

SELECTMEN'S MEETING
Monday, July 23, 2018
Town Office Building, 1625 Massachusetts Avenue, Selectmen's Meeting Room
6:30 PM

AGENDA

EXECUTIVE SESSION

1. Exemption 2: Review Employment Agreement-Acting Town Manager (30 min.) 6:30 p.m.

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. William James College-Interface Mental Health Referral Service (20 min.) 7:05 p.m.
2. Approve and Sign Amended Memorandum of Understanding - 509 Woburn Street (10 min.) 7:25 p.m.
3. Revise Committee Name, Charge and Number of Members: Historic Districts Commission Ad Hoc 40C Committee (10 min.) 7:35 p.m.
4. Consider Summer Water Use Time Restrictions (10 min.) 7:45 p.m.
5. Center Streetscape - Mass. Ave. Turning Lane Reductions, Waltham Street and Edison Way (30 min.) 7:55 p.m.
6. Discuss Westview Cemetery Crematorium (15 min.) 8:25 p.m.
7. Review and Approve Letter to Governor's Office/Administration and Finance Regarding Capital Bond Bill Projects (10 min.) 8:40 p.m.
 - Police Radio Console
 - Visitors Center Construction Project
8. Sign September Primary Warrant (5 min.) 8:50 p.m.
9. Appointment of Election Officers (5 min.) 8:55 p.m.
10. Selectmen's Goal Setting-Revisions and Ranking of Goals (20 min.) 9:00 p.m.
11. Approve Memorandum of Agreement with Lexington Police Association (5 min.) 9:20 p.m.
12. Approve Letter of Support for LexHab regarding Wright Farm (5 min.) 9:25 p.m.
13. Approve Employment Agreement-Acting Town Manager (5 min.) 9:30 p.m.
14. Review and Approve Creation of the Carl F. and Maureen G. Valente Public Service Fund (10 min.) 9:35 p.m.

15. Battle Green Requests (10 min.) 9:45 p.m.
 • Lexington Minutemen Company
16. Town Manager Appointments (5 min.) 9:55 p.m.

CONSENT AGENDA

1. Approve Annual Review - Comptroller
2. Approve One-Day Liquor License
3. Approve and Sign Proclamation
 - 25th Anniversary of Minuteman Bikeway

EXECUTIVE SESSION

1. Exemption 6 (Interest in Real Estate): Historical Society Parking Spaces (20 min.) 10:05 p.m.
2. Exemption 3: Collective Bargaining Update - Lexington Police Association and Superior Officers (20 min.) 10:25 p.m.

ADJOURN

1. Anticipated Adjournment 10:45 p.m.

The next regularly scheduled meeting of the Board of Selectmen is scheduled for Monday, August 6, 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:

Exemption 2: Review Employment Agreement-Acting Town Manager (30 min.)

PRESENTER:

Board Discussion

ITEM NUMBER:

ES.1

SUMMARY:

Suggested motion for Executive Session: *Move to go into Executive Session to discuss strategy with respect to contract negotiations with nonunion personnel, the Acting Town Manager, and to reconvene in Open Session. Further, the Chairman declares that an open meeting discussion may have a detrimental effect on the negotiating position of the Town.*

Board will review proposed employment agreement for Acting Town Manager. Agreement will be provided at meeting.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Board to vote Agreement in open session.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

6:30 p.m.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

William James College-Interface Mental Health Referral Service (20 min.)

PRESENTER:

Charlotte Rodgers, Director, Human
Services Dept.; Tanya Snyder, Clinical
Supervisor/Interface

ITEM NUMBER:

I.1

SUMMARY:

No vote is requested for this agenda item.

The Board requested a presentation regarding the William James College INTERFACE Program.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Should the Board wish to proceed with a program such as this one, a request for three quotes is required under the Procurement Statute.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

7:05 p.m.

ATTACHMENTS:

Description	Type
☐ INTERFACE OVERVIEW	Presentation
☐ INTERFACE Onboarding Process	Backup Material

Welcome!

INTERFACE Referral Service At William James College



**WILLIAM JAMES
COLLEGE**

Freedman Center for
Child & Family Development



WILLIAM JAMES COLLEGE

Freedman Center for Child & Family Development

*A Center of Excellence for the Promotion of
Mental Health and Wellness and the
Prevention of Mental Health Disorders.*



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Freedman Center for
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OUR MISSION

- Connect individuals and families, across the lifespan, with appropriate information, resources, and each other (parenting and play groups) in order to serve their mental health and wellness needs.
- Train students of Psychology in areas of prevention of mental health issues and child and family development.



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INTERFACE

Mission

Mission Statement:

To provide resources and referral guidance to appropriate mental health and wellness services. Our work is with children, families, adults and mental health professionals within our subscribing towns and communities.



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The INTERFACE process

1. Recruitment
2. Handling the Intake
3. Providing guidance throughout the matching process
4. Presenting the case to providers
5. Following-up with the family
6. Following-up with the provider
7. Closing the Case



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INTERFACE Referral Service

Referrals are matched to specialty need, availability, insurance (or fee requirement), and location.



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Core Values:

- We respect the caller's voice and choice and concerns for confidentiality.
- We strive to make a match within 2 weeks.
- We are committed to the value of follow up guidance.



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Core Values

- We believe we must empower callers to advocate for and understand the therapeutic process.
- We know and demonstrate that “access to care is part of care.”



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WILLIAM JAMES COLLEGE

INTERFACE Referral Service

HELPLINE: 888-244-6843
(toll free)

Mon – Fri, 9am – 5pm

[What to Expect When You Call](#)

Select Language ▾

Powered by [Google Translate](#)

[Home](#) [About](#) [Communities](#) [Mental Health Topics](#) [Guides](#) [Publications](#) [For Teens](#) [Contact Us](#)

View Edit

Serving Communities Across Massachusetts



» [Meet the INTERFACE Leadership](#)



Referral Helpline



Tools for Providers

The **William James INTERFACE Referral Service** collects and categorizes a wide range of valuable resources related to mental health and wellness for the benefit of the general public — children, adults and families — as well as educators and mental health professionals.

In addition to the resources on this web site, the William James INTERFACE Referral Service maintains a mental health and wellness referral help line **Monday through Friday, 9 am-5 pm, at 888-244-6843** (toll free). This is a free, confidential referral service for individuals across the lifespan living in participating communities. Callers are matched with licensed mental health providers from our extensive database. Each referral meets the location, insurance, and specialty needs of the caller. More information about the service and terms of confidentiality are on our [Contact](#) page. For information about becoming a participating community, please [email us](#) or call 888-244-6843 (toll free).

William James INTERFACE Referral Service works to enhance the mental health of the entire Commonwealth through our partnership with the [Massachusetts Child Psychiatry Access Project \(MCPAP\)](#), including [MCPAP for Moms](#). Through that partnership, WJIRS provides technical assistance for care coordination as well as access to our expanded database of mental health providers, which now covers all of Massachusetts to meet the statewide needs of both programs.

In Crisis?

[When & Where to Seek Help](#)

Enter your keyword

Search

Recent News

- ✔ [Study: Same-sex experiences are on the rise, and Americans are increasingly chill about it](#), by Rachel Feltman, *The Washington Post*, Jun 1 2016.
- ✔ [Building Brainerd's resilience: Could research on childhood trauma change society?](#), by Chelsey Perkins, *Brainerd Dispatch*, May 29 2016.
- ✔ [For trans people, family rejection tied to suicide attempts, substance abuse](#), by Andrew M. Seaman, *Reuters*, May 27 2016.

» [More news on mental health topics](#)

Massachusetts is [leading the way](#) in assessment and early identification of mental health concerns in children. Pediatricians are seeing a significant [increase in visits](#) for primary mental health needs, and William James INTERFACE is supporting families in making early

What are people saying about INTERFACE?

- An independent study was conducted between September, 2011 and May, 2012.
- 413 referrals case records were selected to be surveyed, and 43% of those surveyed responded.



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Highlights from Study

- 58% of primary contact respondents reported that they *tried to find a mental health provider on their own.*
- 94% of primary contact respondents reported that the Helpline was *important in helping them address their mental health concern.*



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Highlights from the Study

- 81% of primary contacts reported that targets were meeting with mental health providers referred through the Helpline.
- 99% of primary contact respondents felt that Helpline counselors were *knowledgeable about their mental health concerns*, and 97% felt that counselors were *knowledgeable about available mental health services*.



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2017 Study

- In April 2017, a research study was conducted on the INTERFACE Referral Service to assess factors associated with disengagement in Mental Health Care.
- The study looked at intake records of 467 individuals with 67.2% of the individuals under the age of 25 and 32.5% of the individuals age 25 and older.



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Highlights of 2017 Study

- National data indicate initial appointment non-attendance occurs at a rate of 20% to 57% within the mental health care field and disengagement rates are estimated at approximately 30% across populations. Our overall disengagement rate was lower at 27.6%.



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Highlights of 2017 Study

- This study found individuals who used the INTERFACE comprehensive referral service to disengage at a much lower rate of 1.3% during the initial phase of the referral process, in which a referral for mental health services is offered to the individual.



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Highlights of 2017 Study

- Similarly, disengagement rates were found to be very low, at 7.5% in the second phase of the process, in which the referral delivery was confirmed with the participant. This is likely due to the expeditiousness with which referrals are offered through the Interface referral program.



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Highlights of 2017 Study

- Particularly vulnerable for not making initial appointments are people who experience a long delay between initial point of contact and scheduled appointment. The average time between initial contact and scheduled appointment for those who used INTERFACE Referral Service, is 14 days.



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Highlights of 2017 Study

- These results demonstrate that INTERFACE is successful not only in helping people access services, but in supporting them through the process of finding the right match and establishing sustained care.



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Steps for On-Boarding a New Community

- Step 1: INTERFACE sends the contract and invoice once the contracting agency is identified (sent by Finance Department within WJC)
- Step 2: A community liaison is identified by the community. This person requests community meetings, helps facilitate the marketing strategies, acts as the link to, and the manager of the town webpage (INTERFACE creates the template). This person also provides any feedback to INTERFACE regarding the service etc. In addition, INTERFACE will send the town activity reports directly to this individual and they will assume the distribution to others within the town. (unless others are asked to be included on the town activity reports)
- Step 3: INTERFACE begins the resource mining for potential new additions to our database based on information from the community liaison and other known information about the surrounding area.
- Step 4: The liaison sends INTERFACE a list of the current providers that are often used for Behavioral Health referrals in the community. INTERFACE will cross reference this list with the database and reach out to these providers directly informing them of the service and securing an additional partnership with these providers.
- Step 5: INTERFACE schedules a meeting with the appropriate stakeholders in the community to officially launch the helpline service.



AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve and Sign Amended Memorandum of Understanding - 509 Woburn Street (10 min.)

PRESENTER:

Carl F. Valente, Town Manager; Peter Kelley, Owner/Trustee, Manor House; Brian Kelley

ITEM NUMBER:

I.2

SUMMARY:

A vote is requested for this agenda item.

The Memorandum of Understanding between the Town and Peter C.J. Kelley, Owner and Trustee of the Manor House, located at 425 Woburn Street, has been amended to:

- reflect the work that has now been completed, as required in the previous MOU;
- reflect that in exchange for the payment of \$25,000, to be used for a traffic study of the intersection of Woburn Street and Lowell Street, the Owner will install traditional crosswalk signs rather than flashing signs.

Further, all mitigation payments to the Town (\$108,500) due at this time have been paid in full.

SUGGESTED MOTION:

More to approve and sign the Amendment to the Memorandum of Understanding between Peter C.J. Kelley of 509 Woburn Realty Trust the Town of Lexington.

FOLLOW-UP:

Finance Department to receive and process mitigation funds, with copies to Planning and Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

7:25 p.m.

ATTACHMENTS:

Description

Type

- ▣ Amended Memorandum of Understanding
- ▣ 2010 Memorandum of Understanding
- ▣ Mitigation Payment Summary

Backup Material

Backup Material

Backup Material

**Amendment to Memorandum of Understanding between
Peter C.J. Kelley, Trustee of 509 Woburn Street Realty Trust (“Owner”) and
the Town of Lexington, Massachusetts (“Town”)**

The Amendment to the Memorandum of Understanding signed by the Owner and the Town on May 22, 2017 shall be amended as follows:

WHEREAS; on January 13, 2010 {revised and resubmitted on March 15, 2010}, Owner, in conjunction with Peter C.J. Kelley and Richard F. Perry, Trustees of R H Realty Trust, and Robert W. Murray, Trustee of Three Hundred Thirty Lexington Street Trust, filed for a zoning amendment (the “Zoning Amendment”) to a Preliminary Site Development and Use Plan approved by the Town of Lexington Annual Town Meeting in May 1985 (the “Original PSDUP”) for a property located at 425 Woburn Street;

WHEREAS; the Zoning Amendment added Parcels 1A, 1B, 1C, 1D and 2 on Lexington Assessor’s Map 53 (the “New Properties”) to the existing Planned Residential District Number 5 (“RD 5 District”) created by the Original PSDUP;

WHEREAS; all proposed additional development authorized under the Zoning Amendment was to be located on Parcel 2 on Assessor’s Map 53 (the “Manor House Property”), which parcel is owned by Owner;

WHEREAS; Owner and Town, acting through its Board of Selectmen, entered into a Memorandum of Understanding (the “MOU”) dated March 15, 2010, pursuant to which Owner agreed to provide mitigation measures to be completed by the Owner in connection with the development of the Manor House Property pursuant to the Zoning Amendment;

WHEREAS; the Zoning Amendment was approved by the 2010 Lexington Annual Town Meeting on March 24, 2010, and by the Massachusetts Office of the Attorney General;

WHEREAS; Town and Owner now seek to amend the MOU to provide for additional mitigation in connection with the Project;

NOW THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the Town and Owner hereto agree to amend the MOU as follows:

1. Section I(a) of the MOU shall be deleted in its entirety and replaced with the following Section I(a):

- (a) It is acknowledged that the Owner has constructed an on-site driveway on the Manor House Property with adequate widths, turning radii, and vertical clearances to accommodate alternative transportation service vehicles, including Lexpress or similar shuttle vehicles.

2. Section II of the MOU shall be replaced with the following:

II. Measures to be Completed Upon the Issuance of a Certificate of Occupancy Enabling 75% Occupancy of the Manor House Property

Prior to the issuance of a certificate of occupancy for the Manor House Property that enables 75% of the units (37 units) to be occupied, Owner shall:

- (a) Contribute \$37,500 to the Town's Transportation Demand Management/Public Transportation Stabilization Fund;
- (b) Contribute \$25,000 to the Town of Lexington for the beautification, maintenance and improvement of the park at the corner of Woburn and Lowell Streets;
- (c) Contribute \$21,000 to the Lexington Tree Fund;
- (d) It is acknowledged that on June 25, 2018, the Owner submitted to the Town's Board of Selectmen a marketing plan for affordable housing units at the Manor House Property and completed the forms for the applications necessary to place said units on the Massachusetts Subsidized Housing Inventory in a manner adequate for Board of Selectmen endorsement and submission;
- (e) It is acknowledged that the Owner has re-addressed all of the rental units located at 425 Woburn St (Assessor's Map 53, Parcel 3A), which front the driveway n.k.a. Manor Terrace, based on the agreed upon addressing scheme (see Figure 1 attached). Owner has worked with Town staff throughout this process to ensure address changes are made and all relevant local, state and federal entities are properly notified; and
- (f) It is acknowledged that the Owner has completed construction of a sidewalk along the southern side of Woburn Street from Manor Terrace to Peachtree Road. Sidewalk construction includes the installation of granite curbing, ramps at the intersections of the driveways and Peachtree Road, and a crosswalk in locations and in a manner acceptable to the Town of Lexington Department of Public Works and the Town Engineer. Owner hereby agrees to maintain and repair and remove snow and ice from said sidewalk at Owner's cost and expense. With regard to the crosswalk signals, the Owner has proposed an alternative type of signage, which has been approved by the Town Engineer and Massachusetts Dept. of Transportation District 4. Given that this alternative signage does not include flashing signals or a variation thereof, the Owner agrees to contribute \$25,000 to the Town of Lexington to fund the development of design plans for the intersection of Woburn St and Lowell St.

3. The following Sections III and IV shall be added after the revised Section II

above, and subsequent sections of the MOU renumbered accordingly:

III. Measures to be Completed Upon the Issuance of the Last Certificate of Occupancy for the Manor House Property

The Owner has submitted, as part of the final “as-built” plans for the Property, the location and number of the trees identified on the Landscaping Plan as part of the approved DSDUP dated May 29, 2014. The parties agree that the Tree Warden has determined that the tree plantings scheme, as a whole, complies or exceeds the number, species and location of trees in the approved DSDUP.

IV. Transportation Demand Management/Public Transportation Stabilization Fund Payment

Owner shall agree to contribute \$37,500 to the Town’s Transportation Demand Management/Public Transportation Stabilization Fund within sixty (60) days of the commencement of Lexpress or similar shuttle bus service by the Town to the Property, provided that:

- (a) the Town commences such service no more than three years after the issuance of a Certificate of Occupancy which enables 75% occupancy of the Manor House Property; and
- (b) if the Town establishes Lexpress service to the Manor House Property, the Town shall agree in advance to provide said service for a minimum of two years, beginning at a date mutually agreed upon by the Owner and the Town, subject to adequate appropriations to provide and maintain such service.

4. The phrase “Sections I and II” in the first sentence of Section VI(a) (as renumbered pursuant to Section 3 of this Amendment) shall be replaced with the phrase “Sections II and IV.”

5. Except as otherwise set forth herein, all other terms and conditions contained in the MOU shall remain unchanged and in full force and effect.

Executed under seal as of this ____ day of ____ 2018.

