

SELECTMEN'S MEETING
Monday, July 9, 2018
Town Office Building, 1625 Massachusetts Avenue, Selectmen's Meeting Room
6:30 PM

AGENDA

PUBLIC COMMENTS

Public comments are allowed for up to 10 minutes at the beginning of each meeting. Each speaker is limited to 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 Speed Limit Reduction - Spring Street (5 min.) | 6:35 p.m. |
| 2. Review Data Related to Visitors Center Rental of Space (15 min.) | 6:40 p.m. |
| 3. Use of Mass. Ave. Sidewalk Adjacent to Grain Mill Alley (5 min.) | 6:55 p.m. |
| 4. Appoint Acting Town Manager (5 min.) | 7:00 p.m. |
| 5. Close RCN Public Ascertainment Hearing (5 min.) | 7:05 p.m. |
| 6. Public Hearing - Lemon Grass Liquor License Multiple Amendment Application (10 min.) | 7:10 p.m. |
| 7. Public Hearing - Inn at Hastings Park Request to Remove Liquor License Conditions (30 min.) | 7:20 p.m. |
| 8. Update on 27 Clarke Street Building Permit (5 min.) | 7:50 p.m. |
| 9. Approve Bedford Water Agreement (10 min.) | 7:55 p.m. |
| 10. Update-Center Streetscape 25% Design (15 min.) | 8:05 p.m. |
| • Coordination with Other Scheduled Projects in the Center | |
| 11. Update - Battle Green Master Plan (30 min.) | 8:20 p.m. |
| 12. Review of New Fire Station and Lexington Children's Place Heating/Cooling Systems (30 min.) | 8:50 p.m. |
| 13. Discuss Potential Special Fall Town Meeting Articles (15 min.) | 9:20 p.m. |
| 14. Review FY19-20 Board of Selectmen Goal Assignments (10 min.) | 9:35 p.m. |
| 15. Town Manager Reappointments (5 min.) | 9:45 p.m. |
| 16. Selectmen - Committee Appointments/Reappointment/Resignation (5 min.) | 9:50 p.m. |

CONSENT AGENDA

1. Water & Sewer Commitments and Adjustments

2. Use of Battle Green - LexFun Halloween Parade
3. Approve and Sign Transgender Proclamation
4. Approve One-Day Liquor Licenses
5. Approve and Sign Eagle Congratulation Letters
6. Approve Minutes

EXECUTIVE SESSION

1. Exemption 6 (Interest in Real Estate): Historical Society Parking Spaces (20 min.) 10:00 p.m.
2. Exemption 3: Collective Bargaining Updates - Lexington Police Association, Superior Officers, Building Maintenance and Public Works Unions (45 min.) 10:20 p.m.

ADJOURN

1. Anticipated Adjournment 11:05 p.m.

The next regularly scheduled meeting of the Board of Selectmen is scheduled for Monday, July 23, 2018 at 7:00 p.m. in the Selectmen's Meeting Room, Town Office Building, 1625 Massachusetts Avenue.

*Hearing Assistance Devices Available on Request
All agenda time and the order of items are approximate and
subject to change.*



AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Speed Limit Reduction - Spring Street (5 min.)

PRESENTER:

David Kucharsky, Assistant Planner

ITEM NUMBER:

I.1

SUMMARY:

A vote is requested for this agenda item.

In January 2018, the Board of Selectmen sent a request to MassDOT to reduce the speed limit on Spring Street from 35 MPH to 30 MPH, without the Town having to undertake a full traffic speed study. This request has been approved by MassDOT and now requires Board action to change the speed regulation on this section of road.

SUGGESTED MOTION:

Move to approve and sign the Special Speed Regulation 158-D for Spring Street, from Marrett Road to the Waltham City line.

FOLLOW-UP:

Staff will forward the signed regulation to MassDOT and the Town Clerk's Office. DPW will post the new speed limit signs.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

6:35 p.m.

ATTACHMENTS:

Description	Type
❑ Selectmen's Request to MassDOT	Backup Material
❑ MassDOT Approval for Revised Speed Limit	Backup Material



Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

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

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

January 8, 2018

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

RE: Spring Street Speed Limit Reduction Request

Dear Mr. Stedman,

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

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

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

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

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

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

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

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

Signalization

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

Sidewalks

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

Bike Accommodations

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

Traffic & Safety Features

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

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

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

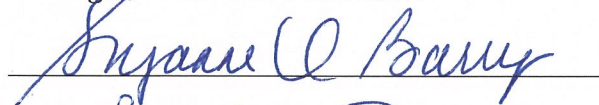
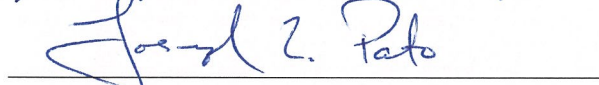
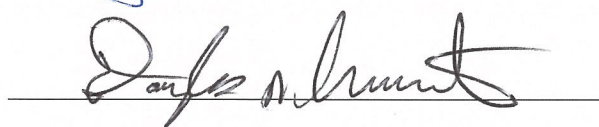
target speed rather than designating speed limits in reaction to the 85th percentile operating speed."

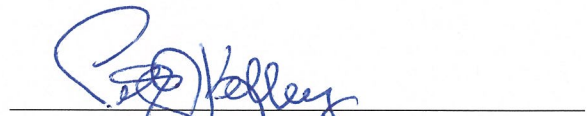

In addition, the Guide goes on to indicate, "The National Transportation Safety Board (NTSB) also recommends a revised approach to setting speeds, as it is unclear whether the 85th percentile operating speed results in the safest conditions for all roadway contexts. The 85th percentile does not take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

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

Sincerely,

Lexington Board of Selectmen

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



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Thomas J. Tinlin, Administrator



June 12, 2018

Ms. Nathalie Rice
Town Clerk
Town Office Building
1625 Massachusetts Ave
Main Floor
Lexington, MA 02420

RECEIVED
2018 JUN 15 AM 8:39
TOWN CLERK
LEXINGTON MA

Dear Ms. Cotton:

Attached are two copies of Special Speed Regulation No. 158-D for the town way noted on the Regulation.

Please note that in addition to the necessary speed limit signs required upon the anticipated approval of this Regulation, MassDOT recommends the placement of a sign facing westbound traffic at the Waltham City Line indicating "END POSTED SPEEDS" since Spring Street's natural continuation into Waltham, Smith Street, does not have a speed limit regulation.

Please have each copy of this Regulation signed by the Board of Selectmen, attested by the Town Clerk and returned to the Massachusetts Department of Transportation, Highway Division, Traffic and Safety Engineering, 10 Park Plaza, Boston, Massachusetts 02116-3973, for further processing.

Sincerely,

Neil E. Boudreau
State Traffic Engineer

RFW/
Att.



MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

TOWN OF LEXINGTON SPECIAL SPEED REGULATION # 158-D

Highway Location: LEXINGTON
Authority In Control: TOWN OF LEXINGTON
Name of Highway (s): SPRING STREET

In accordance with M.G.L. c. 90, § 18, the following Special Speed Regulation is

Hereby Adopted

by the Board of Selectmen

of the Town of Lexington

That the following speed limits are established at which motor vehicles may be operated in the areas described:

Special Speed Regulation number 158, dated April 22, 1958 is hereby amended by striking out all clauses relative to Spring Street and inserting in place thereof the following:

SPRING STREET - EASTBOUND

Beginning at the Waltham/Lexington Town Line, thence easterly on Spring Street
0.38 miles at 35 miles per hour
0.82 miles at 30 miles per hour ending at the junction of Marrett Road (Route 2A); the total distance being 1.20 miles.

SPRING STREET - WESTBOUND

Beginning at the junction of Marrett Road (Route 2A);, thence westerly on Spring Street
0.82 miles at 30 miles per hour
0.38 miles at 35 miles per hour ending at the Lexington/Waltham City Line; the total distance being 1.20 miles.

Operation of a motor vehicle at a rate of speed in excess of these limits shall be prima facie evidence that such speed is greater than is reasonable and proper.

The provisions of this regulation shall not, however, abrogate M.G.L. c. 90, § 14

Date of Passage:

BOARD OF SELECTMEN

Attest _____
TOWN CLERK

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

SPECIAL SPEED REGULATION NO. 158-D

The Massachusetts Department of Transportation does hereby certify that this regulation is consistent with the public interest.

Standard signs must be erected at the beginning of each zone.

REGISTRY OF MOTOR VEHICLES
DIVISION

BY: _____
Registrar

HIGHWAY DIVISION

BY: _____
Traffic Engineer

DATE:



MASSACHUSETTS DEPARTMENT OF TRANSPORTATION
TOWN OF LEXINGTON
SPECIAL SPEED REGULATION # 158-D

Highway Location: LEXINGTON
Authority In Control: TOWN OF LEXINGTON
Name of Highway (s): SPRING STREET

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0.38 miles at 35 miles per hour
0.82 miles at 30 miles per hour ending at the junction of Marrett Road (Route 2A); the total distance being 1.20 miles.

SPRING STREET - WESTBOUND

Beginning at the junction of Marrett Road (Route 2A);, thence westerly on Spring Street
0.82 miles at 30 miles per hour
0.38 miles at 35 miles per hour ending at the Lexington/Waltham City Line; the total distance being 1.20 miles.

Operation of a motor vehicle at a rate of speed in excess of these limits shall be prima facie evidence that such speed is greater than is reasonable and proper.

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Standard signs must be erected at the beginning of each zone.

REGISTRY OF MOTOR VEHICLES
DIVISION

HIGHWAY DIVISION

BY: _____
Registrar

BY: _____
Traffic Engineer

DATE:

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Review Data Related to Visitors Center Rental of Space (15 min.)

PRESENTER:

Melisa Tintocalis, Economic
Development Director; Jim Shaw,
President, Chamber of Commerce

ITEM NUMBER:

I.2

SUMMARY:

A vote is requested for this agenda item.

At the Board's meeting on April 11, 2018, the Board reviewed the draft license for the use by the Chamber of Commerce of office space in the Visitors Center. At that time, the Board asked staff to provide additional input on other comparable lease agreements in the Center. That information is attached.

Staff is looking for a consensus of the Board on the appropriate level of rent for this space.

SUGGESTED MOTION:

Move to approve and authorize the Town Manager to sign the License Agreement with the Chamber of Commerce with the rent set at \$_____.

FOLLOW-UP:

Town Manager's Office will finalize license.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

6:40 p.m.

ATTACHMENTS:

Description	Type
☐ Center Rent Analysis	Backup Material
☐ Draft License Agreement with Chamber of Commerce	Backup Material

Lexington Center Office Lease Data*

	Property Address	Use	Tenancy	Asking Rent	Lease Year	Year Built
1	1840 Massachusetts Avenue	Office	Multi	\$24/sf Triple Net	2018	1930
2	1666 Massachusetts Avenue	Office	Multi	\$23 + Electric	2015	1983
3	9 Merium Street	Office	Multi	\$23.82-24.71 Full Service Gross	2014	1890

* Data collected from CoStar Property database

Lexington Center property owner Sharon Spaulding has confirmed that \$24 per square foot is generally an accurate lease figure for Lexington Center

The Munroe Center - Town Owned Space

	Gross Square Feet	Rentable Square Feet*	Annual Rent	Rent Per Square Foot	Year Built
4	22,500	12,474	\$24,000	\$1.92	1930

*Data provided by MCA

Visitors Center Office Space - Town Owned Space

	Current SF	New Building SF	Approximate Storage SF (Basement)	Proposed Annual Rent	Rent Per Square Foot-Primary Space (145 sq. ft.)
5	290 SF	145 SF	145 SF	\$ 3,600	\$ 24.83
	Approximately 145 SF of basement will be available to Chamber for storage.				\$ -

**Addendum
to
Memorandum of Agreement (“MOA”)
between
The Lexington Chamber of Commerce (“Chamber”)
and
The Town of Lexington, Massachusetts (“Town”)**

This document constitutes an Addendum to the Memorandum of Agreement between the Lexington Chamber of Commerce and the Town of Lexington signed on February 16, 2016 and amended in February 2017.

The intent of this Addendum is to revise certain dates, terms and conditions in the agreement.

1. Duration of Occupancy: The Town will allow the Chamber to occupy office space in the Visitors Center until December 31, 2022, subject to the conditions found in the MOA. The location of said office space shall be determined by the Town and will not include space in a temporary Visitors Center during the period in which the Town may occupy temporary space while it constructs a new Visitors Center.
2. Rent: Upon occupancy of a new Visitors Center or beginning in January 2020 if a new Visitors Center is not constructed, should the Chamber elect to remain in the existing or a new Visitors Center facility, the Chamber agrees to pay the Town \$300 per month in rent, increasing by 2.5 percent per year, and continuing through December 31, 2022, the duration of this Agreement.
3. In consideration of this financial arrangement, the Chamber will provide the Town, at no additional fee, with a membership to the Chamber and one ticket/registration to each Chamber event to be used by a Town official in their official capacity
4. Per paragraph 9 of the MOA, beginning in January 2018, the Chamber agrees to pay the Town a minimum of \$300 per month, until the outstanding holiday lighting balance of \$11,457.21 is paid off (see attached). Checks should be sent to the Department of Public Works, Samuel Hadley Public Services Building, 201 Bedford Street Lexington, MA 02420, Attention: Department Lead Assistant.

Unless otherwise amended by the parties, all other terms of the Memorandum of Agreement remain in force.

Signed:

Town of Lexington,
By its Town Manager,

Date: _____

Lexington Chamber of Commerce

By: _____
Title: _____

Date: _____

Estimated Schedule of Payments by Chamber of Commerce

Year	Holiday Lights Payment	Estimated Schedule of Annual Rent	Total Annual Payment
2018	\$3,600.00	\$0.00	\$3,600.00
2019	\$3,600.00	\$0.00	\$3,600.00
2020	\$3,600.00	\$3,600.00	\$7,200.00
2021	\$657.21	\$3,690.00	\$4,347.21
2022	\$0.00	\$3,782.25	\$3,782.25
<p><i>Note: The Chamber is not precluded from paying the holiday light payment more quickly than shown.</i></p> <p><i>Note: Annual rent begins in January 2020 or occupancy by the Chamber in a new Visitors Center, and will increase by 2.5% annually.</i></p>			

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Use of Mass. Ave. Sidewalk Adjacent to Grain Mill Alley (5 min.)

PRESENTER:

Melisa Tintocalis, Economic
Development Director

ITEM NUMBER:

I.3

SUMMARY:

No vote is requested for this agenda item.

Economic Development staff and the Center Committee has requested the installation of a temporary small pocket park/seating area on Mass. Ave. by the Grain Mill alley. This is similar to an installation two years ago and has been approved by the HDC. While the Town Manager's Office approves the use of public sidewalks, Board input is requested prior to this request being considered.

SUGGESTED MOTION:

NA

FOLLOW-UP:

EDO

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

6:55 p.m.

ATTACHMENTS:

Description

Type

☐ Staff Recommendation for Consideration

Cover Memo

Town of Lexington

Economic Development Office

1625 Massachusetts Ave.
Lexington, MA 02420

Memorandum

To: Carl Valente
From: Melisa Tintocalis, Economic Development Director
Date: 6/25/2018
RE: Request to set up outdoor lights and furniture on sidewalk

This memo is to request that the Town Manager approve the installation of outdoor lighting and furnishings in the public right-of-way on the sidewalk, near 1761 Massachusetts Avenue. The initial request was approved by the Board of Selectmen in May 2017. The furnishings include a small cluster of tables, chairs, and umbrellas, in the same style used for the public parklet at 1720 Massachusetts Avenue. In addition, the request includes outdoor lights to be installed over the curb-cut, allowance for a large garden sized checkerboard and to relocate seven additional barrel planters to the edge of the curb to create a safer buffer between pedestrians and the vehicles on Mass Avenue.

The Economic Development Office presented this initial concept in May 2017 to the Historic District Commission and returned for a continuation of the hearing June 7, 2018. The Commission has issued a Certificate of Appropriateness for the lighting fixtures, the furniture, as well as the option to return the installation of the garden sized black and white checkerboard set.

The goal is to activate the Center offering inviting places for people to engage and socialize, thereby enhancing local foot traffic and the vibrancy of the Center. This effort is supported by the Center Committee and the Lexington Retailer Association.



Photo illustrates the location of outdoor lighting and area for planter barrels



*Photo illustrates the types of furnishings, **not** exact location*

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Appoint Acting Town Manager (5 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.4

SUMMARY:

The Board shall appoint an Acting Town Manager, in accordance with the Selectmen-Town Manager Act of 1968, effective August 4, 2018 and continuing until a new Town Manager is hired, but no later than May 3, 2019.

SUGGESTED MOTION:

Move to appoint Kelly Axtell as Acting Town Manager effective August 4, 2018, subject to negotiating a satisfactory employment agreement.

FOLLOW-UP:

Ms. Barry and Mr. Lucente are negotiating the employment agreement with Ms. Axtell, to be presented to the Board at it meeting on July 23.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

7:00 p.m.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Close RCN Public Ascertainment Hearing (5 min.)

PRESENTER:

Joe Pato

ITEM NUMBER:

I.5

SUMMARY:

The Board will close the public ascertainment hearing that was held on Monday June 18, 2018. This hearing was for the purpose of reviewing the performance of RCN and to hear testimony on future cable related need and interest of the Lexington Community. Written comments were accepted until July 2, 2018.

SUGGESTED MOTION:

Move to close the RCN public ascertainment hearing.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

7:05 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Legal Notice - RCN Ascertainment Hearing	Backup Material

PUBLIC HEARING LEGAL NOTICE TOWN OF LEXINGT

PUBLIC HEARING

LEGAL NOTICE

Town of Lexington

BOARD OF SELECTMEN

The Board of Selectmen, as Issuing Authority for Cable Television licensing, will hold a public ascertainment hearing on Monday, June 18, 2018, at 7:00 p.m., in the Selectmen's Meeting Room on the second floor of the Town Office Building. The purpose of the hearing is to review the performance of cable television operator RCN during its current license term and to hear testimony on future cable-related needs and interests of the Lexington community, in preparing for license renewal negotiations between RCN and the Town of Lexington. Interested parties are encouraged to attend and offer testimony on any cable-related matters. Any applications, reports, statements and amendments to be considered at the hearing that constitute public records under state law are available for public inspection during regular business hours at the Town Clerk's Office, on the first floor of the Town Office Building, and for reproduction at a reasonable fee.

Written comments will also be accepted until Monday, July 2, 2018 at the Lexington Board of Selectmen's Office, on the second floor of the Town Office Building, or by email to selectmen@lexingtonma.gov. The Town Office Building is located at 1625 Massachusetts Avenue, Lexington, MA 02420. For more information on the public hearing, please call the Lexington Board of Selectmen's Office at (781) 698-4580.

Suzanne E. Barry, Chairman

Board of Selectmen

AD# 13692296

Lexington Minuteman 5/31/18

Appeared in: **Lexington Minuteman** on 05/31/2018 and 06/07/2018[Back](#)

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Public Hearing - Lemon Grass Liquor License Multiple Amendment Application (10 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.6

SUMMARY:

Lemon Grass Inc. has submitted all the necessary paperwork needed to request a Change of Manager, Alteration of Premises and Change of Beneficial Interest/Transfer of Stock, Change of DBA and, Change of Corporate Structure on their All Alcohol Restaurant Liquor License.

SUGGESTED MOTION:

Motion to approve the application for a Change of Manager, Alteration of Premises and Change of Beneficial Interest/Transfer of Stock, Change of DBA and Change of Corporate Structure and, upon approval by the ABCC, issue an amended 2018 All Alcohol Restaurant Liquor License to Lemon Grass Inc. d/b/a Love at First Bite Thai Kitchen & Bar.

FOLLOW-UP:

Selectmen's Office

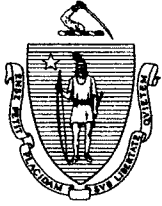
DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

7:10 p.m.

ATTACHMENTS:

Description	Type
☐ Liquor License Amendment application - Lemon Grass Inc.	Backup Material
☐ 06/28/18 Legal Notice	Backup Material



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

APPLICATION FOR MULTIPLE AMENDMENTS

Please complete Name of Licensee and Application Contact sections completely, leaving no fields blank.

NAME OF LICENSEE (Business Contact)	Lemongrass Inc		
ABCC License Number	00021-RS-0612	City/Town of Licensee	Lexington

APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name:	Apichat	Middle:		Last Name:	Chuenprapa
Title:	Owner			Primary Phone:	
Email:					

AMENDMENT OPTIONS

Please check off all of the amendments for which you are applying below. You will only be required to complete the sections of this amendment application that correspond to the amendments you check. Next to each amendment is the page that you will find the necessary application questions to complete. Please see the instructions page for additional required documents based on transaction.

If there are ANY financial considerations for the transactions for which you are applying, you must complete the financial section on page 2 of this application.

- ☐ Change in Business Contact Information - Page 2
This is only to change a mailing or business address (corporate headquarters, NOT premises address), phone number or email.
- ☒ Change of Manager - Page 3
- ☒ Alteration of Premises / Change of Location - Page 4
- ☒ Change of Beneficial Interest / Transfer or Issuance of Stock - Page 5
- ☐ Pledge of Collateral (License, Inventory, Beneficial Interest) - Page 6
- ☐ Change of Corporate Name - Page 6
- ☒ Change of DBA - Page 6
- ☒ Change of Corporate Structure (i.e. Corporation to LLC, Sole Proprietor to LLC) - Page 6
- ☐ Change of Category (i.e. Wine and Malts to All Alcohol) - Page 6
- ☐ Change of Class (i.e. Seasonal to Annual) - Page 6
- ☐ Change of Type (i.e. Restaurant to General on Premises) - Page 6

APPLICATION FOR MULTIPLE AMENDMENTS

FINANCIAL INFORMATION

Complete this section if there are financial consideration for **any** of the amendments for which you are applying.

Associated Costs

A. Purchase Price for Building/Land	<input type="text"/>
B. Purchase Price for any Business Assets	<input type="text"/>
C. Costs of Renovations/Construction	\$90,000
D. Purchase Price of Inventory	<input type="text"/>
E. Initial Start-Up Costs	<input type="text"/>
F. Other (Please specify)	<input type="text"/>
G. Total Cost (Add lines A-F)	<input type="text"/>

Please note, the total amount of **Cash Investment** (top right table) plus the total amount of **Financing** (bottom right table) must be equal to or greater than the **Total Cost** (line G above).

You are required to provide all documents relating to financing and/or loans you receive for this transaction

Please provide information about the sources of cash and/or financing for this transaction

Source of Cash Investment

Name of Contributor	Amount of Contribution
Family	\$50,000
Keybank line of Credit	\$50,000
Total:	\$100,000

Source of Financing

Name of Lender	Amount	Does the lender hold an interest in any MA alcoholic beverages licenses?	If yes, please provide ABCC license number of lender
Total:			

BUSINESS CONTACT

Complete this section **ONLY** if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address. If you are changing your premises location, you must also complete the premises section on page 4.

Primary Phone:	<input type="text"/>	Fax Number:	<input type="text"/>
Alternative Phone:	<input type="text"/>	Email:	<input type="text"/>

Business Address (Corporate Headquarters)

Street Number:	1710	Street Name:	Massachusetts Ave
City/Town:	Lexington	State:	MA
Zip Code:	02420	Country:	United States

Mailing Address

☒ Check here if your Mailing Address is the same as your Business Address

Street Number:	<input type="text"/>	Street Name:	<input type="text"/>
City/Town:	<input type="text"/>	State:	<input type="text"/>
Zip Code:	<input type="text"/>	Country:	<input type="text"/>

APPLICATION FOR MULTIPLE AMENDMENTS

MANAGER CONTACT

Complete this section if you are requesting a change of manager.

The Manager Contact is the individual who will have day-to-day, operational control over the liquor license.

Salutation		First Name	Warangtip	Middle Name		Last Name	Asci	Suffix	
Social Security Number				Date of Birth	08/07/1957				
Primary Phone:				Email:					
Mobile Phone:				Place of Employment	Lemongrass Inc				
Alternative Phone:				Fax Number					

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? ☒ Yes ☐ No

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, attach an affidavit that lists your convictions with an explanation for each

Have you ever been Manager of Record of a license to sell alcoholic beverages? ☒ Yes ☐ No

If yes, please list the licenses for which you are the current or proposed manager:

Lemongrass Inc current licenses

Do you have direct, indirect, or financial interest in this license? ☐ Yes ☒ No

If yes, percentage of interest

If yes, please indicate type of Interest (check all that apply):

- | | |
|-----------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Officer | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Stockholder | <input type="checkbox"/> LLC Manager |
| <input type="checkbox"/> LLC Member | <input type="checkbox"/> Director |
| <input type="checkbox"/> Partner | <input type="checkbox"/> Landlord |
| <input type="checkbox"/> Contractual | <input type="checkbox"/> Revenue Sharing |
| <input type="checkbox"/> Management Agreement | <input type="checkbox"/> Other |

Please indicate how many hours per week you intend to be on the licensed premises 68

Employment Information of Proposed Manager

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
05/07	Manager	Lemongrass Inc	1710 Mass Ave, Lexington, MA 02420	781-862-3530

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

APPLICATION FOR MULTIPLE AMENDMENTS

PREMISES INFORMATION

Please complete this section if you are altering your premises or changing your premises location.
Please enter the address where the alcoholic beverages are sold.

Premises Address

Street Number: Street Name: Unit:
City/Town: State: Zip Code:
Country:

Description of Premises


Please provide a complete description of the premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage.

Floor Number	Square Footage	Number of Rooms
1	1825	1

Patio/Deck/Outdoor Area Total Square Footage
Indoor Area Total Square Footage
Number of Entrances
Number of Exits
Proposed Seating Capacity
Proposed Occupancy

Occupancy of Premises

Please complete all fields in this section. Documentation showing proof of legal occupancy of the premises is required.

Please indicate by what right the applicant has to occupy the premises  Landlord Name
Lease Beginning Term Landlord Phone
Lease Ending Term Landlord Address
Rent per Month
Rent per Year

If leasing or renting the premises, a signed copy of the lease is required.

Please indicate if the terms of the lease include payments based on the sale of alcohol: ☐ Yes ☒ No

APPLICATION FOR MULTIPLE AMENDMENTS

CHANGE IN BENEFICIAL INTEREST / TRANSFER or ISSUANCE OF STOCK

CURRENT OWNERSHIP (Before Change in Beneficial Interest)

Please list all individuals or entities with a direct or indirect, beneficial or financial interest in this license. This pertains to the current licensee (before change in beneficial interest occurs).

Name	Title / Position	% Owned	Other Beneficial Interest
Chairuch Pichetshote	LLC Manager <input checked="" type="checkbox"/>	100	
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		

PROPOSED OWNERSHIP (After Change in Beneficial Interest)

Please list all individuals or entities with a direct or indirect, beneficial or financial interest in this license.

An individual or entity has a direct beneficial interest in a license when the individual or entity owns or controls any part of the license. For example, if John Smith owns Smith LLC, a licensee, John Smith has a direct beneficial interest in the license.

An individual or entity has an indirect beneficial interest if the individual or entity has 1) any ownership interest in the license through an intermediary, no matter how removed from direct ownership, 2) any form of control over part of a license no matter how attenuated, or 3) otherwise benefits in any way from the license's operation. For Example, Jane Doe owns Doe Holding Company Inc., which is a shareholder of Doe LLC, the license holder. Jane Doe has an indirect interest in the license.

- A. All individuals listed below are required to complete a Beneficial Interest Contact - Individual form.
- B. All entities listed below are required to complete a Beneficial Interest Contact - Organization form.
- C. Any individual with any ownership in this license and/or the proposed manager of record must complete a CORI Release Form.

Name	Title / Position	% Owned	Other Beneficial Interest
Apichat Chuenprapa	LLC Manager <input checked="" type="checkbox"/>	100	
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		

APPLICATION FOR MULTIPLE AMENDMENTS

AMENDMENT APPLICATION FOR:

Change of Corporate Name, Change of DBA, Change of Legal Structure, Change of Class, Change of Category

Please check the amendment that you are applying for and complete the corresponding section. Please refer to the requirements page for required documents.

PLEDGE INFORMATION

Are you seeking approval for a pledge? ☐ Yes ☐ No

To whom is the pledge is being made:

Please indicate what you are seeking to pledge (check all that apply)

Does the lender have a beneficial interest in this license? ☐ Yes ☐ No

☐ License ☐ Stock / Beneficial Interest ☐ Inventory

Does the lease require a pledge of this license? ☐ Yes ☐ No

☐ **Change of Corporate Name**

Last-Approved Corporate Name:

This is the License Entity

Name or the Business Contact

Requested New Corporate Name:

☒ **Change of DBA**

Last-Approved DBA:

Lemongrass

Requested New DBA:

Love at First Bite Thai Kitchen and Bar

☐ **Change of Corporate Structure**

Last-Approved Corporate Structure

LLC, Corporation, Sole

Proprietor, etc

Requested New Corporate Structure

☐ **Change of License Category**

Last-Approved License Category

All Alcohol, Wine and Malt,

Wine Malt and Cordials

Requested New License Category

☐ **Change of License Class**

Last-Approved License Class

Seasonal or Annual

Requested New License Class

☐ **Change of License Type***

Last-Approved License Type

i.e. Restaurant to Club

Package Store to Supermarket

Requested New License Type

CAN NOT change from an on-premise to an off-premises license type.

ADDITIONAL SPACE

The following space is for any additional information you wish to supply or to clarify an answer you supplied in the application.

If referencing the application, please be sure to include the number of the question to which you are referring.

APPLICANT'S STATEMENT

I, Chairuch Pichetshote the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP member
Authorized Signatory

of Lemongrass Inc, hereby submit this application for LLA and ABCC
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature:



Date:

05/22/2018

Title:

President

1710 MASSACHUSETTS AVENUE LEGAL NOTICE TOWN OF

1710 MASSACHUSETTS AVENUE

LEGAL NOTICE

Town of Lexington

BOARD OF SELECTMEN

In accordance with the requirements of the General Laws, Chapter 138, as amended, pertaining to the issuance of licenses for the sale and service of alcoholic beverages, notice is hereby given that an application has been received from Lemon Grass, Inc., d/b/a Lemon Grass Restaurant, 1710 Massachusetts Avenue, Lexington, MA 02420 requesting approval for the Alteration of the Licensed Premises, Change of dba, Change of Beneficial Interest/Transfer of Stock, change of Officers, Directors and Manager for their Common Victualler Liquor License to sell All Kinds of Alcoholic Beverages to be drunk on the premises. Public Hearing on the petition will be held on the Selectmen's Meeting Room, 1625 Massachusetts Avenue, Lexington, on Monday July 9, 2018 at 7:00 p.m.

Suzanne E. Barry, Chairman

Board of Selectmen

Appeared in: **Lexington Minuteman** on Thursday, 06/28/2018

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AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Public Hearing - Inn at Hastings Park Request to Remove Liquor License Conditions (30 min.)

PRESENTER:

Tricia Perez-Kennealy, Owner, Inn at
Hasting Park

ITEM NUMBER:

I.7

SUMMARY:

A vote is requested for this agenda item.

The Inn at Hastings Park has requested that the conditions of their liquor license be removed.

Staff has reviewed these conditions and made a number of comments/suggestions.

In addition, the Chief of Police reports that the Inn, the food service, and alcohol service has not impacted police services. The Chief also reports that with the exception of one individual who called frequently on license compliance issues, the Inn seems to be managing their services well. The Inn has not appeared on any 'over serving' report generated by the Commonwealth. The Police Department has not receive parking or noise complaints.

SUGGESTED MOTION:

Move to (take the matter under advisement) (retain the current liquor license conditions) (direct staff to amend the liquor license conditions as follows:)

FOLLOW-UP:


















Selectmen's Office will amend license if approved by the Board.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

7:20 p.m.

