens during the 10AM-2PM runs







Routes begin and end at  
Square. Each route takes  
minutes. Times are app  
subject to traffic. Outside  
Center, bus stops on den

Schedule subject to cha  
traffic. MBTA Passes are  
on this service. This ser  
funded by the Town of  
Lexington and the MBTA  
being operated by M &  
Systems, under contract  
Town of Lexington.

Buses will stop at any sa  
along the Route. Wave a  
you wish to board. Cross  
the bus AFTER it pulls a

### Connecting Sys

- BUR**  
Burlington B-  
781-270-196
- LRT**  
Lowell Regio  
Transit Autho  
978-452-61

see schedule  
I - note

Minuteman  
Bike Share

see sched  
L - note

**AWF**  
Commuter Shuttle  
Lexington-Waltham  
3 www.128bc.org

**REV**  
REV Commuter Shuttle  
Alewife-Lexington-Bedford  
781-890-0093 www.128bc.org

Express to  
Alewife Station  
via Rt. 2

## **AGENDA ITEM SUMMARY**

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

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

Approve Amendment to Regional Housing Service Office Agreement (10 min.)

#### **PRESENTER:**

Liz Rust, Regional Housing Services  
Office

#### **ITEM NUMBER:**

I.2

#### **SUMMARY:**

*A vote is requested for this agenda item.*

The Town of Wayland has requested to join the Regional Housing Service Office. The existing member communities support this request.

#### **SUGGESTED MOTION:**

Move to approve and sign the amendment to the Regional Housing Services Office Agreement.

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

Forward signed amendment to the RHSO.

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

6/13/2018

7:10 p.m.

#### **ATTACHMENTS:**

Description	Type
❑ Regional Housing Services Office Agreement-Amendment	Backup Material
❑ RHSO update	Presentation

## AMENDMENT

The agreement entered into by and between the Towns of Acton, Bedford, Burlington, Concord, Lexington, Sudbury and Weston (collectively the “Municipalities”), dated June 1, 2017 (the “Agreement”) to share services of a Regional Housing Services Office provided by the Town of Concord (the “Agreement”), which is incorporated herein by reference, is hereby amended, effective July 1, 2018, as described below.

WHEREAS, the Town of Wayland (“Wayland”) is located adjacent to one or more of the Municipalities;

WHEREAS, Wayland desires to be added to the Agreement as an “Additional Community” pursuant to Section 10 of the Agreement and to share the services of the Regional Housing Services Office with the Municipalities;

WHEREAS, the Original Municipalities desire to add Wayland to the Agreement as an “Additional Community” pursuant to Section 10 of the Agreement and to share the services of the Regional Housing Services Office with Wayland;

WHEREAS, the Town of Concord agrees to provide the services described in the Agreement, as amended herein, to Wayland, in addition to the Municipalities; and

WHEREAS, Wayland agrees to be bound by and benefit from all of the terms of the Agreement, as amended herein;

NOW,

- The first sentence of the first paragraph is amended by adding “Wayland” after “Towns of” and after “Sudbury.”
- Section 6. Indemnification. This Section is amended by adding the “Wayland’s obligations shall be limited to the services provided for Wayland;” after the word Sudbury and before the words ‘and Weston’ in line 14.
- Section 17. Notices. This Section is amended by adding the following to the addresses in this Section: “Town of Wayland, Nan Balmer, Town Administrator, 41 Cochituate Road, Wayland, MA 01778
- The Town of Wayland Board of Selectmen shall be added as a signatory to the Agreement, as amended herein.
- Exhibit B. Fee Structure. This Exhibit is deleted and replaced in its entirety with the Membership Fee Schedule Chart for FY19, attached hereto as Exhibit B.

[SIGNATURE PAGES FOLLOW EXHIBIT B]

## Exhibit B

### Membership Fee Schedule Chart for FY19

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule.

FY19 Membership Fee Schedule			
	Hours	% of hrs	Pro rata \$
Acton	320	10%	\$24,493
Bedford	485	15%	\$37,123
Burlington	130	4%	\$9,950
Concord	500	16%	\$38,271
Lexington	390	12%	\$29,851
Sudbury	780	24%	\$59,702
Wayland	215	7%	\$16,456
Weston	365	11%	\$27,938
Total	3,185	100%	\$243,784

This fee structure does not include payment for additional hours in excess of the allotted hours or for additional supplemental services which will be proposed and invoiced outside of this agreement.

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2018.

TOWN OF ACTON

By its Board of Selectmen

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_



WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2018.

TOWN OF BEDFORD

By its Board of Selectmen

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2018.

TOWN OF BURLINGTON

By its Board of Selectmen

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2018.

TOWN OF CONCORD

By its Board of Selectmen

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2018.

TOWN OF LEXINGTON

By its Board of Selectmen

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2018.

TOWN OF SUDBURY

By its Board of Selectmen

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2018.

TOWN OF WAYLAND

By its Board of Selectmen

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2018.

TOWN OF WESTON

By its Board of Selectmen

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# REGIONAL HOUSING SERVICES OFFICE

Lexington Selectmen June 13, 2018



*Regional Agreement between Acton, Bedford, Burlington, Concord,  
Lexington, Sudbury, Wayland and Weston*



# RHSO Update - Agenda

- FIRST – Big THANK YOU to retiring town managers!!
  - ▣ Acton, Bedford, Burlington, Concord, Lexington, Wayland and Weston!
- FY18 Year in review
- FY19 Plans
- Hours and Budget review
- Thinking Forward

# RHSO Update – Service Model

## REGIONAL HOUSING SERVICES OFFICE, *ESTABLISHED 2011*



Member Towns receive housing services for an annual fee per Inter- Municipal Agreement:

- Monitoring
- Inventory Management
- Program Development and Administration
- Assessment Valuations
- Local Support (Studies, analysis, feasibility, project review)
- RHSO Website
- Regional Collaboration

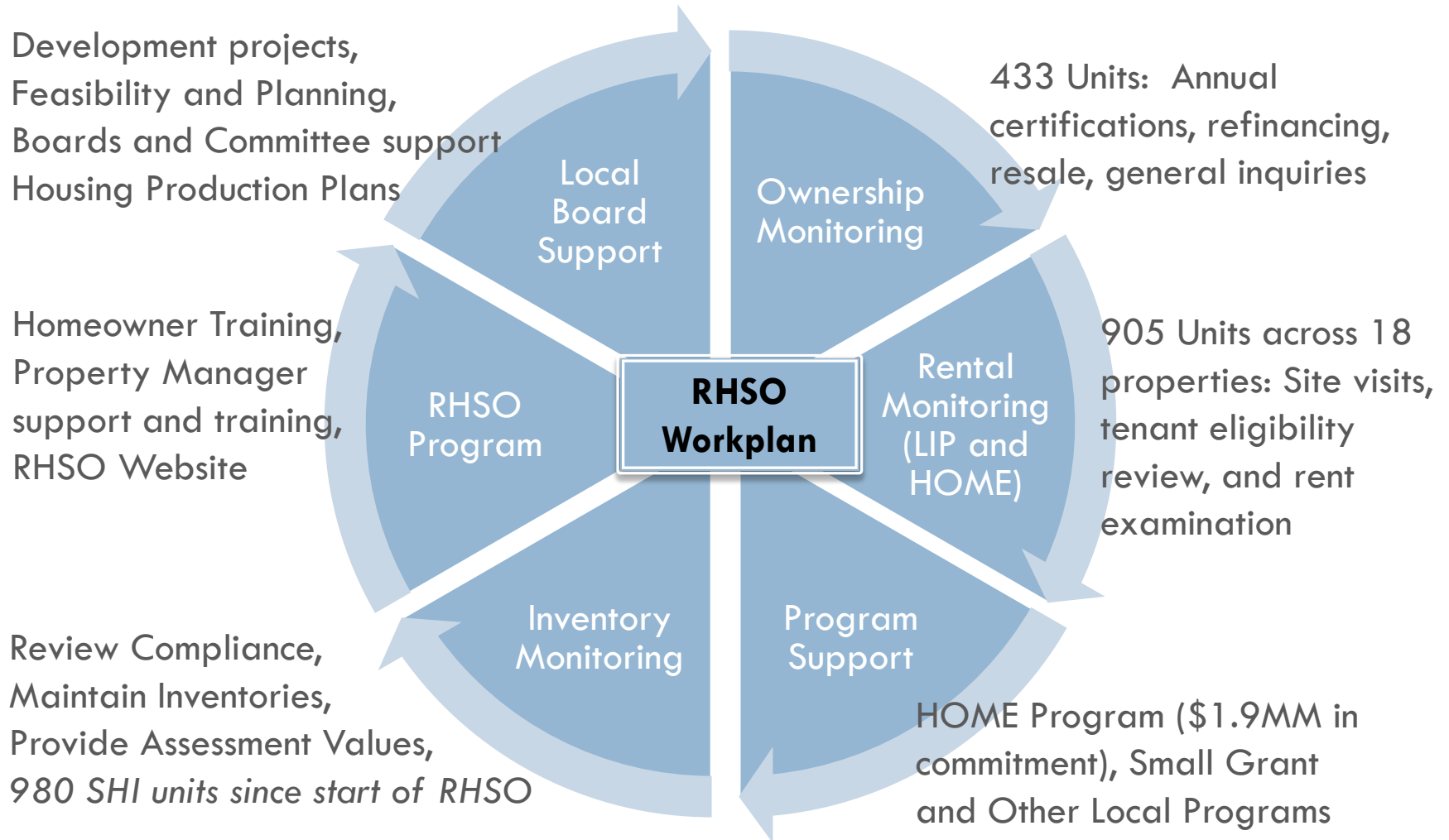


RHSO Personnel deliver services through Lead Community.

Membership Fee covers all staffing, and administrative expenses, such as accounting, office support, mail, technology, etc

Member Town Statistics (FY18)				
	Housing Units	Restricted/ SHI Units	Restricted Ownership	SHI%
Acton	8,475	568	68	6.70%
Bedford	5,322	974	54	18.30%
Burlington	9,627	1283	27	13.33%
Concord	6,852	804	71	11.73%
Lexington	11,946	1328	93	11.12%
Sudbury	5,921	664	37	11.21%
Wayland	4,957	254	54	5.12%
Weston	3,952	167	29	4.23%
	57,052	6,042	323	10.59%

# RHSO Workplan



# RHSO Update – FY19 Plans

- Support for Member Communities
  - ▣ Continue to monitor owners and properties
  - ▣ Continue projects and local services
  - ▣ Continue support to property managers, residents and others
  - ▣ Continue sponsoring training and support for website
  - ▣ Assist in transition to new Town Management
- Maintain RHSO Office
  - ▣ Stay in Knox Trail
  - ▣ Amend IMA annually by all Selectmen
  - ▣ Continue dialogue with interested communities about joining
    - Delicate balance of staffing and availability

# RHSO FY19 Budget

Budget is mostly staffing – correlating to hours - with some program and administration

	FY18					FY19				Versus FY18	
	Current Status					Proposed Budget					
	IMA Amount	Adjustments	Current Amount	Current Hours	% of Total	IMA Amount	Net Amount	Hours	% of Total	Hours	\$
Starting Balance	\$0					\$663					
<b>Income</b>											
Acton	\$22,773	\$1,320	\$24,093	340	10%	\$24,493	\$24,493	320	10%	(20)	\$400
Bedford	\$32,024	\$9,860	\$41,730	593	18%	\$37,123	\$37,123	485	15%	(108)	(\$4,607)
Burlington	\$11,030	(\$2,242)	\$8,788	155	5%	\$9,950	\$9,950	130	4%	(25)	\$1,162
Concord	\$31,312	\$5,297	\$36,455	518	16%	\$38,271	\$38,271	500	16%	(18)	\$1,816
Lexington	\$31,312	\$0	\$31,036	436	13%	\$29,851	\$29,851	390	12%	(46)	(\$1,185)
Sudbury	\$59,066	\$3,310	\$62,335	880	26%	\$59,702	\$59,702	780	24%	(100)	(\$2,633)
Wayland	\$0	\$4,090	\$4,090	62	2%	\$16,456	\$16,456	215	7%	153	\$12,366
Weston	\$24,552		\$24,552	345	10%	\$27,938	\$27,938	365	11%	20	\$3,386
<b>Total</b>	<b>\$212,069</b>	<b>\$21,635</b>	<b>\$233,079</b>	<b>3,328</b>	<b>100%</b>	<b>\$243,784</b>	<b>\$243,784</b>	<b>3,185</b>	<b>100%</b>	<b>(143)</b>	<b>\$10,705</b>
<b>Expenses</b>											
Staffing	\$218,320			\$65.60		\$218,784		\$68.69			
Program expenses	\$5,716					\$5,663					
Administrative Cost	\$8,380					\$20,000					
<b>Total Expenses</b>	<b>\$232,416</b>					<b>\$244,447</b>					
Ending Balance	\$663					(\$0)					
Billing Rate	\$71.16					\$76.75					

# RHSO Update – Summary

- RHSO successfully completing 7 years of operation
  - ▣ Thank you for your continued support!
  - ▣ Comments and suggestions welcome



## **Proactive Compliance Monitoring**

- Preserve Units
- Maintain Housing Inventory

## **Resource Efficiency**

- Centralize Information for existing and prospective residents
- Leverage Resources, Resource Continuity

## **Regional Approach**

- Common Solutions for Common Challenges
- Enhance Municipal Services

# **AGENDA ITEM SUMMARY**

## **LEXINGTON BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM TITLE:**

Textiles Recycling Program (20 min.)

### **PRESENTER:**

David J Pinsonneault, DPW Dir.,  
Robert Beaudoin, Supt. of Env. Svs.,  
Stephen Lisauska, Waste Zero

### **ITEM NUMBER:**

I.3

### **SUMMARY:**

*No vote is requested for this agenda item.*

Staff and a representative from Waste Zero will present information on a textiles recycling program.

### **SUGGESTED MOTION:**

NA

### **FOLLOW-UP:**

Staff will review input and the program and will make a future recommendation to the Board.

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

6/13/2018

7:20 p.m.

### **ATTACHMENTS:**

Description	Type
☐ BOS Presentation	Cover Memo



The logo for WasteZero, with 'Waste' in blue and 'Zero' in green, followed by a registered trademark symbol.

# WasteZero®

Save Money. Reduce Waste.

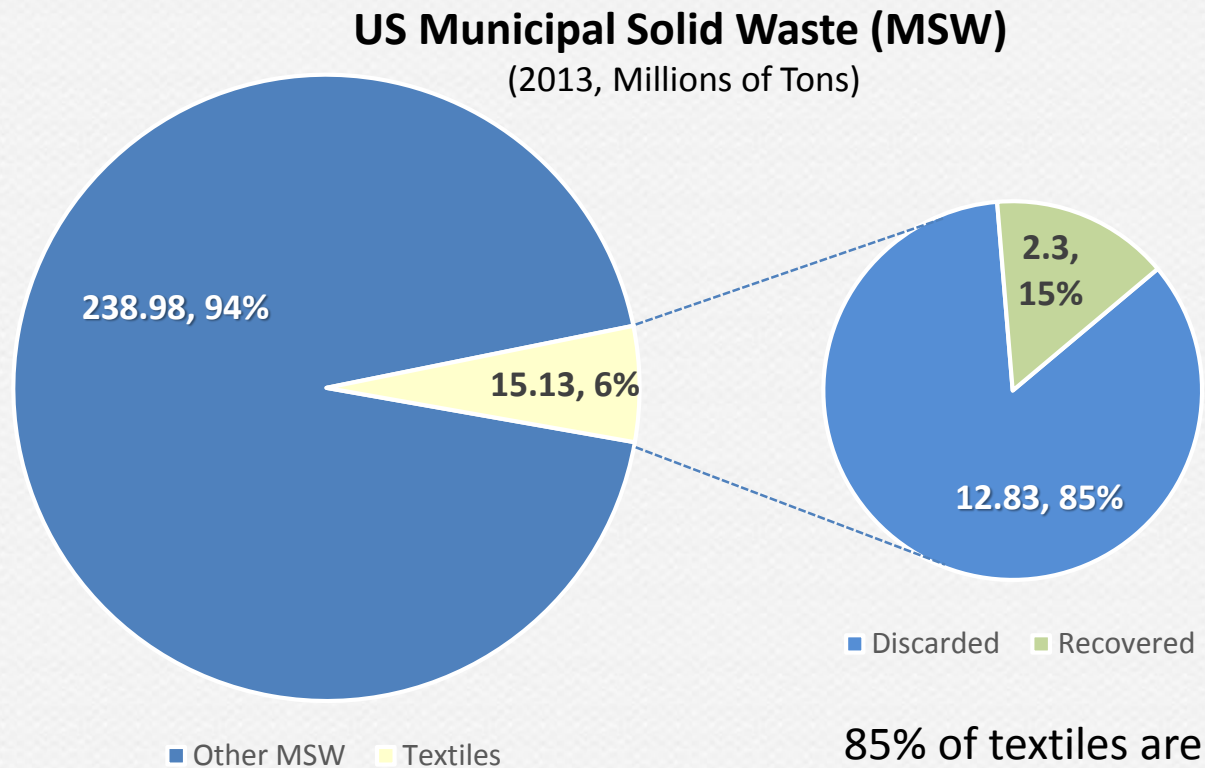
## Curbside Textiles Recycling

*A New Opportunity to Reduce Waste and Create Value  
in Lexington*

June 2018



# Textiles in the Waste Stream



85% of textiles are discarded.

Textiles make up 11% of Massachusetts MSW, nearly twice the US average.

# The Potential in Lexington

Town of Lexington		
Recycling Households Served	11,196	As reported to DEP (2016)
Lbs./Household Served	10	Low-end estimate of production
Lbs. Generated	111,960	
Tons Generated	56	
Savings	\$ 3,600	\$64.58/ton for trash
Revenue	\$ 1,100	Assumes \$20/ton collected
Total	\$ 4,700	

# Program Overview

In a new community, we will:

1. Send a postcard to all households, about 3 weeks before collections begin
2. Mail a textiles recycling bag and a brochure shortly thereafter
3. Send another postcard the week that collections start
4. Mail a reminder 6-8 weeks later

Collection personnel leave behind replacement bags as full bags are collected.



# Collection Dynamics

- Residents place pink “Simple Recycling” bags out for collection near their recycling.
- Of the material collected:
  - A fraction is reusable clothing that can be processed and resold at thrift stores
  - The bulk of the material will supply the rag and insulation markets, as well as support re-use and reprocessing abroad
- The weekly set-out rate is 2-3%, with the average household recycling approximately 10 pounds/year





# About Our Collection Partner: Simple Recycling

Simple Recycling is a leader in providing effective, convenient, no cost curbside textiles collection.



- Provides curbside collection of textiles & small household items
- Serves more than 2 million households each week

## Simple Recycling's service is:

### Free

There is no cost to municipalities or residents

### Turn-Key

Launch & program logistics are all handled for you

### Easy

Simple's vans just follow your existing recycling routes

### Financially Beneficial

You save on disposal costs & receive \$20 per ton for textiles collected

# FAQ's

Questions	Answers
<b>What does the program cost?</b>	Nothing. There is no cost to the community or the residents. If no material is collected, there is still no cost.
<b>Do donors get a tax deduction?</b>	No, but residents can continue to donate their textiles to Goodwill, the Salvation Army and others to get tax deductions if they like.
<b>How does this impact donations to charities?</b>	This program is designed to take textiles out of the trash, not compete with drop-off programs. People who donate textiles to charities often do so because they believe in the charity or they want the tax deduction. That won't change. This program is designed to nudge the (majority of) people who would recycle textiles if only it were more convenient.
<b>Do you collect more than textiles?</b>	While the primary focus is on textiles, Simple Recycling will also accept small household items that can fit in the pink bags.
<b>What if a resident only has one bag, and a lot of stuff?</b>	The textiles need to be bagged, but residents can use any bag as long as it's clearly marked for textiles recycling.
<b>What if a pickup gets missed?</b>	The resident can call and notify us. We'll arrange for pick up.

# FAQ's, continued

Questions	Answers
<b>What items are collected?</b>	<p>The program collects a wide variety of material, including:</p> <ul style="list-style-type: none"><li>Clothing – men's, women's and children's</li><li>Coats, jackets and shoes</li><li>Jewelry</li><li>Purses</li><li>Hats</li><li>Toys</li><li>Pictures</li><li>Mirrors</li><li>Blankets, pillows and sleeping bags</li><li>Drapes/curtains</li><li>Tools</li><li>Silverware, dishes, pots and pans</li><li>Glasses</li><li>Backpacks</li></ul>

## **AGENDA ITEM SUMMARY**

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

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

DPW Project Update (30 min.)

#### **PRESENTER:**

David J Pinsonneault, DPW Director;  
John Livsey, Town Engineer

#### **ITEM NUMBER:**

I.5

#### **SUMMARY:**

*No vote is requested for this agenda item.*

DPW will update the Board on the various projects the Department is involved with.