TOWN OF LEXINGTON
BOARD OF SELECTMEN

509 WOBURN STREET REALTY TRUST

Suzie Barry, Chair

Peter C. J. Kelley, Trustee (duly authorized)

Michelle Ciccolo, Vice Chair

Joe Pato

Doug Lucente

Jill Hai

**Memorandum of Understanding between
Peter C.J. Kelly, Trustee of 509 Woburn Street Realty Trust (“Owner”) and
the Town of Lexington, Massachusetts (“Town”)**

March 12, 2010

Owner has filed, in conjunction with Peter C.J. Kelly and Richard F. Perry, Trustees of R H Realty Trust u/d/t dated December 28, 1984 and recorded with the Middlesex South Registry of Deeds at Book 15944 at, Page 237, and registered with Middlesex South Registry District of the Land Court as Document No. 673457 and noted on Certificate of Title No. 172588 in Book 933 at Page 38, and Robert W. Murray, Trustee of Three Hundred Thirty Lexington Street Trust u/d/t/ dated January 21, 2003 and registered with the Middlesex South District Registry of Deeds as Document 1249368 and noted on Certificate of Title No. 226671 in Book 1263 at Page 121 ,for a zoning amendment to the PSDUP which was previously approved by the Town of Lexington Annual Town Meeting in May 1985 (hereinafter, the “Original PSDUP”) for the property located at 425 Woburn Street. This proposed zoning amendment to the Original PSDUP and Definitive Site Development and Use Plan (hereinafter as amended referred to as the “Amended PSDUP”) will add Parcels 1A, 1B, 1C, 1D and 2 on Lexington Assessor’s Map 53 (the “New Properties”) to the existing Planned Residential District Number 5 (“RD 5 District”) that was created by the Original PSDUP and Definitive Site Development and Use Plan.

Currently, the RD 5 District is comprised of one lot owned by R H Realty Trust consisting of approximately 9.48 acres (Assessor’s Map 53, Parcel 3A). All proposed additional development that may be authorized under the Amended PSDUP will be located on Parcel 2 on Assessor’s Map 53 (the “Manor House Property”), which parcel is owned by Owner, and therefore all additional obligations and liabilities hereunder are the sole responsibility of Owner.

The purpose of this Memorandum of Understanding (hereinafter, the “MOU”) is for Owner and the Town, acting by and through the Board of Selectmen, to execute a contract setting forth mitigation measures to be completed by Owner if the Amended PSDUP is approved by Annual Town Meeting and the Attorney General of the Commonwealth of Massachusetts.

I. Measures to be Completed Upon the Issuance of the First Certificate of Occupancy for the Manor House Property

Prior to the issuance of the first certificate of occupancy for the Manor House Property, Owner shall:

- (a) Contribute \$37,500 to the Transportation Demand Management/Public Transportation Stabilization Fund;
- (b) Complete construction of an on-site bus stop area on the Manor House Property satisfactory to the Town of Lexington Department of Public Works, through the Town Engineer; and
- (c) Diligently pursue all necessary permits and approvals for the construction of a sidewalk along the southern side of Woburn Street from the Woburn

town line to Peachtree Road. The sidewalk shall include the installation of granite curbing, ramps at the intersections of the driveways and Peachtree Road and a crosswalk with flashing signals across Woburn Street in a location and manner that is acceptable to the Town of Lexington Department of Public Works, through the Town Engineer. The work will be completed to Town standards and to the satisfaction of the Town of Lexington Department of Public Works, through the Town Engineer promptly after permits and approvals are issued, and Owner shall divide the work into manageable projects and complete such work as it is permitted and approved rather than waiting until all permits and approvals have been obtained. In the event that Owner cannot obtain all of the necessary permits and approvals for the construction of the sidewalk as described herein, Owner will meet with the Town of Lexington and provide substitute mitigation for such work in a form and manner that is acceptable to the Town of Lexington in its reasonable discretion. Owner hereby agrees to maintain and repair and remove snow and ice from the aforementioned sidewalk, at Owner's cost and expense, so that it remains in good condition consistent with the public sidewalks in Lexington.

II. Measures to be Completed Upon the Issuance of a Certificate of Occupancy Enabling 75% Occupancy of the Manor House Property

Prior to the issuance of a certificate of occupancy for the Manor House Property that enables 75% of the units (37 units) to be occupied, Owner shall:

- (a) Contribute \$37,500 to the Transportation Demand Management/Public Transportation Stabilization Fund;
- (b) Contribute \$25,000 to the Town of Lexington for the beautification, maintenance and improvement of the park at the corner of Woburn and Lowell Streets; and
- (c) Contribute \$25,000 to the Town of Lexington to fund a transportation demand management study related to transportation in the area.
- (d) Contribute \$21,000 to the Lexington Tree Fund, and, in addition, plant approximately fifty five (55) trees, 24 deciduous trees(10 @ 4" caliper and 14 @ 3" caliper) and thirty one (31) evergreens (31 @ 3' caliper).
- (e) Notwithstanding anything to the contrary contained in paragraphs I or II, the contribution to the Transportation Demand Management/Public Transportation Stabilization fund will be used for Lexpress or its successor to provide regularly scheduled transportation services to The Manor House for a minimum of two years, beginning at a date mutually agreed upon by the parties. After this trial period, ridership will be evaluated, and

the Town will work with the owners or their successors to determine a reasonable level of service based on demand.

III. Countryside Manor

In that portion of the RD-5 Zone owned by R.H. Realty Trust, shown as Parcel 3A on the Property Rights and Dimensional Standards Plan on file with the Planning Board, the development known as Countryside Manor will remain as rental housing and will not be converted to condominiums, unless said conversion is approved by a two-thirds vote of Town Meeting all as agreed by the 1985 rezoning to RD-5.

IV. Additional Provisions

(a) Consumer Price Index Adjustment.

Owner agrees that, beginning three (3) years from the date of the Attorney General approval of the vote of Annual Town Meeting on the Amended PSDUP (the "Initial CPI Adjustment Date"), the figures identified in Sections I and II above shall be adjusted annually for inflation or deflation based upon changes in the Consumer Price Index for all Urban Consumers, Boston-Brockton-Nashua, All Items (1982-1984 =100), published by the Bureau of Labor Statistics, U.S. Department of Labor ("CPI"); provided, however, that these figures shall never be reduced below the base sums herein. The first such adjustment shall be completed on the Initial CPI Adjustment Date based on changes in CPI for the preceding calendar year. If the Bureau of Labor Statistics should cease to publish the CPI in its present form and calculated on the present basis, a comparable index or an index reflecting changes in prices determined in a similar manner shall reasonably be designated by the Town in substitution therefor. The CPI for any year relevant to the application of this definition shall be that published by the Bureau of Labor Statistics for such year.

(b) Binding Effect.

This MOU shall be binding on and inure to the benefit of Owner and its successors and assigns as owners of the Manor House Property and shall run with the Manor House Property as an encumbrance thereto. This MOU shall inure to the benefit of successors and assigns of the Town. This MOU may be enforced by any remedy provided at law or in equity. This MOU and the Lexington Zoning Bylaws 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 MOU and any provision in the Bylaws, the provisions of the Bylaws shall control (subject always to the provisions of General Laws, Chapter 40A, as amended). Owner shall record a notice of this MOU with the Middlesex South Registry of Deeds after approval of the Attorney General.

(c) Owner's Existence and Authority.

This MOU constitutes a valid and legally binding obligation of Owner, enforceable against Owner in accordance with its terms, and neither the execution, delivery or performance of this MOU 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 trust documents of Owner, (ii) any law or any order, writ, injunction or decree of any court or governmental authority, or (iii) any agreement or instrument to which Owner is a party or by which it is bound.

(d) Cooperation.

Owner 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 MOU.

(e) Time is of the Essence.

Time shall be of the essence of this MOU.

(f) Permitting.

The execution and delivery of this MOU does not constitute an agreement by the Town that any necessary permit or approval for Owner's project will in fact be granted. Any provision of this MOU may be incorporated into and made a condition of any permit or approval granted by the Town.

(g) Amendment of MOU.

This MOU may not be amended, modified or terminated except by a written instrument executed by Owner and by a majority of the Board of Selectmen.

(h) Enforcement; No Waiver.

The failure of the Town to enforce this MOU shall not be deemed a waiver of the Town's right to do so thereafter.

(i) Severability.

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

(j) Applicable Law.

This MOU 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 Owner hereby agrees to the jurisdiction of such court.

Executed under seal as of the date first set forth above.

TOWN OF LEXINGTON
BOARD OF SELECTMEN

Norman P. Cohen, Chairman

George A. Burnell

Hank Manz

Deborah N. Mauger

509 WOBURN STREET REALTY TRUST

Peter C. J. Kelly, Trustee
Hereunto duly authorized

Manor House Mitigation Payments

	Purpose	Amount
1	TDM/Public Transportation Fund	\$ 37,500
2	Park Improvements, Lowell @ Woburn	\$ 25,000
3	Tree Fund	\$ 21,000
4	Traffic Study: Lowell/Woburn Intersection	\$ 25,000
5	Subtotal	\$ 108,500
6	TDM/Public Transportation Fund (If Lexpress Service Provided)	\$ 37,500
7	Total with #6	\$ 146,000

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Revise Committee Name, Charge and Number of Members: Historic Districts Commission Ad Hoc 40C Committee (10 min.)

PRESENTER:

Anne Eccles, HDC Chair

ITEM NUMBER:

I.3

SUMMARY:

The Board is being asked to revise the Historic Districts Commission Ad Hoc 40c Committee name to become the Historic Districts Commission Ad Hoc Ch. 447 Revisions Study Committee.

The Board is also being asked to revise the Historic Districts Commission Ad Hoc 40c Committee's charge to update the number of members from five to seven given the amount of work being asked of this committee.

The Committee would also like to change meeting times, description, vision and deliverables in the current charge.

SUGGESTED MOTION:

Move to amend the Historic Districts Commission Ad Hoc 40c Committee's charge to reflect a name change, updated number of members and revised charge.

FOLLOW-UP:

Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

7:35 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> DRAFT - proposed revisions to HDC 40C Charge	Backup Material

Draft 7/11/18

HISTORIC DISTRICTS COMMISSION AD HOC CH. 447 REVISIONS STUDY COMMITTEE

Deleted: Final, Adopted by BOS 10/16/17

Commented [M1]: I think we should change the name, since adoption of 40C is off the table

Deleted: 40C

Revised Charge of the Board of Selectmen

Members: Up to seven voting members, including one representing the Lexington Historic Districts Commission and one representing the Lexington Historical Commission.

Deleted: Five

Appointed by: The Board of Selectmen.

Length of Term: Upon completion of all recommendations to the Board of Selectmen in accordance with the established deliverables schedule as outlined below.

Meeting Times: As determined by the Committee.

A minimum of four evening meetings, including residents of each of the Historic Districts, members of the business community and other interested parties, to solicit public comment shall be required.

Deleted: one

Description: The Lexington Historic Districts Commission was created in 1956 through a Special Act of the Legislature (Chapter 447, Acts of 1956, An Act Establishing an Historic Districts Commission for the Town of Lexington and Defining its Powers and Duties, and Establishing Historic Districts in the Town of Lexington, as amended). Since that time, Ch. 447 has been amended only five times -- mainly to alter the boundaries of the districts, clarify terms and change the remedies for violation. In the meantime, in 1960 the Legislature enacted enabling legislation in Massachusetts General Laws Chapter 40C ("40C") to standardize the administration and practices of historic district commissions across the Commonwealth. While Lexington has been, and will continue to be, well served by its Special Act, it is appropriate to amend the Special Act from time to time to conform certain provisions to the Statewide legislation or customize them to the needs of Lexington. This committee will engage with the community through public hearings and other contacts to solicit input from residents, especially residents of the four historic districts, affected businesses and other interested parties, to determine whether, and how, those most affected by Ch. 447 would wish to change any of its provisions.

Deleted: At the time the Special Act was enacted, only two other communities - Nantucket and Beacon Hill - had historic district commissions. Subsequent to that time, however, many more communities requested similar legislation and as a result in 1960 the Legislature enacted enabling legislation in Massachusetts General Laws Chapter 40C ("40C") to standardize the administration and practices of historic district commissions across the Commonwealth. Of the 100+ HDCs in Massachusetts, only a few HDCs remain outside this regulatory scheme -- 40C itself provides a conversion mechanism. This Committee will study the provisions of 40C, the differences between 40C and the Lexington Special Act, and the process for conversion to 40C.

Vision: By drawing on Statewide experience in other historic districts and the input of Lexington constituents as to the effectiveness of Ch. 447, the Ad Hoc Committee can then suggest changes to Ch. 447, if appropriate, that improve the statute's policies and procedures and more accurately reflect the values of the community.

Deleted: Conversion to a 40C scheme for our local historic districts may simplify the member selection process, make Lexington's regulation consistent with the standards applied by communities across the Commonwealth, and enable the Lexington HDC to draw on over 55 years of supportive case law interpreting the various provisions of 40C.

Mission: To ensure that architecturally and historically important properties are preserved, thus enhancing the character of the Town for residents and visitors; and to ensure that the owners of these properties are treated fairly, consistently and in accordance with statewide and local standards.

Deliverables:

- Report addressed to Board of Selectmen with respect to process and justification for amendments to Ch. 447, if appropriate.
- Proposed language for amendments to Ch. 447, if appropriate.
- Presentation at Annual Town Meeting of findings and proposals, if amendments are deemed appropriate.

Deleted: conversion from a "Special Act" historic district commission. to a Massachusetts General Laws Chapter 40C historic district commission

Deleted: Lexington bylaw

Criteria for Membership:

Some members should have some familiarity with Massachusetts General Laws Chapter 40C and the Lexington Historic Districts Special Act or the willingness to review and understand these two laws. Some experience with existing HDC decision-making, policies and procedures would be helpful, as well as knowledge of historic preservation practices across the Commonwealth of Massachusetts. A property owner within the existing HDC districts is desirable.

Staff Support: Assistant Town Manager for Development

Prior to serving as a member of this committee, members are required to:

1. Acknowledge receipt of the Summary of the Conflict of Interest Statute. Further, to continue to serve on the Committee the member must acknowledge annually receipt of the Summary of the Conflict of Interest Statute. Said summary will be provided by and acknowledged to the Town Clerk.
2. Provide evidence to the Town Clerk that the appointee has completed the on-line training requirement required by the Conflict of Interest statute. Further, to continue to serve on the Committee, the member must acknowledge every two years completion of the on-line training requirement.

Reference: Charge adopted by the Selectmen on October 30, 2017 as amended on December 4, 2017
Selectmen designated as Special Municipal Employees on December 4, 2017

Deleted: Attachment: Massachusetts General Laws Chapter 40C

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Consider Summer Water Use Time Restrictions (10 min.)

PRESENTER:

David Pinsonneault, DPW Director;
Ralph Pecora, Water/Sewer
Superintendent

ITEM NUMBER:

I.4

SUMMARY:

A vote is requested for this agenda item.

In our effort to ensure that all water users in Lexington have sufficient water volumes, we are requesting all outdoor water use (irrigation, power washing, etc.) in Lexington be restricted between the hours of 5:30 am and 8:30 am from July 25th to October 5th 2018. Restricting outdoor water usage during this time frame will allow more water to be available to all residential, commercial, and industrial users to meet their indoor water usage demands with a limited impact on pressures throughout the Towns water system. We also suggest that all water users in Lexington consider water conservation techniques both outdoors and indoors to preserve our most precious resource.

SUGGESTED MOTION:

Move to implement a voluntary outdoor water use time restriction from 5:30 a.m. to 8:30 a.m. beginning July 25th and continuing through October 5th, 2018.

FOLLOW-UP:

DPW will notify residents and businesses via the website and the server lists. DPW will also monitor pressures and usage during this period.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

7:45 p.m.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Center Streetscape - Mass. Ave. Turning Lane Reductions, Waltham Street and Edison Way
(30 min.)

PRESENTER:

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

ITEM NUMBER:

I.5

SUMMARY:

A vote is requested for this agenda item.

Staff will present information on the traffic trials and results for the Mass Ave intersections at Waltham Street and Edison Way.

SUGGESTED MOTION:

Two motions requested:

1. Move that the BOS approve the lane reduction for the right turn lane on Mass Ave at Waltham Street.
2. Move that the BOS approve the lane reduction for the right turn lane on Mass Ave at Edison Way.

FOLLOW-UP:

Staff will implement the BOS decisions into the 25% design for the Center Streetscape project.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

7:55 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Traffic Trials Presentation	Presentation

Center Streetscape Project

Further discussion on the Results of Traffic Trials Conducted at:

Massachusetts Avenue Westbound @ Edison Way
Massachusetts Avenue Eastbound @ Waltham Street

Board of Selectmen Meeting

July 23, 2018

Presentation Outline

I. Background & Study Area

II. Trial Purpose

III. Descriptions

IV. Sequence of Events

V. Data

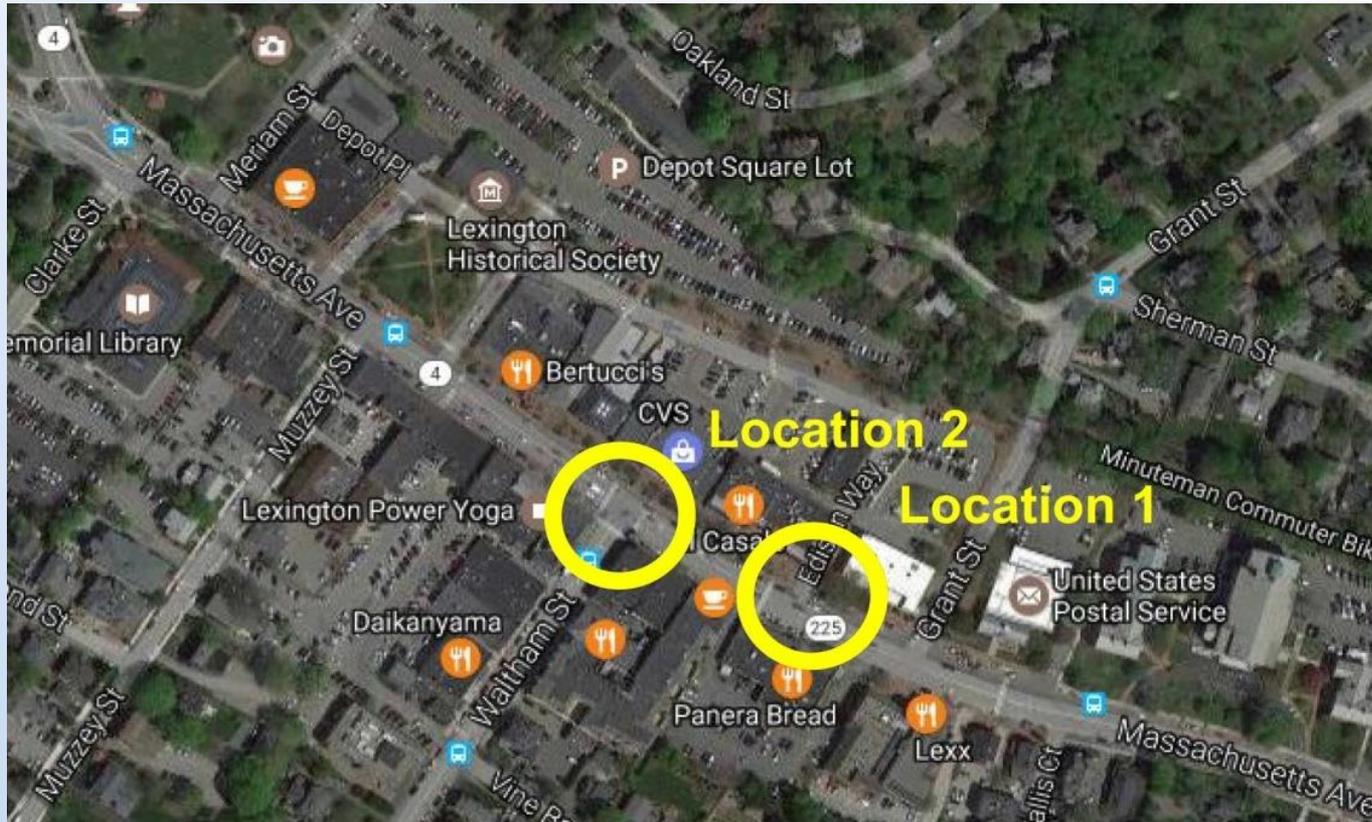
A. Traffic Volumes

B. Crash Data

C. Field Observations

VI. Conclusions

Study Area



Trial Purpose

- Evaluate the Effect of:
 1. Elimination of the existing exclusive right-turn travel lane on the Massachusetts Avenue westbound approach to Edison Way
 - Long-term benefits of this change:
 - » Increase the sidewalk area available to pedestrians
 - » Reduce overall pavement width from 70 feet to 62 feet
 - » Improve intersection safety for all modes of travel



