

SELECTMEN'S MEETING
Monday, August 6, 2018
Town Office Building, 1625 Massachusetts Avenue, Selectmen's Meeting Room
7:30 PM

AGENDA

PUBLIC COMMENTS

Public comments are allowed for up to 10 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Members of the Board will neither comment nor respond, other than to ask questions of clarification. Speakers are encouraged to notify the Selectmen's Office at 781-698-4580 if they wish to speak during public comment to assist the Chairman in managing meeting times.

SELECTMAN CONCERNS AND LIAISON REPORTS

TOWN MANAGER REPORT

ITEMS FOR INDIVIDUAL CONSIDERATION

- | | |
|--|------------|
| 1. Request to Support Affordable Housing (Local Initiative Project) on 952 Waltham St. (15 min.) | 7:35 p.m. |
| 2. Review LexHab Proposal for Housing Assistance Program for Municipal and School Employees (15 min.) | 7:50 p.m. |
| 3. Presentation on National Development/Belmont Country Club Proposed Development and Rezoning (30 min.) | 8:05 p.m. |
| 4. Approve Bikeway 25th Anniversary Plans (15 min.) | 8:35 p.m. |
| 5. DPW Update: Emerald Ash Borer Pest (15 min.) | 8:50 p.m. |
| 6. Update on Center Streetscape Project (10 min.) | 9:05 p.m. |
| 7. Update: Hartwell Ave. Compost Site Operations (15 min.) | 9:15 p.m. |
| 8. Approve Memorandum of Agreement with Various Bargaining Groups Regarding Detail Rates (5 min.) | 9:30 p.m. |
| 9. Selectmen's Goal Setting-Revisions and Ranking of Goals (20 min.) | 9:35 p.m. |
| 10. Revise Number of Members on Historic Districts Commission Ad Hoc CH. 447 Revisions Study Committee Charge (5 min.) | 9:55 p.m. |
| 11. Selectmen - Committee Appointments/Resignation (5 min.) | 10:00 p.m. |

CONSENT AGENDA

1. Approve Minutes
2. Approve One-Day Liquor Licenses
3. Re-Sign Amended Memorandum of Understanding - 509 Woburn Street
4. Water & Sewer Commitments

EXECUTIVE SESSION

1. Exemption 3: Collective Bargaining Update - Lexington Police Association, Superior Officers and DPW Union (20 min.) 10:10 p.m.

ADJOURN

1. Anticipated Adjournment 10:30 p.m.

The next regularly scheduled meeting of the Board of Selectmen is scheduled for Monday, August 27, 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:

Request to Support Affordable Housing (Local Initiative Project) on 952 Waltham St. (15 min.)

PRESENTER:

Mr. Hongsheng Tang and Mr. Ernst
Dorante

ITEM NUMBER:

I.1

SUMMARY:

Mr. HongSheng Tang will present a concept of affordable housing units (Local Initiative project) for 952 Waltham Street to the Board.

SUGGESTED MOTION:

NA

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

7:35 p.m.

ATTACHMENTS:

Description	Type
❑ Letter / Proposed Plans for 952 Waltham Street	Backup Material
❑ Letter of Support from Residents for 952 Waltham St	Backup Material
❑ Affordable Housing Project at 952 Waltham	Backup Material

Hongsheng Tang
952 Waltham Street
Lexington, MA 02421



July/19/2018

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

Dear Board of Selectmen,

During the past several months, I have been discussing the possibility of adding affordable housing units in my current lot at 952 Waltham street with the directors of the planning office, the selectmen, the neighbors(some residents across the town), regional housing services office, Masshousing and DHCD(Department of Housing and Community Development), etc. I got many constructive and supportive suggestions and comments.

I would like to make a request to add this item onto the August 6th Board of Selectmen meeting agenda, so I can get official comments from the Board of Selectmen.

I believe that 952 Waltham Street is well suited for the affordable housing development, and this development will certainly help to meet the considerable demand of affordable housing, and will also help promote and maintain socioeconomic diversity of Lexington.

Thank you very much for your time and consideration in this project!

Sincerely,


Hongsheng Tang

Basic information of Affordable Housing Project
At 952 Waltham Street

Lot Size: 0.57 acres.

Current Zoning: RO.

Frontage: 125 ft.

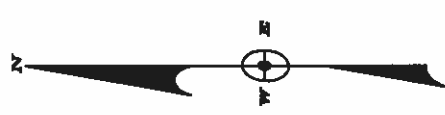
Proposing:

12 Rental Units (8 units of three bed room, 4 units of two bed room).

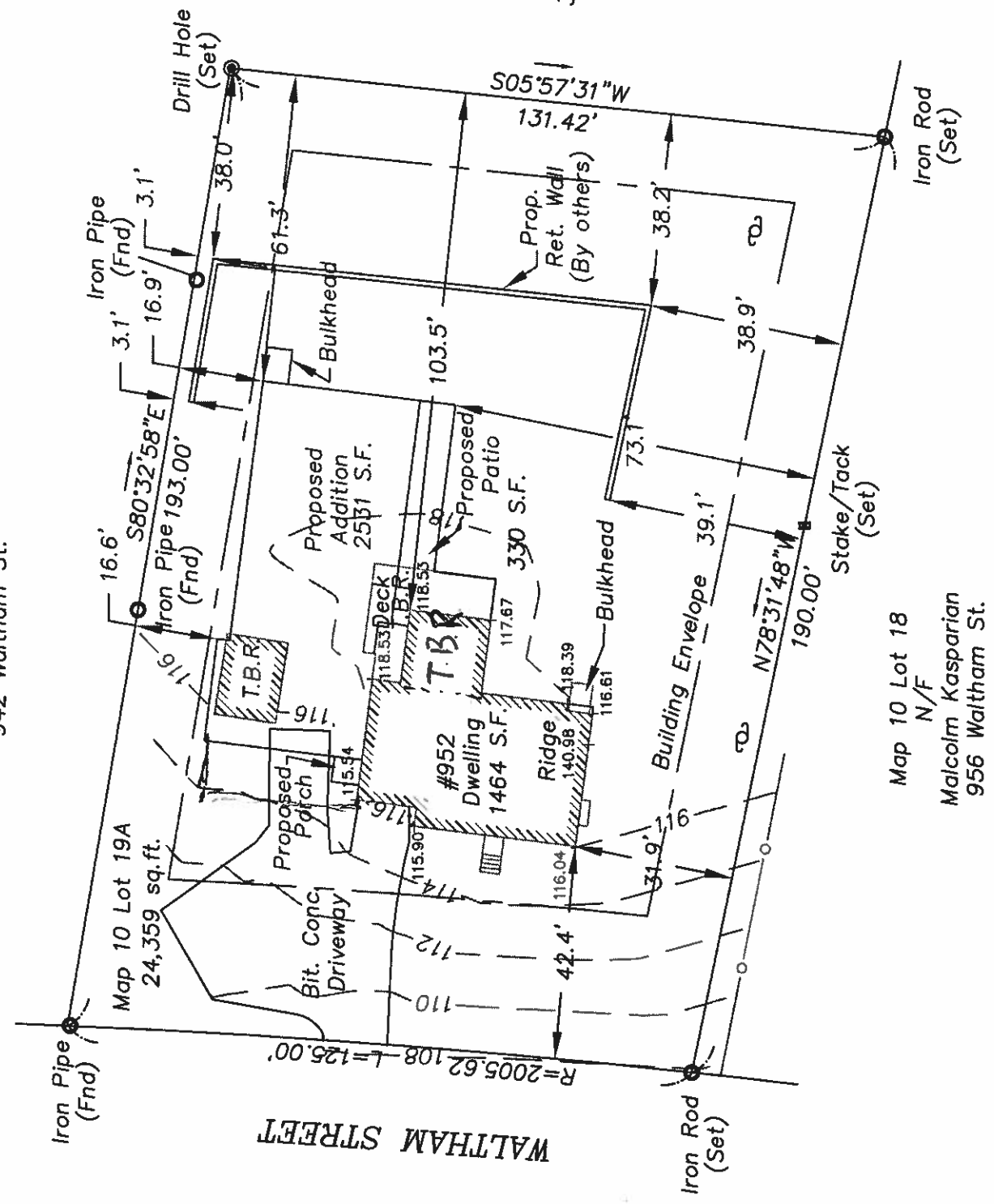
Parking: 19 parking with two handy cap parking.

Bike Rack: 2.

Solar Panel on Roof.



Map 10 Lot 20
N/F
Nicholas Cannalanga
942 Waltham St.



Map 10 Lot 19B
N/F
Michael Super
354 Concord Ave.

Map 10 Lot 18
N/F
Malcolm Kasparian
956 Waltham St.

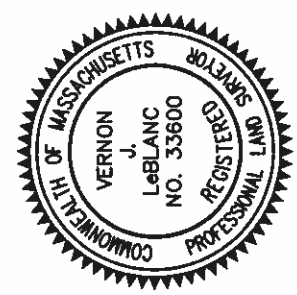
GRADE @ HOUSE CORNERS	
116.04	
115.90	
115.54	
118.53	
118.53	
117.67	
118.39	
116.61	
937.21/8=117.15	
117.15 AVERAGE EXISTING GRADE	
RIDGE HEIGHT = 140.98	
Basement Floor - 110.52	
Basement Ceiling - 117.87	

PROPOSED PLOT PLAN
952 WALTHAM STREET
LEXINGTON, MASSACHUSETTS

Prepared By
LeBlanc Survey Associates, Inc.
161 Holten Street
Danvers, MA 01923
(978) 774-6012

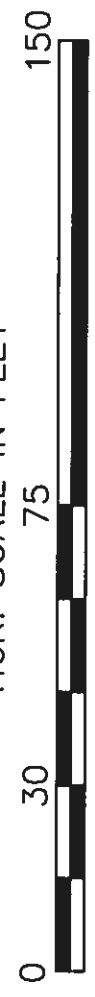
ZONING DISTRICT - R0

- REFERENCES:
- 1) Deed Book 53827 Page 108
 - 2) Plan #21 of 1974
 - 3) Plan #212 of 1969
 - 4) Plan #73 of 1946
 - 5) Plan #1592 of 1946
 - 6) 1926 County Layout of Waltham St.
 - 7) 1945 County Layout of Concord Ave.

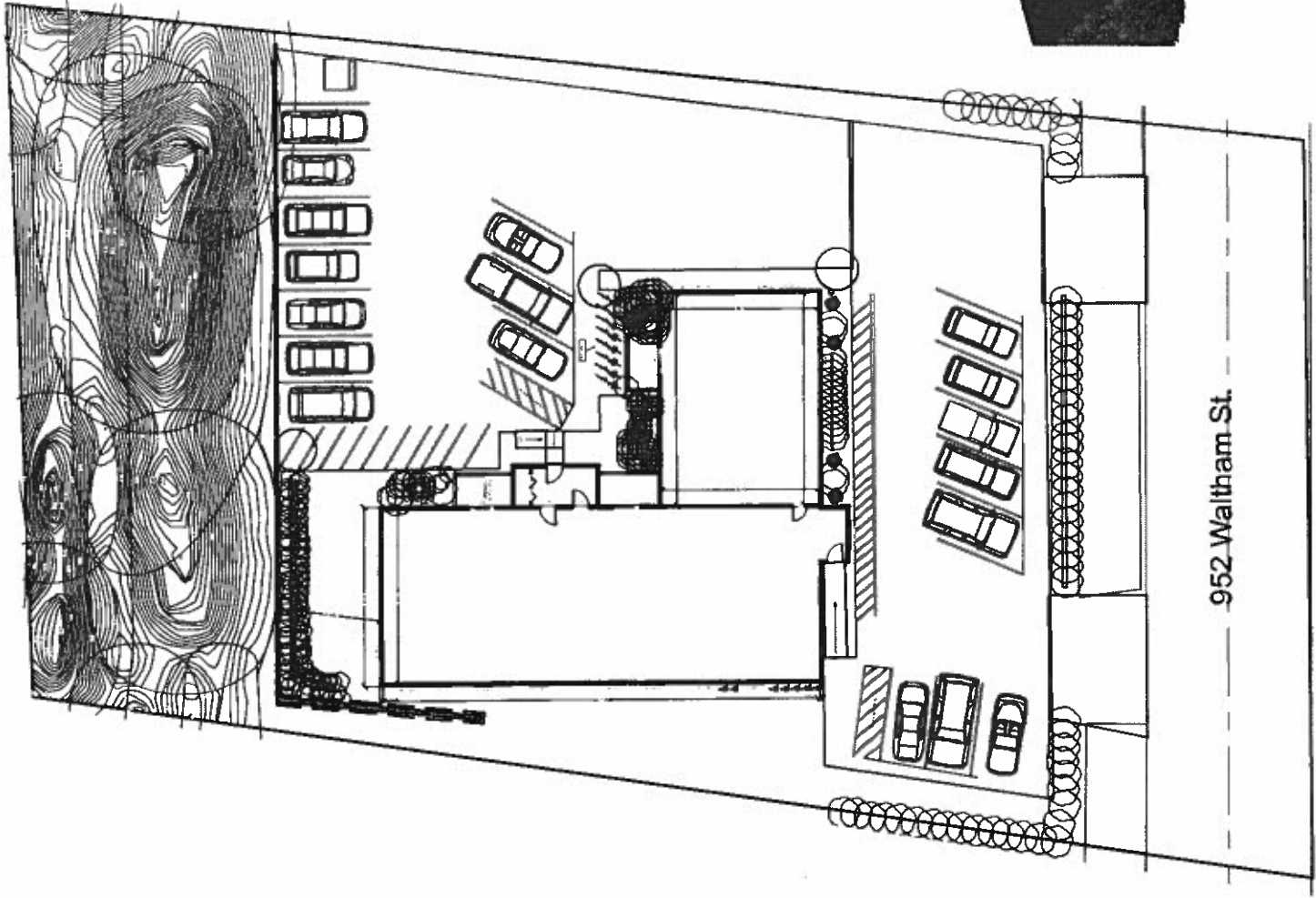
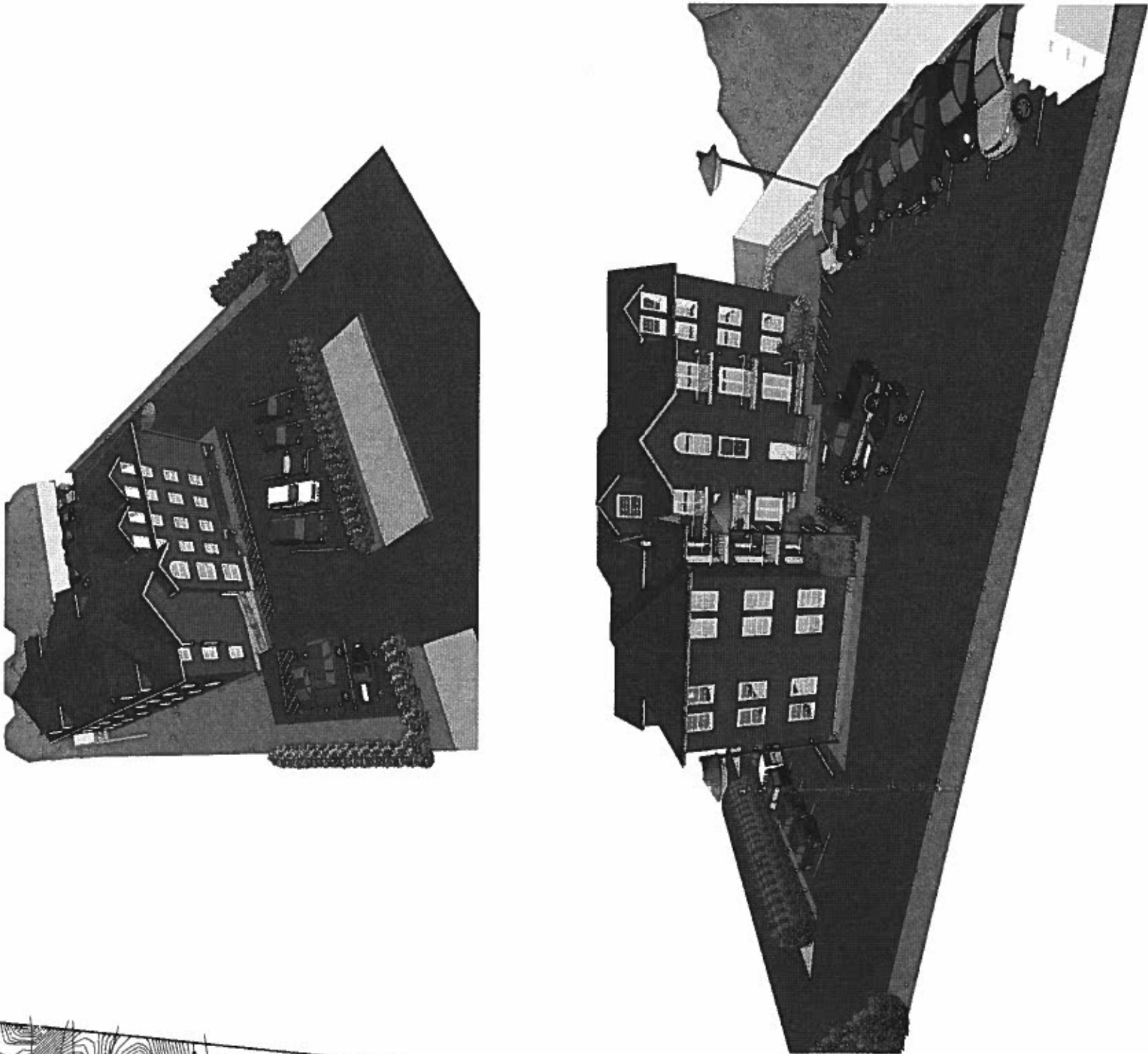


March 31, 2017 Scale: 1"=30'
Revised June 15, 2017
Revised October 18, 2017

HOR. SCALE IN FEET



DRAWINGS PROVIDED BY: Ernst Dorante		PROJECT DESCRIPTION: 952 Waltham St. Lexington		SHEET TITLE: SHEET TITLE		NO. DESCRIPTION BY DATE		DATE:		SCALE:		SHEET: A-1	
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Dear Board of Selectmen:

This letter is to affirm strong support for the Tang family's application to add affordable rental housing units at 952 Waltham Street.

While we are proud of living in thriving Lexington, we are all aware that the housing and rental prices are far beyond the reach of most of the working families, but even with such a high price, they are still in low inventory and high demand. Lexington is in urgent need for more affordable housing units. This development in 952 Waltham Street will certainly help to meet the considerable demand for affordable housing in Lexington.



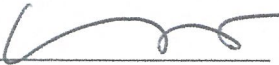
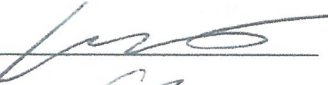


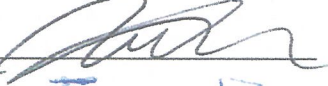



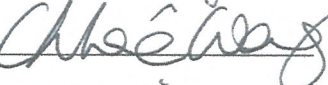

As a neighbor, I/We believe that 952 Waltham Street is well suited for such a development, as it is close to grocery stores, business offices, public transportation and highways.

As a Lexingtoner, I/We strongly believe that this development is promoting diversity in our neighborhood and schools. It will benefit our community in the long run.

This development will be an asset to our community, so I/We strongly support it.

Sincerely,

Signature <u>[Signature]</u>	Address <u>983 WALTHAM ST MA 02421</u>	<u>6/10/2018</u>
Signature <u>[Signature]</u>	Address <u>979 Waltham St MA 02421</u>	<u>6/10/2018</u>
Signature <u>[Signature]</u>	Address <u>942 WALTHAM ST. Lexington</u>	<u>6/11</u>
Signature <u>[Signature]</u>	Address <u>66 Allen St.</u>	
Signature <u>[Signature]</u>	Address <u>365 Concord Ave. Lexington MA 02421</u>	<u>6/10/2018</u>
Signature <u>[Signature]</u>	Address <u>20 April Ln, Lexington, MA 02421</u>	
Signature <u>[Signature]</u>	Address <u>9 Bicentennial Dr Lexington, MA 024</u>	

Signature 	Address <u>60 Besturell Rd, Lexington, MA 02420</u>
Signature <u>Huiling</u>	Address <u>4233 Lexington Ridge Dr, Lexington MA 02421</u> 6/1
Signature <u>Hao Hu</u>	Address <u>7124 Lexington Ridge Dr.</u> 02421 6/10/201
Signature 	Address <u>391 Lincoln St.</u> 02421 06/10/2
Signature 	Address <u>21 Nichols Road, Lexington, MA 0</u>
Signature 	Address <u>3 Hill St. Lexington, MA 02421</u>
Signature 	Address <u>8 Augustus Rd, Lexington</u>
Signature <u>ze</u>	Address <u>367 Waltham St. Lexington</u>
Signature 	Address <u>42 Ward St. Lexington MA 02421</u>
Signature 	Address <u>21 Welch Road, Lexington, MA 02421</u>
Signature <u>J. S.</u>	Address <u>9 Lincoln Ter, Lexington</u>
Signature <u>Xiumei Wu</u>	Address <u>27 APRIL LN, Lexington, MA. 02421</u>
Signature <u>Maggie Zhou</u>	Address <u>46 Eldred ST Lexington MA 02420</u>
Signature 	Address <u>15 Augustus Rd Lexington, MA 02421</u>
Signature 	Address <u>165 Lincoln St.</u> 6/11/2018
Signature <u>Yanqin</u>	Address <u>166 Lincoln St.</u> 6/11/2018
Signature 	Address <u>48 Berk in</u> 6/11/18
Signature <u>Jean</u>	Address <u>44 Philips Rd, Lexington, MA, 02421</u> 6/11/18
Signature <u>Ziqiu Ying</u>	Address <u>7131 Lexington Ridge Dr, Lexington, MA 0242</u>
Signature 	Address <u>1132 Lexington Ridge Dr. Lexington, MA</u>
Signature <u>Maggie Zhou</u>	Address <u>5234 Lexington Ridge Dr, Lexington MA 02421</u>
Signature 	Address <u>229 Lincoln St.</u> 6/12/18

An Affordable Housing (Local Initiative) Project at 952 Waltham St.

Presentation to the Lexington Board of Selectmen

August 6th, 2018

Hongsheng Tang

952 Waltham St.

Lexington, MA 02421

Is Lexington House Affordable?

A median house costs \$70K annually while median household income is \$150K

According to
Realtor.com

\$1,200,000

Median Sales Price

\$495

Price Per Sqft

\$3,925

Median Rent Per Month

lexington.wickedlocal.com/news/20171212/lexington-home-values-up-pushing-2018-tax-bills-up

with the average home value rising to \$990,751, according to the tax packet,
the average homeowner's bill will increase by \$661.84, to **\$14,167.74**.

Annual Property Tax

\$14,000

Annual Mortgage

\$48,000

Other Cost

\$7,000

Mortgage Calculator

Purchase
Price:

\$990,000

Down
Payment:

20%

Loan Product:

30 yr fixed (4.18%)

Monthly Payment: \$3,962**

Principal & Interest: \$3,962

HOA Dues: \$0

Nearly 50% of Lexington Families Paying 50% of their Incomes to Housing?

A median house costs \$70K annually, it would need \$210K salary to support this house while median household income is only \$150K.
Are we in safe harbor?

If one of the couple had a setback in his/her career,
Economic cycles, Fed rate hike, trade wars could affect any of us.
But our children usually do not like to change school(friends)

Preference proposed for Lexington residents in this affordable housing project

Keep
Lexington
A
Vibrant
Place
To
Live



Lexington Housing Production Plan

"Affordable Housing: Goals and Strategies for
Lexington"

Funding provided by the Sustainable Communities
Regional Planning Grant Program

MARCH 2014

Prepared for:

Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

Lexington Board of Selectman:

Deborah Mauger, Chair
Norman Cohen
Peter C.J. Kelley
Michelle Ciccolo
Joseph Pato

Lexington Planning Board:

Charles Hornig, Chair
Michelle Ciccolo, Vice Chair
Nancy Corcoran-Ronchetti, Clerk
Richard Canale
Greg Zurlo

More Affordable Units Are Needed

Of Lexington's 1,329 affordable units, over 80% are affordable in perpetuity. However, the deed restrictions on 150 units could expire before 2020, including those on the 128-unit Katahdin Woods Apartments. Should all of these units expire, Lexington's SHI would be 9.9%, below the 10% threshold. For Lexington to maintain an SHI above 10%, it is important that the town work with owners of expiring units to recertify those rental units, as well as to add more units to the inventory by 2020. Additionally, because the SHI is determined using the total number of housing units from the most recent decennial census (the denominator) the number of SHI units (the numerator) must grow. That means that even if the number of SHI units stays the same, as more market rate units (owner or rental) are built, the SHI could fall below 10%.

It is also important to note that although Lexington has achieved the 10% SHI threshold, of the 1,329 units included in its inventory, only 663 – or less than half – are actually deed-restricted units affordable to households earning at or below 80% AMI. This is possible because M.G.L. s.40B allows rental developments where at least 25% of units are deed-restricted as affordable to include all units in the development on the SHI, even the 75% that are market rate. For example, Lexington reached its current SHI total with the 387-unit Avalon at Lexington Hills development, where 97 units are affordable, but all 387 units were counted on the inventory. Therefore, even though Lexington has achieved the 10% SHI mark, more units are needed for the low-income households earning below 50% and 80% AMI.

The Town of Lexington strives to promote and maintain the socioeconomic diversity

<https://www.lexingtonma.gov/planning-office/pages/housing-information>

We work with:

- the Lexington Housing Assistance Board (LexHAB),
- the Lexington Housing Authority,
- the Lexington Housing Partnership,
- and other non-profit housing providers, to acquire, build, and preserve affordable housing.



We also work with private developers and owners to offer access to affordable units created through local permitting processes.

Per. planning office website, Town of Lexington

The Town of Lexington strives to promote and maintain the socioeconomic diversity

lexingtonhousingpartnership.org/plans.htm

mortgage lenders.

- **Lexington Center:** If rezoned as a mixed use district, residential uses would be permitted above commercial buildings in Lexington Center. This could provide **affordable housing near businesses, services, and public transportation** supporting Smart Growth principles. The Partnership will support efforts of the Lexington Center Collaborative to examine the necessary zoning changes and the positive and negative aspects of the rezoning. There are major issues associated with providing sufficient parking and affordable housing. Obstacles to be overcome include the resistance to permit more housing in the center and the inclusion of upper stories in the center. The **Historical Districts** Commission must approve all physical changes and must be persuaded to allow Lexington to take on its historical multi-story look from the past.
- **Accessory Apartments:** The Town has encouraged affordable accessory apartments through the simplification of the zoning bylaws. Now it is also

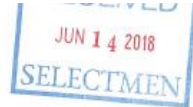


952 Waltham Street is well suited for affordable housing development

- ▶ It is far away from historical Lexington center
- ▶ It is steps away from grocery stores, business offices and services(dental, law, daycare, urgent care, etc.)
- ▶ It is close to public transportation ,highways, conservation land play area and jogging trails.

The Majority Neighbor and Many People Across the Town Support this Project

Dear Board of Selectmen:



This letter is to affirm strong support for the Tang family's application to add affordable rental housing units at 952 Waltham Street.