#### **SUGGESTED MOTION:**

NA

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

Staff will provide periodic updates as requested/needed.

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

6/13/2018

7:40 p.m.

#### **ATTACHMENTS:**

Description	Type
DPW Project Update 2018	Cover Memo



## **DPW PROJECT UPDATE – JUNE 2018**

### **TAX LEVY**

#### **Additional Stream management plan work**

Design plans have been developed and the project is planned to be performed in phases. The first phase requires some easements. Staff has been attempting to contact the residents to discuss.

Whipple Hill drainage improvement plans are complete and the project is out to bid. Construction is scheduled for summer through early fall.

Pleasant Street drainage improvements are complete.

Oxbow Rd / Constitution Ave neighborhood hydraulic modeling and preliminary design for stormwater improvements are complete and design plans are in progress. This may be a multiple phase construction project.

#### **NPDES Phase II – Stormwater general permit**

The annual report has been submitted to MassDEP and the EPA. We continue to work on permit compliance and have had great assistance from the Conservation staff and the Stewards. Additionally, the Illicit Discharge Detection and Elimination (IDDE) program continues to utilize the services of UMass Lowell Engineering students to sample and analyze test results. This was the fifth year that these students assisted the town. Lexington was the recipient of a ‘Stormy’ award for the Best Stormwater idea in New England for 2014. Numerous Illicit discharges have been detected and many have been removed to date. Will be operating under a new more robust EPA MS4 permit beginning July 1<sup>st</sup>, 2018.

Beginning July 1<sup>st</sup> we will be working under a new permit through EPA. This permit has added many new requirements. The engineering staff will continue to work through this permit to determine the most cost-effective, efficient and productive path moving forward. The efforts to comply will be significant and require cooperation from many town departments.

#### **Storm Drain Improvements**

Drainage improvement has continued throughout town with a focus on the areas that are undergoing paving or reconstruction work. Drainage was installed on Augustus Road and Wildwood Road to address ongoing flooding issues. Additional drainage work will continue throughout town.

#### **Old Res Dam Improvements**

The design and permitting is complete and the project is in the process of being awarded. Construction is expected to take place this summer. Coordination with the Bridge School and

recreation has taken place and will continue as the project progresses. Temporary trail closures will be required but we do not anticipate any construction related beach closures.

### **Pleasant Street sidewalk design and construction**

This project is complete with only minor punchlist items remaining.

### **Center Streetscape and Battle Green design**

The 25% design plan has been reworked to be in concert with the direction of the Board of selectmen. A BOS public meeting was held on June 11<sup>th</sup> to seek input on the redeveloped plan. The Battle Green design is at conceptual.

### **Three intersection project**

The project is under construction. There is currently a delay in the ongoing construction due to some quality control issues with sections of the concrete sidewalks placed last construction season. This issue is expected to be addressed soon to allow the construction to continue.

### **Street Improvements**

This year's street improvement includes approximately 3.6 miles of roadway paving and reconstruction as well as sidewalk replacement and installation of accessible pedestrian ramps throughout the project.

The alternative treatment pavement preservation program continues for this construction year. These treatments will continue this year and include 3.2 miles of fog seal, 8.7 miles of micro-surfacing, and 1.1 miles of cape seal, and 0.75 miles of cold-in-place recycling.

Cracksealing of various streets continues to be performed to extend the life of the roadways.

### **Town wide Signalization Improvements**

Design plans are near complete for the intersection of Massachusetts Avenue / Worthen Road and environmental permitting is pending. Construction is anticipated in the 2019 calendar year. Additionally the pedestrian crossing at the Munroe Center for the Arts is scheduled for replacement with a rectangular rapid flashing beacon. This project is currently out to bid and will be built this construction season.

### **Town wide Sidewalk Improvements**

In FY18 we rebuilt the following sidewalk sections: A segment of Mass Ave. beginning at the Town Line and continuing to Fottler Ave., Charles St. to Taft Ave.; Middle St from Ponybrook to Lincoln St.; Waltham St. from Blossomcrest to Allen St.; Daniels St from Taft Ave. to end; Ariel St. from Daniels St to Sutherland Rd. We also installed handicapped ramps within all of the sidewalk areas mentioned.

In FY19 we will continue working from the priority list established with the help of the engineering firm, BETA Group. Sidewalks considered for FY19 include: Emerson Garden-North and South, Hathaway Road-North side, Winchester Dr. from Lowell St. to Town line; Mass Ave. from Fottler Ave to Ellen Dana-North side; Oak St. from Mass Ave. to Baker Ave; Hibbert St. from Mass Ave. to end; Carriage Dr. from Grove St. to John Benson Rd.; John

Benson Rd. from Skyview Rd. to Carriage Dr.; Coach Rd. from Carriage Dr. to Volunteer Way; Grove St from Carriage Dr. to McKeever Dr.; Birch Hill Ln. from Lincoln St to end; and Gould Rd. from Grove St. to Turning Mill Rd., and we will continue with the Town wide reconstruction of ramps.

### **Bedford Street / Eldred pedestrian improvements**

The proposed improvements includes the installation of a High-intensity Activated crossWalk (HAWK) signal providing a protected pedestrian crossing and a sidewalk extension. MassDOT permitting is complete and the project is currently out to bid. Construction is anticipated in calendar year 2019.

### **Culvert Replacement**

The evaluation of the Valleyfield / Waltham, Street area has shown the need for some culvert replacement and this work will be performed in conjunction with the additional drainage work planned for the area.

### **Hartwell Ave Improvements**

Improvements to the Hartwell Ave area include work at the Kiln Brook Bridge, Maguire intersection improvements, and an improved pedestrian crossing on Bedford Street in the vicinity of the jug handle. Through the alternative analysis evaluation it has been determined the environmental impacts of the roundabout proposal are too great and we are moving forward with the design of a signalized intersection as approved by the Board of Selectman. This design has progressed well and we are working with the utilities on the complicated utility coordination needed for the bridge replacement portion of this project.

The jug handle work is in construction with an anticipated completion date in early summer.

### **Pelham Road sidewalk and sight distance improvements**

The design has progressed beyond 25% and continues to move forward. This work will provide a sidewalk along Pelham Road and also significantly improve sight distance where Pelham Road meets Massachusetts Avenue. Construction will be coordinated with the Lexington Children's Place as the roadwork will be very

### **Westview Cemetery Building Design**

Funds were approved to hire an architect to design and engineer a new building at Westview Cemetery. Staff will be working with the architect and the Facilities Department to develop plans, specifications and a cost estimate with the goal of requesting construction funds at the 2018 Fall Town Meeting.

### **Park System Irrigation**

This project will fund irrigation upgrades at various parks. The upgrades will provide improved water usage, efficiencies and allow for more timely repairs. The project will be bid in July 2018. The funding is 60% tax levy and 40% CPA.

## **ENTERPRISE FUNDS**

### **Water System Improvements**

Construction in 2018 will take place on Vaille Avenue and the project has been awarded with construction beginning in June. Additionally, we have determined that the replacement of the water main on Hartwell Avenue in advance of the roadway improvements is critical and that design is underway with construction anticipated in Calendar year 2019 so as to not conflict with the current sanitary sewer force main scheduled for replacement by the base this summer. Additionally a model and asset management plan of the town-wide network has been developed which is critical in identifying future improvements. One critical future improvement identified is the need to replace the water main on Massachusetts Avenue alongside the Battle Green in advance of roadway improvements. The design of this will commence this summer.

### **Automatic Meter Reading System**

Staff has hired a consultant that is assessing our current meter reading and billing systems to develop recommendations for an automated read system. The consultant will focus their assessment on fixed network system to include benefits to the Town and the residents and include a return of investment analysis. We will have their recommendation to present to the BOS in September with the goal of bringing a funding request to the 2018 Fall Town Meeting.

### **Sanitary Sewer Improvements**

Sewer investigation work completed in 2017 included flow isolation, television inspection and manhole inspections in approximately 105,500 linear feet and 605 sewer manholes in Sewer Basin 01.

Construction in 2018 included approximately 2,200 linear feet of testing and sealing of joints in gravity sewer, 440 vertical feet of sewer manhole lining, 10,850 linear feet of cured-in-place pipe lining and open cut point repairs in seven locations.

The 2018 sewer investigation work includes flow isolation, television inspection and manhole inspections in approximately 50,000 linear feet and 250 sewer manholes in Sewer Basins 06 and 07.

Construction is expected in 2019 in Sewer Basins 02 and 12 and includes approximately 18,300 linear feet of testing and sealing of joints in gravity sewer, 1,350 vertical feet of sewer manhole lining, 13,250 linear feet of cured-in-place lining and open cut point repairs in six locations.

### **Pump Station Upgrades**

The Worthen Road pump station replacement with generator is in progress and will be completed this construction season. Design is near complete for the Marshall Road and Constitution Road pump stations. A land acquisition will be necessary for the Constitution Road pump station improvements. The Engineering Division is in discussions with the

affected property owner to discuss the options and impacts. These two stations could be bid as early as this fall.

## **COMMUNITY PRESERVATION FUNDS**

### **Monument Conservation/Repair at the Historic Cemeteries**

The final phase of this project will target the remaining stones and markers at Ye Olde Burying Ground and Munroe Cemetery. Ivan Myjer has been hired to develop the plans and specifications for this project. Spring 2019 is the target bid date.

### **Traffic Island Renovation (Jug Handle at Hartwell Ave)**

This project is complete.

### **Battlegreen Area Master Plan Implementation**

The first two phases of the project have been funded and will address monument restoration, treatment around the monument areas, pathways and fencing. An architect has been hired to develop plans and specifications for review with various committees and boards. Staff is has hired a conservator for the minuteman statue and restoration is targeted for fall 2018. Funding for Phase 3 will be requested in 2019 (CPA funds) and will address site amenities and historical landscaping.

### **Playground Improvements**

FY 17 – this project is to replace the perimeter fencing at the Center Recreation Complex and the Muzzey multi-purpose field. This project was completed in fall 2018

FY 18 – this project will replace the swing sets and add benches and trash receptacles to Bow Street, Munroe Center and Franklin Park. The new play equipment will comply with the Consumer Product Safety Commission (CPSC) guidelines, American Society for Testing and Materials (ASTM) standards and the American with Disabilities Act (ADA). Completion is fall 2018.

### **Park Improvements – Athletic Fields**

FY 16 – renovate the natural grass softball field at Lincoln Park. This project is under construction and will be completed by August 2017. Completed in the fall of 2017.

FY 17 – renovate the multi-use field at Adams/Waldorf. The project has been bid with an anticipated start date of late May 2017. Project will be completed summer of 2018 with the addition of accessible paths.

FY 18 – this project will fund irrigation upgrades at various athletic fields. The upgrades will provide improved water usage, efficiencies and allow for more timely repairs. The project has been bid, and will be starting in June 2018.

FY 19 – renovate the center track area. Staff is coordinating this work with the Recreation Department with anticipated construction in the spring/summer of 2019.

FY 19 – renovate the center athletic field lighting. Staff is coordinating this work with the Recreation Department with anticipated construction in the fall of 2018.

### **Park Improvements, Hard Court Resurfacing**

FY 16 – This project for Sutherland Park and Marvin Park is complete.

FY 17 – This project for Rindge Park and Kinneen Park is complete.

### **Westview Cemetery Irrigation**

This project will provide irrigation to complete the system at Westview Cemetery. The project will be bid in the summer of 2017. Project to begin during the summer of 2018.

### **Minuteman Bikeway Wayfinding Signs**

This work has been completed.

### **Community Center Sidewalk**

The design is at approximately 75% complete and we expect plans to be near 100% complete by summer. Construction schedule has not yet been finalized.

## **REVOLVING FUND**

### **Hartwell Avenue Compost Site Office Building**

A contract has been awarded for the new building with a target completion date of late summer/early fall 2018.

### **Miscellaneous (funding source varies)**

- *Hydrant replacement (enterprise fund - \$150,000):* The hydrant replacement program is developed from a list provided by the Fire Department and from known defective hydrants. A total of 60 hydrants were replaced this past year.
- *DPW Equipment (tax levy - \$1,083,000):* All equipment from the FY2018 budget has been ordered and delivered. Bids will be developed in July for the FY2019 approved vehicles (*tax levy - \$1,039,500 and w/s enterprise fund - \$30,000*).
- *Environmental Monitoring (tax levy):* Hartwell Ave landfill monitoring continues.
- *Antony Park: Funding for construction was provided at the 2017 Annual Town Meeting.* Grading and site work have been completed. The construction of the seat wall and stone work is complete. Trees have been installed and the remainder of the landscaping, pathways, and benches will continue through the fall of 2018.

- *Solar Ground Mount and Canopies at the Compost Facility* --- Construction is complete.

## **AGENDA ITEM SUMMARY**

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

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

Review Bedford Water Agreement (15 min.)

#### **PRESENTER:**

Carl F. Valente, Town Manager; David  
Pinsonneault, DPW Director

#### **ITEM NUMBER:**

I.5

#### **SUMMARY:**

*No vote is requested for this agenda item.*

The Town has had an agreement with the Town of Bedford to provide MWRA water via the Town's water mains. This agreement expires on June 30, 2018.

A revised agreement has been prepared by the staff from the two communities, for review by the Board of Selectmen.

Due to the term of this agreement, approval by the Board of Selectmen is necessary prior to the Town Manager's signature.

#### **SUGGESTED MOTION:**

Pending Board comments, a final agreement will be presented to the Board at the June 25, 2018 Board of Selectmen's meeting.

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

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

6/13/2018

8:10 p.m.



**ATTACHMENTS:**

Description	Type
 Lexington - Bedford Water Agreement	Cover Memo

WATER SUPPLY AGREEMENT  
BETWEEN  
TOWN OF BEDFORD, MASSACHUSETTS  
AND  
THE TOWN OF LEXINGTON, MASSACHUSETTS

2018

THIS AGREEMENT entered into this       day of       , 2018 by and between the Town of Bedford, a municipal corporation within the County of Middlesex, Commonwealth of Massachusetts, acting through its Town Manager, and authorized by vote of the Board of Selectmen, (Exhibit A) and the Town of Lexington, a municipal corporation within the County of Middlesex, Commonwealth of Massachusetts, acting through its Town Manager, and authorized by vote of the Board of Selectmen passed (Exhibit B).

#### WITNESSETH

WHEREAS, the Town of Lexington has the authority to sell and supply potable water to the Town of Bedford (the two towns, the "Towns") under this inter-municipal agreement which provides the terms and conditions of sale, furnishing of water, and payment for sale;

WHEREAS, the Town of Bedford has the authority to purchase said water under the terms and conditions of this agreement and is now by virtue of C.145 of the Acts of 1990 a member community of the Massachusetts Water Resources Authority Waterworks Division;

WHEREAS, the Towns are authorized by Chapter 40, Section 4A of the General Laws of the Commonwealth of Massachusetts to enter into this Inter-municipal Agreement for the provision of water;

WHEREAS, the Towns deem it to be in the public interest for the Town of Lexington to supply and sell, and for the Town of Bedford to receive and pay for, potable water to supply its citizens, businesses, and industry; and

WHEREAS, both Towns have been authorized to enter into this agreement by vote of their respective Select Boards, as evidenced by certified copies of their respective votes, attached hereto;

NOW THEREFORE in consideration of the mutual promises and covenants herein set forth, and in order to secure the services described below, the parties hereto, each binding itself, its respective representatives, successors, and assigns, do mutually agree as follows:

### 1. DEFINITIONS AND INTERPRETATIONS

#### 1.1 Short Title

This Agreement may be referred to as the "Lexington/Bedford Inter-municipal Water Supply Agreement".

#### 1.2 Definitions

For all purposes of this Agreement, and any amendments or other changes thereto, the terms shall have the meanings set forth below.

A. "Bedford" means the Town of Bedford in Middlesex County, Massachusetts, or its duly authorized agent.

B. "*Force Majeure* Events" means a consequence of any acts of God, act of public enemy, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, storms, floods, drought, washouts, arrests and restraints of rulers and people, civil disturbances, labor strikes, power failures, explosions, breakage or accident to machinery or lines of pipe, failure of water supply, regulatory requirement, restriction or limitation, the binding order of any court or governmental authority which has been resisted in good faith by all reasonable legal means, and any other cause, whether of the kind herein enumerated or otherwise, not within the reasonable control of such party, and which act, omission or circumstance such party is unable to prevent or overcome by the exercise of due diligence.

C. "Lexington" means the Town of Lexington, in Middlesex County, Massachusetts, or its duly authorized agent.

D. "MGD" means Million Gallons per Day.

E. "MWRA" means the Massachusetts Water Resources Authority.

F. "Person" means any individual, firm, company, association, society, corporation, political subdivision, fire district, or group.

G. "Water Distribution System" means facilities for collection, storage, supply, distribution, treatment, pumping, metering, and transmission of water.

### 1.3 Meanings and Construction

This Agreement, except where the context clearly indicates otherwise, shall be construed as follows:

A. Definitions include both singular and plural;

B. Pronouns include both singular and plural and include both genders.

### 1.4 Resolution of Disputes

Any dispute arising under this Agreement shall be decided by civil action taken by either party through a court of proper jurisdiction. Prior to the initiation of any court action, the parties may attempt to resolve the dispute by any means which are mutually deemed acceptable, including direct consultation, mediation, or arbitration.

### 1.5 Governing Law

This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

## 2. **GENERAL PROVISIONS**

### 2.1 Obligations of the Parties

Both Lexington and Bedford understand and agree to the following obligations, limitations, and commitments, in consideration of Lexington's agreement to permit connection by Bedford to Lexington's water system to supply Bedford with drinking water in exchange for payment and other considerations as specified in this Agreement.

A. Consumption Quantities. Lexington shall provide up to 4.16 MGD of water in every one-day period as required by the Town of Bedford. Lexington reserves the right to reduce the flow at the Page Road vault when the Pressure Sustaining Valve (PSV) is indicating a pressure between 59 pounds per square inch (PSI) and 20 PSI, or shut off the flow if the PSV is less than 20 PSI.

B. Control of System Leaks and Wasteful Use. Bedford and Lexington shall operate and maintain their respective water distribution systems in accordance with customary practices and within the guidelines set forth below. Both Towns shall take all reasonable measures, including comprehensive leak detection and repair procedures, to minimize the wasteful use of water within their respective service areas.

C. Conformance to Law. Both Lexington and Bedford shall abide by all applicable laws, rules, and regulations of the United States, the Commonwealth of Massachusetts, and the

MWRA.

D. Water Quality. Lexington shall comply with all State and Federal drinking water regulations to ensure the safe delivery of potable water to every entry points to the Town of Bedford. In addition Lexington agrees that if the minimum total chlorine disinfectant level falls below a target range of 2.0 to 2.5 ppm at these points it will allow Bedford, at Bedford's cost, to establish and maintain improvements within Lexington to achieve this range. The Parties shall meet and confer on a periodic basis to share data and information on water quality and determine whether capital or operating improvements need to be made to the Water Distribution System to comply with all drinking water regulations. Any increased costs related thereto shall be shared proportionally by the Parties, and payments made by Bedford made under Section 3 of this Agreement shall be adjusted accordingly.

E. Contract Service Area. Lexington shall deliver water to Bedford, subject to the limitations in Section 2.1 of this Agreement, at the following metered points of delivery:

1. Grove Street (Lexington)/Page Road (Bedford)
2. Bedford Street (Lexington)/The Great Road (Bedford)
3. Maguire Road (Lexington)/Summer Street (Bedford)

F. Measurements of Water Flows.

1. The measurement of water delivered to Bedford shall be determined by telemetry readings of metering devices at the metered points of delivery in Section 2.1.E above.
2. The metering devices shall be owned by Bedford, and subject to the approval of Lexington, such approval not to be unreasonably withheld.
3. All metering devices shall be inspected, tested and calibrated at least once each year by a third party technician hired by and at the expense of Bedford.
4. Upon completion of the inspection, testing and calibration, the technician shall submit calibration reports to the Lexington Department of Public Works (DPW) and the MWRA. All calibration reports shall include but not be limited to:
  - a. an assessment of the condition, accuracy and functioning of the meters and associated equipment.
  - b. method of calibration
  - c. calibration ranges
  - d. calibration settings
5. Telemetry measuring equipment installed by the MWRA shall record and transmit flow, pressure and any other digital data to the MWRA on a continuous basis. Bedford shall maintain the telemetry equipment in accordance with the MWRA's direction.
6. For the purpose of Lexington's preparation of invoices for payment by Bedford, the MWRA will record and provide to Lexington and Bedford telemetry readings from the previous month no later than the second business day of each succeeding month,
7. Lexington has the sole responsibility for the operation, settings and maintenance of the PSV at the Page Road meter.