ATTACHMENTS:

Description	Type
 06/28/18 Legal Notice	Backup Material
 Request from Inn at Hastings Park - removal of conditions	Backup Material
 Current Liquor License	Backup Material
 Current Liquor License Conditions	Backup Material
 Current Alcoholic Beverage License Regulations Applicable to Restaurants	Backup Material
 Memorandum of Agreement for Inn	Backup Material
 Staff Input on Liquor License Conditions	Backup Material
 Public Comment - Harrington	Backup Material
 Public Comment - Dunham	Backup Material
 Public Comment - Hobbs	Backup Material
 Public Comment - Igoe	Backup Material
 Public Comment - Penniman	Backup Material
 Public Comment - Harrison	Backup Material
 Public Comment - LaLone	Backup Material
 Public Comment - Hurd	Backup Material
 Public Comment - Thomas	Backup Material
 Public Comment - Wyse	Backup Material

2013-2027 MASSACHUSETTS AVENUE LEGAL NOTICE TO

2013-2027 MASSACHUSETTS AVENUE

LEGAL NOTICE

Town of Lexington

BOARD OF SELECTMEN

In accordance with the requirements of the General Laws, Chapter 138, as amended, pertaining to the issuance of licenses for the sale and service of alcoholic beverages, notice is hereby given that an application has been received from AB Inns LLC, d/b/a Inn at Hastings Park, 2013-2027 Massachusetts Avenue, Lexington, MA 02421 requesting removal of the Local Licensing Authority conditions on their Innholder license to sell all alcohol beverages to be drunk on the premises. Public Hearing on the petition will be held in the Selectmen's Meeting Room, 1625 Massachusetts Avenue, Lexington, on July 9, 2018 at 7:00 p.m.

Suzanne E. Barry, Chairman

Board of Selectmen

Appeared in: ***Lexington Minuteman*** on Thursday, 06/28/2018

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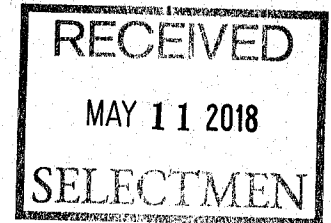
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CAPE COD

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SIX GRANITE STATE COURT
BREWSTER, MASSACHUSETTS 02631
TELEPHONE (508) 255-3600



May 10, 2018

BY OVERNIGHT MAIL

Kim Katzenback, Office Manager/Executive Clerk
Board of Selectmen for the Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

Re: *All Alcoholic Beverages Innholder License*
AB Inns LLC d/b/a Inn at Hastings Park and Artistry on the Green Restaurant
2013-2027 Massachusetts Avenue, Lexington

Dear Ms. Katzenback:

I am special liquor counsel to AB Inns LLC d/b/a Inn at Hastings Park and Artistry on the Green Restaurant ("Licensee") and hereby respectfully submit this ***Request for Removal of All Conditions*** on the existing all alcoholic beverages innholders license ("License"). A copy of the "Conditions on Liquor License for Inn at Hastings Park dated December 1, 2014" is enclosed for reference.

First, I would like to provide some background on this License since only one of the five current Board members, Mr. Pato, was seated on the Board when the License issued almost five (5) years ago. I represented the Licensee in the original license application filed on July 29, 2013 and appeared before the Board of Selectmen at the public hearings held on August 26 and September 9, 2013. After the hearing on September 9, 2013, the Board approved the application for the License with Conditions dated September 9, 2013. The application was

*ALSO ADMITTED IN NY
**ALSO ADMITTED IN NH
***ONLY ADMITTED IN PA
*ALSO ADMITTED IN DC
**ALSO ADMITTED IN RI
***ALSO ADMITTED IN RI, CT, & NH

LAWSON & WEITZEN, LLP

Page 2

May 10, 2018

reviewed and approved by the Massachusetts Alcoholic Beverages Control Commission ("ABCC") and the License then issued by the Board.

The following year, we sought to amend the Conditions so that restaurant patrons would be able to have a drink, with food per the Lexington Regulations, while waiting for a table, as was the practice for other neighboring restaurant in Lexington. The Board held a public hearing on December 1, 2014 on that request and approved the amended Conditions, which are dated December 1, 2014.

Five years ago, the Inn was a new business for the Town located at the site of the former Dana Home and adjacent properties. There was great public support voiced at the hearings (whether in person or by letters), however, some nearby neighbors voiced concerns about having this new business at this location and what potential effects may result on their lives and properties. The Licensee worked hard with the Board in August and September 2013 in developing the Conditions to address and alleviate those concerns.

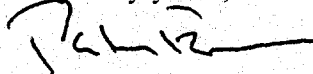
Here we are today with an award winning luxury Inn and Restaurant (such as Trip Advisor Certificate of Excellence, AAA Four Diamond, Travel + Leisure World's Best List, Best of Boston) and selected for the prestigious membership in Relais & Châteaux (an evaluation on Character, Courtesy, Calm, Charm and Cuisine). Indeed, the Inn and Restaurant have proved to be great assets to the Town of Lexington, independently owned and operated by Lexington resident Trisha Pérez Kennealy.

Removal of the Conditions would not have any detriment upon the neighbors or Town. However, continued operation under the Conditions has and will deter the continued success of the Inn and Restaurant. Indeed, the Conditions do not allow the Licensee to deliver a level of service that guests at these types of Inn and restaurants expect and is on par with some of the Licensee's competitors in Lexington and neighboring towns.

Please note that under the law, conditions upon a License are imposed by the Board, as local licensing authority, and not by the ABCC. As such, procedurally, a licensee petitions the local licensing authority to change or remove conditions and there is no ABCC application form.

We would appreciate if you would kindly place this matter on for the May 21, 2018 public hearing agenda, if possible. Thank you for your assistance.

Very truly yours,



Patricia Lang Farnsworth

Encl.

LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF
THE TOWN OF LEXINGTON, MASSACHUSETTS

HEREBY GRANTS A

INNHOLDER

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages
To Be Drunk On the Premises

To AB Inns LLC, d/b/a **INN AT HASTINGS PARK** (Artistry on the Green)
2013-2027 Mass. Avenue, Lexington 02421 Trisha Perez Kennealy, Manager

on the following described premises: Approximately 97,904 square feet of land with 3 buildings. The Main Inn includes 4 floors. 1st floor includes: a 14 table restaurant with seating for 54, lobby, sitting rooms and a covered porch; 2nd floor includes 8 guest rooms; 3rd floor includes 2 guest suites; and the ground floor includes offices, food prep and storage. The 2nd building has 3 floors with 1 guest suite on each floor. The 3rd building has 3 floors with 2 guest suites on the ground floor, 3 guest rooms on the 1st floor, and 4 guest rooms on the 2nd floor. Outdoor areas include a patio area at the rear of the Main Inn and surrounding garden area.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31, 2018, unless earlier suspended, cancelled or revoked. Subject to the requirements outlined in the attached "Conditions on Liquor License for Inn at Hastings Park" dated December 1, 2014.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this _____ day of _____ 20____

This license corrects and replaces the license issued on December 4, 2017

**The Hours during which Alcoholic
Beverages may be sold are:**

From: 11:00 a.m. to 11:00 p.m.

Sunday through Thursday

11:00 a.m. to 11:30 p.m.

Friday and Saturday

Licensing Board

License No. 00039-HT-0612

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

Conditions on Liquor License for Inn at Hastings Park

Definitions

1. Alcohol Service: The placing of an order for an alcoholic beverage.
2. Alcohol Consumption: The drinking of an alcoholic beverage.
3. Inn Guest: An individual registered to stay overnight at the 22 guest rooms/suites.
4. Patron: Any customer of the Inn at Hastings Park who is not an Inn Guest.

Conditions

Inn Guests

1. Alcohol service shall be limited to the restaurant/dining room, the 22 guest rooms/suites and the three sitting rooms in the Main Inn; all as shown on the plans for the Inn submitted with this license application.
2. Alcohol service shall not be allowed on the Main Inn covered porch or patio adjacent to the Main Inn.
3. Alcohol consumption is permissible in the 22 guest rooms/suites and on the Main Inn covered porch or patio adjacent to the Main Inn, but shall not be allowed on the Main Inn covered porch or patio adjacent to the Main Inn after 9 PM.
4. Alcohol consumption on the Main Inn covered porch and patio adjacent to the Main Inn is allowed only if the alcohol service to the Inn Guest took place in the Main Inn sitting rooms and the Inn Guest transports such alcoholic beverages to the Main Inn covered porch and adjacent patio. Open alcoholic beverages may be transported to or from 22 guest rooms/suites, the Mulliken House or the Barn only by Inn staff.
5. Alcohol service and consumption is allowed within the hours of this license, subject to Condition 3 above, provided that food service is provided with the alcoholic beverage in accordance with the Regulations.
6. Food service in the Main Inn sitting rooms does not include ordering from the restaurant menu, Artistry on the Green. Food service in the Main Inn sitting rooms is intended to be an offering to the Inn Guests in connection with operation of the Inn. Such items may include, but are not limited to, muffins, breads, finger sandwiches, cookies, fruits, hors d'oeuvres and the like.

Patrons

7. Alcohol service to and consumption by patrons is allowed only in the restaurant/dining room and waiting area (which includes the service bar area), and only to patrons waiting to be seated in the dining room. Appetizers and hors d'oeuvres shall be available to patrons in the waiting area in accordance with the Regulations.

December 1, 2014

BOARD OF SELECTMEN REGULATION

Alcoholic Beverage License Regulations Applicable to Restaurants

Date Approved by BOS:

March 15, 2010

Signature of Chair:

Norman P. Cohen

I. PURPOSE

The Board of Selectmen is duly authorized by statute to issue and to regulate alcoholic beverage licenses. These regulations set the standards by which the Selectmen will review requests by holders of Common Victualler licenses for All Alcohol and for Wine and Malt only licenses. It is the intent of the Board of Selectmen that alcoholic beverage service in restaurants should be incidental to food service and that establishments whose primary purpose is the service of alcoholic beverages will not be licensed.

II. GENERAL REQUIREMENTS

1. The issuance of an All Alcohol or a Wine and Malt Beverage only license is an accommodation to a duly licensed Common Victualler who serves food to the public in a restaurant.
2. An alcoholic beverage license shall not be issued to any applicant unless such applicant is the licensee named and operates the dining facility identified in the Common Victualler License.
3. An alcoholic beverage license shall not be granted to establishments that have their primary business derived from fast-food service, as defined in the Zoning Bylaw.
4. Restaurants must have a minimum seating capacity of 18 to be granted an alcoholic beverage license.
5. Food service must be provided to seated patrons and served by wait staff.
6. Unless the Board of Selectmen elects to reduce such hours as a condition of a license, the hours for serving alcoholic beverages shall not exceed the following: 11:00 a.m. to 12:00 midnight seven days a week. Restaurants may serve alcoholic beverages past 12:00 midnight on New Year's Eve until 1:00 a.m. on January 1, subject to a written request to and the prior approval in writing from the Town Manager. In determining whether to approve such request, the Town Manager shall take into consideration any objections or complaints concerning restaurant operations that may have been received by the Town or the Town police.

7. The hours during which sales of alcoholic beverages may be made in a restaurant are further limited to the times when the dining room is open and food service is available. No alcoholic beverages shall be sold or served in a restaurant before it is open and food service is available, nor after the restaurant has been closed or food service has ended. Food service is defined as the service of any food, including appetizers, desserts and snacks.
8. Automatic amusement devices in compliance with Massachusetts General Laws Chapter 140, § 177A may be kept in licensed premises, provided that each such device is properly licensed by the Town of Lexington as an automatic amusement device, and is installed on the premises so as to be kept in open view at all times while in operation, and shall at all times be available for inspection. No device designed or intended for gambling, gaming or betting for money or property shall be permitted in a licensed premise, nor shall any other automatic amusement device be permitted to be used for such purpose. The term “automatic amusement device” shall mean any mechanism whereby, upon the deposit therein of a coin or token, any apparatus is released or set in motion or put in a position where it may be set in motion for the purpose of playing any game involving, in whole or in part, the skill of the player, including but not limited to such devices commonly known as pinball machines and video or electronic games.
9. All alcoholic beverages must be bought, served and drunk on the premises. No person shall be allowed to take or consume alcoholic beverages on the sidewalks of any licensed establishment or on the public sidewalks, unless an application to extend the licensed premises has been approved by the Board of Selectmen. Such extension must meet guidelines for extension of premises to patio and outdoor areas established by the ABCC.
10. No license shall be sold, transferred or surrendered without the prior approval of the Board of Selectmen.
11. All alcoholic beverage licenses are conditioned on the compliance with all applicable state and local laws, including but not limited to M.G.L. Chapters 138 and 140, the state building code, the ABCC Regulations and Lexington’s bylaws and regulations.
12. No corporation, organized under the laws of the Commonwealth or any other state or foreign country, shall be issued a license to sell in any manner any alcoholic beverages unless such corporation shall have first appointed, by vote of its Board of Directors or other similar board, as manager or other principal representative, a citizen of the United States, and shall have vested in him by properly authorized and executed written delegation full authority and control of the premises described in the license of such corporation and of the conduct of all business therein relative to alcoholic beverages nor unless such manager or representative is, with respect to his character, satisfactory to the licensing authorities.

13. Such manager or representative shall be present in the licensed premises and shall be available to the licensing authorities at all times during which alcoholic beverages are being sold pursuant to the license of such corporation, unless some other person, similarly qualified, authorized and satisfactory to the licensing authorities, and whose authority to act in place of such manager or principal representative shall first have been certified to the licensing authorities as set forth in paragraph 14, is present in the premises and acting in the place of such manager or principal representative.
14. All managers listed on the license must provide the Board with proof of successful completion of an accredited alcoholic beverage server training program (such as Training for Intervention Procedures by Servers (TIPS)). All other employees must complete similar in-house training within 30 days of hire.
15. No alcoholic beverage license shall be granted unless toilet facilities are generally available to the patrons of the restaurant.
16. The alcoholic beverage license must be prominently displayed and available for public viewing inside the premises.
17. The manager or representative is responsible for the order and decorum kept in the premises and in the immediate surrounding exterior area and must cooperate with Town Officials. The property is subject to inspection by appropriate Town Officials.
18. If the licensed establishment is closed for more than 7 consecutive days or 10 days in a calendar year without prior approval, it shall be considered abandonment of the alcoholic beverage license and is cause for the suspension or revocation of the license.
19. Alcoholic licenses issued shall be conditioned on strict compliance with these regulations, and any failure to comply may be cause for refusing to grant or renew a license or for suspending, canceling, or revoking a license already granted, at the discretion of the Board of Selectmen after consideration of all relevant circumstances.

III. THE APPLICATION

20. Alcoholic beverage licenses are issued for one year only, subject to annual review and renewal by the Board.
21. No action shall be taken by the Board of Selectmen on an application until the information requested on the application form is complete and all license fees are paid.

22. All applicants must submit to the Board of Selectmen with the application a floor plan of the building on which is clearly marked and designated the location of proposed service bars and the dining rooms, function rooms, restrooms, or other rooms in which approval of the Board of Selectmen for the sale of alcoholic beverages is requested. Sales and service of alcoholic beverages are prohibited in any areas or locations not expressly approved by the Board of Selectmen, and no change in such area or location may be made without prior approval of the Board of Selectmen.
23. Every application for an alcoholic beverage license made by a corporation shall state the full names and home addresses of the president, treasurer, clerk and secretary, directors and manager or other principal representative of the corporation. The application shall be signed by a corporate officer duly authorized by a vote of the corporation's board of directors or other similar board. A copy of such vote certified by the clerk or secretary of the corporation, together with a copy of the certificate of its organization, shall be submitted with the application. A copy of the vote appointing the corporation's manager or other principal representative shall also be submitted with the application.
24. All applications for licenses shall be made upon blanks furnished by the licensing authorities, shall be fully answered in detail and shall be typewritten or legibly written in ink. Applications written in pencil, in whole or in part, will not be accepted.
25. Statements and information provided in all applications shall be made under the pains and penalties of perjury and any false statement contained in any application shall be cause for refusing to grant or renew the alcoholic beverage license or for suspending, canceling or revoking an alcoholic beverage license already granted.
26. The annual license fee is due at the time of applying for or renewing an alcoholic beverage license. Annual fees are as follows:
 - (a) All Alcohol - \$3,500, and;
 - (b) Wine and Malt Only - \$2,500.
27. For a new license or change of license, a \$100 administrative fee is due at the time of application.
28. If an applicant is denied a license, a new application shall not be received for 12 months unless a Board of Selectmen member, who previously voted against the application, moves to allow resubmission and such motion prevails.

IV. BACKGROUND

The Town of Lexington, by a vote of its citizens, had earlier established alcoholic beverage licenses for restaurants with a minimum seating capacity of 99. In 2002, the Lexington Center Committee began to discuss ways to attract more businesses to the commercial district. They found that surrounding communities such as Arlington and Waltham had revitalized their commercial areas by attracting smaller chef-owned restaurants. The ability to sell alcohol made these restaurants economically viable. Town Meeting passed a home rule petition seeking to eliminate the 99-seat minimum seating capacity. That petition was approved by the Legislature and then overwhelmingly approved by the citizens on March 2, 2004 by a vote of 7022 to 1224.

V. REFERENCES

Adopted by the Board of Selectmen June 13, 1967.
Amended rules adopted May 24, 1971
Amended rules adopted May 10, 1977
Amended rules adopted December 18, 1978
Vote of citizens of 3/2/04 (no minimum seating required)
Amended rules adopted by the Board of Selectmen on September 13, 2004.
Amended rules adopted February 15, 2005.
Amended rules adopted by the Board of Selectmen on March 15, 2010.
MGL Chapter 138

**Memorandum of Understanding between AB Holdings, LLC (“Applicant”)
and the Town of Lexington, Massachusetts (“Town”)**

May 9, 2012

The Applicant has filed for a rezoning of land entitled “The Inn at Hastings Park,” dated December 29, 2011, Amended April 20, 2012 “PSDUP Filing” which has been placed on the warrant for the 2012 Annual Town Meeting as Article 34. The land with the existing buildings thereon is located at Assessor’s Map 49 Parcel 2 (2027 Massachusetts Avenue) and Assessor’s Map 57 Parcel 12 (2013 Massachusetts Avenue) (the “Property”).

The purpose of this Memorandum of Understanding (“MOU”) is for the Applicant and the Town to agree on those provisions having public benefit to the Town as well as benefit to the Property. The terms of this MOU are binding on the Applicant, its successors and assigns as owners of the Property. The Town and the Applicant request that the terms be incorporated by the Zoning Board of Appeals into the Special Permit with Site Plan Review.

Applicant actions prior to DSDUP.

The Applicant will undertake the following actions, with the Town’s participation as required. Before the filing of a Definitive Site Development and Use Plan (DSDUP), each item shall be addressed to a sufficient degree in order that they will be incorporated into the Definitive Site Development and Use Plan (DSDUP).

1. Worthen Road Access – The Applicant will prepare the necessary engineering plans and submit a request to amend any permits which may be necessary to implement further driveway improvements for the Worthen Road driveway as agreed to by the Town Engineer.
2. Stone walls facing Massachusetts Avenue that have been proposed for the Massachusetts Avenue parking lot will be constructed at a minimum height of three feet from the finished paved grade of the parking lot to reduce vehicle headlight impact on abutting properties.
3. The Applicant will provide 10,000 dollars for nearby roadway infrastructure improvements as requested by the Town Engineer to further safety in the area. Payment is to be made prior to the issuance of a building permit. Funds not used by the Town within three years of the approval of the DSDUP shall be returned to the Applicant.

Parking and Transportation Demand Management (PTDM) Plan

The Applicant agrees to create and implement a multi-modal PTDM plan, describing the specific demand management techniques that will be utilized.

It is expected that the PTDM plan will require amendment and refinement over time, but it must initially include or address the following elements:

1. The Applicant will actively manage site parking and will discourage guests and employees from parking on residential side streets such as Parker and Forest Street by managing on-site spaces so that all overnight guests are assured of an off-street parking space.
2. Restaurant and Inn staff will advise guests at the time of making reservations and at check-in to park only in the on-site parking areas or on Massachusetts Avenue or Worthen Road. Motorists parking in the Worthen Road parking area will be advised of the turn restriction on the Worthen Road driveway, and will be directed to follow Worthen Road to Bedford Street.
3. Employees will be instructed to park on Worthen Road in the area in front of the Town athletic fields or in a municipal parking lot in Town center. They will further be instructed that they are not permitted to park on Worthen Road north of Massachusetts Avenue towards Bedford Street. (This area is a preferred overflow parking area for guests). Newly hired employees will be required to sign a written statement that they fully understand and will comply with the Inn's Employee Parking Policy as a condition of continued employment. The Applicant will develop written training instructions for all new employees and an ongoing training plan describing how this training will be reinforced on an ongoing basis.
4. Should complaints of parking on residential side streets by guests and employees of the Inn become a concern to the Board of Selectmen, the Applicant will in good faith work to secure additional off-street parking space for guests and employees of the Inn. The number of off-street parking spaces shall be determined by the Board of Selectmen in consultation with the Applicant and the parties to the complaint(s). In no case shall the additional parking spaces requested exceed the documented overflow of parking on residential streets by guests and employees. Further, it is expressly understood that Massachusetts Avenue and Worthen Road are not considered residential side streets.
5. The Applicant understands that if it is unable to adequately control parking the Board of Selectmen may, in its proper exercise of power over public safety and license renewals, act to restrict the number of seats licensed in the restaurant or act in any other manner as a means of correcting such deficiencies.

6. Annual reporting will be submitted to the Board of Selectmen and the Planning Board on July 1, or the first business day thereafter, of each year as a prerequisite for annual license renewals. Reports must include the following:
 - a. Data on dates that the Inn is at least 80% occupancy (18 or more rooms are occupied).
 - b. Data on the dates of any meal period when the restaurant serves 54 or more outside patrons.
 - c. Description of employee training efforts made, i.e. how they are meeting the management plan on employee training regarding parking.
 - d. Copy of any written complaints received from neighbor or community members pertaining to the parking operations of the Inn and written response on how the management team resolved or addressed the complaint.
 - e. An employee and/or patron transportation mode split survey.
 - f. The results of the selected PTDM measures and goal attainment.
 - g. Update on any modifications, improvements or problems with the two Management Plans (Trash and PTDM).
 - h. Motor vehicle accidents that have been reported to the police and have occurred within the past 12 months on site or with vehicles turning to or from the site.

Ongoing Commitments

1. The Applicant will maintain landscaping on the site to ensure that sight lines at the corner of Massachusetts Avenue/Worthen Road are kept clear.
2. The restaurant will be located inside the former Dana Home structure.
3. The Applicant will provide \$1,000 a year worth of transit passes, such as for LEXPRESS, the Liberty Ride or the MBTA, for the use of guests and employees for a period of three years, to begin upon issuance of a certificate of occupancy to Applicant.
4. The Applicant will write a trash and recycling management plan. Trash will be stored on site, inside a structure. The containers will be of a size that can be retrieved on site by small collection vehicles (as defined in #5 below), or rolled out curbside to be collected by conventional trash vehicles. Trash containers will not be left unattended at curbside. Trash pick-ups will be scheduled to occur so as

not to conflict with peak hour traffic. Timing of the pick-ups will comply with state and local laws.

5. The Applicant agrees to limit regular truck access to the site based on the engineering design level achieved for interior circulation and access/egress. The size limit will be set by the Zoning Board of Appeals in the special permit, based on common engineering practices for turning analysis.
6. All lighting will be fully shielded, even if in excess of the requirements of the bylaw. Lighting shall be set on automatic timers to turn off exterior lighting between 11 PM and dawn, except at locations where it is demonstrated lower light levels are needed for safety. Interior lighting must be shielded to minimize the light spill from the windows at night.
7. The Applicant acknowledges that the noise pollution standard contained in the Town's general Noise Bylaw may not be appropriate for this specific proposal and agrees that between the hours of 10:00 p.m. and 6:00 a.m., normal operations of the Inn and restaurant will not exceed a noise level of 5dBA above established ambient noise levels at the boundaries of lots with residential dwellings. The Applicant will submit a design report as part of the DSDUP submission, done by an acoustical engineer, showing how they will achieve such a standard.

The ambient noise level will be established by a series of measurements taken at one hour increments over a seven-day period and there may be more than one level established.

The applicant and its engineer will also submit a testing protocol to be used to confirm compliance with the standard. The protocol will specify what type of measurement instruments will be used, where the instruments will be placed and when the measurements will be taken. The Town will hire, at the Applicant's expense, a noise consultant to review the testing protocol, and, at a later date, to review the applicant's data showing compliance with the noise standard.

8. The Applicant will have quiet hours after 10:00 p.m. There will be a written management plan explaining how the Applicant will make guests and staff aware of this provision.
9. Should the Town need to rebuild the Massachusetts Avenue/Worthen Road intersection in the future, the Applicant agrees to provide the necessary right of way (ROW) to the Town without dispute. ROW shall be provided to the Town, free of charge, as long as it does not exceed 15' in depth along the frontage of the property, and as long as it does not impact the ongoing parking or permanent use of the site. In exchange, the Town agrees to replace, free of charge to the then owner, any landscaping or other physical site amenities disturbed by the Town during the rebuilding of the intersection.

Binding Effect. This Agreement shall be binding on the Applicant and its successors and assigns and on the Town. This Agreement is for the benefit of the Applicant and the Town, and it may be enforced by any remedy provided at law or in equity. This Agreement and the Lexington Zoning Bylaw shall be construed in such a way as to harmonize any conflicting provisions to the greatest extent reasonably possible, but in the event of any irreconcilable conflict between this Agreement and any provision in the Bylaw, the provisions of the Bylaw shall control (subject always to the provisions of General Laws, Chapter 40A, as amended).

Applicant's Existence and Authority. The Applicant is a Massachusetts limited liability company duly formed, validly existing and in good standing under the laws of the Commonwealth of Massachusetts.

This Agreement constitutes a valid and legally binding obligation of the Applicant, enforceable against the Applicant in accordance with its terms, and neither the execution, delivery or performance of this Agreement nor compliance herewith conflicts with or will conflict with or results or will result in a breach of or constitutes or will constitute a default under (i) the organizational documents of the Applicant, (ii) any law or any order, writ, injunction or decree of any court of governmental authority, or (iii) any agreement or instrument to which the Applicant is a party by which it is bound.

Dispute and Default. The Applicant agrees that there are inadequate remedies at law for the material breach of any provision of this MOU and that the Town is entitled to seek specific performance and other equitable remedies in addition or in lieu of monetary damages in the event of any such breach by the Applicant. In the event of any dispute or default hereunder, the losing or defaulting party shall reimburse the prevailing party for its costs and expenses, including without limitation court costs and attorney's fees.

Cooperation. The Applicant hereby agrees to continue to work cooperatively with the Town on an ongoing basis to implement both the specific provisions and the intent and purposes of this Agreement.

Time is of the Essence. Time shall be of the essence of this Agreement.

Permitting. The execution and delivery of this Agreement does not constitute an agreement by the Town that any necessary permit or approval for the Project will in fact be granted. Any provision of this Agreement will be incorporated into, and made a condition of, any permit or approval granted by the Town. If for any reason this Agreement is not incorporated into the special permit granted by the Zoning Board of Appeals, this Agreement shall be recorded by the Applicant (or satisfactory evidence hereof if the Agreement itself is not accepted for recording at the Middlesex South Registry of Deeds). At the time of any such recording the Applicant shall take all steps necessary (in the Town's discretion) to ensure that this Agreement will have priority from a title perspective over any outstanding monetary liens on the Property.

Amendment of Agreement. This Agreement may not be amended, modified or terminated except by a written instrument executed by the Applicant and by or on behalf of a majority of the Board of Selectmen. It is the responsibility of the Applicant to request any modification of the special permit that may be required due to such a modification.

Enforcement; No Waiver. The failure of the Town to enforce this Agreement shall not be deemed a waiver of the Town's right to do so thereafter. If any provision of this Agreement or its applicability to any person or circumstances shall be held invalid, the remainder thereof, or the application to other persons shall not be affected.

Severability. The invalidity of any provision of this Agreement as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof.

Applicable Law. This Agreement shall be governed by and according to the laws of the Commonwealth of Massachusetts, as amended from time to time. Any action brought by the Town hereunder may be brought in the Superior Court in and for the County of Middlesex, and the Applicant hereby agrees to the jurisdiction of such court.

For title reference, see Deed of The Dana Home of Lexington, Inc. dated May 19, 2011, and recorded with Middlesex South Registry of Deeds in Book 56880, Page 171 (covering 2027 Massachusetts Ave.), and also Deed of The Dana Home of Lexington, Inc. dated _____, 2012, recorded with said Deeds in Book _____, Page _____ (covering 2013 Massachusetts Ave.).

PROPERTY ADDRESS: 2027 and 2013 Massachusetts Ave., Lexington, Massachusetts.

Signatures on following page


Memorandum of Understanding between AB Holdings, LLC
and the Town of Lexington, Massachusetts
May 9, 2012
Signature Page

Executed as a sealed instrument as of the date first above written.

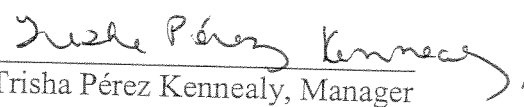
Town of Lexington
Board of Selectmen

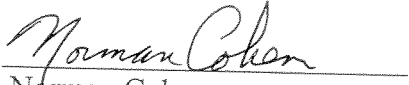
AB Holdings, LLC

By:

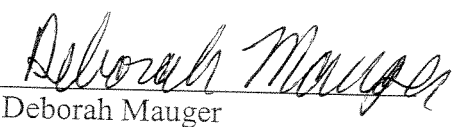

Hank Manz

By:


Trisha Pérez Kennealy, Manager


Norman Cohen


George Burnell


Deborah Mauger

Conditions on Liquor License for Inn at Hastings Park

Definitions

1. Alcohol Service: The placing of an order for an alcoholic beverage.
2. Alcohol Consumption: The drinking of an alcoholic beverage.
3. Inn Guest: An individual registered to stay overnight at the 22 guest rooms/suites.
4. Patron: Any customer of the Inn at Hastings Park who is not an Inn Guest.

Conditions

Inn Guests

1. Alcohol service shall be limited to the restaurant/dining room, the 22 guest rooms/suites and the three sitting rooms in the Main Inn; all as shown on the plans for the Inn submitted with this license application.

Staff Input: Consider allowing Alcohol Service on the porch, patio or within an enclosed area on the lawn (tent) consistent with the Board's Liquor License Regulations for Restaurants #9.

2. Alcohol service shall not be allowed on the Main Inn covered porch or patio adjacent to the Main Inn.

Staff Input: Consider deleting this condition (see #1) consistent with the Board's Liquor License Regulations for Restaurants #9 that allow outdoor seating consistent with ABCC regulations.

3. Alcohol consumption is permissible in the 22 guest rooms/suites and on the Main Inn covered porch or patio adjacent to the Main Inn, but shall not be allowed on the Main Inn covered porch or patio adjacent to the Main Inn after 9 PM.

Staff Input: Consider allowing the serving of alcohol earlier on weekends in the Main Inn (10 a.m.) to accommodate brunch service, recognizing that the Board's current Liquor License Regulations for Restaurants allows service no earlier than 11 a.m. Keep 9 p.m. limit for porch and patio as a later time may create excessive neighborhood noise.