While we are proud of living in thriving Lexington, we are all aware that the housing and rental prices are far beyond the reach of most of the working families, but even with such a high price, they are still in low inventory and high demand. Lexington is in urgent need for more affordable housing units. This development in 952 Waltham Street will certainly help to meet the considerable demand for affordable housing in Lexington.

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 Signature [Signature] Address 44 Philips Rd. Lexington, MA. 02421 6/11/18
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 Signature [Signature] Address 1132 Lexington Ridge Dr Lexington, MA
 Signature [Signature] Address 5234 Lexington Ridge Dr Lexington, MA 02421
 Signature [Signature] Address 229 Lincoln St. 6/12/18

Proposing
168 Units

New school

Brookhaven

Brookhaven
New 49 Units

Professional
Buildings

This
Project

Wagon Wheel

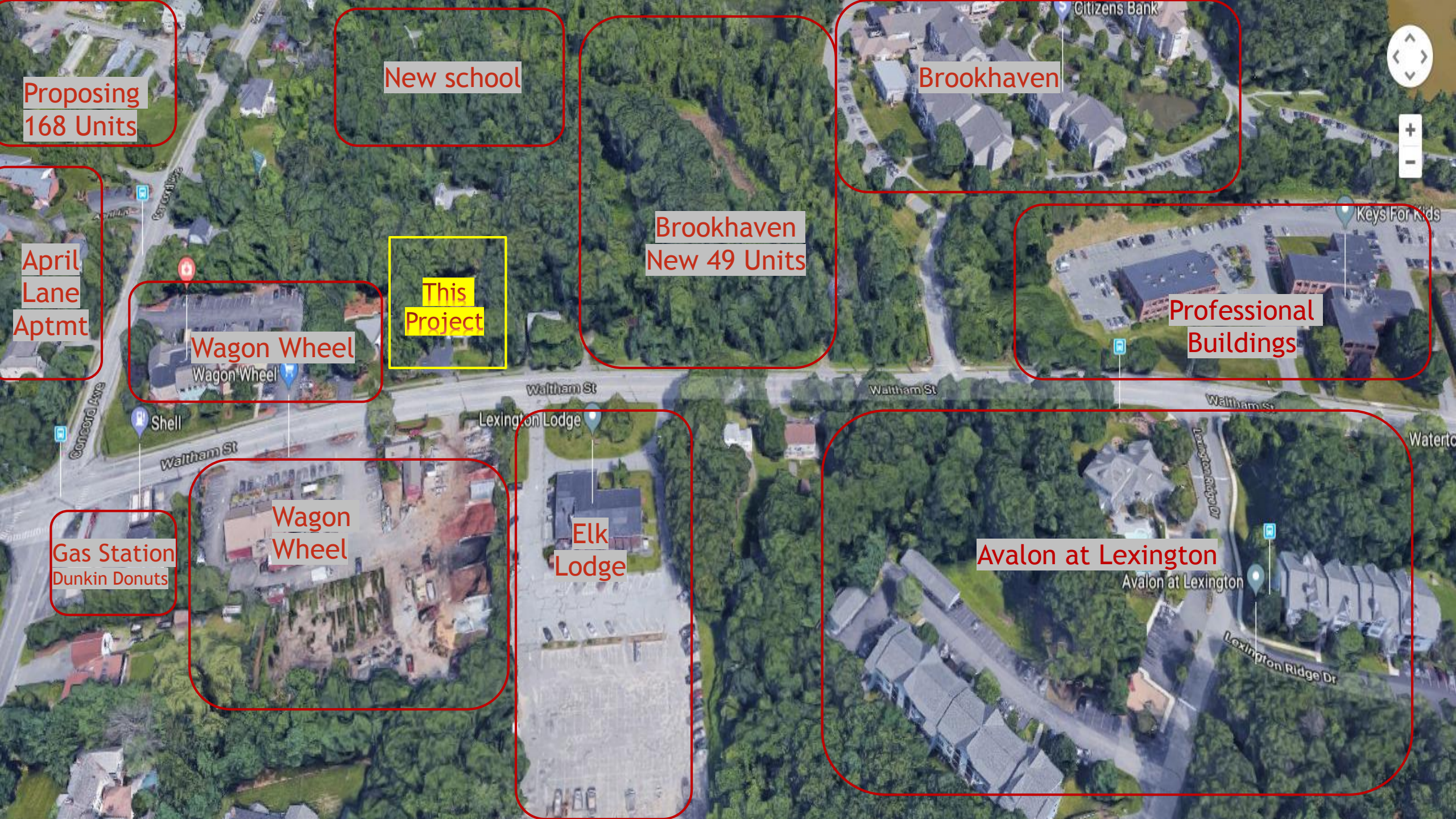
April
Lane
Aptmt

Gas Station
Dunkin Donuts

Wagon
Wheel

Elk
Lodge

Avalon at Lexington





Fawn Rosenberg DMD
FAGD, Lexington...

Wagon Wheel

This
Project

Brookhaven
New 49 Units

Northeast Insurance
Agency, Inc

Access to Money

Shell

Wagon Wheel

Waltham St

Waltham St

Waltham St

Waltham St

Dunkin' Donuts

Gas Station
Dunkin Donuts

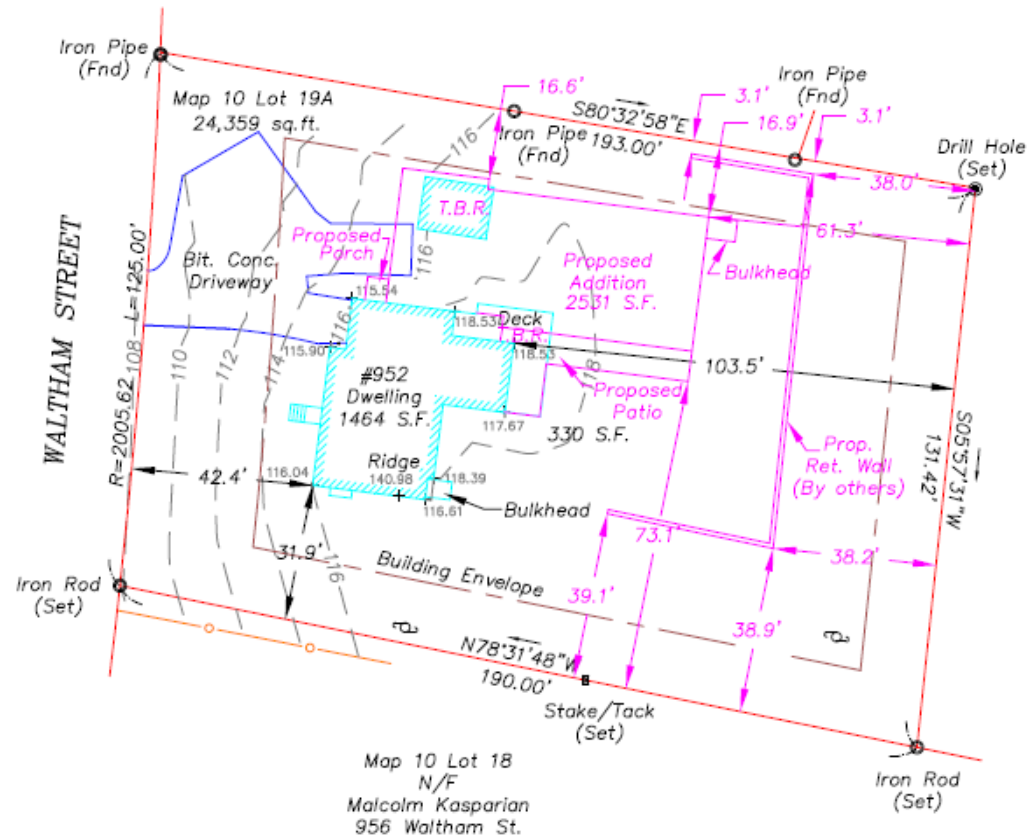
Wagon Wheel

Elk Lodge

Lexington Lodge

Google

We have a Building Permit and Foundation Dug already



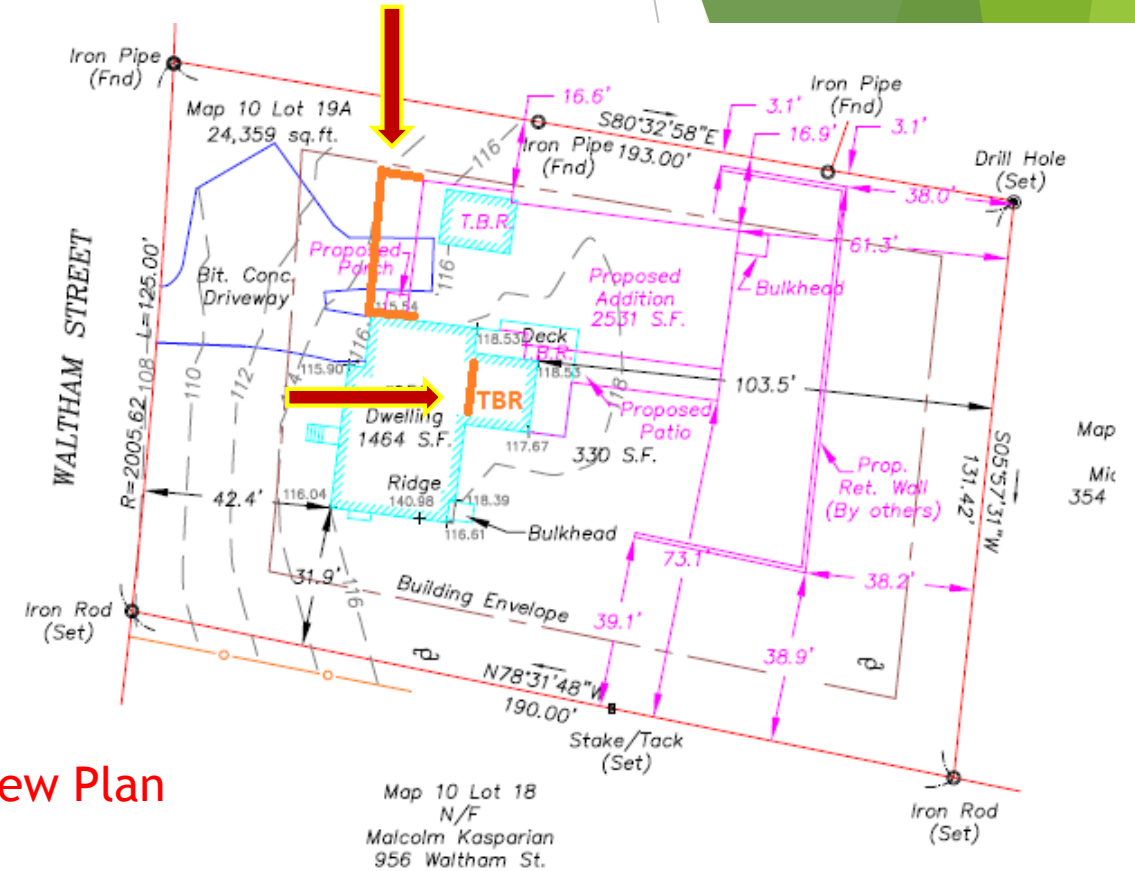
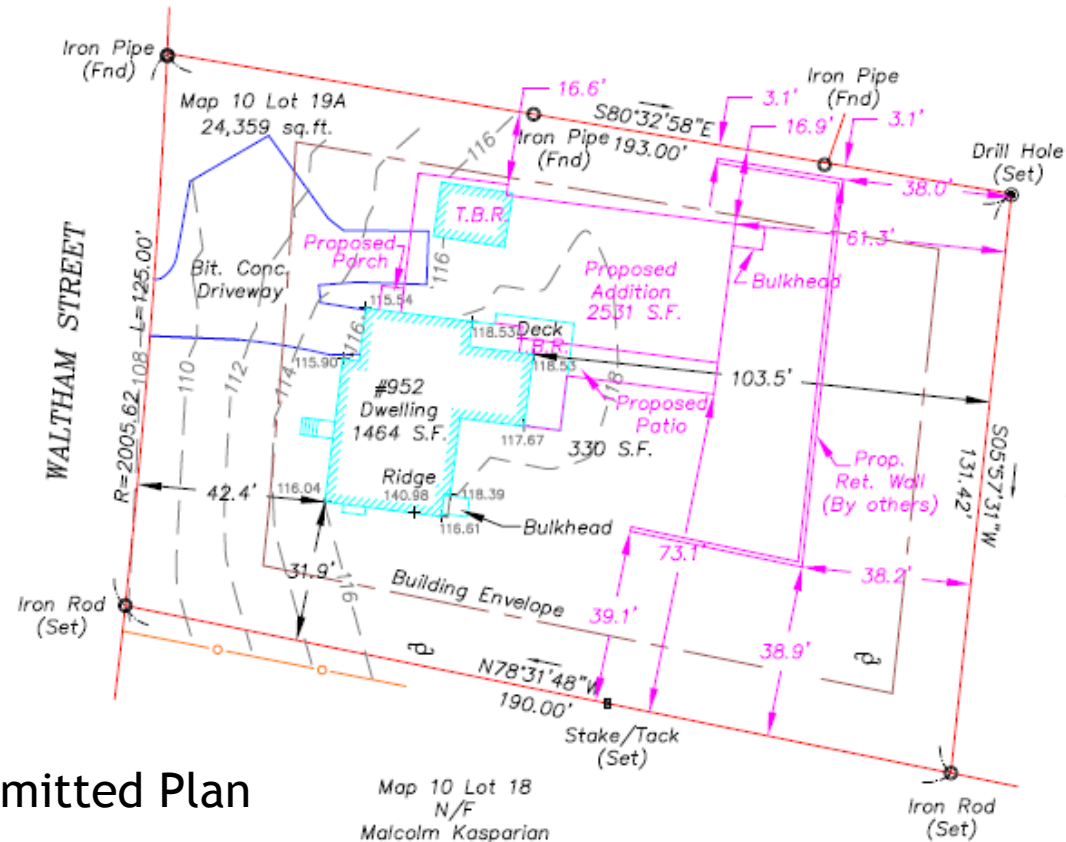
ZONING DISTRICT - RO

REFERENCES:

- 1) Deed Book 53827 Page 108
- 2) Plan #21 of 1974
- 3) Plan #212 of 1969
- 4) Plan #73 of 1946
- 5) Plan #1592 of 1946
- 6) 1926 County Layout of Waltham St.
- 7) 1945 County Layout of Concord Ave.



With Minor Modifications of our Permitted Plan Big Difference in term of Units



ZONING DISTRICT - RO

REFERENCES:

- 1) Deed Book 53827 Page 108
- 2) Plan #21 of 1974
- 3) Plan #212 of 1969
- 4) Plan #73 of 1946
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ZONING DISTRICT - RO

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- 1) Deed Book 53827 Page 108
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- 3) Plan #212 of 1969
- 4) Plan #73 of 1946
- 5) Plan #1592 of 1946
- 6) 1926 County Layout of Waltham St.





Project Top View

- 12 Rental Units (two or three bedrooms)
- 3(25%) affordable units; 12 counted in SHI census
- 19 parking with 2 handicapped parking spaces
- 2 bike racks
- Fitness center in basement

Project Rear View

It has 3.5 stories, 39.6ft height(< zoning max height),
gas heating, solar panel on roof, fire sprinkler system



Current Front View from Waltham St.



Front View from Waltham St. After



Summary

- ▶ Nearly 50% of Lexington families are paying 50% of their income directly to housing(?). Some might be over-stretched.
- ▶ Economic cycle, Fed rate hike and trade wars might have some impacts on our housing market.
- ▶ 952 Waltham St is well suited for the affordable housing project with many support.
- ▶ I will live in and manage the property directly, and will make sure: preference for Lexington residents
- ▶ Timeline: Foundation dug, should be completed within one year once approved.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Review LexHab Proposal for Housing Assistance Program for Municipal and School Employees (15 min.)

PRESENTER:

Bill Kennedy, LexHab; Bill Dailey, Jr.

ITEM NUMBER:

I.2

SUMMARY:

No vote is requested for this agenda item.

Representatives from LexHab would like to see if the Board of Selectmen will support a survey/evaluation to evaluate the level of interest by Municipal and School employees if LexHab could make housing available to those employees who wish to live in Lexington.

If supported by the Board, a survey of Town employees would be sent out in September. A draft of the survey is attached.

SUGGESTED MOTION:

NA

FOLLOW-UP:

NA

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

7:50 p.m.

ATTACHMENTS:

Description	Type
□ LexHAB Survey	Cover Memo

To: Town of Lexington Municipal and School Employees

RE: HOUSING ASSISTANCE PROGRAM

The Lexington Board of Selectmen and Lexington Housing Assistance Board (LexHab), the Town's housing agency, are interested in developing a program for municipal and school employees who would like to find housing within the town of Lexington. Several ways of providing this assistance are being evaluated. We are now reaching out to employees to determine if there is an interest in this type of program and, if so, which options are appealing.

Some of the options that are being discussed include:

1. allowing employees to rent one of the Lexington single family or apartment units owned by LexHab;
2. providing employees with assistance in finding an affordable home in Lexington to purchase;
3. providing employees with a rent-to-ownership option for a Lexington home; and

Would you please take a moment to complete this survey and return it to the **Town's Human Resources Department** no later than **September 30, 2018**?

Please complete through Question #4 even if you are not interested in this program.

Xxx	Julie Hackett	Suzanne Barry, Chairman	William Kennedy
Town Manager	Superintendent of Schools	Board of Selectmen	LexHab

1. Are you a Municipal _____ or School _____ employee?

2. What is your age?

20-35 _____ 36-50 _____ 51+ _____

3. Which housing option(s) would be appealing to you? **Check all that apply.**

_____ Renting

_____ Rent to ownership program (a portion of your rent is devoted towards a future down payment on that property)

_____ Purchasing a single family home

_____ None at this time

4. How soon would you be interested in this program?

- _____ Not at this time. (*No need to go further. Please hit the submit button at the end of Survey.*)
- _____ 1-2 years
- _____ 3-5 years
- _____ Not sure

5. What size unit would you be interested in purchasing/renting?

- _____ 1-2 bedrooms
- _____ 2-3 bedrooms
- _____ 3-4 bedrooms
- _____ Other (explain): _____

6. If the following were available, which would you be interested in? **Check all that apply.**

- _____ Assistance with finding a realtor
- _____ Assistance with finding a bank for pre-approval for a mortgage.
- _____ Assistance with finding a closing attorney
- _____ Low interest loan to assist with the down payment for purchasing a home
- _____ None of these programs at this time.

7. Any other comments/suggestions:

THANK YOU FOR PARTICIPATING!

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Presentation on National Development/Belmont Country Club Proposed Development and Rezoning (30 min.)

PRESENTER:

Ted Tye, National Development: John
Farrington, Counsel

ITEM NUMBER:

I.3

SUMMARY:

No vote is requested for this agenda item.

Ted Tye, National Development's Managing Partner, would like to reintroduce the Senior Housing Proposal and update the Board on where the Project now is.

SUGGESTED MOTION:

NA

FOLLOW-UP:

NA

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

8:05 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Presentation - 55-56 Watertown Street	Presentation
<input type="checkbox"/> Public Comment - Cronin	Backup Material

Waterstone at Lexington Bridges at Lexington

Senior Housing Communities



Presentation to the Lexington Board of Selectmen
August 6, 2018

National Development
Ted Tye, Managing Partner



Agenda

- Introduction – National Development
- Location and Area Context
- Project Overview
- Plans and Preliminary Renderings
- Community Outreach & Feedback
- Updates
- Timeline

National Development

- Based in Newton, 30+ years track record
- Core value of working closely with communities to achieve positive results
- Diverse projects – senior housing, residential, office, hotel and retail
- Representative projects: Ink Block (Boston), The District Burlington, MarketStreet Lynnfield, Waterstone at Wellesley, The Circle (Boston), Constitution Wharf (Boston)
- Operating partner Waltham-based Epoch Senior Living
- Combined experience with 30+ senior communities

Waterstone at Wellesley

Independent Living, Wellesley



Waterstone at The Circle

Independent Living, Brookline



Bridges at Pembroke

Memory Care Assisted Living, Pembroke



Site Location and Area Context



Project Overview

Lot A (Bridges at Lexington)

- 4.35 acres
- 48 units of memory care assisted living
- 1 story and 2 story (w/ garden level)
- Significant tree buffer along property lines

Lot B (Waterstone at Lexington)

- 13.18 acres
- 116 units of independent and 40 units of assisted living (156 total)
- 3 and 4 stories over a podium
- Significant tree buffer along property lines

Bridges

Memory Care Assisted Living

- Focused on individuals with memory loss
- Non-medical, residential
- Family-like “households” clustering single living units around shared common areas
- Indoor/outdoor connections with secured gardens and walking paths
- All-inclusive rental model



Waterstone

Independent Living

- Fully-appointed 1 & 2 bedroom apartments
- Common areas include dining room, fitness center, pool, theater, salon
- Services include dining, programs, fitness, housekeeping, transportation
- All-inclusive rental model



Age Restriction & Affordability

- 100% of all residents will be 62 years or older.
- No school-aged children within over 30 senior housing communities.
- 15% of Waterstone Independent Living units (17 apartments) will be affordable units keeping Lexington ahead of the state's 10% threshold.
- Preference proposed for Lexington residents and members of their immediate family.

Overall Site Plan



Bridges at Lexington



Bridges at Lexington



Waterstone



Waterstone



Waterstone



View from Watertown St. looking Northwest Before



Looking Northwest After



Transportation

Traffic Report Highlights:

- Assisted living residents will not have cars
- Residents will have access to private/onsite transportation services
- AM Peak Hour: 41 trips, PM Peak Hour: 55 trips
- Conclusion:
 - No noticeable change to peak hour level of service at any nearby intersection

Pedestrian Improvement:

- Extension of existing sidewalk on Watertown Street

Working closely with Lexington and Belmont PD

Community Outreach

- Introductory meeting with Planning Board and Board of Selectmen – June 2017
- Abutters meeting – June 2017
- Conservation Commission – February 2018
- Launched interactive project website (1,400+ visits to date) – February 2018
- Community Information Sessions – March and May 2018
- Town Staff Design Review Committee – May 2018
- Planning Board presentation – July 2018

Community Feedback

- Key input from neighbors, Town boards and Town staff:
 - Favor age-restricted senior housing use – no multi-family
 - Preserve existing trees along perimeter at Watertown Street and Golden Avenue
 - Protect natural resources/avoid wetland impacts
 - Reduce size and height of buildings on Lot A from prior developer's proposal
 - Minimize visual impact across Route 2
 - Focus on LID design features
 - Provide affordable units
 - Achieve favorable fiscal impact

Project Updates:

1. Waterstone elevation reduction
2. Conservation restriction
3. Fiscal benefits

View from Route 2 - Before

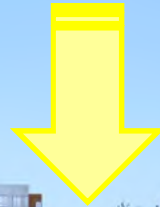


View From Route 2 – Original Design

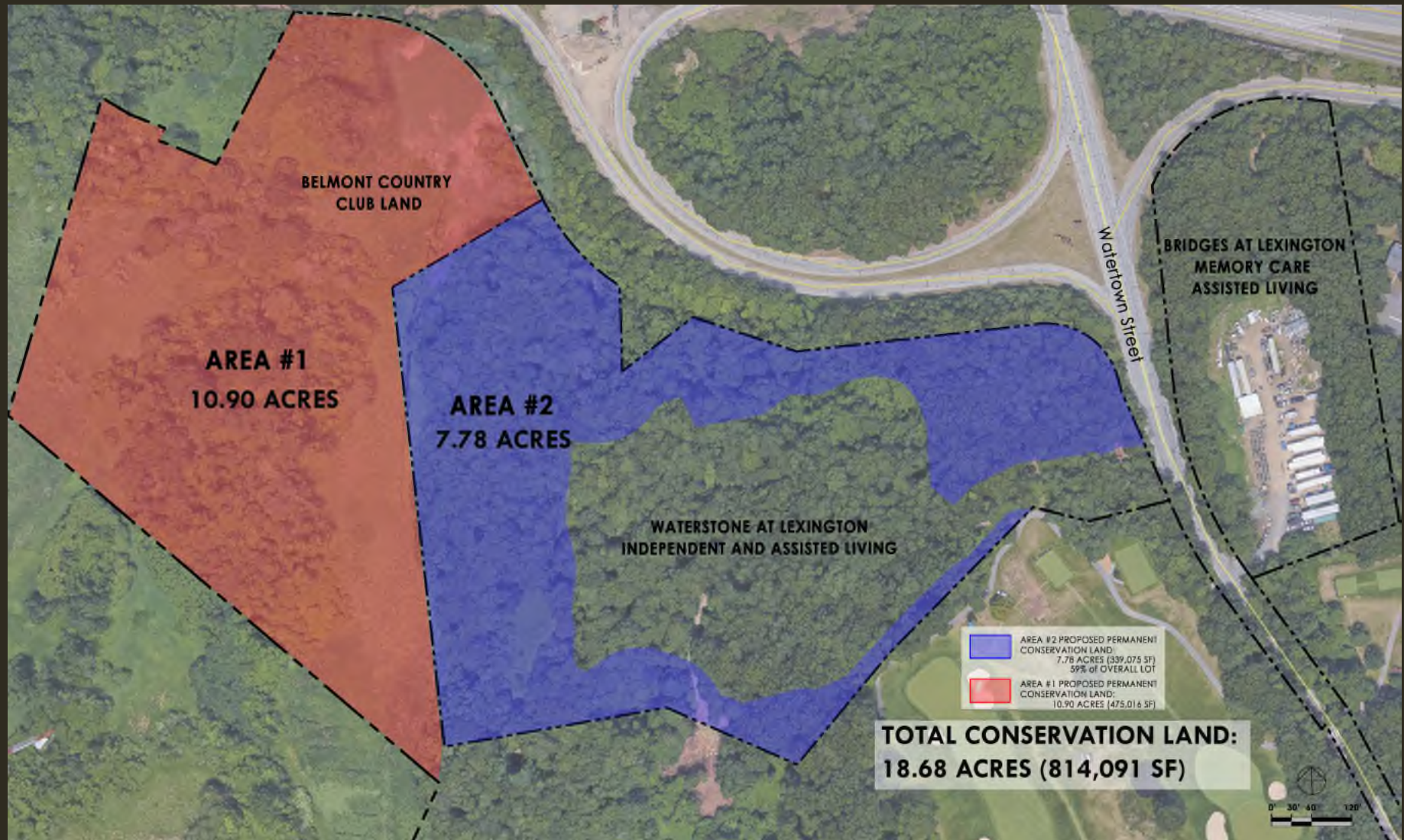


View From Route 2 – Potential Change

Lower building height by removing the top floor



Proposed Conservation Restriction Area



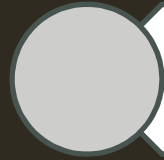
Fiscal Impact

- Recurring Annual Revenue: >\$700,000 year
 - Real Estate Taxes: \$600k
 - Personal Property Taxes and other Fees: \$100k
- Nonrecurring Revenue (permit fees): >\$350,000
- Expenditures:
 - Fiscal impact report methodology – primarily public safety allocation, no new personnel or capital expense anticipated.