G. Construction of Connections. Any and all connections between the Lexington and Bedford water distribution systems necessary to effectuate this Agreement, shall be designed and

constructed by Bedford, shall be of good design and constructed in a workmanlike manner. No such connection shall be constructed unless the design thereof has been approved in writing by Lexington, such approval not to be unreasonably withheld.

H. Ownership of Connection Facilities. Each Town shall own all parts of the water distribution facilities on its side of the Town Line between Lexington and Bedford.

I. Responsibility for System Operation and Maintenance. Neither Town assumes any responsibility for operation or maintenance of any portion of the water distribution system of the other. Lexington shall not be responsible or liable in any way for *Force Majeure* Events which may, in any way, cause an interruption or discontinuance of the water supply service provided for in this Agreement. However, under such circumstances, Lexington shall use all commercially reasonable efforts to restore service to Bedford.

## 2.2 Impairment of Supply

A. Responsibility. The furnishing of water to Bedford under this Agreement shall not be impaired except in the event of a *Force Majeure* Event, emergency construction, or other related water emergencies.

B. Force Majeure Events. Neither Lexington nor Bedford shall be liable in damages or otherwise for failure to perform any obligation under this Agreement which failure is caused by a *Force Majeure* Event. Such event affecting the performance of either Lexington or Bedford however, shall not relieve either party of liability in the event of its negligence, intentional acts, or in the event of such party's failure to use due diligence to remedy the Force Majeure Event with all reasonable dispatch.

C. Indemnification. Bedford shall indemnify and save harmless Lexington from all claims and demands which Bedford is legally bound to pay whether for injuries to persons or loss of life or damage to property occurring within or about any of the connections exclusively supplying water to Bedford excepting, however, such claims and demands, whether for injuries to persons or loss of life or damages to property, to the extent they shall be caused by any act or omission of Lexington or its agent. The phrase "claims and demands" includes court costs and expenses, legal fees and judgments.

## 2.3 Correspondence.

Any notice required to be given to Lexington concerning any item in this Agreement shall be sent to:

Town Manager  
Town Office Building  
1625 Massachusetts Avenue  
Lexington, MA 02420

Any notice required to be given to Bedford concerning any item in this Agreement shall be sent to:

Town Manager  
Town Hall  
10 Mudge Way  
Bedford, MA 01730

## 3. **PAYMENTS FOR SERVICES**

### 3.1 Bedford Water Rates

In consideration for the water supply services provided by Lexington, Bedford shall pay a Demand Charge, a Commodity Charge, Other Charges and an allocated share of Capital Costs.

A. Base Charge

The Demand Charge for Fiscal Year 2019 shall be \$63,735.36. This charge shall be adjusted at the beginning of each fiscal year based on the previous year's changes in the Consumer Price Index for All Urban Consumers, Boston-Cambridge-Newton, MA-NH (CPI-U, Not Seasonally Adjusted).

B. Commodity Charge

The Commodity Charge shall consist of the then current MWRA wholesale water rate times the monthly metered Bedford water consumption times 1.01.

C. Other Charges

In the event that there are additional MWRA charges not currently existing, these additional charges will be billed to Bedford free of any surcharge by Lexington.

In addition to any MWRA or other party charges or fees as described above, Bedford must also share in the costs for any capital or operating costs which may be required, now or in the future, to maintain or increase the supply, quality or volumes of water needed to meet Bedford's overall demand. The proportion of costs for each Town is 60% for Lexington and 40% for Bedford.

If as the result of supplying water to the Town of Bedford, the Town of Lexington incurs repair and/or replacement costs in its water system beyond those expected in the delivery of the stated consumptive quantities, the Town of Bedford shall be responsible for its proportionate share of the costs; except that a combined total credit of \$500,000 and 75% of the cumulative Demand Charge paid by Bedford to date as adjusted each year by the Consumer Price Index for All Urban Customers, Boston-Cambridge-Newton, MA-NH shall be deducted from Bedford's proportionate share. The base credit of \$500,000 plus any unused demand charge credit shall be restored upon any payment by Bedford. The Town of Bedford's responsibility and share of costs shall be determined by an engineering consultant mutually hired by and agreeable to both Towns. Such consultant's determination shall include, as a basis for identifying Bedford's proportionate share, an analysis of the last three (3) fiscal years of Bedford's share of the total flow entering the Town of Lexington. Any dispute concerning this charge shall be submitted to binding arbitration pursuant to the commercial arbitration rules of the American Arbitration Association.

3. 2 Billing Cycle

Lexington shall bill Bedford for its share of the costs determined under this Article on a monthly basis. The monthly bill shall consist of one-twelfth (1/12) the annual Demand Charge, Commodity Charge, Other Charges (if any) and [Capital Costs]. Billings shall be rendered to Bedford and become due and payable at the Office of the Lexington Collector within thirty (30) days of being rendered.

#### **4. MISCELLANEOUS PROVISIONS**

##### **4.1 Status of Former Agreements**

This Agreement supersedes all former or currently existing contracts for water services between the signatories, and constitutes the entire contract between the parties.

##### **4.2 Incurring of Debt**

Nothing in this Agreement shall be construed so as to prevent either party hereto from incurring any debt deemed necessary to construct, maintain and operate their respective waterworks.

##### **4.3 Severability**

If any clause or provision of this Agreement or application hereof shall be held unlawful or invalid, no other clause or provision of this Agreement or its application shall be affected, and this Agreement shall be construed and enforced as if such unlawful or invalid clause or provision had not been contained herein.

##### **4.4 Status of Legal Responsibilities**

Each one of the benefits and burdens of this Agreement shall inure to, and be binding upon the respective legal representatives, successors, and assigns of the parties hereto.

##### **4.5 Amendment**

Any amendment to this Agreement shall be executed in writing.

##### **4.6 Waiver**

Failure of either party hereto to exercise any right hereunder shall not be deemed a waiver by such party to exercise at some future time said right or rights or any other right it may have hereunder.

##### **4.7 Effective Date and Duration**

This Agreement shall be effective as of the date first above written. This Agreement shall be in full force and effect and shall be binding on Bedford and Lexington for twenty five years.

##### **4.8 Financial Safeguards**

In connection with the water supplied to Bedford under this Agreement, the parties shall maintain accurate and comprehensive records of the volume of water supplied, services performed, costs incurred, and payments received; and each party shall make such records reasonably available to other upon request.

##### **4.9 Termination**

The parties may terminate this Agreement by mutual agreement except that in the event that the Town of Bedford obtains access to adequate water supplies by alternative means, through the MWRA or otherwise, it may terminate this Agreement by written notice to the Town of Lexington at least 180 days prior to June 30 of the Fiscal Year in which the termination will take place.

After five years from the effective date, and for the duration of the Agreement, either party may terminate the Agreement with five years' advance notice. After twenty five years, this Agreement shall continue on a month-to-month basis until and unless either Party provides the other Party



thirty (30) days' advance notice of its termination.

Lexington recognizes Bedford is a member of the Massachusetts Water Resources Authority (MWRA), and if Lexington terminates the Agreement it will cooperate and support Bedford in its efforts to establish a direct connection to the MWRA through the Town of Lexington.

#### 4.10 Other Parties

With the exception of its current intercommunity connections, Bedford agrees that it will not distribute and sell water to entities and their successors within the boundaries of Bedford but that are presently served directly by Lexington. These are Hanscom Air Force Base (excluding the FamCamp) and Massport's Hanscom Field. Bedford shall serve the Massport properties adjacent to Hartwell Road. Lexington agrees not to distribute and sell water directly to any entity within Bedford boundaries that is not currently served.

Lexington in turn agrees not to distribute and sell water directly to any entity within Bedford boundaries that is not currently directly served. If other parties request additional water Lexington and Bedford will work together to provide a source for them if feasible.

The Veterans Administration (VA) facilities in Bedford currently are supplied solely through a line from Lexington dedicated to the VA only. Any future interconnection of the VA and Bedford system shall be subject to this contract related to flow, pressure, or financial impacts, or other arrangements agreed to by Bedford and Lexington.

INWITNESS WHEREOF, the Town of Lexington acting through its Town Manager, and the Town of Bedford, acting through its Town Manager, have executed this agreement on the day and year first above written.

---

Town Manager, Town of Lexington

---

Date

---

Town Manager, Town of Bedford

---

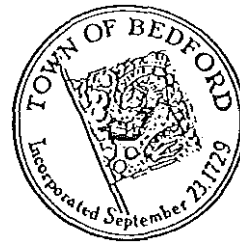
Date

## EXHIBIT A

# TOWN OF BEDFORD

---

Doreen Tremblay, Town Clerk



TOWN HALL  
100 MUDGEWAY  
BEDFORD, MASS. 01730  
617-275-0083

## CLERK'S CERTIFICATE

### ANNUAL TOWN MEETING

April 13, 1993

#### Article 34 – MWRA Water Membership and Lexington Connection

VOTED, that the sum of \$7,145,000 be appropriated for establishment of a connection to the Massachusetts Water Resources Authority and/or Town of Lexington water supply system, including construction of water mains, system improvements and payment of any charges or assessments by the MWRA for participation, and related costs; that to meet this appropriation, the --Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$2,445,000 under section 8 of Chapter 44 of the General Laws, and that the sum of \$4,700,000 be transferred from available funds; that the Selectmen be authorized to enter into such agreements in such form as they deem appropriate with the MWRA and/or the Town of Lexington as may be necessary for this project, and to take any other action relative thereto; and that the Selectmen be authorized to apply for, accept and expend State and/or Federal aid that may be available for such purposes.

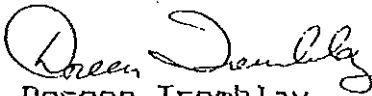
#### Recommendations:

Selectmen: Recommended approval

Finance Committee: Recommended approval

By secret ballot, the motion was adopted- For- 153, Against- 5. The necessary, two thirds vote having been met.

A true record, attest:

  
Doreen Tremblay  
Town Clerk

Date: 1/1/93

# **AGENDA ITEM SUMMARY**

## **LEXINGTON BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM TITLE:**

Discussion: Rescind MGL 59, Section 2D, Assessment of New Construction (10 min.)

### **PRESENTER:**

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

### **ITEM NUMBER:**

I.6

### **SUMMARY:**

*No vote is requested for this agenda item.*

The Board of Selectmen previously voted to reject the provisions of Mass. General Law Chapter 59, section 2D, which imposes a supplemental property tax assessment on certain improvement to real estate constructed after January 1 of each year, for construction projects where occupancy permit is issued.

Mr. Pato and Finance staff reviewed whether the Town should adopt this section of the law. Based on Mr. Pato's analysis, it appears that adoption of this statute will increase the amount of property taxes assessed in the first year after a new property is available for occupancy.

Adopting this statute will impact some staff workflow since the assessing of these new properties will take place during the time of the year when abatement applications and statutory exemptions must be processed. We believe, however, that with filling two recent vacancies in the Assessing Office we can accommodate this additional workload.

The Board has had a public period on the proposed acceptance of this statute. Should the Board choose to accept this statute, it must do so by June 30, 2018 to implement in FY2019.

### **SUGGESTED MOTION:**

NA

### **FOLLOW-UP:**

Town Clerks Office to notify DOR.

Assessing Office, working with the Building Commissioner's Office, will implement this new procedure if adopted by the Board of Selectmen.

**DATE AND APPROXIMATE TIME ON AGENDA:**

6/13/2018

8:25 p.m.

**ATTACHMENTS:**

Description	Type
☐ Request for Public Comments	Backup Material
☐ Analysis of Financial Impact	Backup Material
☐ 2003 Vote not to adopt	Backup Material
☐ Comment 1 - Supplemental TaxAssessment for New Construction	Backup Material
☐ Comment 2 - Supplemental TaxAssessment for New Construction	Backup Material

## **BOARD OF SELECTMEN SEEK COMMENTS ON SUPPLEMENTAL TAX ASSESSMENT FOR NEW CONSTRUCTION**

The Board of Selectmen is seeking public comment regarding the manner in which property taxes are assessed against new construction in Lexington. Comments may be sent to [selectmen@lexingtonma.gov](mailto:selectmen@lexingtonma.gov) by June 8, 2018. The Board will also take up this matter at its meeting on June 13, 2018 for those individuals wishing to comment at that time.

According to guidance provided by the Massachusetts Department of Revenue-Division of Local Services, State Law (Mass. General Laws chapter 59, section 2D) permits municipalities to make a pro rata assessment on the value of certain improvements to real estate made after the January 1 assessment date. This assessment is made only on those parcels for which an occupancy permit is issued during the fiscal year and the new construction increases the home's or structure's value by over 50 percent.

This assessment is in addition to the regular property tax that is assessed on the property based on its January 1 status. The purpose of this supplemental assessment is to provide the municipality with some of the real estate taxes that would have been due for the fiscal year if the new construction had existed on that year's assessment date. The supplemental assessment will be calculated on the increased value of the home or structure, on a pro-rata basis to the days remaining in the fiscal year, from the date of the occupancy permit to the end of the fiscal year.

Individuals or businesses who wish to comment on this statute should contact the Board of Selectmen by June 8<sup>th</sup> or attend the June 13<sup>th</sup> Selectmen's meeting. It is expected that the Board will make a final decision on this matter at its meeting on June 25, 2018. Questions regarding this statute should be directed to Carolyn Kosnoff, Assistant Town Manager for Finance at [ckosnoff@lexingtonma.gov](mailto:ckosnoff@lexingtonma.gov) or at 781 698-4622.

# Adopting Supplemental Tax Assessment on New Construction in Lexington

To: Board of Selectmen

From: Joe Pato

Date: 3/9/2017

## 1 SUMMARY

---

Mass General Law Ch. 59 §2D provides that “whenever in any fiscal year real estate improved in assessed value by over 50 per cent excluding the value of the land by new construction is issued a temporary or permanent occupancy permit after January 1 in any year, the owner of the real estate shall pay a pro rata amount or amounts....”

In 2003 the Lexington Board of Selectmen voted to reject the provisions of this law.

In response to requests at the 2016 Annual Town Meeting, the Board of Selectmen is investigating revoking the 2003 rejection. This note identifies the potential incremental revenue resulting in rescission of the rejection.

An analysis of the assessments of properties issued a certificate of occupancy between Jan 1 and June 30 of each of the past 3 fiscal years suggests that there is a non-trivial amount of additional revenue that the Town can raise by availing itself of this statute.

Fiscal Year	Number of CO during H2	Number with >50% increase in value*	Total Incremental Value (>50%)	Incremental Revenue	Conservative Calculation	Conserv. With > 50% increase
FY16	38	32	\$ 24,943,900.00	\$ 109,734.38	\$ 94,210.78	32
FY15	66	51	\$ 37,687,000.00	\$ 123,744.23	\$ 121,020.61	47
FY14	33	22	\$ 13,498,000.00	\$ 39,001.54	\$ 38,511.85	21
3-year totals:				\$ 272,480.15	\$ 253,743.24	

*Table 1: Potential Incremental revenue due to H2 CO issuance*

## 2 METHODOLOGY

---

Staff provided a dataset of all Certificates of Occupancy issued for FY14, FY15, and FY16. The assessed as reported in the vision online assessment portal was used to determine assessed values for these properties. The value for the improvements on each of those properties in the fiscal year the CO was issued was compared with the assessed value of the improvements on the same property in the following year.

When the value of the improvements on a property increased between the relevant fiscal years, this increase was treated as the incremental value due to the improvements related to the certificate of occupancy. The incremental tax revenue was then calculated by pro-rating the amount over the fiscal year and multiplying by the appropriate tax rate.

In addition a *conservative calculation* is included in the tables above. This reduces the valuation of the subsequent year's assessment by 10% to account for general market price increases. This reduces the value and eliminates a few properties from consideration when the incremental value falls below 50% of the previous assessment.



LEXINGTON

(City/Town)

**NOTICE OF REJECTION**  
**General Laws Chapter 59 §2D**  
**(Supplemental Assessment of New Construction)**

The Commissioner of Revenue is hereby notified that the City/Town of LEXINGTON, by vote of the Board of Selectmen, ~~Town Council or City Council~~, with the Mayor's approval, on DECEMBER 1, 2003, rejected the provisions of General Laws Chapter 59 §2D.

The rejection applies for fiscal years that begin on or after July 1, 2003.

Donna M. Cooper  
(City/Town Clerk)

December 3, 2003  
(Date)

**PLEASE ATTACH A CERTIFIED COPY OF THE VOTE AND SUBMIT TO:**

Bureau of Accounts  
Division of Local Services  
P.O. Box 55490  
Boston MA 02205-5490

---

**From:** Narain Bhatia [ ]

**Sent:** Tuesday, May 15, 2018 2:12 PM

**To:** selectmen's <Selectmen@lexingtonma.gov>

**Subject:** Supplemental Assessments

I agree with your proposal. My reasoning is that once a person has occupancy permit he is fully utilizing the house and there's no reason for him to not pay the taxes for the period until the new assessment.

Narain Bhatia  
P3

**From:** MA Thenen  
**To:** [selectmen"s](#)  
**Subject:** Fwd: Pro rata tax assessment  
**Date:** Wednesday, May 16, 2018 10:30:05 PM

---

I don't support this proposal for the following reasons:

1. This proposal is punitive toward developers ( who generally own the targeted properties) Developers by the nature of their business increase valuations and thus tax revenues on the properties they improve, these tax revenues are not subject to prop 2-1/2 limitations and represent a pure revenue gain to the town. The developers create this revenue by engaging in their operations and should be supported, not punished!

2. When the developers purchase these properties, during the improvement process, and while the property is on the market, there are No Residents in the property!

No residents means significantly reduced costs to the town! The fact is, there should be a tax abatement for an unoccupied structure, particularly during major renewal! Furthermore the issuance of a certificate of occupancy does not mean there are occupants.

The argument that somehow the town "is losing revenues" on a most likely unoccupied property is inherently flawed.

Summary:

The property improvement process generates large and permanent revenue enhancement to the town. This proposal "chokes the golden goose " and will probably result in Less tax revenues to the town!!

If anything, the town should consider incentives to the developers, in consideration of the real revenues that their operations generate.

Respectfully:

Matthew Thenen  
MA Thenen & Co.

Lexington builder  
Since 1984

From MA Thenen

## **AGENDA ITEM SUMMARY**

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

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

Sign & Approve Grant Agreement for 9 Oakland Street (5 min.)

#### **PRESENTER:**

Carl F. Valente, Town Manager

#### **ITEM NUMBER:**

I.7

#### **SUMMARY:**

*A vote is requested for this agenda item.*

The 2019 Annual Town Meeting approved Community Preservation Act funding for improvements to an historical building owned by Supportive Living Inc. (SLI) and located at 9 Oakland Street. As has been the Town's practice, a grant agreement to be signed by SLI and the Town has been prepared for the Board's approval.

#### **SUGGESTED MOTION:**

Move to approve and sign the grant agreement between the Town and Supportive Living Inc., for the renovation and adaptive re-use of the property located at 9 Oakland Street.

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

CPC Office will forward to SLI.

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

6/13/2018

8:35 p.m.

#### **ATTACHMENTS:**

Description	Type
□ Grant Agreement- 9 Oakland	Backup Material

GRANT AGREEMENT FOR 9 OAKLAND STREET- RENOVATION AND ADAPTIVE RE-  
USE

This Grant Agreement ("Agreement") is dated \_\_\_\_\_, 2018, by and between Supportive Living, Incorporated, a non-profit charity having a principal office at 400 West Cummings Park, Suite 6100, Woburn, Middlesex County, Massachusetts 01801 (the "Grantee"), and the Town of Lexington, a municipal corporation with its principal offices at 1625 Massachusetts Avenue, Lexington, Middlesex County, Massachusetts 02420, acting by and through its Board of Selectmen (the "Town"):

WHEREAS, the Grantee has sought funding from the Town pursuant to the Community Preservation Act, G.L. c. 44B, to cover the costs to support the 9 Oakland Street- Renovation and Adaptive Re-Use project ("the Project") which aims to renovate the existing building on the property; and

WHEREAS, at the Town Meeting held on April 4, 2018, the Town voted to appropriate under Article 10(d), the sum of Two Hundred Thousand Dollars (\$200,000) from the Historic Resources Reserve of the Community Preservation Fund (the "Funds") for that purpose; and

WHEREAS, the remainder of the estimated total project cost of \$225,000 has been raised from private funding and certified to the Town by the Treasurer for the Grantee; and

WHEREAS, the Town and the Grantee wish to memorialize herein the terms governing the disbursement of the Funds appropriated by the Town at the Town Meeting;

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, the parties agree as follows:

1. The Grantee agrees that the Funds shall be used to fund the renovation of the structure located at 9 Oakland Street to include an additional common area for resident use and wellness programs on the first floor and additional meeting and office space for Supportive Living Inc. staff on the top floor.
2. The Grantee agrees to make final copies of any design documentation procured with the Funds available to the Town at the Town's request. Any documentation procured with the Funds shall be limited to work necessary or appropriate to carry out the Project and shall be consistent with the renovation of the building at 9 Oakland Street and necessary improvements to make the historic structure functional for its intended use.
3. The Grantee agrees that the Town shall have the right to require written confirmation by the Grantee that the funds were used solely for the intended purposes.