Aerial Image of Trial Location 1

Description

- Location 1 - Massachusetts Avenue westbound at Edison Way
 - Moved parking lane into right-turn lane
 - Closed parking lane with reboundable delineators
 - Additional temporary pavement markings installed
 - Parking meters remained in effect



Photo of trial Implementation at Location 1

Trial Purpose

- Evaluate the Effect of:
 2. Elimination of the existing exclusive right-turn travel lane on the Massachusetts Avenue eastbound approach to Waltham Street

- Long-term benefits of this change:
 - » Increase the sidewalk area available to pedestrians
 - » Reduce the distance pedestrian are required to traverse while crossing Massachusetts Avenue
 - » Improve the right-turn movement turning radius from Massachusetts Avenue to Waltham Street for heavy vehicles



Aerial Image of Trial Location 2

Description

- Location 2 - Massachusetts Avenue eastbound at Waltham Street
 - Right-turn lane closed with reboundable delineators
 - Additional temporary pavement markings installed
 - Two 30-minute free parking spaces added
 - Right-turn arrow signal head covered



Photo of trial Implementation at Location 2

Trial Purpose – Existing Condition

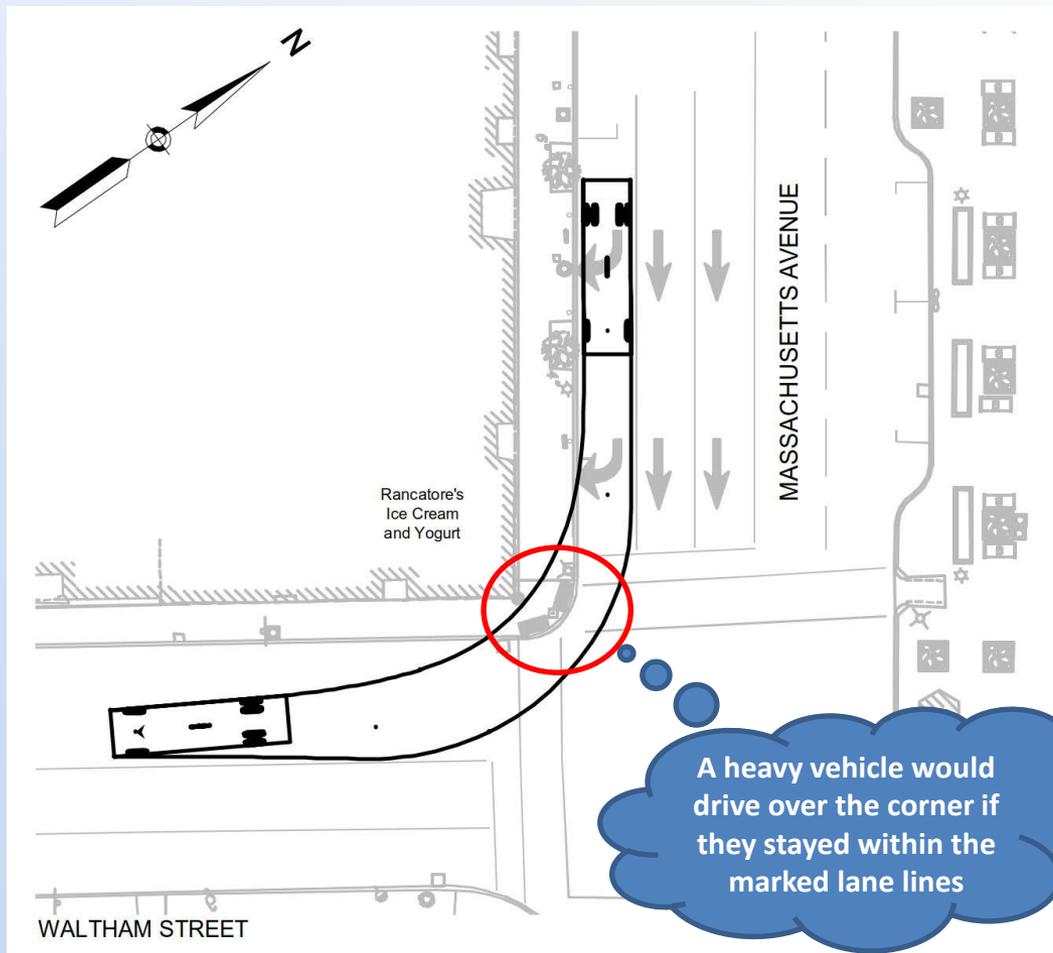


Illustration of a right-turning heavy vehicle from the existing right-turn lane

Trial Purpose – Existing Condition

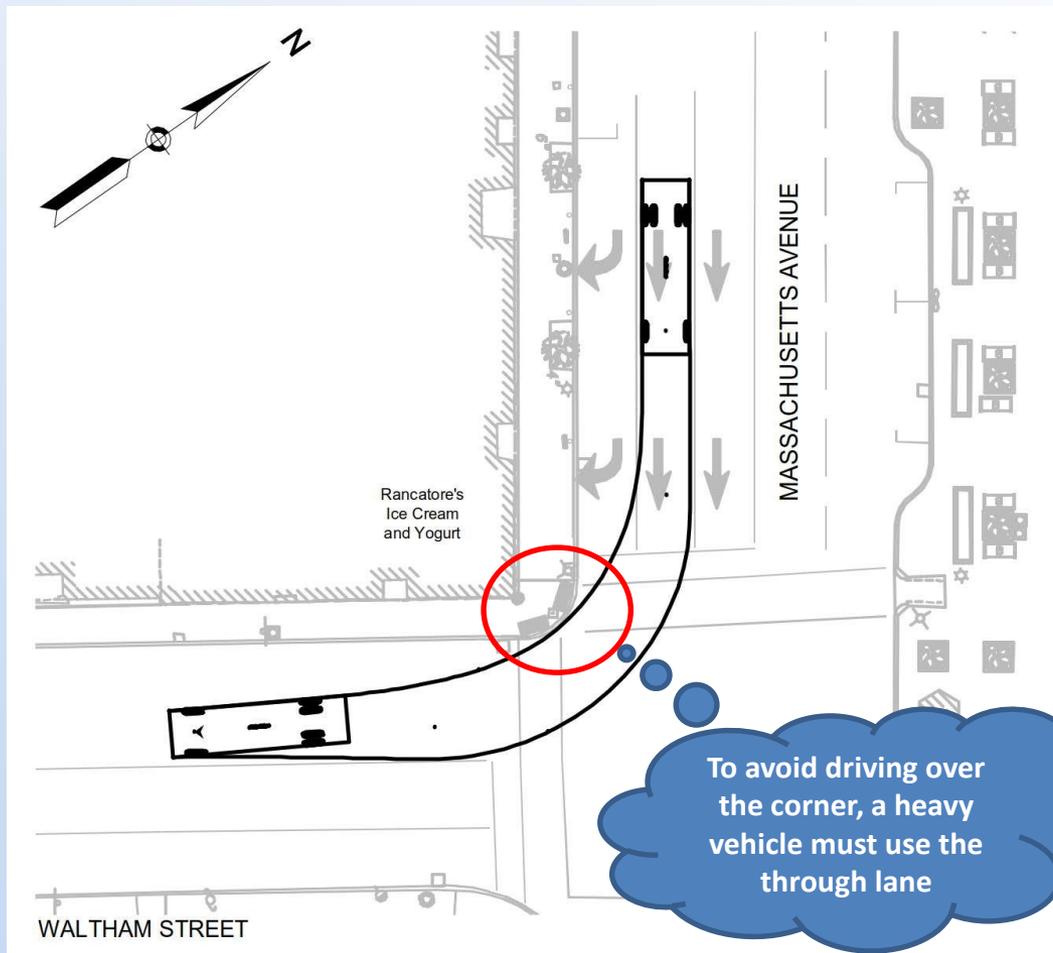
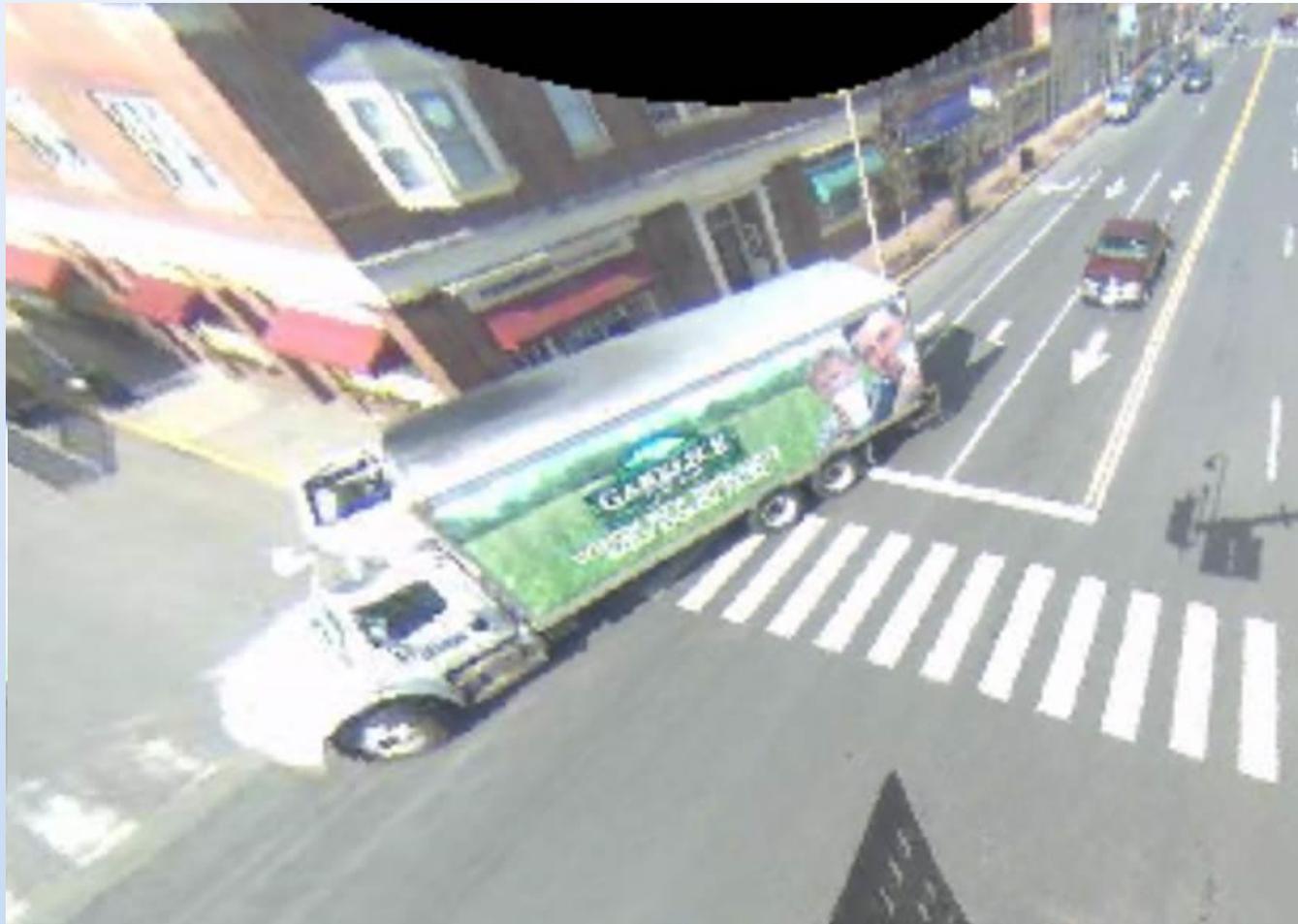


Illustration of a right-turning heavy vehicle turning from the through lane to avoid driving over the sidewalk

Trial Purpose – Existing Condition



Example photo of right-turning heavy vehicle from the through lane

Trial Purpose – Proposed Future Condition

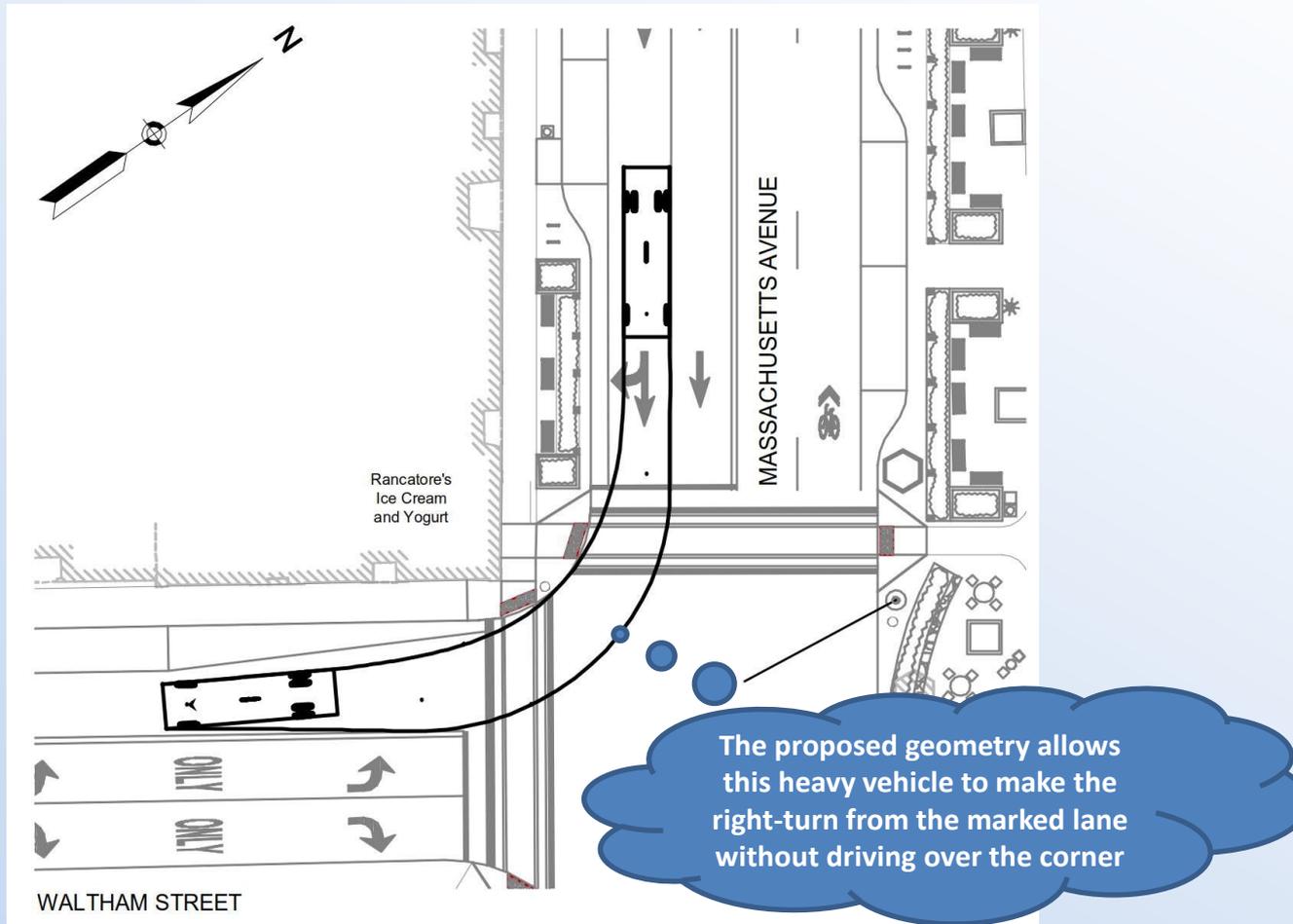


Illustration of a right-turning heavy vehicle with the proposed future geometry

Sequence of Events

- **Pre-trial Data Collection**

- Thursday, June 9, 2016 through Saturday, June 11, 2016
 - » Daily (24-hour/day) traffic counts
 - » Combined with April-2013 data to form baseline conditions

- **Pre-trial Public Notification**

- Monday, August 1, 2016 through Tuesday, August 16, 2016
 - » Three variable message sign boards deployed
 - Massachusetts Avenue westbound east of Police Station driveway
 - Massachusetts Avenue eastbound on the median island near the Minuteman Statue
 - Median Island at Massachusetts Avenue/Harrington Road intersection

Sequence of Events

- **Trial Implementation**
 - Tuesday, August 16, 2016
 - » Reboundable plastic delineators installed
 - » Pavement markings obscured/installed
 - » All trials in effect by approximately 10 AM

Sequence of Events

- **Trial Period Observation and Data Collection**

- Tuesday, August 16, 2016

- » Observed traffic operations from 10AM to 6 PM

- Thursday, August 25, 2016 through Saturday, August 27, 2016

- » First round of trial period data collection (summer activities/school vacation)

- Wednesday and Thursday, August 24 and 25, 2016

- » Observed traffic operations at both trial locations:

- 7:30 AM to 9:30 AM
- 11:15 AM to 1:15 PM
- 3:45 AM to 6:00 PM

- Saturday, August 27, 2016

- » Observed traffic operations at both trial locations:

- 11:00 AM to 1:00 PM

Sequence of Events

- **Trial Period Observation and Data Collection**
 - Thursday, September 29, 2016 through Saturday, October 1, 2016
 - » Second round of trial period data collection (fall activities/school in session)

 - Thursday, September 29, 2016
 - » Observed traffic operations at both trial locations:
 - 7:30 AM to 9:30 AM
 - 11:00 AM to 1:00 PM
 - 3:30 AM to 6:00 PM

 - Saturday, October 1, 2016
 - » Observed traffic operations at both trial locations:
 - 11:00 AM to 1:15 PM

Sequence of Events

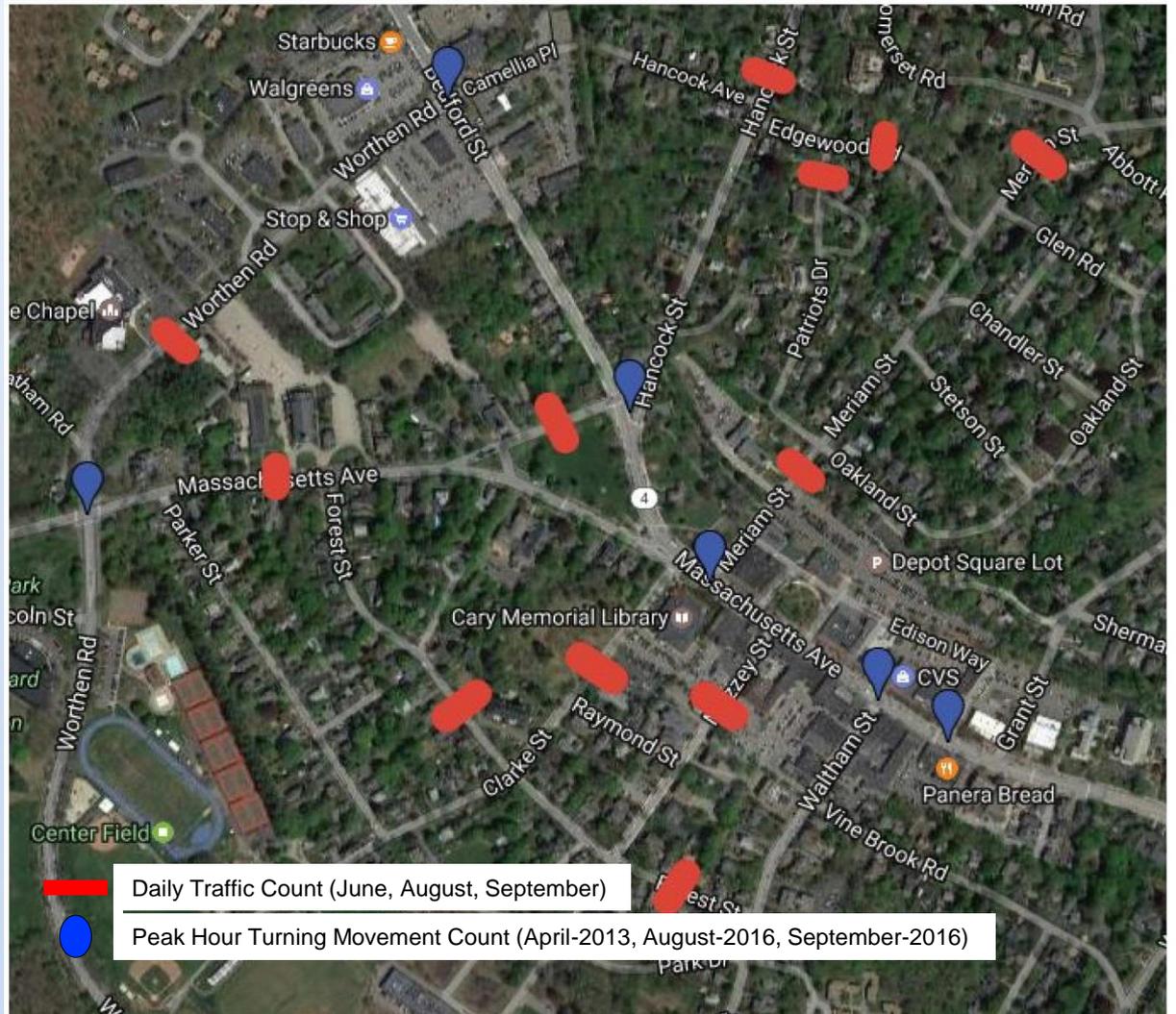
- **Trial Period Concluded**

- Thursday, November 10, 2016

- » All trial equipment removed

- » Pre-trial operations restored at both locations by approximately 11:30 AM

Traffic Count Locations



Traffic Counts

- **Roadway - Automatic Traffic Recorders (ATR)**
 - 3,484 hours of data at 18 Locations
- **Intersection - Turning Movement Counts (TMC)**
 - 72 hours of data at 6 locations
- **General Characteristics**
 - August volume significantly lower than June & September
 - June & September volumes are comparable
 - April-2013 intersection turning movement counts greater than both August-2016 and September-2016
 - Saturday, October 1, 2016 active traffic day

Traffic Counts

- **Location 1 – Edison Way**

- Total intersection volume decreased -17% (AM) and -19% (PM) between April-2013 and September-2016
- Massachusetts Avenue westbound right-turn volume decreased between April-2013 and September-2016
 - » AM: -10 vehicles [90 vehicles to 80 vehicles] (-11%)
 - » PM: -18 vehicles [60 vehicles to 42 vehicles] (-30%)
- Volume decrease related to lower September-2016 volumes not related to trial

Traffic Counts

- **Location 2 – Waltham Street**
 - Massachusetts Avenue eastbound right-turn volume similar/slight increase between April-2013 and September-2016
 - » AM: +5 vehicles [175 vehicles to 180 vehicles] (+3% similar)
 - » PM: +20 vehicles [105 vehicles to 125 vehicles] (+19%)
 - Observations indicated that eastbound vehicle queue on Massachusetts Avenue increased by 2-3 vehicles
 - No change on Muzzey Street
 - » Data indicated traffic volume spike between 6:30 & 7:00 PM on Thursday, September 29, 2016 related to parking (for an event?). Also saw a spike for traffic leaving the Muzzey Street area between 8:45 & 9:15 PM.
 - » High volume indicated on Saturday, October 1, 2016.

Crash Data

2013											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

2014											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

2015											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

2016											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

 Data Reviewed for Pre-Trial Period

 Data Reviewed for Trial Period

Crash Data

- **Focused review at these locations:**
 - Massachusetts Avenue at Waltham Street
 - Massachusetts Avenue at Edison Way
- **Started with a review of:**
 - Roadway conditions (dry, wet, etc.)
 - Crash severity (property damage only, injury, fatality)
 - Day of Week
 - Time of Day

Crash Data

- **Trial Location 1 - Massachusetts Avenue at Edison Way**
 - Two crashes reported during pre-trial period
 - No crashes reported during trial period
- **Trial Location 2 - Massachusetts Avenue at Waltham Street**
 - No crashes reported during pre-trial period
 - Two crashes reported during trial

Crash Data

- **Requested crash reports for:**
 - 2 crashes at Massachusetts Avenue/Waltham Street
- **Massachusetts Avenue at Waltham Street**
 - Crash 1: Reported by mail, no additional information provided
 - Crash 2: Rear-end crash, Massachusetts Avenue westbound left-turn to Waltham Street
 - » This crash is not related to the trial

Conclusions

- **Location 1 - Massachusetts Avenue at Edison Way**
 - Traffic volume reduction not a result of trial
 - Crashes did not increase
 - No observed negative effects from trial particularly related to vehicle queuing
- **Location 2 - Massachusetts Avenue at Waltham Street**
 - Traffic volume (right-turn) slight increase during trial
 - Data indicate that Muzzey Street traffic volume was not adversely changed by the trial
 - One crash unrelated to trial, one crash unknown
 - Queue on Massachusetts Avenue eastbound observed to be occasionally two or three vehicles longer during trial (greatest impact caused by pedestrians crossing upstream of the signal which creates gaps in traffic)

Thank You!

From:
To:
Cc:
Subject: Lexington Center Committee support of lane restrictions
Date: Wednesday, July 18, 2018 1:15:08 PM

To the Board:

On July 12, 2018, the Lexington Center Committee discussed the Center Streetscape project lane restriction suggestions for Massachusetts Avenue eastbound at Waltham Street and Massachusetts Avenue westbound from Grant Street to Edison Way.

Regarding Massachusetts Avenue and Waltham St, we voted unanimously (7-0) to support the recommendation of the Ad Hoc Committee to eliminate the dedicated right turn lane. Our reasoning included the urgent need for pedestrian safety at the southwest corner in front of Rancatores. The current layout of that corner puts waiting pedestrians in harms way of vehicles turning right onto Waltham St if the vehicle turns too tight. The sidewalk is very narrow here and there are no barriers to stop a vehicle from moving into pedestrian space. Backup of eastbound traffic would not be increased. When backup occurs due to heavy traffic volume rarely is the dedicated turn lane full because access to this lane is limited to the first three vehicles in the main lane. The Committee suggests that the timing of the traffic light be adjusted during peak eastbound traffic hours to accommodate a greater flow through the intersection. We recommend a similar adjustment to improve traffic flow during westbound peak traffic hours. This varied timing change can be implemented immediately.

Regarding Massachusetts Avenue and Grant Street to Edison Way, we voted unanimously (7-0) to support the recommendation of the Ad Hoc Committee to move out the curb one lane and have a dedicated right turn lane during morning peak traffic, and metered parking for the remaining time. Our reasoning included the use of the right turn lane to ease morning peak traffic flow while maintaining parking for mid-day peak parking needs. We discussed the value of pushing out the curb out one lane even though there is not a need for pedestrian crossing in this block. The pros indicated the adjustment will maintain a pedestrian travel path consistent with the blocks to the east and west of this block. Also, Grant St access to Massachusetts Ave will get closer into its intersection if this change is made making the sight lines better in either direction. The cons indicated that the increased land created at this block is not a priority as the sidewalk is already fairly wide here. Lastly, the committee applauded the creative solution to address both parking and traffic flow issues with a shared use space.

Please consider our support and discussion of these changes while making the final decisions on this project.

Respectfully,
Jerry Michelson, Chair
Lexington Center Committee

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Discuss Westview Cemetery Crematorium (15 min.)

PRESENTER:

Board Discussion

**ITEM
NUMBER:**

I.6

SUMMARY:

No vote is requested for this agenda item.

The Board will discuss expansion of the Town's cemetery services as it relates to the design of the proposed cemetery building. The architect is looking for direction as to whether to include space for a crematorium in the new building.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

8:25 p.m.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Review and Approve Letter to Governor's Office/Administration and Finance Regarding Capital Bond Bill Projects (10 min.)

PRESENTER:

Carl F. Valente, Town Manager

ITEM NUMBER:

I.7

SUMMARY:

A vote is requested for this agenda item.

The recent Capital Bond bill, approved by the Legislature and signed by the Governor, includes funding for two Lexington projects:

- Police Radio Console: \$370,000
- Visitors Center: \$675,000

The submission of these two projects was made by Senator Barrett, with the support of Senator Friedman and Representative Kaufman.

Release of these funds, however, is at the discretion of the Governor's Office. Senator Barrett's Office has recommended that the Board of Selectmen contact the State agencies that determine whether to release the funds, to advocate for these important projects.

SUGGESTED MOTION:

Move to approve and sign the letters to Administration and Finance and the Division of Capital Asset Management and Maintenance regarding funding for the Police Radio Console equipment and Visitors Center project.

FOLLOW-UP:

Selectmen's Office to mail letters and email to Rosie Hunter in Senator Barrett's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

8:40 p.m.

ATTACHMENTS:

Description	Type
☐ Letter to A&F for Radio Console	Backup Material
☐ Letter to DCAMM for Radio Console	Backup Material
☐ Letter to A&F for Visitors Center	Backup Material



Town of Lexington Office of Selectmen

Suzanne E. Barry, Chairman
Michelle L. Ciccolo, Vice Chairman
Joseph N. Pato
Douglas M. Lucente
Jill I. Hai

Tel: (781) 698-4580
Fax: (781) 863-9468

July 23, 2018

Michael Heffernan
Secretary
Jennifer Sullivan
Executive Office of Administration and Finance
State House, Room 373
Boston, MA 02133

Dear Secretary Heffernan and Assistant Secretary Sullivan;

We are writing regarding the recent capital bond bill, An Act Providing for Capital Facility Repairs and Improvements for the Commonwealth (Chapter 113 of the Acts of 2018). In this bond bill, line-item 8000-3502 provides that "\$370,000 shall be expended to replace the radio console of the public safety dispatch center in the town of Lexington."

We are asking that you support the release of this funding, as it is crucial that we upgrade the existing radio console system. Lexington's Public Safety Dispatch Center currently uses the Motorola Centracom Console to operate our police/fire/DPW radio network. The system is approximately 15-years old and operates on the Window XP operating system.

Lexington will purchase the newest telecommunication technology in the Motorola MCC 7500 IP Dispatch Console. The system is designed to integrate and provide interoperability for all public safety radio networks that Lexington uses including local and regional systems. The graphic user interfaces are designed to simplify how dispatchers see and use the radio system. Easier use means a shorter learning curve and less training. The system is compatible with our ASTRO 25 console system providing greater installation flexibility. The MCC 7500 equipment not only integrates radio systems (both analog and digital) but also enhances security with the ability to encrypt messaging. The design of the system consolidates and/or eliminates the need for auxiliary devices which will be important when the dispatch center moves in 2020 to a temporary location (then return to the new police station in 2022).

Thank you for your support for this important piece of public safety equipment. Should you need additional information please feel free to contact Police Chief Mark Corr at 781 862-1349.

Lexington Board of Selectmen

Suzanne E. Barry, Chairman

Michelle L. Ciccolo, Vice Chairman

Joseph N. Pato

Douglas M. Lucente

Jill I. Hai

cc: Office of Senator Michael Barrett
Office of Senator Cindy Friedman
Office of Representative Jay Kaufman
Chief Mark Corr



Town of Lexington
Office of Selectmen

Suzanne E. Barry, Chairman
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Tel: (781) 698-4580
Fax: (781) 863-9468

July 23, 2018

Commissioner Carol Gladstone
Division of Capital Asset Management and Maintenance
Executive Office of Administration and Finance
State House, Room 373
Boston, MA 02133

Dear Commissioner Gladstone:

We are writing regarding the recent capital bond bill, An Act Providing for Capital Facility Repairs and Improvements for the Commonwealth (Chapter 113 of the Acts of 2018). In this bond bill, line-item 8000-3502 provides that “\$370,000 shall be expended to replace the radio console of the public safety dispatch center in the town of Lexington.”

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Lexington Board of Selectmen

Suzanne E. Barry, Chairman

Michelle L. Ciccolo, Vice Chairman

Joseph N. Pato

Douglas M. Lucente

Jill I. Hai

cc: Office of Senator Michael Barrett
Office of Senator Cindy Friedman
Office of Representative Jay Kaufman
Chief Mark Corr



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July 23, 2018

Michael Heffernan
Secretary
Jennifer Sullivan
Executive Office of Administration and Finance
State House, Room 373
Boston, MA 02133

Dear Secretary Heffernan and Assistant Secretary Sullivan;

We are writing regarding the recent capital bond bill, An Act Providing for Capital Facility Repairs and Improvements for the Commonwealth (Chapter 113 of the Acts of 2018). In this bond bill, line-item 1100-3005 provides that “\$675,000 shall be expended to improve accessibility at the visitor center in the town of Lexington.”

We are asking that you support the release of this funding, as it will support the visitor based economy that is crucial to the economic development of both Lexington and the Commonwealth.

The Lexington Visitor Center is an educational and cultural resource that shares the American Revolutionary history and the significance of the events that took place on the Lexington Battle Green in 1775 with the world’s visitors, serving as the *Birthplace of American Liberty*.

The existing building was built in 1958 and designed to handle approximately 50,000 visitors annually; however, today the same building is outdated yet serves on average 125,000 people each year.

The funds requested will improve accessibility for all visitors. New improvements supported by the funding include:

- Reformatted exhibits and narrative panels that can be read at seated levels with large font;
- Entry doors will be mechanized with and widened to provide clear passage for those with wheelchairs;
- Installation of a new service counter designed to be wheelchair accessible;
- New accessible bathrooms will be installed, including a unisex family bathroom;

- An elevator will be installed to allow visitors and staff access to the basement level and the office level on the second floor;
- New pedestrian walkways and surfaces installed for improved access to and from the building;
- Improved pathway to the Douglas House an assisted living home for those with brain injuries; and
- Installation of a reader rail on the exterior of the building at an accessible level

Thank you for your support for this important economic development project. Should you need additional information please feel free to contact Economic Development Director Melisa Tintocalis at 781 698-4567.

Lexington Board of Selectmen

Suzanne E. Barry, Chairman

Michelle L. Ciccolo, Vice Chairman

Joseph N. Pato

Douglas M. Lucente

Jill I. Hai

cc: Office of Senator Michael Barrett
Office of Senator Cindy Friedman
Office of Representative Jay Kaufman
Assistant Town Manager for Development Carol Kowalski
Melisa Tintocalis, Economic Development Director
Tourism Committee
Center Committee

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Sign September Primary Warrant (5 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.8

SUMMARY:

Attached is the warrant for the 2018 State Primary to be held on Tuesday, September 4, 2018 from 7:00 a.m. to 8:00 p.m.

SUGGESTED MOTION:

Motion to sign the warrant for the 2018 State Primary.

FOLLOW-UP:

Town Clerk

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

8:50 p.m.

ATTACHMENTS:

Description	Type
☐ Warrant for 2018 State Primary	Backup Material

COMMONWEALTH OF MASSACHUSETTS

WILLIAM FRANCIS GALVIN

SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2018 STATE PRIMARY

Middlesex, ss.

