

SELECTMEN'S MEETING
Monday, August 27, 2018
Town Office Building, 1625 Massachusetts Avenue, Selectmen's Meeting Room
6:15 PM

AGENDA

EXECUTIVE SESSION

1. Exemption 2 - Nonunion Personnel - Town Manager's Contract (15 min.) 6:15 p.m.

PUBLIC COMMENTS

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

SELECTMAN CONCERNS AND LIAISON REPORTS

TOWN MANAGER REPORT

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Public Hearing (cont.) - Inn at Hastings Park Request to Remove Liquor License Conditions (30 min.) 6:35 p.m.
2. Update: Year End Budget (15 min.) 7:05 p.m.
3. Discuss Early Voting Hours for November Elections (5 min.) 7:20 p.m.
4. Update: Emerald Ash Borer Pest (5 min.) 7:25 p.m.
5. Public Hearing Noise Bylaw Special Permit Sewer Line Flushing (15 min.) 7:30 p.m.
6. Grant of Location- Crown Castle Fiber - Hartwell Ave (5 min.) 7:45 p.m.
7. Approve Purchase of Real Property for Affordable Housing/LexHab 22 Hamblen St (10 min.) 7:50 p.m.
8. Update: Sustainable Action Plan (15 min.) 8:00 p.m.
9. Update: Getting to Net Zero (15 min.) 8:15 p.m.
10. Review Charge for Ad Hoc Crematory Study Committee (10 min.) 8:30 p.m.
11. Approve Common Victualler License for New Owner of Fruitee Yogurt (5 min.) 8:40 p.m.
12. Approve FY19 - 21 Collective Bargaining Agreement with Public Safety Dispatchers (5 min.) 8:45 p.m.
13. Approve Memorandum of Understanding with Crossing Guards Bargaining Group (5 min.) 8:50 p.m.
14. Approve and Sign Letters Regarding \$200K Award for Visitors Center (5 min.) 8:55 p.m.

CONSENT AGENDA

1. Approve Minutes

2. Approve Theatre License Renewal-Lexington Venue
3. Approve One-Day Liquor Licenses
4. Water & Sewer Commitments and Adjustments
5. Approve Tax Bill Insert for Second Quarter - REV Bus

ADJOURN

1. Anticipated Adjournment

9:05 p.m.

A Joint Meeting of the Board of Selectmen and School Committee is scheduled for Tuesday, August 28, 2018 at 6:00 p.m. in Estabrook Hall in the Cary Memorial Building, 1605 Massachusetts Avenue.

The next regularly scheduled meeting of the Board of Selectmen is scheduled for Wednesday, September 5, 2018 at 7:00 p.m. in the Selectmen's Meeting Room, Town Office Building, 1625 Massachusetts Avenue.

Hearing Assistance Devices Available on Request

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



AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Exemption 2 - Nonunion Personnel - Town Manager's Contract (15 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

ES.1

SUMMARY:

Suggested Motion by Chair for Executive Session: I move that the Board go into Executive Session under Exemption 2 to discuss strategy with respect to Nonunion Personnel - Town Manager's Contract; and to reconvene in Open Session. Further, as Chairman I declare that an open meeting discussion may have a detrimental effect on the bargaining position of the Town.

Board will review proposed employment agreement with Town Manager.

SUGGESTED MOTION:

NA

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

6:15 p.m.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

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

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.1

SUMMARY:

Continuation of hearing from the July 9, 2018 Board of Selectmen meeting for the request by The Inn at Hastings Park for the conditions of their liquor license to be removed.

Since that meeting, Staff has reviewed these conditions and made a number of comments/suggestions.

SUGGESTED MOTION:

Move to close the Public Hearing regarding the Inn at Hastings Park request to remove Liquor License Conditions.

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

6:35 p.m.

ATTACHMENTS:

Description	Type
☐ Proposed Conditions - Inn at Hastings Park	Backup Material
☐ Public Comment - Baker	Backup Material
☐ Public Comment - Hurd	Backup Material
☐ Public Comment - Eccles	Backup Material

	Public Comment - Boardman	Backup Material
	Public Comment - McCarthy	Backup Material
	Public Comment - Doney	Backup Material
	Public Comment - Williams	Backup Material
	Public Comment - Gill	Backup Material
	Public Comment - Brach	Backup Material