4. Alcohol consumption on the Main Inn covered porch and patio adjacent to the Main Inn is allowed only if the alcohol service to the Inn Guest took place in the Main Inn sitting rooms and the Inn Guest transports such alcoholic beverages to the Main Inn covered porch and adjacent patio. ***Staff Input: Consider deleting this first condition as there does not appear to be a practical benefit of allowing consumption but not service on the porch and patio.*** Open alcoholic beverages may be transported to or from 22 guest rooms/suites, the Mulliken House or the Barn only by Inn staff. ***Staff Input: Consider keeping this condition for safety purposes and to limit possible consumption by minors.***
5. Alcohol service and consumption is allowed within the hours of this license, subject to Condition 3 above, provided that food service is provided with the alcoholic beverage in accordance with the Regulations.

Staff Input: Consider keeping this condition, consistent with the Board's Liquor License Regulations for Restaurants #7.

6. Food service in the Main Inn sitting rooms does not include ordering from the restaurant menu, Artistry on the Green. Food service in the Main Inn sitting rooms is intended to be an offering to the Inn Guests in connection with operation of the Inn. Such items may include, but are not limited to, muffins, breads, finger sandwiches, cookies, fruits, hors d'oeuvres and the like.

Staff Input: Consider keeping this condition as deleting it would increase the seating capacity of the restaurant and the Board, in originally granting this license, was concerned with the activity at the Inn not overwhelming the neighborhood.

Patrons

7. Alcohol service to and consumption by patrons is allowed only in the restaurant/dining room and waiting area (which includes the service bar area), ~~and only to patrons waiting to be seated in the dining room.~~ Appetizers and hors d'oeuvres shall be available to patrons in the waiting area in accordance with the Regulations.

Staff Input: Consider deleting the section as noted. There does not appear to be any practical reason for requiring patrons to order a full meal in the dining room in order to consume an alcoholic beverage. The standard should be that food is served with any alcoholic beverage, consistent with the Board's Liquor License Regulations for Restaurants # 7.

December 1, 2014
Staff Input: 7/6/2018

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: Web contact form submission
Date: Thursday, July 5, 2018 9:07:24 PM

Submitted on Thursday, July 5, 2018 - 9:07pm
Submitted values are:

Name: Thomas Harrington Jr
Email:
Question or comment:
Dear Board of Selectmen:

Regarding the request by AB Inn LLC to remove restrictions on the liquor license at the Inn at Hastings Park, I respectfully ask that the Board of Selectmen vote against removal of any restrictions. The decision to allow this commercial business to operate wholly within a residential neighborhood was taken over and against the strenuous objection of neighboring property owners. The current (reasonable and minimal) restrictions on the liquor license were in essence a promise and assurance to the neighborhood to limit the intrusiveness of the hotel/restaurant operation. Please do not break this promise.

In making their decision against removal of any restrictions on the liquor license, the Board should also take into account the way that this proposal is being handled by AB Inn LLC. The fact that notice to abutters' was delivered on a Friday before a holiday week, and that the Board's meeting is on a Monday after that holiday week, is clearly an attempt to avoid awareness and reaction among the affected parties and the public more generally. Furthermore, the notice provided no actual information about the nature of the change being requested nor links to any informative information. I trust that the Board will alert AB Inn LLC and their counsel that this sort of approach does not generate confidence in their intentions.

Thank you for your attention,
Tom Harrington,

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: Web contact form submission
Date: Friday, July 6, 2018 9:53:51 AM

Submitted on Friday, July 6, 2018 - 9:53am
Submitted values are:

Name: Christopher Dunham

Email:

Question or comment:

RE: Public Hearing - Inn at Hastings Park request to remove Liquor License conditions

Hello - I am the owner of 2006 Mass Ave across from the Inn. I wanted to send a quick note voicing my opposition to any expansion of the Inn's liquor license. We frequently already have guests from functions parking on Parker St and along Mass Ave. My understanding is this expansion would increase their ability to host events like wedding receptions that have the potential to be both noisy and unruly with the addition of alcohol.

As an unfortunate, but relevant, aside: just last night when the Fireworks wrapped up I observed a woman walk into my driveway and urinate in the corner of our turnaround. Certainly not something I invite as a regular occurrence, resulting from large capacity crowds with inadequate facilities.

Thank you for your consideration.

Best,
Chris Dunham

From: Jeanne Hobbs
To: [selectmen's; Kim Katzenback](#)
Subject: Legal notice about requested change to Inn Liquor License?
Date: Friday, July 6, 2018 2:47:32 PM
Attachments: [Copy Inn at Hastings Park Liquor License & conditions.PDF.pdf](#)

Dear BOS,

My family and I live at 1998 Mass Ave, across the street from the Inn. I understand that you will be holding a hearing on 7/9/18 to consider a request to remove the conditions attached to the liquor license at the Inn at Hastings Park. We will be away next week and will not be able to attend, but I do have some questions and concerns that I hope you can address and consider regarding this request.

My understanding is the the request to remove all conditions from this license would allow the Inn to serve guests and patrons alcohol anywhere at any time on the property? If this is correct, what would be the limit, if any, to the capacity of people on the property beyond the current limit of Inn guests and restaurant patrons?

It appears that this request would enable to the Inn to host outdoor events where alcohol is traditionally served such as cocktail parties, fund raisers, wedding receptions and other events? In the original discussions about the zoning change, we were assured that this would not be the case and the business was happy to follow the conditions on the license in order to gain support for the zoning change.

But if this is not the case, what are the parking plans that would be put into place to avoid the overflow guest parking lining the residential areas of Mass Ave? As the parent of 2 young drivers and one who just got their learner's permit, I note that it is already difficult to get out of our driveway with the blind curve on Mass Ave coming from Worthen Road, and this is exacerbated when cars are parked tightly on both sides of the street. I would be very concerned if the removal of these license restrictions would encourage large receptions potentially resulting in 4th of July parking conditions along the nearby residential areas on Mass Ave and side streets during multiple weekends in the seasons when such events might be held.

I would like to request that rather than lifting all conditions currently placed on this license, which were agreed on in consideration of the residential character of our neighborhood during the discussion of the zoning change, that some conditions do remain in place, such as that alcohol service and consumption outside the restaurant, guest rooms and sitting rooms, continue to be restricted after 9pm, and a reasonable maximum capacity for outdoor patio or tented events etc. where alcohol is served or consumed be added as a condition, with appropriate accommodations to direct any additional parking requirements away from the residential areas both on and off Mass Ave.

Thank you for your consideration of these issues.

Doug & Jeanne Hobbs

2013-2027 MASSACHUSETTS AVENUE LEGAL NOTICE TO

2013-2027 MASSACHUSETTS AVENUE

LEGAL NOTICE

Town of Lexington

BOARD OF SELECTMEN

In accordance with the requirements of the General Laws, Chapter 138, as amended, pertaining to the issuance of licenses for the sale and service of alcoholic beverages, notice is hereby given that an application has been received from AB Inns LLC, d/b/a Inn at Hastings Park, [2013-2027 Massachusetts Avenue, Lexington, MA 02421](#) requesting removal of the Local Licensing Authority conditions on their Innholder license to sell all alcohol beverages to be drunk on the premises. Public Hearing on the petition will be held in the Selectmen's Meeting Room, [1625 Massachusetts Avenue, Lexington](#), on July 9, 2018 at 7:00 p.m.

Suzanne E. Barry, Chairman

Board of Selectmen

Appeared in: ***Lexington Minuteman*** on Thursday, 06/28/2018

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: Web contact form submission
Date: Sunday, July 8, 2018 9:28:20 PM

Submitted on Sunday, July 8, 2018 - 9:28pm
Submitted values are:

Name: John Igoe

Email:

Question or comment:

I am sending. A second message because I got an error from server on my first message.

I am writing to request you delay your action on the change to the liquor license for the Inn.

This requequest needs careful consideration and community input.

This has not been requested thus far and the manner in which it was submitted on Friday of a holiday weekend might indicate the owners of the Inn are not acting in the best interests of the community or surrounding neighborhoods.

Please delay until a proper review can be held.

Regards,

John Igoe

Attach a file (optional):

The results of this submission may be viewed at:

<https://www.lexingtonma.gov/node/86313/submission/52633>

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: Web contact form submission
Date: Sunday, July 8, 2018 2:25:58 PM

Submitted on Sunday, July 8, 2018 - 2:25pm
Submitted values are:

Name: Jason Penniman

Email:

Question or comment:

Please do not lift the liquor license restrictions in place for the Hastings Inn. We live in a safe neighborhood and do not want it disrupted by allowing out of own visitors to drink outside or at odd times of the night. I hope that you will treat this matter as if this was your neighborhood.

respectfully

Jason Penniman

Attach a file (optional):

The results of this submission may be viewed at:

<https://www.lexingtonma.gov/node/86313/submission/52613>

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: Web contact form submission
Date: Sunday, July 8, 2018 11:46:51 AM

Submitted on Sunday, July 8, 2018 - 11:46am
Submitted values are:

Name: Donna & John Harrison

Email:

Question or comment:

We OPPOSE any changes to the liquor license for the Inn at Hastings Park.
This can only lead to large weddings and other parties in a residential
neighborhood. What's next? Octoberfest tents on Inn at Hastings Park grounds
-- on school nights? Don't bring a bar into our neighborhood.

Donna & John Harrison

Attach a file (optional):

The results of this submission may be viewed at:
<https://www.lexingtonma.gov/node/86313/submission/52603>

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: Web contact form submission
Date: Monday, July 9, 2018 10:11:49 AM

Submitted on Monday, July 9, 2018 - 10:11am
Submitted values are:

Name: James LaLone

Email:

Question or comment:

Regarding the request to eliminate restrictions on the liquor license for the
"Inn at Hastings Park"

I do not see that the current restrictions pose any business hardship to the
Inn. Since the Inn is in (or adjacent) to a residential neighborhood, I
would strongly urge you to maintain the restrictions on the license as it
currently stands.

Regards,
James LaLone

Attach a file (optional):

The results of this submission may be viewed at:
<https://www.lexingtonma.gov/node/86313/submission/52663>

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: Web contact form submission
Date: Monday, July 9, 2018 10:38:40 AM

Submitted on Monday, July 9, 2018 - 10:38am
Submitted values are:

Name: Phil Hurd

Email:

Question or comment:

We, Philip J Hurd and Janet K Hurd, residents of 2016 Massachusetts Ave and direct abutters facing the Inn at Hasting Park, strongly urge the Selectman to vote against expanding the scope of the Inn's liquor license.

Although 3 ½ years ago the Selectmen approved inserting such a large commercial project into a residential neighborhood despite the concerns of many homeowners who would be affected, these same Selectmen wisely recognized that placing a few simple and reasonable conditions on service and consumption of alcohol, especially by those restaurant and function guests not registered to stay overnight, was necessary in order to maintain at least some level of harmony with the surroundings. It was felt important to put limits on alcohol outside the buildings, and felt important not to create a bar atmosphere anywhere in the interior. Ms. Kennealy eagerly and freely agreed to these conditions at the time, and the project was approved.

After being able to peacefully enjoy our property for 20 years, since the Inn's arrival we and our 3 children have needed to make many adjustments. Some of the new experiences have included beer delivery trucks and chartered passenger buses idling and unloading in front of our door, patrons of the Inn talking loudly on the porch and in the parking lot as they say their extended goodbyes, restaurant guests routinely parking in the Mass Ave lot in spite of repeated promises not to allow this, constant headlights from exiting cars from the Mass Ave lot shining into our family eating area, and commercial-scale snow removal noise routinely happening at 3 or 4 am for hours on end.

Now you are being asked to eliminate the conditions on the liquor license. But for what reason?

It's easy to understand why Ms. Kennealy would like to open up the entire interior for alcohol consumption, not just by hotel guests, but by anyone who comes through the door, be they restaurant patrons, function attendees, or just coming in for a drink and finger food. And it's also easy to see why she'd like to have alcohol service on the porch and patio for everyone. She's claiming hardship, that without lifting the conditions, she can't compete with the Colonial Inn, or will somehow be compromised in terms of meeting her guests' expectations of a so-called high-end property. But this argument is hard to believe. Patrons are ecstatically happy with the way things are, based on the reviews on TripAdvisor and Yelp. There is not a problem here. This is, pure and simple, an attempt to further expand the business plan and footprint in order to generate more current profit, and to build more value when she wishes to sell the business.

Why should we assist her in this goal? Lifting these reasonable conditions

will mean a large increase in the number of people consuming alcohol, and where they do it. This would be an enormous negative change to the present situation.

Nothing has changed in terms of the protections necessary for the neighbors. There would be no benefit whatsoever to the surrounding homeowners, nor to the town itself in lifting these conditions. Should these previously agreed to conditions now be eliminated, the only possible result is a further lowering of the quality of life in the neighborhood, with noise, disruption, and traffic.

We ask for your protection. Please do not place the interests of one individual over the interests of the neighborhood and the town of Lexington. Please vote "NO" tonight, and maintain the current reasonable conditions on the Inn's liquor license.

Attach a file (optional):

The results of this submission may be viewed at:

<https://www.lexingtonma.gov/node/86313/submission/52673>

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: Web contact form submission
Date: Monday, July 9, 2018 10:48:53 AM

Submitted on Monday, July 9, 2018 - 10:48am
Submitted values are:

Name: Ruth Thomas

Email:

Question or comment:

Dear Board of Selectmembers,

Re: Hastings Park Inn request to remove liquor service restrictions

I wholly concur with the reasoning and sentiments expressed by my neighbor, Tom Harrington, in his post to you.

The liquor licensing conditions were put in place to win approval of the re-zoning of residential properties to a single commercial property within a residential neighborhood and to mitigate the effects, such as noise, illumination, traffic, etc. of a restaurant in an area of residential homes.

These conditions must outlive the re-zoning approval and be permanent.

The over-arching question is: can Town residents trust their government to play fair?

Ruth Thomas, TMM4

Attach a file (optional):

The results of this submission may be viewed at:
<https://www.lexingtonma.gov/node/86313/submission/52683>

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: Web contact form submission
Date: Monday, July 9, 2018 2:21:36 PM

Submitted on Monday, July 9, 2018 - 2:21pm
Submitted values are:

Name: Norma Wyse

Email:

Question or comment:

Dear Board of Selectmembers,

Re: Hastings Park Inn request to remove liquor service restrictions

I wholly concur with the reasoning and sentiments expressed by my neighbor, Tom Harrington, in his post to you.

The liquor licensing conditions were put in place to win approval of the re-zoning of residential properties to a single commercial property within a residential neighborhood and to mitigate the effects, such as noise, illumination, traffic, etc. of a restaurant in an area of residential homes.

These conditions must outlive the re-zoning approval and be permanent.

Norma Wyse

The results of this submission may be viewed at:
<https://www.lexingtonma.gov/node/86313/submission/52713>

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Update on 27 Clarke Street Building Permit (5 min.)

PRESENTER:

Joe Pato, Selectman

ITEM NUMBER:

I.8

SUMMARY:

No vote is requested for this agenda item.

Selectman Pato requested an update on the building permit issued for 27 Clarke Street, in light of questions raised by various neighbors. The primary concern raised was that the zoning requirements on allowable house size changed during the time period when the building permit was first issued to the date when two extensions on this building permit were issued.

1. On the question of extending the time limit of a building permit, which happened twice for the permit for this property: The State Building Code regulations state: "The extension shall be requested in writing and justifiable cause demonstrated." Previous Building Commissioner Fred Lonardo and the current Commissioner, Jim Kelly both chose to extend the permit for 6 month periods. The reason for doing so is that the extension was requested (i.e., 'cause demonstrated') as the result of the Historical Commission's 1 year demolition delay decision. The property owner/builder was prohibited from acting on the permit. Further, property owners and developers regularly 'freeze' existing zoning in place by filing permit applications prior to the implementation date of the new zoning. This is a common practice and one that the Town cannot prohibit. To have denied this permit extension would have been inconsistent with how similar situations have been handled in the past.

2. On the issue of whether the decision of the Building Commissioner to extend the permit can be appealed: Town Counsel, in response to an inquiry from the Town Manager, opined that the neighbors would have standing to appeal this decision to the Zoning Board of Appeals. The cost to such an appeal with the ZBA is the \$100 filing fee. Staff's reading of the State statute is that the appeal deadline ended on June 30, should they have wanted to appeal.

3. On the question of whether the Town Manager or Board of Selectmen have the authority to direct the Building Commissioner to revoke the building permit: This matter is solely within the Building Commissioner's purview other than an appeal to the Zoning Board of Appeals. Staff is not aware of any action the Town Manager or Board of Selectmen could have exercised in this matter.

SUGGESTED MOTION:

NA

FOLLOW-UP:

NA

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

7:50 p.m.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Bedford Water Agreement (10 min.)

PRESENTER:

David Pinsonneault, DPW Director

ITEM NUMBER:

I.9

SUMMARY:

A vote is requested for this agenda item.

Staff will update the Board on the proposed water purchase agreement between the Towns of Lexington and Bedford.

SUGGESTED MOTION:

Move to approve the Lexington - Bedford Water Agreement as presented and authorize the Town Manager to sign said agreement.

FOLLOW-UP:

DPW staff will implement and monitor the agreement.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

7:55 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 point 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

Base Charge, a Commodity Charge, Other Charges and an allocated share of Capital Costs.

A. Base Charge

The Base Charge for Fiscal Year 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, Brockton, and Nashua region (CPI-U).

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 50% for Lexington and 50% 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 Base Charge paid by Bedford to date as adjusted each year by the CPI-U for the Boston, Brockton, and Nashua region shall be deducted from Bedford's proportionate share. The base credit of \$500,000 plus any unused Base 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 Base Charge, Commodity Charge, Other Charges (if any) and Capital Costs (if any). 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 Review

This agreement will be reviewed in January of each year by Lexington and Bedford. Any proposed changes to the Agreement that are agreed to by both parties will be addressed with a Memorandum of Understanding (MOU) which will be added to the Agreement.

4.10 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.

4.11 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 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 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

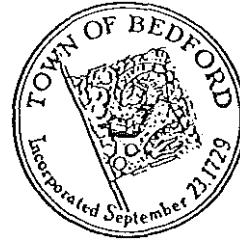
Town Manager, Town of Bedford

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.

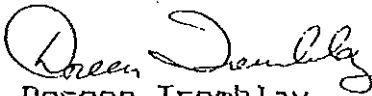
Recommendations:

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:

Update-Center Streetscape 25% Design (15 min.)

PRESENTER:

David Pinsonneault, DPW Director;
John Livsey, Town Engineer

ITEM NUMBER:

I.10

SUMMARY:

No vote is requested for this agenda item.

Staff will provide a verbal update on the 25% design of the Center Streetscape project. It is currently anticipated at the request to Town Meeting for 100% design funds will be made at the Special Town Meeting in November 2018.

At the June 11, 2018 public meeting on this project, the Board requested that the timeline showing the coordination of this project with other projects in the Center be provided.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Staff will provide a further update to the Board in August.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

8:05 p.m.

ATTACHMENTS:

Description	Type
☐ Streetscape Timeline	Cover Memo

TASK	CENTER STREETScape	BATTLE GREEN STREETScape
Determine 25% Design Elements	Completed - Working Group Formed	Winter/Spring 2019
Complete 25% Design	Summer 2018	Summer 2019
BOS 25% Design Review	July, August, September 2018	Fall 2019
BOS 25% Design Approval	Fall 2018	Winter 2019/2020
Complete 100% Design	6 months from BOS 25% Design Approval	6 months from BOS 25% Design Approval
BOS 100% Design Approval	March - May 2019	Winter 2020/2021
Construction Phase 1	April 2020 - October 2021	
Construction Phase 2	April 2022 - October 2023	April 2022 - October 2023 (if phase 2 is Meriam Street end)
Other Projects in the Center	Construction Timeline	
Grant Street Bridge	Summer 2018	
Bedford Street/Worthen Road Signal	Late Fall 2018	
National Grid Vault at Winthrop Road	Summer 2018/2019	
Mass Ave/Worthen Road Intersection	2019 Construction Season	
Water Main from Battle Green to Parker St.	2020 Construction Season	
Visitor's Center	FY19	

[illegible]

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Update - Battle Green Master Plan (30 min.)

PRESENTER:

David Pinsonneault - Public Works
Director, Dawn McKenna - Tourism
Committee Chair

ITEM NUMBER:

I.11

SUMMARY:

A vote is requested for this agenda item.

Staff will update the Selectmen on the recommended projects from the Battle Green Master Plan. Staff will also recommend that the Hayes Fountain located at the base of the Minuteman Statue on the Battle Green be restored to a working fountain.

SUGGESTED MOTION:

Move that the BOS authorize staff to restore the Hayes Fountain on the Battle Green to a working fountain.

FOLLOW-UP:

Staff will implement the projects from the Battle Green Master Plan and provide progress updates to the BOS.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

8:20 p.m.

ATTACHMENTS:

Description	Type
 Battle Green Master Plan Update	Cover Memo

Battle Green Master Plan Update

BOS July 9, 2018



Project Purpose

- Add ADA compliant paths to monuments
- Restore paving surfaces surrounding Battle Green Area
- Retain the size and configuration of Battle Green
- Restore monuments (by others)
- Traffic safety & operational improvements (by others)



Project Timeline

- 2009 Public charrettes for citizen input on comprehensive plan
- 2010 Tourism Committee authorized to begin planning process with staff and committees on comprehensive plan
- Past Designs LLC Hired to Prepare Master Plan
- 2011 Master Plan Approved
- 2012-2017 { Phase 1 and 2 funding approved
Traffic study completed
Battle Green streetscape conceptual plans developed
Monument work begun
- Fall 2017 Environmental Partners & KZLA hired
- 2025 250th Anniversary of Battle of Lexington



Design and Construction



Master Plan Limits



Master Plan Recommendations:

- Interpretive sign panels to guide visitors
- Conform all signage to be consistent
- Limit event and temporary signs to avoid clutter of information



Master Plan Recommendations:

- Provide linkage to the Battle Green Area
- Unify path surfaces
- Include consistent details in lighting and site furnishings



Master Plan Recommendations:

- Balance the needs for visitors and residents
- Accommodate multiple uses
- Prohibit any activities that are disrespectful of the historical aspects and the burial site of the Battle Green Area



Master Plan Recommendations:

- Review all walks and determine location and style of paving
- Develop unified design standards of surface materials
- Consider durability, historic appearance, ADA compliance, and maintenance requirements for paving options
- Reduce excess paving

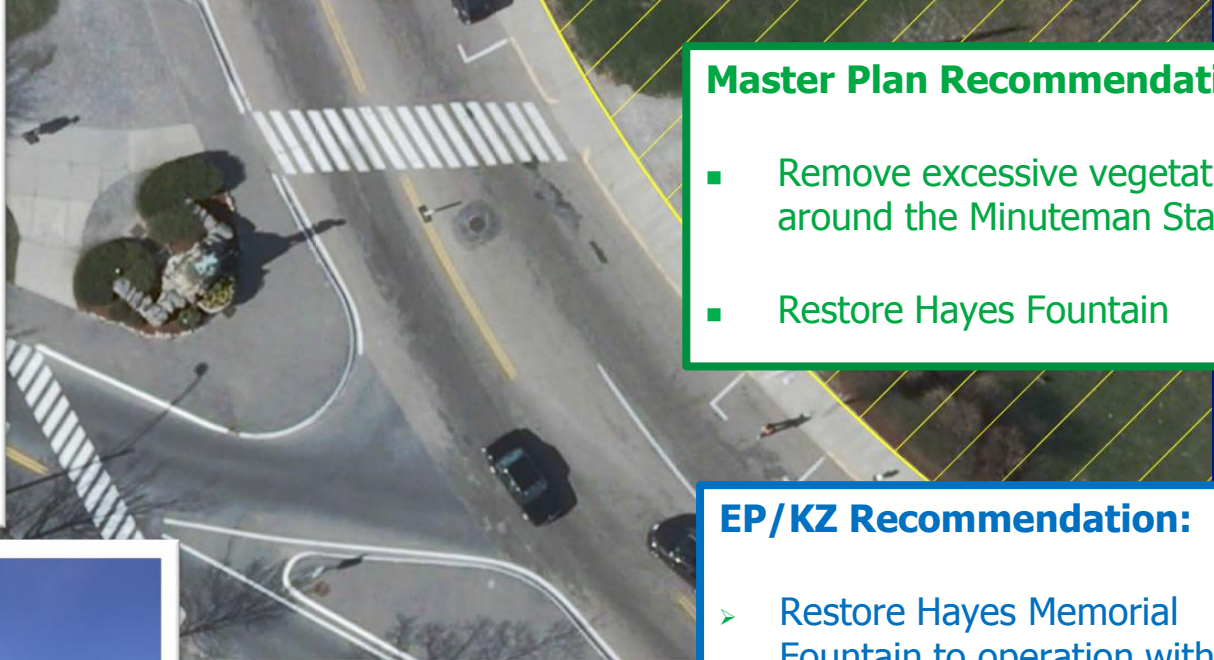
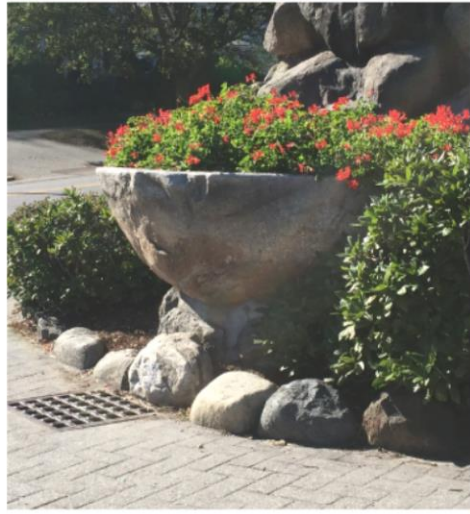


Master Plan Recommendations:

- All site features need to be historically sensitive
- Follow the 1991 design guidelines for plantings
- Select tree species and locations that are historically appropriate
- Remove shrubs that block views of historical features
- Preserve and enhance existing views



Battle Green



Master Plan Recommendation:

- Remove excessive vegetation around the Minuteman Statue
- Restore Hayes Fountain

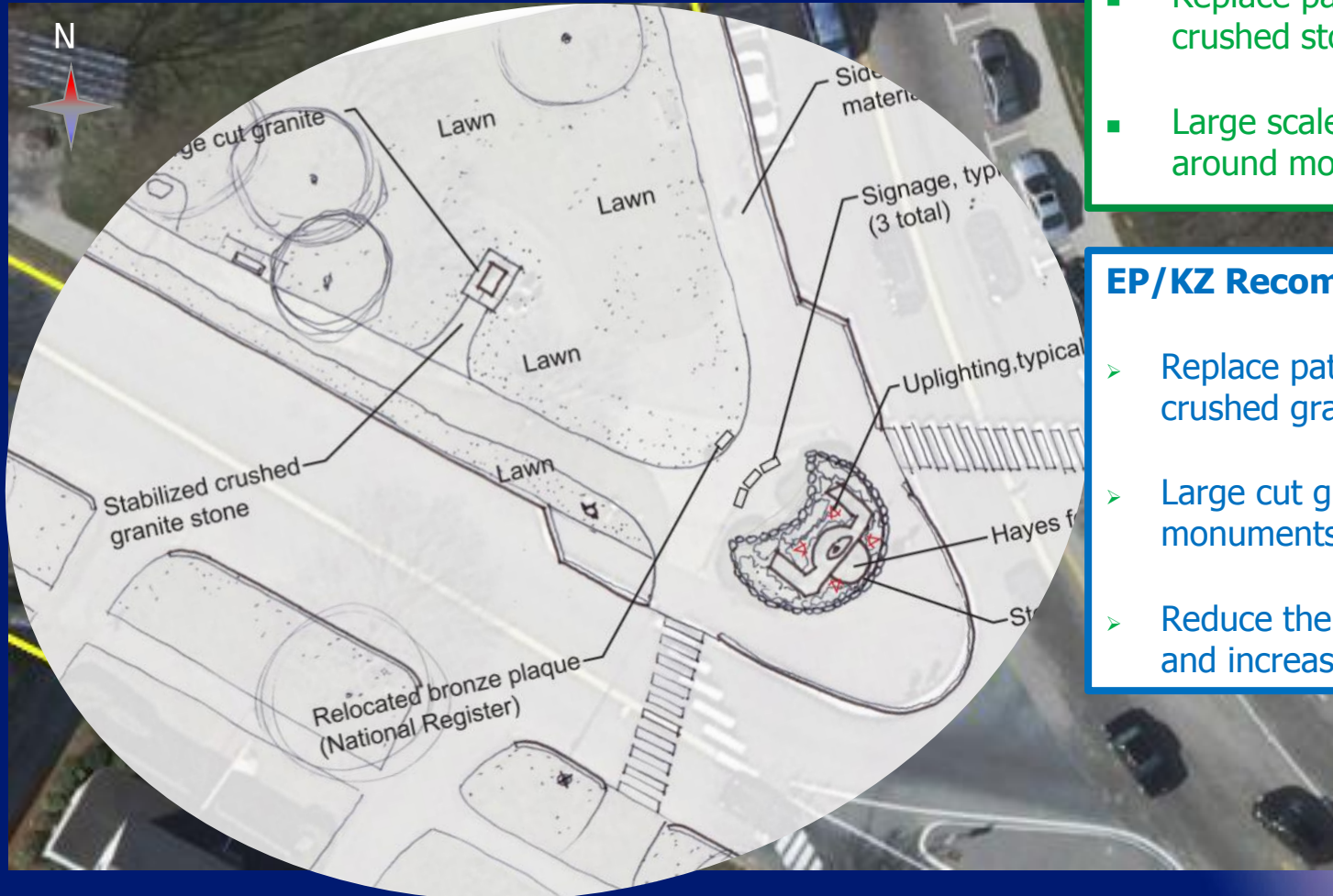
EP/KZ Recommendation:

- Restore Hayes Memorial Fountain to operation with ability to run year round
- Replace accent lighting
- Replace planting around statue
- Create maintenance plan
- Reduce the amount of pathway and increase lawn area



Battle Green

Meeting House & Belfry Monument



Master Plan Recommendation:

- Replace paths with stabilized crushed stone, 3' wide
- Large scale granite pavers around monuments

EP/KZ Recommendation:

- Replace paths with stabilized crushed granite, 3' wide
- Large cut granite pavers around monuments
- Reduce the amount of pathway and increase lawn area

Battle Green

Drinking Fountain



Existing

Master Plan Recommendation:

- If the Hayes Fountain is restored, then the current drinking fountain could be eliminated unless it is historically significant



EP/KZ Recommendation:

- Remove existing drinking fountain (install new fountain at Visitors Center to be included in the Visitors Center project)