4. The Grantee agrees to allow the Town to post a free-standing sign on the Property, which designates the Project described herein as being funded in part by the citizens of the Town of Lexington through the Community Preservation Act.
5. The Grantee shall include, in any document or written report produced as a result of this project, a statement that the project was funded in part by the citizens of the Town of Lexington through the Community Preservation Act.
6. Upon receipt of an invoice from any consultant, contractor or vendor working on the Project, the Grantee agrees to present copies of said invoices to the Town, not to exceed \$200,000 in total. The Town shall then make payment to the Grantee. After Grantee makes payment to its consultant, contractor or vendor, the Grantee shall provide the Town a copy of such payment in the form of a cancelled check. Such verification of payment shall be provided within 30 days of payment by the Grantee. All such correspondence shall be sent to Elizabeth Mancini, Administrative Assistant to the Community Preservation Committee.
7. If the project is terminated prior to its completion, the Grantee shall provide the Town with a report of the extent of the work completed and total amount expended for this work.
8. The Town's grant of funds to the Grantee is made with the understanding that the Town has no other obligation to provide other or additional support to the Grantee for the Project or otherwise.
9. The Town hereby certifies that the funds have been duly appropriated and are currently available to meet the Town's obligations as stated in this agreement.

*(Remainder of the page intentionally left blank)*

Executed under seal as of the date set forth above.

TOWN OF LEXINGTON  
By its Board of Selectmen:

\_\_\_\_\_  
Suzanne E. Barry

\_\_\_\_\_  
Michelle L. Ciccolo

\_\_\_\_\_  
Joseph N. Pato

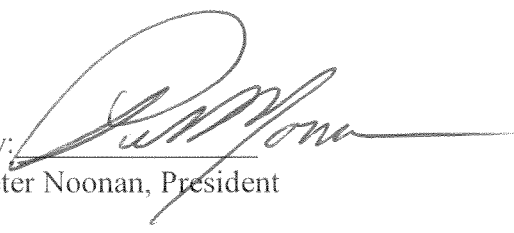
\_\_\_\_\_  
Douglas M. Lucente

\_\_\_\_\_  
Jill I. Hai

Approved for Availability of Funds:

\_\_\_\_\_  
Comptroller

SUPPORTIVE LIVING, INCORPORATED

By:   
Peter Noonan, President

Account no: 29012130-58699  
(Article 10(d) of 2018 Annual Town Meeting)

## **AGENDA ITEM SUMMARY**

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

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

Discuss Agenda/Board Position for June 14 Summit Meeting (15 min.)

#### **PRESENTER:**

Board Discussion

#### **ITEM NUMBER:**

I.8

#### **SUMMARY:**

*No vote is requested for this agenda item.*

The Board will discuss the agenda for the June 14 Summit meeting;

- How significant municipal projects should be integrated into the planned school facility master plan;
- Funding options for proposed High School science labs renovations

#### **SUGGESTED MOTION:**

NA

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

June 14 Summit Meeting Discussion.

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

6/13/2018

8:40 p.m.

#### **ATTACHMENTS:**

Description

Type

▣ High School Lab Options

Presentation

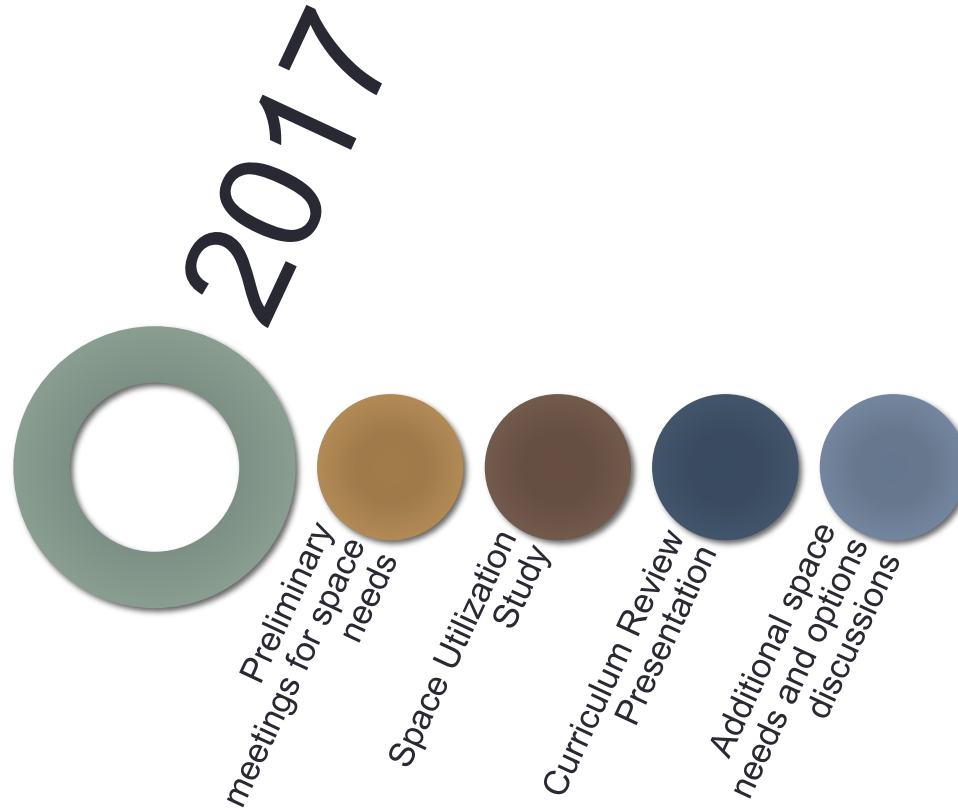


# LHS SCIENCE SPACE DISCUSSION

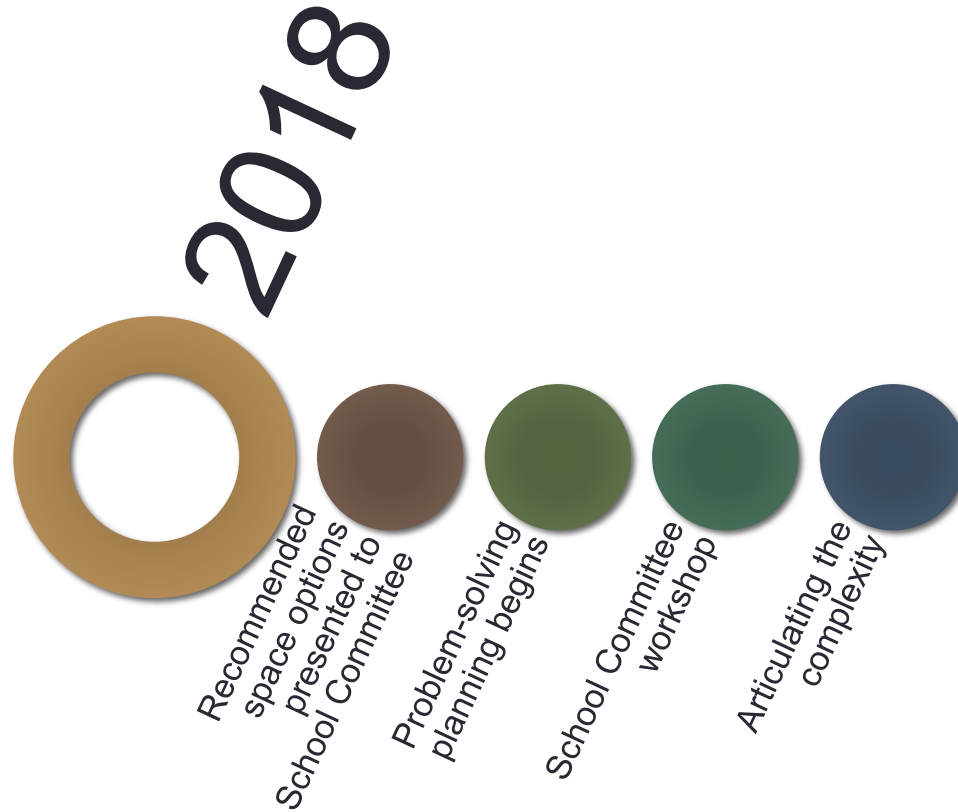
---

Complex Issues, Possible Solutions &  
Implications

# Timeline



# Timeline

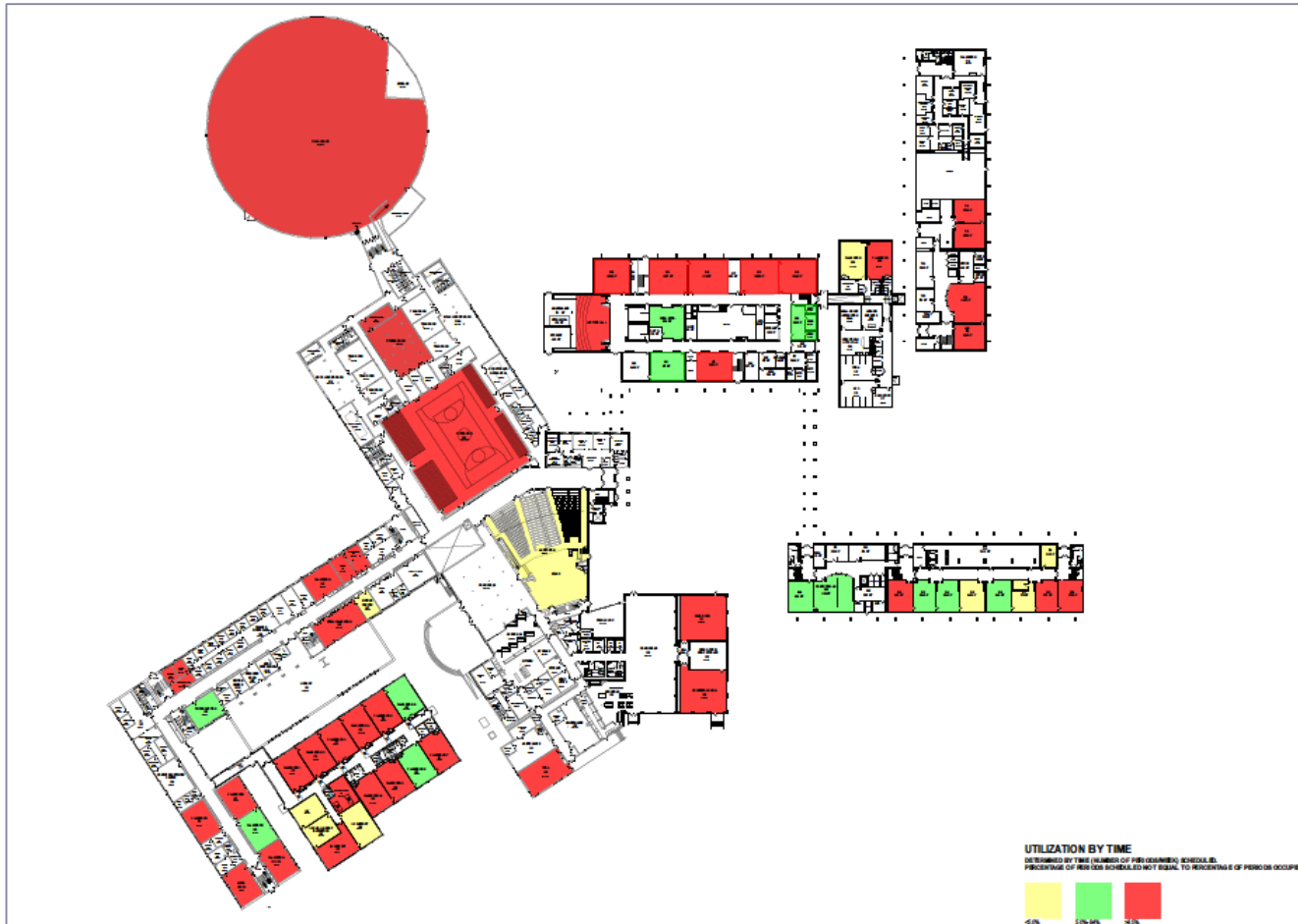


# THE NEED

---

Looking at the space

# Utilization by Time



### LHS 1<sup>st</sup> Floor

**RED** = *utilized  
85% or more*

*Occupied more than MSBA recommends and impacts flexibility re scheduling and use.*

# Utilization by Time

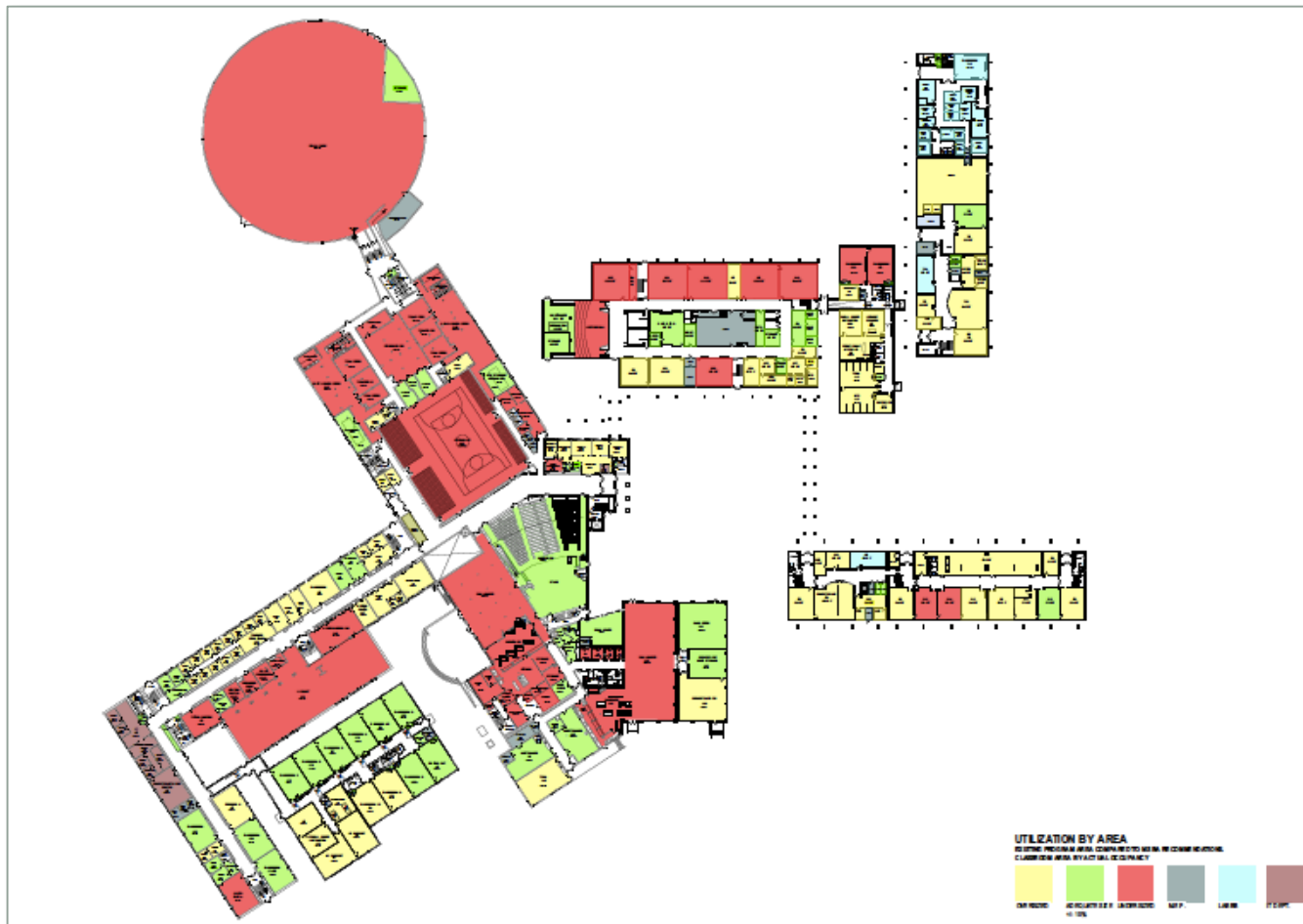


## LHS 2<sup>nd</sup> Floor

**RED** = *utilized  
85% or more*

*Occupied more  
than MSBA  
recommends  
and impacts  
flexibility re  
scheduling and  
use.*