Project Benefits



**Important long-term housing option for
Lexington residents and their families.**



**Minimal demands on Town infrastructure
(schools, services, etc.)**



Lowest traffic generation of any residential use



**17 Independent Living apartments will be
affordable**

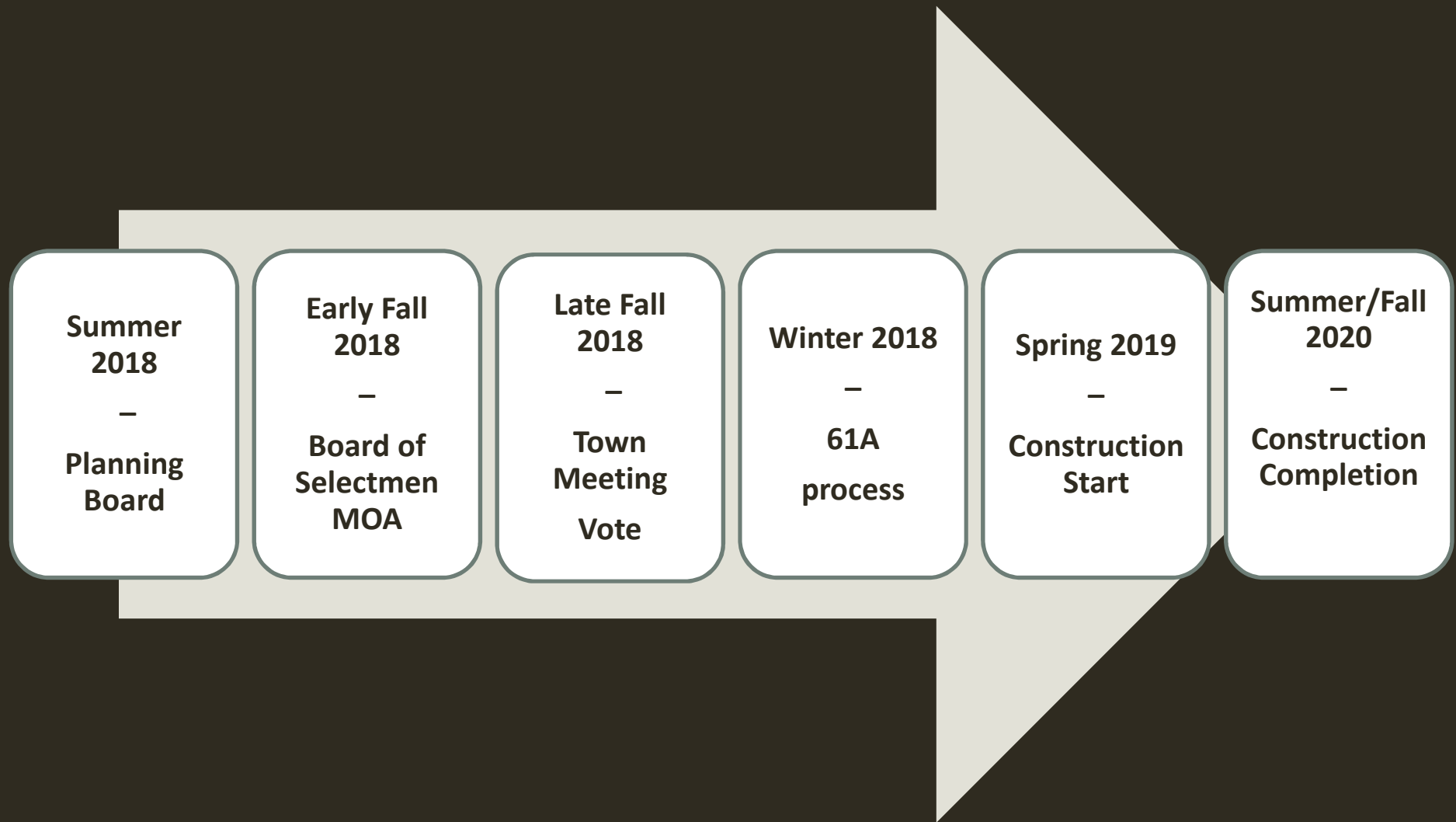


**Architectural design, landscaping and scale
appropriate for site with emphasis on buffering**



**Significant contribution to Town's real estate tax
base**

Project Timeline & Next Steps



Comments and Input Welcome

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Vice President
National Development
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www.coUrbanize.com

www.natdev.com

Waterstone at Lexington Bridges at Lexington

Senior Housing Communities



Presentation to the Lexington Board of Selectmen
August 6, 2018

National Development
Ted Tye, Managing Partner



Lexington Board of Selectmen
Town of Lexington Office Building
1625 Massachusetts Avenue
Lexington, MA 02421

August 6, 2018

Dear Selectmen,

I am writing to you to express my shared opinion that I have with a large population of residents of Lexington, Belmont and Arlington, regarding the proposal of rezoning the two parcels of land at the Belmont Country Club, for an apartment style complex in a residential neighborhood. Our opinion is this location at 55-56 Watertown Street is inappropriate for any kind of building that does not conform to the surrounding community and what the property can sustain with the limited or lack of infrastructure. Even the mere thought of the elected town officials of Lexington to seriously entertain a developer's idea to drop a 204-unit apartment complex in the middle of a tranquil bedroom community is of disbelief, shock and great disappointment.

Residents who have lived in Lexington for 25, 30 or even 40+ years have paid taxes, have been contributing civically to the community and have taken pride in their historic town of Lexington, are now possibly being pushed aside for an urban style apartment building. The annual estimated income of \$700,000 that the National Development Corporation proposes to pay Lexington for this complex is not worth the sacrifice, life style change and inconvenience of the loyal Lexingtonians and the area communities. A monstrosity of a building that is surrounded by small to moderate size single-family homes does not belong on Watertown Street in historic Lexington.

The project is deemed senior housing and based on the National Development Corporation's past business ventures in other communities; we can only speculate what the intentions of the National Development Corporation are. National Development does not stop at one or two buildings based on this data. The well-documented admissions of the owner of National Development, Ted Tye, are urbanization of communities. Only one can predict what the next step will be for the National Development Corporation here in Lexington. Several questions remain outstanding with this proposal. What would be a long term or even a short-term business model for a golf course that has an abundance of land they want to sell? What would be needed at a senior housing apartment complex on a desolate golf course in the middle of nowhere? With no commercial amenities around this apartment complex, the next speculative business proposal would be to develop a shopping and entertainment complex. National Development Corporation has done this exact model at their Lynnfield Market Place development, the Ink Block in Boston and the Westwood University Train Station Complex (Hanover Developers along with other developers had a claim at this location).

The July 19, 2018 Planning Board meeting was a telling sign of how the communities felt about this development. This meeting, that entertained the rezoning proposal of the Belmont Country Club land, produced several great ideas from area residents. The Lexington Planning Board and the Selectmen should take these ideas into serious consideration. These ideas focused on what the land at the Belmont Country Club should be logically used for and emphasized better sight choices for development. There are other parcels in Lexington that are more suitable for development for what is being proposed by National Development.

The Belmont Country Club parcels are in a country setting wooded area that is already used for outdoor recreation. Some of the issues we are aware of in this location is it has no utilities, is plagued with congested traffic and has no commercial amenities for convenient shopping. This in itself makes the area a poor development decision for an apartment complex.

At the meeting, a more logical use of this land was suggested by Lexington resident and Preserve Our Neighborhoods member Ms. Suzanne Matus. Ms. Matus suggested leaving it as conservation land. As brought up by Ms. Matus at the hearing, the property adjacent to the proposed parcels is already conservation land. The area would be more suitable for nature walks, trail running and local school field trips. Also, this is a location that the Beaver Brook is located and is a habitat for area wildlife.

Another comment at the July 19, 2018 Planning Board meeting was offered by Ms. Marianne Boswell of Lexington. Ms. Boswell suggested the Depot Lot, the large municipal parking lot that is located behind the bike path (light blue on attached map), as a better choice for senior housing. A community friendly building/complex with town parking underneath the structure would make more sense than a barren parking lot, as suggested by Ms. Boswell. This location, as pointed out by Ms. Boswell, will not only add convenience to seniors who would rather walk to area shops and entertainment but would offer additional business to the owners of these stores.



After hearing all the presentations at the Lexington Planning Board meeting, one can conclude that the need for senior housing is necessary in Lexington, however, not at the proposed Belmont Country Club location. It can be safe to say that this land should not be rezoned, the neighborhood should remain suburban, with the rural style road and a habitat for wildlife and the natural environment. Commercial sights, such as the Depot Parking Lot, are the more logical choice for commercial apartment buildings with utilities and infrastructure in place. A location within walking distance to entertainment, restaurants and public transportation is the better choice for senior housing.

The large sample from the community that was able to attend the Lexington Planning Board meeting on that hot summer night on July 19th was a representation of a well educated, professional, diverse group of residents that strongly voiced their opposition to this sight development. The two parcels at the Belmont Country Club have been dormant for decades and untouched. The opportunity to develop the Belmont Country Club the way proposed has passed decades ago. The communities affected by this proposal have built around the Belmont Country Club, families have settled into their customary way of life and the character of the region has been established. The Belmont Country Club and National Development have to respect the community's way of life. It will be up to the Lexington Planning Board and the Selectmen to honor their constituent's wishes not to rezone parcels 55 and 56 Watertown Street and keep it to what it has grown into, conservation land.

Respectfully,

Richard Cronin
3 Briggs Road
Lexington, MA

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Bikeway 25th Anniversary Plans (15 min.)

PRESENTER:

Cristina Burwell and Kevin Falcone

ITEM NUMBER:

I.4

SUMMARY:

Members of the Bikeway Advisory Committee will present plans for the following events being held along the Minuteman Bikeway for the 25th Anniversary Celebration on September 29, 2018:

- Painting of Haiku poems in 6-7 locations along the Lexington section of the trail
- Musical interludes in a number of locations along the trail on September 29, 2018
- Posting of 6-7 lawn signs along the trail for ten days preceding the September 29 events

SUGGESTED MOTION:

Move to approve the Bikeway Advisory Committee to host ArtsOffroad visual arts and musical events along the Lexington section of the trail pending required approvals from and/or coordination with Town Departments.

Move to approve to participate in the "Haiku Along the Bikeway" project being led by Arlington and with local help from Cary Library in collecting submissions pending required approvals from and/or coordination with Town Departments.

Move to approve 'lawn signs' along the Lexington section of the bikeway for several weeks in advance of September 29, Minuteman Bikeway Day pending required approvals from and/or coordination with Town Departments.

FOLLOW-UP:

Bikeway Advisory Committee

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

8:35 p.m.

ATTACHMENTS:

Description

Type



25th Anniversary Presentation

Backup Material

Celebrating 25 Years of *Going Places* *on the Minuteman Commuter* *Bikeway*

Meeting with Board of Selectmen:
Approvals for Art, Music, and Signage on the Bikeway
August 6, 2018



Request to the BoS:



- Approval to host ArtsOffroad visual arts and musical events along the Lexington section of the trail;
- Approval to participate in the “Haiku Along the Bikeway” project being led by Arlington and with local help from Cary Library in collecting Haiku submissions;
- Approval for “lawn signs” along the Lexington section of the bikeway for several weeks in advance of September 29, *Minuteman Bikeway Day*.

Collaborators

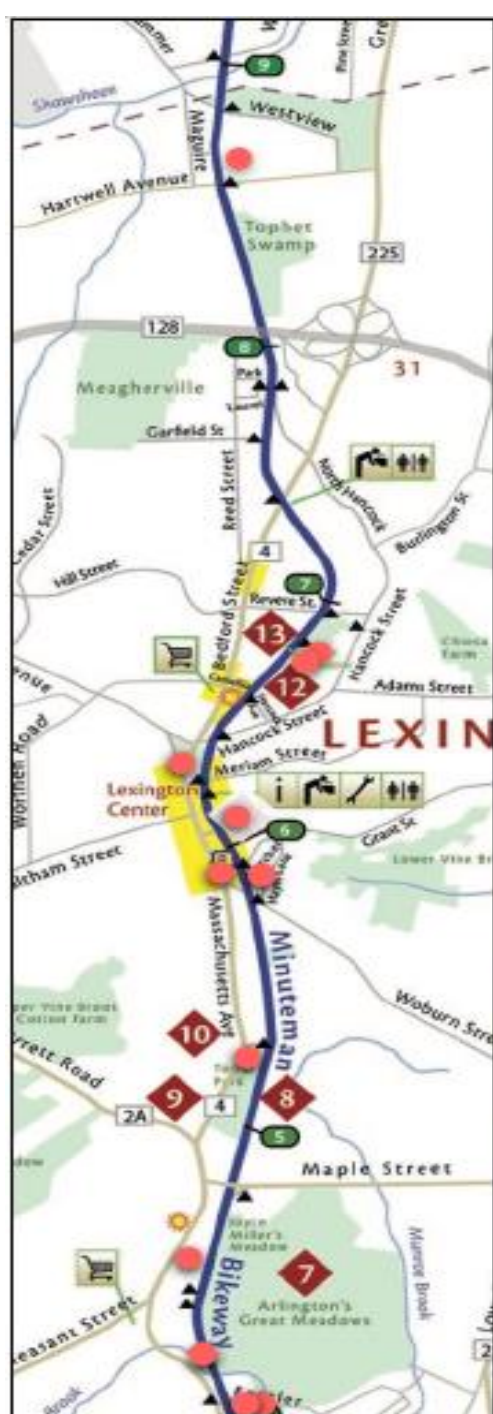
- Arts Groups in the three towns, including the Munroe Center for the Arts;
- Bicycle Committees in Arlington, Lexington, and Bedford.
- Grants received from Community Endowment of Lexington and the Jack and Betty Eddison Blossom Fund.



Performers and Art on the Path

- Singers and musicians of all ages are being invited to share their music along the bikeway as part of the celebration on September 29;
- Acoustic performers only, since electricity will not be available.
- 3D artworks will be placed along the bikeway, as well.
- Scheduled for 11-3;
- Where appropriate, abutters will be notified.
- 12 proposed locations:





Hartwell Ave.



DPW area



Stop & Shop area



Parker's Meadow



The Depot/Lex. Center



Grant St./Lex. Center



Woburn St./Lex. Center



Tower Park/Seasons 4 area



Bow St. area



Walden School area



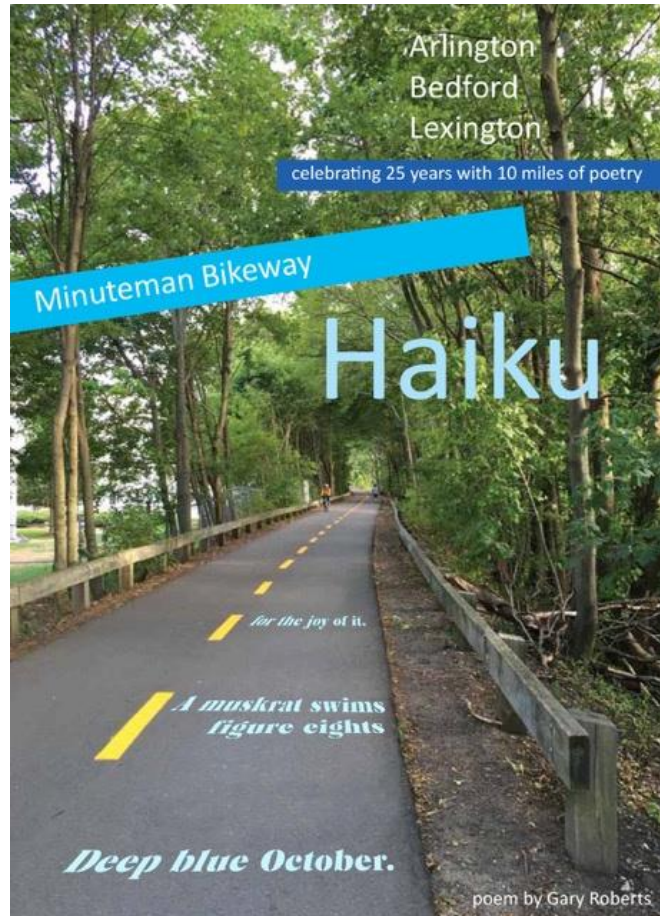
Maple St. exit

Performers and Art on the Path

- Between Hartwell Avenue and Westview
- DPW Pullout
- Parker Meadow
- Camillia Place
- Depot Pad
- Grant Street Park (abutters nearby)
- Above the Town Staff parking lot (abutters nearby)
- Tower Park
- Maple Street at the New Ramp. (several abutters)
- Exit to Waldorf School by the Stone Bench
- Bow Street Park
- Between Bow Street and Mal's (at the bench)



Haiku Along the Bikeway



*Three towns united
To bring poems to the trail:
Minuteman Haiku!*



Haiku Along the Bikeway

- Collaborative project proposed by Arlington Public Art;
- “To create 10 miles of poetry by inviting our community to write haiku about their experiences on the Bikeway.”
- Original proposal from Arlington was for 100 haiku over the 10 mile bikeway;
- Lexington Bicycle Advisory Committee had concerns about safety and type of paint being proposed;
- LBAC consulted with DPW:



Haiku Along the Bikeway: DPW

- LBAC consulted with DPW:
 - Some concerns about safety when paint is being applied;
 - Montana Chalk Spray marking paint is acceptable;
 - No objections to project.
- LBAC recommends that 7 haiku be approved for Lexington section in these locations:



Haiku Along the Bikeway: Proposed Locations

LBAC recommends that 7 haiku be approved for Lexington section in these locations:

- One each at both Maple Street ramps (=2)
- One between Bow Street and Mal's heading away from the intersection (=1)
- One each on either side of Westview intersection heading away from the intersection and on the straightaways (=2)
- One going uphill toward Route 128 bridge from Hartwell Avenue (=1)
- One near Revere Street heading away from the intersection (=1)



25th Anniversary Signs on the Bikeway

- Proposed for 7 locations along the trail;
- Locations to be determined, but close to where signs are posted in winter for snow plowing
- Posted in September for ~ 3 weeks.



THANK YOU!



AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

DPW Update: Emerald Ash Borer Pest (15 min.)

PRESENTER:

David Pinsonneault, DPW Director

ITEM NUMBER:

I.5

SUMMARY:

No vote is requested for this agenda item.

Staff will give an update on the action plan for the Emerald Ash Borer.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Staff will continue to implement the action plan and update the Board at future meetings.

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

8:50 p.m.

ATTACHMENTS:

Description	Type
☐ EAB Info Notice	Cover Memo

Emerald Ash Borer Information

Emerald Ash Borer Found in Lexington

On July 26, 2018, the Lexington Department of Public Works - Forestry staff confirmed the presence of the Emerald Ash Borer in Lexington. The Emerald Ash Borer has been found in several other Massachusetts Communities. This insect feeds exclusively on ash trees and can cause extensive damage. The DPW Forestry staff will be inspecting and monitoring ash trees in the Town right-of-way, at Public Buildings including schools and on Town-owned conservation land.

Residents are encouraged to check their own ash trees and either call the Massachusetts Department of Conservation & Recreation at 413-253-1798, ext. 204 (<https://www.mass.gov/guides/emerald-ash-borer-in-massachusetts>) or contact a certified arborist if you suspect the Emerald Ash Borer has infected your tree and are looking for treatment options. You may also want to visit the DPW website home page at <https://www.lexingtonma.gov/public-works> (under news & announcement).

DPW has established an ash wood drop off area at the Compost Site located at 60 Hartwell Avenue to receive and properly dispose of infected trees.

Thank you for your cooperation in this matter.



AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Update on Center Streetscape Project (10 min.)

PRESENTER:

David Pinsonneault, DPW Director

ITEM NUMBER:

I.6

SUMMARY:

No vote is requested for this agenda item.

Staff will give a verbal update on the 25% Streetscape design.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Staff will bring the plans to the Board for a public review in late September/early October.

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

9:05 p.m.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Update: Hartwell Ave. Compost Site Operations (15 min.)

PRESENTER:

David Pinsonneault, DPW Director

ITEM NUMBER:

I.7

SUMMARY:

No vote is requested for this agenda item.

Staff will provide an update on the operation of the Compost Facility at Hartwell Avenue.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Staff will periodically update the board on the Compost Site operation.

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

9:15 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Pre-solar use of Hartwell Avenue	Cover Memo
<input type="checkbox"/> Post solar use at Hartwell Avenue	Cover Memo



AREA - A

RESIDENTIAL DROP OFF
OFFICE
BRUSH
CARDBOARD
METAL DROP OFF

AREA - B

MINUTEMAN HHW SITE

AREA - C

CURB SIDE COLLECTION
DROP OFF

AREA - D

WOOD CHIP DROP OFF

AREA - E

LANDSCAPE CONTRACTORS
COMPOST SCREENING AREA

AREA - F

WOOD PROCESSING
AREA

AREA - G

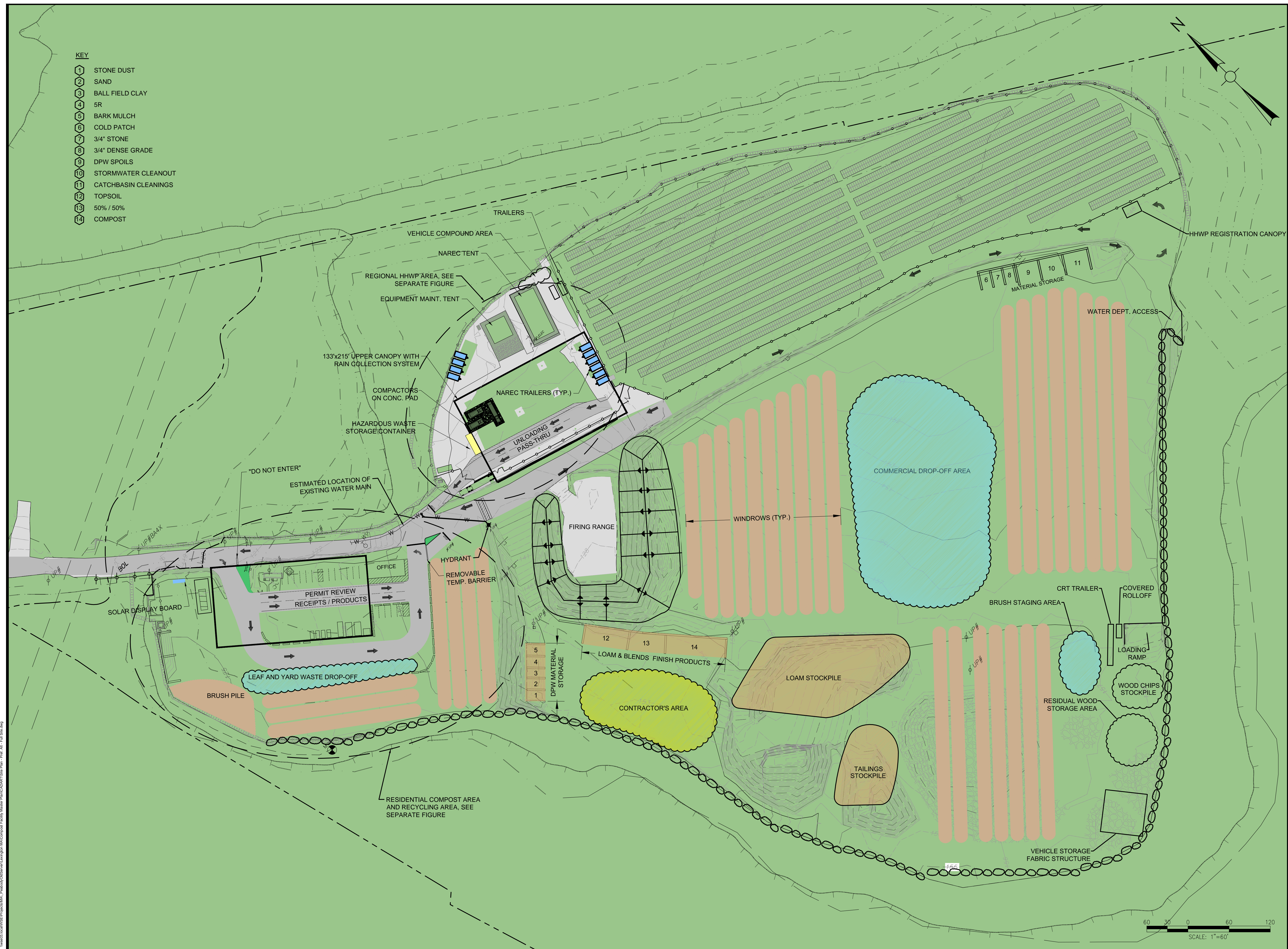
DPW
AGGREGATE PROCESSING
AND STORAGE

AREA - H

STORAGE AREA
TOPSOIL PROCESSING
FINISH PRODUCT STORAGE

AREA - I

LEXINGTON POLICE
DEPARTMENT
FIRING RANGE

[illegible]

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Memorandum of Agreement with Various Bargaining Groups Regarding Detail Rates (5 min.)

PRESENTER:

Kelly Axtell, Acting Town Manager

ITEM NUMBER:

I.8

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 various collective bargaining groups to adjust detail rates, effective August 6. The last time detail rates were adjusted was in June 2009.

This change will impact traffic details being performed by the members of the Fire Union, LMEA, Dispatchers and Superior Officers. (Memorandums of Agreement in the process of being signed by each union.)

SUGGESTED MOTION:

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

FOLLOW-UP:

Police Department will implement.

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

9:30 p.m.

ATTACHMENTS:

Description	Type
□ 501 MOU	Backup Material

MEMORANDUM OF AGREEMENT
between
TOWN OF LEXINGTON
And the
INTERNATIONAL BROTHERHOOD OF
POLICE OFFICER, LOCAL 501

The Town of Lexington and IBPO Local 501, hereby agree to the following amendments to the collective bargaining agreement which expired June 30, 2016.

Effective August 6, 2018, detail rates, as established under Section 10.6 of the collective bargaining agreement, 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 remain in full force and effect.

Signed this _____ day of _____ 2018.

IBPO Local 501

TOWN OF LEXINGTON,
By its Town Manager

James Barry, President IBPO Local 501

Carl F. Valente

Witness

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.9

SUMMARY:

The Board will review its list of assigned goals for FY19-20 and revise as necessary.

SUGGESTED MOTION:

NA

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

9:35 p.m.