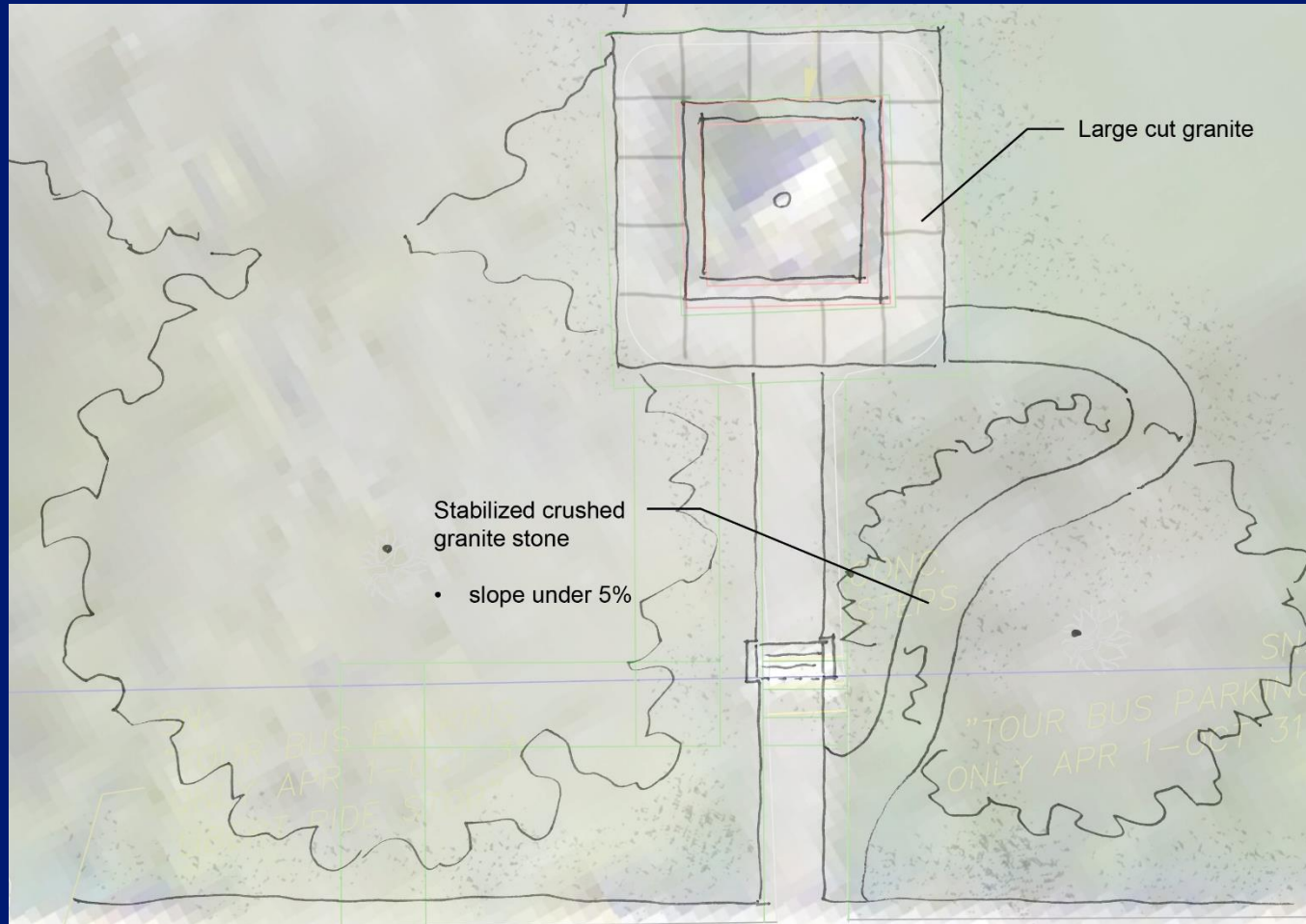
Battle Green



Battle Green

Revolutionary War Monument (Obelisk)

Recommended



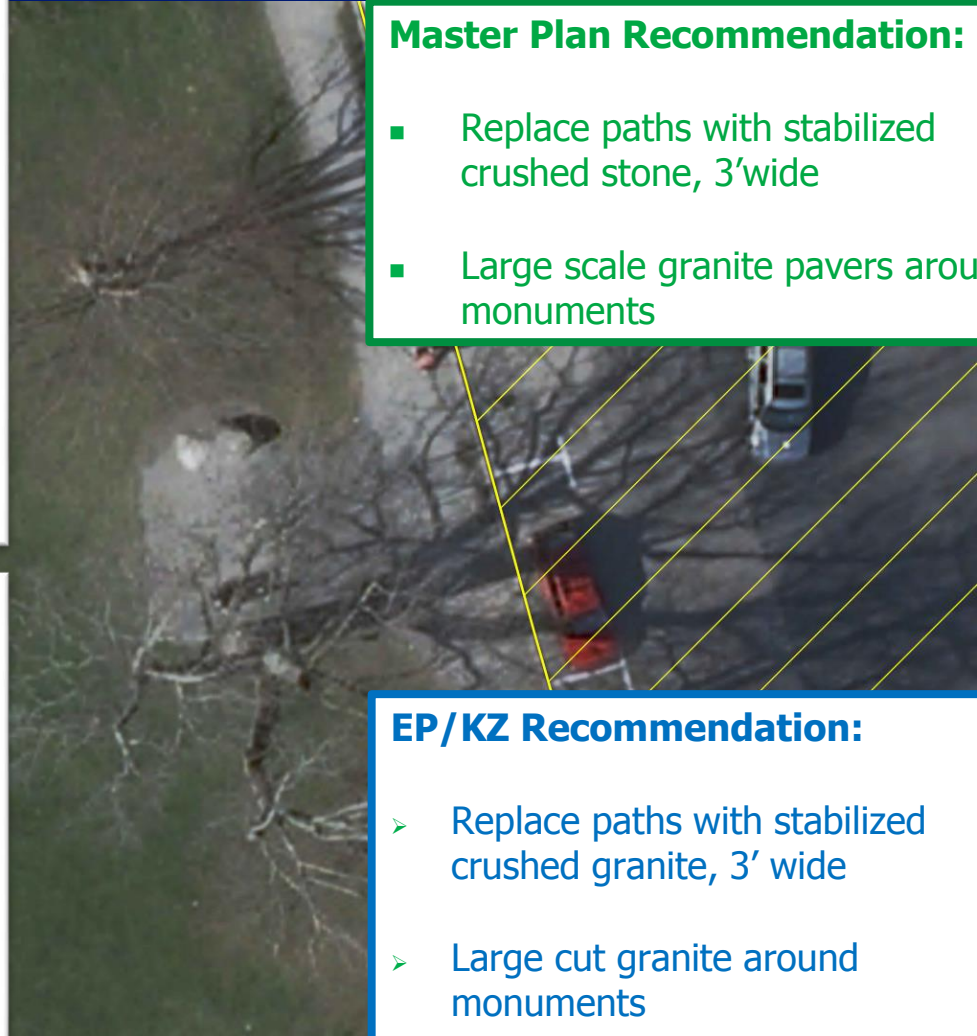
Battle Green



Parker Boulder

Master Plan Recommendation:

- Replace paths with stabilized crushed stone, 3' wide
- Large scale granite pavers around monuments



EP/KZ Recommendation:

- Replace paths with stabilized crushed granite, 3' wide
- Large cut granite around monuments

Battle Green

Flag Pole



Master Plan Recommendation:

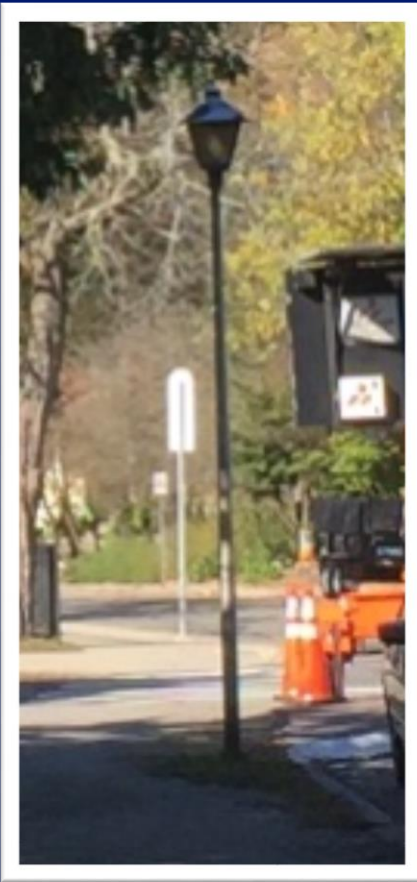
- Replace paths with stabilized crushed stone, 3' wide
- Large cut granite pavers around monuments
- Relocate or remove plaques

EP/KZ Recommendation:

- Replace stone dust with large cut granite pavers around plaques
- Remove circle with (3) plaques
- Relocate 1962 plaque to Minuteman Statue and remount remaining (2) plaques on angled granite base at the foot of the flag pole, character of the USS Lexington Plaques

To be relocated to Minuteman Statue

Existing



Recommended



Battle Green

Open Lawn



Master Plan Recommendation:

- Follow the 1991 design guidelines for plantings
- Any evergreen plantings should be considered inappropriate for the Battle Green
- Trees should only be planted near the borders of the Battle Green and not within the open area



EP/KZ Recommendation:

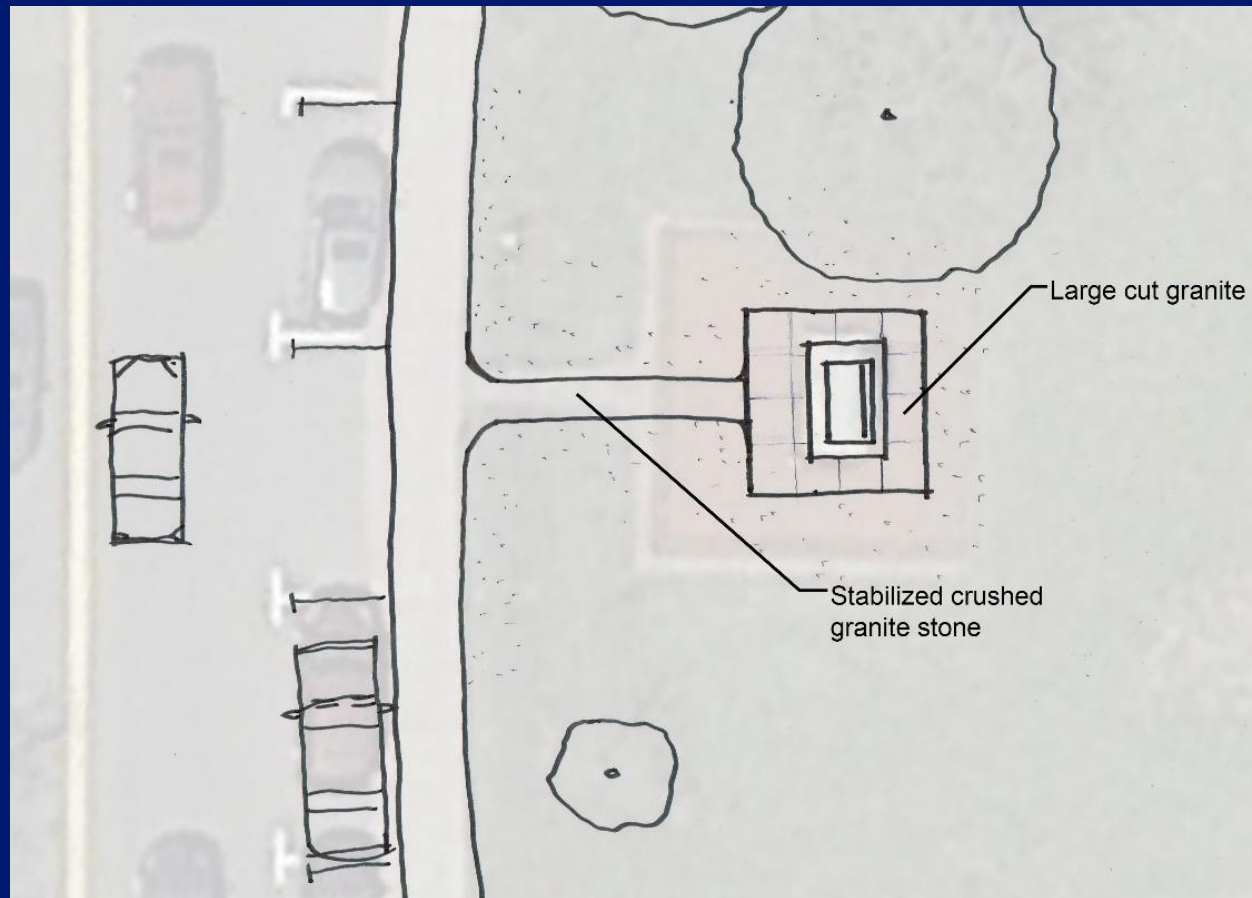
- Maintain open lawn in center of Battle Green
- Re-plant missing deciduous trees in double row at perimeter of Battle Green



Battle Green

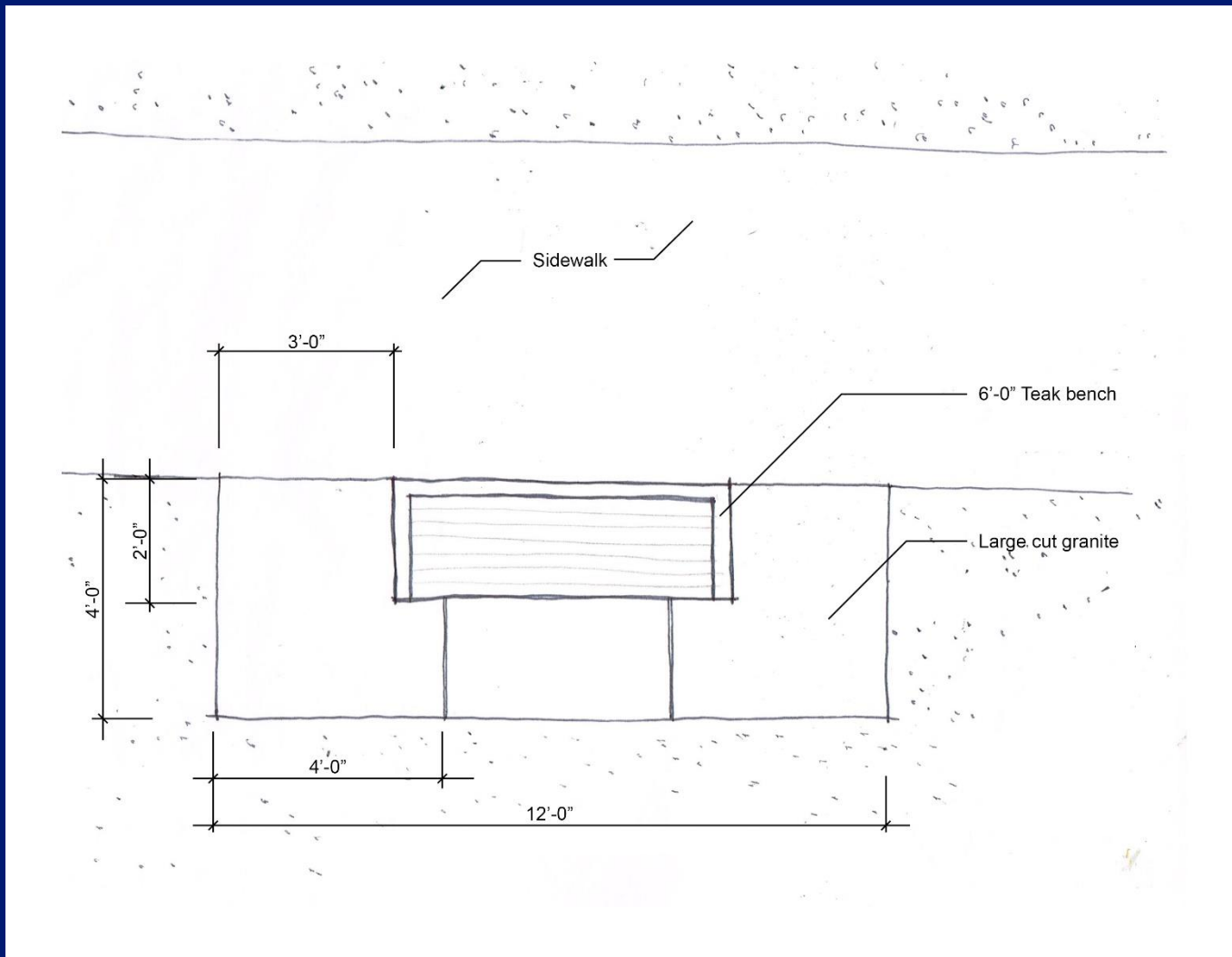
Lexington Minute Men of 1775 Memorial

Recommended



VS.





Belfry Hill

Master Plan Recommendation:

- Remove yews and arborvitae at the base of Belfry Hill (already removed yews)
- Replace wood stairs with rustic fieldstone (6' wide)
- Improve views from top of Belfry Hill

EP/KZ Recommendation:

- Vegetation discourages entry; Remove arborvitae from base of Belfry Hill
- Vegetation blocks sight of Old Belfry from entrance
- Replace wood stairs with rustic fieldstone (6' wide)
- Remove crushed stone path and replace with stabilized crushed granite path



Belfry Hill

Master Plan Recommendation:

- Remove yews and arborvitae at the base of Belfry Hill (already removed yews)
- Replace wood stairs with rustic fieldstone (6' wide)
- Improve views from top of Belfry Hill

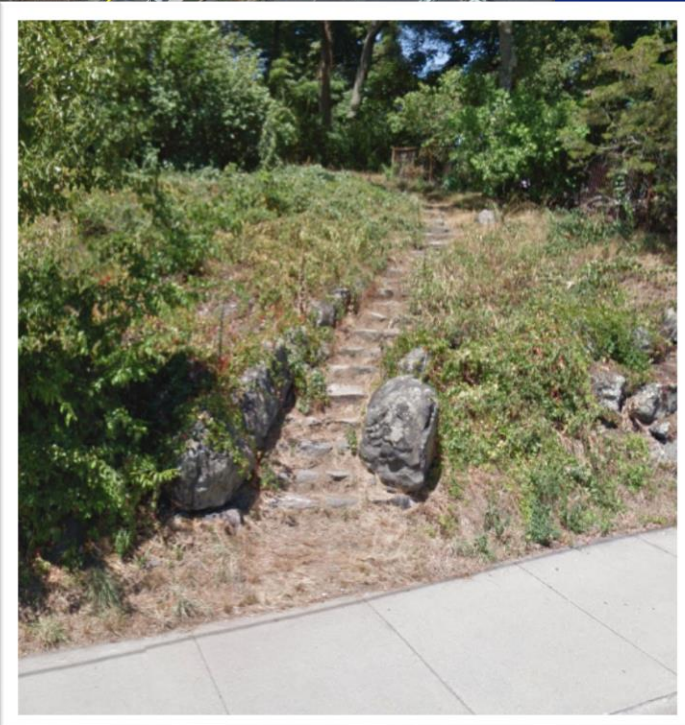
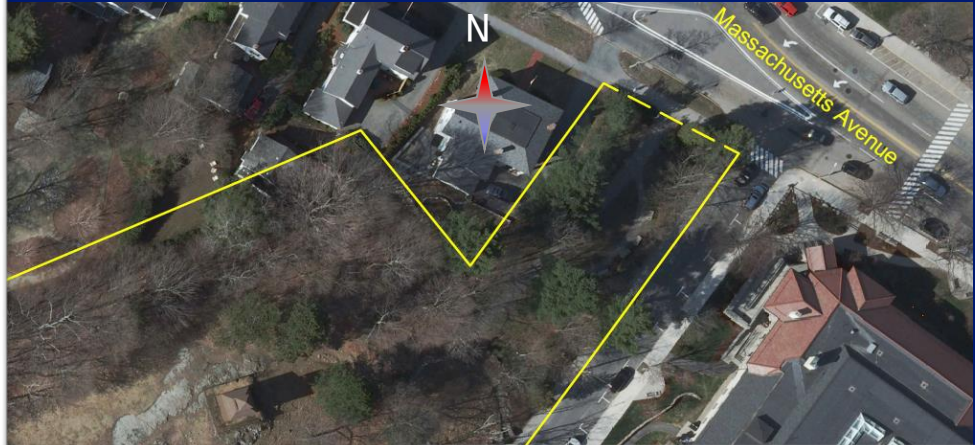
EP/KZ Recommendation:

- Vegetation discourages entry; Remove arborvitae from base of Belfry Hill
- Vegetation blocks sight of Old Belfry from entrance
- Replace wood stairs with rustic fieldstone (6' wide)
- Remove crushed stone path and replace with stabilized crushed granite path
- Utilize Clarke Street for accessible view to Belfry Hill



Belfry Hill

Gathering Space



Recommended



EP/KZ Recommendation:

- (2) ADA accessible benches (could potentially be backless,) set on large cut granite pavers
- Consider story telling sign for accessible viewing

Ye Old Burial Ground

Fence and Walkways



Master Plan Recommendation:

- Split rail and wrought iron fences to be restored
- Secondary paths such as the paths within Ye Old Burial Ground should consider the use of stabilized crushed granite stone on appropriately prepared base
- 3 foot width; edge adjacent lawn areas biannually to retain crisp edges

EP/KZ Recommendation:

- Restore wrought iron fence
- Repair broken fence rail
- Secondary paths to be stabilized crushed granite.



Walk Surface Material



- Installed on the Battle Road Trail at Minute Man National Historical Park in 2000

Stabilized Crushed Granite

Next Steps:

- Coordinate with design teams for:
 - Visitor Center
 - Center Street Streetscape
 - Battle Green Master Plan Traffic & Parking design
- Hayes Memorial Fountain restoration decision
- Design and bid package preparation



Thank you!

Questions?



AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Review of New Fire Station and Lexington Children's Place Heating/Cooling Systems (30 min.)

PRESENTER:

Michael Cronin, Director of Public
Facilities; Jon Himmel, Chair,
Permanent Building Committee

ITEM NUMBER:

I.12

SUMMARY:

A vote is requested for this agenda item.

The Permanent Building Committee has reviewed the option of using a natural gas boiler to heat the Fire Station apparatus bay slab (which heats the air space) compared to the all electric option generally preferred by the Selectmen. The initial cost of a natural gas boiler, plus the operating costs, are significantly less than the all electric option. In addition, the size of the back-up generator needed for the electric/gas option would be reduced from 500KW, to no larger than 400KW, and likely smaller. The PBC supports this electric/natural gas combination system for the Fire Station, however it then means the building would not be exclusively electric. The new Hastings School, while a much larger building, is using electric pumps to move the ground source water for both heating and cooling, but also must have a back-up system of natural gas fired boilers in the event of a power failure.

There is a similarly question for the Lexington Children's Place (LCP). The design team has found that it is not feasible to run the three separate electric heating systems (for each wing of the building) with the 150 KW generator. The generator could be set up with an alternating schedule, 20 minutes for the main office, and 40 minutes for the classrooms. This will keep the building above freezing, but occupants could not continue to work and learn over a longer period of time. The recommendation is to replace the main office unit with a natural gas fired unit. If that was done, there would be no capacity issues during a power outage.

SUGGESTED MOTION:

Move to authorize _____ for heating of the new main Fire Station apparatus floor.

Move to authorize _____ for heating of the new LCP building.

FOLLOW-UP:

Facilities Department

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

8:50 p.m.

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	LCP Design Team Analysis	Backup Material
<input type="checkbox"/>	PBC Minutes Re; LCP and Fire Station	Backup Material

Memorandum

Date: 26 January 2018
REVISED 01 February 2018

From: DiNisco Design, Inc.

Reference: **Lexington Children's Place**

Subject: Gas Heating Recommendation

Based upon our meeting on Friday, January 12, 2018, it is the design team's recommendation to add a gas heating section to the ERU for situations such as a loss of power to maintain a 60° temperature while students and staff remain in the building as well as in case of extreme cold weather. New England has been experiencing increasingly extreme weather patterns as evidenced by recent cold spells which were well below Massachusetts winter design condition of 7°F.

The VRF system's heating performance decreases as outside temperature falls. The selected VRF system is capable of operating down to -13°F outside, but at that point the system rating falls to 85%, and at below -13°F manufacturers do not have published performance data.

Mitsubishi indicates that their system would run down to -18°F, but they do not have published performance data which we can base our design on. Until such published data is provided, we can only count on Mitsubishi system to work down to -13°F.

VRF system will not operate when:

1. Outside temperature falls below -13°F.
2. Outdoor unit is buried under snow.
3. System malfunctions.

The current plan in case of a power outage:

1. Gas fired emergency generator operates (150 kW).
2. ERU remains off.
3. Generator is capable of operating two out of three VRF systems.
4. The DDC system will alternate the three systems within above limitations to maintain the classrooms at around 60°F and to maintain the Administration area above freezing, down to outside temperature of about 0°F.



The recommended plan:

1. Add a gas heating section to the ERU to be used strictly for emergency conditions only.
2. The emergency conditions can be a power outage or one of the VRF systems malfunctioning.
3. Under an emergency condition, the ERU's VRF component will be de-energized, exhaust fan shut off, supply fan operates with 100% outside air and the gas furnace operates to provide heated supply air to pressurize the building. **Some ERU's may not have separate feed. In that case, the ERU would operate in 100% recirculation mode.**
4. With this emergency gas heater augmentation, classrooms will be maintained at around **65°-67°F** by VRF and the Administration area will be maintained **at about 60°F** by VRF, down to outside temperature of about -13°F.
5. Below -13°F, gas heat on the ERU can still operate to keep the building above freezing. The Administrative area receives only minimal amount of air from the ERU, so the room doors would need to be open.
6. The estimated equipment upcharge to add a gas furnace is approximately \$6,000.

Therefore, it is the design team's recommendation to proceed with adding a gas furnace to the project to be used only in emergency situations.



TOWN OF LEXINGTON

Permanent Building Committee

Permanent Members

Co-Chairman: Jon Himmel & Co-Chairman Dick Perry
Philip Coleman, Charles Favazzo, Carl Oldenburg, Peter Johnson, Howard Hobbs

Project Specific Members

<i>Clarke & Diamond Schools</i>	<i>Hastings Elementary</i>	<i>Fire Station</i>	<i>Visitors Center</i>	<i>Pelham Road</i>
Margaret Coppe	Curt Barrentine	Robert Cunha	Joel Berman	Hank Manz
Edwin Goodell	Andrew Clarke	Joseph Sirkovich	Peter Kelly	Teresa Wilson

April 12, 2018

Members Present: Jon Himmel, Dick Perry, Philip Coleman, Charles Favazzo, Carl Oldenburg, Robert Cunha, Joseph Sirkovich, Andrew Clarke, Teresa Wilson

Members Absent: Peter Johnson, Howard Hobbs, Curt Barrentine, Hank Manz

Historic Districts Commission (HDC): Paul O'Shaughnessy, Anne Eccles, Edward Adelman, Thomas Fenn, Bob Adams

DPF Staff: Mike Cronin/Director of Public Facilities, Mark Barrett, Ann Marie Ponzini

7:00 - The meeting was called to order – 201 Bedford Street, Cafeteria

1. Fire Station Exterior Design Review with HDC – Jeff McElravy & Matt Salad (Tecton Architects), John Wilson (Lexington Fire Chief)

Jeff's presentation showed a front schematic rendering of the proposed Fire HQ. Front, back and side elevation drawings were also presented.

- The four bay doors will utilize a bi-fold door which opens to the side. The doors open quicker, are more reliable, and won't block ceiling lighting & sprinklers like an overhead opening door would.
- Solar for hot water will be located on the back roof shielded by gables. The rest of the roof will be covered in solar panels.
- Exterior material samples were reviewed by the HDC. HDC commented on the expanse of concrete in front of the apparatus bay doors and a desire to break up the mass visually. It was asked if something could be done to make it look more inviting; possibly stamping, adding a color or adding a stripe for each bay door. This will be further reviewed.
- Truck washing will be done in the back of the building with special drainage for water disposal, and won't have an effect on the concrete area in front of the bay doors.

HDC's portion of the Fire Station Review concluded at 7:35p.

Continued Fire Station Review with PBC

Jeff discussed with the committee the use of a Gas Boiler System to serve the Radiant Floor. Radiant flooring would only be used in the apparatus bay area during the winter months. The gas boiler could also serve for emergency backup to help during power outages which would reduce the emergency generator size.

- PBC asked about the size and footprint of the emergency generator and decibel difference as well as the day tank size and overall unit size.
- DPF asked if the radiant floors are to be heated by gas, what would the cost savings and operating costs be.

- PBC stated that overall direction is going all electric, but PBC is also to follow best practices. If implementing gas for the radiant floor is the best practice for the Fire HQ, this should be put in the base bid and an alternate all electric bid should be presented.

Upcoming schedule of items were discussed. Construction Documents (CD) are set to go to the estimators on Fri. 4/13/18, (90% CD).

- Advertising in the Central Register on 4/4/18.
- RFQ for pre-Quals available on 4/11/18 to GC's & FSB's
- Abutters meeting letters to be sent out and meeting will be held on May 2nd, 2018.

The LEED process and certification cost associated with LEED was discussed. Jeff stated as of the last checklist, we are a solid Silver, and close to Gold.

Motion by PBC to recommend that the Primary Contract Documents be prepared and designed with a Gas Fired Boiler to heat the apparatus bay flooring area; thereby optimizing the emergency generator size, but also prepare a Bid alternate to increase the emergency generator in size to enable floor radiant heating electrically.

Seconded – APPROVED

Motion by PBC to recommend a letter as it relates to costs associated with LEED stating that the Fire Station not be certified.

Seconded – APPROVED

2. Hastings Update – Michael Burton & Christina Shefferman (Dore & Whittier)

Minutes submitted by Christina Shefferman.

Hastings portion of meeting started at 8:05 pm.

Mike Burton presents PBC with power point presentation explaining the iGMP1.

Agenda includes iGMP1 Summary, Construction Timeline, GMP Process, and Financial Summary.

iGMP Summary

Sitework Bidders

3 bidders, all bids within 6%

All bidders reputable firms with strong large site backgrounds

Close competitive pricing indicates excellent construction documents

All bidders able to provide manpower and equipment to facilitate our schedule

Scope Included:

Earthwork (site clearing thru foundation prep)

Geothermal-LaFramboise Well Drilling

Ledge Removal-Maine Drilling and Blasting

Site Utilities (water, sewer, storm, electrical duct bank)

Scope remaining to buy: Athletic & Recreational surfacing, landscape, and misc. site improvements

Construction Timeline

Approval of this iGMP1 allows CM to award the site work immediately upon approval to secure contractors (manpower, materials & equipment) for this summer's work as well as to begin the submittal and approval process for materials.

Timeline:

Award site contractor: 4/13/18
Submittal/shop drawing process: Mid/end May
Geothermal wells: 6/8/18
Enables foundation work to begin October 18

GMP Development Timeline

Based on the utilization of Early Release Packages (ERPs) the project team anticipates 3 interim GMPs prior to the 4th and final GMP

Timeline:

iGMP1 - 4/12/18 Earthwork, Geothermal, ledge removal, site utilities
iGMP2 - 5/10/18 Foundations/Steel, landscape, playground surfacing, misc. site improvements
iGMP3 - 10/11/18 Mason, misc. metals, glazing, thermal/moisture protection, finishes, elevator, fire suppression, plumbing, HVAC, electrical
Final GMP-12/13/18 Existing conditions, rough/finish carpentry, storefront curtain wall, (remaining) thermal,/moisture protection, non-trade finishes, specialties, equipment

Financial Summary

AMF Estimate from DD (control)	\$8,195,896
WBI bid amount	\$8,943,555
Delta	\$747,659

Contingency (this package represents 18% of the scope to buy)

Design Contingency	(\$2,060,793 x 18%) <\$381,247>
Escalation Contingency	(\$1,114,374 x 18%) <\$206,159>
Remaining Delta	\$160,253

M. Burton asks the PBC whether any members would like to be involved in the upcoming prequalification process of the trade contractors. A. Clark from the PBC said he would like to be involved in the process.

Motion was made by C. Favazzo, and seconded by P. Coleman to approve the iGMP1 for the Maria Hastings Elementary School Project. All in favor: yes. Motion passes.

Hastings portion of meeting ended at 8:35 pm.

3. LCP Project – Donna DiNisco & Vivian Low (DiNisco Design), Liz Billings-Fouhy (LCP)

Donna reviewed the memo for Gas Heating Recommendations for LCP. It is the design team's recommendation to add a gas heating section to the ERU for situations such as a loss of power to maintain a 60° temperature while students and staff remain in the building, as well as in case of extreme cold weather.

DPF stated they experienced units stopping due to cold conditions, with wind chills dropping to below temperature to run.

Emergency generator to support VRF system, allowing to run system(s) in case of an emergency to maintain heat of 65°-67° degrees. Administration area would be maintained at about 60°degrees. Gas system attached to the ERU as discussed.