To the Constables of the Town of Lexington

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the town of Lexington who are qualified to vote in Primaries to vote at:

PRECINCT ONE, SCHOOL ADMINISTRATION BUILDING; PRECINCT TWO, BOWMAN SCHOOL; PRECINCT THREE, LEXINGTON COMMUNITY CENTER; PRECINCT FOUR, CARY MEMORIAL BUILDING; PRECINCT FIVE, SCHOOL ADMINISTRATION BUILDING; PRECINCT SIX, CARY MEMORIAL BUILDING; PRECINCT SEVEN, ESTABROOK SCHOOL; PRECINCT EIGHT, SAMUEL HADLEY PUBLIC SERVICES BUILDING; PRECINCT NINE, KEILTY HALL at ST. BRIGID'S CHURCH,

on **TUESDAY, THE FOURTH DAY OF SEPTEMBER, 2018**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

- SENATOR IN CONGRESS. FOR THIS COMMONWEALTH
- GOVERNOR. FOR THIS COMMONWEALTH
- LIEUTENANT GOVERNOR. FOR THIS COMMONWEALTH
- ATTORNEY GENERAL. FOR THIS COMMONWEALTH
- SECRETARY OF STATE FOR THIS COMMONWEALTH
- TREASURER. FOR THIS COMMONWEALTH
- AUDITOR. FOR THIS COMMONWEALTH
- REPRESENTATIVE IN CONGRESS FIFTH DISTRICT
- COUNCILLOR THIRD DISTRICT
- SENATOR IN GENERAL COURT (*precincts 1,2,4-7*) FOURTH MIDDLESEX DISTRICT
- SENATOR IN GENERAL COURT (*precincts 3,8,9*) THIRD MIDDLESEX DISTRICT
- REPRESENTATIVE IN GENERAL COURT. FIFTEENTH MIDDLESEX DISTRICT
- DISTRICT ATTORNEY. NORTHERN DISTRICT
- CLERK OF COURTS MIDDLESEX COUNTY
- REGISTER OF DEEDS MIDDLESEX SOUTHERN DISTRICT

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said voting.

Given under our hands this 23rd day of July, 2018.

Selectmen of Lexington

I have served the foregoing warrant by posting a printed copy thereof in the Town Office Building, 7 days at least before the time of said Primary.

Constable of Lexington

July __, 2018.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Appointment of Election Officers (5 min.)

PRESENTER:

Michelle Ciccolo, Vice-Chair

ITEM NUMBER:

I.9

SUMMARY:

Attached is a request from the Town Clerk to appoint Election Officers for the period beginning September 1, 2018.

SUGGESTED MOTION:

Motion to appoint Election Officers as presented in a memo from the Town Clerk dated July 6, 2018 for the period beginning September 1, 2018.

FOLLOW-UP:

Clerk's Office

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

8:55 p.m.

ATTACHMENTS:

Description	Type
☐ Request Letter from Clerk	Backup Material
☐ Candidates 2018-2019	Backup Material



Town of Lexington
Town Clerk's Office
Board of Registrars

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

Gordon M. Jones III, Chair
Judith E. Moore
Mark R. Vitunic
Nathalie L. Rice, Clerk

MEMORANDUM

TO: Suzanne Barry, Chair, Board of Selectmen
FROM: Nathalie Rice, Clerk, Board of Registrars
DATE: July 6, 2018
RE: Selectmen appointment of 2018-2019 Election Officers

I am pleased to report that there are 183 names to put forth for appointment this year.

The attached list of persons interested in serving as Election Officers for 2018-2019 is provided for appointment in accordance with MGL c. 54§12-14 governing the annual appointment of election officers by the Board of Selectmen.

The Board of Registrars, at its meeting of June 26, 2018, reviewed the names of those registered voters expressing an interest in serving as Election Officers and unanimously voted to recommend to the Board of Selectmen the persons listed on the attached report (dated July 6, 2018) for appointment. This listing of the 183 registered voters includes 15 "Republican", 71 "Democrat", and 96 "Unenrolled" registered voters.

Accordingly, the Board of Registrars requests the Board of Selectmen vote to appoint as Election Officers, for the period beginning September 1, 2018 the persons listed on the attached pages.

VOTER REGISTRATION & ELECTION OFFICER SUMMARY 2014-2018

Year	Total Voters	DEM	REP	UNR		Total Workers	DEM	REP	UNR
2018	21,723	8,071	1,713	11,811		183	71	15	96
2017	21,440	8,048	1,797	11,475		199	80	15	104
2016	21,489	8,121	1,935	11,346		190	69	15	106
2015	20,888	7,934	1,957	10,942		169	51	14	104
2014	21,317	8,144	2,058	11,051		170	52	14	104

Should additional information be helpful, please do not hesitate to contact me.
Thank you very much.

Encs. Election Officer Candidates - 2019
cc: Board of Registrars
Kim Katzenback, Executive Clerk, Board of Selectmen

Election Officer Candidates 2018-2019

Last Name	First Name	MI	Str #	Street	Party
Aker	Beverly	F.	242	Lincoln St	UNR
Allen	Robyn	C.	5	White Terr	DEM
Amar	Mabel		119	Simonds Rd	DEM
Ament-Bergey	Shirley		29	Greenwood St	DEM
Anderson	Ann	Thacher	40	Moon Hill Rd	DEM
Andrellos	Joanne	V.	36	Saddle Club Rd	REP
Aronson	Jane	Waldman	11	Lawrence Ln	DEM
Bailey	Josephine	M.	1475	Massachusetts Ave	UNR
Bair	Richard	J.	18	Redcoat Ln	DEM
Baker	Marsha	E.	46	Burlington St	DEM
Balaban	Robert		22	Leoanrd Rd	DEM
Barg	Doris	V.	30	Dexter Rd	UNR
Barry	Marion	E.	10	Crescent Hill Ave	DEM
Battell	Teresa	A.	624	Waltham St	DEM
Battell	Thomas	A.	624	Waltham St	UNR
Bennani	Maureen		250	Marrett Rd	DEM
Biglow	Diane	M.	15	Bellflower St	UNR
Bolduc	Dorothy	J.	89	Spring St	UNR
Boucher	Robert		252	Lincoln St	UNR
Brandwein-Fryar	Jill	E.	1	Malt Ln	DEM
Burnell	George	A.	4	Eaton Rd	UNR
Burnell	Mary		4	Eaton Rd	UNR
Burns	Arline	A.	37	Cliffe Ave	UNR
Burns	Kathleen	Adley	1	Leroy Rd	UNR
Burns	Maureen	T.	83	Bedford St	UNR
Burwell	Cristina	R.	6	Albemarle Ave	DEM
Cabrera	Mariapilar	Garcia	75	Woburn St	DEM
Canter	Ann	S.	33	Forest St	UNR
Casper	Ronna	M.	15	Bicentennial Dr	DEM
Caton	Suzanne	B.	6	Fifer Ln	DEM

Last Name	First Name	MI	Str #	Street	Party
Cerulli	Jeanette	O.	249	Lowell St	DEM
Chen	Gang		24	Bellflower St	UNR
Coffin	Anita	M.	23	Middle St	DEM
Cohen	Linda	R.	33	Forest St	UNR
Cohen	Norman	P.	33	Forest St	UNR
Collins	Christine	A.	429	Waltham St.	DEM
Conceison	Anne	Louise	26	Bernard St	UNR
Conte	Barbara	A.	52	Garfield St	UNR
Conway	L. Susan		29	Woodland Rd	UNR
Cooper	Constance	BF	30	Greenwood St	DEM
Costello	Patricia	Elen	9	Preston Rd	UNR
Counts-Klebe	Margaret	L.	8	Hancock Ave	DEM
Cullinane	Gertrude	Faye	14	Springdale Rd	UNR
Curran	Gloria		30	Hilltop Ave	UNR
Cutler	Brian	Todd	7	Carville Ave	DEM
Daniels	Carol	H.	14	Judges Rd	UNR
Devenney	Maria	F.	199	Bedford St	UNR
Dixon	Linda	J.	70	Fifer Ln	UNR
Dondley	Irene	M.	22	Leonard Rd	DEM
Dunn	Anne Mary		48	Grapevine Ave	UNR
Edwards	Francine	C.	96	Outlook Dr	UNR
Eisenberg	George	O.	54	Gleason Rd	UNR
Eisenberg	Maida	G.	54	Gleason Rd	UNR
Farris	Donnalee	A.	158	Maple St	UNR
Fenollosa	Marilyn	M.	10	Marshall Rd	DEM
Fenollosa	Michael	K.	10	Marshall Rd	DEM
Fenske	Faith	W.	20	Lois Ln	UNR
Flynn	Carol	A.	3	Minute Man Ln	UNR
Flynn	Winston	E.	32	Watertown St	UNR
Forsdick	Harry	C.	46	Burlington St	UNR
Forte	Adriana	B.	5	Drew Ave	UNR

Last Name	First Name	MI	Str #	Street	Party
Francis	Julia		34	Greenwood St.	UNR
Frankel	Sheila		3	Kimball Rd	DEM
Frawley	Shirley	Rauson	68	Potter Pond	DEM
Frawley	William	J.	68	Potter Pond	DEM
Freeman	Charles	M.	16	Normandy Rd	REP
Freeman	Margaret	M.	16	Normandy Rd	UNR
Freitas	Jane		10	Vynebrooke Village	UNR
Friedman	Michael		12	Loring Rd	DEM
Fullmer	Walter	C.	66	Fifer Ln	REP
Gall	Cheryl	W	12	Hancock Ave	DEM
Gao	Yang		204	Woburn St	UNR
Garland	Elizabeth	B.	21	Preston Rd	DEM
Gasbarro	Sandra	M.	4	Seaborn Pl	UNR
Gillespie	Mary	E.	4	Fairland St	DEM
Goldstein	Beth		6008	Main Campus Dr	DEM
Goldthwait	Carol	A.	251	Mass. Ave.	REP
Gorospe	Rebecca Fagan		42	Carville Ave	UNR
Graham	Natalie		18	Turning Mill Rd	UNR
Gschwendtner	Joann		1	Harrington Rd	UNR
Hagopian	Sonya		12	Lantern Ln	UNR
Halverson	Jane	N.	2210	Massachusetts Ave	UNR
Hartshorn	Marita	B.	28	Locust Ave	DEM
Hartshorn	Robert	T.	28	Locust Ave	DEM
Hays	Susanne	W.	39	Locust Ave	UNR
Head	Kathleen		40	Fair Oaks Dr	UNR
Hill	Marie	E.	159	Burlington St	UNR
Himmel	Magdalena	W.	66	Hancock St	UNR
Hubert	Nancy	L.	1010	Waltham St	DEM
Khavandgar	Raana		230	Locke Ln	REP
King	Cheryl	A.	2127	Massachusetts Ave	UNR
King	Thomas	F.	2127	Massachusetts Ave	DEM

Last Name	First Name	MI	Str #	Street	Party
Knight	Mary	L.	56	Emerson Gdns	UNR
Knudson	Edgar	A	656	Marrett Rd	UNR
Koso	Lindsay		44	Grapevine Ave	UNR
Krant	Jonathan		12	Emerald St	DEM
Lawlor	Sally		39	Normandy Rd	REP
Levitt	Linda	J.	82	Grant St	REP
Levitt	Michael	J.	82	Grant St	REP
Lewis	Jane	Kenworthy	1010	Waltham St	UNR
Loewenberg	Joan	S.	40	Oak St	DEM
Lowther	Janet	L.	25	Woodpark Cir	REP
Lund	Donald	Peter	20	Hancock St	REP
Marcucci	Angela	G.	4	Elena Rd	UNR
Marinaro	Susan		33	Forest St	DEM
Marquis	Lorain	A.	62	Valley Rd	UNR
Marshall	Pamela	J.	38	Dexter Rd	DEM
Mason	Robert	F.	33	Robinson Rd	UNR
Mason	Sheryl	T.	33	Robinson Rd	UNR
McAlduff	Eileen	G.	15	Theresa Ave	UNR
McGrath	Gerald	E.	50	Waltham St	UNR
McLeish	Susan	A.	33	Forest St	UNR
McShine	Jacqueline	L.	18	Wm. Roger Greeley Vlg	UNR
Mello	Judith	A.	29	Hayward Ave	UNR
Menashi	Wilson	P.	1475	Massachusetts Ave	DEM
Michalski	Theresa	M.	12	Loring Rd	DEM
Millane	Cecilia		27	Calvin St	UNR
Miller	Julie	Ann	4	Lois Ln	UNR
Minardi	Judith	Ann	37	Downing Rd	DEM
Minardi	Lee	Raoul	37	Downing Rd	DEM
Mix	Barbara	M.	153	Grove St	REP
Mula	Louis	P.	656	Marrett Rd	UNR
Murphy	Grace	M	6	Colony Rd	DEM

Last Name	First Name	MI	Str #	Street	Party
Nolan	Louise	Mary	9	Stevens Rd	UNR
Ollin	Ethel	S.	49	Colony Rd	DEM
O'Neill	Anne	B.	1475	Massachusetts Ave	UNR
O'Sullivan	Katherine	S.	12	Aerial St	UNR
Ouellette	Margaret		23	Tucker Ave.	DEM
Parker	Lucille	M.	262	Massachusetts Ave	UNR
Petner	Josephine	D.	30	Taft Ave	DEM
Pierce	Alice	M.	1010	Waltham St	DEM
Pollack	Betsy	S.	410	Marrett Rd	DEM
Potter	Frances	D.	1010	Waltham St #352	DEM
Prensky	Simon		222	Lincoln St	DEM
Price	Charles	H.	52	North St	UNR
Puopolo	Evangeline	K.	35	Prospect Hill Rd	UNR
Puskarevic	Marko	N.	78	Woburn St	UNR
Quinlan	Elaine	J.	21	Captain Parker Arms	UNR
Quinn	Margaret	M.	58	Paul Revere Rd	DEM
Rao	Jyoti		60	Allen St	DEM
Rockwell	Susan	R.	366	Lowell St	UNR
Romero	Loyde	H.	5	Frost Rd	DEM
Rooney	E. Ashley		20	Hancock St	UNR
Rubin	Amy	M.	5	Howard Munroe Pl	UNR
Ruml	Doriane	Carter	5	Compton Cir	UNR
Sandeen	Lisa	Shreffler	10	Brent Rd	UNR
Saradjian	Margaret		259	Bedford Street	DEM
Scalise	Carole	Sandra	17	Battle Green Rd	REP
Schott-Marcell	Jody	M.	22	Flintlock Rd	DEM
Schuler	Clark	S.	646	Marrett Rd	UNR
Schuler	Judith	A.	646	Marrett Rd	UNR
Selian	Gail	J.	374	Lowell St	DEM
Setterlund	Lorraine	A.	2	Circle Rd	UNR
Shanahan	Jean	D.	331	Bedford St	UNR

Last Name	First Name	MI	Str #	Street	Party
Shaw	Sandra	J.	51	Wachusett Dr	DEM
Shurtleff	Martha		445	Lowell St	UNR
Sibert	Julie	Claire	30	Ingleside Rd	UNR
Siegel	Ellan	.B.	3	Diamond Rd	UNR
Snell	Carol	S.	6	Preston Rd	DEM
Sperandio	Diane	J.	9	Hathaway Rd	REP
Spillane	Edwina	M.	1	Winn Ave	UNR
Spillane	Richard	J.	1	Winn Ave	UNR
Steigerwald	Jessie		143	Cedar St	UNR
Stieglitz	Francine		3	Amherst St	DEM
Strauss	Alan	J.	67	Freemont St	DEM
Tauber	Stephen	Julius	38	Ingleside Rd	DEM
Taylor	Thomas	G.	5	Harrington Rd	DEM
Tec	Leora		5	Rindge Ave	DEM
Torsiello	Elaine	Lois	47	Potter Pond	REP
Trudeau	Jane	A.	1364	Massachusetts Ave	DEM
Turk	Bernd	M.	64	Reed St	REP
Tutko	Dorothy	Zaborowski	16	Smith Ave	UNR
Warshawer	Robert	D.	11	Tower Rd	UNR
Webster	Ann	S.	16	Brent Rd	UNR
Webster	Chet	Peter B.	16	Brent Rd	UNR
Weinberger	Virginia		69	Bridge St	UNR
Welby	Laura	C.	16	Farmcrest Ave	UNR
Wilhoite	Becky		1475	Massachusetts Ave	UNR
Wilhoite	Charles	D.	1475	Massachusetts Ave	DEM
Wood	James	C.	51	Gleason Rd	DEM
Wood	Martha	C.	51	Gleason Rd	DEM
Worzala	Julie	Gruber	7	Raymond St	DEM

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Selectmen's Goal Setting-Revisions and Ranking of Goals (20 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.10

SUMMARY:

The Board will review its list of assigned goals for FY 19-20 and revise.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

9:00 p.m.