ATTACHMENTS:

Description	Type
 BOS Goals - 8.3.18	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> <p>4. Complete the design and fund the Battle Green Master Plan in advance of the 250th anniversary of Patriots Day.</p>		Jill/Doug
2	Town Manager Recruitment	<p>Recruiting/hiring/transitioning a new Town Manager</p> <p>Recrutiment firm has been hired, Job posting has been placed. Consultant has met with with employees/atms, boards committes; former BOS, community members.</p> <p>11 member screening committe was appointed. They have set August 6 for resume review and August 15 for in person interviews.</p> <p>At least 3 candidates for final interviews public with BOS. Timeline included an offer by the end of August. If new Town Manager is not chosed in this round, there will be a plan b discussed at a future BOS meeting.</p> <p>After hire-BOS is committed to get the person onboarded properly.</p> <p>Will need everyone's assistance in getting them feel welcome and up to speed.</p>		ALL

3	Public Safety Facilities	<p>Establish design plans for swing space and permanent Police facility. Monitor completion of Fire Station Action Items: 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.</p>		Jill/Joe
4	Affordability for the Residents	<p>Minimize the burden of property tax increases on residents. 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> <p>Action Items: 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)

5	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 		Suzie/Doug
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6	Planning/ Housing	<p>Balanced Housing and Public Benefit Development Housing Bylaw:</p> <p>Consider whether the intent of these two bylaws should be combined since we see more Balanced Housing developments, which create 'smaller' units, but do not create affordable units, and few Public Benefit developments, which, if approved, result in the creation of affordable units. Action Items:</p> <ol style="list-style-type: none"> 1. Clarify/strengthen Town's policy on requiring affordable units in consideration for denser development (zoning relief). 2. Joint meeting with Planning Board to develop article for ATM 2019. 3. Explore new funding opportunities from Mass Housing for the planning, design and construction of affordable housing units. 4. Provide support to LexHAB as they begin the design and construction process for the completion of affordable housing units on the Leary parcel. 5. Consider making a regular (annual) application to the Community Preservation Committee for funding to be set aside for future acquisition of land suitable for development of diverse housing types. 6. Monitor the progress of the Special Permit Residential Development (SPRD) Zoning Bylaw Amendment Ad Hoc Committee to assure the work of the committee is completed in a timely fashion. 7. Explore opportunities for the Town to acquire parcels of land suitable for clusters of smaller and/or affordable housing units. 	No density increase without affordable units.	Jill/Michelle
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7	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. 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. 		ALL (Doug)
Medium Priority				
8	Sustainability; Standards and Process for Building Projects	<p>Ensure that Municipal and School building projects provide for healthier, more sustainable, more manageable more efficient buildings that are less negatively impactful than would be by following the existing building code.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Adopt a policy that sets the scope of our high performance sustainable building objectives 2. Adopt procedures and specifications for achieving the goals of the policy. 3. Evaluate staffing responsibilities for meeting the sustainability objectives in construction and operation of facilities including taking advantage of grant programs to defray costs. 		Jill/Joe
9	Transportation Services	<ol style="list-style-type: none"> 1. Support integrated transportation services that meet the needs of Lexington residents of all ages and abilities, 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

10	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
11	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

12	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)
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13	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. Clearly identify target PCI for both roads and sidewalks. Support funding to improve Pavement Condition Index (PCI rating). 3. Board to review draft of staff sidewalk request ranking system with an element to include speed/volume on a road. 4. Building awareness about the importance of accessibility as being integral to the priorities and values of our community. 5. 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. 	<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.</p> <p>Add a specific policy to Complete Streets incorporating current best practices for identifying tree planting locations and planting practices for street trees.</p>	<p>Michelle</p>
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14	Disability Accessibility Support	<p>1. To embrace inclusion in its policies and procedures.</p> <p>2. 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.</p> <p>3. 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>		Joe
Low priority				
15	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> <p>a. Are we meeting and staying within our charge?</p> <p>b. Have there been major changes since the last review?</p> <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>		Suzie/Jill

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	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
18	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

19	Achieve League of American Bicyclists Silver Bicycle Friendly Community status.	<p>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.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Include in the town budget funding for bicycle (and pedestrian) safety training/education. 2. 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. 	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	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 Superintendent to conduct an initial orientation/social meeting. 		ALL (Suzie)
21	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

22	Recreation Committee Support and Parks and Open Space Opportunities and Stakeholder Committee	<p>Review the opportunities to increase the Park and Recreation facility inventory to possibly include additional playing fields and pocket parks.</p> <p>Action items:</p> <ol style="list-style-type: none"> 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. 	<p>Refer to Goal #1 for Capital Planning.</p>	<p>Doug/Joe</p>
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AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Revise Number of Members on Historic Districts Commission Ad Hoc CH. 447 Revisions Study Committee Charge (5 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.10

SUMMARY:

At the Selectmen's Meeting on July 23, 2018, the Board amended the Historic Districts Commission Ad Hoc 40c Committee's charge to reflect a name change, updated number of members and revised charge.

The amended charge cited the number of members as "up to seven". The Board is now being asked to amend the Historic Districts Commission Ad Hoc CH. 447 Revisions Study Committee Charge to remove the words "up to" from the committee membership to now state the following:

Seven voting members, including one representing the Lexington Historic Districts Commission and one representing the Lexington Historical Commission.

SUGGESTED MOTION:

Move to amend the membership on the Historic Districts Commission Ad Hoc CH. 447 Revisions Study Committee Charge to state "Seven voting members, including one representing the Lexington Historic Districts Commission and one representing the Lexington Historical Commission".

FOLLOW-UP:

Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

9:55 p.m.

ATTACHMENTS:

Description	Type
 Revised Historic Districts Commission Charge	Backup Material

HISTORIC DISTRICTS COMMISSION AD HOC CH. 447 REVISIONS STUDY COMMITTEE

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

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.

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.

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.

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.

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
Charge amended by the Selectmen on July 23, 2018 to reflect name change, updated number of members and amended meeting times, description, vision and deliverables.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Selectmen - Committee Appointments/Resignation (5 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.11

SUMMARY:

Resignation

Economic Development Committee

The Board is being asked to accept the resignation of Kevin McGuire from the Economic Development Advisory Committee. The Board extends its thanks and appreciation to Kevin for his time and effort in serving the Economic Development Committee and the Town of Lexington.

Appointments

Economic Development Committee

The Board is being asked to appoint Charles Minasian to the Economic Development Committee to fulfill the unexpired term of Kevin Maquire ending September 30, 2018.

Lexington Housing Partnership Board

The Board is being asked to appoint Melanie Thompson to the Housing Partnership Board for a three year term to expire September 30, 2020.

SUGGESTED MOTION:

Move to accept the resignation of Kevin McGuire from the Economic Development Advisory Committee.

Move to appoint Charles Minasian to the Economic Development Committee to the unexpired term ending September 30, 2018.

Move to appoint Melanie Thompson to the Housing Partnership Board for a term to expire September 30, 2020.

FOLLOW-UP:

Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

10:00 p.m.

ATTACHMENTS:

Description	Type
☐ McGuire Resignation - EDAC	Backup Material
☐ Thompson - Housing Assistance Board	Backup Material
☐ Minasian Application - EDAC	Backup Material

From: Kevin McGuire
To: [selectmen"s](#)
Cc:
Subject: Resignation from EDAC
Date: Tuesday, July 24, 2018 10:28:35 AM

To the Board of Selectmen:

I hereby submit my resignation as a member of the Economic Development Advisory Committee.

I've very much enjoyed the time I've spent with this group, but I am unable to continue due to increased travel and time away from Lexington.

Sincerely,

Kevin McGuire

Lexington, Ma 02421

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

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

Would you consider another Committee: _____

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

Full Name: Melanie Thompson Nickname: _____

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

Home Address: _____ Zip: 02420

Length of Residence in Lexington: 30 years

Occupation: Senior Account Manager - Real Estate Advertising

Work Address: Boston GLOBE - 53 State St. Boston, MA

Phone: Home _____ Work _____ Fax _____
Cell _____

E-mail: Primary: _____ Secondary: _____

If you currently serve on a Board or Committee, please identify: Diversity Task Force

Special Training, Interests, Qualifications: Housing, Diversity, Communications, Digital Advertising, Marketing

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

How did you hear about the Committee? Committee Chair - Melinda Walker

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

Signature: melanie thompson Digitally signed by melanie thompson
Date: 2018.07.26 15:56:14 -04'00' Date: 7/26/18

MELANIE THOMPSON

Lexington, MA 02420 |

MARKETING/SALES/BUSINESS DEVELOPMENT LEADER

Seasoned and savvy account management, advertising, marketing and branding expert with track record of success across diverse fields including Real Estate, Media, Advertising, and Public Service

Performance-driven Account Manager focused on creating opportunities that boost revenue and customer base, with a proven track record of developing and implementing marketing campaigns that drive revenue and sales conversion. Experience and thorough understanding of the broader Boston real estate market and its various submarkets. Wide-ranging experience providing marketing and advertising solutions applying multiple media tools including digital, video, social media, and print to high profile developments and businesses in Boston and throughout New England. Excellent strategic planning, public speaking, presentation and problem solving skills. Highly entrepreneurial, self-motivated, results-oriented individual. Superior verbal and written communication skills. Excel at prospecting and other outreach activities to build lasting relationships, achieve revenue goals and contribute to organizational mission and success.

PROFESSIONAL EXPERIENCE

Boston Globe, Boston, MA

April 2013 to July 2018

Senior Account Executive – Real Estate Advertising

Created and executed customized marketing and advertising strategies to generate leads, grow sales and marketing activities and increase brand awareness of high profile residential developments in Boston and New England. Created and implemented targeted digital, social media, video and print creative campaigns to drive sales and leasing targets. Monitor performance and define and track metrics and results. Experienced working and communicating with corporate marketing executives, public relations agencies and digital and creative agencies. Achieved individual ad revenue targets monthly and quarterly. Cultivate and build business relationships to ensure revenue attainment, account retention and growth.

- Top ranked real estate advertising sales rep for print and digital revenue 2015 – 2018
- Increased high-volume account list of agency and direct clients by 20% annually
- Successfully provided digital, mobile, social media and print advertising solutions of over \$1.5 million annual revenue
- Cultivated and built relationships with urban and suburban residential real estate clients and agencies
- Created and delivered customized advertising campaigns, sponsorships, promotions and market and branding proposals

HIBU, Burlington, MA

2012 to 2013

Media Sales Consultant

Market to B2B clients digital, mobile, print and direct mail advertising programs, SEM & SEO programs, social media, digital display advertising, video and other marketing products. Manage extremely high volume portfolio of clients; prospect to expand customer base.

- Exceeded annual sales campaign target generating 102.5% sales goals
- Created advertising and marketing collateral including writing copy, and created visual layouts.

Coldwell Banker Residential Brokerage/ William Raveis Real Estate, Lexington, MA

2009 to 2011

Realtor

Recruited to industry leading real estate firms. Prospected to build client base; represented high net worth clients in sales and listings of residential properties. Prepared and reviewed complex legal documents. Extensive knowledge of housing issues.

- Closed \$3.25M in sales in highly challenging economic environment.
- Meet with real estate applicants extensively to ensure smooth transition through housing paperwork process.
- Trained team of 16+ agents on social media tools and strategies to grow business and expand share via social media

VERIZON, Waltham, MA

1996 to 2009

Account Executive (2001–2009)

Marketed to B2B multi-platform print and digital advertising products, including various web options and information services. Ensured revenue retention and expanded ~500 customers, \$2M revenue base. Built relationships with C-level executives, mid level managers and operations professionals. Wrote advertising copy and marketing collateral, created visual layouts.

- Created customized marketing campaigns using, digital, video, mobile, print, magazine, direct mail products.
- Consistently exceeded 105% sales quota achieving 125%–130% on regular basis.
- Achieved Top Two Sales Rep out of ~70 in Boston region 2007–2008
- Ranked *Boston Peer Group Leader* (2001–2004), maintaining in top 20% of sales force.

VERIZON, Waltham, MA, (continued)

Advertising Account Representative (1996–2000)

Maintained and grew account base of 1,000+ business customers throughout New England via telesales, cross selling, and bundling of print advertising and digital products. Cold called and prospected for new business across diverse industries such as local retail, hospitals, health care, attorneys, contractor trades, etc. throughout New England

- Recognized with *Verizon Leadership Club Award* 5 consecutive years (1997–2001) for exceeding 125% of annual sales quota and generating 80+ new business accounts annually.
- Expanded single product accounts into multi-product accounts increasing dollar value per account ~ 50%.

NON-PROFIT AND OTHER LEADERSHIP EXPERIENCE

Property Management

2007 to Present

Provide property management services for a large three unit residential property in Cambridge. Oversee and develop strong relationships with tenants and City of Cambridge housing dept. Manage rental leases, insurance, and finances for property. Hire and supervise multiple contractors and property maintenance personnel for major and minor repairs and upgrades. Manage utilities, collect rent and conduct tours of the property for prospective tenants.

Co-Chair – Nonprofit Lexington Dems Committee

2012 to 2016

Perform broad range of activities for local, state and national campaigns including fundraising, event coordination, and social media communications. Delivered presentations, wrote press releases, letters to editor, direct mail and social media communications.

- Presided over executive committee meetings, created fundraising ideas, strategies, activities and events, served as liaison to other organizations and policy staff members.
- Coordinated events for donors attracting high profile figures. Recruited, trained and managed volunteer teams. Participated in team building events.
- Leveraged and grew 1,200 member donor database to identify, cultivate and solicit individual donations. Use of CRM and other database management tools.

Member – Nonprofit MA Dems State Committee

2016 to Present

Elected member of State Committee in 2016. Representing towns of Lexington, Arlington, Woburn, Burlington, and Billerica.

EDUCATION & PROFESSIONAL DEVELOPMENT

MBA, Business Administration and Marketing

PACE UNIVERSITY, New York, NY

BA, Communications

HAMPTON UNIVERSITY, Hampton, VA

Professional Development

- Professional Fundraising Certificate; **Boston University**
- Faculty Training Certificate; **Middlesex Community College**

Licenses & Certifications

- Licensed Massachusetts Realtor
- Advanced Microsoft Excel Certification

Computer Skills

Proficient on PC, Mac,
Office Suite

Photoshop; Google Ad Words Certified
Salesforce

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



Board/Committee of Interest: 1. EDAC Committee

Would you consider another Committee: Not at this time

For how long should we keep your application on file? One Year

Full Name: Charles P. Minasian Nickname: Charlie

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

Home Address: 3 Fulton Road Zip: 02420

Length of Residence in Lexington: 19 Years

Occupation: CEO of Minasian Investments LLC, Real Estate Investment Firm

Work Address: 430 Marrett Road Lexington, Ma 02421

Phone: Home (781) 860-9113 Work _____ Cell (781) 698-9089 _____

E-mail: Primary: CHARLIE@MINASIANINVESTMENTS.COM

Secondary: CHARLIEMINASIAN@GMAIL.COM

If you currently serve on a Board or Committee, please identify: Lexington/Bedford Youth Hockey.

Special Training, Interests, Qualifications: Controller of a Hedge Fund for 17 years and a trader in the financial markets including US and International stocks, currencies, options and futures. I own commercial and multifamily real estate. Property Management of over 200,000 sq. feet of commercial office lab and retail space.

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

How did you hear about the Committee? I own Commercial and Residential Property in Town

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

Signature: Charles P. Minasian Date: 7/18/18

Charles P. Minasian

Summary

Enthusiastic and dedicated professional with 24 years of experience with proven track record in accounting, finance, back office, middle office operations and trading. Financial professional who is a self-starter and creates solutions for reducing risk and expenditures. Known for taking initiative and skilled at meeting challenges and deadlines. Proven leadership and managerial abilities in working as a team, handling multiple tasks, and great adaptability to any enterprise's environment.

Experience

Minasian Investments, LLC., Lexington, Massachusetts

May 2016 – Present

Principal:

- Invest in Commercial, Residential and Warehouse.
- Manage Properties we own in Lexington, Waltham, and Concord.
- Develop and redesign properties to increase value.
- Handle accounting and books and records for all properties.
- Managing a portfolio of 35 million in less than 2 years.

Noble Partners, L.P., Boston, Massachusetts

January 1999 – June 2016

Controller:

- Calculated the fund's expenses, income, and incentive performance.
- Built spreadsheets to monitor and approve soft dollar obligation and determined expenses which can be used for soft dollar purposes.
- Liaison between outside accounting firm and prime brokers.
- Fund Registered with SEC 2005-2009, Handled audits from the SEC, NFA, CFTC, IRS and State of Massachusetts.
- Net assets reached over 1.4 Billion under management in 2008.
- Oversaw nightly review of P & L for all funds, reviewed prices and trade processing to ensure accurate daily reporting between my calculated performance vs. Prime Brokers and Administrator.
- Utilized Swaps for tax efficient trading.

Director of Operations:

- Handled system issues and portfolio report-building request.
- Launched Onshore, Offshore, and a separately managed Hedge fund.
- Verified and built all accounting and portfolio management reports for an international hedge fund.
- Resolved operational challenges with clients, auditors and senior management and recommend changes to increase overall efficiencies and controls within the company.
- Built out 10k sq. ft. shell office space at 265 Franklin St. with union contractors in 2005 with a \$1m budget. Furnished the entire office.
- Oversaw all IT issues; responsible for our outside IT firm for all systems.
- Negotiated leases on office space and all office equipment.

Trader:

- Managed the information flow from trade execution through to portfolio posting.
- Act as 'eyes and ears' to monitor and relay actions of market participants to our portfolio managers.
- Monitored global market indices/sectors for movements, determined and relayed basis for movements in a timely manner.
- Provided global equity and currency trade execution services including order entry, monitoring and reporting and provide value-added analysis of intra-day charts for securities being traded.
- Traded European and Domestic Equities, Risk Arbitrage, Futures, CDS, Options, Swaps, and all Currencies.
- Saved firm on expenses by shopping for pricing borrows between prime brokers and responsible for stock loan color.
- Traded with over 114 different brokers around the world.

Charles P. Minasian

Investors Bank & Trust Company, Inc., Boston, Massachusetts

Account Manager: July 1997 – Dec. 1998

- Responsible for new product line of eighteen limited partnership funds.
- Direct workflow of specific client requests to maximize expertise in-house, ensuring an accurate and qualitative product.
- Oversee daily operations for a team of twelve custody accountants and \$3.5 billion in managed assets.
- Increased efficiencies in our Hedge Funds, Exchange Funds and Private Equity Partnership business.

Account Supervisor: Jan. 1996 – July 1997

- Managed all custody accounting duties for eight "Hub & Spoke" mutual funds with net assets of \$1.5 billion, consisting of domestic, international equities, fixed income, mortgage backed, money market and derivatives.
- Launched Bank's Offshore Money Market fund in Toronto, Canada.
- Actively involved in selection, development and appraisal of staff.

Investors Bank & Trust Company, Inc., Dublin, Ireland

Account Supervisor: Dec. 1996 – April 1997

- Selected to help start up Irish subsidiary for Investors Bank in Dublin.
- Operated with limited supervision to facilitate four fund complexes and twenty-four accounts.
- Liaison between IBT Boston and Dublin for system enhancements and procedural changes.
- Staff growth from sixteen to thirty-one people and from \$250 million to \$700 million in net assets in five months.

Investors Bank & Trust Company, Inc., Boston, Massachusetts

Mutual Fund Accountant / Accountant II: Sep. 1992 – Oct. 1994 Senior Fund Accountant: Nov. 1994 – Dec. 1995

- Assisted Account Supervisor in overseeing the accuracy of Fund Accountant's daily responsibilities.
- Trained, develop, and guide staff in meeting objectives and follow bank procedures.
- Maintained a strong working knowledge of regulatory compliant facets of the mutual fund industry.
- Processing accounting transactions including daily pricing, income collection, & disbursement of expenses.
- Off-line processing of sec-yield, amortization and accretion to ensure accurate valuation of securities.
- Converted four regular mutual funds to "Hub & Spoke" accounting methodology.
- Preparation of various month-end and fiscal year-end reports to comply with client and audit requirements.

Education

B.S. in Business Administration, 1992

Salem State College, Salem, Massachusetts

Concentration: Operations Management/MIS

Minor: English for Business and Industry

Technology

Microsoft Excel, Word, & PowerPoint, Bloomberg, EZE Castle TC,

Interests

Playing Hockey, Coaching Hockey, Golf, Mountain Biking, Traveling, Fishing

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Minutes

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.1

SUMMARY:

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

- 060418 BOS
- 061118 Center Streetscape
- 061318 BOS
- 061418 Summit
- 061818 BOS-SC
- 061918 BOS Goal Setting
- 062518 BOS

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

- 061918 ES Minutes
- 062518 ES Minutes
- 071718 ES Minutes
- 072318 ES Minutes
- 080118 ES Minutes

SUGGESTED MOTION:

Move to approve the minutes of the following meeting dates:

- 060418
- 061118 Center Streetscape
- 061318 BOS
- 061418 Summit
- 061818 Joint BOS-SC
- 061818 BOS Goal Setting
- 062518 BOS

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

- 061918 ES Minutes

- 062518 ES Minutes
- 071718 ES Minutes
- 072318 ES Minutes
- 080118 ES Minutes

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

ATTACHMENTS:

Description	Type
📎 060418 BOS	Backup Material
📎 061118 Center Streetscape	Backup Material
📎 061318 BOS	Backup Material
📎 061418 Summit	Backup Material
📎 061818 JM BOS-SC	Backup Material
📎 061918 Goal Setting	Backup Material
📎 062518 BOS	Backup Material

Selectmen's Meeting

June 4, 2018

A meeting of the Lexington Board of Selectmen was called to order at 9:01 a.m. on Monday, June 4, 2018 in the Selectmen's Meeting Room of the Town Office Building. Ms. Barry, Chair; Mr. Pato; Mr. Lucente, Ms. Ciccolo (late arrival) and Ms. Hai (late arrival) were present as well as Ms. Axtell, Assitant Town Manager; and Ms. Katzenback, Executive Clerk.

Ms. Barry called a recess to allow the arrival of Ms. Ciccolo and Ms. Hai.

At 9:23 a.m. Ms. Barry called the meeting back to order.

Interview Executive Recruiting Firms for the Town Manager Search

The Board interviewed the following four consulting firms for the Town Manager Search: Collins Center for Public Management-UMASS Boston, GovHRUSA, Community Paradigm Associates LLC, and Municipal Resources Inc. Each firm was asked the following questions:

1. What other Town Manager searches is the firm currently performing in Massachusetts? Tell us about the two most recent successful town manager recruitments your firm has completed for a community you deem similar to Lexington? Has your firm done any prior searches for Lexington? (if so, when and what)
2. How will other Town Manager recruitments or other projects your firm has ongoing impact our timeline of selecting the next Town Manager within the next 12-16 weeks?
3. Tell us about the experience and qualifications of the staff who will be assigned to the Lexington recruitment? What is the expected breakdown of principals vs associates or support staff?
4. What communication channels will be used to communicate with the Board of Selectmen/ Screening Committee?
5. Tell us about how your firm will solicit for interested candidates including how you may reach out to individuals who may not otherwise be considering the Lexington position. What technology/reporting tools will be used to provide executive summaries of candidates in a consistent manner?
6. Do you think the Selectmen should consider 'non-traditional' candidates, such as a current or former elected official (mayor), a retired military command officer, or a chief administrative officer for a not-for-profit organization?
7. What have you advised other municipal clients regarding paying for travel expenses, for the Screening Committee interview; for the Board of Selectmen interview, for candidates outside of Massachusetts?

8. What is the one question you believe the Town Manager Screening Committee should ask a candidate?
9. Are there any aspects of the approach we have outlined in the RFQ for consultant services that you would advise the Board to reconsider? (e.g. timing, use of Screening Committee)
10. What role has your firm played in assisting Screening Committees and Boards of Selectmen in developing interview questions or other ways that will allow them to thoroughly evaluate candidates?
11. What process will your firm follow in developing the profile of the Town of Lexington for the recruitment materials?

Each firm was allowed to ask questions of the Board.

Select Executive Recruiting Firm for the Town Manager Search

The Board deliberated to select the preferred consultant for the Town Manager recruitment.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to award the contract for executive search consulting services for the Town Manager's position to Municipal Resources Inc. and authorize the Chairman of the Board of Selectmen to negotiate the final terms of the contract and sign the contract on the Board's behalf.

Approve Charge for Town Manager Search Screening Committee

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve the Town Manager Search Screening Committee Charge, as amended for typographical errors and non-substantive changes.

Appoint Members to Town Manager Search Screening Committee

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve the following as Members to the Town Manager Search Screening Committee; and designate them as Special Town employees:

Jill Hai	Current Selectmen
Doug Lucente	Current Selectmen
Peter Kelley	Former Selectman
Melanie Thompson	Diversity Advisory Task Force
Kate Colburn	School Committee Member
Robert Creech	Planning Board Member
Rick DeAngelis	Economic Development Advisory Committee Member
Linda Vine	Former Town Senior Manager
Thomas J. Colatosti	Business Representative
Vineeta Kumar	Town Meeting/Community Representative
Melanie Lin	Town Meeting/Community Representative

and further, to accept the Appropriation Committee designation of Eric Michelson and the Capital Expenditures Committee designation of Charles Lamb as Liaisons to the Town Manager Search Screening Committee.

Adjourn

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to adjourn at approximately 2:05 p.m.

A true record, Attest:

Kim Katzenback
Executive Clerk

Center Streetscape Community Meeting
June 11, 2018

A meeting of the Board of Selectmen was called to order at 7:03 p.m. in Battin Hall of the Cary Memorial Building for the purpose of holding a Community Meeting about the Center Streetscape initiative. Present for the Board of Selectmen were Ms. Barry, Chair; Mr. Pato; Ms. Ciccolo (late arrival); Mr. Lucente (late arrival); Ms. Hai; Mr. Valente, Town Manager; and Ms. Siebert, Recording Secretary.

Also present were Dave Pinsonneault, DPW Director; John Livsey, Town Engineer; and members of the Town Manager's Center Streetscape Task Force: Howard Levin, former chair of the Center Streetscape Design Review Ad Hoc Committee; Pam Shadley, Center Committee/landscape architect; Anne Eccles, Historic Districts Commission; Tim Lee, Design Advisory Committee; and Kelly Carr and Kien Ho, BETA Group consultants. Peggy Enders, Bicycle Advisory Committee representative to the Center Streetscape Task Force, was absent.

Mr. Levin stated that since January 2017, when the Selectmen accepted the Center Streetscape Design Review Ad Hoc Committee report (with added commentary), the Town Manager's Center Streetscape Task Force working group, including DPW staff and BETA Group consultants, has endeavored to advance the project to the 25% design/cost estimate stage. With Selectmen support, the group intends to submit a request to Special Town Meeting in the fall, asking for the remaining design funds to bring the project to 100%. If that is approved, a subsequent request will be made for construction funds at Annual Town Meeting in the spring of 2019. Mr. Levin emphasized that public input is an important element of this process.

Tonight's meeting has four components:

- Restatement of project goals;
- Review recent actions;
- Project update and preliminary estimate;
- Comments and questions.

Mr. Levin said the goals of the project have remained essentially the same throughout: to improve safety, accessibility, and renew the mid-century modern landscape. Mr. Levin noted that the scope of the project has shrunk to some degree: it now spans from Cary Memorial Library to the Police Station entry driveway and includes Waltham Street from Massachusetts Avenue to the municipal parking lot entrance. The Woburn Street intersection, formerly within the scope of the Center Streetscape initiative, has been separated into a stand-alone project.

Recent actions of the working group include oversight of two newly-generated reports. The first report comes from Public Archaeology Laboratory (PAL), which conducted an historic resource assessment to tie the current streetscape back to how it was originally developed. Mr. Levin recommended that residents access this "detailed and interesting" report on the Ad Hoc committee webpage. The second report comes from Bartlett Tree. It is an exhaustive street tree

inventory that will form the basis of a tree management plan going forward. This document is also available on the webpage but Mr. Levin summarized the findings by stating that most of the trees in the Center are not doing well.