# Utilization by Area



## LHS 1<sup>st</sup> Floor

**RED** = *Not in line with MSBA recommendation for size and number of spaces*

# Utilization by Area

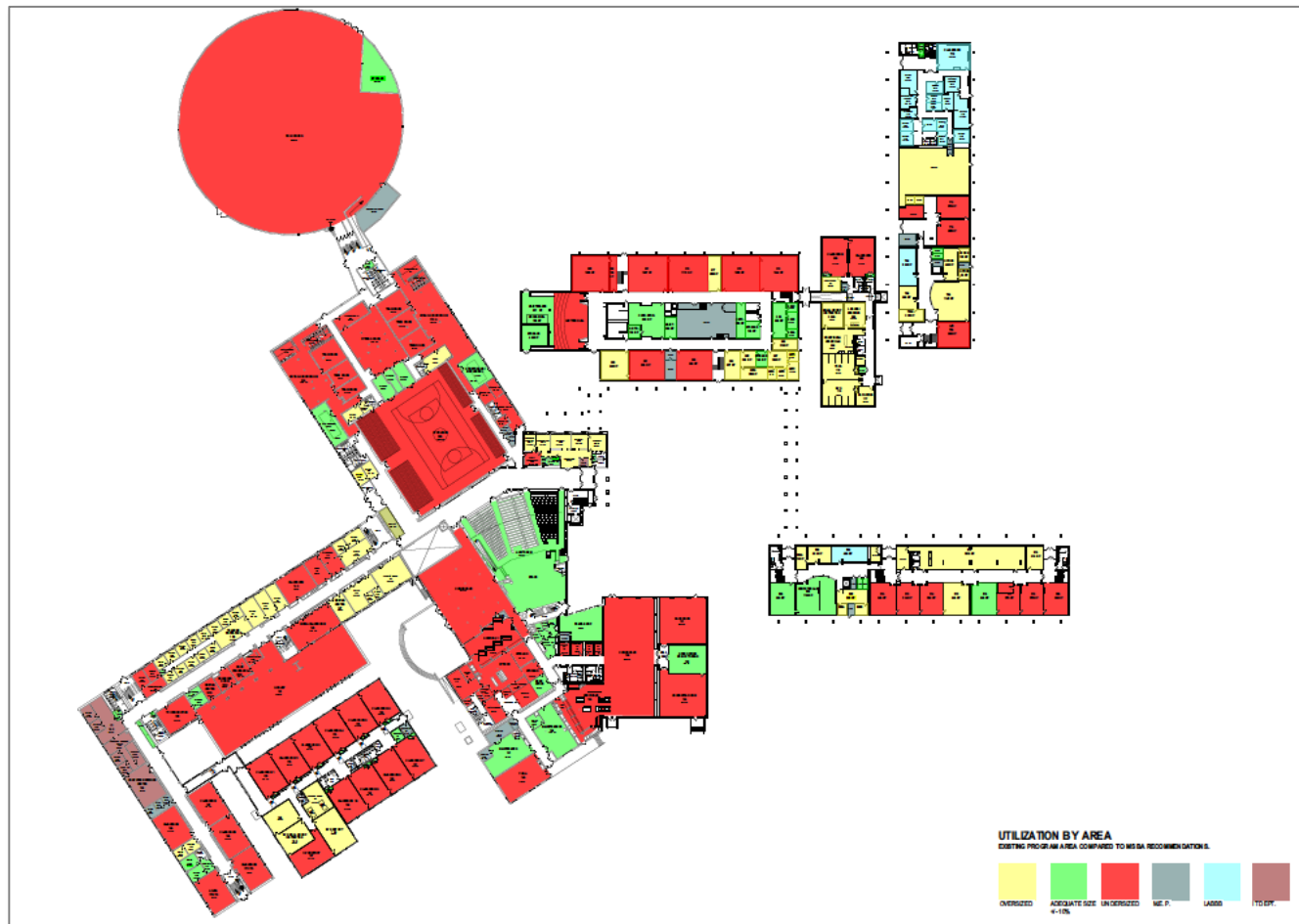


## LHS 2<sup>nd</sup> Floor

**RED** = *Not in line with MSBA recommendation for size and number of spaces*



# Combined Utilization: Time & Area



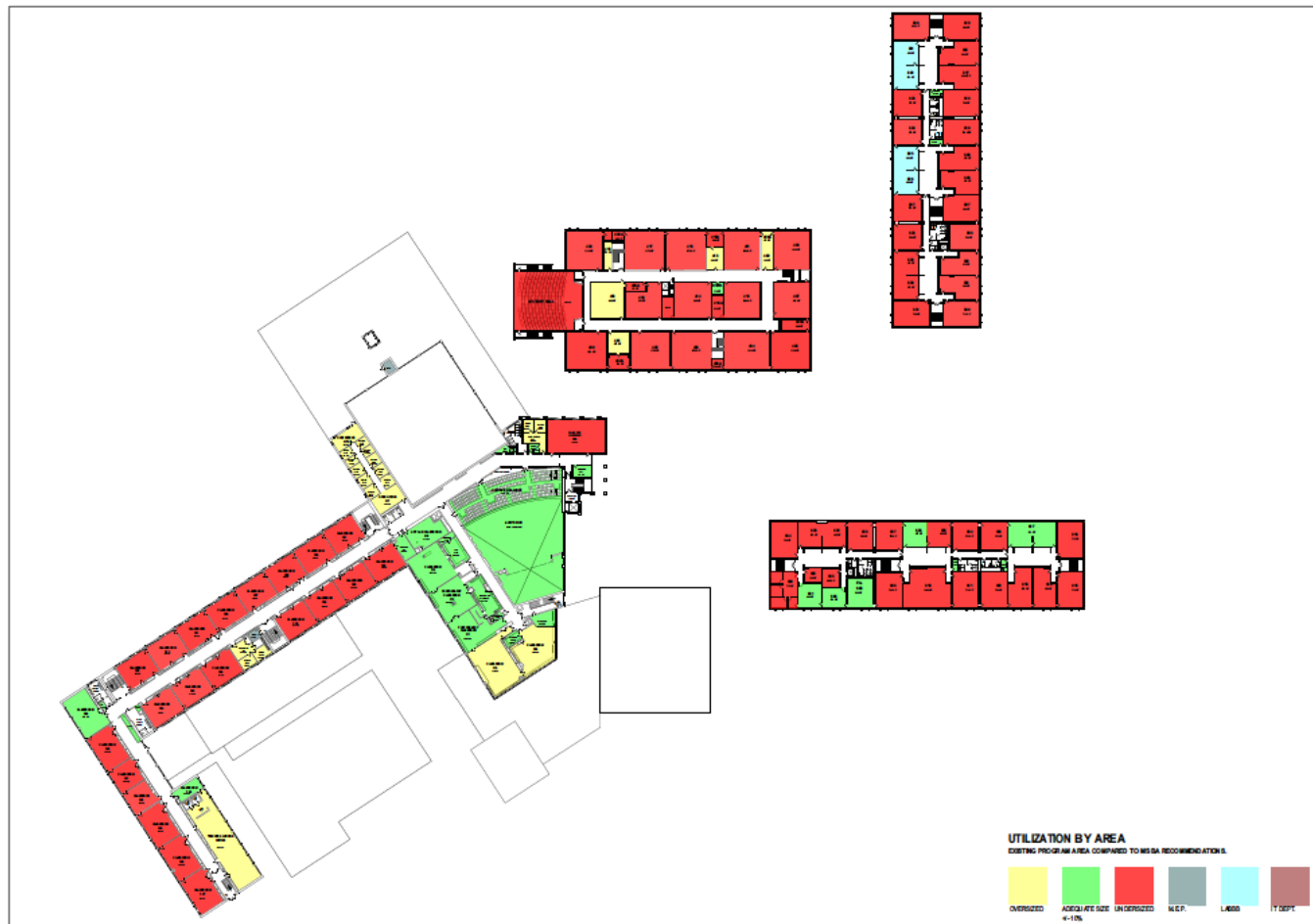
## LHS 1<sup>st</sup> Floor

**RED** = *utilized*  
*85% or more*

*AND/OR*

*Not in line with  
MSBA  
recommendation  
for size and  
number of  
spaces*

# Combined Utilization: Time & Area



## LHS 2<sup>nd</sup> Floor

**RED** = *utilized  
85% or more*

*AND/OR*

*Not in line with  
MSBA  
recommendation  
for size and  
number of  
spaces*

# Science Projected Capacity Shortfall

---

## Summary:

2017-2019: Current space is adequate with current capacity:

Earth Science = 30 sections

Biology = 27 sections

Chemistry = 27 sections

Physics = 27 sections

2019 - 2020: Need space for **two (2)** additional sections of Biology above capacity

2020 - 2021: Need space for **three (3)** additional sections of Biology PLUS  
**two (2)** additional sections of Chemistry above capacity

2021-2022: Need space for **two (2)** additional sections of Chemistry AND  
**one (1)** additional section of Physics above capacity

2022 - 2023: Need space for **one (1)** additional section of Earth Science **three (3)** additional sections of Biology  
**one (1)** additional section of Chemistry AND **three (3)** additional section of Physics above capacity

---

# Science Shortfall by Year

School Year	Grade/Course	Enrollment	Total Section Needs	Current Capacity	Sections Over Capacity
<i>actual</i>					
2017-18	9/EES	532	25	30	
2017-18	10/Bio	586	27	27	
2017-18	11/Chem	558	27	27	
2017-18	12/Phys	549	25	27	
<i>projected</i>					
2018-19	9/EES	604	28*	30	
2018-19	10/Bio	537	26	27	
2018-19	11/Chem	581	27*	27	
2018-19	12/Phys	558	26	27	
2019-20	9/EES	631	29*	30	
2019-20	10/Bio	611	29	27	2
2019-20	11/Chem	537	26	27	
2019-20	12/Phys	583	27*	27	
2020-21	9/EES	584	27*	30	
2020-21	10/Bio	638	30*	27	3
2020-21	11/Chem	611	29	27	2
2020-21	12/Phys	539	25*	27	
2021-22	9/EES	648	30*	30	
2021-22	10/Bio	591	27*	27	
2021-22	11/Chem	638	29*	27	2
2021-22	12/Phys	614	28*	27	1
2022-23	9/EES	673	31	30	1
2022-23	10/Bio	655	30	27	3
2022-23	11/Chem	591	28	27	1
2022-23	12/Phys	641	30	27	3

# What does this mean?

- 2019 – 2020
  - 10 -12 additional Biology class periods needing a room per week
- 2020 – 2021
  - 15 -18 additional Biology class periods needing a room per week
  - 10 -12 additional Chemistry class periods needing a room per week
- 2021 – 2022
  - 10 -12 additional Chemistry class periods needing a room per week
  - 5 – 6 additional Physics class periods needing a room per week
- 2022 – 2023
  - 5 – 6 additional Earth Science class periods needing a room per week
  - 15 -18 additional Biology class periods needing a room per week
  - 5 – 6 additional Chemistry class periods needing a room per week
  - 15 -18 additional Physics class periods needing a room per week

# What does this mean?

- IF

- Space needs are especially acute for Biology and Chemistry beginning 2019 – 2020, and
- Classes can't be absorbed within current science spaces, and
- Current science space utilization is 85% - 100%

- THEN

- We need to create new science spaces OR
- Alternative scheduling and/or change course sequences

# THINKING THROUGH THE OPTIONS

---

# Brainstormed possibilities

1. Create freshman wing in main building
2. Schedule some students out of course sequence
3. Use Science Lecture Hall space with renovation
4. Use planning spaces for classrooms; move teacher planning
5. Better utilization for existing space; schedule open blocks
6. Add morning or afternoon blocks for extra science capacity; longer day
7. Move IT
8. Use Common Space



# Overview of Options

## DON'T BUILD

- Alternative scheduling
- Change course sequence

## BUILD

- Add 1 - 2 classrooms/labs
  - Together
  - One at a time
  - Reconfigure current spaces
  - Utilize new modulars at LHS

# Programmatic Trade-offs

## SOLUTION

- Alternative scheduling of lab space

## IMPACT

- Planning, lab preps, demonstration lessons, travel for teachers
- Teaching and learning

# Programmatic Trade-offs

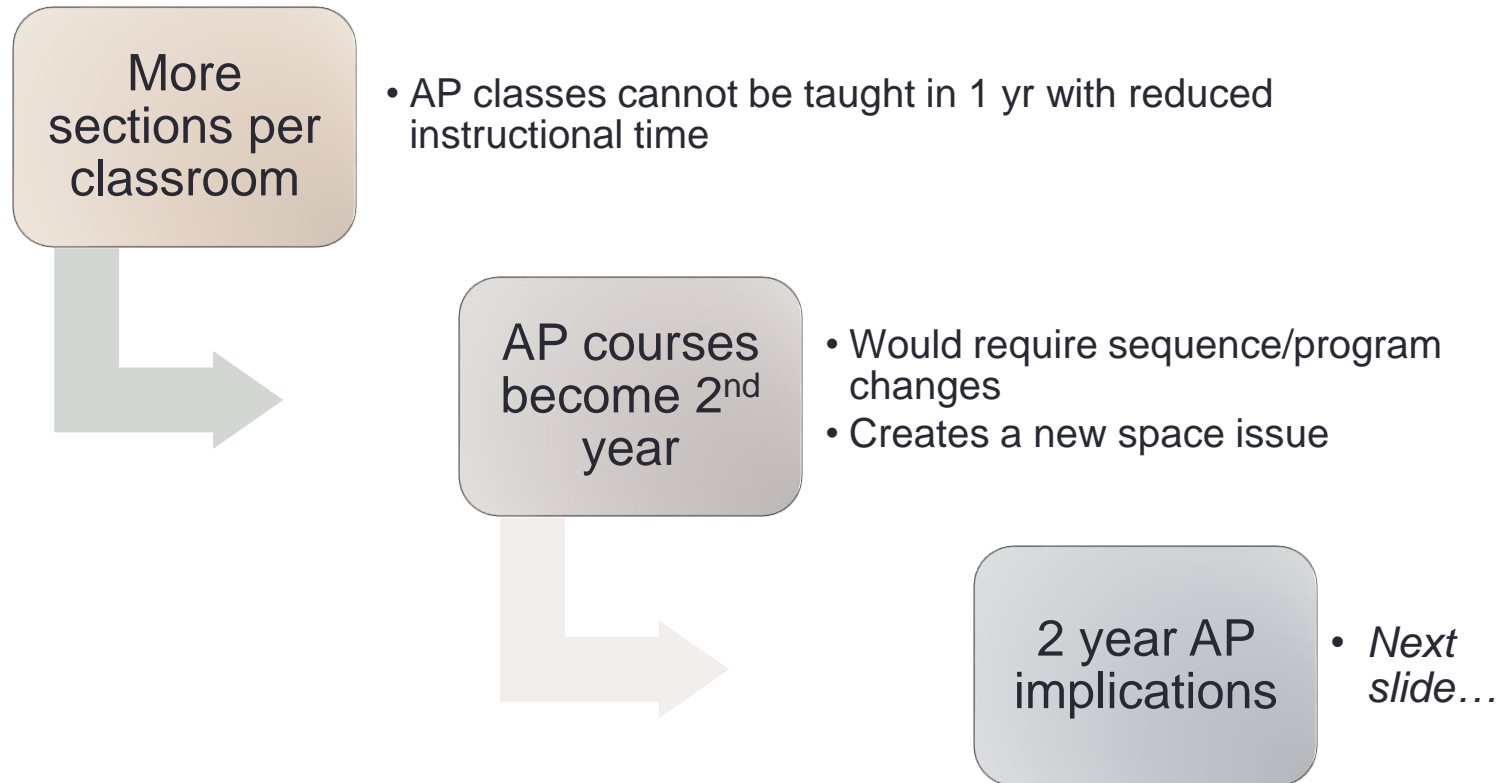
## SOLUTION

- Reduce AP instructional time from 6 to 5 blocks per week

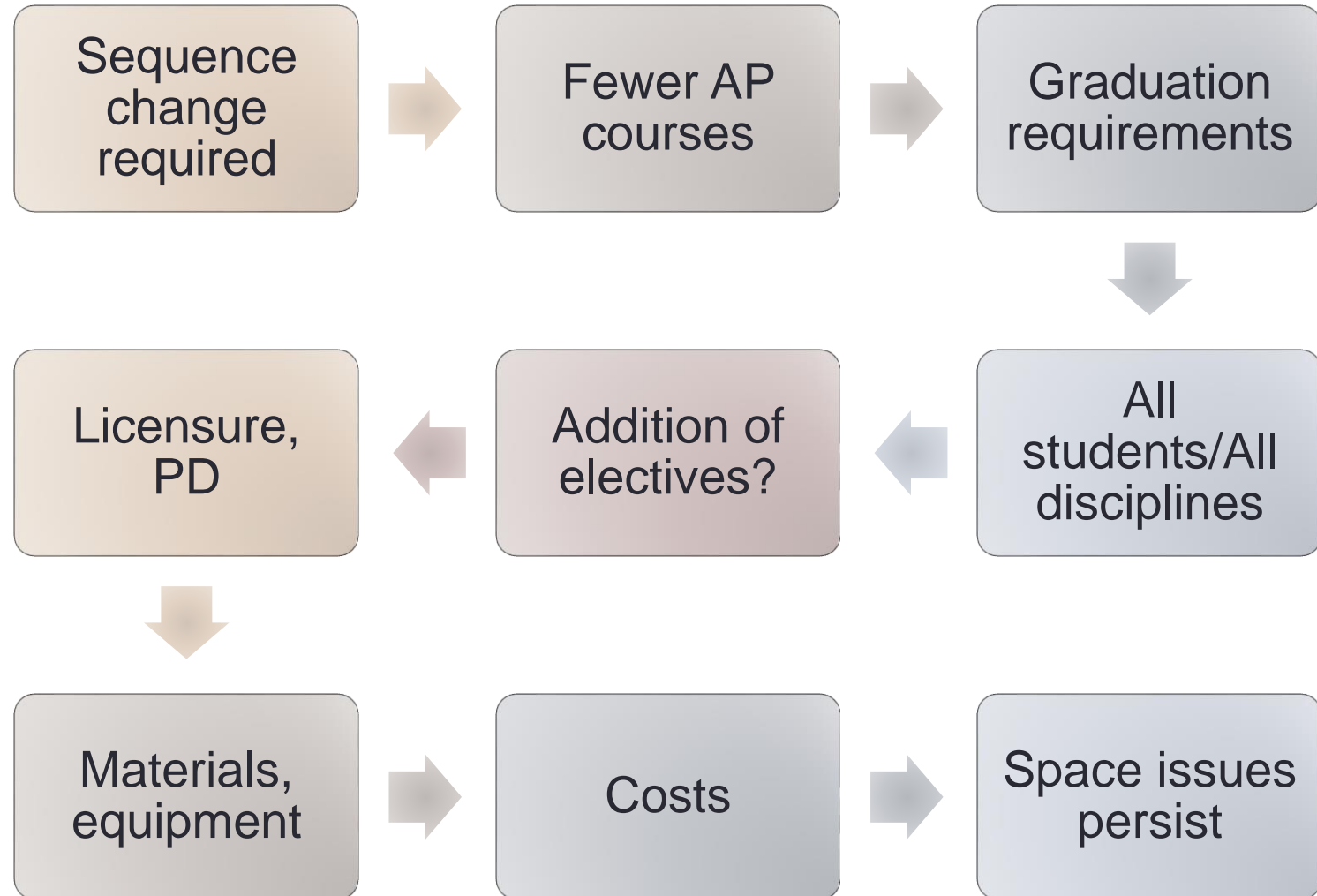
## IMPACT

- Allows more class sections to meet in each classroom, but...

# Implications of 2<sup>nd</sup> year AP courses



# Implications of 2<sup>nd</sup> year AP courses



# Overview of Options

## DON'T BUILD

- Alternative scheduling
- Change course sequence

## BUILD

- Find efficiencies within current space
- Add new space outside existing footprint

# Build Options

## SOLUTION

- Add 2 classrooms/labs
  - Together (2019-2020)
  - One at a time (2019-2021)
- Reconfigure current spaces
- Utilize new modulars at LHS

## IMPACT

- Maintains current science program
- Repurposing non-classroom spaces as classrooms
- Addresses space issue but significant cost

# Costs per square foot

- Diamond Middle School Modulares \$359 per SF
- Old + New Modulares \$389 per SF
- New Modulares \$463 per SF
- In-house renovations \$286 per SF



# OTHER CONSIDERATIONS

---

# Related ongoing initiatives

- LHS scheduling committee
- School Committee review of graduation requirements
- Visioning for future of LHS
- NEASC reaccreditation

# Take-aways

- Current space does not fit immediate needs
  - Higher student enrollments and sections will exceed current space capacity
  - Current space limits the ability to utilize alternative scheduling
- Short term space needs can't be solved by course sequence changes
  - Current schedule and configuration of science scope and sequence requires more class meetings
  - Alternative scheduling will impact teaching and learning and is not an educationally sound practice
  - Sequence changes will take multiple years to implement
  - Adds costs and new space implications
- Understanding the cost, the recommendation is to build two classrooms/labs

# TIMELINE OF BUILD OPTION

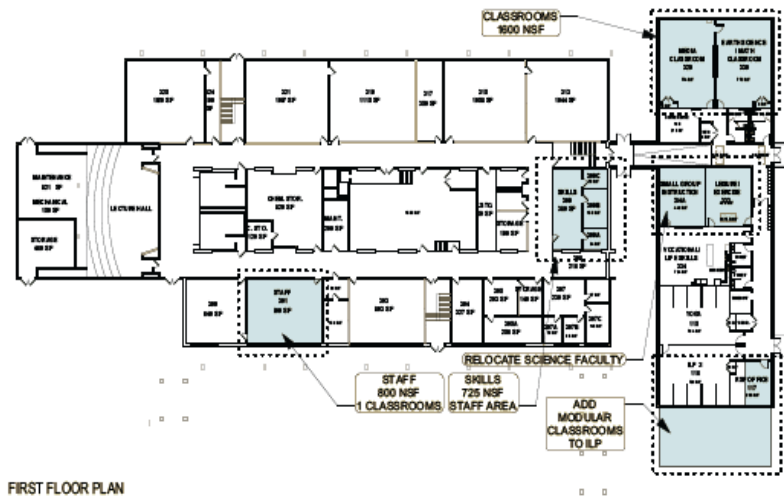
- FALL SPECIAL TOWN MEETING:
  - Approval of design & construction funds
- NOVEMBER –FEB. 1, 2019
  - Design competition
- FEBRUARY 1 – March 1, 2019
  - Bid process begins
- MARCH – MID-APRIL
  - Contract awards
- MID-APRIL-JULY 1, 2019
  - Contractor coordinating with sub-contractors & pre-purchasing materials
- JULY 1 – AUGUST 30, 2019:
  - Construction

# Decisions & Questions

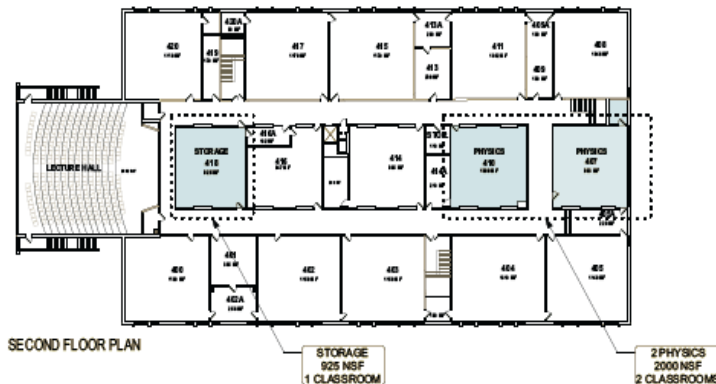
- Space proposal for 2019 – 2020 (short term)
  - Accepted or Not?