ATTACHMENTS:

Description	Type
 Selectmen 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>1. Adopt a Town-wide Facilities Master Plan, integrating the School Department Facility Master Plan, and financial modeling. Include all known and anticipated projects (LHS, LCC expansion, etc.). Financial modeling should include timing and funding options (bond terms, CPA eligibility, etc.) for projects, so cumulative costs can be evaluated. Explore consultant funding options to accomplish Facilities Master Plan.</p> <p>2. Develop and adopt a Capital Project Matrix/Timeline template for use in each major Capital Project, clearly indicating stakeholder involvement points. Consider integrating the "Better Building Policy" into the template.</p> <p>3. Explore public/private funding partnership opportunities for appropriate projects.</p>		Jill/Doug
2	Town Manager Recruitment	<p>Recruiting/hiring/transitioning a new Town Manager</p> <p>Recruitment firm has been hired, Job posting has been placed. Consultant has met 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. Work with stakeholders and residents on developing the Hartwell zoning initiative to attract future tenants and employees to ensure the viability of the Hartwell Ave commercial district. Encourage commercial development that could help ease the residential tax burden. 2. Maintain lines of communication federal officials regarding the proposed future jobs that may be coming to Hanscom and request federal dollars to support much needed traffic infrastructure in the Hanscom / Hartwell area. Continue communications with residents, and adjacent communities to develop traffic solutions. 3. Explore public/private partnerships for the Hartwell area. 		ALL (Doug)
4	Public Safety Facilities	<p>Establish design plans for swing space and permanent Police facility.</p> <p>Monitor completion of Fire Station</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Heating system for permanent fire station determined to be electric. 2. Prepare for Winter of 2019-debt exclusion for police station. 3. Review recommendations for new police firing ranges at Hartwell site and determine if project should proceed on the same timeline as the Police Station. 		Jill/Joe

5	Affordability for the Residents	<p>Minimize the burden of property tax increases on residents.</p> <ol style="list-style-type: none"> 1. Keep average residential property tax increase at or below 2.5% not including increases due to debt exclusions. 2. Keep total average residential property tax increase spikes at or below 5%. 3. Provide tax relief programs to reduce the burden on seniors and other vulnerable populations. <p>Action Items:</p> <ol style="list-style-type: none"> 1. Investigate the effects of adopting the Residential Exemption 2. Investigate adopting a means-tested senior exemption (the "Sudbury model") 3. Investigate the demands on and potential reduction of the CPA surcharge 4. Analyze the effects of commercial personal property new growth on future residential property tax rates 5. Consider appealing to the state for an increase in the allowable residential factor in setting a split residential/commercial tax rate as was done in FYs 2004-2006 6. Seek alternate revenue / grant sources to reduce the role of property taxes in annual budget 		<p>ALL (Joe)</p>
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6	Public Information & Communication	<p>Due to the growing complexity and volume of communication activities, as well as the increasing interest in the town by both internal and external sources, the Board will work to improve two way communication between residents, employees, businesses, visitors and the Town departments by:</p> <p>Developing an organized and formal plan to track, monitor, access and respond to communications that are being sent and to identify additional communication tools needed to adequately inform the public.</p> <p>Creating an "Actions Taken by the Selectmen" Report to convey BOS decisions to the public.</p> <p>Working with PIO to develop a standardized communication policy for delivering and receiving information from the community (residents, employees, businesses, visitors). With consideration given to:</p> <ol style="list-style-type: none"> 1. Town Website 2. Mobile Apps 3. Emergency Notifications 4. Citizen Surveys 5. Appropriate Social Media Venues 6. Community Events (Flu Clinics, Pools, Discovery Day, Carnival, Back to School nights etc) 7. Board & Committee recruitment 8. Translation Services (including signage) 9. Public School electronic communication methods 10. Monthly Municipal Update to the Community 11. Neighborhood Block Parties 		<p style="text-align: center;">Suzie/Doug</p>
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9	Public service impacts of changing demographics, diversity	<p>Action Items:</p> <ol style="list-style-type: none"> 1. Continue to facilitate conversations between the business/retail community and community groups to further strengthen the sense of community inclusiveness. 2. Widen demographic distribution of Board and Committee participation so that membership more closely resembles town resident demographics by: <ol style="list-style-type: none"> a. better communication of participation opportunities b. greater range of short-term finite projects 3. The Board will continue to have an active relationship with civic/ethnic/racial organizations that are active in the Town. 4. Investigate requiring anti-bias, anti-racism, and cultural competency training program for all Town volunteers similar to Open Meeting Law and Ethics training. 5. Take a proactive stance to integrate accessibility and inclusion into all plans, policies and decision-making. 		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	<ol style="list-style-type: none"> 1. Review Cemetery design options at schematic level; explore option of crematorium on site as new source of revenue. 2. Consider betterments for sidewalk projects. 3. Continue evaluation of stormwater management fee. 4. Explore public/private partnerships for Community Center expansion. 5. Explore public/private partnerships and other funding sources for public transportation expansion, including any necessary infrastructure. 6. Develop policy guidelines for fundraising. Coordinate with all “friends” groups to establish consistency and better understand community needs. 		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>Continue to support activities to reduce the stigma that surrounds mental health problems, and further assess and adapt municipal services, plans and policies to positively impact mental health of residents and employees of all ages.</p> <p>Action items:</p> <ol style="list-style-type: none"> 1. Schedule Bi-annual summits with the 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. Support the Town’s efforts to improve access to mental health services for residents of all ages. 4. Document and publicize the current services provided by the Human Services Department and other the community groups. Support recommendations for additional staffing to meet the increasing demands on the Human Services department for mental health, education and prevention services. 		Doug

16	Vacant Buildings	<p>Find uses for empty buildings: Hosmer House and Ellen Stone Building</p> <p>Action items:</p> <ol style="list-style-type: none"> 1. BOS to appoint members and receive updates on progress of Ellen Stone Ad Hoc Committee. 2. Identify funding source for Hosmer House preliminary relocation and use study to be done in conjunction with site planning for Police Station. 3. Write ad hoc committee charge for Hosmer House, appoint members and convene group to work with consultant. 		Doug/Michelle
17	Parking Requirements in Zoning Bylaw	<ol style="list-style-type: none"> 1. Continue Center parking management initiative. 2. Invite the Parking Management Group to present an annual update (at the same time each year) to the Board on the progress of the revised parking plan and any initiatives, including fee increases, they are studying. 3. Schedule a meeting with the Planning Board or representatives of the Planning Board to get an update and understanding on parking requirements in the Zoning bylaw and if changes could be part of their current or upcoming work plan. 		Suzie/Jill
18	Engage in Needs Assessment for Year 1 of Age Friendly Initiative for Lexington (Livable Lexington)	<ol style="list-style-type: none"> 1. Identify two Board members who will champion this goal. Liaison to COA + 1 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) Schedule presentation before BOS for update and to review Needs Assessment produced by UMass to determine areas where action items intersect with BOS priorities. 3. Find synergies with Comprehensive Plan, Regional Transportation Study, and other bodies of work to avoid duplication of efforts. Facilitate coordination and communication between boards and groups working on Comp. Plan and other studies. 		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	Review the opportunities to increase the Park and Recreation facility inventory to possibly include additional playing fields and pocket parks. Action items: 1. Study opportunities to obtain open space, and new recreation areas in conjunction with all possible stakeholders. Consider projects where commercial real estate opportunities may provide open space and recreation components. 2. Consider a collaboration with Minuteman High School on their athletic field / complex.	Refer to Goal #1 for Capital Planning.	Doug/Joe
21	Transportation Services	1. Support integrated transportation services that meet the needs of Lexington residents of all ages and abilities, as well as increase desirability/accessibility of Lexington as an employment location. 2. Develop sustainable plan to fund The Rev, that does not deplete TDM funds.		Jill

22	Review charges and work of appointment boards/committees	<p>1. Develop a process for appointing authority to review the charge of Town Boards and Committees on a regular basis, not to exceed every three years, assuring that the Board and Committee chairs and membership are a part of the process. For each committee, assess outcomes in light of current charge and identify any changes needed. Committee self-assessment should include the following:</p> <ul style="list-style-type: none"> a. Are we meeting and staying within our charge? b. Have there been major changes since the last review? <p>2. Define Board of Selectmen Liaison Role, specifically addressing communication between Board/Committee Chair and BoS Liaison and including regular updates and reporting to the Board of Selectmen. Roles should be individualized to each committee.</p> <p>3. Encourage adherence to annual elections for all committee roles, per Committee Handbook {Cite from handbook}.</p> <p>4. Encourage Boards/Committees to identify project specific or task oriented roles, to encourage broader participation on time-limited projects.</p> <p>5. Determine the appropriate channels thru which to make the broader community aware of Board/Committee work (coordinate with new PIO) and also a process thru which to advertise/recruit new members.</p>		<p style="text-align: center;">Suzie/Jill</p>
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Low priority			
23	Multigenerational Programming	<p>1. Expand on what is working in the area of technology.</p> <p>2. Explore other ideas that move beyond youth serving seniors through researching other COAs, looking at the Community Service program at the high school.</p>	
24	LexMedia Support	<p>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.</p>	<p>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.</p> <p>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.</p>
25	Use of Discretionary Funds	<p>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.</p> <p>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</p>	<p>policy issue</p>
26	Ad Hoc Committee - HISTORIC DISTRICT COMMISSION transition to 40C enabling legislation	<p>Support the ad hoc committee to update Historic district commission special legal authority, for 2019 ATM.</p>	

27	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.		
28	Reduce municipal costs	Engage State Representatives to advocate for reducing municipal costs.		
29	Policy and Procedure Manual	1. Review and revise BOS policy with policy manual committee on regular basis adjust as needed.		

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Memorandum of Agreement with Lexington Police Association (5 min.)

PRESENTER:

Carl F. Valente, Town Manager

ITEM NUMBER:

I.11

SUMMARY:

A vote is requested for this agenda item.

The Board previously discussed this matter in Executive Session on July 16, 2018. This agreement with the Lexington Police Association will adjust detail rates for all police officers, effective August 6. The last time detail rates were adjusted was in June 2009.

SUGGESTED MOTION:

Move to approve and authorize the Town Manager to signed the Memorandum of Agreement adjusting to detail rates, effective August 6.

FOLLOW-UP:

Police Department will implement.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

9:20 p.m.

ATTACHMENTS:

Description	Type
☐ Memorandum of Agreement with LPA	Backup Material

MEMORANDUM OF AGREEMENT
between
TOWN OF LEXINGTON
and
LEXINGTON POLICE ASSOCIATION

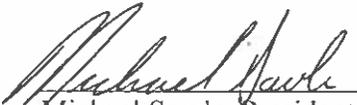
This Memorandum of Agreement, is entered into by and between the Lexington Police Association (hereinafter "Union") and the Town of Lexington, Massachusetts (hereinafter "Town") hereby agree to the following amendments to the collective bargaining agreement that expired June 30, 2018.

Effective August 6, 2018, detail rates as established under Section 10(H), shall be:

Town Detail:	\$48.00/hour
Private Detail:	\$52.00/hour
Road Jobs:	\$53.00/hour
Officer in Charge:	\$ 6.00/hour

All other provisions of the agreement between the LPA and the Town remain in full force and effect.

LEXINGTON POLICE ASSOCIATION



Michael Sowle, President

7/19/18
Date

TOWN OF LEXINGTON,
By its Town Manager

Carl F. Valente

Date

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Letter of Support for LexHab regarding Wright Farm (5 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.12

SUMMARY:

LexHab has requested a letter of support from the Board of Selectmen for their Local Initiative Project (LIP) application for a comprehensive permit for affordable housing development at Wright Farm.

SUGGESTED MOTION:

Motion to provide a letter of support endorsing LexHAB's application to the Department of Housing and Community Development's Local Initiative Program for a comprehensive permit for the affordable housing project at Wright Farm.

FOLLOW-UP:

Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

9:25 p.m.

ATTACHMENTS:

Description	Type
□ 2018 BOS Letter of Support for Wright Farm Project	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 23, 2018

Attn: Alana Murphy, Deputy Associate Director
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

Dear Ms. Murphy,

This letter serves to express our support for the Lexington Housing Assistance Board's (LexHAB) Local Initiative Program (LIP) application for a Chapter 40B Comprehensive Permit for the Wright Farm Project. The Wright Farm Project contains three portions: conservation land, a large barn that the Town plans to redevelop into a community education center, and an existing home to be deeded to LexHAB, renovated and rented as affordable housing. This single family rental unit will be affordable to renters at or below 80% of the Area Median Income (AMI).

The Town is providing support for this project in several ways. First the Town used Community Preservation Act (CPA) funds to acquire the parcel for the purposes of Open Space Preservation and Community Housing, and is now supporting this housing proposal with an additional commitment of \$200,000 in CPA funds for development. The Town is also waiving all building permit fees.

This development proposal was approved by the Lexington Town Meeting members in 2016 when they voted to purchase Wright Farm. The Town Meeting members' affirmative action approved the plan for conservation, recreation and use of the farmhouse for affordable housing.

LexHAB has a long history of providing much-needed, high quality affordable housing for low and moderate-income Lexington residents. As a Town, we continue to support their important work and enthusiastically support this proposal to create a space for affordable housing and conservation land.

Very truly yours,

Suzanne E. Barry
Chairman

SEB/ms

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Employment Agreement-Acting Town Manager (5 min.)

PRESENTER:

Suzanne Barry, Chair

**ITEM
NUMBER:**

I.13

SUMMARY:

A vote is requested for this agenda item.

As discussed earlier in the evening in Executive Session, the Board will be considering the Employment Agreement for Acting Town Manager Kelly Axtell.

Full Agreement will be provided to Board during Executive Session at 6:30 p.m.

SUGGESTED MOTION:

Move to approve and sign the Employment Agreement between Town, acting through its Board of Selectmen, and Kelly Axtell.

FOLLOW-UP:

Approved Agreement to be forwarded to Human Resources.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

9:30 p.m.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Review and Approve Creation of the Carl F. and Maureen G. Valente Public Service Fund
(10 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.14

SUMMARY:

A vote is requested for this agenda item.

The Board will be considering the creation of the Carl F. and Maureen G. Valente Public Service Fund.

The fund will accept private contributions, to be used to fund public service internships and graduation education in Public Administration.

SUGGESTED MOTION:

Move to approve and authorize the Chairman to sign the terms of the Carl F. and Maureen G. Valente Public Service Fund.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

9:35 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Purpose of Public Service Fund	Backup Material



Carl F. and Maureen G. Valente Public Service Fund

For

Internships and Educational Programs Associated with a Career in Public Administration

This fund has been created to assist those interested in a career of public service by offering a paid internship in a municipal department of the Town or graduate study in Public Administration.

Carl and Maureen Valente's careers were devoted to local government in Massachusetts. They were strong believers in mentoring and coaching young professionals as they were both the beneficiaries of such mentoring. Both worked for the Town of Lexington, at different times, during their 40 year careers.

For many young professionals interested in a career in local government an internship can be an entryway to that first position. The purpose of this fund is to provide paid internship opportunities or, for individuals working in local government, financial assistance towards a graduate degree in Public Administration or related field.

Management of the Fund

1. The Trustees of the Public Trusts will invest the proceeds of the Fund as part of the common trust fund;
2. This fund is meant to be expended in five years or in five disbursements, if an award is not made in any particular year.
3. One-fifth of the fund, as of January 1, 2019, will be available for the purposes described below. Equal amounts, plus interest, will be available in subsequent years.

Use of the Fund

1. The fund is to be used for a paid internship in any municipal department of the Town. Internships should be a minimum of six months with a preference to individuals willing to intern for one year.
2. The fund may also be used to support graduate academic programs for Lexington residents who are pursuing a graduate course of study in public administration or related field.

3. Preference on the use of the fund will be given to women and individuals who are otherwise under-represented in Lexington's municipal workforce.

Selection Committee

1. Applications from individuals, residents or municipal staff shall be submitted to the Selection Committee consisting of a member of the Valente family, if willing to serve, the Town Manager or designee and a member of the Board of Selectmen.
2. The Human Resources Director or similar position shall be responsible for developing an application form and receiving applications on behalf of the Selection Committee.
3. The fund shall be promoted, among other places, in:
 - The Massachusetts Municipal Association and Massachusetts Municipal Management Association;
 - The UMass Boston MPA program and other State Public Universities that may offer a graduate degree in public administration or related field;
4. While applications may be submitted at any time, individuals are encouraged to submit their requests by February 1 of each year, so that the Selection Committee can allocate available funds for the coming fiscal/academic year.

Approved by a Representative of the Valente Family

_____ Date

Approved by the Trustees of Public Trusts

_____ Chairman

_____ Date

Approve by the Board of Selectmen

_____ Chairman

_____ Date

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Battle Green Requests (10 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.15

SUMMARY:

The Lexington Minutemen are requesting use of the Battle Green for the purpose of the installation of officers and the 329th Anniversary of the Lexington Minutemen to be held on Sunday, September 9, 2018 from 12:00 p.m. to 3:30 p.m.

SUGGESTED MOTION:

Move to approve the Lexington Minutemen's request of the Battle Green for the purpose of the installation of officers and the 329th Anniversary of the Lexington Minutemen to be held on Sunday, September 9, 2018 from 12:00 p.m. to 3:30 p.m.

FOLLOW-UP:

Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

9:45 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Batte Green Request - Lexington Minutemen	Backup Material



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**



**APPLICATION FOR
BATTLE GREEN PERMIT**

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

NAME, PHONE NUMBER, and EMAIL ADDRESS OF A RESPONSIBLE CONTACT: 2LT S L Doran, Adjutant, LEXINGTON MINUTE MEN.

DATE AND TIME OF EVENT: Sunday 9 September 2018, 1200 hrs

NATURE OF EVENT: Installation of Officers and 329th Anniversary of the Lexington Minute Men

EXPECTED NUMBER OF PARTICIPANTS, SPECTATORS, AND VEHICLES: Approx. 75 participants and spectators

DURATION OF EVENT: 1200-1530

STATEMENT OF EQUIPMENT AND FACILITIES TO BE USED: NONE

SECTION OF THE GREEN DESIRED: Entire Green

ADDITIONAL INFORMATION: This is a traditional installation of new officers including the new Captain Commanding. Event set-up from 1200-1300, event occurs 1300-1530. Following the event, Company parades from Green to our headquarters at St Brigid's Church.


Authorized Signature

Federal Identification No. or
Social Security Number

Please ack. receipt, Thank You!

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Town Manager Appointments (5 min.)

PRESENTER:

Carl F. Valente, Town Manager

ITEM NUMBER:

I.15

SUMMARY:

A vote is requested for this agenda item.

The Town Manager is requesting the Board's approval of the appointment of Ms. Lyn Yang to the Community Center Program Advisory Committee as well as Dr. Jyotsna Kakullavarapu & Ms. Sandra Shaw to the Council on Aging.

Ms. Yang will be filling the position previously held by John Zhu. Her term will start immediately and will expire May 2020.

Dr. Kakullavarapu will be filling the position previously held by Nancy Adler. Her term will start immediately and will expire May 2021.

Ms. Shaw will be filling the position previously held by Dr. Harry Allan Mackay. Her term will start immediately and will expire May 2021.

SUGGESTED MOTION:

Move to approve the Town Manager's appointments of Lyn Yang to the Community Center Program Advisory Committee as well as Dr. Jyotsna Kakullavarapu and Sandra Shaw to the Council on Aging.

FOLLOW-UP:

Town Manager's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

9:55 p.m.

ATTACHMENTS:

Description	Type
☐ CCPAC Recommendation	Backup Material
☐ Ling Yang Application - CCPAC	Backup Material
☐ Jyotsna Kakullavarapu Resume - COA	Backup Material
☐ Jyotsna Kakullavarapu Application - COA	Backup Material
☐ Sandra Shaw Application and Resume-COA	Backup Material



Town of Lexington
Lexington Community Center Program Advisory Committee

Nancy Shepard, Chairman
Alessandro Alessandrini
Daniel Palant
Lisah Rhodes
Archana Singhal

Tel: (781) 698-4870
Fax: (781) 862-2747

July 9, 2018

Mr. Carl Valente, Town Manager
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

Dear Carl,

Upon the term completions of Nancy Adler and John Zhu in May 2018, 2 seats became available on the Community Center Program Advisory Committee (CCPAC). We received a total of four applicants: Mr. Jijun Hang, Mr. Jun Zhou, Ms. Lyn Yang and Ms. Sandra Shaw. After meeting with three of the four candidates, (Mr. Hang is in China until late July) the recommendation is to appoint Ms. Lyn Yang to the community member position that is currently open.