Trees: Ms. Eccles provided more detail from the Bartlett Tree report: 52% are in poor condition and only 15% receive a “good” rating. One tree is completely dead. The remaining 32% are in “fair” condition. Efforts will be made to retain older, larger specimens.

Mr. Lee said replacement trees on the north side of Massachusetts Avenue would be of two tree varieties, Zelkova and Honeylocusts, and 3 ½ to 4- inches in diameter. These species are hardy in this region, low maintenance, and urban landscape-tolerant. There is another list of tree species being considered for the south side of Massachusetts Avenue which has different shade and dimensional requirements. Mr. Lee said the goal is to provide a continuous-yet-diverse tree canopy with a “promenade feel” on both sides of the street. In some spots, such as near Cary Library, trees will be clustered.

The plan calls for at least two trees to be planted on Waltham Street as well. Mr. Lee said the trees planting on Waltham Street is limited because of the powerline wires; however, if there is an opportunity to add more trees, that will be done. Drainage and soil compaction will be improved by suspended pavement construction, and installing tree grates, Silva cells and irrigation systems.

Parking: Mr. Levin said that the Center Streetscape project will minimally impact parking counts: 10 spaces will be lost along Massachusetts Avenue and 1 space will be lost on Waltham Street. The reduction is due to added safety features, such as bump-outs, that will narrow Massachusetts Avenue to shorten crossing distances and improve sightlines. Some bus stop locations will be adjusted but the particulars have not been finalized within the scope of the 25% design phase. Mr. Levin said that, given the improvement to safety, the loss of 11 spaces is justifiable.

Sidewalk Materials: Sidewalks will be reconstructed using brick where there is now brick and concrete with brick edging where there is now concrete. The kind of brick to be used is not the same as that existing on the south side of Massachusetts Avenue in the Center. The proposed brick is straight-edge, wire-cut pavers with no space between them, red to dark brown in color, set to industry standards in a herringbone configuration to minimize vibration, with tight sand-swept joints. The sidewalks will be minimally cross-sloped to allow for proper drainage that meets or exceeds ADA standards. Curbing will be granite; ramps will have a concrete transition pad for visual contrast.

Mr. Levin said that currently, Massachusetts Avenue is the equivalent of 6 lanes including parking lanes. This, combined with vehicle speed and occluded sightlines, makes crossing distances too great. Bump outs at corners will narrow the street and calm traffic. Crosswalks will be lit to improve nighttime visibility.

Lighting: Ms. Shadley said three kinds of lighting fixtures are proposed: pedestrian level walkway lights; post-mounted streetlights; and utility pole-mounted streetlights. Pedestrian-level light fixtures are concentrated on the north side of Massachusetts Avenue, from the middle of the

Center and to the west. They are consistent with existing fixtures and mounted on simple, slender, black poles with shields at the top to minimize light pollution. These pedestrian lights are intended to match existing historic light fixtures and would use LED bulbs.

Twenty-two of the twenty-nine streetlights will also be mounted on black poles, have slender profiles, use LED bulbs, and be of minimal visual presence. The remaining seven roadway lights will be mounted on existing utility poles. If desired, a small flood light can be added to further illuminate the street area. The height of roadway poles will be between 21 and 30 feet.

On the crosswalks, there will be 3.4 foot candles of illumination which Ms. Shandley said more than there is currently. The overall distribution of light is intended to be consistent and not create “hotspots” and “darkspots”.

Benches: The current style of bench will be retained. Benches in good condition will be removed and re-set; benches in poor condition will be replaced by those made of IPE wood for greater durability. Bench plaques will be transferred onto new benches at or near the former location. A variety of backless and chair-style seating will be intermingled with traditional style benches to facilitate conversation and comfort and to accommodate differing seating needs.

Bike racks will be spread throughout the Center to accommodate 45 bicycles along Massachusetts Avenue (not inclusive of the seasonal parklet or the racks near the bike path). Two styles have been selected in collaboration with the Bike Committee.

Signs will be posted on black poles to minimize visual clutter. A full signage plan has yet to be developed but the goal is to keep signs to a minimum and consolidate wherever possible. The blue P on oxblood background will continue to be used to direct drivers to parking locations.

Ms. Shadley then put all the parts of the project together in a linear “walk-through” from west to east, starting at Cary Library and ending at the Police Station driveway entrance.

Mr. Levin summarized the technical details, showing a checklist with project elements and verification of what was proposed by the ad hoc committee, approved by the Board of Selectmen, and addressed in the updated 25% design phase.

Cost estimates: The total project is estimated \$9,206,980. Broken into components, \$7,356,980 of the total constitutes the construction subtotal. Police details, which will be substantial due to traffic volume and intensity of the project area, are estimated at \$740,000. Construction administrative is estimated to be \$1,100,000.

After funding is secured at Annual Town Meeting 2019, Phase One of construction would commence in the spring 2020-fall 2021; Phase Two would take place spring 2022-fall 2023. The reasons for breaking the project into two phases are 1) to minimize the impacts to Center businesses; 2) minimize the impacts to residents and visitors; and 3) to organize the areas of construction impact. Mr. Levin said the decision about how to phase the project depends on a number of things but the project must be tightly managed and well-organized so as to keep not to discourage residents and visitors from coming into the downtown area.

- Public Questions

Tom Shiple, 18 Phinney Road, said he noticed three areas where bike racks are not going to be installed: near the Crafty Yankee at 1838 Massachusetts Avenue; at the corner of Meriam and Massachusetts Avenue; and near the Town Hall at 1625 Massachusetts Avenue. He asked that this be reviewed.

Dan Fenn, Precinct 3 Town Meeting Member, said, in his opinion, the Center Streetscape plan is vastly improved. However, he is concerned that if Massachusetts Avenue is reduced from 6 lanes to 4 lanes as described, traffic will back up. Mr. Livsey said the narrowing should not impede traffic flow as the through lanes would remain open in both directions.

Andrew Friedlich, Precinct 5 Town Meeting member, asked if the honeylocust trees would attract bees and cause bee sting concerns. Mr. Lee said the name is misleading; the trees should not attract bees.

Susan Bennett, 64 Bloomfield Street, asked if the existing fixed granite planters would remain in place. Mr. Lee said they would remain and plantings would be refreshed.

Ian Adamson, 33 Hancock Street, agreed that the latest iteration of the project is greatly improved. He asked if there is a way to simplify the number of light fixture styles and make them more homogenous. Ms. Shadley said that, as each section of the Center is updated, the number/styles of light fixture would be simplified.

Chris Barnett, 19 Eldred Street, also praised the project. However, he asked if there are statistics to validate the claim that the proposed changes will improve safety. He would argue that Massachusetts Avenue is not 6 lanes; it is, instead, 4 travel lanes plus 2 parking lanes. The addition of bump outs, while fashionable at the moment, may not be warranted, particularly in the areas that would cause the elimination of the righthand turning lane from Massachusetts Avenue to Waltham Street and the turning lane onto Massachusetts Avenue from Edison Way. In his experience, even with the dedicated turning lanes, traffic tends to back up at these points in the morning. With GPS navigation use, ripple effects will be felt throughout town as drivers seek alternate routes. He asked to see the traffic analysis that formed the basis of these turning lane eliminations. Additionally, he questioned the wisdom of planting trees on the south side of Massachusetts Avenue where the sidewalk is already narrow.

Bob Pressman, 22 Locust Avenue, asked if flashing crosswalk lights would be used in the Center. Mr. Livsey said there is no plan to do so in the downtown area. Mr. Pressman asked if the data gathered from the temporary turning lane closures (onto Waltham Street from Massachusetts Avenue and onto Massachusetts Avenue from Edison Way) has been analyzed. Mr. Livsey said the data was presented to the Board of Selectmen last year, as well as the findings from a closure at Harrington Road and Massachusetts Avenue.

John Rosenberg, 64 Bloomfield Street, believes the Center Streetscape project is a large investment and recommended that annual maintenance costs be calculated. He also noted the Center Streetscape project will have to be synced with the Police Station project.

Gerry Paul, Precinct 4 Town Meeting member/Tree Committee member, said he is happy to hear about the trees being planted on Waltham Street as well as the attention being paid to trees in general. He encouraged the team not to dismiss planting trees in areas where conditions are not perfect, such as near utility wires or where the sidewalk is too narrow for optimum-sized tree wells.

Mark Connor, 16 Highland Avenue, commended the Ad Hoc committee and the Town for all the work done to reimagine the project. He believes plantings can be used thoughtfully to distinguish areas for people versus areas for cars. He also questioned the cost estimate for construction administration (CA): the quoted amount of \$1.1M seems higher than the norm. Mr. Livsey explained that the CA was high due to the need for precise timing and tight organization. He anticipates the need to hire one full-time administrator to oversee operations and a possible second staff person to liaise with businesses and set up road and sidewalk detours. He does not expect a current staff member will cover these tasks. He noted that, as the project moves toward 100% design, it may be possible to refine the CA estimate.

Victoria Buckley, Precinct 9 Town Meeting member/Commission on Disabilities chair, noted that for a stretch of the Center, streetlights are planned only on the south side of Massachusetts Avenue. Ms. Shadley replied that the south side streetlights will throw light across the entire roadway; pedestrian lights will provide sidewalk illumination on the north side.

Ms. Buckley said that brick is not a sidewalk material recommended by Disability Commission. She added that past cost comparisons showed using concrete instead of brick would save \$700,000 and asked if more recent cost comparisons have been done. Ms. Barry said that the Board of Selectmen voted in January 2017 to approve the Ad Hoc Committee's recommendations and no recent additional cost comparisons have been done.

Ms. Buckley noted that the tree grates might be tripping hazards and asked if the Commission of Disabilities would have any input into the tree grate design. Mr. Pinsonneault and Mr. Livsey indicated input would be welcomed.

Ms. Buckley asked if any handicapped parking spaces would be lost. Mr. Livsey said there will be no reduction of handicapped spaces.

Ms. Buckley said studies have shown the color contrast between brick and gray color is insufficient. She is concerned that visually impaired people will walk into traffic. Additionally, the Department of Transportation does not recommend brick before a "detectable warning" because tapping on brick may lead visually impaired pedestrians to believe they are closer to the road than they are.

Valerie Overton, 25 Emerson Gardens, agreed that the color contrast is not sufficient and believes it would not be in compliance. She asked that the color contrast be re-evaluated. Mr. Livsey said the team referred to recommendations from the Americans with Disability Act (ADA) when making materials choices.

George Burnell, Precinct 7 Town Meeting member, said he is unimpressed with the "mid-century" concept. Old is not necessarily historic. He also believes two key features of the

proposal need further attention: the elimination of the two turning lanes and cut-through traffic abatement. He believes every brick is a tripping hazard and the sidewalks should be concrete.

Bebe Fallick, Precinct 6 Town Meeting member, asked if the Center Streetscape project will be coordinated with the Battle Green Master Plan. She believes choices about elements such as lighting and benches are being made independently without coordination between the two efforts. Mr. Pinsonneault noted there are two projects involving the Battle Green: The Battle Green streetscape project and the Battle Green Master Plan. The historic elements of the Battle Green will not necessarily match the Center Streetscape elements because there are different sets of criteria. However, these projects, plus the Police Station project, are being taken into account.

Ms. Fallick encouraged the Town to focus effort on educating the public so people understand what changes are being made and when. Mr. Pinsonneault agreed that public information will be a priority throughout the construction process.

Elizabeth Barnett, Precinct 7 Town Meeting member, asked what percentage of the commercial tax base comes from the Center and, once the project is finished, what the return on the investment is projected to be. Mr. Valente replied that he does not have the commercial tax base information at his fingertips but it should be easy to calculate. He said the Center Streetscape project has never been viewed from a return on investment/economic perspective; it has been largely about improvements to safety for pedestrians and bicyclists. To justify the \$9M investment, Ms. Barnett asked that information be made available about the percentage of the commercial tax revenue the Center contributes and what the expected increase will be.

Eric Brown, 14 Douglas Road, asked the Town to drill deeper into what he believes is a very high Construction Administration cost estimate. Specifically, he asked to look at the number of staff hours, the number of weeks, and the hourly rate of pay. Mr. Valente and Mr. Pinsonneault will bring more information about this to the next public meeting.

Resident John Flynn asked if there will be only a single eastbound lane and no designated left turn lane at Grant Street. Mr. Livsey confirmed this will be the case. Based on that response, Mr. Flynn flagged his concern. Ms. Barry echoed Mr. Flynn's concern and added that the Board had not been aware there would be only one lane at this juncture; she believes this will cause significant traffic problems in the Center.

Bridger McGaw, Precinct 6 Town Meeting member, asked the Town prioritize keeping traffic out of the neighborhoods. He agreed that old and historic are two different things and asked that the distinction between the two be made clear to help Town Meeting understand how resources are being applied. Mr. McGaw believes the project has improved but asked to see data on what the safety improvement were based on, such as insurance claims, Massachusetts Department of Transportation statistics. Ms. Barry said the Town would try to provide that information. Mr. McGaw also asked that maintenance costs be provided so that the full cost of the project is understood. Mr. Pinsonneault said that once the project is complete, the maintenance would become part of the DPW operational budget and increases are not anticipated.

Gerry Guetell, 50 Waltham Street, said he believes eliminating the right turning lane onto Waltham Street from Massachusetts Avenue would be a mistake. He also believes that impact to

taxpayers should be well-understood because taxpayers are being stretched by the large number of Capital projects.

Jerry Michelson, Precinct 5 Town Meeting member/Center Committee chair, asked if any of the construction funds are already in hand from past appropriations. Mr. Livsey said there has been no approval of construction funds to date.

Mr. Michelson asked if there will be power outlets installed in the tree wells for events such as holiday lighting. Ms. Shadley said that almost every tree well will have a receptacle.

Mr. Michelson said he appreciates the efforts that will be made to work with the businesses during the construction period. He emphasized that the Center businesses have, and will continue, to contribute to the tax base. Mr. Michelson believes that the proposal is appropriate for Lexington Center and that refreshing the streetscape is an important initiative to keep the Center vital. He recommended that the project be brought forward as a one-phase effort.

Dawn McKenna, Tourism Committee chair, said she is frustrated that the plans for Battle Green Master Plan and the Center Streetscape projects have not been coordinated. She said if “getting it right” means delaying the vote for the 100% design phase until spring, she would support the delay. Mr. Pinsonneault referred to a previously distributed timeline that showed the Battle Green plan to be 6 months to a year behind the Center Streetscape. The Town’s plan is to bring the two plans together in the winter of 2020. Construction will all be done at the same time.

Leonard Morse-Fortier, 20 Bernard Street, believes that some of the trees planned near the Depot Square crosswalk might interfere with clear sightlines for drivers heading west. He asked if the crosswalk curb cuts have been charted relative to the street drains to assure that water will not flow over the crosswalks before going down the drain. Mr. Livsey affirmed that the drains have been sited with this in mind. Mr. Morse-Fortier said that brick sidewalks make the streetscape considerably less safe. There will also need to be annual testing to assure safety standards are continually met.

Shaun Grady, 9 Longfellow Road, distributed a photograph of a hybrid concrete and brick sidewalk. He implored town leaders to consider using these materials throughout the Center for safety, the safety of all but particularly for disabled pedestrians. He recalled that bricks were not identified by the mid-60s Sasaki Plan as a preservation necessity but he applauded the Ad Hoc Committee for retaining the brick edging aesthetic because it is appropriate for Lexington Center.

Andy Friedlich, Precinct 5 Town Meeting member, said he agrees with others that eliminating the third lane onto Edison Way would be a big mistake. He noted that, during the temporary closing experiment, traffic was backed up in the Center. The closure also made it difficult to back into parking spaces and it was less safe for bicycles because riders had to navigate closer to parked cars. Mr. Friedlich also recommended that the bus stop and parking space locations at Depot Square be swapped to improve safety.

Victoria Buckley, Disability Commission chair, said the Disability Commission does not feel its concerns are being heard. The choice of brick is problematic because bricks are difficult for

those with mobility challenges to navigate and because bricks can cause disequilibrium for those with neurological challenges. People with low vision have trouble because the color contrast is not sufficient. The curb cuts also pose a safety problem. The benefit of having universal design sidewalks with concrete with brick edging is that it works for all users. She sees choosing to use brick alone as discriminatory and a form of able-ism.

Valerie Overton, 25 Emerson Garden, agreed with Ms. Buckley's sentiments. She believes that Lexington should behave like the welcoming, inclusive community it wants to be and that the town has an opportunity to be a model for other historic communities.

Bonnie Brodner, Precinct 3 Town Meeting member/Human Rights Committee, echoed the comments of Ms. Overton and Ms. Buckley. She asked whose safety is being taken into consideration in these decisions. She feels more effort has been put into the trees than into inclusivity.

Gerry Paul, Precinct 4 Town Meeting member, said he wants to make sure that people have the correct understanding of the Ad Hoc Committee's decisions. He knows the question of accessibility was given a great deal of consideration. Experts were brought in to advise the group and the members of the Committee strived to make recommendations that would improve accessibility for everyone.

Next steps: Mr. Pinsonneault said the design process would continue to move forward, taking into account the comments made tonight. Updates will be presented periodically to the Board of Selectmen. A request for 100% design funds will be presented to Special Town Meeting in the fall of 2018. If that request passes, another proposal will be made for construction funds at Annual Town Meeting 2019.

Ms. Barry emphasized that, until funding is approved, no physical work related to this project will take place in the Center. If residents see any work being done, it will not be work associated with the Center Streetscape project. Ms. Barry thanked participants for attending and providing input.

Upon motion duly made and seconded, the Board of Selectmen voted suit 5-0 vote to adjourn at 9:03 p.m.

A true record; Attest:

Kim Siebert
Recording Secretary

SELECTMEN'S MEETING

Wednesday, June 13, 2018

A meeting of the Lexington Board of Selectmen was called to order at 7:00 p.m. on Wednesday, June 13, 2018 in the Selectmen's Meeting Room of the Town Office Building. Ms. Barry, Chair; Mr. Pato; Mr. Lucente; and Ms. Hai were present as well as Mr. Valente, Town Manager; Ms. Siebert, Recording Secretary. Ms. Ciccolo was absent.

Selectmen Concerns and Liaison Reports

Mr. Lucente reported that both he and Ms. Hai attended a recent meeting of the Town Manager Search Screening Committee. Important upcoming search process dates are June 18, 2018 when a meeting is scheduled for members of Town committees, boards, and former Selectmen to meet with the search consultants and provide input about desired characteristics of the next Town Manager; June 19, 2018 when another meeting will be held at Cary Library to gather community input; August 6, 2018 when resumes will be reviewed by the Screening Committee; and August 15, 2018 when candidates will be interviewed.

Ms. Barry said members of the Board were present today at the groundbreaking of the new Hastings School project. On Sunday, June 3, 2018, Board members was also present at the Lexington High School graduation at which Mr. Lucente delivered remarks on behalf of the Board. Members also staffed the Board of Selectmen's booth on Discovery Day, May 26, 2018.

Town Manager Report

Mr. Valente asked Ms. Barry to recognize Public Works Director Dave Pinsonneault for an announcement. Mr. Pinsonneault reported that the Lexington DPW has received re-accreditation from the American Public Works Association (APWA). The DPW received its first accreditation in 2014; it was the 90th community in the nation to do so. To be re-accredited, department staff reviewed over 400 policies and standards regarding its service to residents. The department received a perfect score from the visiting re-accreditation team that came to Lexington for several days to make the evaluation. The certification will be officially awarded at the APWA conference in August 2018.

Approve New FY19 Lexpress Schedule

Susan Barrett, Transportation Manager, presented the new FY19 Lexpress schedule for Selectmen approval. The new schedule will be distributed to residents via the next quarterly tax bill mailing. Ms. Barrett noted that the community has expressed a high level of interest in transportation options.

Ms. Barrett described three proposed schedule changes:

- An informal, once-a-day stop at Emerson Gardens will be expanded to five-times-a day between the hours of 10 a.m. to 2 p.m. Ms. Barrett acknowledged it would be useful to add this stop throughout the day but during peak traffic hours, it is hard to make the left-hand turn from Emerson Gardens onto Maple Street.

- A summer-month 7:30 a.m. round on Routes 1,3, and 5 will be piloted as a year-round program. The Town currently pays for the service year-round even though the loop only runs at that hour during the summer. The addition will allow people to travel to Market Basket, the Community Center, Hayden Avenue and Spring Street, Lahey Lexington, and many of the school campuses in the early morning.
- Revisions to the route map will add information about connecting transportation systems including web addresses/contact numbers for the Minuteman bike share program, and the Rev shuttle.

Ms. Barrett said these changes will be evaluated in the transportation study the Town is currently conducting.

Ms. Barry asked if the B-line and the Lowell Regional Transit service web addresses could be included on the route map. Ms. Hai asked if the MBTA bus webpage address can be added to make it easier for riders to access the 62/76 bus schedules. Ms. Barrett agreed with these recommendations; she hopes the additional text will fit onto the brochure.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to approve the Lexpress schedule as an insert for June quarterly property tax bill with the potential changes discussed, if the text fits into the brochure layout.

Approve Amendment to Regional Housing Service Office Agreement

Liz Rust from the Regional Housing Services Office presented an update of the intermunicipal agreement (IMA) for Selectmen approval. The term of the IMA is three years, but updates are provided to each town every year. Ms. Rust noted that of the eight RHSO towns, seven have Town Managers about to retire. She thanked these Town Managers for establishing the IMA consortium in 2011.

Collectively, RHSO member towns have 10.59% subsidized housing/affordable housing inventory (SHI), although Acton, Wayland, and Weston individually have less than 10%. Of the total 57,000 housing units in the member towns, over 6,000 are on the SHI. Lexington's SHI is currently 11.12% or 1,328 units, which translates to 133 units greater than the 10% threshold. Ms. Rust stated that when the denominator changes in 2020, Lexington is still projected to have 128 units above the 10% baseline.

The RHSO monitors 433 of Lexington's SHI units, overseeing annual certification, refinancing, resale, and general inquiries. The RHSO assists in keeping units on the SHI in the face of potential market rate conversions, such as Lexington experiences with the Pine Grove development in 2017. The RHSO also monitors 905 units across 18 Lexington properties, conducts site visits, reviews tenant eligibility, and examines rental formulas. It provides support to Town boards, committees, and programs as well as grant oversight; it reviews compliance, provides assessment valuations, trains homeowners and property managers, and maintains the RHSO website. These services will continue in FY19.

The majority of the FY19 RHSO budget is for staff compensation for 4 part-time people, including Ms. Rust. Lexington's share of the annual \$244,447 budget cost comes to \$29,851 or

12% of the consortium's total cost for service. This investment entitles the Town to 390 hours of assistance in FY19, which is 46 hours and \$1,185 less than this year; the Pine Grove conversion increased Lexington's FY18 expenses. Each RHSO billable hour equals \$76.75; the four staff members collectively work about 3400 hours annually.

Ms. Rust noted that the HOME grant program currently has \$75,000 in uncommitted funds; the RHSO is working with the Lexington Housing Authority to determine how to best allocate these resources.

The Board was asked to vote on two items as part of the amendment to the RHSO agreement: the addition of Wayland to the member communities and the modified FY19 budget. Ms. Rust noted that Wayland joined the consortium provisionally in March under Concord's membership and has proven to be a good fit because its housing profile is similar to the other member communities. The RHSO would like to add a ninth town but will wait for a compatible community.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to approve and sign the amendment to the Regional Housing Services Office Agreement.

Textiles Recycling Program

Dave Pinsonneault, DPW Director; Robert Beaudoin, Superintendent of Environmental Services, and Stephen Lisauskas, Waste Zero; presented information on a proposed curbside textile recycling program for the Board's consideration.

Mr. Lisauskas said Waster Zero, a waste reduction company, works with approximately 800 cities/towns across the country and 150 communities in Massachusetts. Studies have shown that about 11% of the waste stream in the Commonwealth in 2016 was recyclable textiles, up from 6.7% three years prior. Overall waste totals, despite efforts to reduce tonnage, have not declined even as curbside recycling efforts have become common place. Currently, only 15% of recyclable textiles waste is captured. Simple Recycling, the subcontracting company that would service Lexington, handles textile recycling only in 46 states.

Textiles would be picked up on regular trash days by a dedicated van; pink bags are provided to every household for the purpose. When a bag is picked up, a replacement bag is provided. If more than one bag is needed, Simple Recycling can be reached via a toll-free number. There is no cost to the resident or the Town for the service; Lexington would receive \$20/ton; Mr. Lisauskas conservatively provided yearly revenue estimate of \$1,100. Keeping textiles out of the waste stream also decreases municipal tipping fees; Mr. Lisauskas estimated savings at about \$3,600/year.

Mr. Lucente asked what percentage of residents are projected to use the service. Mr. Lisauskas said the set-out rate nationally is 1%; in Massachusetts it is 2-3%. About 24 communities in Massachusetts have already adopted textile recycling. In terms of carbon footprint, the pickup service saves 44 tons of GHG/CO2 equivalent per ton expended.

Mr. Lucente asked if Goodwill is an available option to the people in the other 24 communities. Mr. Lisauskas said people who donate to Goodwill and similar organizations usually support the cause that benefits from the donation. Natick has found no reduction due to donations to non-profits. The convenience of curbside collection is probably a factor and it may, as with other materials, move a marginal recycler to a consistent one. Simple Recycling also accepts materials that Goodwill does not, such as bedding, pillows, and undergarments. Mr. Lisauskas said pink bags have been known to wind up at Goodwill drop off locations; his company has no problem when this occurs.

Mr. Lucente asked what happens when an item does not fit in the pink bag. Mr. Lisauskas said this needs to be worked out with the DPW. In most communities if it does not fit, it is not collected but some towns have opted instead to mark items with pink stickers.

Mr. Pato asked whether the Town or the recycling company determines what items are collected and noted that not all the accepted items on the list are textiles; many are items not currently accepted by the recycling hauler. Mr. Lisauskas said that 95% of the collected materials are textiles; the provided list of accepted items is the standard list for Massachusetts, although in other parts of the country, other items have been added. The first groups to look over the collected materials are thrift stores.

Ms. Barry asked how the curbside pick up would interact with the clothing drop-off bins already at the Hartwell Avenue DPW facility and Lexington school properties. Mr. Beaudoin said that Bay State Textiles provides the bin service and the Schools receive funds for the donations. Ms. Hai said the Town should talk to the PTOs to ensure they are not undercut by the curbside program.

Ms. Barry asked if theft is a problem and if donations are tax-deductible. Mr. Lisauskas said theft occurs occasionally but is not a problem since there is very little resale value. Donations were not tax-deductible under the old tax laws; Mr. Lisauskas believes that is still the case. Ms. Barry said residents should be made aware they will not receive a tax receipt.

Ms. Hai said it should be ascertained that the pink plastic bags do not exceed the gauge limit for thickness recently set by Town Meeting. She further asked whether contaminated and smoke-damaged textiles would be accepted. Mr. Lisauskas said materials contaminated with bodily fluids should not be recycled; he will ask Simple Recycling what its policy is on smoke-damage, noting that often damaged portions can be removed and the rest recycled.