Motion by PBC to supplement the existing design for a Gas Fire Unit to be tied into the Emergency Management System for operating the VRF at an upcharge of \$6000 +/-.

Seconded – APPROVED

Early Site Preparation (ESP) Bid Results Review

Donna stated S & R Corporation was the lowest bidder. They are a large company with experience in demo and asbestos removal and hazmat. 34 projects evaluated with a 96% DCAM rating. They are found to be very professional and efficient, and take safety seriously.

It was stated there will be additional hazmat costs due to damproofing going down two more feet on footings.

Motion by PBC to accept the low bidder S & R of Lowell, MA.

Seconded – APPROVED

Prequalification's out on the street and ends 4/26/18. PBC request a review meeting on 5/24/18 review and vote to accept pre-qualifier, notify by 6/2/18.

4. General & Other Business

Jon H. recapped the Sustainability discussion from the 4/3/18 PBC Meeting. Policy & Procedure, implementing a Matrix and how it relates to executing projects was discussed. Feedback is needed and in a workshop format.

Capital Expenditures Committee (CEC) representative asked where their involvement, if at all, would be needed.

March 18th, 2018 PBC minutes reviewed.

Motion by PBC to accept 3/18/18 minutes as amended.

Seconded – APPROVED

Motion to adjourn was made and seconded: Meeting adjourned at 9:30pm.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Discuss Potential Special Fall Town Meeting Articles (15 min.)

PRESENTER:

Board Discussion; Kelly Axtell

ITEM NUMBER:

I.13

SUMMARY:

No vote is requested for this agenda item.

Review of anticipated Warrant Articles for the Special Town Meeting anticipated for November 13-15.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Town Manager's Office will update list, as necessary.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

9:20 p.m.

ATTACHMENTS:

Description

Type



Preliminary List of Warrant Articles

Backup Material

Special Town Meeting 2018-1 Potential Articles

November 13, 14, 15

1. Marijuana-Amend zoning bylaw definitions to match Cannabis Commission definitions.
2. 7 Hartwell Ave, PD Rezoning (Petition)
3. 186 Bedford St PD Rezoning (potential Petition)
4. 331 Concord Ave, Assisted Living PD Rezoning (potential Petition)
5. Belmont Country Club PD Rezoning (***Petition submitted***)
6. Appropriate for Center Streetscape Design
7. Appropriate for Automatic Meter Reading Equipment
8. Appropriate for Westview Cemetery Building
9. Transfer 18 Rangeway to Lexhab
10. Amend FY 2019 Operating, Enterprise, and CPA Budgets
11. Appropriate for Authorized Capital Improvements
12. Appropriate for Prior Year's Unpaid Bills
13. Appropriate for Hosmer House Reuse Study
14. Firing range-schematic design funds
15. Appropriate To/From Stabilization funds
16. Appropriate for Science Classrooms
17. Appropriate for Municipal Facility Master Plan
18. Lease of Land from Historical Society

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Review FY19-20 Board of Selectmen Goal Assignments (10 min.)

PRESENTER:

Board of Selectmen Discussion

ITEM NUMBER:

I.14

SUMMARY:

No vote is requested for this agenda item.

The Board will review its list of prioritized goals for FY19-20, edit where necessary, and review preliminary assignments of Board members who will take the lead on each goal.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Staff will revise as necessary.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

9:35 p.m.

ATTACHMENTS:

Description	Type
☐ FY19-20 goal assignments	Backup Material
☐ parked goals	Backup Material

Board of Selectmen Ranked Goals FY 2019-2020				
	Topic Areas	Proposed Selectmen Goals	Proposed Selectmen Policies	Selectmen Lead
High priority				
1	Capital Planning	<p>Must be an integrated one - municipal and schools</p> <ol style="list-style-type: none"> 1. Adopt a Town-wide Facilities Master Planning Committee preferably with projected funding requirements in then-year dollars, as soon as practical. Include 30-year bonding and financial planning for Lexington High School renovation or replacement in all modeling. Provide a range of models for each project to help evaluate true costs and cumulative effects as part of decision-making process. (This plan must be integrated with the School Master Facilities Plan, which was moved forward for FY 19). A Town-wide Facilities Master Plan would allow a benchmark against which we can both mark progress and evaluate Capital options. 2. Develop and adopt a model "Capital-Project Matrix/Timeline" template to be used and maintained for each major Capital Project. At this time, it is not clear when or if each of the stakeholders in a Capital Project (e.g., the Town's Boards, Committees & Commissions, the public, etc.) should be brought in to participate on any major Capital Project discussion. 3. Explore funding options for consultant support. 4. Include LCC expansion project on the 5 year plan along with exploring public/private funding partnerships for this project. 		Jill/Doug
2	Town Manager Recruitment	<p>Recruiting/hiring/transitioning a new Town Manager</p> <p>Recrutiment firm has been hired, Job posting has been placed. Consultant has met with with employees/atms, boards committes; former BOS, community members.</p> <p>11 member screening committe was appointed. They have set August 6 for resume review and August 15 for in person interviews.</p> <p>At least 3 candidates for final interviews public with BOS. Timeline included an offer by the end of August. If new Town Manager is not chosed in this round, there will be a plan b discussed at a future BOS meeting.</p> <p>After hire-BOS is committed to get the person onboarded properly.</p> <p>Will need everyone's assistance in getting them feel welcome and up to speed.</p>		ALL

3	Zoning changes	<p>Continue to support zoning changes to increase commercial/industrial tax base.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Hartwell zoning initiative is to attract future tenants and employees to ensure the viability of Hartwell Ave commercial district, and to encourage commercial development that could help ease the residential tax burden. This initiative will be brought forth to ATM in Spring of 2019. Staff to provide project timeline. 2. BOS asking staff to contact U.S.Senators Markey and Warren regarding the jobs that are coming Hanscom-need federal money to help with traffic over at hanscom area as traffic continues to be an important issue for this area. 3. Explore public/private partnerships for the Hartwell area. 4. Explore avenues that improve commercial tax base to balance out the increasing residential tax base. <p>Also, recognize that there will likely be four zoning petition Articles for November STM for BOS to consider.</p>		ALL (Doug)
4	Public Safety Facilities	<p>Establish design plans for swing space and permanent Police facility.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Heating system for permanent fire station to be determined (electric or hybrid) 2. Winter of 2019-debt exclusion for police station. 3. Review analysis recommendations for new police firing ranges at Hartwell site. 		Jill/Joe

5	Affordability for the Residents	<p>Revisit residential tax-exemption and other options to help vulnerable residents. Develop a process for evaluating what is an appropriate amount of a tax increase, given the need for a debt exclusion. Will school enrollment growth impact budgets; if so School Committee should inform BOS immediately. Collect additional data on the impacts of tax increases to low-income households. An ad-hoc committee is working to evaluate the Residential Exemption and make recommendations to the BOS in June 2018.</p> <p>Action items:</p> <p>Mr. Pato has begun analysis on the CPA surcharge with a small working group:</p> <ol style="list-style-type: none"> 1. Consideration of residential tax exemption and other programs to help keep seniors in their homes. The Real Estate Residential Exemption may shift some of the tax burden from smaller-valued homes to larger-valued homes. The effect of the residential exemption may make the real estate tax more progressive - with the result that living in an existing smaller home becomes more affordable, and larger homes are taxed at a higher relative premium. 2. Increase the awareness of senior housing issues and collaborate with existing Town committees. 3. Explore innovative housing options with Lexhab, Lexington Housing Authority, Lexington Housing Partnership 4. Review the Sudbury Tax Relief Special Legislation 5. Form a small working group (3-5 members) to study impact of a reduction in CPA surcharge and track any updates from the State House. Need to look at expectations of capital and the CPA funding of these projects. 6. Research other grant opportunities and State funding for projects. 7. Does Board want to consider Special Legislation to increase the tax shift from residential to commercial property? 	<p>The need for program cutbacks may eventually be considered. Expand communication with the School Department and School Committee during budget season. Identify sustainable funding sources for new projects.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Define policy, seek agreement from policy makers on the "correct" amount for capital debt exclusion for all projects before the Town. 2. Define circumstances to consider an operating override. Send clear policy signals and set expectations regarding when BOS would or would not support an operating override. Consider changing the income threshold to to 120% of Area Median Income (~\$124,000 for a family of four) to qualify for low/moderate income housing. 3. Evaluate the impact of reducing the CPA surcharge during the period when exempt debt services is placing pressure on property taxes. 4. In light of the potential increase in residential taxes due to upcoming debt exclusion votes, and also because there is a likelihood of a reduced state match of CPA funds, should the town consider reducing the CPA surcharge from the current 3%. This would financially help our residents who are on fixed incomes. 	<p>ALL (Joe)</p>
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6	Public Information & Communication	<p>1. Town Manager to hire the new Public Information Officer and direct his/her efforts toward developing effective communication systems, not only to provide Town information to citizens, but also to support robust communications in both directions between citizens and Town as well as communications among citizens and civic organizations that can nurture a strengthened sense of community connection and engagement. Work with PIO to make information more accessible to citizens. Centralize emergency notifications, consider survey tools to get a representative sample of community opinion.</p> <p>2. Work with staff to establish a protocol to continually put out the same, need-to-know, public information on website and social media.</p> <p>3. Work with staff to set up information tables at flu clinics and public pools.</p> <p>4. Work with staff to provide basic translation services on the Town's website; Recruit qualified volunteers to assist.</p> <p>Identify steps to take by the Board, given staff workload/availability to continue to connect with residents. Need to look at cutting edge cost effective solutions to connect with residents; ongoing effort to get info out there</p> <p>Action items:</p> <p>1. Look at creating an "Actions Taken by the Selectman" Report as an easy way to convey BOS decisions to the public.</p> <p>2. Improving communications with the public on municipal and school district activities, goals and actions.</p> <p>3. Support block parties as another way to encourage public information sharing. (Cupertino model)</p> <p>4. BOS to work with TMO on email communication from public to/from their office. 5. All boards/committees, including BOS should be using town email addresses for correspondence.</p>	<p>General goal to identify community engagement models. Develop policy, standard communication, outreach and polling plan to be applied in different types of situations.</p> <p>Action Items:</p> <p>1. Determine if interest exists for collaboration with the School Department to improve communication with residents and the broader community and how.</p> <p>2. Explore local professional resources for strategies and best practices towards crafting a municipal communication plan.</p> <p>3. Improve transparency on key municipal and school issues.</p>	<p>Suzie/Doug</p>
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7	Planning/ Housing	<p>Balanced Housing and Public Benefit Development Housing Bylaw: Consider whether the intent of these two bylaws should be combined since we see more Balanced Housing developments, which create 'smaller' units, but do not create affordable units, and few Public Benefit developments, which, if approved, result in the creation of affordable units. Action Items:</p> <ol style="list-style-type: none"> 1. Clarify/strengthen Town's policy on requiring affordable units in consideration for denser development (zoning relief). 2. Joint meeting with Planning Board to develop article for ATM 2019. 3. Explore new funding opportunities from Mass Housing for the planning, design and construction of affordable housing units. 4. Provide support to LexHAB as they begin the design and construction process for the completion of affordable housing units on the Leary parcel. 5. Consider making a regular (annual) application to the Community Preservation Committee for funding to be set aside for future acquisition of land suitable for development of diverse housing types. 6. Monitor the progress of the Special Permit Residential Development (SPRD) Zoning Bylaw Amendment Ad Hoc Committee to assure the work of the committee is completed in a timely fashion. 7. Explore opportunities for the Town to acquire parcels of land suitable for clusters of smaller and/or affordable housing units. 	No density increase without affordable units.	Jill/Michelle
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8	Sustainability; Standards and Process for Building Projects	<p>Integrate sustainability design into building projects (have PBC and SLC, with any needed input from the Energy Committee, develop a model for integrating sustainability design requirements at the beginning of project specification; specify requirements in the context of a recognized design framework (e.g., LEED). Expand upon LEED requirements to incorporate concepts around healthy buildings, energy efficiency, and other stretch goals not yet captured in LEED. Improve process for working with multiple committees to reduce consultant costs, increase understanding of outcomes, reduce design delays, incorporate community objectives.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Continue coordination between the Sustainable Lexington, Permanent Building Committee, Energy Conservation Committee, Capital Expenditures Committee, and Appropriation Committee. 2. Support development of a communications and publicity program aimed at informing Lexington's residents of the energy conservation initiatives and accomplishments. 3. Continue installing solar panels at town and school facilities, as well as open land, as opportunities arise. Opportunities include car ports, Hastings and Diamond Middle School. Pursue all available federal, state and utility funding for any conservation measures. 4. New building should have a pre-design meeting to document energy stakeholder input on design criteria specific to each building's programmatic options, design, and operation. i.e., public safety, education, and/or municipal. Designs should also incorporate area or space to accept battery storage for demand limiting. 5. All building designs should meet or exceed last town capital building project's ZEPI (Zero Energy Performance Index) score whenever possible. If not possible, explain why with ROI or cost-benefit analysis. 6. Require support for the capability for peak-demand limitation and load shifting in all buildings, including necessary technology, internal operating policies, and contractual arrangements from renters and other affected parties. 	<p>Action Items:</p> <ol style="list-style-type: none"> 1. Consider a "Better Building" policy - continuous improvement of our standards for building "health" and sustainability - when embarking on construction or renovation projects. Develop clearly defined policy objectives for new or renovated municipal buildings. 2. Clarify committee role, PBC, and DPF. 3. Clarify Boards Goals regarding Sustainable Building Design. 4. Adopt a Sustainable Design Policy as proposed by the PBC, Sustainable Lexington Committee and Energy Conservation Committee. 5. Consider Sustainable Lexington's energy-savings initiatives for residents and commercial business. 6. Support the "Getting to Net Zero" effort. 	<p>Jill/Joe</p>
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9	Public service impacts of changing demographics, diversity	<p>Adopt 20/20 Vision Demographics Subcommittee recommendations on engaging minority residents in town activities.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Work with staff to recruit residents with dual-language skills to assist in translation for publication materials. 2. Consider training for retail establishments. 3. Town should offer short term projects with regard to Committee and Board appointments. 4. BOS representative should attend civic/ethnic/racial organizations that are active in the Town. 5. Anti-bias, anti-racism, and cultural competency training for all personnel. 6. To invite the Commission on Disabilities involvement in all matters that affect those with disabilities, including working community committees. 7. To take a pro-active stance to integrate accessibility and inclusion into all plans, policies and decision-making. 	<p>Encourage linguistic diversity among Town staff when hiring. Recruit new members with an eye toward diversifying Committee membership, representing Lexington across the lifespan.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Investigate staff learning basic language skills. 2. Investigate universal visual signs, on-line translation services. 	Suzie/Joe
10	Onboarding Superintendent	<p>Work together with the Board of Selectmen and School Committee to create a smooth transition and productive working partnership with the new Superintendent and Town Manager.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Chair of BOS to reach out to Superitendent to conduct an initial orientation/social meeting. 		ALL (Suzie)

Medium Priority				
11	Comprehensive Plan	<p>Provide guidance during comp plan development. Consider a Bicycle Plan for the Town of Lexington as part of the forthcoming comprehensive transportation planning process.</p> <p>Collaborate with the Planning Board to help evaluate potential impacts of Plan outcomes.</p> <p>Incorporate Age-Friendly initiatives in plan</p> <p>Determine whether Complete Streets (#12) is part of the Comprehensive plan.</p>		Joe/Michelle
12	Complete Streets/Road and Sidewalk Maintenance	<p>Provide safer passage for all modes of transportation - with a focus on expanding accommodations to non-automobile modes of transportation. Complete workable plans for the Center Streetscape project.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Continue to educate public on Complete Street concept and apply for state grants to help fund a Complete Streets initiative. 2. The Hartwell Avenue area TMOD Plan is a priority for the Planning Board, especially if the Selectmen are interested in additional economic development activity in the area. 3. An increased emphasis on bicycle safety education and on renewing our bicycle friendly status (and perhaps improving from bronze level to silver) has been requested by the Bicycle Committee to be considered as part of complete streets. 4. Complete the design and fund the Battle Green Master Plan in advance of the 250th anniversary of Patriots Day. 5. Clearly identify target PCI for both roads and sidewalks. Support funding to improve Pavement Condition Index (PCI rating). 6. Board to review draft of staff sidewalk request ranking system with an element to include speed/volume on a road. 7. Contract with PathVu to measure the current smoothness and vibration of walkways in order to meet the needs of the community to provide smooth sidewalks/crosswalks both physically and visually. 8. Building awareness about the importance of accessibility as being integral to the priorities and values of our community. 9. Formally establish the practice that a separate funding request is to be included in the recommended budget for any expansion of the sidewalks network - with separate requests for residential, non-residential (excluding central business district), and central-business-district expansions. 10. For future public pedestrian pathways, consider the rental of special equipment that measures smoothness/vibration, fully adopt the new standard for vibration (when established), and integrate the assessment of sidewalk vibration into the Town's workflow protocols for design, installation, inspection, and maintenance. 	<p>Safe-passage for all modes of transportation as a priority - higher than aesthetics. Support the incorporation of transportation-related infrastructure along with policies that advance implementation of Complete Streets initiatives. Examples include shelters at key bus stops, transportation information kiosks at key locations, and first & last mile bicycle and pedestrian connections. TAC suggests that bus shelters for key Center locations, similar to the one recently installed in front of Beth Israel on Bedford Street, be added to the Center Streetscape plan and that non-intrusive ways of providing the type of transportation information suggested in this goal be provided at these locations. Add a specific policy to Complete Streets incorporating current best practices for identifying tree planting locations and planting practices for street trees.</p>	Michelle

13	New Revenue Sources	<p>Action Items:</p> <ol style="list-style-type: none"> 1. Review cemetery design options at schematic level. Explore options of constructing family gathering room and crematorium on site at cemetery to establish new source of revenue. 2. Consider betterments or other revenue streams for sidewalk project. 3. With increasingly stringent federal mandates, it is anticipated that stormwater management costs will escalate in coming years, with an impact on the Town's operating budget. The Town should continue its evaluation of alternative funding options for stormwater management costs, recognizing that: (a) the addition of or increases in fees have an equal or greater financial impact on residents than increases in taxes, but (b) a fee structure may allow better matching of payments with user burdens on the system and the establishment of positive incentive structures. 4. Explore public/private partnerships for Community Center expansion. 5. Explore permanent funding source for the Rev and other shuttle buses. 6. Continued evaluation of stormwater management fee 7. Develop policies to guide fundraising. Work with all of the "friends" groups to establish better understanding of social and community needs and coordinate appropriate fundraising, establish policies for consistency. 		All (Jill)
14	Disability Accessibility Support	<ol style="list-style-type: none"> 1. To embrace inclusion in its policies and procedures. 		Joe
15	Mental Health and Wellness	<p>Monitor work of the Youth Coalition.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Bi-annual summits to be scheduled with school committee for staff updates on work of Mental Health and Wellness Task Force. 2. Address identified unmet needs in the Lexington community as trends indicate increasing requests for mental health and preventive programs including counseling, education and prevention programs and a possible referral service. 3. Document the current services provided by the Human Services Department; to show evidence for, and make recommendation for additional staffing to meet the increasing demands on the Human Services department for mental health, education and prevention services. 	<p>Need to reevaluate Town's role(s) with youth in Lexington.</p> <p>Assess possible overlaps in Town committees (Human Services, Youth Services Council, Lexington Youth Commission) and School Committees (SHAC).</p>	Doug

16	Vacant Buildings	Find uses for empty buildings: Hosmer House and Ellen Stone Building Action: 1. Update on progress of Ellen Stone working group. 2. Evaluate using working groups versus hiring consultant for other vacant buildings 3. Create volunteer committee to study use options and report to BOS.		Doug/Michelle
17	Parking Requirements in Zoning Bylaw	Continue Center parking management initiative. Action Items: 1. Provide direction, feedback and support to the PB regarding parking requirements in the Zoning bylaw. 2. BOS would like an update from PMG on plan that was instituted for center parking.		Suzie/Jill
18	Engage in Needs Assessment for Year 1 of Age Friendly Initiative for Lexington (Livable Lexington)	1. Identify two Board members who will champion this goal. 2. Work with UMass Boston Gerontology Institute to develop Needs Assessment and overall work plan for Year 1 (specific areas of focus should be on transportation/parking, housing, mental health, caregiving) 3. Identify stakeholders whose input and engagement will be crucial to this initiative 4. Find synergies with Comprehensive Plan, Regional Transportation Study, and other bodies of work to avoid duplication of efforts.		Suzie/Michelle
19	Achieve League of American Bicyclists Silver Bicycle Friendly Community status.	Develop a Bicycle Transportation Plan as part of the 2019 Comprehensive Plan. Set the vision for a more bikeable Lexington as well as provide the framework for developing a network of true Complete Streets. The guiding principle: enabling people of all ages and abilities to bike safely and comfortably throughout Lexington. Develop safe and effective roadway accommodations for bicyclists that go further than sharrows or simple bike lanes. Action: 1. Include in the town budget funding for bicycle (and pedestrian) safety training/education.	A policy issue that will require Board attention in the near future: the increasing presence of electric and electric-assist bicycles on the Minuteman Bikeway and other town pathways. What does it mean to be a “motorized vehicle?”	Michelle
20	Recreation Committee Support and Parks and Open Space Opportunities and Stakeholder Committee	Increase the Park and Recreation facility inventory to include additional playing fields and pocket parks. 1. Pursue and obtain Parks and Open Space opportunities in conjunction with Economics Development through commercial real estate and other opportunities. 2. Consider Minuteman High School athletic field collaboration.	capital planning ids are more of a PIR more specific for fields/open space for capital planning stakeholder committee-good idea? Keep on radar.	Doug/Joe

Low priority				
21	Multigenerational Programming	1. Expand on what is working in the area of technology. 2. Explore other ideas that move beyond youth serving seniors through researching other COAs, looking at the Community Service program at the high school.		
22	LexMedia Support	Cable TV "PEG" (Public-Education-Government) revenue to the Town ("tax" on cable bills) is beginning to level off as subscriber "cord-cutting" gathers steam. It's possible that, within two to three years, such revenues may no longer support LexMedia at current funding levels, and the Town will have to consider either a reduction in funding for LexMedia's services (tracking decreasing cable revenues) or supplementing with other Town funds to retain current service levels. As an alternative, the Town may also wish to explore joining with other towns in a shared cable access organization based on LexMedia.	The Town's current contract with LexMedia expires in June 2020. In FY2020, the Town will need to conduct an RFP and contract negotiation process for a new "Cable Access Agreement" to replace the existing contract.	Peg revenues- cable fees support Lexmedia. With more folks cutting cable-we have to keep out if this revenue drops. Have to start looking at this long-term. Continue to support CAC. Should funding falls off-what the expectation is. Funding is adequate now and for the next few years. so it just conversation now.
23	Use of Discretionary Funds	Prioritize, with public input, how the Board should allocate during the annual budget process, including interim opportunities during the year, available discretionary funding (including Free Cash) among the potential recipients including, but not necessarily limited to, Unallocated, the Fund for OPEB, the Pension Fund, the General Stabilization Fund, the Specified Stabilization Funds, and pay-down of Bond Anticipation Notes. 1. Explore current policy for OPEB funding to guide target date for full funding, process for annual funding, potential shift of retiree healthcare payment to OPEB instead of Shared expenses		policy issue
24	Ad Hoc Committee - HISTORIC DISTRICT COMMISSION transition to 40C enabling legislation	Support the ad hoc committee to update Historic district commission special legal authority, for 2019 ATM.		

25	Noise Bylaw	Provide guidance and direction to the noise committee to pursue quiet landscaping equipment and/or bylaw development for use of blowers & mowers; assist and support the noise committee in pursuing highway sound barriers from MassDOT/Federal Highway.		
26	Reduce municipal costs	Engage State Representatives to advocate for reducing municipal costs.		
27	Transportation Services	<ol style="list-style-type: none"> 1. Support integrated transportation services that meet the needs of Lexington residents of all ages and abilities and support the infrastructure needed to facilitate the use of those services. 2. Develop a sound plan to fund The Rev, the Alewife/Hartwell Avenue commuter shuttle, that does not unnecessarily deplete TDM funds that are needed for other services. 3. Reducing cars 4. Accomodation of people that live/work in Lexington 		
28	Policy and Procedure Manual	1. Review and revise BOS policy with policy manual committee on regular basis adjust as needed.		
29	Review charges and work of appointment boards/committees	<p>Review annually:</p> <ol style="list-style-type: none"> 1. For each committee, assess outcomes in light of current charge and identify any changes needed. 2. Develop a process that reviews the charges of Town Boards and Committees on a regular basis, and establishes a framework for regular review and oversight. Need to create a mechanism by which this is to happen; this should allow the Selectmen or other Appointing Authority to weigh in with their thoughts on information received and other knowledge. 3. Assure that the Board and Committee chairs and membership are a part of the process – could be a self assessment by each committee that asks the following: <ol style="list-style-type: none"> 1. Are we meeting the intent of the charge? 2. Have there been major changes since the last review? 3. Submit a brief summary to the BOS that reports on the process and outcomes of the review and summarizes the major work of the last year. 		

Board of Selectmen Parking Lot/ Not a Goal				
	Topic Areas	Proposed Selectmen Goals	Proposed Selectmen Policies	Selectmen Comments
7	Staff Support and Organizational Behavior	Provide robust training; Support professional development; Work with staff to codify institutional memory, memorialize proceedings, facilitate knowledge transfer, and establish best practices		combine with goal 16 not sure this is a BOS goal. Training should be a PIR for a line item for budget. Look at how depts are structured-consider efficiencies to support talents we have. This could be tucked into TM goal. Should be support for TM.
22	Community Housing Policy			<ul style="list-style-type: none"> • Creation of a new staff position to assist LexHAB in managing its housing portfolio, applying for funding, and pricing and constructing new housing in compliance with public bidding requirements.
19	Sustainable Lexington Support			1) Establish the role of Sustainability Director to drive initiatives identified in the Sustainable Action Plan.
20	Reduce Debt load for within-levy and excluded debt	Ensure that projects are first placed on the five-year capital plan. Insist on separate reviews and Town Meeting appropriations for all the normal project phases: feasibility & schematic design, then design development, then construction documents & bid documents & construction. Select project on need vs. want; levy debt no to exceed 5% capital rate. Cash capital should be used for within-levy projects. Continue to build capital stabilization reserves for upcoming high school.		policy more than independent goal. Should maybe be put in many of the goals listed already. Bring some clarity to other goals distinction between the two things mentioned.
21	Compost	1. Curb side pick up for all compost 2. Restaurants to composte waste Is there a cost savings by offering free compost?		

25	CPC Projects	Evaluate the CPA project requests early in the budget process as the CPC can be delayed in forming recommendations on applications before it, while waiting for the Board of Selectmen to take a position on the proposed projects. This, in turn, delays pertinent information reaching the Finance Committees and can result in time wasted vetting projects that ultimately are not brought forward.		is this a BOS goal-this is not a concern? It hasn't been a problem...
28	Human Rights Committee Support	<ul style="list-style-type: none"> 2. change recruiting and hiring practices to improve diversity of town personnel at all levels. 3. Encourage all departments to use the resources of Not In Our Town to address human rights incidents. 4. Provide public and fiscal support for LHRC to lead Lexington's journey to becoming a Gold Star City. 		<p>some went to 14. some are TM driven, some are PIR. Not an individual goal-remove "gold start city" should go through budget process as PIR.</p> <p>Interwoven into day to day</p>
29	Humans Services Committee Support	<ul style="list-style-type: none"> 3. Provide advocacy and support the Town's efforts to improve access to mental health services for residents of all ages. 		<p>combine with 27.-1. 2. along with 27 addition staffing-workplan of committee advocacy/support-27</p> <p>not a stand alone goal</p>
30	Battle Road Scenic Byway Support	<ul style="list-style-type: none"> 1. Support Fall 2018 Outreach to Stakeholders and public on goals, web presence, and signage. 2. Provide funding for signage project, including Depot Kiosk. 3. Build in staff support allocation and funding for Web and ongoing projects. 		update from Mr. Cannale

33	Building Dept. Regulations	Work with Planning Board to establish permitting/regulatory structure for tear downs to minimize negative impact to abutters.		work with tear-downs to protect them. Impacts to ground water, table, tree removal-etc. What types of regulations. Protect abutters. Has to come from bldg dept- not sure as a goal, but as a concern and try to motivate actions
35	Visitor Center Support	1. Fund Marketing Professional and website development in FY2020 budget. 2. Prior to bringing the Center Streetscape to Town Meeting, ensure that the overlapping elements of the Battle Green Master Plan are at 25% for a coordinated look from Harrington Road to Woburn Street. Place appropriate funding articles on the ATM 2019 warrant to complete the Master Plan. 3. Visitor Services Staffing Reorganization: Be aware of the identified need and a positive associated funding request as plans develop.		PIR budget TM budget. Need to sync up battle and master plan-yes use tourism as a tool for all, bike path; multi-functional purpose-re-branding as "more than a visitors center"
36	Compost	1. Curb side pick up for all compost 2. Restaurants to composte waste	**kept this one on the main goals as well**	PIR budget issue? Public info education. Is there a cost savings by offering free compost? Policy setting opportunity? Community is excited about this, hear a lot of feedback for this.

37	Transportation-related	Work with TSG to review, clarify and update existing policy on traffic calming and traffic calming implementation.	Provide TSG with direction regarding the phasing of traffic calming options when petitioners request that more aggressive options be implemented in the initial phase. Review options for one way streets, time-restricted passage	policy situation Does TSG need something from BOS-we should partner with them to move this along. Where is it that we need this? Is this more for TSG to bring to our board? Need guidance for more aggressive measures as requested by residents. Not a board goal-more bring to board on case by case. do we need to add money/budget for this?
43	Recreation ID System and Grant Requests	1. Continue to develop a plan for instituting an ID membership system for use by participants at Recreation programs and facilities. 2. Research potential local, state, and federal grants that could assist with program costs and capital improvement projects.		
44	ACROSS Lexington Network	1. Establish and fund an annual trail maintenance plan to be administered by one Town Department covering all off street portions of the ACROSS Lexington network. Responsibility for off street trail maintenance be assigned to the Conservation Department with adequate additional staff funding. 2. Support from the Board of Selectmen during the planning process for the recently acquired Pelham Road property to provide provision for a future trail connection linking this property with the Community Center and the abutting Upper Vine Brook Conservation property.		Pir component-consider conservation

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Town Manager Reappointments (5 min.)

PRESENTER:

Carl F. Valente, Town Manager

ITEM NUMBER:

I.15

SUMMARY:

A vote is requested for this agenda item.

Permanent Building Committee:

- Richard Perry has been a member since 2003. Mr. Perry's new term will expire June 30, 2021. Ethics training is up-to-date.

SUGGESTED MOTION:

Move to approve the Town Manager's reappointment of Richard Perry to the Permanent Building Committee.

FOLLOW-UP:

Town Manager's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

9:45 p.m.

ATTACHMENTS:

Description	Type
Richard Perry Application for Reappointment - PBC	Backup Material

TOWN OF LEXINGTON

APPLICATION FOR REAPPOINTMENT FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee
of Interest:

Permanent Building Committee

Full Name:

Richard F. Perry

Preferred Title

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

Home Address:

[REDACTED]

Length of Residence
in Lexington:

64

Current Occupation:

Builder/developer

Work Address:

[REDACTED]

Phone Number(s):

Home

[REDACTED]

Work:

[REDACTED]

Fax Number(s):

[REDACTED]

Email Address:

[REDACTED]

Comments:

Members of Town boards and committees, as defined by the Conflict of Interest Law, M.G.L. c. 268A, must abide by the standards of conduct as set forth by the Massachusetts State Ethics Commission. Within 30 days of appointment, and annually thereafter, committee members must acknowledge receipt of the Summary of the Conflicts of Interest Statute from the Town Clerk, and thereafter must provide documentation of biennial completion of the on-line training required by the Conflict of Interest Statute. The law places responsibility for acknowledging receipt of the summaries, and for completing the online training on the individual. You will be provided additional information by the Town Clerk pertaining to this law and recently enacted education and training requirements.