# Current Space Configuration



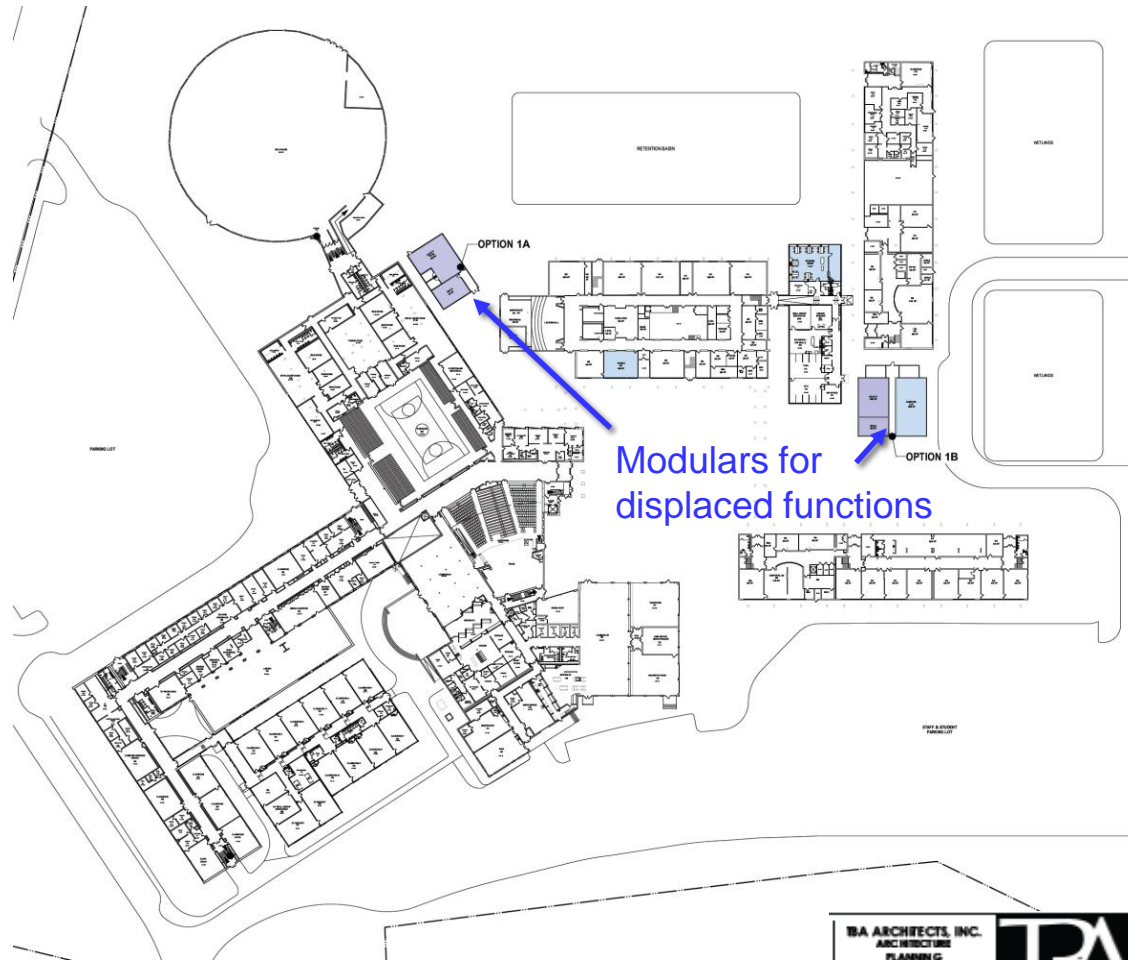
FIRST FLOOR PLAN



SECOND FLOOR PLAN



# Space Planning Option 1

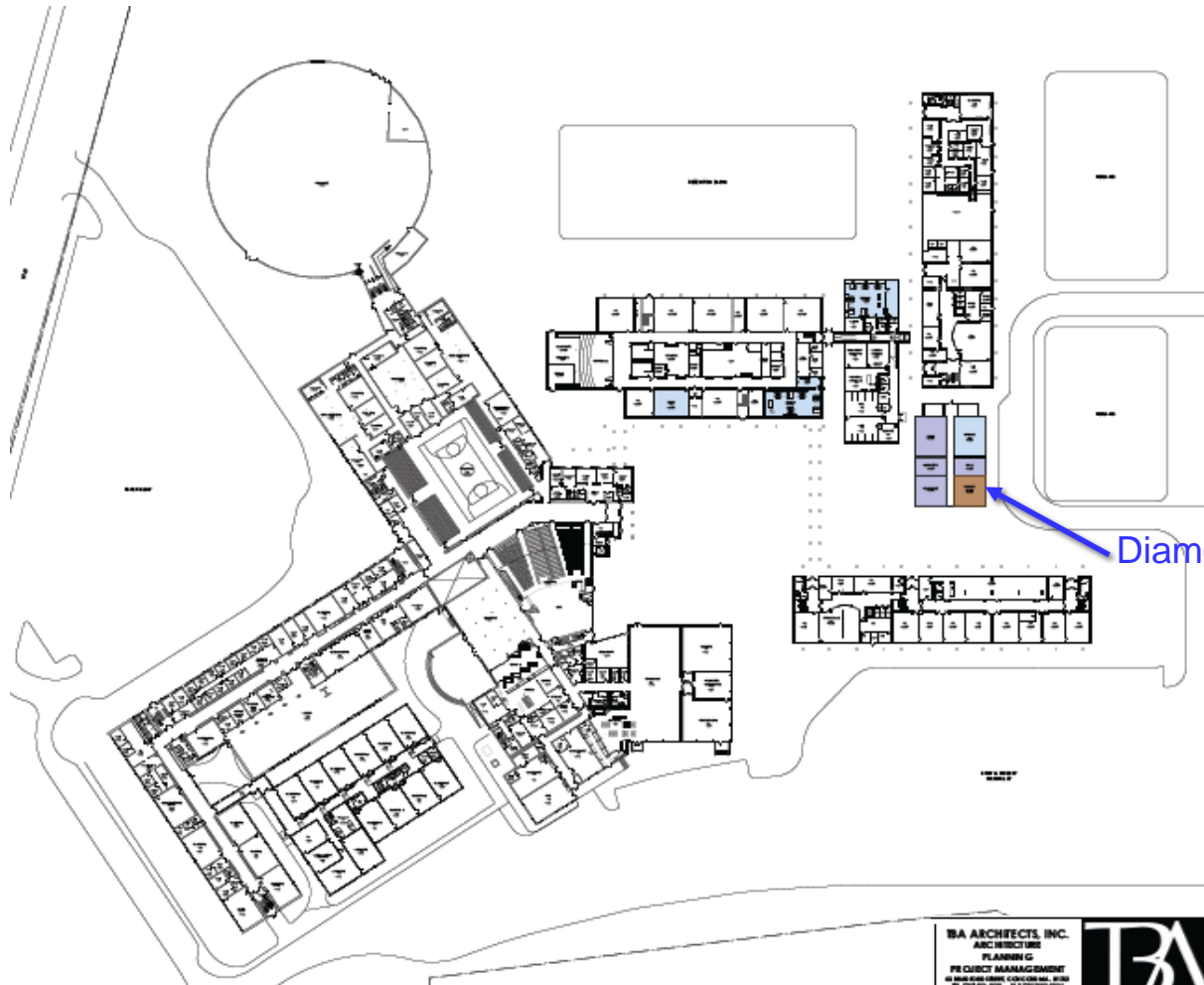


TBA ARCHITECTS, INC.  
ARCHITECTURE  
PLANNING  
PROJECT MANAGEMENT  
1000 STATE STREET, SUITE 200  
BOSTON, MA 02116  
www.tbaarchitects.com





# Space Planning Option 2









## **AGENDA ITEM SUMMARY**

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

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

Battle Green Request - Lexington Historical Society (5 min.)

#### **PRESENTER:**

Suzanne Barry, Chair

#### **ITEM NUMBER:**

I.9

#### **SUMMARY:**

The Lexington Historical Society has requested the use of the Battle Green for the purpose of hosting a group of National Guardsmen for a tour and historical military drilling with the Lexington Minutemen and 10th Regiment of Foot on Saturday, June 23, 2018 from 7:30 a.m. to 12:00 p.m. This request has also been submitted to the Town Manager's Office for approval for the possible use of the Visitors Center Lawn.

Police and DPW have reviewed this request.

#### **SUGGESTED MOTION:**

Move to approve the Lexington Historical Society's request to use the Battle Green for the purpose of hosting a group of National Guardsmen for a tour and historical military drilling with the Lexington Minutemen and 10th Regiment of Foot on Saturday, June 23, 2018 from 7:30 a.m. to 12:00 p.m.

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

Selectmen's Office.

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

6/13/2018                      8:55 p.m.

#### **ATTACHMENTS:**

Description	Type
Lex. Historical Society 06.23.2018	Backup Material



**TOWN OF LEXINGTON  
SELECTMEN'S OFFICE**



**APPLICATION FOR  
BATTLE GREEN PERMIT**

The Board of Selectmen issues permits for the use of the Battle Green (see attached regulations). Please fill in this form completely and return to the Selectmen's Office no less than two weeks prior to the requested date.

NAME, PHONE NUMBER, and EMAIL ADDRESS OF A RESPONSIBLE  
CONTACT: Chirs Kauffman, Education and Interpretation Manager, Lexington Historical Society

DATE AND TIME OF EVENT: June 23, 2018 7:30 am- 12:00 pm

NATURE OF EVENT: Lexington Historical Society will be hosting a group of National Guardsmen for a tour and historical military drilling with the Lexington Minutemen and 10th Regiment of Foot

EXPECTED NUMBER OF PARTICIPANTS, SPECTATORS, AND VEHICLES: 90 National Guardsmen + 10-12 re-enactors

DURATION OF EVENT: 3 hours

STATEMENT OF EQUIPMENT AND FACILITIES TO BE USED: No equipment will be used  
No live firing of muskets will be taking place

SECTION OF THE GREEN DESIRED: Most of it

ADDITIONAL INFORMATION: Group might also need to use Visitor Center Lawn for some of the drill training

Christopher S Kauffman  
Authorized Signature

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

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

## **AGENDA ITEM SUMMARY**

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

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

Town Manager Appointment (5 min.)

#### **PRESENTER:**

Carl F. Valente, Town Manager

#### **ITEM NUMBER:**

I.10

#### **SUMMARY:**

*A vote is requested for this agenda item.*

The Town Manager is requesting the Board's approval of the appointment Francesca Pfrommer to the Recreation Committee. Ms. Pfrommer will be filling the position previously held by Jason Denoncourt. Her term will start immediately and will expire May 31, 2021.

#### **SUGGESTED MOTION:**

Move to approve the Town Manager's appointment of Francesca Pfrommer to the Recreation Committee.

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

Town Manager's Office.

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

6/13/2018

9:00 p.m.

#### **ATTACHMENTS:**

Description	Type
☐ Recreation-Recommendation	Backup Material
☐ Francesca Pfrommer Application-Resume	Backup Material



## *Town of Lexington* Recreation Committee

Frederick DeAngelis, Chairman  
Lisah Rhodes, Vice Chair  
Sandra Shaw  
Ruixi (Ray) Yuan  
Jason Denoncourt

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

May 21, 2018

Mr. Carl Valente, Town Manager  
Town of Lexington  
1625 Mass Ave  
Lexington, MA 02420

Dear Carl,

The Recreation Committee has one vacancy as of May 31, 2018. The ads have been placed and applications have been received. Of the four applicants, one is an applicant from 2014, Francesca Pfrommer.

An interview with Francesca was held in 2014 with you, myself and Karen Simmons (former Recreation Director). Francesca met with Melissa Battite, current Director of Recreation and Community Programs, in early May 2018. Given that Francesca has already interviewed with us and met with Melissa, it is my recommendation that Francesca be appointed to the Recreation Committee effective June 1, 2018.

Please let me know if additional information may be needed.

Thank you,

Frederick DeAngelis  
Chair

**APPLICATION FOR APPOINTMENT  
FOR BOARD/COMMITTEE MEMBERSHIP**

Board/Committee of Interest: 1. Recreation 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Would you consider another Committee: Ø

For how long should we keep your application on file? 2 years

Full Name: Francesca Pfommer Nickname: \_\_\_\_\_

Preferred Title (please circle) Mr./Ms./Mrs./Other: Mrs.

Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Length of Residence in Lexington: 19+ years

Occupation: High School Teacher

Work Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Cell \_\_\_\_\_

E-mail: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

If you currently serve on a Board or Committee, please identify: \_\_\_\_\_

Special Training, Interests, Qualifications: A mother of 3 children all raised in Lexington,

love of walking, hiking and swimming. A strong advocate for a variety of programming for residents.

Have you been asked by a Committee to become a member? yes

How did you hear about the Committee? Liseth Rhodes, Jill Hays

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: \_\_\_\_\_ Date: 5/7/18

RECEIVED

MAY 08 2018

TOWN MANAGERS OFFICE

**Francesca S. Pfrommer**

**TEACHING & RELATED EXPERIENCE**

**Lexington High School**

**Lexington, MA**

- *Mathematics Teacher - 10/11 to present*

Taught Math 1 through Calculus. Participate in PLC work, curriculum development, NEASC reflection committee.

**Prospect Hill Academy**

**Cambridge, MA**

- *Mathematics Teacher - 8/10 to 6/11*

Taught Pre-Calculus, Geometry and Pre-Algebra to 8<sup>th</sup>-12<sup>th</sup> graders. Participated in weekly collaborative inquiry sessions with team partners, designed curricula and assessments, analyzed assessment data and created and implemented action plans for students not achieving proficiency on unit benchmarks.

**Boston Public Schools**

**Boston, MA**

- *Mathematics Specialist - 9/09 to present*

**Rafael Hernandez Two-Way Bilingual School**

Taught weekly math periods grades K2 through 6. Designed curricula aligned with *Investigations* and *Connected Math* to support students in becoming more flexible and efficient mathematicians.

- *Elementary Mathematics Coach - 11/01 to present*

**West Zone Early Learning Center**

**Rafael Hernandez Two-Way Bilingual School**

Supported teachers (K1 - grade 5) to implement the Building Blocks and Investigations curricula in the contexts of their classrooms. Assisted Middle School staff in bridging *Investigations* and *Connected Math*. Facilitated team planning and Looking at Student Work sessions, collaborative classroom observations, and helped schools analyze and evaluate MCAS and district assessment data. Designed and facilitated district and school based professional development workshops to increase teachers' knowledge and understanding of mathematics, including: Developing Mathematical Ideas Seminars (*Building a System of Tens*, *Making Meaning of Operations*, *Examining Features of Shape*); *Investigations* Kindergarten and Grade 2 Curriculum Institutes; and Introduction to Instructional Interventions Seminar (Grades 3 - 5).

**Boston Teachers Residency Program**

**Boston, MA**

- *Elementary Mathematics Methods Course Instructor - 9/08 to 6/09*

Taught nineteen UMASS Boston graduate students enrolled in the BTR teacher preparatory program culminating in Massachusetts Educator licensure grades 1- 6. Designed year-long curriculum that addressed early elementary to early middle school math content, student development of mathematical concepts and classroom pedagogy.

**Francis W. Parker Charter School**

**Devens, MA**

- *Senior Teacher in Mathematics and Science - 3/95 to 12/95*

Helped design and plan overarching structures for the Parker school in its opening year. Designed and taught integrated middle school math and science curricular units. Leadership Team Member.

**Masconomet Regional High School**

**Topsfield, MA**

- *Mathematics Teacher - 9/93 to 6/95*

Taught Algebra I, Algebra II, and Geometry. Co-facilitated the ninth grade interdisciplinary team's efforts to design and implement a more coherent and engaging curriculum. Mathematics frameworks curriculum committee member.

**Ithaca High School**

**Ithaca, NY**

- *Mathematics Teacher - 9/90 - 6/91*

Taught Regents level integrated math sequences 1 and 3, and an individualized learning program for at-risk students.

(over)



## CONSULTING EXPERIENCE

### Partners in Education

Lexington, MA

- *Director of Program Implementation – 9/97 to 11/01*

Member of development team designing and implementing National School Reform Faculty Critical Friends and School Leadership seminars. Worked with teachers and administrators in a variety of configurations in areas including: school coaching, strategic planning, problem solving, and decision making.

### All Kinds of Minds

Carrboro, NC

- *Developer and Consultant – 1/00 - 10/00*

Redesigned "Schools Attuned" professional development curriculum to increase teachers' ability to effectively apply the program's content and processes in their classrooms. Compiled and analyzed data following the first summer's training to serve as a basis for future revisions.

### Teachers<sup>™</sup> Newton, MA

- *Consultant – 9/97 to 9/99*

Designed and ran professional development in-service workshops for schools and districts (K-12), particularly in the area of assessment.

### School Leadership Project

- *School Coach - 9/96 to 6/98*

Taught teachers and administrators collaborative skills in the service of solving specific issues or problems they identified in their school.

### SLP Sites

#### Francis W. Parker Charter School

Devens, MA

Coached the Francis W. Parker Charter School faculty in their second year of skill development.. Focused on peer coaching, planning backwards, facilitation, and meeting management.

#### Weston High School

Weston, MA

Trained six faculty members to be in-school coaches in intensive seminars and worked on-site with the whole faculty. Emphasis was placed on preparation for teaching in longer blocks by developing a professional learning community.

## EDUCATION

### Harvard University

Cambridge, MA

Masters of Education, June 1993

### Dartmouth College

Hanover, NH

Bachelor of Arts degree in Mathematics, June 1989

## CERTIFICATIONS

Massachusetts Educator's License in Mathematics Grade 1 to 6; Grade 5 to 8; Grade 9 to 12

## REFERENCES

Available upon request

# **AGENDA ITEM SUMMARY**

## **LEXINGTON BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM TITLE:**

Selectmen - Committee Appointments/Reappointments (5 min.)

### **PRESENTER:**

Suzanne Barry, Chair

### **ITEM NUMBER:**

I.11

### **SUMMARY:**

#### **Appointments**

##### **Tourism Committee**

The Board is being asked to appoint Erica McAvoy to the Tourism Committee for a one year term ending September 30, 2019.

#### **Reappointments**

##### **Town Celebrations Committee**

The Board is being asked to re-appoint the following members to a 3-year term ending June 30, 2021.

- Kimberly Coburn, pending ethics training
- Karen Gaugan, pending ethics training
- Cerise Jalelian, ethics training is up-to-date
- Julie Miller, ethics training is up-to-date
- Sandra Podgorski, ethics training is up-to-date

##### **Town Celebrations Sub-Committee**

The Board is being asked to re-appoint the following members for a one-year term ending June 30, 2019.

- June Baer, ethics training is up-to-date
- William Bassett, pending ethics training
- Suzanne Caton, ethics training is up-to-date
- Wei Ding, pending ethics training
- Carol Flynn, ethics training is up-to-date
- Mary Hutton, ethics training is up-to-date
- Paul Jenkins, pending ethics training
- Wayne Miller, pending ethics training
- Geetha Padaki, ethics training is up-to-date
- Susan Stering, ethics training is up-to-date
- David Taylor, ethics training is up-to-date
- Samuel Zales, pending ethics training

### **SUGGESTED MOTION:**

Move to appoint Erica McAvoy to the Tourism Committee for a one year term ending September 30, 2019.

Move to re-appoint the following members to the Town Celebrations Committee for a three-year term ending June 30, 2021:

- Cerise Jalelian
- Julie Miller
- Sandra Podgorski

Move to re-appoint the following members to the Town Celebrations Committee for a three-year term ending June 30, 2021, Pending completion of ethics training:

- Kimberly Coburn
- Karen Gaugan

Move to re-appoint the following members to the Town Celebrations Sub-Committee for a one-year term ending June 30, 2019:

- June Baer
- Suzanne Caton
- Carol Flynn
- Mary Hutton
- Geetha Padaki
- Susan Stering
- David Taylor

Move to re-appoint the following members to the Town Celebrations Sub-Committee for a one-year term ending June 30, 2019, Pending completion of ethics training:

- William Bassett
- Wei Ding
- Paul Jenkins
- Wayne Miller
- Samuel Zales

## **FOLLOW-UP:**

Selectmen's Office.

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

6/13/2018                      9:05 p.m.

## **ATTACHMENTS:**

Description	Type
 Tourism Committee - McAvoy	Backup Material

**APPLICATION FOR APPOINTMENT  
FOR BOARD/COMMITTEE MEMBERSHIP**



Board/Committee of Interest: 1. Tourism Committee 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Would you consider another Committee: no

For how long should we keep your application on file? one year

Full Name: Erica McAvoy Nickname: \_\_\_\_\_

Preferred Title (please circle) Mr./Ms./Mrs./Other: Mrs.

Home Address: 8 Globe Street Attleboro Zip: 02703

Length of Residence in Lexington: N/A

Occupation: Executive Director, Lexington Historical Society

Work Address: 13 Depot Square Lexington

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Cell \_\_\_\_\_

E-mail: Primary: director@lexingtonhistory.org Secondary: \_\_\_\_\_

If you currently serve on a Board or Committee, please identify: \_\_\_\_\_

Special Training, Interests, Qualifications: \_\_\_\_\_

Lexington Historical Society operates three museums that attract about 20,000 tourists each year so I am especially interested in Lexington tourism because of my professional affiliation.

Have you been asked by a Committee to become a member? Yes, Dawn McKenna, Tourism

How did you hear about the Committee? I have been attending meetings

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: Erica McAvoy Digitally signed by Erica McAvoy  
Date: 2018.05.23 16:32:55 -04'00' Date: May 23, 2018

## **Erica McAvoy (Dumont)**

8 Globe Street  
Attleboro, MA 02703

Non-profit executive with seven years of experience in museums

### **Management Experience**

*Executive Director  
Lexington Historical Society  
Lexington, MA  
September 2017- Present*

- Serve as leader and manager of the organization; work with board of directors to set goals and policy, work with staff to manage day-to-day operations of three house museums, research library, and program development and implementation. Experienced in financial management and budget development, grant writing, community relations, volunteer management, fundraising, and strategic planning.

*Executive Director  
Wellesley Historical Society  
Wellesley, MA  
December 2013-August 2017*

- Served as leader of the organization, and work with board of directors and staff to set and implement goals and objectives. Experienced in budget development, grant writing, educational programming, strategic planning, and fundraising.