Ms. Yang has only been in Lexington for one year, but her interest in community involvement is evident. As a certified and trained educator, she uses her experience to volunteer at her Church teaching English to the senior population. She also avidly volunteers at each of her three children's schools. Ms. Yang is a member of CAAL and CALex and has assisted in coordinating events with these groups. She and her family come to the Community Center often, to play ping pong, billiards and read. Ms. Yang is very enthusiastic about sharing her support of the community center and we feel she would be a strong advocate on the Committee.

The remaining seat to be filled is the liaison or designee of the Council on Aging. The COA is also filling vacancies and once their Board is complete they will appoint a representative to the CCPAC.

Please let me know if any additional information may be needed.

Thank you,

Nancy Shepard, Chair

CC: Rick DeAngelis, Recreation Committee Chair
Melissa Battite, Recreation and Community Programs Director
Christine Dean, Community Center Director

APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP

TOWN MANAGERS OFFICE

RECEIVED

MAY 17 2018

Board/Committee of Interest: 1 Community Center Program Advisory Committee

3. _____ 4. _____

Would you consider another Committee: No

For how long should we keep your application on file? As long as you want.

Full Name: Ling Yang Nickname: _____

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

Home Address: _____ Zip: 02421

Length of Residence in Lexington: One year

Occupation: community volunteer

Work Address: _____

Phone: Home _____ Work _____ Fax _____

Cell _____

E-mail: Primary: _____ Secondary: _____

If you currently serve on a Board or Committee, please identify: No

Special Training, Interests, Qualifications: certified teacher, experienced in youth development, member in CALEX (Chinese American of Lexington), active church member (CCBB) and volunteer, active Lexington school (Bowman) Volunteer.

Have you been asked by a Committee to become a member? current committee member (D)
How did you hear about the Committee? ←

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

Signature: Jansheng Date: 05/17/2018

Ling Yang

Lexington, Massachusetts

KEY SKILLS

- * Rapport Development
- * Cross-Discipline/Culture Collaboration
- * Community Building Activities
- * Program Development & Coordination
- * Motivating Youth and Engaging Parents

EXPERIENCE

- Community Volunteer and Proud Mom of Three Kids** MA 2014-2018
 - Volunteered in CALEX (Chinese Americans of Lexington) to advocate for participation in community development and civil engagement.
 - Volunteered in Lexington and Franklin's student educational programs, field trips and events to promote diversified and inclusive learning experience.
 - Volunteered in Lexington Chinese Church (CGCBG) and Franklin Christian Fellowship (CGCB) to help with programs for youth and senior citizens.

BASIS Tucson

- Tucson, AZ

2013-2014

Mandarin Teacher

- Led curriculum development and syllabi design for the new 1st-4th grade Mandarin Chinese Program for BASIS school system with an emphasis on developing critical thinking and communication skills.
- Developed new instructional techniques catering to young students' learning pattern and created engaging classroom environment that promoted students' enthusiasm for learning.
- Led a group of young students and won the 3rd Place at the 2013 CIUA Chinese Language Proficiency Competition after teaching them Chinese for only 2 months.

Tucson Unified School District

- Tucson, AZ

2011-2013

Mandarin Teacher

Sahuaro High School & Palo Verde High School

- Developed curricula for two levels of Mandarin Chinese learning programs and taught Mandarin at two high schools with an emphasis on building speaking proficiency, promoting ability to read and write and exploring Chinese culture and history.
- Utilized a variety of instructional techniques, media and resources including arts, video, music and field trips to promote students' interest and motivate them in active learning.

Indiana University, Kelley School of Business

- Indianapolis, IN

2004-2007

Teaching Assistant

- Coordinated and facilitated projects and communications between the school's China Program with universities and businesses in China, and motivated students in learning Chinese and using it in business settings.

Nanjing Foreign Language School (China's top 10 secondary school) China 2000-2003

English Teacher

- Collaborated with teachers of other disciplines and devised integrated learning programs to spark students' interest in learning.
- Initiated international pen friend program that enabled students to write to their peers in different countries, and further enhanced learning acquired in the classroom.

EDUCATION

Master of Professional Accountancy, Kelley School of Business, Indiana University

Bachelor of Arts in Second Language Education, Yangzhou University, China

JYOTSNA KAKULLAVARAPU
Owner/ CEO, Interim HealthCare of Lexington MA

OBJECTIVE

To get involved in decision making process of policies and procedures in Health Care. To obtain and maintain a challenging position in Health Care and Public Health environment, Biostatistics, Epidemiology, Clinical Research, Research Analysis, with an opportunity for professional growth and advancement in the field. In the process of looking for new employment after one at Lahey Clinic Inc, I felt nothing like self-employment. My background in Medicine and Public health inclined me to find Interim Healthcare that provides continuum of care which is solution for saving money under affordable care act. I took opportunity to expand Interim HealthCare which is a home health care company to Middlesex, Suffolk, Essex counties.

SUMMARY

Master's degree in Public health with specialty in Epidemiology, Biostatistics and Medical Science background. By recognizing the reciprocal influence of public health and medical variables upon individual, community and global well-being, interested to work with members who come together to promote a shared vision of the determinants of health and illness. A strong team player with discipline and self-motivation. Ability to handle multiple tasks.

PROFILE

Motivated to work collaboratively with all levels of contacts with limited supervision. Commitment to and interested in translating research into practical application. Dividing time equally between health promotion and disease prevention initiatives. Strong interpersonal skills.

COMPUTER SKILLS

Operating systems: Windows NT, Windows XP and Macintosh
 Languages: SPSS 15.0 STATA, SAS, SAS/Assist, PASS 2000, PASS 2005, Word Processor, Epi Info, and Epi Calculator, Continue Link
 Applications: Microsoft office applications, Word Perfect, Internet Browsers, E-mail applications, Zimbra and Medline

EDUCATION & EXPERIENCE

CDP Certified Dementia Practitioner	2016 – 2020
MD/M.P.H Master of Public health, Preventive Medicine specialized in Epidemiology Biostatistics University of Alabama at Birmingham (UAB), Birmingham, Alabama	1997 - 1999
M.B.B.S Bachelor of Medicine and Bachelor of Surgery (Equivalent to MD in USA) Gandhi Medical College, Osmania University, Andhra Pradesh, India	1986 – 1991
SAS Clinical Ideal Consult LLC	Jan 2014 – Jan 2015
<ul style="list-style-type: none"> - SAS/ Base/ Graph/ Reports/ Macro/ SQL/ Stat/ ODS - CDISC – SDTM & ADaM - Tables Listings and Figures (TLF) 	

Owner/ CEO

Jan 2015- Present

Interim HealthCare of Lexington MA

- We maintain Seniors at home allowing them to live in the comfort of their own home, as no one wants to live in Nursing homes.
- We have a contract with **Minuteman Senior Services** and work under Frail Elder Waiver with Executive Office of Elders Affairs to maintain Clients at home.
- We have clients we help with Massachusetts Rehabilitation Commission to evaluate and provide ongoing services for their clients.
- We are Medicare certified and are able to check eligibility of Medicare coverage for Home HealthCare and put in services with Skilled Nursing, Physical Therapy, Occupational Therapy, Speech Therapy and Home Health Aide services for seniors who are eligible.
- We work with all Commercial Insurances to avail Home Health Care services for any age group including pediatric age group. We work with Long term care insurances and Worker's compensation insurances
- Government needs lot of help saving money and make health care affordable to all, our goal is to reach out all the population by Community based programs.

Clinician/ Clinical Research

2000 - 2014

Lahey Clinic Inc. Burlington, Massachusetts

- Functioning within the framework of institutional strategic policies (IRB) and decisions
- Review research protocols submitted to scientific review board, regulatory authorities to approve of statistical methods
- Training medical students, research fellows on statistical methods commonly used in research projects. Trained an assistant to assist my position to clean data, prepare data for analysis.
- <https://picasaweb.google.com/Jyotsnaweb/MyPapersAbstractsPosters#>
- Conducting Research and providing professional statistical support to include data collection, sample size and power calculations
- Collaborate with program staff on the design and analysis of biostatistics aspects of research protocols, implementation of research designs, Hypothesis development and testing, assisting in project planning and management
- Analyze data in collaboration with physician investigators beginning with univariate and multivariate analyses such as logistic linear regression, Non parametric tests, ANOVA and factor analysis for research studies.
- Data analysis and reporting of data in tabular forms, graphs, charts
- Assist in preparation of protocols, submission of grant proposals for external funding
- Plans and documents computer data file structure; develops programs, manages and maintains complex statistical databases, performs or supervises data entry.
- Selects data samples, prepares questionnaires and surveys, and conducts logic checks to maintain data quality.
- Finds factors that affect the results of the research, identifies differences between groups of data, identifies relationships and trends in data
- Assisting in the establishment of data collection instruments and protocol
- Data analysis/ manipulation and management
- Computer systems/ Applications programming, analysis and reporting
- Producing reports, abstracts, manuscripts, posters, papers, grant applications using the data analysis results

Research Assistant

1996 – 1999

Center for Health Promotion under School of Public Health & Department of Preventive Medicine (Collaboration of UAB & Center for Disease Control), UAB, Birmingham, Alabama

- Developed research capabilities in collaboration with academics and health care institution
- Analyzed and produced reports in a breast and cervical cancer study using SAS & Epi Info that is based on cancer screening techniques such as mammogram records, pap smear

- Orderly telephone interviews for a community based infectious disease epidemiological health survey
- Abstracted medical data on patients records and processed data entry for a prostate cancer study
- Collected information from various databases, accomplished Medline search for the protocol writing
- Enrollment of participants for the study of smoking and stress on Cardio Vascular System
- Experience in planning and organizing focus groups for the pilot study program
- Rated and coordinated workshops in WILLOW program which was health education and promotional seminar for African American women with HIV/ AIDS
- Interviewing for collection of data by administering questionnaire to participants primarily, elderly African Americans in the Women's Health Initiative clinic (WHI) which is a multi-center health outcome clinical trial in order to prevent Osteoporosis, colorectal cancer, coronary artery disease as well as breast cancer
- Planned and systematized meetings by coordinating with all the investigators on the BioPsychoSocial lab
- Played key role as a RA in organizing and contributing to the study proposals at BioPsychoSocial lab which is a first time implemented campus wide facility
- Conducted research and composed a protocol for an experiment involving study on an Impedance cardiograph machine
- Assisted in performing various physical examinations in Women's Health Initiative clinic
- Gathered data on Impedance cardiograph to observe the effects of smoking and stress on Cardio-vascular system

Physical Examiner

Summer 1998

Student Coalition for Community Health [SCCH], Program for rural services and research, UAT, Tuscaloosa, Alabama

- Trained and supervised medical students and nursing students for the exams, as well as performed the physical examinations on patients at the health fairs conducted at various rural communities of Alabama in order to provide primary health care services for the undeserved population. Administering immunization to the undeserved children.

Resident Doctor/ Medical officer

1993- 1995

CDR Hospitals, Andhra Pradesh, India

- Primary care providing the services in order to maintain health of the communities by preventive measures, controlling community acquired infections, administering immunizations, treating the water sources etc. And follow up on the various health outcomes. Conducting health educational, problem awareness and promotional workshops. Managing the emergencies that were not limited to the infectious disease cases

Social and Preventive Medicine – Field trips in various rural and urban areas of India. Trained for community derived contagious and many other community health problems prevention

Practical and Theoretical training

Epidemiology training – Research Methodology, Bio-statistics I and II, Health behavior, HIV/ AIDS, Principles of Epidemiology, Population based health programs, Environmental Epidemiology, Chronic diseases Epidemiology, Health care organization and policy

Basic & Clinical medical Sciences – Microbiology, bacteriology, Immunology, Pediatric & Internal Medicine rotations were part of the curriculum which would be advantageous for better understanding the role of Public Health

Awards and Community work

- Volunteer at MA responds for chapters The Massachusetts Region 4A MRC, Upper Merrimac Valley Medical Reserve Corps

- **Obama Community service award** – Earned as a volunteer at a non-profit organization called VT Seva (Volunteering Together for Service) organized Dance for Cure to raise funds for Cancer screenings, treatment and research, 5K Walk for visually Empowered students, Serving elderly at Boston Soup kitchen. Organized an event called Bloom, by showcasing art forms, proceeds go towards cancer research.
- Member Indian Medical Association of New England
- Member of National Medical Association, Washington DC
- 80 % of the tuition is covered by the research assistantship
- Winner of Durgabai Deshmukh-gold medal award for academic excellence
- Volunteer and member at Indian Americans for Lexington, Indian Americans for Burlington groups

Papers

- Clinical and Public Health case study based Integrative Experience – Investigation and writing a Paper on Salmonella outbreak through infected BBQ in Shelby County, Alabama
- Paper on various social and Psychological barriers to HAART medication adherence in patients with HIV/AIDS
- HCOP/ Health care organization and policy – 40% of the grade was contributed by a paper titled ” Conceptual framework of the multiple causes of Iodine deficiency disorders (IDD) and its social implications”
- Paper on Public Health importance and strategic planning of a “Tuberculosis Control Program”

Abstracts

- Bacterial Overgrowth and Irritable bowel syndrome: A look at prevalence, symptoms and quality of life. Kristen M Robson, M.D, * Jyotsna Kakullavarapu M.D; M.P.H and Tony Lembo M.D Gastroenterology, Lahey Clinic, GE Beth Israel Deaconess Medical center, Boston, MA, USA www.amedeo.com/medicine/ibs/ibs2003.htm
- Comparison of Gleason Score 3+4 Vs 4+3 tumors at Radical prostatectomy: Pathologic parameters and prognostic implications; AUA – 96th Annual Meeting June 2-7, 2001 Anaheim, CA; Omar Durrani, John Libertino, Jyotsna Kakullavarapu, Lahey Clinic, Burlington, MA

Posters

- <https://picasaweb.google.com/Jyotsnadoc/MyPapersAbstractsPosters#>
- V / THURSDAY, APRIL 6, 2006 / 7:30 am - 12:00 pm P05. 102 Serum Cytokine levels in Diabetic Neuropathy Jayashri Srinivasan, Stephanie Scala, H.Royden Jones, Marybeth Hodge, Jyotsna Kakullavarapu, Gyorgy Abel
- POSTER SESSION I / TUESDAY, APRIL 4, 2006 / 7:30 am - 12:00 pm P02. 006. The effect of CPAP on Periodic Limb Movements in sleep (PLMS) in patients with Obstructive sleep apnea (OSA); Ashish Adlakha, Jyotsna Kakullavarapu, Paul Gross
- http://am.aan.com/scientific/pdf/sciprog_thu.pdf Poster Session VI / Thursday, April 6, 2006/ 3.00 p.m – 7.00 p.m. P06. 148 Effects of Coenzyme Q10 in PSP and CBD; A Randomized, Placebo – Controlled, Double Blind, Crossover Pilot study. Diana Apetaurova, Stephanie A. Scala, Sharon G. Lamont, Jyotsna Kakullavarapu
- Effects of Coenzyme Q10 in MSA – Accepted for poster presentation at AAN 2007
- Characteristics of Lentigo Maligna in a Mohs Practice and Predictors of Invasion - Accepted at Dermatology surgery meeting for poster 2007

Protocols

- Co-Investigator for a project Development of Colon Cancer Diagnostic using Differential Analysis of Transcripts with Alternative Splicing (DATAS) funded by EXONHIT therapeutics. 217 Perry Parkway, Bld 5; Gaithersburg, Maryland – 20877; John Coller M.D; Jyotsna Kakullavarapu MBBS; MPH

- Tufts Medical school Granted funding -Integration of simulation and laparoscopic surgical training for medical students – Dr. Nepomnaysky Dhimitry MD, Jyotsna Kakullavarapu MBBS; MPH

Presentations

- A Pilot Study of Depression and Stress in Ophthalmologists
Authors Kenneth C. Dhimitri MS, PT; Paul Lee MD, JD; Patti Ann Morse BS; Fleming D. Wertz MD; Jyotsna Kakullavarapu MD; Jeffrey L. Marx MD

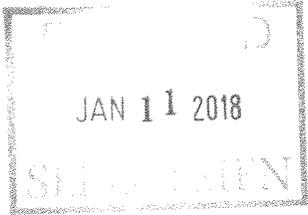
Acknowledgments:

- DYSPHAGIA AND ADVANCING AGE: ARE MANOMETRIC ABNORMALITIES MORE COMMON IN OLDER PATIENTS? Kristen M. Robson, M.D. and Michael E. Glick, M.D., Department of Gastroenterology, Lahey Clinic, Burlington, Massachusetts. ACKNOWLEDGMENTS- this study was supported by the generous contribution of the Carter Charitable Trust Foundation. The authors thank Jyotsna Kakullavarapu, M.D., M.P.H., for her assistance with statistical analysis
- Native liver xanthogranulomatous cholangiopathy in primary sclerosing cholangitis: Impact on posttransplant outcome; Andrew Paul Keaveny¹, Fredric David Gordon^{1,3}, Atoussa Goldar-Najafi^{4,5}, William David Lewis^{1,3}, Elizabeth Anne Pomfret^{1,3}, James John Pomposelli^{1,3}, Roger Lewin Jenkins^{1,3}, Urmila Khettry^{2,3*} The authors thank Dr. Jyotsna **Kakullavarapu**, MBBS, MPH, Biostatistician, Lahey Clinic Medical Center, Burlington, MA, for help with the data analysis
- GLAL A 140414 853..858 File Format: PDF/Adobe Acrobat
Jyotsna **Kakullavarapu** for their assistance with. Abstracting and entering the data. Nancy Graden. Assisted with the preparation of this manuscript. ... taylorandfrancis.metapress.com/index/R607G56555627137.pdf - Similar pages
- Cardiac Events in Patients With Negative Maximal Versus Negative ... File Format: PDF/Adobe Acrobat
MPH, and Jyotsna **Kakullavarapu**, MD, MPH, for assistance with the statistical analysis. Reprint requests and correspondence: Dr. Sherif B. Labib, ... content.onlinejacc.org/cgi/reprint/44/1/82.pdf