Signature:

Richard F. Perry

Date:

6/24/2018

RECEIVED

G:A02:B&C's Application

JUN 25 2018

TOWN MANAGERS OFFICE

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Selectmen - Committee Appointments/Reappointment/Resignation (5 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.16

SUMMARY:

Appointments:

Historic Districts Commission

The Board is being asked to fill two open Associate Member positions on the Historic Districts Commission: the unexpired associate member term of Donna Hooper ending 12/31/19 and the unexpired associate member term of Paul O' Shaunessy ending 12/31/18. From the nominating organizations, the following candidates have been submitted for consideration:

Cary Memorial Library Board of Trustees nominations

- Theodore Szostkowski
- Denise Moehring

Lexington Arts and Crafts Society nominations

- Susan Bennett
- Theodore Szostkowski

Historical Society nominations

- Susan Bennett
- Mark Connor

Town Celebrations Sub-Committee

The Board is being asked to appoint Rita Pandey to the Town Celebrations Sub-Committee for a one year term to expire May 30, 2019.

Noise Advisory Committee

The Board is being asked to appoint Dan Koretz to the Noise Advisory Committee for a three year term to expire September 30, 2020.

Re-Appointment

Magic

The Board is being asked to re-appoint Michelle Ciccolo to a one-year term expiring on June 30, 2019 to the Minuteman Advisory Group on Interlocal Coordination (MAGIC).

Resignation:

Tree Committee

The Board is being asked to accept the resignation of John Frey, Chair of the Tree Committee. The Board extends its thanks and appreciation to John for his time and effort in serving the Tree Committee and the Town of Lexington.

SUGGESTED MOTION:

Move to appoint _____ to fill the unexpired term ending 12/31/19 and _____ to filled the unexpired term ending 12/31/18 as Associate Members of the Historic Districts Commission.

Move to appoint Rita Pandey to the Town Celebrations Sub-Committee for a one-year term expiring May 30, 2019.

Move to appoint Dan Koretz to the Noise Advisory Committee for a three year term to expire September 30, 2020.

Move to re-appoint Michelle Ciccolo to MAGIC for a one-year term expiring on June 30, 2019.

Move to accept the resignation of John Frey from the Tree Committee.

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018 9:50 p.m.

ATTACHMENTS:

Description	Type
☐ Denise Moehring	Backup Material
☐ Susan Bennett	Backup Material
☐ Mark Connor	Backup Material
☐ Ted Szostkowski	Backup Material
☐ Dan Koretz	Cover Memo
☐ Rita Pandey	Backup Material
☐ 2018 - Frey Resignation	Backup Material

Denise Mochring

CERTIFICATION:

Massachusetts Teacher Certified, No. 367766: Social Studies 5-9, 9-12

Nautical Archaeology: Certification Level 1

EDUCATION:

American University, Washington, D.C.
Masters, History

September 2003 to May 2005

Texas Christian University, Fort Worth, TX
Bachelor, Political Science, and minor in English Literature

September 1994 to December 1997

Plymouth State College, Plymouth, NH
Working toward bachelor's degree, transferred

September 1993 to May 1994

WORK EXPERIENCE:

Concord Museum, Concord, MA

April 2014 to current

Museum Educator

- Lead and facilitate school history programs using hands on learning, artifact exploration, team learning, and historic site interpretation.
- Develop new school programs using common core curriculum for grades 5-10 that incorporate Concord's colonial history with a new diversity initiative to include the history of all New Englanders including enslaved, Native American, and women.
- Collaborate in the classroom setting with teachers to bring outreach programs to the Concord and Lexington Public Schools, including creating one on exhibit design.
- Utilize and implement strategies to engage with diverse populations of newcomers and other ELL students through a partnered program with the Lowell, Everett, and Lawrence Public Schools.

Rovall House & Slave Quarters, Medford, MA

April 2017 to current

Museum Educator, grades 5-12

- Successfully lead 5th grade, 8th grade, 10th grade, and 12th grade students in our programs focusing on race and Northern slavery through an exploration of artifacts and historic sites.
- Facilitate high school students in small group discussions to evaluate and interpret Belinda Sutton's petition, and discuss its impact on today.

Mount Alvernia High School, Newton, MA

September 2001 to June 2003

7th grade, 8th grade, and 10th grade Social Studies teacher

- Provided dynamic, effective, and creative lesson plans, assessments, and projects in collaboration with the English and the technology department for 5 classes of approximately 25 students each in U.S. History, Civics, and World Geography.
- Coordinated, developed, and guided field trips of historic sites in Lowell and Boston for a cross-department collaborated group research project in U.S. History and English.
- Led the selection of new text books for the history department.
- Advised, directed, and produced two theatrical productions for grades 7-12.

Governo Law Firm, Boston, MA

April 2001 to August 2001

Paralegal

- Analyzed and compiled case facts and arguments using school and medical records in preparation for depositions and trials.

Harvard University, Landscape Arch, Cambridge, MA

January 2000 to March 2001

Event Planner/Office Manager

- Planned, organized, and coordinated with faculty and staff the 100th Harvard Landscape Architecture celebration/conference and public lectures.

- Supervised two staff assistants, managed department finances, and assisted semester course planning.

Casner & Edwards, Boston, MA

December 1998 to December 1999

Paralegal

- Researched cases, coordinated special projects, and reviewed pleading documents for the principal outside counsel responsible for the nationwide coordination of the defense of asbestos personal injury cases for a major corporation.

Lowell National Historical Park, Lowell, MA

May 1995 to August 1997

Summer Seasonal Park Ranger

- Created, researched, and led historic walking, trolley, museum, and boat tours for all age groups through the significant resources of the park over three summers.

VOLUNTEER EXPERIENCE/BOARD POSITIONS:

- Volunteer on archaeological digs with the City of Boston Archaeology Department, August 2015- present
- Served on LexFUN! board as the website designer and editor, September 2013-2015
- Coordinated volunteers, organized fundraising events, candidate appearances, and wrote campaign literature, July 2013-November 2013

REFERENCES AVAILABLE UPON REQUEST



April 20, 2018

Ms. Suzanne Barry, Chair
Board of Selectmen
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

Dear Ms. Barry:

The Lexington Historical Society is pleased, as a nominating organization to the Board of Selectmen, to nominate Susan Bennett, 64 Bloomfield St., for appointment to serve as an Associate Member of the Historic Districts Commission for the unexpired term ending December 2019. A copy of Ms. Bennett's supporting resume is attached.

Ms. Bennett, during her tenure as Executive Director of the Lexington Historical Society, has time and again demonstrated through action her longstanding interest in and commitment to historic preservation. An example of the expertise she has developed over the years can be clearly seen through the restored colonial structures of Lexington's Buckman and Munroe taverns and Hancock-Clarke House. Ms. Bennett continues this commitment professionally in her current appointment as Executive Director of Canterbury Shaker Village.

Ms. Bennett holds both the technical understanding of plan development and modifications, that maintain project goals and integrity, with the appreciation and respect for the important historical fabric of buildings and surrounding properties.

Ms. Bennett appreciates and understands, with the guidance from her legal training, the role and authority of the Historic Districts Commission in protecting and preserving the historic fabric of Lexington's historic districts. She possesses an independent judgment and recognition of the role one member brings to a Commission such as the Historic Districts Commission.

For her demonstrated dedication to historic preservation and the special townscape of Lexington, and her ongoing commitment to Lexington, we are pleased to nominate Susan Bennett for appointment to Historic Districts Commission.

Sincerely,

Donna M. Hooper, President

Professional expertise:

- Non-profit administration and strategic planning, with a focus on historical organizations
- Archives, collections and exhibit management
- Project management for renovation, restoration and adaptive re-use of historic structures, including space planning, architectural and construction oversight, grant writing, fundraising, regulatory and legal issues

Work experience:

- 2017-present – Executive Director, Canterbury (N.H.) Shaker Village, a National Historic Landmark site encompassing 700 acres and 29 buildings
- 2004-20017 – Executive Director, Lexington Historical Society.
 - Completed the adaptive re-use project for the Lexington Depot, oversaw the renovation and restoration of three Colonial structures: Buckman Tavern, the Hancock-Clarke House, Munroe Tavern
 - Strengthened the Society financially by retiring major debt, improving fundraising, and rationalizing use of assets
 - Assisted with re-invigorating the Board with new members, and an improved committee structure
 - Developed a year-round agenda of programs and events
 - Oversaw a complete reorganization of the archives and curatorial collections, including new and renovated facilities, creating catalogs and finding aids, embarking on a program of conservation and creating on-line, searchable databases
 - Recruited and funded staff with professional training to supplement a largely volunteer-driven organization
- 2000-2004 – Simmons College Archives Management program, served in various intern positions and as Archivist of the Bedford Historical Society
- 1996-2000 – Executive Director, Massachusetts Appleseed Center for Law and Justice, a non-profit law reform group
- 1987-1996 – attended and graduated from Yale Law School while raising two children, then volunteered in the Family Law Court in Middlebury, VT
- 1977-1987 – Aetna Life and Casualty, Hartford, CT – served in increasingly responsible executive positions until departing to attend law school

Education – Yale College, B.A. with major in American Studies, Yale Law School, J.D., Simmons College, M.L.S. Admitted to the Massachusetts Bar

LEXINGTON
Historical Society
History · Education · Community



June 25, 2018

Ms. Suzanne Barry. Chair
Board of Selectmen
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

Dear Ms. Barry:

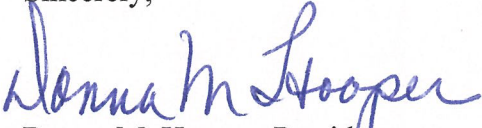
In addition to our recent nomination of Susan Bennett for consideration for appointment as an Associate Member of the Historic Districts Commission, see attached letter of April 20, 2018, the Lexington Historical Society is pleased to again nominate Mark Connor, as the Society's second nomination. A copy of Mr. Connor's resume is attached.

Mr. Connor is an architect, member of the local business community, has demonstrated a sense of dedication to historic preservation, and has an appreciation and respect for the important historical fabric of buildings, surrounding properties, and the special townscape of Lexington.

Mr. Connor appreciates and understands the role and authority of the Historic Districts Commission in protecting and preserving the historic fabric of Lexington's historic districts. Mr. Connor recognizes the role one member brings to a Commission such as the HDC.

For his demonstrated dedication to historic preservation and the special townscape of Lexington, and ongoing commitment to Lexington, we are pleased to nominate Mark Connor for appointment to Historic Districts Commission.

Sincerely,


Donna M. Hooper, President



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Mark Connor, RA

Founder, Principal

Mark Connor has practiced Architecture, Interiors and Planning for over 25 years. He leads Connor Architecture with a calm and thoughtful determination and a commitment to creating vibrant transformative community spaces in a wide range of academic, food service, commercial, healthcare, planning and retail projects.

His ability to creative inventive solutions to client challenges has been celebrated through numerous awards and publications. This broad experience gives him a unique perspective, combining an inventive visual language with a solid understanding of programmatic needs and budgetary realities that make things work. His personal style is marked by a commitment to client collaboration and a refreshing lack of attitude.

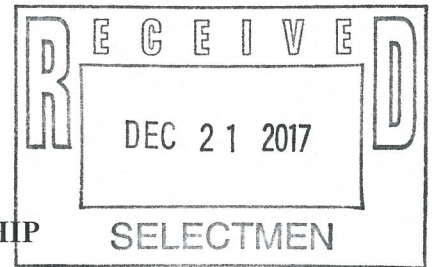
Mark's work has been featured in publications, including Architectural Record, College Services, Restaurant Nation News, Food Management, Art New England and Progressive Architecture, which highlighted his work on the Gateway to the Future, Boston 2076 exhibit for Boston's First Night celebration. He has also designed works for other exhibitions, including an installation at Boston City Hall entitled Central Artery Expressed.

A graduate of Tulane University in Architecture (1985), Mark has served as guest critic at the Massachusetts Institute of Technology, Roger Williams College, and the Boston Architectural Center. Mark holds Architectural registration MA, IL, NH, ME, CT, NJ, NY.

When not working, Mark spends time in Maine with his wife, two daughters – and office golden retriever, Daisy. He loves to bike, dig the in garden, and is a history buff. He has a passion for circles and curves in general and of course, color.

© 2014 Connor Architecture

APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP



Board/Committee of Interest: HDC
1. Historic Districts Comm. 2. _____
3. _____ 4. _____

Would you consider another Committee: ~~NO~~ YES, IF ARTS OR DESIGN-RELATED

For how long should we keep your application on file? 12-31-2018

Full Name: THEODORE SZOSTKOWSKI Nickname: TED

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

Home Address: 45 MUNROE ROAD, LEXINGTON Zip: 02421

Length of Residence in Lexington: 24 YEARS

Occupation: ARCHITECT (RETIRED)

Work Address: DNA

Phone: Home _____ Work _____ Fax _____

Cell (781) 547-1328

E-mail: Primary: tszostkowski@gmail.com Secondary: _____

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

Special Training, Interests, Qualifications: MASTERS IN ARCHITECTURE, 36 YEARS
OF PRACTICE [SEE ATTACHED RESUME]; INTERESTED IN DESIGN QUALITY OF,
PLANNING IN, LEXINGTON

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

How did you hear about the Committee? HAVE KNOWN SEVERAL MEMBERS

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

Signature: Theodore Szostkowski Date: 12/21/2017

TED SZOSTKOWSKI, AIA
ARCHITECT
Lexington, Massachusetts



PROFESSIONAL HISTORY

Mr. Szostkowski was previously a Design Principal, Director, and the President of Kallmann McKinnell & Wood Architects, with whom he was employed from 1983-2011. From 2011 until his retirement from active practice in 2017, Mr. Szostkowski directed SMMA's Higher Education Studio. He began his architectural career following graduation from the HGSD as a project designer for the Cambridge office of Paul Krueger and Frank Gehry (1981-1983). From 1968-1977, Mr. Szostkowski was an elementary school teacher in Chicago and Dundee-Carpentersville, Illinois.

His 36 years of design for Higher Education featured a breadth of challenging projects at some of the nation's most iconic campuses, and honored with numerous awards for both design and craftsmanship.

He has been an instructor and critic at the Boston Architectural College, Harvard Graduate School of Design, Roger Williams University, the University of Colorado, and MIT, and a presenter and panelist for sessions at Yale University and *Architecture Boston*. He currently serves on the Georgetown University Lauinger Library Board and the University Circle Architectural Review Board of Cleveland.

EDUCATION

Harvard University Graduate School of Design, Master of Architecture
Knox College, Bachelor of Arts in English Literature

REGISTRATION

Massachusetts
National Council of Architectural Registration Boards (NCARB)

ACADEMIC BUILDINGS

Harvard Law School, Cambridge, Massachusetts
Hauser Hall Classroom and Faculty Office Building

Harvard University, Cambridge, Massachusetts
Feasibility Studies for the Faculty of Arts & Sciences

Harvard University, Cambridge, Massachusetts
Allston Science Building (Invited Competition, Second Place)

Harvard University Semitic Museum, Cambridge Massachusetts
Renovations and Addition

Princeton University, Princeton, New Jersey
Center for Human Values, Marx Hall Addition to 1879 Hall

Yale Law School, New Haven, Connecticut
Renovation and Expansion of the Sterling Law Buildings

The Ohio State University Fisher College of Business, Columbus, Ohio
Gerlach Hall, Schoenbaum Hall and Mason Hall Academic Buildings

Providence College, Providence, Rhode Island
Ryan Center for Business Studies (Awarded by Competition)

University of Colorado, Boulder, Colorado
Visual Arts Complex (LEED Gold)

University of Missouri, Kansas City, Missouri
Health Sciences Building - School of Pharmacy, School of Nursing

University of California, San Diego, California
New Management School (100% CD's, design unbuilt)

LIBRARIES

Georgetown University, Washington, District of Columbia
Lauinger Library Master Plan

Howard University School of Law, Washington, District of Columbia
Law Library

Harvard University, Cambridge, Massachusetts
Relocation of Fine Arts Library to Littauer Hall (LEED Gold Interior)

STUDENT LIFE

Harvard Business School, Boston, Massachusetts
Shad Hall Athletic/Fitness Center

Bowdoin College, Brunswick, Maine
Chamberlain Residence and Thorne Dining Halls (Awarded by Competition)

Ukrainian Catholic University, Lviv, Ukraine
New Stryisky Park Campus, Residence Hall, Dining Hall, Church

OTHER

Pembroke Real Estate and The Drew Company, Boston, Massachusetts
Seaport Center West Office Tower (Awarded by Competition)

The Drew Company, Boston, Massachusetts
Waterside Place Mixed-use Development, Boston Seaport District (MASSPORT Design Competition, First Place, unbuilt)

Kauffman Foundation Center for Entrepreneurial Leadership, Kansas City, Missouri
Headquarters and Conference Facility

U.S. Department of State, Dhaka, Bangladesh
Chancery and Marine Guard Quarters

AWARDS

Harvard Business School, Boston, Massachusetts
Shad Hall Athletic/Fitness Center

*Harleston Parker Medal from the City of Boston and the
Boston Society of Architects for the year's most beautiful building*

Harvard Law School, Cambridge, Massachusetts
Hauser Hall Classroom, Office Building

*Harleston Parker Medal from the City of Boston and the
Boston Society of Architects for the year's most beautiful building*

Boston Society of Architects Honor Award

Bricklayers and Allied Craftsmen Award

AIA Brick in Architecture Award

Princeton University, Princeton, New Jersey
Center for Human Values Marx Hall Addition to 1879 Hall

Boston Society of Architects Honor Award

AIA Brick in Architecture Award

Yale Law School, New Haven, Connecticut
Renovation and Expansion of the Sterling Law Buildings

Boston Society of Architects Honor Award

Building Stone Institute Tucker Award of Excellence

Howard University School of Law, Washington, District of Columbia
Law Library

American School & University Gold Citation

Bowdoin College, Brunswick, Maine
Chamberlain Residence, Thorne Dining Halls

Boston Society of Architects/AIA-New York Housing Award

Pembroke Real Estate and The Drew Company, Boston, Massachusetts
Seaport Center West Office Tower

Boston Society of Architects Honor Award

Boston Society of Landscape Architects Award

Green Roof Award

APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee of Interest: 1. _____ 2. _____
3. _____ 4. _____

Would you consider another Committee: _____

For how long should we keep your application on file? _____

Full Name: _____ Nickname: _____

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

Home Address: _____ Zip: _____

Length of Residence in Lexington: _____

Occupation: _____

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: _____

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

How did you hear about the Committee? _____

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

Signature: _____ Date: _____

Curriculum Vitae

Daniel M. Koretz

June, 2018

EDUCATION

Ph.D., Developmental Psychology, 1978, Cornell University.

B.A., cum laude, Anthropology, 1970, Cornell University.

PROFESSIONAL EMPLOYMENT

2009-	Henry Lee Shattuck Professor of Education, Harvard Graduate School of Education
2001-2009	Professor, Harvard Graduate School of Education
1995-2001	Senior Social Scientist, RAND Education
1998-2000	Professor of Educational Research, Measurement, and Evaluation, Boston College
1995	Co-Director, Education Policy Research Program, the Urban Institute
1992-1995	Resident Scholar, RAND Institute on Education and Training
1987-1992	Senior Social Scientist, RAND
1983-1987	Principal Analyst, Human Resources and Community Development Division, Congressional Budget Office, United States Congress
1980-1983	Associate Analyst, Human Resources and Community Development Division, Congressional Budget Office, United States Congress
1979-1980	Assistant Analyst, Human Resources and Community Development Division, Congressional Budget Office, United States Congress
1978-1979	Congressional Science Fellow, American Psychological Association
1977-1978	Research Associate, Consortium for Longitudinal Studies, Cornell University

PROFESSIONAL ORGANIZATIONS

Fellow of the American Educational Research Association, 2010-
National Academy of Education, 2008-
American Educational Research Association, 1982-
National Council on Measurement in Education, 1988-
Evaluation Research Society, 1978-1983

ADVISORY AND PROFESSIONAL AFFILIATIONS

International collaborator/advisor, Modeling and Measuring Competencies in Higher Education research initiative (KoKoHs), Johannes Guttenberg University, Mainz, and Humbolt University, Berlin, 2015-

Cooperation partner, Positive Learning in the Age of Information research initiative, Johannes Guttenberg University, 2017-

New York State Department of Education Technical Advisory Group, 2010-

Kentucky National Technical Advisory Panel on Assessment and Accountability, 2009-

Research Advisory Board, Centre for Evaluation and Monitoring, Durham University, England, 2012-2015

Board of Directors, Graduate Record Examination, 2007-2011

Faculty Associate and Member of the Steering Committee, Institute for Quantitative Social Science, Harvard University, 2006-present

National Research Council, Committee on Incentives and Test-Based Accountability in Education, 2010-2011

Board on Testing and Assessment, National Research Council, 1999-2006

Blue Ribbon Panel evaluating the NY Performance Assessment Consortium, 2000-2001

Chair, National Research Council, Committee on Embedding Common Test Items in State and District Assessments, 1999

National Research Council, Committee on Equivalency and Linkage of Educational Tests, 1998

“Critical Friends” advisory group to the Deputy Commissioner for Vocational and Educational Services for Individuals with Disabilities, New York State Department of Education, 1998-2001

Advisory Panel on Research and Development, The College Entrance Examination Board, 1996-1999

National Research Council, Committee on Goals 2000 and the Inclusion of Students with Disabilities, 1995-97

Kentucky Instructional Results Information System National Technical Review Panel (convened by the Office of Educational Accountability of the Kentucky Legislature), 1995

National Council on Measurement in Education *ad hoc* Committee on IAEA (ESEA) Title I Assessment Regulations, 1995

National/Local Advisory Committee for the Restructuring of Research and Evaluation Functions for Chicago Public Schools, 1994-1995

Chair, Advisory Panel on Education and Systemic Indicators, National Science Foundation, 1994

Co-Principal Investigator, Technical Review Panel, National Assessment of Educational Progress, 1990-94

Assessment Task Force, National Council on Education Standards and Testing, 1992

National Assessment Governing Board, Cross-Sectional Analysis Advisory Panel, 1991

National Assessment of Educational Progress, Policy Analysis and Use Advisory Committee, 1988-1989

National Assessment of Educational Progress, Cross-Sectional Advisory Panel, 1989-1990

Advisory Board, National Science Teachers Association Project on Scope and Sequence of Science Instruction, 1989-1990

SELECTED REVIEWING

Outstanding Reviewer Award, American Educational Research Association, 2014
Advisory Editor, *Journal of Educational Measurement*
Editorial Board, *Educational Researcher*
Editorial Advisory Board, *Educational Measurement: Issues and Practice*
Editorial Advisory Board and guest editor, *Assessment in Education*
Editorial Board, *Educational Assessment*
Educational Measurement: Issues and Practice
Applied Measurement on Education
Journal of Educational and Behavioral Statistics
Educational Policy
Educational Researcher
Educational Evaluation and Policy Analysis
American Educational Research Journal
Institute of Education Sciences, U.S. Department of Education
Carnegie Corporation of New York
General Accounting Office
National Center for Education Statistics
National Science Foundation
Office of Educational Research and Improvement, U. S. Department of Education
National Education Goals Panel
The Pew Charitable Trusts
The Dewitt-Wallace Readers Digest Foundation

PUBLICATIONS AND PRESENTATIONS

Publications

- Koretz, D., and Langi, M. (2018). Predicting freshman grade-point average from test scores: Effects of variation within and between high schools. *Educational Measurement: Issues and Practice*, 37(2), 9-19.
- Koretz, D. (2018). Review of Deborah Meier & Matthew Knoester, *Beyond Testing: Seven Assessments of Students and Schools More Effective Than Standardized Tests*. Teachers College Record (January 8),
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- Koretz, D. (2017). A realistic perspective on high-stakes testing. *Education Next*, November 21 (online: <http://educationnext.org/realistic-perspective-high-stakes-testing/#>).
- Koretz, D. (2017). Approaches to the study of negative learning. In Zlatkin-Troitschanskaia, O., Wittum, G. & Dengel, A. (Eds.). *Positive Learning in the Age of Information (PLATO) - A blessing or a curse?* (229-233). Wiesbaden, Germany: Springer.

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- Koretz, D., Jennings, J. L., Ng, H. L., Yu, C., Braslow, D., and Langi, M. (2016). Auditing scores for inflation using self-monitoring assessment: Findings from three pilot studies. *Educational Assessment*, 12(4), 231-247, <http://dx.doi.org/10.1080/10627197.2016.1236674>; <https://dash.harvard.edu/handle/1/28269315>.
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- Koretz, D. (2015). Adapting the practice of measurement to the demands of test-based accountability: Response to commentaries. *Measurement: Interdisciplinary Research and Perspectives*, 13(3), 1-6.
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- Koretz, D. (2013). Commentary on E. Haertel, “How is testing supposed to improve schooling?” *Measurement: Interdisciplinary Research and Perspectives*, 11(1-2), 40-43.
- Holcombe, R., Jennings, J., & Koretz, D. (2013). The roots of score inflation: An examination of opportunities in two states’ tests. In G. Sunderman (Ed.), *Charting reform, achieving equity in a diverse nation*, 163-189. Greenwich, CT: Information Age Publishing. <http://dash.harvard.edu/handle/1/10880587>
- Guo, Q. & Koretz, D. (2013). Estimating the impact of the English immersion law on limited English proficient students’ reading achievement. *Education Policy* 27(1), 121-149.

- National Research Council. (2011) (incl. D. Koretz). *Incentives and Test-Based Accountability in Public Education*. Committee on Incentives and Test-Based Accountability in Public Education, M. Hout and S. W. Elliott (Eds.) Board on Testing and Assessment, Division of Behavioral and Social Sciences and Education. Washington, DC: The National Academies Press.
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- Koretz, D., and Beguin, A. (2010). Self-monitoring assessments for educational accountability systems. *Measurement: Interdisciplinary Research and Perspectives*, 8(2-3: special issue), 92-109. <https://dash.harvard.edu/handle/1/4889562>.
- Koretz, D. (2010). The validity of score gains on high-stakes tests. In B. McGaw, P. L. Peterson, and E. Baker (Eds.), *International Encyclopedia of Education, 3rd Edition*. Oxford: Elsevier. Vol. 4, pp. 186-192.
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- Koretz, D. (2008). A measured approach: Maximizing the promise, and minimizing the pitfalls, of value-added models. *American Educator*, Fall, 18-27, 39.
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- Koretz, D. (2008). *Measuring Up: What Educational Testing Really Tells Us*. Cambridge, MA: Harvard University Press. 2009 Outstanding Book Award, American Association of Colleges for Teacher Education.
- Koretz, D. (2008). The pending reauthorization of NCLB: An opportunity to rethink the basic strategy. In G. L. Sunderman (Ed.), *Holding NCLB Accountable: Achieving Accountability, Equity, and School Reform*. Thousand Oaks, CA: Corwin Press, 9-26.

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http://cresst.org/publications/cresst-publication-3086/?_sf_s=koretz.
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- Koretz, D., and Hamilton, L. S. (2006). Testing for accountability in K-12. In R. L. Brennan (Ed.), *Educational measurement* (4th ed.), 531-578. Westport, CT: American Council on Education/Praeger.
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- Price, J., and Koretz, D. (2005). Building assessment literacy. In K. P. Boudett, E. A. City, and R. M. Murnane (Eds.), *Data Wise: A Step-by-Step Guide to Using Assessment Results to Improve Teaching and Learning*. Cambridge: Harvard Education Press.
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- Koretz, D. (2005). Alignment, high stakes, and the inflation of test scores. In J. Herman and E. Haertel (Eds.), *Uses and misuses of data in accountability testing*. Yearbook of the National Society for the Study of Education, vol. 104, Part 2, 99-118. Malden, MA: Blackwell Publishing.
- Hamilton, L.S., McCaffrey, D.F., and Koretz, D. (2005). Validating achievement gains in cohort-to-cohort and individual growth-based modeling contexts. In R. W. Lissitz (Ed.), *Longitudinal and Value Added Models of Student Performance*. Maple Grown, MN: JAM Press.
- McCaffrey, D. F., Lockwood, J. R., Koretz, D., Louis, T. A., and Hamilton, L. S. (2004). Let's see more empirical studies of value-added models of teacher effects: A reply to Raudenbush, Rubin, Stuart and Zanuto. *Journal of Educational and Behavioral Statistics*, 29(1), 139-144.

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- Koretz, D., and Barton, K. (2003-2004). Assessing students with disabilities: Issues and evidence. *Educational Assessment*, 9(1&2), 29-60.
- McCaffrey, D. F., Lockwood, J. R., Koretz, D. M., and Hamilton, L. S. (2003). *Evaluating value-added models for teacher accountability*. Santa Monica: RAND, MG-158-EDU. <http://www.rand.org/pubs/monographs/MG158.html>.
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- Koretz, D. Russell, M., Shin, D. Horn, C., and Shasby, K. (2002). Testing and Diversity in Postsecondary Education: The Case of California. *Education Policy Analysis Archives*, 10 (1) (January). <http://epaa.asu.edu/ojs/article/view/280>.

- Koretz, D., McCaffrey, D., and Hamilton, L. (2001). *Toward a Framework for Validating Gains Under High-Stakes Conditions*. CSE Technical Report 551. Los Angeles: Center for the Study of Evaluation, University of California. <http://cresst.org/publications/cresst-publication-2923/>.
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- Blue Ribbon Panel on the New York Performance Standards Consortium (Everson, H.T., Koretz, D.M., Linn, R.L., Phillips, S.E., Qualls, A.L., and Stake, R.), (2001). *New York Performance Standards Consortium Schools' Alternative Assessment Systems: An Evaluation Report*. New York City: Author.
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- Ginsburg, P. and Koretz, D. (1979). *The Effect of PSROs on Health Care Costs: Current Findings and Future Evaluations*. Washington, D.C.: Congressional Budget Office, June.
- Koretz, D. (1979). Validity shrinkage in psychopathology research: An example of the need for caution. *Journal of Abnormal Psychology*, 88 (3), 328-333.
- Consortium for Longitudinal Studies (1978). Lasting Effects After Preschool. Administration for Children, Youth, and Families, USDHEW, October (co-authored).

Working Papers

- Koretz, D., & Jennings, J. L. (2010). *The (Mis)Understanding and Use of Data from Educational Tests*. Paper prepared for the Spencer Foundation, October.
- Koretz, D. (2010). *Some Implications of Current Policy for Educational Measurement*. Paper prepared for the K-12 Assessment and Performance Management Center, Educational Testing Service, January.

Presentations, Briefings, and Testimony

- Koretz, D. (2017) Separating issues in negative learning: Comments on Maurer et al. and Oeberst. Invited presentation, International Summer Conference, Positive Learning In The Age Of Information (PLATO), Johannes Gutenberg University, Mainz, Germany, June 29.
- Koretz, D. (2016). Using large-scale assessments for monitoring and accountability: Lessons from the US experience. Invited keynote address, Joint Conference of the EARLI Special Interest Groups: Educational Effectiveness and Educational Evaluation, Accountability, & School Improvement, Oslo, Norway, September 18.