*Executive Director  
Historic 1699 Winslow House and Cultural Center  
Marshfield, MA  
June 2012-January 2014*

- Served as leader of the organization, and specialized in creating and implementing public tours and education programs.

### **Additional Professional Experience**

*Historical Interpreter  
Old North Foundation of Boston  
Boston, MA  
October 2010-December 2013*

- Interpreted the Old North Church's history within the context of eighteenth century Boston.

*Museum Volunteer and Director of the Board  
Weymouth Historical Society  
Weymouth, MA  
October 2010-April 2017*

- Assisted with program development, fundraising, and collections management.



## Education

Salem State College (now Salem State University)  
Salem, MA  
Bachelor of Arts, History

University of Massachusetts Boston  
Boston, MA

Working toward Master of Arts, History (Coursework completed, will have degree in hand upon completion of my Master's Thesis. Projected completion date: Fall 2018).

## Skills

### *Specialized*

- Historical programming development
- Experience in developing community organizational partnerships
- Budget management
- Grant writing
- Volunteer/staff management
- Fundraising
- Event planning

### *Software*

- Constant Contact
- InDesign
- Microsoft Office Suite (including Excel and Outlook)
- PastPerfect Museum Software
- QuickBooks

## Publications

- Erica Jill Dumont and Debbie Sargent Sullivan. *Weymouth Then and Now*. Georgetown, Massachusetts: Arcadia Publishing, 2016.
- Erica Jill Dumont and Debbie Sargent Sullivan. *Legendary Locals of Weymouth*. Georgetown, Massachusetts: Arcadia Publishing, 2013.

# **AGENDA ITEM SUMMARY**

## **LEXINGTON BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM TITLE:**

Approve and Sign Girl Scout Gold Letters

### **PRESENTER:**

Suzanne Barry, Chair

### **ITEM NUMBER:**

C.1

### **SUMMARY:**

The Board is being asked to sign letters of commendation for Genevieve Wharton, Kaitlin Levangie, and Surya Purohit for attaining the Gold Award in Girl Scouting.

### **SUGGESTED MOTION:**

Motion to send letters of commendation congratulating Genevieve Wharton, Kaitlin Levangie, and Surya Purohit for attaining the highest rank in Girl Scouting.

### **FOLLOW-UP:**

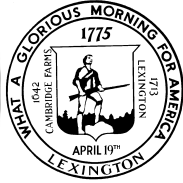
Selectmen's Office.

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

6/13/2018

### **ATTACHMENTS:**

Description	Type
☐ Gold - Genevieve Wharton	Backup Material
☐ Gold - Surya Purohit	Backup Material
☐ Gold - Kaitlin Levangie	Backup Material



## Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

SUZANNE E. BARRY, CHAIRMAN  
JOSEPH N. PATO  
MICHELLE L. CICCOLO  
DOUGLAS M. LUCENTE  
JILL I. HAI

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

June 13, 2018

Genevieve Wharton  
Troop 71667

Dear Genevieve,

Congratulations on earning the Gold Award--the highest achievement in Girl Scouting. We realize that you had to work hard to get this far and that only about 5% of all Girl Scouts are able to earn it. Your time spent in positions of leadership and the successful completion of the seven-step project speak to your dedication.

Earning the Gold Award is so much more than just another patch to wear on your uniform. It is recognition of what you have done so far, but of more importance is the implied promise to carry the ideals of Girl Scouting into your adult life.

We know that your family and your sister Girl Scouts are proud of you and will look to you to be a leader as you continue your journey beyond the Gold Award.

Again, congratulations and good luck in all your future endeavors.

Sincerely,

Suzanne E. Barry, Chairman

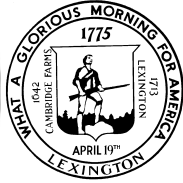
Joseph N. Pato

Michelle L. Ciccolo

Douglas M. Lucente

Jill I. Hai





## Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

SUZANNE E. BARRY, CHAIRMAN  
JOSEPH N. PATO  
MICHELLE L. CICCULO  
DOUGLAS M. LUCENTE  
JILL I. HAI

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

June 13, 2018

Surya Purohit  
Troop 71775

Dear Surya,

Congratulations on earning the Gold Award--the highest achievement in Girl Scouting. We realize that you had to work hard to get this far and that only about 5% of all Girl Scouts are able to earn it. Your time spent in positions of leadership and the successful completion of the seven-step project speak to your dedication.

Earning the Gold Award is so much more than just another patch to wear on your uniform. It is recognition of what you have done so far, but of more importance is the implied promise to carry the ideals of Girl Scouting into your adult life.

We know that your family and your sister Girl Scouts are proud of you and will look to you to be a leader as you continue your journey beyond the Gold Award.

Again, congratulations and good luck in all your future endeavors.

Sincerely,

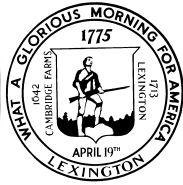
Suzanne E. Barry, Chairman

Joseph N. Pato

Michelle L. Ciccolo

Douglas M. Lucente

Jill I. Hai



## Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

SUZANNE E. BARRY, CHAIRMAN  
JOSEPH N. PATO  
MICHELLE L. CICCULO  
DOUGLAS M. LUCENTE  
JILL I. HAI

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

June 13, 2018

Kaitlin Levangie  
Troop 71678

Dear Kaitlin,

Congratulations on earning the Gold Award--the highest achievement in Girl Scouting. We realize that you had to work hard to get this far and that only about 5% of all Girl Scouts are able to earn it. Your time spent in positions of leadership and the successful completion of the seven-step project speak to your dedication.

Earning the Gold Award is so much more than just another patch to wear on your uniform. It is recognition of what you have done so far, but of more importance is the implied promise to carry the ideals of Girl Scouting into your adult life.

We know that your family and your sister Girl Scouts are proud of you and will look to you to be a leader as you continue your journey beyond the Gold Award.

Again, congratulations and good luck in all your future endeavors.

Sincerely,

Suzanne E. Barry, Chairman

Joseph N. Pato

Michelle L. Ciccolo

Douglas M. Lucente

Jill I. Hai

# **AGENDA ITEM SUMMARY**

## **LEXINGTON BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM TITLE:**

Approve and Sign Eagle Scout Congratulation Letter

### **PRESENTER:**

Suzanne Barry, Chair

### **ITEM NUMBER:**

C.2

### **SUMMARY:**

The Board is being asked to sign a commendation letter for Christopher Andalaro from Troop 160.

### **SUGGESTED MOTION:**

Motion to send a letter of commendation congratulating Christopher Andalaro for attaining the highest rank of Eagle in Boy Scouting.

### **FOLLOW-UP:**

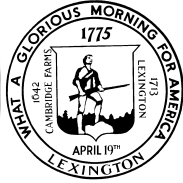
Selectmen's Office.

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

6/13/2018

### **ATTACHMENTS:**

Description	Type
☐ Eagle Scout - Christopher Andalaro	Backup Material



## Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

SUZANNE E. BARRY, CHAIRMAN  
JOSEPH N. PATO  
MICHELLE L. CICOLO  
DOUGLAS M. LUCENTE  
JILL I. HAI

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

June 13, 2018

Christopher Steven Andaloro

Dear Christopher,

Congratulations on attaining the highest rank in Scouting. We know the trail to Eagle Scout has not always been an easy one and we recognize that you have had to work hard to get this far. Your time in positions of leadership within Troop #160, and the successful completion of your Eagle project, speaks to your dedication.

Being an Eagle is so much more than just another rank. It is a recognition of what you have achieved so far, but of more importance is the implied promise you have made to maintain the ideals of Scouting into your adult life.

We know that your family and fellow Scouts are proud of you and will look to you to be a leader as you continue your journey beyond Eagle.

Again, congratulations and good luck in all your future endeavors.

Sincerely,

Suzanne E. Barry, Chairman

Joseph N. Pato

Michelle L. Ciccolo

Douglas M. Lucente

Jill I. Hai

## **AGENDA ITEM SUMMARY**

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

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

Approve One-Day Liquor Licenses

#### **PRESENTER:**

Suzanne Barry, Chair

#### **ITEM NUMBER:**

C.3

#### **SUMMARY:**

The Community Endowment of Lexington has requested a One-Day Liquor License for the purpose of their Grant Award Celebration to be held at the Lexington Community Center, 39 Marrett Road, on Tuesday, June 19, 2018 from 5:00 p.m. to 9:00 p.m.

The Lexington Players/EMACT have requested a One-Day Liquor License for the purpose of their Community Theater Gala to be held at the Cary Memorial Building, 1605 Massachusetts Avenue, on Saturday, August 25, 2018 from 6:00 p.m. to 10:30 p.m.

Wilson Farm has requested two One-Day Liquor Licenses to serve wine at Wilson Farm, 10 Pleasant Street, for the following events:

- Thursday, June 21, 2018, Dinner in the Field event, from 6:00 p.m. to 9:00 p.m.
- Wednesday, July 25, 2018, Dinner in the Field event, from 6:00 p.m. to 9:00 p.m.

#### **SUGGESTED MOTION:**

Move to approve consent.

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

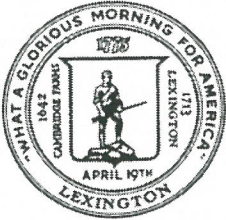
Selectmen's Office.

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

6/13/2018

#### **ATTACHMENTS:**

Description		Type
	1-Day LL - Community Endowment of Lexington	Backup Material
	1-Day LL - Lexington Players/EMACT	Backup Material
	1-Day LL - Wilson Farm 7.25.2018	Backup Material
	1-Day LL - Wilson Farm 6.21.2018	Backup Material



**TOWN OF LEXINGTON  
SELECTMEN'S OFFICE**



**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: Community Endowment of Lexington

CONTACT NAME AND NUMBER: Judy Pappo

ADDRESS FOR MAILING: 73 grassland st Lex 02421

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

TITLE/PURPOSE OF EVENT: Grant Award celebration

LOCATION AND ADDRESS: Community Center

DATE OF FUNCTION: June 19, 2018 set up - event begins at 5<sup>30</sup> pm

TIMES OF FUNCTION: 5pm - 9:00 am

TYPE OF LIQUOR TO BE SERVED: Wine and champagne

DATE AND TIME WHEN LIQUOR DELIVERED: June 19<sup>th</sup> @ 5pm

DATE AND TIME WHEN LIQUOR REMOVED: June 19<sup>th</sup> @ 8pm

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

Judy Pappo  
Authorized Signature

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

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



**TOWN OF LEXINGTON  
SELECTMEN'S OFFICE**



**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: EMACT

CONTACT NAME AND NUMBER: Sal Jones

ADDRESS FOR MAILING: 26 Bradley Road, Arlington MA 02474

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

TITLE/PURPOSE OF EVENT: Community Theater Gala

LOCATION AND ADDRESS: Cary Hall, Lexington

DATE OF FUNCTION: August 25, 2018

TIMES OF FUNCTION: 6:00 PM - 10:30 PM

TYPE OF LIQUOR TO BE SERVED: Beer and Wine

DATE AND TIME WHEN LIQUOR DELIVERED: 3:00 August 2<sup>5</sup>, 2018

DATE AND TIME WHEN LIQUOR REMOVED: 11:00 August 2<sup>5</sup>, 2018

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

[Signature]  
Authorized Signature

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

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





**TOWN OF LEXINGTON  
SELECTMEN'S OFFICE**



**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: WILSON FARM  
JON LATESSA

CONTACT NAME AND NUMBER: \_\_\_\_\_

ADDRESS FOR MAILING: 10 PLEASANT STREET  
LEXINGTON, MA 02421

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

TITLE/PURPOSE OF EVENT: DINNER IN THE FIELD

LOCATION AND ADDRESS: 10 PLEASANT STREET  
LEXINGTON, MA 02421

DATE OF FUNCTION: JULY 25, 2018

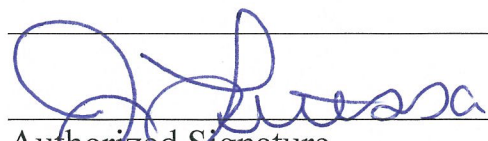
TIMES OF FUNCTION: 6 PM - 9 PM

TYPE OF LIQUOR TO BE SERVED: RED AND WHITE WINE

DATE AND TIME WHEN LIQUOR DELIVERED: JULY 25 / NOON

DATE AND TIME WHEN LIQUOR REMOVED: JULY 25 / 10 PM

ADDITIONAL INFORMATION: \$125 / PER PERSON

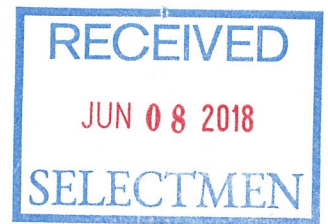
  
Authorized Signature

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

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



**TOWN OF LEXINGTON  
SELECTMEN'S OFFICE**



**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: WILSON FARM  
JON LATESSA

CONTACT NAME AND NUMBER: \_\_\_\_\_

ADDRESS FOR MAILING: 10 PLEASANT ST.  
LEXINGTON, MA

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

TITLE/PURPOSE OF EVENT: DINNER IN THE FIELD

LOCATION AND ADDRESS: 10 PLEASANT ST.  
LEXINGTON, MA 02421

DATE OF FUNCTION: JUNE 21, 2018

TIMES OF FUNCTION: 6PM - 9PM

TYPE OF LIQUOR TO BE SERVED: RED AND WHITE WINE

DATE AND TIME WHEN LIQUOR DELIVERED: JUNE 21 / NOON

DATE AND TIME WHEN LIQUOR REMOVED: JUNE 21 / 10PM

ADDITIONAL INFORMATION: \$125/PER PERSON

  
Authorized Signature

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

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

# **AGENDA ITEM SUMMARY**

## **LEXINGTON BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM TITLE:**

Water & Sewer Commitments

### **PRESENTER:**

David J Pinsonneault

### **ITEM NUMBER:**

C.4

### **SUMMARY:**

Water & Sewer Commitment Section 1	\$ 2,056,874.97
Water & Sewer Commitment Section 2	\$ 1,701,424.31
Water & Sewer Commitment Section 3	\$ 3,240,008.65
Water & Sewer Commitment Cycle 9 May 2018	\$ 385,173.83
Water & Sewer Commitment Finals May 2018	\$ 6,957.43

### **SUGGESTED MOTION:**

Motion to approve the above Water & Sewer Commitments

### **FOLLOW-UP:**

Treasurer / Collector

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

6/13/2018

### **ATTACHMENTS:**

Description	Type
☐ Water & Sewer Commitments for 6-13-18	Cover Memo







Department of Public Works  
Town of Lexington  
Water and Sewer Enterprise Funds  
FISCAL YEAR 2018  
May 2018 Cycle 9 Billing

	CYCLE 9 MAY 18	GRAND TOTALS
WATER	\$378,024.17	\$378,024.17
SEWER	\$1,968.40	\$1,968.40
FEE FOR BEDFORD	\$5,181.26	\$5,181.26
TOTAL:	<u>\$385,173.83</u>	<u>\$385,173.83</u>

To the Collector of Revenue for the Town of Lexington:

You are hereby authorized and required to levy and collect of the persons named in the list of water/sewer charges herewith committed to you and each one of his/her respective portion herein set down of the sum total of such list. Said sum being:

*Three hundred eighty five thousand, one hundred seventy three dollars and 83/100*

And pay the same into the treasury of the Town of Lexington and to exercise the powers conferred by law in regard thereto.

  
6/11/18  
DIRECTOR OF PUBLIC WORKS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
BOARD OF SELECTMEN

06/13/18

Treasurer/Collector, Director of Public Works, Water/Sewer Billing



WATER	\$653,017.46	\$653,017.46
SEWER	\$1,048,406.85	\$1,048,406.85
TOTAL:	\$1,701,424.31	\$1,701,424.31





Department of Public Works  
Town of Lexington  
Water and Sewer Enterprise Funds  
FISCAL YEAR 2018

COMMITMENT SP0318

SECTION 3

GRAND TOTALS


WATER	\$1,093,280.12	\$1,093,280.12
SEWER	\$2,146,728.53	\$2,146,728.53
TOTAL:	<u>\$3,240,008.65</u>	<u>\$3,240,008.65</u>

To the Collector of Revenue for the Town of Lexington:

You are hereby authorized and required to levy and collect of the persons named in the list of water/sewer charges herewith committed to you and each one of his/her respective portion herein set down of the sum total of such list. Said sum being:

*Three million, two hundred and forty thousand, eight dollars and 65 /100*

And pay the same into the treasury of the Town of Lexington  
and to exercise the powers conferred by law in regard thereto.

  
6/11/18  
DIRECTOR OF PUBLIC WORKS

BOARD OF SELECTMEN

06/13/18

Treasurer/Collector, Director of Public Works, Water/Sewer Billing



# **AGENDA ITEM SUMMARY**

## **LEXINGTON BOARD OF SELECTMEN MEETING**

### **AGENDA ITEM TITLE:**

Approve Minutes

### **PRESENTER:**

Suzanne Barry, Chair

### **ITEM NUMBER:**

C.5

### **SUMMARY:**

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

- 03/22/2018 Joint BOS and SC
- 04/23/2018 Joint BOS and PB

### **SUGGESTED MOTION:**

Move to approve the minutes of:

- 03/22/2018 Joint BOS and SC
- 04/23/2018 Joint BOS and PB

### **FOLLOW-UP:**

Selectmen's Office.

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

6/13/2018

### **ATTACHMENTS:**

Description	Type
☐ Minutes - 03-22-2018 - JM BOS and SC	Backup Material
☐ Minutes - 04-23-2018 - JM BOS and PB	Backup Material

Joint Selectmen and School Committee Meeting  
Thursday, March 22, 2018

A Joint Meeting of the Board of Selectmen and School Committee was called to order at 7:02 p.m. on Thursday, March 22, 2018 in Estabrook Hall of the Cary Memorial Building for the purpose of holding a third in a series of presentations and discussions about Mental Health Services provided by the Town of Lexington and the Lexington School Department. Present for the Selectmen were Ms. Barry, Chair; Mr. Pato; Ms. Ciccolo; Mr. Lucente; Ms. Hai; Mr. Valente, Town Manager; and Ms. Siebert, Recording Secretary.

Present for the Schools were Ms. Jay, Chair; Ms. Colburn, Vice-chair; Mr. Alessandrini; Ms. Sawhney; and Dr. Czajkowski, Superintendent of Schools. Ms. Linehan was absent.

Also present were Wendy Rundle, Facilitator and management consultant; Charlotte Rodgers, Director of Human Services; Melissa Interest, Assistant Director of Senior Services; Val Viscosi, Director of School Counseling; Larry Berkowitz, Director/Co-founder, Riverside Trauma Center; Deborah Garfield, Director of Clinical Services, Eliot Community Services; Andrew Fieleke, Psychotherapist, Family Caregiver and Options Group of Minuteman Senior Services; and Ann Pruszyński, Director of Children's Behavioral Health Initiative, Advocates, Inc.

Ms. Rundle opened the meeting by restating the framing question that has formed the foundation of these discussions: "What should be the role of the Municipal and School departments and the community in providing mental health services to the community?" Ms. Rundle then summarized the first two meetings in the series: The first was held in September 2017 to discuss Lexington mental health services and to identify needs and topics requiring additional information. The second Joint Meeting was held in February 2018 at which Municipal and School staff presented information about current services; how Staff, contractors, and community groups provide those services; and what challenges are faced.

The third Joint Meeting, taking place this evening, will focus on services available from four outside contractors: Riverside Trauma Center; Eliot Community Services; Minuteman Senior Services; and Advocates, Inc.

Ms. Colburn, School Committee member, recalled that at the end of the last meeting, a discussion took place about the process by which the Town and Schools would collaborate to identify individual and joint priorities. She asked when these discussions about priorities would occur.

Mr. Valente, Town Manager, said that discussion, which will include staff recommendations and an opportunity for public input, is tentatively scheduled to take place on May 23, 2018, pending board and staff availability. Tonight's meeting is an opportunity for the Board of Selectmen to hear some of the same presentations made recently to the School Committee and for the School Committee to hear from additional providers. On April 26, 2018 the results of a survey of other

towns' mental health services will be presented by Lexington's Human Services department.

Ms. Interest, Assistant Director of Senior Services, reminded participants about the four components of mental health program delivery: identification; prevention; intervention and post-vention. These phases are not linear. Town and School staff, plus community providers and community stakeholders, may become involved in any or all phases.

Ms. Interest then introduced the four outside service providers. The providers were chosen because they work with diverse populations and age groups and have experience with multiple collaborators and funding sources, including Massachusetts Department of Mental Health (DMH), Department of Developmental Services (DDS), Department of Public Health (DPH), and the Executive Office of Elder Affairs (DOEA). The presenters were asked to answer the three questions in their presentations:

- 1) Discuss the role of your agency on the Lexington community;
- 2) Identify trends of mental health and wellness that your agency is noticing and/or addressing;
- 3) Where are the gaps in services?