DPW Project Updates

Dave Pinsonneault, DPW Director, provided the yearly status update on Public Works projects, highlighting 8 of the 35 currently underway:

Center Streetscape (funding source: tax levy): The input from the public meeting held June 11, 2018 is being analyzed by the Town Manager's Center Streetscape Working Group. The group will provide brief updates to the Selectmen in July and August and a longer presentation in September in advance of the 100% design funding request to Special Town Meeting in November. The team is working to clarify the part of the project that appeared at the public

meeting to call for a narrowing of Massachusetts Avenue at Grant Street and the elimination of the dedicated turning lane at that location. Ms. Barry emphasized that the Board voted in January 2017 not to change the traffic configuration at Harrington Road and it did not take action, due to lack of consensus, on proposals to eliminate the two turning lanes from Massachusetts Avenue onto Waltham Street and Edison Way. Mr. Pinsonneault said this is now clarified. He is also aware of the need for sequential timing to coordinate the Police Station and Woburn Street projects. Mr. Pinsonneault will resend the Battle Green/Center Streetscape/Police Station/Woburn Street project timeline document to the Selectmen that clarifies the coordination of the projects.

Dawn McKenna, Tourism Committee chair, expressed concern about coordinating work around the Battle Green that is scheduled to take place. She believes that postponing the Center Streetscape slightly will make for better timing.

Bob Pressman, 22 Locust Avenue, asked if flashing beacon crosswalks were ruled out for the Center Streetscape because it is an historic district. Mr. Pinsonneault said the reason they ruled out had more to do with the close proximity of the traffic light; this is why the team chose bump outs to narrow Massachusetts Avenue instead. Improvements to nighttime lighting will also improve pedestrian safety. It is still being studied whether a flashing beacon crosswalk could be installed at the Woburn Street/Massachusetts Avenue intersection.

Three Intersection East Massachusetts Avenue DOT project (tax levy): This project has been on hold because the concrete did not meet the quality standard. An attempt to resolve the problem will be made in the next two weeks using alternative concrete. Curbing will also be reset.

The Maple Street light is expected to be activated within two weeks, starting with a 30-day “flash phase” to acclimate drivers to the change. Once Maple Street is up and running, the Pleasant Street light will be activated similarly in the following 2-3 weeks. DOT says it is committed to getting the project done by November 2018. Residents will be informed via DPW project website and bi-weekly notification for those who have signed up. Ms. Hai urged Mr. Pinsonneault to use every notification method at his disposal to let residents know the status of these projects, as well as the 30-day flashing protocol.

Hartwell Avenue Improvements (tax levy): The Bedford Street/Hartwell Avenue jug-handle intersection part of the Hartwell area project should be operational by the end of June 2018. Plantings at the circle that have been removed will be replaced. The Maguire Road and Kiln Brook Bridge part of the project is making good progress on coordination with the utilities and Hanscom Air Force Base. Mr. Pinsonneault said that before the project can proceed fully, Hanscom will replace its sewer main (scheduled for this summer) and a water main must be replaced in part of the corridor (anticipated for the 2019 construction season). Mr. Pinsonneault is not sure if the sewer and the water main work will be done in the daytime or nighttime hours but he will provide the Selectmen with updates. Ms. Barry recommended that Lexington urge the Base to direct its employees to enter/exit at the route 2A gate for the duration of the work.

Pelham Road Sidewalk and Sight Distance Improvements (tax levy): The design has progressed beyond 25% and continues to move forward. The project will provide a sidewalk

along Pelham Road and significantly improve sight distance where Pelham Road meets Massachusetts Avenue. Construction will be coordinated with the Lexington Children's Place (LCP) as the roadwork will be very disruptive. The work is anticipated to take place in the summer of 2019, before LCP opens but after most of the construction has been completed.

Ms. Hai reported that the Pelham neighborhood has expressed concern about two-way traffic entering/exiting Pelham Road. Mr. Valente confirmed that construction vehicles will both enter and exit Pelham Road but they will only be allowed to take a right turn onto Massachusetts Avenue. Ms. Hai asked that the neighborhood be informed about this and that the Town do what it can to enforce the right-turn only limitation.

Dawn McKenna, 9 Hancock Street asked that the Youville community be kept informed as well. Mr. Pinsonneault stated the DPW will be in communication with all Pelham abutters.

Automatic Meter Reading System (Enterprise fund): A consultant has been hired to assess the current meter reading and billing systems and to develop recommendations for an automated read system. The consultant will focus the assessment on the fixed network system and include benefits to the Town and the residents; a return of investment analysis will be provided. A recommendation will be presented to the Board of Selectmen in September with the goal of bringing a funding request to the 2018 Fall Town Meeting.

Ms. Barry and Ms. Hai asked that Mr. Pinsonneault keep the Capital Expenditures Committee fully apprised of the return on investment findings. Mr. Valente said there is no expectation that the project will pay for itself but the overwhelming amount of data has now been organized into a manageable report. Ms. Hai believes the Capital Expenditure Committee's concern is financial impact and access to the available data, not necessarily self-funding.

Park Improvement, Athletic Field Lighting (Community Preservation): The DPW has been working closely with Recreation on these projects. A public meeting was recently held but few residents attended. Mr. Pinsonneault said lighting levels on the tennis courts now are now 2-3 foot candles for the four that are lit; the new lights will be 1.5 foot candles using LED technology; all 10 courts will be illuminated; the light will be focused downward to minimize glare. The baseball and softball fields will also have new LED lights installed; the project is scheduled to take place in the fall of 2018.

Park Improvement, Track, Lighting, and amenities (Community Preservation): This part of the overall project will take place in the spring of 2019. Mr. Pinsonneault said the material for the center oval of the track has not been finalized but staff is looking at a hybrid natural/turf model. He envisions including at least two surface options in the bidding process. Downtime for the track is unknown until the construction contract is awarded but Mr. Pinsonneault assured the Board that Recreation will remain in close contract with the Schools' Athletic Department about details as they emerge.

Community Center Sidewalk (Community Preservation): The design is at approximately 75% complete. Mr. Pinsonneault expects the project to be executed in the current construction season. The biggest difficulties are the design and moving the walls, which must be done in consultation with the Scottish Rite leadership.

Other Projects: Ms. Barry asked if the Town has a standard park bench model, noting there is a wooden bench at Kinneen Park that should be evaluated. Mr. Pinsonneault said there are at least two bench models in use: in the Lincoln Park area, the Town's standard recycled plastic bench with metal sides model is used. In an area where teak benches are appropriate, that model is used.

Ms. Hai asked if the pedestrian signal at Munroe Center for the Arts will be removed. Mr. Pinsonneault said he would check into this.

Review Bedford Water Agreement

Mr. Pinsonneault, DPW Director, and Ralph Pecora, Water Superintendent, presented the details of the contract renewal with the Town of Bedford to provide MWRA water. The current 25-year contract expires June 30, 2018.

Highlights of the new contract are:

- Bedford has requested an increase in the volume of water to 4.16 million gallons delivered (MGD);
- Lexington has added a pressure control valve to the Grove Street line that allows for water shut off if PSI falls below 20. This was done to minimize impact to Lexington residents. If a shut off were to take place, Bedford would still receive water through two other connecting lines;
- The 25-year agreement will now be reviewed every 5 years so that issues can be addressed more quickly. This would also give Bedford more flexibility in case the Bedford decided to seek an alternate delivery system.

Mr. Pinsonneault noted that the Burlington will also become an MWRA water customer and that this requires additional oversight and assistance.

Mr. Lucente noted that the contract does not specify that the agreement will be reviewed every five years, only that it will be reviewed five years from the origin date. Mr. Pinsonneault said he would make sure this is clarified before the contract is approved.

Mr. Pato said he appreciates efforts to protect the Grove Street neighborhood from water pressure drops.

Ms. Barry asked if the Town has made sure that the Grove Street residents' water pressure is as strong as it ought to be. Mr. Pecora said no call of complaint have been received. The sustaining valve will ensure that the water pressure is maintained at 35 PSI, particularly for residents of McKeever Drive that have experienced the worst pressure drops. Ms. Barry asked that residents be contacted directly for feedback and that a baseline be recorded now so that any effects on the water system from the new Grove Street development are well-understood.

Ms. Barry asked if water delivery volumes would be affected by drought conditions and if there is language about this in the contract. Mr. Pinsonneault said water would still need to flow through the system but timing of Bedford's use might need to be adjusted in the case of drought.

Discussions to this effect have already been initiated. Emergencies are covered in the contract section titled "Force Majeur".

Ms. Barry asked if water pressure valves on the other two Bedford connecting lines are allowed under the contract. Mr. Pinsonneault said he does not anticipate the need for this, given the water study results, but the two towns would work out such an issue together, as they have done for other matters not covered under the current contract.

Ms. Hai asked about proportional capital costs to meet Bedford's demand, as specified in the contract. Mr. Pinsonneault said the specified 60/40 split is due to the need to service Lexington customers right up to the Bedford line. Improvements would be to Lexington's infrastructure and therefor justify the investment. Lexington, as the service provider, takes the majority of the financial responsibility.

The contract will come back before the Board for final approval.

Discussion: Rescind MGL 59, Section 2D, Assessment of New Construction

Mr. Pato said when this agenda item was last addressed in May, the Board asked that interested parties be solicited for input before determining a position. There have been two written comments to date: one was from Town Meeting member Narain Bhatia who recommends approval; the second comment was from local builder, Matthew Thenen who recommends disapproval. The Board asked anyone else wishing to make a public comment to please step forward tonight.

Gloria Bloom, 17 Loring Road/proponent of the initiative, said she hoped the vote to approve would take place before the end of the fiscal year so the new policy can go into effect in FY19, particularly with construction/redevelopment efforts on Hartwell Avenue from which significant revenue could be gained.

Mr. Lucente asked Ms. Kosnoff, Assistant Town Manager for Finance, if she continues to have staffing concerns similar to those expressed at past meetings. Ms. Kosnoff said these concerns have been remedied through reorganization of the office and coordination with the Building Department. She is confident the additional workload is manageable.

Given the reassurance that consistency of application will occur, Mr. Lucente said he is now comfortable rescinding MGL 59, Section 2D. Ms. Hai asked Ms. Kosnoff to clarify how the payment would be assessed and to whom the bill would be sent. Ms. Kosnoff said circumstances might apply to homeowners who increase the value of their residences by 50% or more, or to builders of new residential or commercial structures. The bill would go to whomever is the owner of the property at the time of the Certificate of Occupancy. Ms. Hai said, given this response, it is hard to claim the initiative targets builders.

Rod Cole, 80 School Street/Capital Expenditures Committee, noted that property is taxed on its value, not how many people are living there.

A vote regarding this it will be taken at the June 25, 2018 Board Meeting.

Sign and Approve Grant Agreement for 9 Oakland Street

Mr. Valente said that Annual Town Meeting 2018 approved Community Preservation Act funding for improvements to an historical building owned by Supportive Living Inc. (SLI) and located at 9 Oakland Street. As has been the Town's practice, a grant agreement to be signed by SLI and the Town has been prepared for the Board's approval.

Upon motion duly made and seconded, the Board voted 4-0 to approve and sign the grant agreement between the Town and Supportive Living Inc., for the renovation and adaptive re-use of the property located at 9 Oakland Street.

Discuss Agenda/Board Position for June 14 Summit Meeting

Two items are on the Summit agenda as requested the School Committee: How should significant municipal projects be integrated into the planned school facility master plan; and what are the funding options for proposed High School science labs renovations.

Ms. Barry said it is her understanding that the School Committee is looking to request \$106,000 so that it can commence work on a School Master Plan as soon as possible; funds were initially thought to be available from an unexhausted prior allocation, however it recently came to light that the wording of the Town Meeting motion prohibits use other than for the original intent.

Mr. Valente said the potential for a Reserve Fund Transfer has been floated to the Appropriations Committee with a mixed response. Reserve Fund Transfers are only possible when the Appropriations Committee deems an expense to be “unforeseen and/or extraordinary.”

Ms. Barry said Board concerns are likely to include multiple administrative transitions: a new Superintendent, a new Assistant Superintendent for Finance, and a new Town Manager. Ms. Barry senses the School Committee feels an imperative to fast track its Master Plan but she is unsure how additional School capital needs can be integrated into the Municipal projects already in progress. Ms. Hai agreed with Ms. Barry’s assessment and expressed concerns about the community’s ability to absorb more infrastructure investments. Mr. Pato agreed as well but believes it prudent to begin the School Master Plan process so the needs and options, including not funding building projects, can be clarified. He feels a comprehensive facilities master plan should be undertaken.

Mr. Lucente questioned whether this request for a Reserve Fund Transfer can legitimately be characterized as emergency/unexpected since there has been no jump in enrollment other than the steady increase experienced for several years. He agreed, however, that planning is important.

Ms. Barry said she looks forward to hearing at the Summit what the Schools are thinking. If forward progress for the Master Plan is pegged to funding and the need is not found to be an emergency, the Schools have the option to find the funds within School budget. Mr. Valente agreed but noted that this approach would require Summit approval since there is an agreement

that the School budget will be used for Operating Expenses only, unless the deviation is fully transparent.

Dawn McKenna, 9 Hancock Street, noted that the nine-year school facilities improvement process has just concluded with the dedication of the new Hastings Elementary School. On the Town side, the list of capital improvements has not yet been completed. Ms. McKenna believes Town Meeting should be asked whether to start the process all over again.

Wendy Manz, Capital Expenditures Committee (CEC), said CEC will not have a quorum at the Summit meeting. In lieu of that, she conveyed that CEC supports the Schools' planning initiative and understands the Reserve Fund Transfer request is based on the surprise development that \$106,000 was not available. Ms. Manz said anticipation of further enrollment increases, as well as the question of how to accommodate incoming larger classes at the high school, compelled the School Committee to request the Summit. Ms. Manz added that the Schools intend to submit a Statement of Interest to the Massachusetts School Building Authority in 2019. She does not believe the Schools intend to proceed independently of the Municipal Capital plan.

The science lab question to be addressed at the Summit is based on larger class sizes entering the high school that will overwhelm Chemistry and Biology classrooms starting in 2019. The Schools want to request design funds at this fall's Special Town Meeting in order to reconfigure two classrooms into science labs; at Annual Town Meeting 2019, a subsequent request would be made for construction funds. The approximate dollar value is \$1.1M.

Rod Cole, Capital Expenditures Committee, said class size numbers are projected to go up from a current 550 students to 635 students. He said creative scheduling work has been done but he encouraged Summit participants to press for a larger effort in that regard. He suggested adding honors Science classes without labs might provide a solution.

Mr. Valente reported he has also asked the Recreation Committee to attend the Summit to be a resource for the Boards regarding the potential for Community Center and athletic field expansions. There has been some discussion about collaborating with Minuteman Technical High School as that school's reconstruction frees up field space that might be shared.

Battle Green Request—Lexington Historical Society

Mr. Valente said his understanding is that Police and DPW have reviewed and approved this Battle Green request.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to approve the Lexington Historical Society's request to use the Battle Green for the purpose of hosting a group of National Guardsmen for a tour and historical military drilling with the Lexington Minutemen and 10th Regiment of Foot on Saturday, June 23, 2018 from 7:30 a.m. to 12:00 p.m. It was emphasized that no vehicles are to be allowed in the Battle Green.

Town Manager Appointment

Upon motion duly made and second, the Board of Selectmen voted 4-0 to approve the Town Manager's appointment of Francesca Pfrommer to the Recreation Committee. Ms. Pfrommer will be filling the position previously held by Jason Denoncourt. Her term will start immediately and will expire May 31, 2021.

Selectmen—Committee Appointments/Reappointments

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to appoint Erica McAvoy to the Tourism Committee for a one-year term ending September 30, 2018.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to re-appoint Cerise Jalelian, Julie Miller, and Sandra Podgorski to the Town Celebrations Committee for a three-year term ending June 30, 2021, and further to re-appoint Kimberly Coburn and Karen Gaughan to the Town Celebrations for three-year term ending June 30, 2021, pending completion of ethics training; and further to re-appoint June Baer, William Bassett, Suzanne Caton, Carol Flynn, Mary Hutton, Paul Jenkins, Geetha Padaki, Susan Stering, and David Taylor to the Town Celebrations Sub-Committee for a one-year term ending June 30, 2019; and further to re-appoint Wei Ding, Wayne Miller, and Samuel Zales to the Town Celebrations Sub-Committee for a one-year term ending June 30, 2019, pending completion of ethics training.

Consent Agenda

- Approve and Sign Girl Scout Gold Letters

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to send letters of commendation congratulating Genevieve Wharton, Kaitlin Levangie, and Surya Purohit for attaining the highest rank in Girl Scouting.

- Approve and Sign Eagle Scout Congratulations Letter

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to send a letter of commendation congratulating Christopher Andaloro for attaining the highest rank of Eagle in Boy Scouting.

- Approve One-Day Liquor Licenses

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to approve a one-day liquor license for The Community Endowment of Lexington for the purpose of a Grant Award Celebration to be held at the Lexington Community Center, 39 Marrett Road, on Tuesday, June 19, 2018 from 5:00 p.m. to 9:00 p.m.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to approve a one-day liquor license for The Lexington Players/EMACT for the purpose of a Community Theater Gala to be held at the Cary Memorial Building, 1605 Massachusetts Avenue, on Saturday, August 25, 2018 from 6:00 p.m. to 10:30 p.m.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to approve a one-day liquor license for Wilson Farm to serve wine at Wilson Farm, 10 Pleasant Street, for the following events: Thursday, June 21, 2018, Dinner in the Field event, from 6:00 p.m. to 9:00 p.m.; and Wednesday, July 25, 2018, Dinner in the Field event, from 6:00 p.m. to 9:00 p.m.

- Water & Sewer Commitments

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to approve

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

- Approve Minutes

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to approve the minutes of the Joint Meeting of the Board of Selectmen and School Committee of March 22, 2018 and the Joint Meeting of the Board of Selectmen and Planning Board on April 23, 2018.

Adjourn

Upon motion duly made and seconded, the Board of Selection voted 4-0 to adjourn at 9:18 p.m.

A true record; Attest:

Kim Siebert
Recording Secretary

Summit Meeting
Board of Selectmen, School Committee, Appropriation Committee
and Capital Expenditures Committee
Thursday, June 14, 2018

A Summit meeting was held on Thursday, June 14, 2018 at 7:07 p.m. at the Hadley Public Services Building Cafeteria, 201 Bedford Street. Present for the Board of Selectmen (BOS) were Ms. Barry (Chair); Mr. Pato; Ms. Ciccolo; Mr. Lucente; Ms. Hai; Mr. Valente, Town Manager; Ms. Axtell, Assistant Town Manager; Ms. Kosnoff, Assistant Town Manager for Finance; Ms. Hewitt; Budget Officer; and Ms. Siebert, Recording Secretary.

Present for the School Committee (SC) were Ms. Jay (Chair); Ms. Colburn; Mr. Alessandrini; Ms. Lenihan; Ms. Sawhney; and Mr. Dailey, Acting Superintendent of Schools. Present for the Appropriations Committee (AC) were Mr. Bartenstein (Chair); Mr. Levine; Mr. Michelson; Mr. Padaki; Ms. Yan; Mr. Neumeier; Ms. Basch; Mr. Radulescu-Banu. Present for the Capital Expenditure Committee (CEC) were Ms. Beebe and Mr. Smith. It was noted that CEC did not have a quorum.

Also present were: Ms. Batitte, Director of Recreation and Community Programs; Mr. Cronin, Facilities Director; Ms. Rhodes, Vice Chair of the Recreation Committee; Ms. Palmer, Recreation Committee; Dr. Stevens, Lexington High School Principal; Ms. Crowe, Science Department Head; Mr. Bouchard, School Facilities Manager.

Lexington High School Science Lab Space Update

Dr. Stevens, Ms. Crowe, and Mr. Bouchard provided an analysis of the growing enrollment numbers at Lexington High School and how they will affect the ability of current Science lab space to meet the needs of students, particularly those enrolled in Biology and Chemistry. In the 2019-2020 academic year, enrollment in Biology classes will require 10-12 additional Biology class periods (the equivalent of 2 classrooms). By the 2020-2021 academic year, enrollment will exceed capacity by 15-18 class periods (3 classrooms) in Biology and by 10-12 class periods (2 classrooms) in Chemistry. By 2021-22, 10-12 Chemistry sections will not have lab space (2 classrooms) and 5-6 Physics class periods (1 classroom) will have no space. By 2022-2023, (the furthest into the future that can be projected with any confidence), Science enrollments will outstrip classroom capacity by 5-6 periods in Earth Science (1 classroom), 15-18 periods (3 classrooms) in Biology, 5-6 periods (1 classroom) in Chemistry, and 15-18 periods (3 classrooms) in Physics.

Dr. Stevens noted that lab classrooms are specialized spaces, differently equipped from regular classrooms, and that Science classrooms are already in use at least 85% of the day. Also, Lexington High School's classrooms are dimensionally smaller than the Massachusetts School Building Authority (MSBA) recommends.

Dr. Stevens said these Science space concerns predated his arrival at Lexington High School (LHS) in July 2017. Consultants had conducted a space utilization study and, in the same timeframe, a curriculum review of the Science department was embarked upon. Spanning

leadership changes at both LHS and the Town's Facilities department, a team of administrators and faculty examined a variety of possible solutions, the two most viable to be presented this evening: 1) to build and/or reconfigure additional Science lab/classroom space; or 2) not to build and attempt to manage capacity with changes to scheduling and/or course sequencing.

Of the "no build" option, Dr. Crowe said alternative scheduling, when studied, was deemed too problematic. If Advanced Placement (AP) course blocks were reduced from 6 to 5 per week, AP curricula could not be covered fully in one year and the courses would have to continue into the next school year. The possibility of restructuring the sequencing of science courses was also examined. This option, besides creating new space issues on its own, would result in further implications to teacher licensure, professional development, classroom materials, and result in additional itinerant faculty.

Dr. Stevens said the "build" option includes two pathways: 1) find efficiencies within the current space and/or 2) add new space outside the existing footprint. Current spaces could be reconfigured; new or used modulars could be added, or two new lab spaces could be built, both at once or one at a time. Any one of these solutions would allow the current Science program to continue but the repurposing current classrooms, the least costly option, was seen to only pass the problem on to other courses; the expense of moving old modulars from the Diamond School to LHS was deemed unworthy of the short-term benefit. Buying, installing, and outfitting new modulars was deemed too expensive.

Dr. Stevens added that, while the team continues to look at the space needs, several other efforts are proceeding simultaneously: a Scheduling Committee is analyzing the possible advantages of longer block scheduling; the School Committee is discussing the subject of graduation requirements; the visioning process is taking place for a new LHS building in 5-7 years' time; and the NEASC re-accreditation is underway.

The team firmly believes the space issues cannot be resolved by the no-build option. Therefore, understanding the cost, it was recommended that: two new Bio/Chem classrooms/labs be added in Building G; two Physics classrooms be relocated; and faculty offices be moved to Room 309. Mr. Cronin said if this proposal goes forward, a \$1,139,000 funding request will be made to Special Town Meeting 2018 in November. If approved, a compressed timeline will proceed through design, bidding, contract award, and construction phases so that the labs are ready for occupancy in the fall of 2019.

Mr. Pato (BOS) asked if the request for two classrooms is sufficient to meet the need. Dr. Stevens said that scheduling czar/Math department head Kevin Kelly has looked closely at the numbers; he and Maureen Kavanaugh, Director of Planning and Assessment, feel confident that two classrooms is the right recommendation, at least for as far into the future as can be confidently projected. Regular classroom spaces without specialized equipment are more flexible and scheduling for these spaces can be manipulated more easily.

Mr. Lucente (BOS) asked what the possible outcomes are for the Scheduling Committee and whether they might affect the Science curriculum. Dr. Stevens said that he does not foresee any impacts on these space issues from that committee's recommendations in the short run. This is

the first time in 20 years that the schedule has been analyzed; the most important considerations are pedagogical.

Mr. Levine (AC) summarized the problem as acute and noted that the impacts would start in 15 months' time and the suggested solution should last 4-5 years. He asked if any other space crises exist that will need to be addressed and if non-high school uses of space, such as for the IT department, could be moved out of the building. Dr. Stevens said, as far ahead as the study can see, Science is the area of the curriculum that requires additional built space. IT can be moved but it is unclear where it would go. Additionally, the reclaimed space would require new equipment and the IT infrastructure would have to be replaced wherever it was moved to. Also, due to enrollment, additional staff will be hired and these faculty will need classrooms, meaning that areas not currently used for classrooms are already under consideration for classroom space. The funding request includes estimates for installing water and gas lines to the new lab spaces.

Ms. Hai (BOS) asked if the large grade cohorts coming up from the middle schools will require additional classroom space in other curricular areas besides Science and what the funding source would be for the proposed construction. Dr. Stevens said regular classrooms have greater flexibility and no more of that type should be needed; Mr. Kelly, the scheduling expert, has done the analysis and concluded that the other curricular capacity requirements are manageable. Part of the impact to Science is that class enrollments are strictly cut-off at 24 students for reasons of safety. Mr. Valente said the funding source has yet to be determined.

Ms. Hai asked if adding a no-lab honors level would provide a possible solution, adding that offering honors might also alleviate some student stress issues. Dr. Crowe said there is a big demand for AP Science classes but agreed that honors level classes would require fewer blocks. Dr. Andrews noted that a recent experiment that added honors Chemistry was found not to reduce demand for AP Chemistry and also resulted in a migration from regular Chemistry to honors.

Ms. Colburn (SC) said the School Committee hopes a recommendation to request funding will be made soon. If funding were not approved, the program would be greatly affected and she imagines the School Committee would come back immediately with another funding request for Annual Town Meeting 2019 since the problem is not going to go away.

Mr. Padaki (AC) asked if there had been consideration of using other schools' spaces to resolve the problem. Acting Superintendent Daily said that faculty, transportation and scheduling obstacles preclude this option. Ms. Lenihan (SC) reported that the middle schools themselves have space concerns due to enrollment increases.

Ms. Jay (SC) said the team that examined the space problem took multiple approaches to arrive at a solution and came to the realization that the only viable option is to build new space. Given the recommendation, the question is what steps now need to be taken.

Mr. Levine (AC) suggested, due to the urgency of need, that a Special Town Meeting be called before November.

Discussion of School Master Planning Committee

Ms. Colburn (SC) said the Schools last formed an ad hoc Master Planning Committee in 2014. The 2015 report from that group laid the groundwork for the recent school expansions: the Lexington Children's Place project; six new modulars at Bridge, Bowman and Fiske schools; a new, larger Hastings School; and additions/renovations to Diamond and Clarke middle schools. About a year ago, the School Committee formed another working group to assess whether the above initiatives would be adequate to accommodate continuing enrollment increases. The working group included two members of the School Committee; Superintendent Dr. Czajkowski; Ms. DiNisco of DiNisco Designs; former Facilities Director Mr. Goddard and then Mr. Cronin, the new Facilities Director; and additional staff members, depending on the discussion at hand. The first six months of meetings focused on the Science lab issue. During the second six months, capacity, enrollment, and program needs were foremost on the agenda. The team determined, ultimately, that the best course of action would be to develop a new Master Plan, taking into account the various factors confronting the Schools and the options to address them.