- Koretz, D. (2016). Taking stock of 20+ years of reform. Invited presentation, Education Grantmakers Institute, Harvard Graduate School of Education, April 6.
- Koretz, D. (2016). Measuring postsecondary competencies: Lessons from large-scale K-12 assessments. Invited keynote address, Modeling and Measuring Competencies in Higher Education (KoKoHs) International Conference, Berlin, Germany, April 4.
- Koretz, D. (2015). Re-examining the prediction of freshman grade-point average in the CUNY system. Invited presentation, City University of New York Education Policy Seminar Series. New York, NY: March 26.
- Koretz, D. (2014). Using tests for monitoring and accountability. Invited address, Agencia de Calidad de la Educación, Santiago, Chile, November 3.
- Koretz, D., and Ng, H. L. (2014). Investigating the validity of school evaluations based on high-stakes tests. Invited address, 5th ICFES International Seminar on Education Research, Bogotá, Colombia, October 31.
- Koretz, D. (2014). Using large-scale assessment to improve education: Lessons from the U.S. experience. Invited address, World Bank/ National Institute for the Evaluation of Education workshop: *Towards a New Generation of Standardized Student Assessments*. Mexico City, June 23.
- Koretz, D. (2013). Learning from research on test-based accountability. Invited address, World Bank symposium: *Assessment for Global Learning*. Washington, D.C., November 7.
- Koretz, D. (2013). Will the Common Core fix test-based accountability? Keynote address, Shanker Institute Seminar, Washington, D.C., March 12.
- Koretz, D. (2012). Using tests for evaluation: Experiences from the U.S. Keynote address at the third annual ICFES International Seminar on Educational Research. Bogota, Colombia, November 1.
- Koretz, D. (2012). Validation of inferences under high-stakes conditions. In S. Sireci (Chair), *Exploring Unintended or Inappropriate Interpretations, Uses, and Consequences of Test Scores*. Symposium presented at the annual meeting of the American Educational Research Association, Vancouver, B.C., April 16.
- Jennings, J., Bearak, J., & Koretz, D. (2011). Accountability and the reproduction of racial inequality in American education. Paper presented at the Annual Meetings of the Sociology of Education Association, Asilomar, CA.
- Jennings, J., Bearak, J., & Koretz, D. (2011). Accountability and the reproduction of racial inequality in American education. Paper presented at the Annual Meetings of the American Sociological Association, Las Vegas, NV

- Guo, Q., & Koretz, D. M. (2011). Differential gains on standards with high test weights. Paper presented at the annual conference of the Association for Education Finance and Policy, Seattle, WA, March 25.
- Dougherty, S. M., Jennings, J. L., and Koretz, D. M. (2011). Accounting for accountability Gains: Evidence from New York City's School Progress Reports. Paper presented at the annual conference of the Association for Education Finance and Policy, Seattle, WA, March 25.
- Dougherty, S. M., Jennings, J. L., and Koretz, D. M. (2011). *Modeling Accountability Gains: An Innovative Use of New York's School Progress Reports*, Modern Modeling Methods Conference, University of Connecticut, May.
- Dougherty, S. M., Jennings, J. L., and Koretz, D. M. (2011). *Understanding Accountability-Induced Score Gains: Evidence from New York City's School Progress Reports*, Association for Public Policy Analysis and Management, Fall Research Conference, Washington DC, November.
- Koretz, D. (2010). Using Tests for Accountability: Experiences from the U.S. Invited address, MIDE_UC Measurement Center, Pontificia Universidad Catolica de Chile, Santiago, Chile, May 26.
- Koretz, D. (2010). Test-based accountability: Issues and topics for research. Invited seminar, Pontificia Universidad Catolica de Chile, Santiago, Chile, May 28.
- Koretz, D., and Beguin, A. (2010). Self-monitoring assessments (SMAs) for educational accountability systems. In H. I. Braun (Chair), *Innovations in Test-Based Educational Accountability*. Invited symposium at the annual meeting of the American Educational Research Association, Denver, CO, May 1.
- Koretz, D. (2008). Lessons from test-based education reform in the U.S. Invited address, Zeitschrift für Erziehungswissenschaft-Forum 2008: *Transforming Education – Large-scale Reform Projects in Education Systems and their Effects, German and International Experience*. Berlin, Germany, December 12.
- Koretz, D. (2008). Designing sensible accountability systems for the education sector. Invited address, World Bank Human Development Forum 2008, Washington, D.C., November 3.
- Koretz, D. (2008). Learning from the U.S. experience: The challenge of holding schools accountable for student performance. Invited address, Wissenssachftszentrum Berlin für Sozialforschung (Social Science Research Center Berlin), June 25.

- Koretz, D. (2008). New directions in measurement: Career considerations. In L. Hollingworth, *Future Directions for the Field of Educational Measurement*, symposium at the annual meeting of the National Council on Measurement in Education, New York, March 25.
- Koretz, D. (2008). Test-based educational accountability: Evidence and new directions. 21st Congress of the German Corporation for Educational Science, Dresden, Germany, March 18.
- Koretz, D. (2008) Issues in designing a monitoring and accountability program for the education system. Invited address, Netherlands Educational Research Association, Arnhem, the Netherlands, January 7.
- Koretz, D. (2007). Test-based monitoring and accountability: Time to take Lindquist's warning seriously. Annual Coffman Lecture (invited), University of Iowa, Iowa City, IA, October 11.
- Koretz, D. (2007). Inflation of scores in educational accountability systems: Empirical findings and a psychometric framework. In *Biases from Behavioral Responses to Measurement: Perspectives from Theoretical Economics, Health Care, Education, and Social Services*, Eric M. Mindich Conference on Experimental Social Science, Harvard Institute for Quantitative Social Science, May 4.
- Koretz, D. (2007). Validity in an era of accountability. Invited presentation at the annual meeting of the Center for Research on Evaluation, Standards, and Student Testing, Los Angeles, January 22.
- Koretz, D. (2006). Research on test-centered educational accountability: past findings and new directions. Invited lecture at the Max Planck Institute for Human Development, Berlin, Germany, December 15.
- Koretz, D. (2006). The pending reauthorization of NCLB: An opportunity to rethink the basic strategy. Invited presentation for the Civil Rights Project/ Earl Warren Institute roundtable Discussion on the Reauthorization of No Child Left Behind, Washington, D.C., November 16.
- Koretz, D. (2006). Exploring the feasibility of an enforcement mechanism for the Standards. In J. Koenig (Chair), *Following the Standards for Educational and Psychological Testing: The Challenges of Ensuring Sound Measurement Practice*. Symposium at the annual meeting of the National Council on Measurement in Education, San Francisco, April 10
- Koretz, D. (2006). Issues in the design of Israel's educational accountability system. Invited address, the Israeli National Authority for Testing and Evaluation in Education (RAMA), Tel Aviv, January 19.

- Koretz, D (2006). Adapting assessment for accountability. Invited lecture series, the National Institute for Testing and Evaluation, Jerusalem, January 16-18.
- Koretz, D. (2005). Evaluating performance changes when outcome measures are corrupted. Invited presentation to the Working Group on Health Disparities, Harvard School of Public Health, October 25.
- Koretz, D. (2005). Adapting measurement to reflect accountability. Invited presentation at the annual meeting of the Center for Research on Evaluation, Standards, and Student Testing, Los Angeles, September 8.
- Koretz, D. (2005). Using aggregate-level linkages for estimation and validation: Comments on Thissen and Braun & Qian. Invited presentation in the Educational Testing Service conference, Linking and Aligning Scores and Scales: A Conference in Honor of Ledyard R. Tucker's Approach to Theory and Practice. Princeton, N.J.: Princeton University, June 24.
- Koretz, D. (2005). Some principles of assessment for education writers. Invited presentation in *Understanding, Using and Questioning Education Research: An Education Statistics, Testing and Research Program for Reporters*, a workshop jointly sponsored by the Education Writers Association, the Nieman Foundation for Journalism and the Harvard Graduate School of Education. Cambridge, February 26.
- Koretz, D. (2005). Analytical issues in evaluations based on test scores. Invited presentation at the Israel Academy of Sciences and Humanities, Jerusalem, January 20 (sponsored jointly by the Academy, Yad Hanadiv, and the Ministry of Education).
- Koretz, D. (2005). Measurement issues in evaluating student and school performance. Invited presentation at the Israel Academy of Sciences and Humanities, Jerusalem, January 19 (sponsored jointly by the Academy, Yad Hanadiv, and the Ministry of Education).
- Koretz, D. (2004). Next steps for test-based accountability. Invited presentation at the annual meeting of the Center for Research on Evaluation, Standards, and Student Testing, Los Angeles, September 10.
- Koretz, D. (2003). Rethinking the role of testing in education reform. Invited address, Aspen Institute Breakfast Seminar for Members of Congress, Washington, D.C., September 25.
- Koretz, D. (2003). Attempting to discern the effects of the NCLB accountability provisions on learning. In K. Ercikan (Chair), *Effects of Accountability on Learning*. Presidential invited session, annual meeting of the American Educational Research Association, Chicago, April 22.

- Koretz, D. (2002). Believe me, it is not cheating, but some strange method. Invited presentation at the annual meeting of the Center for Research on Evaluation, Standards, and Student Testing, Los Angeles, September 11.
- Koretz, D. (2002). Using multiple measures to address perverse incentives and score inflation. In W. Yen (Chair), *Multiple Perspectives on Multiple Measures*. Symposium presented at the annual meeting of the National Council on Measurement in Education New Orleans, April 4.
- Koretz, D. (2002). Exploring the variance in eighth-grade mathematics performance in TIMSS. In L. Suter (Chair), *Schools, Classrooms, and Students as Units of Analysis: New evidence on the Components of Variance of Student Achievement and Social Status from Large Cross-National Studies*. Symposium presented at the annual meeting of the American Educational Research Association New Orleans, April 3.
- Koretz, D. (2002). A framework for validating score gains under high-stakes conditions. Invited address, ACT Visiting Scholars Lecture Series, Iowa City, March 25, 2002.
- Koretz, D. (2002). Exit tests and accountability at the high-school level. Invited address to the ninth annual Aspen Institute Congressional Program, Phoenix, AZ, February 17.
- Koretz, D. (2001). Issues raised by the use of tests in admissions. Invited address to the Educational Effects of Diversity in Higher Education study group, American Academy of Arts and Sciences. Cambridge, MA, May 4.
- Koretz, D. (2001). Examples of standards for accountability systems. In E. Baker (Chair), *Holding Accountability Systems Accountable: Research-Based Standards*. Symposium presented at the annual meeting of the American Educational Research Association, Seattle, WA, April 13.
- Koretz, D., McCaffrey, D., and Hamilton, L. (2001). Toward a framework for validating gains under high-stakes conditions. In D. Koretz (Chair), *New Work on the Evaluation of High Stakes Testing Programs*. Symposium presented at the annual meeting of the National Council on Measurement in Education, Seattle, WA, April 11.
- Koretz, D. (2000). Score Inflation from High-Stakes Testing: Implications for Evaluating Teaching and Education Policies. Invited address, Institute for Research on Poverty, University of Wisconsin-Madison, October 26.
- Koretz, D. (2000). Steps toward lessened score inflation. Invited presentation at the annual meeting of the Center for Research on Evaluation, Standards, and Student Testing, University of California at Los Angeles, September 14.

- Koretz, D. (2000). Elements of a better educational accountability system. In E. A. Baker (Chair), *Beyond Magical Thinking: Designing Ideal Assessment and Accountability Systems*. Symposium presented at the annual meeting of the American Educational Research Association, New Orleans, April 25.
- Koretz, D. (2000). Assessing students with disabilities: Policy context and research issues. In L. Hamilton (Chair), *Increased Inclusion of Students with Disabilities in Assessments: Experience at the National, State, and Local Levels*. Symposium presented at the annual meeting of the American Educational Research Association, New Orleans, April 26.
- Koretz, D. (2000). Taking stock of standards-based assessments. In M. Futrell and G. Sroufe (Chairs), *Assessing the Standards and Assessment Movement: Closing the Achievement Gap*. Invited symposium presented at the annual meeting of the American Educational Research Association, New Orleans, April 26.
- Koretz, D. (2000). Embedding to obtain comparable scores across states. In B. Hanson (Chair), *Linking Educational Assessments*. Invited symposium presented at the annual meeting of the National Council on Measurement In Education, New Orleans, April 25.
- Koretz, D. (2000). Embedding common test items in state and district assessments. In J. Koenig (Chair), *Comparing Student, District, and State Achievement to National Standards*. Symposium presented at the annual meeting of the National Council on Measurement In Education, New Orleans, April 27.
- Hamilton, L., and Koretz, D. (2000). Assessing students with disabilities in a statewide testing program. In L. Hamilton (Chair), *Increased Inclusion of Students with Disabilities in Assessments: Experience at the National, State, and Local Levels*. Symposium presented at the annual meeting of the American Educational Research Association, New Orleans, April 26.
- Koretz, D. (2000). Test score corruption in performance assessments. In Eva Baker (Chair), *Recent Findings on Assessing Individuals*. Panel presented at RAND-National Science Foundation conference on *Policy and Measurement Issues in Large-Scale Science and Mathematics Assessment*. Washington, DC: March 24.
- Koretz, D. (1999). Foggy lenses: Limitations in the use of achievement tests as measures of educators' productivity. Invited presentation in E. A. Hanushek, J. J. Heckman, and D. Neal (Organizers), *Devising Incentives to Promote Human Capital*, National Academy of Sciences conference. Irvine, CA (Beckman Center), December 18).
- Koretz, D. (1999). Test-based accountability: Taking stock. Invited presentation at the annual meeting of the Center for Research on Evaluation, Standards, and Student Testing, University of California at Los Angeles, September 17.

- Koretz, D. (1999). The benefits of an independent test monitoring body from the perspective of empirical research. In M. Clark (Chair), *An Independent Test Monitoring Body: The Reconstitution of the National Commission on Testing and Public Policy*. Symposium presented at the annual meeting of the American Educational Research Association, Montreal, April 23.
- Koretz, D., and Hamilton, L. (1998). Does format matter for students with disabilities? Invited presentation at the annual meeting of the Center for Research on Evaluation, Standards, and Student Testing, University of California at Los Angeles, September 10.
- Koretz, D. (1998). Evidence pertaining to the validity of score gains on the Kentucky Instructional Results Information System (KIRIS). In R. G. Hoffman (Chair), *Establishing Meaning: Validity Evidence for the Kentucky Instructional Results Information System (KIRIS)*. Symposium presented at the annual meeting of the National Council on Measurement in Education, San Diego, April 16.
- Koretz, D. (1998). Testimony before the Committee on Education and the Workforce, US House of Representatives, February 23.
- Koretz, D. (1997). Issues arising in including students with disabilities in large-scale assessments. Presentation to a colloquium of the Board on Testing and Assessment, National Research Council/National Academy of Sciences, Washington, September 18.
- Koretz, D. (1997). Empirical evidence about assessing students with disabilities from the Kentucky assessment system. Paper presented at the annual meeting of the Center for Research on Evaluation, Standards, and Student Testing, University of California at Los Angeles, September 4.
- Koretz, D. (1997). Simple pleasures are the best: Uses for the National Assessment of Educational Progress. Invited address to the Committee on the Evaluation of National and State Assessments of Educational Progress, National Research Council/National Academy of Sciences, Washington, May 1.
- Koretz, D. (1996). Issues in the assessment of students with disabilities. Paper presented at the annual meeting of the Center for Research on Evaluation, Standards, and Student Testing, University of California at Los Angeles, September.
- Koretz, D. (1996). Preparing students for the MSPAP assessments. In Jessie Pollack (Chair), *Assessment-Based Educational Reform: A Look at Two State Programs, part 2*. Symposium presented at the annual meeting of the American Educational Research Association, New York, April.

- Koretz, D. (1996). Preparing students for the KIRIS assessments. In Ed Reidy (Chair), *Assessment-Based Educational Reform: A Look at Two State Programs, part 1*. Symposium presented at the annual meeting of the American Educational Research Association, New York, April.
- Koretz, D. (1995). Reliability of scoring, reliability of scores, and validity: Comparing portfolios to other performance assessments. Invited presentation, RAND/National Science Foundation Conference on Performance Assessments, Washington, D. C., December 1.
- Koretz, D. (1995). Testimony before the District of Columbia Subcommittee of the Senate Committee on Appropriations, May 23.
- Koretz, D. (1994). Indicators of Educational Achievement. Invited paper for a conference on *Indicators of Child Well-Being* co-sponsored by the Institute for Research on Poverty, the National Institute on Child Health and Human Development, the Office of the Assistant Secretary for Planning and Evaluation (Department of Health and Human Services), and Child Trends, Inc. Washington, D. C., November 17.
- Koretz, D. (1994). Achievement Tests and Measures of Educational Productivity. Invited address to the Board on Science, Technology, and Economic Policy of the National Research Council. Washington, D. C., October 13.
- Koretz, D. (1994). Reconciling Impatience with Technical Standards. Invited paper presented at the annual meeting of the Center for Research, Evaluation, and Student Testing, University of California at Los Angeles, September.
- Koretz, D. (1994). Sometimes a cigar is just a cigar, and often a test is just a test. Invited address at a symposium entitled *National Standards and Assessments in American Education: Where Do We Go From Here?* Brown Center on Education Policy, The Brookings Institution, May 18.
- Koretz, D. (1994). A second year of portfolios in Vermont: findings and implications. In J. L. Herman (Chair), *Portfolio Assessment: What do the Data Tell Us?* Symposium presented at the annual meeting of the American Educational Research Association, New Orleans, April 4.
- Koretz, D. (1994). National testing: The political process has prevailed. In L. Barber (Chair), *Educational Assessment: Are the Politicians Winning Two Years Later?* Symposium presented at the annual meeting of the American Educational Research Association, New Orleans, April 5.

- Berends, M., Koretz, D., and Lewis, E. (1994). *Measuring Racial and Ethnic Test Score Differences: Can the NAEP Account for Dissimilarities in Social Context?* Paper presented at the Annual Meetings of the American Educational Research Association, New Orleans, April.
- Koretz, D. (1994). Implications of RAND's evaluation of the Vermont assessment program for monitoring pending educational reforms. Invited address to the Board on Testing and Assessment, National Academy of Sciences, Washington, DC, March 9.
- Koretz, D., Harrison, E., and McCaffrey, D. (1993). Validating and evaluating the Vermont Portfolio Assessment Program. In H.D. Hoover (Chair), *And Now for Something Entirely Different: Results from Vermont's Portfolio Assessment*, invited symposium at the annual meeting of the National Council for Measurement in Education, Atlanta, April.
- Koretz, D. (1993). An Overview of RAND's Evaluation of the Vermont Portfolio Assessment Program. In J. Herman (Chair), *Portfolio Assessment: Rhetoric Meets the Reality of Data*, symposium at the annual meeting of the American Educational Research Association, Atlanta, April.
- Koretz, D. (1993). Setting Reasonable Expectations for Performance Assessment and Reform. Invited briefing, American Educational Research Association Education Policy Forum, Washington, D.C., February 26.
- Koretz, D. (1993). Performance Assessments in Mathematics and Science: Technical Concerns and Practical Experience. Presented at *Beyond National Standards and Goals: Excellence in Mathematics and Science Education, K-16*, sponsored by the National Science Foundation. Washington, D.C., February 11.
- Koretz, D. (1993). RAND's Evaluation of the Vermont Portfolio Assessment Program: Key Findings and Implications for State Assessment Programs. Invited address at the annual Assessment Directors Conference of the Council of Chief State School Officers, Tampa, January.
- Koretz, D. (1993). Results and Implications of RAND's Evaluation of the Vermont Portfolio Assessment Program. Briefing presented to the Vermont State Board of Education, January.
- Koretz, D., Madaus, G., Haertel, E., and Beaton, A. (1992). *National Educational Standards and Testing: A Response to the Recommendations of the National Council on Education Standards and Testing*. Testimony before the U.S. House of Representatives, Education and Labor Committee, Washington, D.C. (Available as CT-100 from RAND.)

- Koretz, D. (1992). Models for Collaboration and Change: Experiences from the RAND/Vermont collaboration. Paper presented at the annual conference of the Center for Research on Evaluation, Standards, and Student Testing, University of California at Los Angeles, September.
- Koretz, D. (1992). Evaluating performance Assessment. Paper presented at the Education Commission of the States Annual Conference on Assessment, Boulder, June.
- Koretz, D. (1992). Technical Issues in Implementing Performance Assessment Programs. Invited address, conference on *Diversifying Student Assessment* sponsored by Boston College and the Newton Public Schools, Newton, MA, November 20.
- Koretz, D. (1992). NAEP and the Movement Toward National Testing. In S. Johnson-Lewis (Chair), *Educational Assessment: Are the Politicians Winning?* Symposium presented at the annual meeting of the American Educational Research Association, San Francisco, April 22.
- Koretz, D. (1991). Abusing More Innovative Tests. Education Commission of the States Annual Conference on Assessment, Boulder, June.
- Koretz, D. (1991). Evaluating Performance Assessments. Education Commission of the States Annual Conference on Assessment, Boulder, June.
- Koretz, D. (1991). Conceptual and Practical Issues in Performance Assessment. In S.B. Dunbar (chair), *Technical and Conceptual Issues in Evaluating Performance Assessment*, Invited symposium, annual meetings of the American Educational Research Association and the National Council on Measurement in Education, Chicago, April.
- Koretz, D., Linn, R. L., Dunbar, S. B., and Shepard, L. A. (1991). The Effects of High-Stakes Testing: Preliminary Evidence About Generalization Across Tests. In R.L. Linn (chair), *The Effects of High Stakes Testing*, symposium presented at the annual meetings of the American Educational Research Association and the National Council on Measurement in Education, Chicago, April.
<http://dash.harvard.edu/handle/1/10880553>.
- Koretz, D. (1991). Testimony (on national testing issues) before the Subcommittee on Elementary, Secondary, and Vocational Education, Committee on Education and Labor, U.S. House of Representatives, March 13.
- Koretz, D. (1991). Invited briefing to staff of the U.S. House of Representatives and U.S. Senate on educational assessment issues, January.

- Koretz, D. (1990). Issues in National Assessment. Invited address to the National School Boards Association Advocacy Forum on Federal and National Education Issues, Washington, D.C., October.
- Koretz, D. (1990). Developing Better Tests: What's Needed? Presented at the annual Education Commission of the States/Colorado Department of Education Assessment Conference, Boulder, June.
- Koretz, D. (1990). Legitimate and Illegitimate Uses of the NAEP Scales. Presented at the annual Education Commission of the States/Colorado Department of Education Assessment Conference, Boulder, June.
- Koretz, D. (1990). Appropriate and Inappropriate Uses of Educational Tests. Invited Address at the annual Educational Leadership Conference, University of Iowa, April.
- Koretz, D. (1989). What State Comparisons Cannot Tell Us. Invited Address before the National Assessment Governing Board, Washington, D.C., September.
- Koretz, D. (1989). The NAEP Proficiency Scales: Some Flies in the Ointment? Presented at the annual Education Commission of the States/Colorado Department of Education Assessment Conference, Boulder, Colorado, June.
- Koretz, D. (1989). State Comparisons Using the National Assessment of Educational Progress: What Will We Gain? Presented at the annual Education Commission of the States/Colorado Department of Education Assessment Conference, Boulder, Colorado, June.
- Koretz, D. (1989). Accountability and Educational Reform in New York: Some Risks in Relying Excessively on Achievement Tests. Invited address, New York State School Boards Association conference on educational reform, Albany, New York, May.
- Koretz, D. (1989). Educational Implications of Statewide Testing in Texas. Invited Keynote address, Third Annual Texas Testing Conference, Austin, Texas, March.
- Koretz, D. (1989). Educational Accountability: The Risks of Misusing Achievement Tests. Invited address, the New York State Education Department New Perspectives Conference, West Point, January 26.
- Koretz, D. (1988). Some Dangers in Test-Based Educational Accountability. Invited address, Public Policy Institute of New York, Albany, October 25.
- Koretz, D. (1988). Considerations in Designing a Statewide Assessment Program to Improve Instruction. Invited address to the Governor and Commissioner of Education of Vermont and others, Seyon Ranch, Vermont, August 25.

- Koretz, D. (1988). Gauging the Validity of Indicators of Coursework Reforms: Issues and Examples. Presented at the annual Education Commission of the States/Colorado Department of Education Assessment Conference, Boulder, Colorado, June 14.
- Koretz, D. (1987). Explanations and Implications of Recent Trends in Educational Achievement. Invited address, Office of Educational Research and Improvement staff seminar, U.S. Department of Education, June 23.
- Koretz, D. (1987). Some Risks in the Comparative Use of Educational Indicators. Presented in Arthur Wise (Chair), *A National Report Card: The Promise and Perils of the Comparative Use of Educational Indicators*. Symposium conducted at the annual meeting of the American Educational Research Association, Washington, D.C., April.
- Koretz, D. (1986). The School Science Curriculum: What We Know, and What We'd Like to Know. Invited presentation to the National Forum for School Science, Forum 86: *The Science Curriculum*, sponsored by the American Association for the Advancement of Science, Washington, D.C., November 14.
- Koretz, D. (1986). Education in Low-Income, Low-Performance Schools: Troubling Findings and Some Unanswered Questions. Invited presentation to a conference on "Understanding Low-Income, Low-Performance Schools," Office of Research, U.S. Department of Education, Washington, D.C., October 17.
- Koretz, D. (1985). Trends in Child Poverty in New York and the Nation: Implications for Education Policy. Invited address to the New York State Education Policy Seminars, Albany, New York, April 11.
- Koretz, D., and Ventresca, M. (1985). Poverty Trends in the School-Age Population. Presented in J. Noell (Chair), *Demographic and Social Trends in the School-Age Population*. Symposium conducted at the annual meeting of the American Educational Research Association, Chicago, Illinois, April.
- Ventresca, M., and Koretz, D., (1985). Trends in the Ethnic Composition of the School-Age Population. Presented in J. Noell (Chair), *Demographic and Social Trends in the School-Age Population*. Symposium conducted at the annual meeting of the American Educational Research Association, Chicago, Illinois, April.
- Koretz, D. (1984 and 1983). The Prognosis for Social Programs: Constraints Imposed by the Budget and the Budget Process. Invited addresses to the Fellows of the Bush Centers for the Study of Child Development and Social Policy. Washington, D.C., April.

- Koretz, D. (1983). Costs Incurred Versus Benefits Conferred: Understanding the Uses and Limitations of Evaluations and Cost-Benefit Analyses. Three Executive Forums, Government Affairs Institute, Office of Personnel Management, Washington, D.C., June-July.
- Koretz, D. (1980). Making Evaluation Useful to the Congress. Presented at the annual meeting of the Evaluation Research Society, Washington, D.C., November.
- Koretz, D. (1979). Do PSROs Lower Hospital Use and Save Money? Presented to the National Professional Review Council, Washington, D.C.
- Koretz, D., and Ramsey, B. (1979). Long-Term Noncognitive Effects of Intervention. In F. Palmer (Chair), *Persistence of Preschool Effects: Evidence of Impact*. Symposium conducted at the biennial meeting of the Society for Research in Child Development, San Francisco, March.
- Koretz, D., Vopava, J., and Darlington, D. (1978). Matching Early Intervention Programs to Children: Some Methodological Limitations. In B. Brown (Chair), *Matching Early Intervention Programs to Children*. Symposium conducted at the annual meeting of the American Association for the Advancement of Science, Washington, D.C., February.

Other Working Papers

- Koretz, D., and Ventresca, M. (1984). *Poverty Among Children*. Washington, D.C.: Congressional Budget Office, December.
- Congressional Budget Office (1983). *Demographic and Social Trends: Implications for Federal Support of Dependent-Care Services for Children and the Elderly*. Washington, D.C.: Congressional Budget Office, June (co-authored).
- Koretz, D. (1983). *Initiatives in Science and Mathematics Education: Issues and Options*. Washington, D.C.: Congressional Budget Office, April.
- Koretz, D. (1983). *Science and Mathematics Education: Issues in Shaping a Federal Initiative*. Washington, D.C.: Congressional Budget Office, March.
- Koretz, D. (1982). *Title I (Chapter 1) Compensatory Education: Current Issues*. Washington, D.C.: Congressional Budget Office, March.
- Congressional Budget Office (1982). *Effects of Tax and Benefit Reductions Enacted in 1981 for Households in Different Income Categories*. Washington, D.C.: Congressional Budget Office, February (co-authored).
- Koretz, D. (1981). *Protection From Catastrophic Medical Expenses: The Effects of Limiting Family Liability Under Existing Employee Insurance Programs*. Washington, D.C.: Congressional Budget Office, August.

Dr. RITA PANDEY

EXPERIENCE

Consultant and Head Supervisor for Misk leadership Development Program (part time), 2015-current

- Planned, managed and Hosted the closing Ceremony and other student events
- Assisted students with Harvard Secondary School application process
- Participated in webinars
- Oversaw student arrival and departure
- Assumed a supervisory role for MiSK mentors
- Acted as primary point of contact for students, parents, Misk team, mentors and Harvard Summer School.

Harvard University, Division of Continuing Education, Cambridge MA

Assistant Director of the Secondary School Program, 1998-2015

- Oversaw the processing of paper and online 3000+ applications
- Made admission decisions and managed correspondence
- Provided academic advising, monitored course registration and financial aid
- Planned and scheduled college fair, college prep workshops, talks, and volunteer trips
- Assisted in the interview process of proctor hiring
- Attended meetings for disciplinary and academic problems
- Prepared statistical reports and graphs
- Wrote Business Object programs and performed unit tests
- Managed Lowell Scholarship program

Information Processing Specialist, 1989-1997

- Maintained Paradox database and produced many complex reports
- Converted HILR and HEAA from flat files to relational databases
- Handled faculty and teaching assistant payroll
- Designed forms and analyzed data as needed
- Assisted visiting faculty find housing and other similar needs
- Wrote, debugged and tested programs using SAS/CMS/XEDIT and PAL

New England College of Optometry, Boston MA - Research Associate (Part-time), 1992-1995

Eye Research Institute, Boston MA - Data Analyst, 1988-1989

York University, Ontario, Canada - Volunteer Research Trainee, 1986-1987

Threshold Psychiatric Rehabilitation Center, Chicago IL - Research Assistant, 1985

University of Chicago-Department of Psychology - Research Programmer Trainee, (1983-1984)

University of Illinois, Chicago - Volunteer work to learn computer basics and programming languages

EDUCATION

- Ph.D., Philosophy and Religion, 1995 - *Banaras Hindu University, INDIA*
- Master of Arts in Sanskrit, 1975 and Bachelor of Arts, 1973 -*Gorakhpur University, INDIA*
- *Master of Liberal Arts in Sanskrit and Indian Studies (in progress)- Harvard Extension School*
- Diploma in Yoga, 1980 - *Banaras Hindu University, INDIA*

Computer Skills:

- Database Management, Oracle, Data Analysis: Paradox, Banner, Business Object, Filemaker Pro, Excel, MATLAB, and RS/1
- Word processing and mass mailing: Word, WordPerfect, and MaxBulk Mailer
- Familiar with some programming languages and Software: PAL, SAS, C, Dbase
- Hardware, Software and Operating systems used: IBM/PC, Macintosh, VAX, IBM mainframe 3083, Windows, Banner, Epsilon, DOS, CMS, UNIX

Teaching and Volunteer Activities

- Elected Town Meeting Member in Lexington
- Member of National Language Service Corps
- Ombudsman at the Excel Center in Lexington
- Money Management Volunteer
- Neighborhood Brigade Volunteer-Lexington chapter
- Tutored English and basic computer at Harvard's Bridge Program and coordinated intern program
- Volunteered at Harvard Square homeless shelter and Cambridge Community Meals Program
- Completed training at Parents helping parents Organization
- Assisted and guided visually impaired individuals through their job search at Harvard Radcliffe
- Book-buddy at Perkins school for blinds
- Volunteered with Boston Care on several projects
- Completed STARTALK teacher's training at New York University
- Taught Hindi and Sanskrit to children and adults at Shishubharti for 10+years and coordinated Hindi program for several years
- Taught non-credit Hindi to college students and adults at Massachusetts Institute of Technology
- Taught Hindi at Lexington adult education
- Assisted Prof. Witzel at Harvard University with various Sanskrit projects and translation.
- Translating several books (English to Hindi and Hindi to English)

Other Interest

Yoga, recording Hindi poetry and Sanskrit Shlokas, writing, recycling, gardening and home composting, knitting, sewing, and playing Sitar.