Statistical Recommendations for Research Studies

- Data analysis/ interpretation for a study “High dose rate brachytherapy for High risk low stage prostate cancer”
- EFFECTIVENESS OF A MODIFIED ASTHMA CENTER IN IMPROVING CARE OF MILD TO MODERATE ASTHMATICS Diane Ponticelli and Andrew G Villanueva, Jyotsna Kakullavarapu. Pulmonary and Critical Care Medicine, Lahey Clinic, Burlington, Massachusetts
- Power calculations, analysis plan for “A Prospective, Randomized, double-blind, Placebo-Controlled Trial of Celexa™ (citalopram hydrobromide) to Prevent Depression in Patients with Hepatitis C on Interferon and Ribavirin Therapy”
- Research and planning for Outcomes and Effectiveness Research/ Health Services Research, setting up Health services Research Objectives
- Computer Randomization of patients in “Topical Phenylephrine for treatment of anal seepage after ileal pouch-anal anastomosis (IPAA)” project
- Power calculations, analysis proposal for “A Prospective, Randomized, Double Blind, Placebo-Controlled Trial of Vioxx® (Rofecoxib) and diazepam to evaluate patient tolerance of transrectal ultrasound- guided biopsy of the prostate
- Power and Sample size calculations for “The effect of Enhanced external counterpulsation on insulin resistance and blood glucose control in subjects with type 2 diabetes and heart disease
- Lahey Clinic Senior Wellness Research Project Building the study design, implementation, launching the project and on going statistical support and contribution

- Statistics for “The role of inflammation as mediated by C-reactive protein, Interleukin 6 and complement activation in Acute Coronary events.
- Data Analysis, correlations, Data transforms and interpretations for a major physician survey
- Power and Sample size calculations for a presentation at NIH on a multicenter clinical trial that got funded.
- Review on a papers about decision tree analysis, sensitivity analysis for a project “Operative vs non-operative management of acute Achilles tendon rupture: expected value decision analysis”
- Ongoing statistical support for a Pharmacist Assisted Intervention programs for Diabetes, Hypertension at Lahey Clinic.
- Wide beam reconstruction (WBRTM, UltraSPECT) data analysis; Dr. Raja Shanker is PI. Abstract submitted to American cardiology association
- Hysterectomy QOL measures analysis/ MRgFUS Data; Dr. Holland Radiologist project funded by Pfizer
- Proposal Lactobacillus GG (LGG) To Reduce Ventilator-associated Pneumonia (VAP)
- Produced Randomization schedule for various studies
- ASCT program/ MMNHL data survival analysis
- Recommendations for many studies not just limited to above



APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP

RECEIVED
2018 JAN -8 PM 4:50
TOWN CLERK
LEXINGTON MA

Board/Committee of Interest: 1. Council on Aging 2. Board of Health
3. _____ 4. _____

Would you consider another Committee: No

For how long should we keep your application on file? 3 years

Full Name: Jyotsna Kakullavarapu MD, MPH, CDP Nickname: Joyce

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

Home Address: [REDACTED] Zip: 02420

Length of Residence in Lexington: 3 yrs

Occupation: Service. Own Interim HealthCare of Lexington MA Home Health Care Agency

Work Address: [REDACTED]

Phone: Home _____ Work [REDACTED] Fax [REDACTED]

Cell [REDACTED]

E-mail: Primary: [REDACTED] Secondary [REDACTED]

If you currently serve on a Board or Committee, please identify: None

Special Training, Interests, Qualifications: Home HealthCare

Community based programs to save money for Government

Have you been asked by a Committee to become a member? No

How did you hear about the Committee? We work with Council on agencies in neighboring towns

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

Signature: [Handwritten Signature] Date: 1/8/2018
1/8/2018

PERSONAL DATA

Board/Committee of Interest:

Council on Aging

Full Name:

Sandra J. Shaw

Preferred Title (please circle):

Mr./Ms./Mrs./Other: none

Home Address:



Length of Residence in Lexington:

70+ years

Current Occupation:

retired

Work Address:

—

Phone Number(s):

Home:



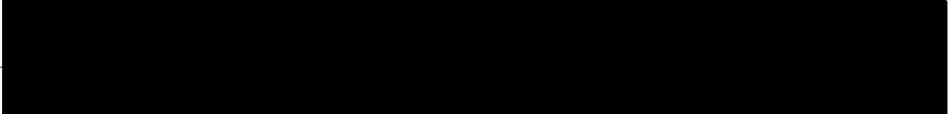
Work:

—

Fax Number(s):

—

Email Address:



Previous Work Experience:

Community Public Relations
Bank Boston / Fleet

Volunteer Experience

please refer to attached
resume.

QUESTIONS

1. Are you presently serving on a Town board or committee? If so, which one(s) and for how many terms have you served?

Recently retired from
28 years on Rec-Comm., 10 yrs PC, currently
Bikeway Com.

2. Why do you want to be a member of this particular board or committee?

With people living longer, very
important to promote health + well-being

3. What do you believe are the most important issues facing this board or committee?

-addressing unmet needs of an
aging pop - eg: moderate price housing,
extending Community Center activities for older
folks

4. List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board of committee.

strengths - communication, writing,
long experience in Town Meeting, other
committees which has provided me
with solid knowledge, understanding
of processes.

Please attach a current resume, if possible.

Signature

Sandra Shaw

Date:

June 27, 2018

SANDRA SHAW



WORK EXPERIENCE

1981 - 2001

SENIOR MARKETING MANAGER, BANKBOSTON, FLEET

Managed corporate sponsorships, such as "ML Carr/Stand Tall Against Drugs", "BankEd/Supersavers" with Public Schools throughout New England, and other civic sponsorships, such as Walk for Hunger and the AIDS Walk. Also managed Bank sports sponsorship programs with Senior PGA Tour at Nashawtuc CC, the Boston Celtics, New England Patriots, and Pedro Martinez. Also represented Presenting Sponsor Bank of Boston, on the Board of the Massachusetts Senior Games, which the Bank co-founded with the city of Springfield in 1990.

EDUCATION

Lexington High School

University of Massachusetts, Amherst, B.A. Education/Sociology

SKILLS

- Organizational, communication, and promotional skills which were necessary for managing the Bank's various community public relation sponsorships.
- As a Lexington resident for more than 70 years, with much community volunteer experience – I believe I can be an effective CCPAC member.

TOWN ACTIVITIES

Recreation Committee, 1991 – 2018, Past Chair; Lexington Community Preservation Committee, 2006 - 2018; Lexington Bicycle Advisory Committee, 1993 – 2018; Friends of the Bikeway Volunteer; Town Meeting, 1977 – today; LEF Board of Directors, 2003 – 2004; League of Women Voters, Past President; School Committee, 1979 – 83; Hancock Church; FISH driver; Food Pantry Volunteer.

My interest in joining this committee grows out of my commitment to support and advocate for the continued growth of our excellent Town Resource – the Lexington Community Center. It is crucial that we work to ensure that the Community Center will serve all of Lexington's citizens, addressing the needs of a diverse community. I believe that my long-time experience with the Recreation Committee and the Community Preservation Committee has equipped me to serve on the CCPAC.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Annual Review - Comptroller

PRESENTER:

Carl F. Valente, Town Manager

ITEM NUMBER:

C.1

SUMMARY:

The Assistant Town Manager for Finance is appointed by the Town Manager, and also serves as Comptroller, and is appointed by the Board as Selectmen. As such, both the Town Manager and Board approves the annual performance review for Ms. Kosnoff.

SUGGESTED MOTION:

To approve and sign the annual performance review for Carolyn Kosnoff, Assistant Town Manager for Finance/Comptroller.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

ATTACHMENTS:

Description	Type
□ Annual Review-Comptroller	Backup Material

**TOWN OF LEXINGTON
SENIOR MANAGEMENT REVIEW**

PERFORMANCE EVALUATION FORM

EMPLOYEE NAME: Carolyn Kosnoff

EMPLOYEE TITLE: Assistant Town Manager for Finance/Comptroller

SUPERVISOR: Carl F. Valente, Town Manager

DATE OF EVALUATION: July 23, 2018

REVIEW PERIOD: July 1, 2017 – June 30, 2018

PART I

PERFORMANCE OBJECTIVES AND PROFESSIONAL DEVELOPMENT PLAN

The Senior Manager and his/her supervisor will develop a list of Performance Goals / Objectives to be accomplished during the review period. Assessment of progress toward prior year goals /objectives will be part of the annual evaluation review. Performance goals / objectives are the major end results for which an employee is accountable and are durable benchmarks from which all activities stem. Steps to prepare for developing effective performance objectives are as follows:

- Establish a clear understanding of the position's responsibilities, focusing on key duties and responsibilities
- State what the position is intended to accomplish, focusing on measurable desired results
- Relate the Senior Manager's performance objectives to the position's responsibilities, departmental goals, and organizational objectives
- Include planning, project, and developmental objectives

A. Prior Year Goals

Carolyn and I established the following goals for this past year:

- Address staffing and workload issues in the Assessor's office. This includes evaluating staff and contract services, department priorities and aligning the staff and workload to meet the DOR recertification requirements. *Status: Largely accomplished. New staff have been hired and staff reporting assignments changed. Continued work on the management of the department is necessary.*
- Undertake all data collection, analysis and presentation materials for Financial Summits 1-5. *Status: Completed.*
- Provide Town Manager and Selectmen with financial information necessary to support the October 2017 Special Town Meeting and potential debt exclusion vote. *Status: Completed. Debt Exclusion vote called by Selectmen approved by voters.*
- Update the debt service/capital stabilization fund model. *Status: Completed.*
- Prepare the analysis for the FY18 water and wastewater rates. *Status: Completed.*
- Oversee the Assessors analysis for the FY18 tax rate. *Status: Completed.*
- Begin the process of creating an electronic archiving system for the Comptroller's Office. *Status: Carolyn has secured funding to implement Tyler Content Manager, which will allow for automated processing, electronic document storage and the reduction of paper going forward. This Munis module will be installed and implemented as part of the greater General Ledger project. Regarding the existing paper backlog, multiple Finance staff have been trained by IT on the use of Laserfiche and creating an*

electronic archive. The next step is to create a full inventory of the departments' records (type, purpose, age and location) and a corresponding retention schedule which is consistent with the requirements of state law.

When the inventory is complete we will prioritize what should be scanned/archived and what we can petition for destruction.

- Explore unused MUNIS modules and potentially new cloud-based programs for the annual budget. *Status: Completed and funding included in FY19 budget for this process.*
- Begin to document departmental policies and guidelines for accounting, budgeting, and investing. *Status: This project is in the beginning phases of an ongoing project. Carolyn has made progress in creating internal procedure documents for Comptroller's Office processes, but there is still much to be reviewed and discussed in terms of policy and guidelines for all Finance functions including Accounting, Budget, Procurement, Investing and general financial management.*

B. Upcoming Year Goals

Carolyn and I have established the following goals for the coming year:

- Create a financial impact analysis and funding plan for the Fixed Net meter reading system on Water and Sewer Enterprise funds and rates. Partner with the DPW team to advance this project to the Fall STM.
- Update the debt service/capital stabilization fund model to incorporate new projects and a potential high-school construction project.
- Implement supplemental tax billing in FY 2019.
- Complete planning and development of a new Chart of Accounts in MUNIS and begin the implementation process.
- Coordinate and oversee the implementation of new MUNIS Content Manager module as a means to electronic processing and archiving in the Comptroller's Office.
- Convert the current budget process and quarterly budget monitoring to the Wdesk platform.
- Partner with the DOR to evaluate the impact of Personal Property depreciation on the residential tax base.
- Transition town departments to a new Procurement Card vendor and update P-card policies and guidelines.
- Continue to evaluate departmental policies and guidelines for accounting, budgeting, and investing. Create and update policies and procedures as needed.

C. Professional Development

We have discussed the importance of participating in professional development opportunities, given that Carolyn is new to municipal finance. Examples of professional development options include:

- Participating in MGFOA programs, seminars and conferences.

- Calling on other finance colleagues for technical support.
- Attending the IG's Office Procurement seminars.
- Attending the DOR's legal update seminar.

**PART II:
OVERALL PERFORMANCE SUMMARY**

This section indicates the supervisor's conclusions as to the employee's overall level of performance. Given the performance expectations for seasoned Manager's and the achievement of the annual goals and objectives, the employee's overall performance can be summarized as:

Carolyn has completed 18 months as Assistant Town Manager for Finance. This is her first annual review in this role.

I could not be more pleased with the progress Carolyn has made in understanding municipal finance and Lexington's financial management systems, processes and documents. Not only is she a quick study, but is comfortable asking other staff, colleagues, DOR or municipal finance consultants to explain to her what she does not fully understand. This will serve her well going forward. Given the depth and breathe of this area of finance, I hope she will continue to use available opportunities for on-going training and professional development in this area.

While Carolyn's workload can only be described as 'crushing' is was exacerbated this past year by the unanticipated resignation of the Town Accountant, the challenge of hiring a new town accountant who resigned a few months later, and the resignation of the Purchasing Director. In this context, Carolyn has not had the opportunity to completely embrace her role as Assistant Town Manager for Finance/Comptroller. That being said, she is taking on two significant projects this coming year: preparations for a MUNIS upgrade/new chart of accounts and the implementation of WDesk, a financial presentation application. Even in the face of staff turnover and workload demands, she has a vision on how to improve the operations of the Department.

It has been an absolute pleasure working with Carolyn. I appreciate her attention to detail (a crucial trait); long hours and hard work; dedication to the Town; and ability to calmly address the many challenges presented to her. I believe she will have a very successful career in local government/municipal finance.

As provided in Section 8 of Carolyn's employment agreement, I am approving a 3 percent merit increase, for an annual salary of \$134,350, effective July 1, 2018.

**PART IV:
SIGNATURES**

SENIOR MANAGER

I have reviewed this document and discussed the contents with my supervisor. I understand that my signature does not necessarily indicate agreement with the evaluation contained in this document, and that I may attach written comments which will be reviewed by senior management staff and included with this form in my personnel file.

Comments:

ASSISTANT TOWN MANAGER FOR FINANCE/COMPTRROLLER

Date: **Signature:** _____

ASSISTANT TOWN MANAGER

Date: **Signature:** _____

HUMAN RESOURCES DIRECTOR

Date: **Signature:** _____

CHAIRMAN, BOARD OF SELECTMEN

Date: **Signature:** _____

TOWN MANAGER

Date: **Signature:** _____

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve One-Day Liquor License

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.2

SUMMARY:

The Czech and Slovak Association has requested a One-Day Liquor license to serve beer and wine for their Czech and Slovak Harvest Festival to be held at Sacred Heart Parish, 21 Follen Road, on Saturday, October 13, 2018 from 5:00 p.m. to 11:00 p.m.

SUGGESTED MOTION:

Move to approve consent.

FOLLOW-UP:

Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

ATTACHMENTS:

Description	Type
☐ Czech and Slovak Assoc. Application	Backup Material



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**

**APPLICATION FOR
ONE-DAY LIQUOR LICENSE**

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

BUSINESS/FUNDRAISING ORGANIZATION: CZECH AND SLOVAK ASSOCIATION

CONTACT NAME AND NUMBER: ESTERAMLCH

ADDRESS FOR MAILING: 398 MERIDIAN STR, E. BOSTON MA
02128

EMAIL ADDRESS: _____

TITLE/PURPOSE OF EVENT: CZECH AND SLOVAK HARVEST FESTIVAL

LOCATION AND ADDRESS: SACRED HEART PARISH, 81 FOLLEN RD

DATE OF FUNCTION: OCTOBER 13, 2018 LEXINGTON, MA
02421

TIMES OF FUNCTION: 5-11PM

TYPE OF LIQUOR TO BE SERVED: WINE and BEER

DATE AND TIME WHEN LIQUOR DELIVERED: OCTOBER 13, 2018
4PM-

DATE AND TIME WHEN LIQUOR REMOVED: OCTOBER 13, 2018 11PM

ADDITIONAL INFORMATION: CZECH AND SLOVAK FAMILY EVENT
WITH TRADITIONAL FOLK SINGING and DANCING

Ester Amelch

Authorized Signature

Federal Identification No. or

Social Security Number

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve and Sign Proclamation

PRESENTER:

ITEM NUMBER:

C.3

SUMMARY:

Request to the Board to approve and sign a proclamation recognizing the 25th anniversary of the Minuteman Bikeway.

SUGGESTED MOTION:

Motion to approve the consent agenda.

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

ATTACHMENTS:

Description	Type
☐ 2018 Minuteman Bikeway	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: Twenty-five years ago, the Minuteman Commuter Bikeway was completed and dedicated in 1993 as the 500th rail-trail in the country; and

Whereas: in 2008, the bikeway was the fifth rail-trail in the country to be inducted into the Rail-Trail Hall of Fame by the national Rails-to-Trails Conservancy, in recognition of its “scenic value, high use, trail amenities, historical significance, community connections, and geographic distribution,”; and

Whereas: the success of the bikeway has inspired countless rail-trail and pathway projects in New England and beyond; and

Whereas: the presence of the bikeway is an economic asset as well as a recreational and transportation resource, given the popularity of bicycling and the increasing number of visitors who travel to Lexington via the bikeway; and

Whereas: as we celebrate the past 25 years of “Going Places on the Minuteman Bikeway,” we look forward to a trail that is part of a robust, regional bicycle transportation network; and

Whereas: the Friends of Lexington Bikeways, Munroe Center for the Arts, Cary Memorial Library, the Bicycle Advisory Committee, the Lexington Historical Society, the Tourism Committee, and other partners in Lexington as well as in Arlington and Bedford, are planning activities to celebrate “25 Years of Going Places on the Minuteman Bikeway,” culminating in a three-town celebration along the bikeway and in town centers,

NOW, THEREFORE, WE, THE BOARD OF SELECTMEN of the Town of Lexington, Massachusetts, do hereby proclaim Saturday, September 29, as

Minuteman Bikeway Day

In the Town of Lexington. We urge all citizens to take the opportunity to celebrate the bikeway’s success by visiting events being planned for September 29 along the bikeway and on the Visitors Center lawn.

IN WITNESS WHEREOF, we have set our hands and caused the seal of Lexington to be affixed herewith on the 23rd 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:

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

PRESENTER:

Carl F. Valente, Town Manager

ITEM NUMBER:

ES.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:

7/23/2018

10:05 p.m.

ATTACHMENTS:

Description

Type

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Exemption 3: Collective Bargaining Update - Lexington Police Association and Superior Officers (20 min.)

PRESENTER:

Carl F. Valente, Town Manager

ITEM NUMBER:

ES.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 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:

7/23/2018

10:25 p.m.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Anticipated Adjournment

PRESENTER:

**ITEM
NUMBER:**

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

7/23/2018

10:45 p.m.