The School Committee has approved the formation of a new School Master Planning Advisory Committee (SMPAC) and its charge, which includes development of a 5-10-year school facilities Capital Plan "analyzing current facilities, enrollment forecasts, and developing conceptual plans and timelines for needed educational spaces". Almost all positions on the Committee have now been filled; two citizens were appointed this week. Once new Superintendent Julie Hackett arrives in July, the SMPAC will work with her over the summer. Ms. Hackett supports the effort in general but her direct input is needed.

Funding DiNisco Design's participation in the master plan process is another key piece of the process, Ms. Colburn said. DiNisco Designs has already worked on related issues and, until recently, the School Committee believed DiNisco would be able to continue the work using residual funds remaining from a previously \$4.6M borrowing appropriation. However, because of the way the motion for that appropriation was worded, Bond Counsel determined that the remaining funds cannot be used for a second purpose, even though it is related. The School Committee would therefore like to ask the Appropriations Committee for a Reserve Fund transfer of \$106,000 to fund DiNisco Design's continued participation. Alternately, the School Committee could find funds either in its FY18 or FY19 budgets but a Reserve Fund transfer is preferred. Ms. Colburn said it is important that the master planning process begin as soon as possible.

Mr. Valente said the decision to approve a Reserve Fund transfer rests with the Appropriations Committee and centers on whether the AC determines the request is for unforeseen/extraordinary expenses. The School budget funding alternative remains within the purview of the School Committee, which has bottom line autonomy, although Mr. Valente noted that the Municipality and the Schools have an agreement not to use operating funds for other purposes. If a transparent process is followed and an agreement to depart from standard practice is reached, the use would be deemed allowable.

Mr. Pato (BOS) concurred that it is essential to start the master planning process as soon as possible. He noted that town-wide Capital planning is also extensive and asked that, as the School plans advance, as the School plans advance, they be coordinated with Town-side Capital efforts.

Ms. Barry (BOS) agreed that working collaboratively, rather than in silos, is important. At this point, the Municipal Capital Plan requires an update as well. However, Ms. Barry noted that the community has begun to push back on debt/ tax bill increases. She advocated for clear and open communication as planning goes forward.

Ms. Barry (BOS) asked if the SMPAC would look at non-building options. Ms. Colburn said she is sure the Committee will look at all options. She projected the SMPAC's report would be delivered by June 2019. Some previously-developed projects and studies will help inform the Committee's work but the group should not be confined to looking at former proposed solutions.

Ms. Ciccolo (BOS) agreed it is essential to get started with the planning process but believes the consultant need not start immediately. She asked if a new procurement process would be required to hire a consultant and if that would impact the SMPAC's timeline. Ms. Colburn (SC) said she has not been advised that a new RFQ is required, largely because the work is similar to what DiNisco Designs has already done and the next process would be a continuation of that effort. She added that DiNisco Designs is already producing materials that will form the baseline of work to be done over the summer, including ten-year projections that feed into the Master Plan.

Ms. Hai (BOS) said the no-build options should be examined as robustly as possible. Such examination would not require the immediate assistance of DeNisco Designs and could therefore commence independently of the funding. The biggest concern Ms. Hai has is that anything the Schools recommend be integrated into and balanced with the larger Capital plan.

Mr. Alessandrini (SC) said the School Committee agrees that all plans should be transparent and integrated. He encouraged all committees/boards to develop their own master plans so that all master plans can then come together to form one comprehensive plan based on town-wide needs.

Ms. Lenihan (SC) said that the SMPAC would be sure to look at both build and no-build options but more enrolled students will require more space, if the educational caliber is to be maintained.

Ms. Colburn (SC) said that DiNisco Designs, as the consultant, looks at how much space School programs require; this is an expertise that is needed on the SMPAC.

Mr. Bartenstein (AC) said the balance of the Appropriations Committee Reserve Fund is now approximately \$900,000; the unused funds will fall to Free Cash if not expended before the end of the fiscal year. His preference would be to use the FY18 AC Reserve Fund as the source, since the end of the fiscal cycle is near, rather than to dip into the FY19 AC Reserve Fund at the beginning of a new fiscal cycle. Mr. Valente said it would be up to the Appropriations Committee to determine how to handle this but, if FY19 funds are tapped, none of the \$106,00 could be expended until after July 1, 2018.

Mr. Bartenstein asked if the Schools plan to turn back any unexpended funds from the FY18 budget. Mr. Daily confirmed that the Schools' will turn back an estimated \$700,000-\$800,000, depending on end-of-the-year close outs and grant balances.

Mr. Bartenstein said he is comfortable tapping the FY18 AC Reserve Fund but some of his colleagues may disagree with that strategy. He said it would simplify matters if the School Committee taps into its own budget balance since adequate FY18 funds remain. Mr. Valente said there is no legal barrier to using the School Operating budget for this purpose. Choosing this route requires agreement of the Board of Selectmen, Appropriations Committee, and Capital Expenditure Committee to depart from past practices.

Ms. Colburn confirmed that DiNisco Designs has already started working within the Master Plan parameters so FY18 funding, from either source, would be appropriate.

Mr. Michelson (AC) asked how much of the \$106,000 has already been encumbered by the work DiNisco has done. Mr. Cronin and Ms. Colburn were not certain of the amount but said the work already done is not generally part of the \$106,000 as there is overlap between work done for the former project and the master planning effort. Ms. Lenihan said work done has already been paid for but DiNisco's future work has not. Mr. Cronin clarified that "work already done" includes evaluation of the elementary schools' capacities. This is a component of the master plan evaluation but the remaining funds from the \$4.6M appropriation are not eligible for use in the larger master planning effort. He noted further that the MSBA will only accept 10-year plans that anticipate future issues and Lexington currently only has a 5-year forecast.

Mr. Lucente (BOS) asked if \$106,000 is enough to fund the necessary work. Ms. Colburn said DiNisco Designs has assured the School Committee that \$106,000 will cover its participation through the conclusion of the master plan process.

Ms. Barry (BOS) asked what the scope is of the master plan in terms of grades. Ms. Colburn said it would be predominantly K-8 but noted that the administration will also be working simultaneously on a LHS Statement of Interest (SOI) to be submitted to the MSBA. If, for example, the SMPAC were to recommend moving 8th grade to LHS, that would become a consideration for the SOI.

Mr. Michelson asked how the new Superintendent would be integrated into the master planning process upon her arrival. Ms. Colburn said a workshop will be set up for Dr. Hackett in July.

Ms. Beebe (CEC) said that when the CEC had a quorum at its June 6, 2018 meeting, it confirmed support of the master plan process and for finding an expeditious approach/source for funding the \$106,000.

Mr. Bartenstein said if the consensus of the Summit is to tap the AC Reserve Fund, the earliest possibility to proceed would be after the next Appropriation Committee meeting, scheduled for June 27, 2018. He cautioned that approval of the AC Reserve Fund option is not a foregone conclusion. Tapping the FY18 School budget is more certain and expeditious and, if the process is transparent, there should be no prohibition against this course of action.

Ms. Barry asked the committees/boards to caucus for the next 5 minutes to discuss the matter, after which these preferences were voiced:

- School Committee: Members were unanimously in favor of a Reserve Fund transfer for the amount because master planning should be a shared expense;
- Capital Expenditures Committee: There was no comment due to the lack of quorum;
- Appropriation Committee: The consensus was not entirely clear but Mr. Bartenstein believes a Reserve Fund transfer request is likely to pass; he cautioned, however, that if certainty and speed are important considerations, the School Committee should opt to use School budget funds;
- Board of Selectmen: Members were unanimously in favor of using remaining FY18 School Operating funds. The expense was deemed somewhat unforeseen but tapping School funds is more certain and expeditious.

Mr. Bartenstein (AC) asked that the School Committee make clear its intentions so that the matter can be included on the June 27 agenda, if necessary.

Ms. Beebe (CEC) asked if there is any difference in using one source or another for shared expenses. Mr. Valente said the School Committee's concern is setting a precedent in which a Capital expense, always deemed a shared expense in practice, would be taken solely from the School budget. The AC Reserve Fund can be applied to either Operating or Capital.

Mr. Alessandrini (SC) emphasized that the expense is unforeseen/unexpected because the School Committee thought the remaining \$106,000 of the \$4.6M could be used for the master planning purposes. When it was discovered that this would not be allowed, the School Committee was compelled to look for an alternative source. He believes the School Committee will opt to go before the Appropriation Committee to request the Reserve Fund transfer, instead of using FY18 School Operating funds.

Ms. Barry closed the meeting by saying that this meeting marks the final Summit for Town Manager Carl Valente, prior to his impending retirement. She invited Summit participants to attend a reception in honor of Mr. Valente, scheduled on August 2, 2018, from 4-7 p.m. at Battin Hall in the Cary Memorial Building.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 at 8:53 p.m. to adjourn. The School Committee and the Appropriation Committee followed suit.

A true record; Attest:

Kim Siebert
Recording Secretary

Joint Board of Selectmen and School Committee Meeting
Monday, June 18, 2018

A Joint Meeting of the Board of Selectmen and School Committee was called to order at 7:00 p.m. on Monday, June 18, 2018 in Estabrook Hall of the Cary Memorial Building for the purpose of holding the sixth in a series of presentations and discussions related to Mental Health Services provided by the Town of Lexington and the Lexington School Department. Present for the Selectmen (BOS) were Ms. Barry, Chair; Mr. Pato (7:15 arrival); Ms. Ciccolo; Mr. Lucente; Ms. Hai; Mr. Valente, Town Manager; and Ms. Siebert, Recording Secretary.

Present for the School Committee (SC) were Ms. Jay, Chair; Ms. Colburn; Mr. Alessandrini; Ms. Linehan; Ms. Sawhney; and Ian Daily, Acting Superintendent of Schools; Val Viscosi, K-12 Director of Guidance; Julie Fenn, K-12 Physical Education and Wellness Coordinator; Jill Gasparini, School Health Services Coordinator.

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

Town and School Staff Presentation Regarding Mental Health Services

Ms. Rundle opened the meeting by restating the framing question that has formed the foundation of these discussions: “What should be the role of the Municipal and School departments and the community in providing mental health services to the Lexington community?”

Mr. Valente said, at this sixth meeting, staff will make recommendations for how to improve mental health services provided by the Town and Schools but continue current programs/services because they are “strong and appropriate.” The recommendations are based on the discussions at the five previous School Committee and Board of Selectmen Joint meetings, comments from the public, and staff deliberations. These recommendations should be thought of as “the what” but not “the how” of what will be accomplished; actions will depend on staff and financial resources, as well as input from the new Town Manager and new Superintendent of Schools. To coordinate efforts going forward, a Mental Health Task Force has been formed which will report directly to the Town Manager and Superintendent of Schools. The recommendations are also “sustainable” and include a coordinated community training program to improve early identification of mental health issues.

Ms. Viscosi reviewed the four phases/entry points of Lexington’s mental health model: identification, prevention, intervention, and post-vention. This model underpinned all previous discussions and will continue to frame efforts going forward, although the prevention phase will be emphasized so services are proactive and not only responsive. Ms. Viscosi reported that one of the goals of the coordinated community training program will be to build a more positive community culture that will help achieve/maintain mental health and wellness.

Ms. Viscosi said, in answer to the framing question, staff have emphatically concluded that the

Town does/will play a role in providing mental health services to the community in two particular areas: 1) it will provide 24/7 response for residents of all ages; and 2) it will provide sustainable, ongoing programs/services in conjunction with mental health partners. In order to do this, School and Municipal staff will collaborate; provide information, referrals, crisis intervention, short-term counseling, intervention, education and training; assess needs; identify barriers; align with changing community demographics; and include of other community partners in discussion and the shared mission.

Ms. Viscosi listed several key points gleaned, to date, from community feedback (comments are still being received). The Town should reduce the stigma of mental illness; serve all age groups; reach out to diverse populations; improve access to services; reduce isolation and loneliness; provide a safe place for teens; increase education and training opportunities; improve communication and interdepartmental collaboration.

The feedback above was incorporated into three staff recommendations:

Improve Communication and Collaboration between School and Municipal Leadership Teams

- Create a sustainable internal infrastructure by formalizing the Mental Health and Wellness Task Force (Initially a grant-funded effort). Task Force membership will include representatives from School Guidance and Counseling; School Nurses; Human Services; Health, Police; Fire.
- Develop and align protocols, policies, procedures between departments.
- Engage community stakeholders by establishing clear communication and roles.

Ensure that mental health services are accessible to residents of all ages

- Provide information about the mental health services offered through the Town (both municipal and school) with improved promotional strategies, use of web-based tools, social media, forums, and public events (such as Discovery Day).
- Develop a multi-year plan that will strengthen mental health programs and services (staffing and programming).
- Recognize the diverse needs of the Lexington community and provide specific outreach and services to subgroups.

Reduce the stigma around mental illness.

- Implement internal education and training for staff.
- Develop coordinated community training to improve early identification and prevention of mental health issues, substance use/abuse, and suicide through evidence-based practices such as QPR (Question, Persuade, Refer), Mental Health First Aid, Signs of

Suicide, SBIRT (Screening, Brief Intervention, Referral to Treatment), and Preventure. (QPR sessions will start in the fall and other initiatives are planned such as Narcan training and a program for parents on vaping.)

- Provide resource “hubs” that maximize access to mental health and wellness information (Town Offices; Schools; Community Center; Library).
- Ongoing evaluation of education and training programs.

In closing the staff presentation, Ms. Rodgers asked the Board of Selectmen and School Committee for their support of the recommendations and the resources necessary to achieve the goals.

Mr. Lucente (BOS) started off the Boards’ comments by professing surprise at the generality of the recommendations. Because Annual Town Meeting 2018 approved close to \$100,000 for the mental health initiative, he was expecting staff to advocate for more specific approaches, such as additional staffing or contracted referral service providers like Interface. Both the Boards and the community have been anxious to initiate something concrete. Mr. Lucente had hoped to hear a strategy that would improve access to services in the near term that could prevent crises before they happen.

Ms. Lenihan (SC) concurred with Mr. Lucente’s assessment. She agreed that a multi-year plan, such as the one presented, is important but acute needs should be addressed as soon as possible. A referral service such as Interface would address a known need for a reasonable price (\$15,000/yr.), at least in the interim as the Task Force begins its work. Ms. Lenihan noted that all but one community that has contracted with Interface continues to use the service and that the one that left wants to resume.

Mr. Pato (BOS) agreed that there should be both concrete recommendations as well as a big-picture strategy. Until now, he had not known how much a year’s contract with Interface would cost so he had been reluctant to support anything until it was presented in the form of a request.

Ms. Jay (SC) also agreed. She believes members of both Boards are ready for more substantive recommendations. Interface is one of several referral providers that could fill the gap to service access. In addition, Ms. Jay also believes that some of the other general recommendations could be broken into concrete action items and that both Boards and the community want to know, with greater specificity, the more immediate steps to be taken.

Responding to the comments, Mr. Valente said there are concrete steps within the broader recommendations. If the Boards feel that hiring Interface is a high priority, it can be done. Prior to making the recommendations, staff discussed referral services, like Interface, that could play a role on the School side but a lesser of one on the Municipal side because Interface covers the same hours as Town staff. He noted as well that Interface would also require a two-year contract and cost \$28,000 for that period; staff was unsure this would be the best use of available funds. Additionally, the new Town Manager and new Superintendent of Schools would need to be part of any more granular recommendations.

Ms. Hai (BOS) said it appears as though more specific steps might require an additional meeting. Mr. Valente said it would be helpful if the Boards identified the high priority items within the recommendations. Ms. Hai said, because the recommendations are so general, it would be hard to rank them.

Ms. Colburn (SC) asked how staff felt about hiring Interface and if doing so would get in the way of the Task Force. Mr. Valente and Ms. Rodgers said it would not be problematic. Ms. Colburn said she believes having a resource such as Interface would be helpful for the Schools outside of school hours; it would also enable someone to access help without needing to book an appointment with Town or School staff.

Mr. Alessandrini (SC) agreed. He believes Interface will also provide access for everyone, both inside and outside the School community. Being able to access support online also will be beneficial.

Ms. Barry (BOS) agreed that the Boards had been expecting specifics, although the timing is difficult with new Town and School leadership coming onboard. However, she is frustrated that the recommendations as presented seem to stall forward movement over the summer and there is an imperative to provide help to the people of the community that need it. The William James/Interface option seems to fill a space in the spectrum of services for a comparatively small investment. She believes that Town and School staff are now collaborating better than when the mental health discussion began a year ago but she also believes Town leaders have an obligation to provide the help the community is asking for.

Ms. Ciccolo (BOS) said she, too, is looking for more specificity. Since the prevailing sentiment seems to be to hire Interface, she asked if doing so would preclude hiring additional in-house staff or other consulting services and if deliberations like this are still ongoing.

Ms. Viscosi said she believes there is currently good momentum but she understands the frustrations that have been expressed. She assured the Boards that work that will not be stalled over the summer as the “how to” pieces are already being put together. She noted that a new level of collaboration has been reached between the Schools and the Town and that the Task Force provides a sustainable structure for the future, although it is not meant to be a cure-all. She is concerned, however, about rushing ahead before new leadership is onboard but she also believes a more concrete list can be shared at the next joint meeting. Ms. Viscosi feels positively about hiring Interface: it would not get in the way of the Task Force and it would allow School staff not spend so many hours helping students/families access services. It would also increase access for that portion of the community that is uncomfortable asking for help within the School/Town system due to stigma/privacy concerns.

Ms. Rodgers said that “breaking down the recommendations” is what the Task Force is doing right now. She agreed with the need for a more robust web presence but staffing to bring that work in-house is a concern. She questions whether bringing on a clinical staff person or an IT staff person would be the better choice, if resources allow for one or the other. Interface builds

an interactive website for its client towns and she sees a website as a way of making the community more aware of the services that are available. Another strategy to get the word out about services are the resource guides and cards that are being developed for distribution through the Library. Ms. Rodgers stressed that the Town already provides 24/7 coverage through Advocates which Human Services, Police, and Fire all can access.

Ms. Ciccolo (BOS) questioned whether the Town would consider stepping away from its relationship with Interface after the two-year contract if other resources are identified/developed in the meantime. Ms. Alessandrini (SC) said that hiring Interface buys time while other issues are being worked out.

Mr. Lucente (BOS) said that the data gathered by Interface should be useful to the Task Force. Given the moderate investment and positive staff feedback, it seems a practical plan to spend \$15,000 of the FY19 \$100,000 appropriation.

Ms. Hai (BOS) asked who would own the website and database that Interface creates. Ms. Viscosi said that Interface would own it if the Town discontinued the relationship but the Town will have learned from the database and from having the website. Interface also provides mental health information in several languages and it facilitates appointment-making, matches insurance acceptance to policy holders, and does follow-ups.

Ms. Rodgers noted that Town staff provide many of the same services, including a database of service providers through the Youth and Family Services website. Staff provide a personal connection and they assist families in the search for appropriate services. Staff also follow up to make sure services are adequate. However, Ms. Rodgers did note that Interface is available to all ages, not just youth and families. She clarified that Interface only staffs phonelines Monday-Friday 9 a.m. to 5 p.m., similar to the Town staff schedule, but the website is accessible no matter the hour.

Ms. Interest noted that another benefit to Interface is the ability to access the services via multiple methods. Since many people first access mental health services through their primary care providers, the Town could market access to the Interface by reaching out to doctors or clergy. Lexington's mental health services are only as good as its outreach.

Ms. Colburn (SC) asked if citizens can access Advocates services on their own. Ms. Rodgers said they are able to do so without the assistance of staff. This, too, should be marketed to the community.

Ms. Fenn said that staff all came into the collaborative process with ready lists of recommendations but taking a step back to discuss, collaborate, and consider was a healthy process. Integrating the new leadership is also vital to future progress. Ms. Fenn noted that staff will also be trained in the new Preventure program, an early detection model, which is seen as offering innovative tools and strategies.

Mr. Lucente asked when staff would be ready to make concrete recommendations. Ms. Viscosi said that there will be recommendations with budget considerations made in the fall and more than one year of funding requests may be necessary. Ms. Rodgers cited the grant process as well that offers another three years of funding after the initial pilot year that is underwriting the Task Force process.

Ms. Sawhney (SC) noted that, because School will not be in session, it will be harder to get the word out about community access to Advocates. She urged staff to aggressively market the service now, with every available means, in order to bridge the two-month summer. Ms. Ciccolo (BOS) agreed and also encouraged heavy promotion of current services and a roll out of the new strategies in the fall, such as hiring Interface or providing a clear list with a marketing plan.

Ms. Lenihan (SC) asked what would have to happen in order to move ahead with Interface and how much time the process would take. Mr. Valente said he is not sure if the procurement process is obligatory in this case; contracting with Interface might be exempt because it is medical or because of the relatively low spending threshold. If procurement was necessary, it would take 2-3 months to implement.

Ms. Rodgers said the Interface process itself would take 3-4 months because of the need to set up staff members as Interface contacts who will work with the service. Interface also requires substantial community outreach efforts to be made.

Ms. Barry (BOS) noted that the School Committee has already had a presentation from Interface. She asked Mr. Valente to set up a similar presentation for an upcoming Board meeting.

Ms. Hai (BOS) asked if the pressure from the Selectmen and the School Committee to hire Interface is forcing staff into a direction they would otherwise not take. Ms. Fenn said, based on the research done by the Human Services Committee into other towns' mental health programs, she sees no reason not to move toward hiring a service like Interface. Ms. Rodgers said that staff is still vetting the options and trying to make sure the available funds stretch as far as they need to. She suggested that the Task Force might decide to write a grant proposal for the next three years of the CHNA grant that would share referral service and/or other costs with the Town.

Mr. Alessandrini (SC) said the proof of the value of Interface is that other Towns continue to use it. The Boards could decide to approve the expense of funds now so that the service is up and ready in the fall. Ms. Viscosi said staff are still discussing how best to use available funds.

Public Comments

Valerie Overton, 25 Emerson Gardens/Diversity Advisory Task Force, said she applauds the collaboration across departments but is not sure that Interface would address gaps with specific community groups such the disabled or parents of children with special needs. She asked that the "hows" include topics such as inclusion and diversity and that less conventional populations be kept in mind.

Next steps: Mr. Valente asked that the Boards allow time for the Mental Health Task Force to process the feedback from tonight's meeting and to finalize the recommendations they are poised to make. Additionally, the group has not yet had time to reach out to some of the underserved subgroups. He believes, going forward, that these joint meetings should continue, at least annually.

Finally, Mr. Alessandrini and Ms. Colburn (SC) urged the Boards to act, invest the \$14,000 to hire Interface, and not let more time go by. Ms. Barry said the Board of Selectmen will continue to discuss mental health issues over the summer and hear a presentation from Interface. Ms. Jay said the School Committee has no planned meetings over the summer but said they could be scheduled, if necessary.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to adjourn at 8:39 p.m. The School Committee followed suit with a 5-0 vote.

A true record; Attest:

Kim Siebert
Recording Secretary

Board of Selectmen Goal Setting Meeting
June 19, 2018

A goal setting meeting of the Board of Selectmen was held on Thursday, June 19, 2018, at 8:01 a.m. in Estabrook Hall in the Cary Memorial Building. Ms. Barry, Chair; Mr. Pato; Ms. Ciccolo(late arrival); Mr. Lucente and Ms. Hai were present along with Mr. Valente, Town Manager; Ms. Kosnoff, Assistant Town Manager for Finance; Ms. Axtell, Assistant Town Manager, and Ms. Katzenback, Executive Clerk.

Also Present:

Rajan Hudson, Management Fellow; Fire Chief Wilson; Police Chief Corr; Ms. Stembridge, Library Director; Ms. Smith, Assistant Library Director & Head of Technology; Ms. Kowalski, Assistant Town Manager for Development; Ms. Graglia-Kostos, Human Resource Director; Mr. Case, Chief Information Officer; Ms. Rodgers, Human Services Director; Ms. Interest, Assistant Director Senior Services; Ms. Tintocalis, Economic Development Director; Ms. Battite, Director, Recreation & Community Programs; Ms. Dean, Community Center Director; Ms. Rice, Town Clerk; Mr. Newell, Assistant Director of Facilities; Mr. Valenti, DPW Operations Director; Ms. Hewitt, Budget Officer; Tony Serio, Youth & Family Services; Julie Krakauer, IT Project Manager; Victor Gorospe, IT Project Manager; Dorinda Goodman, Director IT; Karen Mullins, Conservation Administrator; Sally Peacock, Town Accountant; Gerry Cody; Health Director; Morgan Steele, Administrative Assistant; John Mazzarall, Police Captain of Administration; Mike McLean, Police Captain of Operations; John Livsey, Town Engineer; Rob Lent, Director of Assessing.

Approve Sale of Bond Anticipation Notes

Ms. Kosnoff, Assistant Town Manager for Finance, asked for the Selectmen's approval of approximately \$12.1 million in bond anticipation notes offered for sale on June 14, 2018 and due February 2019.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to approve to approve the sale of \$12,116,855, 3.00 percent General Obligation Bond Anticipation Notes of the Town dated June 21, 2018 and payable February 15, 2019 (the "Notes") to J.P. Morgan Securities LLC at par and accrued interest plus a premium of \$113,777.27; and

Further approve that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 6, 2018, and a final Official Statement dated June 13, 2018, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted; and

Further approve that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which

undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time; and

Further approve that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes; and

Further approve that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

FY2018-2019 Selectmen's Goal Setting

- Introduction

Ms. Barry emphasized the meeting objective is to seek consensus on the Board's goals and work plan for FY2019-2020. Ms. Barry stated as there are 52 goals to review, there will be no public comment.

- Review Status of FY2018-2019 Goals

Mr. Valente reviewed the organization of the binder and provided a status of several of the Board of Selectmen goals from FY18–FY19.

- Discuss Proposed Goals, FY2019-2020

Ms. Barry stated the Board will review the proposed goals for FY2019-2020 that have been organized in three categories descending from high to medium to low priorities. Ms. Barry reiterated the objective is to identify the Board's goals not necessarily create the solution today and to determine if certain items should not be designated as Selectmen goals but need further discussion or action from another department or committee. The Board reviewed the proposed goals and policies, shared perspectives and clarified priorities as the first step in refining the list. Ms. Barry stated that the next step is to further discuss and refine the proposed goals at a future Board of Selectmen meeting.

A recess was taken at approximately 11:45 a.m. to break for lunch. The meeting resumed at 12:20 p.m.

Executive Session

Ms. Barry recused herself as her husband is employee of the Town. Ms. Ciccolo presided.

Upon motion duly made and by roll call, the Board of Selectmen voted 4-0 to approve to go into Executive Session under Exemption 3 to discuss strategy with respect to collective bargaining related to the Library Union; further to discuss strategy with respect to collective bargaining related to the Public Works Union and to reconvene in Open Session only to adjourn. Further, it was declared that an open meeting discussion may have a detrimental effect on the bargaining position of the Town.

Adjournment

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to adjourn at approximately 1:09 p.m.