References are available upon request.

From:

To:

Cc: [John Frey](#)

Subject: Retirement (this email supersedes the previous email just sent to you)

Date: Thursday, June 21, 2018 1:15:18 PM

Dear Tree Committee members and Lexington Town officials,

My 88 years tells me it is time for me to retire after 18 years as Chairman of the Tree Committee and a member of the Tree Committee.

My intent is not to totally break ties to the Tree Committee, but to become emeritus as Susan Solomon did and continue to work on the 4th edition of the Tree management Manual with Anne Senning and occasionally drop by Tree Committee meetings as needed and to keep in touch with Tree Committee members.

I plan to retire from Chairmanship and Membership effective as of August 2018.

Electing a new Chair will be on the agenda of the scheduled July 12th meeting.

I will be available to counsel the new person through the initial months of Chairperson's tasks.

Sincerely,
John Frey

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Water & Sewer Commitments and Adjustments

PRESENTER:

David J Pinsonneault

ITEM NUMBER:

C.1

SUMMARY:

Water & Sewer Commitments April 2018 Finals	\$ 7,642.44
Water & Sewer Adjustments per WSAB April 12, 2018	(\$ 6,213.41)
Water & Sewer Adjustments per WSAB May 17, 2018	(\$ 13,638.83)

SUGGESTED MOTION:

Motion to approve the above Water & Sewer Commitments and Adjustments

FOLLOW-UP:

Treasurer / Collector

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

ATTACHMENTS:

Description	Type
7-9-18 BOS	Cover Memo



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

FINALS		GRAND TOTALS
April 2018		
WATER	\$3,606.06	\$3,606.06
SEWER	\$4,036.38	\$4,036.38
TOTAL:	\$7,642.44	\$7,642.44

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:

Seven thousand six hundred forty two dollars and 44/100

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


7/2/18
DIRECTOR OF PUBLIC WORKS

BOARD OF SELECTMEN

7/9/2018




FY2018
ADJUSTMENTS TO WATER/ SEWER
AS RECOMMENDED BY THE WATER AND SEWER ABATEMENT BOARD
PAGE 1 OF 2
WSAB APRIL 12, 2018 BOS JULY 9, 2018

ACCOUNT	NBR	STREET	WATER	SEWER	TOTAL	BILL	YEAR	NOTES
0100232600	48	Allen Street	\$ (81.78)	\$ (216.16)	\$ (297.94)	887858	2018	
0100041100	31	Circle Road	\$ (31.12)	\$ (54.88)	\$ (86.00)	885267	2018	
0100034900	12	Cliffe Avenue	\$ (490.06)	\$ (1,390.19)	\$ (1,880.25)	885193	2018	Leak in toilet
0101013500	845	Emerson Gardens Rd	\$ (200.08)	\$ (583.43)	\$ (783.51)	889152	2018	
0100218600	27	Farmcrest Avenue	\$ (128.37)	\$ (226.38)	\$ (354.75)	887683	2018	
0100215300	24	Grapevine Avenue	\$ (11.67)	\$ (20.58)	\$ (32.25)	887644	2018	
0200306200	1357	Massachusetts Ave	\$ 92.90	\$ (172.46)	\$ (79.56)	889326	2017	
0200604502	21	North Street	\$ (226.08)		\$ (226.08)	864098	2017	
0100147900	40	Oak Street	\$ (64.36)	\$ (135.19)	\$ (199.55)	Multiple	2017	
0100148000	50	Oak Street	\$ (90.46)	\$ (219.02)	\$ (309.48)	Multiple	2017	
0100196602	6	Paddock Lane	\$ (530.61)		\$ (530.61)	887395	2018	
0101019500	27	Summer Street	\$ (108.92)	\$ (192.08)	\$ (301.00)	889236	2018	
0100117600	11	Sylvia Street	\$ (17.28)	\$ (109.76)	\$ (127.04)	886324	2018	
0100209702	136	Worthen Road		\$ (178.72)	\$ (178.72)	858217	2017	
0100209700	136	Worthen Road	\$ (343.83)		\$ (343.83)	858218	2017	
0101011900	21	Lowell Street		\$ (482.84)	\$ (482.84)	889146	2018	
Total			\$(2,231.72)	\$ (3,981.69)	\$ (6,213.41)			

It is the recommendation of the Water and Sewer Abatement Board that the Town Collector be authorized to waive interest that has accrued on the bills included herein, unless stated here otherwise, from the due date of the bill until 30 calendar days after the date of written notification to applicant of the Selectmen's action.

THE SUM SET AGAINST THE ABOVE ACCOUNTS IS HEREBY ADJUSTED.

WATER	SEWER	TOTAL
\$(2,231.72)	\$(3,981.69)	\$(6,213.41)


7/2/18

DIRECTOR OF PUBLIC WORKS

BOARD OF SELECTMEN

07/09/18



FY2018
ADJUSTMENTS TO WATER/ SEWER
AS RECOMMENDED BY THE WATER AND SEWER ABATEMENT BOARD
PAGE 1 OF 2
WSAB MAY 17, 2018 BOS JULY 9, 2018

ACCOUNT	NBR	STREET	WATER	SEWER	TOTAL	BILL	YEAR	NOTES
0100053900	9	Abernathy Road	\$ (164.15)	\$ (530.63)	\$ (694.78)	885429	2018	
0200318100	6	Eliot Road	\$ (994.99)	\$ (483.82)	\$ (1,478.81)	Multiple	2018	Flooded basement due to washing machine hose
0200507200	160	North Street	\$ (192.36)	\$ (514.29)	\$ (706.65)	892048	2018	
0100113702	5	Page Road	\$ (1,417.71)		\$ (1,417.71)	856943	2017	Irrigation line leak
0200518500	1	Frost Road	\$ (405.48)	\$ (1,472.60)	\$ (1,878.08)	892220	2018	Irrigation on domestic service
0200323300	1	Eustis Street		\$ (7,340.18)	\$ (7,340.18)	Multiple	2018	Irrigation on domestic service
0100095900	14	Appletree Lane	\$ (39.72)	\$ (82.90)	\$ (122.62)	Multiple	2018	
Total			\$ (3,214.41)	\$ (10,424.42)	\$ (13,638.83)			

It is the recommendation of the Water and Sewer Abatement Board that the Town Collector be authorized to waive interest that has accrued on the bills included herein, unless stated here otherwise, from the due date of the bill until 30 calendar days after the date of written notification to applicant of the Selectmen's action.

THE SUM SET AGAINST THE ABOVE ACCOUNTS IS HEREBY ADJUSTED.

WATER	SEWER	TOTAL
(\$3,214.41)	(\$10,424.42)	(\$13,638.83)

 7/12/18

DIRECTOR OF PUBLIC WORKS

BOARD OF SELECTMEN

07/09/18

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Use of Battle Green - LexFun Halloween Parade

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.2

SUMMARY:

The annual LexFUN Halloween Parade is to be held on Saturday, October 27, 2018 from 10:00 a.m. to 12:30 p.m. (rain date Sunday, October 28th) Permission from the Board is requested for the purpose of parading around the Battle Green. The proposed event has been reviewed and approved by Police, Fire and DPW staff. Donations from parade attendees will support the Lexington Food Pantry.

SUGGESTED MOTION:

Move to approve the consent agenda.

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

ATTACHMENTS:

Description	Type
☐ Halloween Parade 2018 Letter	Backup Material



June 6, 2018

Mr. Carl Valente
Town Manager
1625 Massachusetts Avenue
Lexington, MA 02420
Fax: 781-861-2921

Dear Mr. Valente,

LexFUN! (Lexington's Five & Under Network) is once again planning for our annual Halloween Parade. As you know, every year we have organized a "parade" of preschoolers in costume around the Battle Green, followed by refreshments, games, arts and crafts across from the Green, near the grounds of Buckman Tavern. Donations from parade attendees will support the Lexington Food Pantry.

We are writing for permission to hold the event, which we would like to schedule for 10:00AM-12:30PM on Saturday, October 27, 2018 (with a rain date scheduled for Sunday, October 28th). In addition to the use of the Green for the parade, we would request to set up tables near Buckman Tavern for the refreshments and arts and crafts. Please note that in addition to the Town Manager, we will also seek approval from the Board of Selectmen, Health Department and Police Department.

We acknowledge there has been one resident who has raised concern with toy weapons in public places in years past. In all the years we have run the Halloween Parade, we have never had any issues arise out of toy weapons at the parade and we look forward to keeping it that way. While LexFUN! does not prohibit any particular costume, we encourage parents to use their good judgment in selecting costumes. LexFUN! promotes a safe and inclusive environment for the parade, one that respects social, generational, and cultural differences. We encourage costumes that are family friendly (not scary to our little ones) and portray positive images to our children. This dual message of "good judgment" and "family friendly" appears in our member-wide communications and our publicity for the parade.

LexFUN! is a nonprofit organization. We are run 100% by volunteers and our fundraising proceeds are distributed directly back into the Lexington community. This is a free event open to all Lexingtonians. We would greatly appreciate your continued support as you have done in years past.

This has been a hugely successful, fun event for our community and we look forward to receiving the Town Manager's permission for this event. We can be reached at
if you have any additional questions.

LexFUN! P.O. Box 445 Lexington, MA 02420
www.lexfun.org

Sincerely,

Meg Tabela

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve and Sign Transgender Proclamation

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.3

SUMMARY:

You are being asked to approve a request of the Human Rights Committee to sign a proclamation declaring the Town of Lexington's support of the Commonwealth's existing nondiscrimination protections for transgender people.

SUGGESTED MOTION:

Move to approve and sign a proclamation declaring the Town of Lexington's support of the Commonwealth's existing nondiscrimination protections for transgender people.

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

ATTACHMENTS:

Description	Type
☐ 2018 Transgender Proclamation	Backup Material



Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

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

PROCLAMATION

- Whereas:** the Town of Lexington welcomes all people and recognizes the rights of individuals to live their lives with dignity, free of discrimination and hostility; and
- Whereas:** people who are transgender should be able to live their lives with safety, privacy, and dignity, just like everyone else in the Town of Lexington; and
- Whereas:** people who are transgender continue to face mistreatment and bullying, and repealing our state's nondiscrimination protections would put them at even greater risk of harassment, discrimination, and violence; and
- Whereas:** protecting people from discrimination—including people who are transgender—is about treating others as we want to be treated.

NOW, THEREFORE, WE, THE BOARD OF SELECTMEN of the Town of Lexington, Massachusetts, declare that we support the Commonwealth's existing nondiscrimination protections for transgender people.

We will strive to ensure that similar nondiscrimination protections continue to exist in the town of Lexington if the Commonwealth's nondiscrimination law is repealed.

IN WITNESS WHEREOF, we have set our hands and caused the seal of Lexington to be affixed herewith on the 9th of July 2018.

SUZANNE E. BARRY, CHAIRMAN

JOSEPH N. PATO

MICHELLE L. CICCULO

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.4

SUMMARY:

Spectacle Management has requested One-Day Liquor Licenses to serve beer and wine at the following events being held in the Cary Memorial Building, 1605 Massachusetts Avenue:

- Cowboy Junkies, Wednesday, July 18, 2018 8:00 p.m - 11:00 p.m.
- Dennis DeYoung Thursday, July 26, 2018 8:00 p.m - 11:00 p.m.

Food Link has requested a One-Day Liquor license to serve beer and wine their Rescue to Table Fundraising Dinner to be held at Church of Our Redeemer, 6 Meriam Street, on Thursday, July 26, 2018 from 5:00 p.m. to 9:00 p.m.

SUGGESTED MOTION:

Move to approve consent.

FOLLOW-UP:

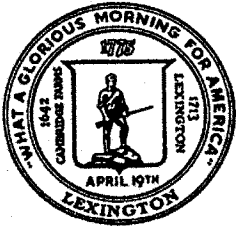
Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

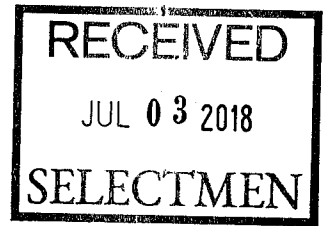
ATTACHMENTS:

Description	Type
❑ 1-Day LL - Spectacle Management	Backup Material
❑ 1-Day Food Link	Backup Material



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**

**APPLICATION FOR
ONE-DAY LIQUOR LICENSE**



*pd 50.00
CHK # 2624*

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

BUSINESS/FUNDRAISING ORGANIZATION: Spectacle Management

CONTACT NAME AND NUMBER: Jack Lally,

ADDRESS FOR MAILING: 4 Muzzey St. Lexington MA 02420

EMAIL ADDRESS: _____

TITLE/PURPOSE OF EVENT: Cowboy Junkies, 7/18 and Dennis DeYoung 7/26/18

LOCATION AND ADDRESS: Cary Memorial Hall, 1605 Massachusetts Avenue

DATE OF FUNCTION: July 18 & July 26, 2018

TIMES OF FUNCTION: Both performances at 8:00 PM

TYPE OF LIQUOR TO BE SERVED: Beer and Wine

DATE AND TIME WHEN LIQUOR DELIVERED: 7/18 & 7/26 at 3:00 PM

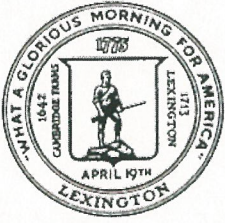
DATE AND TIME WHEN LIQUOR REMOVED: 7/18 & 7/26 at 11:00 PM

ADDITIONAL INFORMATION: _____

Jack Lally
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: FOOD LINK

CONTACT NAME AND NUMBER: Kelsey Juntwait

ADDRESS FOR MAILING: _

EMAIL ADDRESS: _

TITLE/PURPOSE OF EVENT: Rescue to Table fundraising dinner

LOCATION AND ADDRESS: Church of our Redeemer
6 Meriam St Lexington MA 02420

DATE OF FUNCTION: Thursday 7/26/18

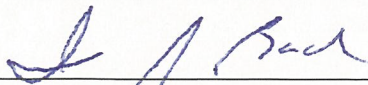
TIMES OF FUNCTION: 5-9 pm

TYPE OF LIQUOR TO BE SERVED: wine and beer

DATE AND TIME WHEN LIQUOR DELIVERED: 7/26/18 @ 4pm

DATE AND TIME WHEN LIQUOR REMOVED: 7/26/18 @ 9:30pm

ADDITIONAL INFORMATION: _


Authorized Signature

Federal Identification No. or

Social Security Number

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve and Sign Eagle Congratulation Letters

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.5

SUMMARY:

The Board is being asked to sign a letter of commendation for Boy Scout Pierce Warburton, Troop 160.

SUGGESTED MOTION:

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

FOLLOW-UP:

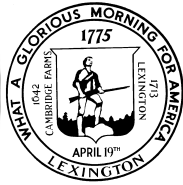
Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

ATTACHMENTS:

Description	Type
☐ Eagle Letter - Pierce Warburton	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

July 9, 2018

Pierce Warburton

Dear Pierce,

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 Minutes

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.6

SUMMARY:

The minutes of the following meeting date is ready for your approval:

- 05/23/18 Joint BOS/School Committee

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

- 05/21/18 ES

SUGGESTED MOTION:

Move to approve the minutes of the following meeting date:

- 05/23/18 Joint BOS/School Committee

Move to approve but not release the Executive Session minutes of:

- 05/21/18 ES

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

ATTACHMENTS:

Description	Type
 05/23/18 JM BOS-SC	Backup Material

Joint Selectmen and School Committee Meeting
Wednesday, May 23, 2018

A Joint Meeting of the Board of Selectmen and School Committee was called to order at 7:03 p.m. on Wednesday, May 23, 2018 in Estabrook Hall of the Cary Memorial Building for the purpose of holding the fifth in a series of presentations and discussions related to Mental Health Services provided by the Town of Lexington and the Lexington School Department. Present for the Selectmen (BOS) were Ms. Barry, Chair; Ms. Ciccolo; Mr. Lucente; Ms. Hai; Mr. Valente, Town Manager; and Ms. Siebert, Recording Secretary. Mr. Pato was absent.

Present for the School Committee (SC) were Ms. Jay, Chair; Ms. Colburn; Mr. Alessandrini; Ms. Lenihan (8:30 departure); Ms. Sawhney; and Dr. Czajkowski, Superintendent of Schools; Jill Gasparini, Nurse Coordinator of School Health; Val Viscosi, K-12 Director of Guidance; Julie Fenn, K-12 Physical Education and Wellness Coordinator.

Also present were Wendy Rundle, Facilitator; Charlotte Rodgers, Director of Human Services; Melissa Interest, Assistant Director of Senior Services; and Tony Serio, Assistant Director of Lexington Youth and Family Services.

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 Lexington community?"

Town and School Staff Presentation Regarding Mental Health Services

To begin, Mr. Valente highlighted four important points:

- Input from the public will continue to be beneficial to the process of studying Lexington's mental health services and how they are delivered.
- Mr. Valente and Superintendent Czajkowski believe that the current services and staff that provide them are strong and appropriate, and that they should continue.
- Mr. Valente and Dr. Czajkowski believe there are three distinct areas in the mental health services provided by the Town that could be strengthened. These will be presented tonight. If the Board of Selectmen and School Committee agree with staff assessments, changes will be subject to available resources but they would occur incrementally.
- The recommendations are intentionally being called "considerations" because they have not yet had the benefit of public comment or board discussion. Final recommendations and an implementation plan will be presented once this input has been integrated.

Dr. Czajkowski said the study has led to the resounding conclusion that the Town does indeed play a role in mental health service delivery. To illustrate, Mr. Valente described four ways in which the Town/Schools currently support community mental health:

- By providing a 24/7 safety net of emergency responders (School, Police, Fire, Health Department, Library, Recreation and Community Programs, and Human Resources) who work to stabilize crisis situations. Staff also provides community-based programming that is designed to identify, prevent, intervene, and follow up with post-vention support;
- By providing solution-focused, short-term counseling to address situational problems such as parenting, stress, relationships, substance abuse, communication, interpersonal conflicts but also to address crisis intervention, assessment and case management;
- By identifying barriers to access and care, provide financial assistance to eligible residents; and provide resource referral;
- By providing education and training for staff and community members. It was noted that turn-out for mental health programs has increased significantly.

Dr. Czajkowski listed the lessons learned in the last year, during the process of delving into mental health programming/delivery:

- Lexington's mental health program and delivery model are strong but there are opportunities to strengthen and grow;
- Lexington is one community—not an assortment of separate departments working independently;
- The Schools/Municipal departments have excellent, well-trained staff to provide services;
- Lexington has significant resources to support the services;
- Sustainable communication, collaboration, and coordination are crucial to making the most of available resources in order to serve residents in the best way possible;
- Evaluation and monitoring are areas that need improvement. Programs may need to be restructured due to changing needs and demographics.
- There are many models for community mental health program delivery that Lexington can learn from;
- Outreach and promotion of available services should be improved; better methods should be found to inform residents of what the Municipal and School departments already offer;
- The stigma surrounding mental health needs to be understood, acknowledged, and addressed.

Mr. Valente and Dr. Czajkowski said the way forward will require a multi-year commitment, open communication, on-going presentations/benchmark check-ins to School Committee and Board of Selectmen, policy decisions, and funding support. Mr. Valente said making progress on this front will require a commitment from the Town to making operational changes.

Charlotte Rodgers, Human Services Director; Val Viscosi, K-12 Director of Counseling; and Julie Fenn, K-12 Lexington Schools Physical Education and Wellness Coordinator, reviewed the three considerations being put forward:

- 1) **Create Sustainable Municipal-School Leadership Team for Mental Health Programs and Services** in order to:

- Strengthen communication and collaboration between all mental health community stakeholders;
- Develop and align policies, protocols and procedures;
- Collaborate to collect, share, and analyze appropriate information to inform future direction;
- Develop and implement best practices (supported by the CHNA grant funding);
- Clarify roles and expectations and address confidentiality concerns;
- Evaluate the efficacy of collaboration and communication.

2) Expand Mental Health Services

- Increase prevention programs for all ages;
- Increase access to short-term counseling and referrals;
- Increase outreach;
- Improve access and supports;
- Evaluate the efficacy of programs and services.

3) Expand Education and Training

- Develop a coordinated training schedule to improve early identification and prevention of mental health issues including substance abuse and suicide ideation;
- Provide resource centers that maximize access for all community members;
- Develop a sustainable mental health task force;
- Evaluate the efficacy of training and education efforts.

Mr. Lucente (BOS) asked how the Town can improve outreach to the community to let people know what services are offered. He said the Town should prepare itself for the impacts that greater demands will pose upon staff and resources.

Ms. Barry (BOS) said the work at hand is just beginning and needs to be a community-wide effort, although it can be difficult to know if the community is being reached. She fully supports the three considerations that were presented but added that a wider variety of staff, such as IT and the new Public Information Officer, should be included on the mental health task force.

Ms. Ciccolo (BOS) said it would be helpful to know what the stakeholder/task force group will look like and what the charge of the group will be. She also asked for a description of the data that would be collected in order to evaluate the progress of the three considerations.

Ms. Hai (BOS) said, before the mental health discussion began, she had also been unaware of the resources available. She would like to know how someone would access services, now and in the future.

Ms. Jay (SC) said the presentation provided a good structure but she noted several recurring themes (such as accessibility, communication, identification, understanding unmet needs, how to fill the gaps) about which she would like more specific detail. Also, under consideration #2, Ms.

Jay would like to add a bullet point referencing how to address the needs of diverse populations (i.e. cultural, gender orientation, ethnic, etc.). On consideration #3, regarding resource centers, Ms. Jay would add “community partners” because entry into the mental health programs can come through unexpected sources. Ms. Jay would also like to add “wellness” to the areas for which training is made available; she believes the concept of wellness should be an integral part of the dialog which, until now, has largely been focused on mental health.

Ms. Colburn (SC) agreed that more specificity is needed about unmet needs. For example, what would someone do who needed immediate support late at night or on a weekend? She appreciates that emergency services are always available but she does not believe a teenager would call the police in this kind of situation.

Ms. Lenihan (SC) added that parents struggle to find help for their children, no matter the day or the time. She hopes that these gaps will be addressed at the next meeting. Contracting with a group like William James Interface referral service would, at least for the time being, fill the void. Mental health best practices will be implemented via funding by the CHNA grant but that will possibly take three years and she hopes this gap is bridged sooner.

Ms. Alessandrini (SC) noted that the mental health study began because of two suicides; he wants to have supports in place to prevent more from occurring. Mr. Alessandrini hopes the Town will address the clinical issues, not just the operational ones.

Ms. Sawhney (SC) asked what obstacles, other than budget and staff, would prevent mental health programs from being sustainable. She would like any mental health hubs/resources to become fully integrated, understood parts of the community.

Ms. Viscosi said the meetings have brought the Town and School staff together but there are challenges of time, space, and department structures. Facilitation, prioritization, agenda setting, agreed-upon outcomes, and input from experts are all important components of how the effort will be functional and sustained over time.

Ms. Jay asked if the collaboration will have a community arm as well as School and Municipal arms. Ms. Rodgers said the study that the groups have undergone together has proven that there are overlaps between the services they provide and that these natural junctures of collaboration and communication. The CHNA grant will support efforts to strengthen communication and team development; this includes the community arm of the initiative, which other towns have demonstrated in their individual mental health models.

Public Comment Period Regarding School and Mental Health Services

Jamie Katz, 18 Barberry Road/President of Lexington Youth and Family Services (LYFS) (focusing on teen mental health and suicide prevention), said his organization has trained teens to call or text the Samaritans any time of the day or night. Texting, and other more up-to-date methods of communication, need to be added as strategies in order to meet students where they

are. LYFS provides clinical counseling two days a week after school plus call-in services but he believes there can and should be more. Fear of exposure or loss of anonymity can scare people away who should get help. The town, school, and community entities need to work together to reach people and to overcome the stigmas and obstacles that create barriers. When adults do not meet these challenges effectively, kids die before getting help.

Lana Bastianutti, 51 Harding Road, spoke as a representative of the Lexington Community Coalition (LCC) that was formed three years ago to address concerns about Youth Risk Behavior Survey responses. The Coalition created three subcommittees that focus on three areas: alcohol and drug abuse; academic competition/school climate; and anxiety/depression/suicide ideation. Over 20 community and cultural groups work with the Coalition; Ms. Bastianutti noted that LCC provided written support for the CHNA grant recently awarded to the Town. LCC hosts events and monthly coffees to provide information to residents about available programs; it created a resource map to help residents understand how to access services. The group is currently developing a website with listings for topical events, interviews, and other relevant information. Ms. Bastianutti said the Coalition looks forward to being an active participant in the upcoming Town efforts. She believes it is crucial to address the stigma surrounding mental health issues.

Cynthia Piltch, 18 Barberry Road/Wellness teacher at the Boston University Center for Psychological Rehab/founder and chair of the Temple Isaiah Mental Health Initiative, said that over the 8 years of Temple Isaiah's program, the mental health needs of participants have changed. People have become more willing to talk about mental health challenges but a stigma still exists. She hopes that a major result of the Town's efforts will be the elimination of stigma. She asked that Lexington's faith communities be considered part of the community component of the collaboration.

Valerie Overton, 25 Emerson Gardens/member of the Lexington Community Coalition (LCC) mental health subgroup and a member of the Diversity Advisory Task Force applauded the Town's mental health initiative. Ms. Overton believes that diversity considerations affect all aspects of the effort, such as communication, resources, policies, procedures, practices, and stigma. An LGBT person, for example, will have different concerns about confidentiality than a cis gender/heterosexual person. Likewise, an elder will have different concerns than a teenager. Staffing should also become more diverse. Even things like forms should be more inclusive/sensitive/respectful to diverse populations.

Mona Roy, SEPAC liaison to the School Community, said that special needs children's circumstances impacts the whole family. Currently, there seems to be no place to turn if the delicate family balance falls apart. She hopes the mental health task force will address the need for parent support as soon as possible, with a hotline perhaps. Ms. Roy added that some populations may not feel comfortable reaching out beyond their own cultural community and this should also be addressed.

Debbra Zucker, 119 Laconia Street/co-chair of LexPride/member of Community Coalition, agreed that parents need help for both themselves and their children. Parents of LGBTQ children

attend LexPride-hosted events to share their challenges. She noted that diversity concerns, stigma, and fear of judgement and rejection are big barriers to overcome in order to get services. Ms. Zucker asked that a commitment to diversity be included in the statement of objectives for the mental health task force. She believes a leadership commitment to make the initiative successful will make all the difference.

Tim Dugan, 14 White Pine Lane/co-founder of Lexington Youth and Family Services (LYFS), believes it is already evident that more staffing should be hired. Night and weekend time periods concern him as well but he believes LYFS could partner in a Community Center-based system that could be quickly put in place. He believes suicides and mass shooters are almost always about aloneness and being ostracized. He gave good marks to the William James referral service, saying the organization follows through on what they do. However, he noted one systemic problem is that mental health professionals get lower health insurance reimbursements than other kinds of doctors, leading to many not accepting insurance at all. Also, referral services do not keep their referral lists updated, creating the sense that more practitioners are available than there are in actuality. Additionally, with higher deductibles and co-pays, families are out of pocket in ways that can deter getting help. He asked the Town to consider building a teen center adjacent to the Community Center or including it in the Lexington High School building plans as a way to counteract aloneness and alienation.

Connie Counts, 45 Winthrop Road/former president of Lexington Youth and Family Services (LYFS), said when LYFS was formed free, accessible counseling after school was the first priority. For the past three years, Sources of Strength (SOS) has been a program at Lexington High to train teens and adult mentors using programs that focuses on mental health and resilience. Community Endowment of Lexington has provided SOS with three grants, the last was used for a program called “Balancing on the Hyphen” which focused on ethnic diversity. SOS is also creating a Safe Space for Trans kids at First Parish Church; Ms. Counts believes LHS is developing something similar and that the two programs could be complementary. Ms. Counts reported it is hard to feel as though mental health groups are working together, or even talking to one another enough. She believes a more coordinated and inclusive approach is necessary.

Howard Clough, 19 Sherman Street, Chair of Community Outreach Committee for Lexington at Home, described Lexington at Home as a ten-year old social group for seniors to support each other through friendship and connection as members age in place. The group provides what Mr. Clough called “help in a pinch” but he noted that many are reluctant to ask for help. He would like to see some kind of training made available to help members of his group identify the signs of someone who needs assistance.

Archana Singhal, 70 Blake Road, member of Indian Americans of Lexington (IAL), asked to include IAL as part of community arm for these mental health discussions. Student stress is an area being addressed at IAL-sponsored workshops that have been provided for members of various cultural groups but is something that could be shared with the wider community. She asked if the Town is looking for resources beyond its borders, such as at the State and Federal

levels, perhaps including hotlines or other areas where collaboration could take place. If program and service information is shared via social media and online, it will have a bigger and more sustained community reach.

Cynthia Piltch, 18 Barberry Road, said there are many initiatives already underway that the Town can capitalize on. Likewise, there are outside resources such as NAMI training that can be used as is or adapted to suit Lexington's needs. Lexington's Mental Health First Aid training has received glowing accolades; this success could be leveraged and exported to other communities. The communication gap between the various groups in town is both unfortunate and counterproductive.

Next steps: Staff asks for feedback from the two Boards and the public to inform what Mr. Valente termed a "the fairly complex roadmap" of recommendations/considerations. After this evening, the public is asked to direct input to the two boards via town email addresses or by standard mail. The Boards will next meet jointly on June 18, 2018 to integrate public input and provide their own feedback to forge a sustainable plan.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to adjourn at 9:30 p.m. The School Committee followed suit with a 5-0 vote.

A true record; Attest:

Kim Siebert
Recording Secretary

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Exemption 6 (Interest in Real Estate): Historical Society Parking Spaces (20 min.)

PRESENTER:

Carl F. Valente, Town Manager

ITEM NUMBER:

E.1

SUMMARY:

Suggested motion for Executive Session: *Move that the Board go into Executive Session to consider the purchase, exchange, lease or value of real property, Edison Way parking spaces owned by the Historical Society, and to continue in executive session for collective bargaining matters. Further, that as Chairman, I declare that an open meeting may have a detrimental effect on the negotiating position of the Town.*

Update on negotiations to lease parking spaces from the Historical Society.

Awaiting a revised proposal from the Historical Society. Will forward to Board as soon as it is received.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Based on Board's comments, staff will respond to the Historical Society.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

10:00 p.m.

ATTACHMENTS:

Description

Type

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Exemption 3: Collective Bargaining Updates - Lexington Police Association, Superior Officers, Building Maintenance and Public Works Unions (45 min.)

PRESENTER:

Carl F. Valente, Town Manager

ITEM NUMBER:

E.2

SUMMARY:

Suggested motion for Executive Session: *Move to go into Executive Session to discuss strategy with respect to collective bargaining related to the Lexington Police Association, Superior Officers, Building Maintenance and Public Works unions and to reconvene in Open Session only to adjourn. Further, as Vice Chairman I declare that an open meeting discussion may have a detrimental effect on the bargaining position of the Town.*

Update on collective bargaining negotiations.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Staff will continue bargain with unions.

DATE AND APPROXIMATE TIME ON AGENDA:

7/9/2018

10:20 p.m.