**Larry Berkowitz, Director/Co-founder of Riverside Trauma Center** said that Riverside Trauma Center is a service of Riverside Community Care, a large health and human services agency with about 100 in-patient and out-patient programs across the state and the age spectrum. The Trauma Center opened 15 years ago and expanded 3 years later with funding for suicide prevention from the State departments of Mental Health and Public Health. The Center is designed to respond to tragic events, such as natural disasters, suicides, and the Boston Marathon bombing. Riverside provides outreach, consultation, education, and support for communities to recover from traumatic events; it specializes in what Mr. Berkowitz called "healthy grieving" and post-vention stabilization. Staff and Community stakeholders work directly with Riverside staff.

- 1) Lexington role: Riverside was called in to help Lexington in the post-vention stages of the teen suicides last year. The Center's intent is to stay involved for several years after such events, rather than "parachuting in" for brief periods.
- 2) General trends noted: Mr. Berkowitz said that suicides clusters can occur in all age groups but are seen particularly among teens. Nationally, the highest rates of suicide are among older white men. Massachusetts ranks 48<sup>th</sup> in the nation for suicides and has some of the highest per capita funding for prevention. It is common to observe increased rates of depression, suicide ideation, and anxiety after suicides. There is not a lot of research regarding best practices for post-suicide recovery; the most recent CDC recommendations were published in 1988.
- 3) Gaps: The CDC recommends, and Mr. Berkowitz supports, forming community-based coalitions to address mental health and wellness issues, including suicide prevention, pulling in as many different people and age groups as possible. The best outcomes are

seen in towns that link with State and regional services/programs to create a robust mental health network. Communities such as Newton Needham, and Acton-Boxborough

- 4) have formed such coalitions (Newton Cares; AB Cares) to identify prevention strategies (such as training; bolstering/supporting/connecting people to local mental health services; and identifying preventive strategies) but some towns have not yet determined how to coordinate and share efforts/ responsibilities.

Mr. Lucente, Board of Selectmen, asked what a suicide post-vention might look like. Mr. Berkowitz said the response depends on what the needs are. Riverside uses a model called “Psychological First Aid”, also used by FEMA, the Red Cross, and the World Health Organization. Strategies are intended to normalize a wide range of reactions and provide guidance to support resources.

Mr. Alessandrini, School Committee, asked if Riverside works with the Schools to develop prevention programs. Mr. Berkowitz replied that Riverside was asked for input on Lexington’s existing programs following the suicides; student screening was recommended. The Trauma Center is not a mental health program, per se, but the larger Riverside Community Care group does provide direct mental health services at its offices in Needham.

Ms. Jay, School Committee, asked if the Trauma Center guides communities to identify best practices in the post-vention phase. Mr. Berkowitz said that, since the Trauma Center covers a wide geographic territory, it often trains partner organizations to help respond to local events. Some communities ask for help only initially, others ask for a longer-term relationship that might include meeting facilitation and training. Since the Lexington suicides, Riverside has remained a consultant on an as-needed basis. For other communities, Riverside may have a seat on the mental health coalition for a period of time. Mr. Berkowitz recommended that coalitions be tailored to individual communities. He noted that Lexington has been working on these issues and already has pieces in place, including canvassing other communities to find out what has worked for them. Ms. Jay said that meshing all the various groups together will perhaps be the biggest challenge for Lexington. Mr. Berkowitz cautioned against what he called a “kitchen sink approach”; efforts should be coordinated. The best approach is for towns to decide what their priorities are first, then to form the coalition to address them. Keeping people energized over time, long after a crisis has been experienced, is a noted challenge.

**Deborah Garfield, LICSW, Director of Clinical Services, The Eliot Center.** The Eliot Center is a large health and human services agency that provides a wide range of services to residents of all ages. Eliot has contracts with Department of Mental Health, Department of Developmental Disabilities, Department of Youth Services, the Department of Children and Families, the Department of Elder Affairs, and the Children’s Behavioral Health Initiative (CHBI). Administrative offices are in Lexington. Eliot also runs a number of group homes in the area. Eliot administers four out-patient mental health clinics in the area, serving 1,600 people a year. The Center collaborates with Riverside, including helping to found AB Cares. Eliot recently became licensed as a substance abuse clinic with referrals coming largely from the Concord District Court. The Center provides opioid overdose outreach to provide services to families and communities. Clinicians also serve several nearby school districts. Funding from the United Way helps Eliot defray costs for clients who need financial assistance to access care, although

Eliot accepts all commercial insurance plans including Mass Health and Tri-Care military insurance.

- 1) Lexington role: Eliot has partnered with Gerard Cody, Lexington Health Director, to provide multiple Mental Health First Aid courses. About 40 Lexington residents were served in the out-patient clinic in Concord last year in these areas: individual therapy, diagnostic evaluations, family and group therapy, medication services, and consultation with collateral contacts such as doctors, schools, mental health providers. Eliot also runs a grant-funded jail diversion program, partnering with seven different towns, including Lexington, via the Police departments; the focal point of this program has largely become the opioid crisis and addiction recovery.
- 2) General trends: Eliot sees a growing number of people who struggle with multiple problems: financial, medical, medication, psychiatric, substance abuse. 30% of the 40 Lexingtonians Eliot served last year got more than one form of service. Ms. Garfield said there has also been an uptick in the number of children and adolescents requiring assistance; there is a lack of providers for this age cohort, particularly.
- 3) Gaps: There are not enough providers to provide medication services and there are often waiting lists to access care. Eliot is fully staffed but, in general, there is a shortage of psychiatric care providers.

Charlotte Rodgers, Human Services Director, asked what the Eliot Center's role is in providing Mental Health First Aid training courses. Ms. Garfield said some Eliot staff are certified as trainers but the focus has been on providing in-house support for its clients experiencing suicide ideation. However, along those lines, Eliot has worked in tandem with Riverside and Ms. Garfield has been working with AB Cares to provide suicide prevention training for School/Town staff. QPR training (Question, Persuade, Refer) will also take place in Acton-Boxborough, prompting conversations about the sensitive subject of suicide.

Ms. Colburn, School Committee, asked if Eliot is currently contracted to provide services to Lexington. Ms. Garfield replied Eliot does not have specific contracts with towns but it works closely with communities in which many of its clients live. Eliot connected Lexington to Riverside at the time of the suicides and provided back-up support, addressing individuals that needed to be seen immediately.

Ms. Ciccolo, Board of Selectmen, asked how often QPR training should be offered and if there is a certain percentage of trained staff/residents that Lexington should aim for. Ms. Garfield said, in her experience, it will work best to strategically target training to where it is needed most. QPR is suited to prevention across the lifespan.

Mr. Lucente asked if the mental health trends Ms. Garfield named are national or higher in this area of the country. Ms. Garfield said, in her opinion, there is a general uptick, nationwide, as people deal with many more stressors than they have before. Kids are pressured to succeed; depression among elders is silent and often missed.

**Andrew Fieleke, LMHC, Minuteman Senior Services** said Minuteman is an area agency

receiving state and federal funding to provide services to seniors. This includes seniors at risk or struggling with mental health issues; stay at home services; subsidized homecare; caregiver supports; and care options for those under the age of 60 with disabilities; home-delivered meals, information and referral services for long-term care options; money management and protection services; and family care.

- 1) Lexington role: Lexington is in Minuteman's 15-town service area.
- 2) Regional trends: As the baby boomer population ages, Minuteman is seeing an increase in demand for all its services. The number of adult children with mental health or cognitive issues who live with aging parents is a growing cohort that would benefit from support services.
- 3) Gaps: Unmet needs include therapists who provide outreach services to those who are homebound, services for those with mental health issues who live in subsidized housing and risk being evicted for their behaviors; support to help people fill out forms to access services (Lexington Human Resources does provide this assistance); resistance to seeking help; connecting families to elders who have become unable to live independently; long-term support for hoarders.

Ms. Sawhney, School Committee, asked how big Minuteman's caseloads are and what a typical case might look, noting that Minuteman does not help with follow-ups such as forms and applications. Mr. Fieleke said referring someone to a State homecare program would result in a longer-term relationship with the client. His caseload fluctuates between 30-40 people; he receives several new referrals each week. Once he gets a referral, he schedules an assessment, often in the home so he can get a picture of what is going on and what resources and services are needed.

Ms. Interest noted that her office sees a lot of caregivers who ask for support. Mr. Fieleke agreed that requests for dementia and Alzheimer's support are common and profound themes. There are many spouses who act as caregivers and adult children who provide care to aging parents.

Mr. Lucente asked what best practices Mr. Fieleke sees in other communities. Mr. Fieleke said there are active Senior Centers in other towns that coordinate services and put out informative newsletters with "at-a glance" resource listings. Arlington has a program that connects middle schoolers to seniors who need help with raking and snow shoveling, etc. He believes Lexington does quite well, noting active ethnic organizations that connect residents across town lines.

Ms. Barry, Board of Selectmen, asked if Minuteman sees increased food insecurity among seniors. Ms. Interest said the number of Meals on Wheels recipients doubled in the last year. Mr. Fieleke said his data shows that 201 individuals were served in 2017 by the Meals on Wheels program.

**Ann Pruszynski, LICSW Director, Director, CHBI Services, Advocates, Inc.** said that Advocates is a large, non-profit human services agency that provides 24-hour Psychiatric Emergency Services through a contract with the State. It serves individuals with developmental disabilities, brain injury, significant mental health issues, with programs that focus specifically on children, families, and adults. Advocates' biggest service, in the Lexington area, is the

Psychiatric Emergency Services Team (PES) that serves 31 towns from two main offices in Framingham and Waltham. Mental health and substance abuse are commonly the reasons for contact, usually coming from family members, community members, providers. Navigating the mental health system is much of what the crisis team assists with; the focus is largely diversion; intervention itself often diffuses a situation. Hospitalization is considered a last resort. The team provides assessments in multiple settings, including emergency rooms, home, community centers, partner organizations. The primary function of the team is to conduct level of care assessments with a focus on safety.

Advocates often becomes involved when a school calls with concerns about a student's behavior. If a person is under the age of 21, s/he is eligible for a range of services provided under MassHealth (called Mobile Crisis Intervention); in addition to a clinician, Advocates provides a Family Partner whose role is to support parents in navigating the process. MassHealth also funds 7 days of follow-up support. Crisis Team caseload levels fluctuate between 15-45 per day. The team makes referrals to other providers. Ms. Pruszyński heads a department called The Children's Behavioral Health Initiative, which provides home- and community-based services via MassHealth for individuals under 21 with a "serious emotional disturbance". These services (in-home therapy, therapeutic mentoring, in-home behavioral services, intensive care and mobile crisis services) are available to all, including those with private insurance. One of the benefits of the Children's Behavioral Health Initiative, according to Ms. Pruszyński, is the ability for families to choose from a menu of services options.

- 1) Lexington role: Advocates is expanding its catchment area; it does not currently serve Lexington.
- 2) Trends: People are dealing with more complex issues at every age level. Schools struggle to keep up with the needs of the students. Social Media has caused an accelerated pace of problems, particularly for adolescents. The opioid crisis has created new sources of concern.
- 3) Gaps: Waiting lists for care providers; in-home therapy; outpatient services; in-home elder care providers.

Mr. Alessandrini asked if a changed definition of mental health has contributed to the increased need for services. Ms. Pruszyński agreed that a greater willingness to talk about mental health issues has yielded an increased demand for services. Ms. Garfield said discussion of "disorder of the brain" rather than "mental illness" has de-stigmatized asking for help.

Dr. Czajkowski, Superintendent of Schools, said people want to know how to access services. Schools understand there is a link between mental health and time on learning. She asked how referrals come to the four agencies represented and if models exist for school-based, on-site mental health clinics, operated by outside mental health agencies. Ms. Garfield said Everett Schools have a model of this type; they contract with Eliot to provide the service. The school identifies students for assessment and therapy when learning cannot occur due to poor mental health. Ms. Pruszyński reported that Advocates is forming a partnership with Marlboro Schools along these lines. The first challenges are to get the word out that these services are available and

to decide what an appropriate referral looks like. Being present and available in a school is positive in itself but finding private space to meet with students can often be problematic.

Ms. Colburn asked if school/agency partnerships extend beyond the academic day/year. Ms. Garfield said schools have summer school and, somewhat surprisingly, some kids do come in. If it is not possible to see students at the schools, they can come to the outpatient clinic locations. Ms. Pruszynski said the benefit of having these services provided by agencies is that they are available 24/7 throughout the year and schools do not have to develop a protocol for non-academic timeframes.

Ms. Jay said access to comprehensive services, as well as confidentiality, are issues. If there is a crisis, how is the referral made and does the agency stay with the individual for a period of time? Ms. Pruszynski said the referrals can come from a variety of sources and staying connected with an individual depends on the issue at hand. Advocates provides a crisis team plus a variety of community and home-based services.

Ms. Jay asked how to get the information out to residents. Ms. Viscosi said it might be helpful for the School Committee and Board of Selectmen to understand how many total residents are seen and how many are referred by School staff versus Municipal staff and community members. In her experience in the Lexington School community, students with less acute tier 1 or 2 issues are seen by School staff but a small percentage with emergency level/tier 3 needs are referred by staff to services through Eliot or the Edinburg Center. When suicide ideation safety concerns call for an immediate comprehensive assessment, Advocates is the go-to agency. Ms. Jay wondered, then, if services for tier 1 kids constitutes a gap for Lexington.

Ms. Hai asked if there is something the agencies would recommend for non-school residents: young adults post-college, very young children, and seniors. Ms. Pruszynski said, generally, a big part of the challenge is making sure residents become familiar with existing services and the various levels of care that are available. Advocates helps individuals with that and how to navigate the many layers. Often, the people in various community social service agencies are the “gate-keepers” of this information. Helping these staff have the right information and training is vital. Mr. Fieleke said mental health services that see people in their homes is often a gap. Ms. Garfield said finding the right referral can be difficult, especially if people are resistant to seeking/accepting help. She sees Lexington as a town that has a lot of practitioners and yet barriers exist to taking advantage of that abundant availability. Identifying the people that struggle to get services (financially, transportation-wise, etc) and provide for them is a challenge.

Ms. Ciccolo said that having a child older than 18 who needs help can be difficult because of HIPAA confidentiality laws. The same difficulty may exist with seniors who may not have given information access to their next of kin. Are there best practices Lexington should develop to help these populations? Mr. Fieleke said Minuteman always encourages seniors to set up health care proxies and sign power of attorney documents. Taking the step of affirming a health care proxy is also a way these documents can be made more robust so that a caregiver or family member can have more input into health care decisions. Ms. Garfield said it is important to set up such proxies before they are needed; Eliot often refers people to the programs and information offered by the National Alliance for the Mentally Ill (NAMI). When the adult child refuses services, Eliot will work with the family to understand the options such as obtaining legal



guardianship or merely establish stronger limits such as setting up restraining orders. When situations are life and death, HIPAA laws are null and void and Police should be called in to make sure such an individual is taken to the hospital for crisis intervention.

Participants discussed next steps including identifying gaps in service; how to get information about existing services to the community at large; understanding the stigma and barriers to getting help; comparing best practices used by other towns; budget constraints; understanding how diverse cultures will view mental health issues.

Ms. Jay said she is aware that providers specializing in Asian mental health have contacted Lexington; these resources might be included in a coalition or comprehensive response strategy. Dr. Czajkowski said that before additional services are provided, the availability of current services should be organized and promoted. Ms. Ciccolo noted there is a sense of urgency for the Town's leadership to act but, so far, what should be done is unclear. Mr. Valente said that, at this point, it should be made known that the Town is working on the appropriate role and response and this a legitimate position. At least two more Joint meetings are scheduled in the near future. Mr. Lucente said that, although Lexington does provide services, he is not sure they are the right services; the Schools have evolved over time but the Municipal departments may not have kept pace with the times and population shifts.

Ms. Rundle said good questions have been raised about services and process. She believes it is vital to continue these conversations, at the upcoming Joint meetings and in between. Ms. Colburn agreed, emphasizing it is important for the residents to know that the Board of Selectmen and School Committee are working on the issue.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to adjourn at 9:15 p.m. The School Committee followed suit with a 4-0 vote.

A true record; Attest:

Kim Siebert  
Recording Secretary

## JOINT SELECTMEN AND PLANNING BOARD MEETING

Monday, April 23, 2018

A Joint Meeting of the Lexington Board of Selectmen and the Lexington Planning Board was called to order at 6:31 p.m. on Monday, April 23, 2018 in the Selectmen's Meeting Room in Town Office Building, 1625 Massachusetts Avenue. Present for the Board of Selectmen were Ms. Barry, Chair; Mr. Pato; Ms. Ciccolo; Mr. Lucente; Ms. Hai; Mr. Valente, Town Manager; and Ms. Siebert, Recording Secretary.

Present for the Planning Board were Mr. Canale, Chair; Mr. Hornig; Mr. Creech; Ms. Corcoran-Ronchetti; Ms. Johnson; Mr. Henry, Planning Director; and Mr. Kucharsky, Assistant Planning Director.

Mr. Canale called the Planning Board back to order from an Open Session recess.

2018 Town Meeting Action Regarding Article 42—Balanced Housing Bylaw

Mr. Canale said the Planning Board is amenable to the decision made by Annual Town Meeting on April 11, 2018 to refer Article 42 back to the Selectmen. The Planning Board is likewise amenable to re-opening the matter so that the article is ultimately referred back to Planning Board, or alternatively, that is referred to the two boards collaboratively. He asked the Selectmen to describe how they view the matter moving forward.

Ms. Barry said that the Board of Selectmen has so far had only very preliminary discussions about the direction to take. The Board had considered the formation of an ad hoc committee operating under Open Meeting Laws; Ms. Barry believes the group would preferably include members of the Planning Board; Board of Selectmen; the article proponent; Matt Daggett; a representative or two from the housing community; one or two developers; a lawyer; and one or two community members. Entwined in the work are also matters of policy, to be determined by the Selectmen. Mr. Valente has also indicated there might be funds available to hire outside consultants who would facilitate committee discussions and do the technical work of writing the bylaw and motion. Ms. Barry acknowledged that a November deadline is extremely ambitious; she does not want to give Town Meeting false hope that this timeframe is certain.

Mr. Lucente agreed with Ms. Barry's assessment and added that the issues are complex. He approves of establishing an ad hoc committee. Mr. Pato remains hopeful that the work could be completed by fall and agreed that the Planning Board and Selectmen should work together. He believes the effort should be a public process. Ms. Hai agreed that fall is the desired timeframe for bringing the matter back before Town Meeting but it may not be possible, given everything else. Ms. Ciccolo noted that the community has made clear that it wants action on this matter; she said the boards should guard against allowing time slipping away and believes the two should work together. She asked that the current Comprehensive Plan ad hoc committee be kept informed about the Balanced Housing ad hoc committee and its direction. Ms. Ciccolo applauded the work done by article proponent Matt Daggett.

Mr. Hornig said he is amenable to all the previously expressed opinions about how to move forward and is agnostic about whether an ad hoc committee or working group is formed. His main concern about opening the matter for reconsideration is the amount of time such a discussion will absorb at Town Meeting.

Mr. Creech said he had no philosophical problem about which board the referral is made to. He expressed concern about how members of an ad hoc committee would be brought up to speed but agreed that hiring a facilitator makes sense.

Ms. Corcoran-Ronchetti said she believes that the Planning Board and the Selectmen working collaboratively can devise a mutually acceptable article that will be supported by residents.

Ms. Johnson said, per Commonwealth law, the matter is the responsibility of the Planning Board. However, the ineffective bylaw should be fixed and she is willing to work with the Selectmen to accomplish that. The Planning Board's zoning revision workload for fall Special Town Meeting already includes more than six other amendments, so the months ahead will be challenging.

The Boards agreed not to ask for reconsideration of Article 42. Mr. Valente agreed that there is not enough capacity with existing inhouse staff to support the effort. He recommended that the two boards move to re-open Article 4—Appropriate AY2019 Operating Budget— and request a sum of \$40,000 to hire outside consulting services. Mr. Valente said that the Town Moderator would most likely schedule the re-opening at the end of Town Meeting to re-balance the budget. Mr. Valente has a motion prepared to increase the Selectmen's budget by \$40,000 if Town Meeting approves the re-opening, with the source of the funds being Free Cash. Ms. Barry said the two boards should plan to update Town Meeting before a re-opening is requested.

As far as establishing an ad hoc committee to work on the issue, Town Counsel Mina Makarious, Anderson Krieger, said either two members from each board or both boards working together in Open Session would be permissible. Ms. Barry said she prefers having one member from each board start the process; Ms. Hai will represent the Selectmen; the Planning Board will determine its counterpart.

### Adjourn

Upon motion duly made and seconded, the Board of Selection voted 4-0 to adjourn at 6:58 p.m.

A true record; Attest:

Kim Siebert  
Recording Secretary