A true record; Attest:

Kim Katzenback
Executive Clerk

SELECTMEN'S MEETING

Monday, June 25, 2018

A meeting of the Lexington Board of Selectmen was called to order at 6:30 p.m. on Monday, June 25, 2018 in the Selectmen’s Meeting Room of the Town Office Building. Ms. Barry, Chair; Mr. Pato; Ms. Ciccolo (late arrival); and Ms. Hai were present as well as Mr. Valente, Town Manager; Ms. Siebert, Recording Secretary. Mr. Lucente was absent.

Selectmen Concerns and Liaison Reports

Ms. Barry asked Board members to update the office calendar with vacation dates to facilitate meeting scheduling.

Ms. Barry reminded Board members, in their liaison roles, to report relevant Town committee developments during the “Selectmen Concerns and Liaison Reports ” portion of Selectmen’s meetings.

Ms. Barry invited the Lexington community to a retirement party in honor of Town Manager Carl Valente that will take place on Thursday, August 2, 2018 from 4-7 p.m. in Battin Hall of the Cary Memorial Building.

Liquor License— Change of Management— Bertucci’s

All the necessary paperwork has been submitted for a change of manager on the All-Alcoholic Common Victualler Liquor License for Bertucci's Restaurant Corporation d/b/a Bertucci's Brick Oven Ristorante. The proposed manager, James Ross, has submitted an Alcohol Awareness Training Certificate and completed the required CORI check.

Mr. Ross reported that although the Bertucci’s Corporation filed for bankruptcy several months ago, the Lexington location has signed a new lease, expiring in 2023, and the new corporate owner, Robert Earl of Earl Enterprises, intends to bring back much of the original menu.

Upon motion duly made and seconded, the Board of Selectmen voted 3-0 to approve the application reflecting a change of manager and issue an All Alcoholic Common Victualler License to Bertucci's Restaurant Corporation, d/b/a Bertucci's Brick Oven Ristorante, 1777 Massachusetts Avenue.

Town Manager Search Update

Alan Gould, Buzz Stapczynski, and Liz Menzinger of Municipal Resources, Inc. (MRI) provided a status report of the search to hire Mr. Valente’s successor. To date, MRI has interviewed each member of the Board of Selectmen and met with a variety of stakeholders: the Screening Committee; the Senior Management team; each Assistant Town Manager; a group of Town employees; representatives from each of the Town boards and committees; and Former Selectmen and Town Meeting members. A community “listening session” has been held.

The deadline for candidate applications is July 9, 2018. So far, 13 candidates have applied but Mr. Gould believes the bulk of the resumes will come in during the last week of the application

period and that many of those will be “high-quality candidates”, gleaned from MRI's direct recruitment efforts. So far, the majority of candidates hail from Massachusetts but some are from Connecticut, California, Florida, and Washington, DC. Most are current Town Managers/Administrators but some have backgrounds in banking/finance or the military. The Screening Committee will begin interviews on August 15, 2018.

In order to keep to the strict time line, Mr. Gould asked that the MRI team be allowed to work with Ms. Barry (as Chair) to finalize candidate essay questions to be ready for distribution on July 9. He stipulated that it is not possible to discuss the questions in Executive Session and not advisable to discuss them in open session.

The Board made edits to the 8-page community profile and candidate statement document. Once the revised document has been prepared, it will be mailed to all current applicants, posted on the MRI website, and used as a direct recruitment tool.

Board members had no objection to Ms. Barry working with MRI on the essay questions but Ms. Hai proposed that the Chair of the Screening Committee, or another designated member, be included so as to fully engage that group. Mr. Gould said this would be fine as long as the process is not delayed. Mr. Pato said he, too, is sensitive to the timing but he would be comfortable with Ms. Barry making the determination for how to proceed. Ms. Barry said she would reach out the Committee Chair, Mr. Kelley, to see if he or another member is available to work within the timeline.

Upon motion duly made and seconded, the Board of Selectmen voted 3-0 to approve the Community Profile, Candidate Profile and Challenge Statement document, subject to coordinating additional non-substantive edits with the Chair, to be posted on Municipal Resources Inc. recruitment website.

Approve and Sign Manor House Regulatory Agreement

As part of the Manor House condominium project, located on Woburn Street near Lowell Street, the developer is required to provide six affordable units for sale. The terms of this affordable housing agreement are stipulated in the Local Initiative Program (LIP) regulatory agreement, which requires approval by the Board of Selectmen. The affordable units are to be sold at prices specified in the regulatory agreement to persons or households with incomes at or below eighty 80% of the regional median household income.

Liz Rust, Regional Housing Services Office, presented information about the agreement, noting for the record that she also directs housing lottery work for the Sudbury Housing Trust, the agent for this project. Her dual role in this effort has been documented and filed with the Town Clerk. The affordable units are now being constructed; the housing lottery has been held, and the buyers are ready to move in once the units are completed. The units will have perpetual deed restrictions that protect affordability going forward.

Upon motion duly made and seconded, the Board of Selectmen voted 3-0 to approve and authorize the Town Manager to sign the Local Initiative Program - Regulatory Agreement and

Declaration of Restrictive Covenants for Ownership, for the Manor House of Lexington, located at 2 Manor Terrace.

Bicycle Advisory Committee Update

Peggy Enders, Chair of the Bicycle Advisory Committee, briefed the Board regarding Lexington's second bronze level Bicycle Friendly Community award and the upcoming plans for the 25th Anniversary of the Minuteman Bikeway.

Ms. Enders said the award, bestowed by the League of American Bicyclists, has become more important over time with growing interest in bicycling as a form of recreation and transportation. The Bike Friendly program provides a roadmap for education and advocacy for bicycle use. Lexington is one of 450 US communities to receive the award; Massachusetts ranks 4th in the nation for bike friendliness.

Ms. Enders said higher-level awards (Silver and Gold) are harder to achieve because the League of American Bicyclists is pushing for communities to do more to encourage bicycling. She noted that MIT Lincoln Labs in Lexington as awarded the Gold-level award for accommodating bicycle commuters. The "steps to silver", as outlined by the League's Report Card, identify these areas that Lexington should focus on:

- Expand and improve bicycle infrastructure, particularly through protected lanes or separated shared-use paths;
- Continue to increase quality bike parking;
- Improve/expand Safe Routes to School program in all schools but particularly at the middle school level;
- Expand bike education information for adult bicyclists and motorists;
- Improve data collection and enforcement of road-sharing rules, particularly those that are likely to protect from injury;
- Follow through on the creation of a Bicycle Master Plan by dedicating staff and resources to the effort;
- Create a bicycle count program.

[Ms. Ciccolo arrived at this point in the meeting.]

Ms. Enders said the above information will be given to the Planning Department for use in the formulation of the Comprehensive Plan. The Report Card will also be posted on the bikeleague.org website. Ms. Enders presented the Bronze Award to the Selectmen, asking that it be framed and displayed, as was the previous bronze award.

Ms. Enders said, even working with Town staff, it took about 2 months to complete the detailed Bike Friendly Award application. The Selectmen thanked Ms. Enders for her efforts. Mr. Pato said he would like to see improvements to the biking infrastructure and culture that would alleviate some of the traffic congestion. Ms. Ciccolo said she is happy with the bronze award but hopes to raise the status to silver as the Selectmen pursue their stated goal of achieving greater bicycle and pedestrian safety. Ms. Ciccolo added that the level of crashes involving bicycles,

904, seems alarmingly high; Ms. Enders believes the number is calculated by a method that leads to high crash estimations.

The 25th Anniversary of the Minuteman Bike Path will be held on Saturday, September 29, 2018 (rain date Sunday, September 30, 2018); all three Minuteman Bikeway towns will participate. Arlington, Bedford, and Lexington's Bicycle Advisory committees are collaborating with each other and with various groups in the towns. In Lexington, the Bicycle Advisory Committee is working with the Munroe Center for the Arts, the Tourism Committee, the Retailers Association, the Historical Society, Cary Library, and the Visitors Center to host a party on the Visitors Center's lawn. Other activities on the bike path may include a "whistle stop" tour for dignitaries, such as the Selectmen and/or Governor Baker. There will be "meet and greet" opportunities in each of the towns as well as refreshments. Ms. Enders asked that the Selectmen consider acting as official "welcomers" and Masters of Ceremony. The full range of activities is still under consideration but Ms. Enders said the festivities on the Visitors Center lawn will look similar to the celebration held in 2008 when Lexington received the award for being the 5th town named to the Rail Trail Hall of Fame.

Approvals requested from the Board of Selectmen include: 1) official support and recognition for "Minuteman Bikeway Day", perhaps in the form of a proclamation; 2) permission to host ArtsOffRoad visual arts and music events in nine locations alongside the Lexington section of the trail; 3) approval to participate in the "Haiku Along the Bikeway" project being led by Arlington. Ms. Enders noted, with regard to the haiku, that DPW Director Dave Pinsonnault has yet to decide whether temporary paint can be used on the bikeway surface. Ms. Enders said she would be back before the Selectmen for permission to post promotional lawn signs.

Mr. Pato said he is aware the Bike Committee has been trying to recruit volunteers for the event and he would be happy to be one of them. Mr. Pato and Ms. Barry asked that fundraising efforts be done under the umbrella of the Friends of the Minuteman Bikeway; Ms. Enders confirmed this was how fundraising was being handled.

Ms. Barry asked that abutting residents be informed in advance about the musical events. She asked Ms. Enders to contact the Selectmen's Office with event requests going forward.

Ms. Ciccolo asked Ms. Enders to consider including a children's decorate-your-bike/bike parade. Ms. Enders agreed and said she hopes to have the Police provide a bike safety event geared toward children.

Ms. Hai said she is happy to see the 25th anniversary banners now on display and plans to participate on the day of the event. Ms. Enders thanked Assistant Town Manager for Development Carol Kowalski for her assistance in having the banners installed. Ms. Barry also recognized the DPW staff who worked overnight to hang the banners.

Update from Residential Exemption Policy Study Ad Hoc Committee

As Selectman liaison, Mr. Pato extended his thanks to the members of the Residential Exemption Policy Study Ad Hoc Committee: Mark Andersen, Chair; Sara Bothwell Allen; Vicki Blier; Howard Cloth; Katie Cutler; Thomas Whelan; and John Zhao. Mr. Anderson provided an update

on the Committee's progress, asked for Selectmen input, and requested an extension of the Committee's work timeline.

Mr. Andersen specified that a residential exemption would be revenue-neutral and that it is, in essence, a tax-shift benefitting owner-occupied properties. The Committee began its work in February 2018 by revisiting the work of the previous tax exemption ad hoc working group. Since February, the Committee has surveyed an applicable residential property; discussed implementation by the Assessors' Office; gathered information from other communities; explored (to a degree) the means-tested senior tax exemption aka the Sudbury Model; and held a public hearing to gather input on May 29, 2018 that was attended by 19 people. Attendees expressed a range of opinions, from strong support to skepticism that the exemption would have a meaningful impact. Questions about implementation and policy-setting were asked.

One dilemma the Committee encountered was choosing an exemption percentage (0-35%) for modeling purposes. A "modest" percentage of 10% was chosen; while the committee did not want to inflate expectations, Mr. Andersen noted that a higher percentage would have increased the benefit calculation.

The list of tasks the Committee still needs to perform includes:

- Continue to discuss/come to consensus on second-order effects of implementing residential tax exemption, such as migration (will people leave Lexington because of it); housing affordability; development; Town budget impacts, New Growth;
- Study further the means-tested "Sudbury" senior exemption model;
- Survey residents;
- Consult experts;
- Study empirical data;
- Hold a public meeting re: Sudbury model;
- Deliver final report to the Selectmen.

The Committee asked the Selectmen to:

- Ratify the Committee timeline through the end of the current calendar year;
- Provide input into the community survey process;
- Endorse the direct comparison of means-tested Senior exemption versus Residential Exemption;
- Revisit, but not necessarily alter, the Committee charge.

On a related note, Mr. Andersen observed that the concept of homeownership has come under question in recent years, particularly for millennials. If the tax exemption favors homeownership, but homeownership is a less desired societal goal, the Committee questions the long-term efficacy of applying such a policy.

Ms. Hai said she believes the residential tax exemption policy holds great potential to help residents. She is intrigued what an evaluation of the Sudbury model might show and believes it important to examine whether an exemption would have an impact on migration. She supports the extended timeline.

Ms. Ciccolo agreed that extending the timeline would be productive and helpful. She would also like to see a comparison of the two exemption models. She is concerned that the exemption would pit one group against another and that it might have the effect of making non-fixed rents more expensive. Ms. Ciccolo wants to make sure the Town understands why seniors decide to leave, rather than try to solve the wrong problem.

Ms. Barry also agreed to extend the timeline, beyond the end of the year if necessary, but the committee charge will have to be amended. She asked Mr. Andersen to work with Mr. Pato to craft the necessary text. Ms. Barry also supported delving into the means-tested model.

Mr. Pato applauded the even-handed and diligent approach taken by Committee to grapple with the questions before them. For the purpose of clarity, he noted that the exemption would improve matters for some at the expense of others. The language of the Sudbury model is now being amended; once it is, Lexington will take a closer look at it. He agreed that bringing in experts to provide education on this complex issue is commendable and advisable.

Ms. Ciccolo and Ms. Barry suggested that the survey of residents would be done in conjunction with another survey effort. Mr. Andersen agreed this would be for the best. Various possibilities were discussed, such as the Council on Aging, the Council on the Arts; the Comprehensive Plan; and the Vision 20/20 Committee. Mr. Pato noted if the survey is to be mailed to a wide audience, funding will most likely be needed.

Approve Year-End Budget Transfers

Carolyn Kosnoff, Assistant Town Manager for Finance, presented year-end FY18 budget transfer requests:

Salary Adjustments

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to transfer \$601,330 from the salary transfer account to the fire suppression regular wages account as appropriated by a vote of the Annual Town Meeting.

Ms. Barry recused herself on the next vote as her husband is employed by the Lexington Police Department. Ms. Ciccolo assumed the role of Chair.

Upon motion duly made and seconded, the Board of Selectmen voted 3-0 to transfer \$1,020,000 from the salary transfer account to the Police administration regular wages as appropriated by a vote of the Annual Town Meeting.

Ms. Barry returned to the role of Chair.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to transfer \$25,000 from the salary transfer account to Comptroller overtime as appropriated by a vote of the Annual Town Meeting.

Revolving Funds

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to increase the Senior Services Revolving Fund by \$10,000.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to increase the PEG Access fund by \$10,000.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to increase the Visitors Center Revolving Fund by \$13,000.

End of Year Transfers

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to transfer \$29,502 to Fire Suppression Overtime account from a combination of Fire Suppression Professional Development and EMS Small Equipment.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to transfer \$10,000 from the Comptroller Overtime budget to the Assessor Legal Expenses to support an Appellate Tax Board (ATB) case that is scheduled for July 17, 2018.

David Kanter, Precinct 7 Town Meeting member, asked how much remains in the Transfer account after all the transfers have been subtracted. Ms. Kosnoff said the amount, is about \$1M.

Ms. Kosnoff said the \$106,000 Reserve Fund Transfer to the Facilities budget for the School Master Plan, as discussed at the June 14, 2018 Summit meeting, has yet to come before the Appropriations Committee. If the Appropriations Committee does not support the School Committee's request for this transfer, the funding will be taken from the FY18 School Operating budget.

Decision to Rescind MGL 59, Section 2D, Assessment of New Construction

Mr. Pato noted that this item has been before the Board on several occasions. Action was deferred to allow time for public comment.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to rescind its vote of December 1, 2003 to reject the provisions of Massachusetts General Law Chapter 59, Section 2D and make those provisions applicable in the Town for fiscal years that begin on or after July 1, 2018.

Review Extension of Munroe Center of the Arts License Agreement

Mr. Valente stated that the Town first entered into a license agreement with the Munroe Center for the Arts (MCA) in 2008. The agreement must be extended each year by the expiration date of June 30. Before extending the agreement, Mr. Valente is seeking comments, particularly as they relate to the license rental payment of \$2000 per month which has not increased since 2008. Mr. Valente noted that there have been two large capital improvements at the Munroe Center: a roof replacement and windows replacements. The roof replacement was paid for by the Center through a temporary rent increase; the windows will be paid for through Community Preservation funds.

Ms. Hai, the Selectmen liaison to the Munroe Center for the Arts, said that the community places a high value on the arts. She believes the rent charged the Munroe Center to be comparatively more than the nominal amounts other towns charge their arts groups for use of town-owned spaces. Additionally, MCA covers building maintenance, such as the roof, wiring, and insulation.

Mr. Pato said he is proud that Lexington supports the arts in a town-owned space; he is comfortable with the rental rate.

Ms. Barry asked how long the lease is. Mr. Valente said the lease is one year/renewable; the alternative would be an RFP which would allow a lease as long as 5-years. Ms. Ciccolo said she is comfortable with the rent amount but suggested it might be advantageous to the Munroe Center to have a longer lease, especially since it pays for building maintenance expenses.

Christina Burwell, Executive Director of MCA, said she believes the Munroe Center to be good tenants that have contributed substantially to building improvements including the new roof, a new parking lot, ice dam protection/heat wiring, duct work removal, insulation, and regular maintenance. She believes the Munroe Center is at the heart of the potential for an expanded creative economy in Lexington. "The arts make everything better" and provide opportunities for cross-collaborations and stress reduction.

Dawn McKenna, Tourism Committee Chair, noted there are 71 individual art studios in Lexington and that the arts, as one of Lexington's attractions, should be the topic of a broader community conversation. In the meantime, she urged the Selectmen to continue the rental agreement for another year and agreed that a longer-term lease might be advantageous to MCA.

David Kanter, Precinct 7 Town Meeting member, asked if there is a legal restriction on how long the license agreement can extend. Mr. Valente said that licenses are generally supposed to be "short term," although the length is not defined. Opening up the license to the RFP process would potentially lead to competition for the space that might not be advantageous to MCA.

The consensus was reached that the license for MCA be extended with the same terms for another year, ending on June 30, 2019.

Approve Memorandum of Agreement with Lexington Public Employee Committee

Ms. Barry recused herself for this item as her husband is employed by the Town.

It was noted that the Board of Selectmen and School Committee previously discussed and approved this matter on April 9 in Executive Session.

The Town has reached an agreement with the Employee Health Insurance Committee (municipal, school, retirees) to continue the existing agreement for another three years. The only substantive change is a reopener clause (section 23) should the Group Insurance Commission eliminate any health insurance plans during the term of this agreement.

Upon motion duly made and seconded, the Board of Selectmen voted 3-0 to approve and authorize the Town Manager to sign the Memorandum of Agreement between the Town and the Lexington Public Employee Committee, dated April 13, 2018.

Reporting Structure for Public Information Officer and Town Clerk’s Office

Mr. Valente proposed a two-part revision to the organization of the reporting structure for the Public Information Officer and Town Clerk's Office: 1) that the Public Information Officer (new position) be part of the Town Manager's Office; and 2) that the Town Clerk's Office report directly to the Town Manager's Office (with the Town Clerk directly reporting to the Assistant Town Manager), effective July 1, 2018. Section 9b of the Selectmen-Town Manager Act requires Board approval of departmental organization changes.

With the recently expanded responsibilities of the Information Technology Department, it is no longer advantageous for the Town Clerk's Office to report to the Chief Information Officer. Currently, the Town Clerk's Office works closely with the Town Manager's Office on matters such as Town Meeting, public records/information requests, and board/committee/staff training on Open Meeting law matters.

Ms. Barry asked if the payroll for IT would remain under the Town Clerk or shift to another department. Ms. Valente said this has not been determined. Town Clerk has offered to continue to do the job.

Mr. Pato, Ms. Ciccolo, and Ms. Hai supported the reorganization as described.

David Kanter, Capital Expenditures/Precinct 7 Town Meeting member, highly endorsed the changes.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to approve the Town Manager's reporting structure for the Public Information Officer and Town Clerk's Office.

Selectmen—Committee Appointments

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 re-appoint Police Chief Mark Corr as Keeper of the Lockup for a one-year term ending June 30, 2019.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 re-appoint Kim Katzenback as Executive Clerk/Office Manager to the Board of Selectmen one-year term ending June 30, 2019.

Consent Agenda

- Approve Minutes

Upon motion duly made and seconded, the Board of Selectmen vote 4-0 to approve and release the Board of Selectmen meeting minutes of May 2, 2018; May 7, 2018; May 10, 2018; May 18, 2018; May 21, 2018; May 29, 2018; May 30, 2018 and the minutes of the Joint meeting with the

School Committee, May 7, 2018; and to approve but not release the Executive Session minutes of May, 7, 2018.

Mr. Pato confirmed that substantive revisions he asked to be made were applied to the minutes of May 21, 2018. The changes dealt with the inclusion of his stated preference that non-profit organizations be considered as potential funders for the new Visitors Center.

Executive Session—Exemption 3 Collective Bargaining Update—Police Superior Officers

Ms. Barry recused herself from the Executive Session because her husband is a Police Officer. Ms. Ciccolo assumed the role of Chair.

Upon motion duly made and by roll call, the Board of Selectmen voted 3-0 to enter Executive Session at 8:24 p.m. under Exemption 3: Collective Bargaining Update—Police Superior Officers to discuss strategy with respect to salary increases for the Police Superior Officers and to reconvene in Open Session only to adjourn. It was declared that an open meeting discussion may have a detrimental effect on the negotiating position of the Town.

Adjourn

Upon motion duly made and seconded, the Board of Selection voted 3-0 to adjourn at 8:48 p.m.

A true record; Attest:

Kim Siebert
Recording Secretary

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve One-Day Liquor Licenses

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.2

SUMMARY:

The Lexington Historical Society has requested a One-Day Liquor License for the purpose of their Wicked Revelry event to be held at 13 Depot Square on Saturday, August 11, 2018 from 7:00 p.m. to 9:30 p.m.

The Cary Memorial Library Foundation has requested a One-Day Liquor License for the purpose of their "Library After Dark" music event to be held at the Cary Memorial Library on Saturday, September 15, 2018 from 7:00 p.m. to 9:00 p.m.

SUGGESTED MOTION:

Move to approve consent.

FOLLOW-UP:

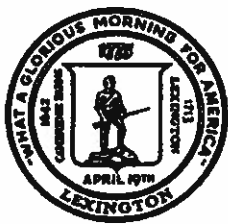
Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

ATTACHMENTS:

Description	Type
❑ 1- day LL - Cary Memorial Library Foundation App.	Backup Material
❑ 1- day LL - Lexington Historical Society App.	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: Cary Memorial Library Foundation

CONTACT NAME AND NUMBER: Mary Ellen Rinsell

ADDRESS FOR MAILING: 1874 Massachusetts Avenue, Lexington, MA 02420

EMAIL ADDRESS: _____

TITLE/PURPOSE OF EVENT: "Library After Dark" music event

LOCATION AND ADDRESS: Cary Memorial Library

DATE OF FUNCTION: September 15, 2018

TIMES OF FUNCTION: 7-9 pm

TYPE OF LIQUOR TO BE SERVED: Beer and Wine

DATE AND TIME WHEN LIQUOR DELIVERED: 9/15/18 - 4:00 pm

DATE AND TIME WHEN LIQUOR REMOVED: 9/15/18 - 10:00 pm

ADDITIONAL INFORMATION: _____

Mary Ellen Rinsell
Authorized Signature

Federal Identification No. or

Social Security Number



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**



**APPLICATION FOR
ONE-DAY LIQUOR LICENSE**

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

BUSINESS/FUNDRAISING ORGANIZATION: Lexington Historical Society

CONTACT NAME AND NUMBER: Sarah McDonough

ADDRESS FOR MAILING: PO Box 514 Lexington MA 02420

EMAIL ADDRESS: programs@lexingtonhistory.org

TITLE/PURPOSE OF EVENT: Wicked Revelry! - music/theatrical performance

LOCATION AND ADDRESS: 13 Depot Square, Lexington

DATE OF FUNCTION: 8/11/18

TIMES OF FUNCTION: 7-9:30 PM

TYPE OF LIQUOR TO BE SERVED: Beer, wine, punch

DATE AND TIME WHEN LIQUOR DELIVERED: 5 PM

DATE AND TIME WHEN LIQUOR REMOVED: 10 PM

ADDITIONAL INFORMATION: _____

Sarah McDonough
Authorized Signature

Federal Identification No. or

Social Security Number

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Re-Sign Amended Memorandum of Understanding - 509 Woburn Street

PRESENTER:

Suzie Barry, Chairman

ITEM NUMBER:

C.3

SUMMARY:

A vote is requested for this agenda item.

On July 23, the Board approved and signed the Memorandum of Understanding between the Town and Peter C.J. Kelley, Owner and Trustee of the Manor House, located at 425 Woburn Street. Mr. Kelley subsequently brought to the Town's attention that he dissolved 509 Woburn Realty Trust and created in its place, Pinnacle Park, LLC. This will require that the MOU be re-voted and signed by the parties.

SUGGESTED MOTION:

Move to approve and sign the Amendment to the Memorandum of Understanding between Peter C.J. Kelley, Trustee of Pinnacle Park LLC and 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:

8/6/2018

ATTACHMENTS:

Description	Type
☐ MOU with Pinnacle Park LLC (new corporate name)Margins	Backup Material

**Amendment to Memorandum of Understanding between
Peter C.J. Kelley, Trustee of Pinnacle Park LLC (“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

Pinnacle Park LLC

Suzie Barry, Chair

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

Michelle Ciccolo, Vice Chair

Joe Pato

Doug Lucente

Jill Hai

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Water & Sewer Commitments

PRESENTER:

David J Pinsonneault

ITEM NUMBER:

C.4

SUMMARY:

Water & Sewer Commitment June 2018 Cycle 9	\$ 181,891.46
Water & Sewer Commitment Finals June 2018	\$ 10,299.92

SUGGESTED MOTION:

Motion to approve the above Water & Sewer Commitments.

FOLLOW-UP:

Treasurer / Collector

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

ATTACHMENTS:

Description	Type
☐ Water & Sewer Commitments For 8/6/18 BOS Mtg	Cover Memo



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

	CYCLE 9 JUNE 18	GRAND TOTALS
WATER	\$172,783.80	\$172,783.80
SEWER	\$3,926.40	\$3,926.40
FEE FOR BEDFORD	\$5,181.26	\$5,181.26
TOTAL:	<u>\$181,891.46</u>	<u>\$181,891.46</u>

To the Collector of Revenue for the Town of Lexington:

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

One hundred eighty one thousand, eight hundred ninety one dollars and 46/100

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

DIRECTOR OF PUBLIC WORKS

BOARD OF SELECTMEN

8/6/18

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



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

	FINALS	GRAND TOTALS
	June 2018	
WATER	\$6,892.56	\$6,892.56
SEWER	\$3,407.36	\$3,407.36
TOTAL:	<u>\$10,299.92</u>	<u>\$10,299.92</u>

To the Collector of Revenue for the Town of Lexington:

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

Ten thousand two hundred ninety nine dollars and 92/100

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

DIRECTOR OF PUBLIC WORKS

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

BOARD OF SELECTMEN

8/6/2018

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

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

PRESENTER:

Kelly Axtell, Anne Kostos, Rajon Hudson

ITEM NUMBER:

ES.1

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 the DPW Union 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 bargaining with unions.

DATE AND APPROXIMATE TIME ON AGENDA:

8/6/2018

10:10 p.m.