Proposed Conditions on Liquor License for Inn at Hastings Park

Draft 6. August 23, 2018

1. The Inn will comply with all of the requirements of the Board of Selectmen's Regulation-Alcoholic Beverage License Regulations Applicable to Restaurants, as amended, unless otherwise stated on this license.
2. Alcohol service and consumption shall be limited to the areas as shown on the plans submitted by the Inn with its license application:
 - Restaurant/dining room;
 - 22 guest rooms/suites (see condition 4);
 - Three sitting rooms in the main Inn;
 - Front covered porch and adjacent patio.
3. The Inn's full meal food service capacity shall be limited to 54 simultaneous covers at any one time. Food shall be available to guests and patrons in all areas where alcohol may be served.
4. Alcohol service and consumption by Inn guests is allowed in the 22 guest rooms/suites. Open alcohol beverages may be transported from the service bar area to the 22 guest rooms/suites, the Mulliken House or the Barn only by Inn staff. Guests may not transport their own open alcoholic beverages from the service bar area to the guest rooms/suites.
5. Alcohol service on the adjacent patio will be limited to overnight guests of the Inn.
6. Alcohol/full meal food service capacity of the covered porch is limited to 12.
7. Alcohol service and consumption is allowed within the following hours to the extent permitted by state law:
 - Restaurant/dining room and three sitting rooms: As stated on this license. In addition, the Inn may serve alcoholic beverages past midnight on New Year's Eve until 1 a.m. on January 1, subject to a written request to and the prior approval in writing from the Town Manager;
 - Main Inn front covered porch and adjacent patio 11 a.m. to 9 p.m.; and
 - 22 guest rooms/suites: As stated on this license.

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: Web contact form submission
Date: Wednesday, August 22, 2018 1:40:40 PM

Submitted on Wednesday, August 22, 2018 - 1:40pm
Submitted values are:

Name: Ellie Baker

Email:

Question or comment:

I would like to make a statement in support of The Inn at Hastings Park to have less stringent regulations about serving non-inn guests on their porch. I enjoyed brunch at their restaurant this week and they explained that, due to town laws, they were unable to serve us on the porch. The Inn is an asset to the town and I feel they should be supported and able to conduct business with fewer unnecessary regulations!

Ellie Baker

Lexington

Attach a file (optional):

The results of this submission may be viewed at:

<https://www.lexingtonma.gov/node/86313/submission/55873>

From: Phil Hurd
To: [selectmen"s](#)
Subject:
Date: Friday, August 24, 2018 11:38:28 AM

My wife and I are direct abutters across Mass Ave from the Inn at Hastings Park. We strongly request the Selectman's consideration and protection from relaxing the conditions of the Inn's liquor license. At the time the Inn was set up, those conditions were placed, not as any provisional or temporary restrictions to be lifted at a later date, but rather as (mutually agreed upon -- by the Town, and by Trisha, in order to pass) reasonable accommodations so that such a large scale, intrusive project could be placed into what had previously been a fairly quiet, mostly residential neighborhood.

These conditions have been, for the most part, working. Now you're being asked to believe that the Inn is at some sort of major competitive disadvantage. Where are the numbers? Is there really any significant impact from these conditions, other than the potential awkwardness of having to tell a guest they can't have their alcohol anywhere they want? We feel that the Selectmen's first obligation needs to be to protect the homeowners from unreasonable encroachments from a business, before sacrificing the neighborhood's peace and quiet in order to placate one specific business owner who never wants to have to say "no" to a guest.

We are very concerned with allowing any potential expansion of the number and location of people who might be eating and drinking outside, as well as expansion of who might be able to do this (ie. inn guests, vs restaurant patrons, vs. "dessert and drinks folks"). More people outside = more noise and disruption, and allowing more food/drink from event or other casual patrons = more traffic, noise, etc.

The neighborhood was given almost no concessions when the Inn was established. And even so, some of these are no longer lived up to by Trisha (for example, the promise not to have restaurant guests parking in the Mass Ave lot. This happens all the time now, and no one ever does anything about it). These liquor license conditions were one of the very few protections with teeth that the neighbors were granted. Please don't weaken them. them.

|

ROBERT G. & ANNE L. ECCLES
WELLINGTON HOUSE
49 PARKER STREET
LEXINGTON, MASSACHUSETTS 02421

24 August 2018

Suzanne Barry, Chair
Michelle Ciccolo
Jill Hai
Doug Lucente
Joe Pato

Dear ~~Selectmen~~, *Sazie*

We are residents of 49 Parker Street, in Lexington Center and are writing in strong support of the application of The Inn at Hastings Park to lift the additional and extraordinary limitations placed on The Inn when it first opened.

We were in favor of this development from the start, and it has proven to be even more of a boon to our town than imagined. It serves visitors, yes, but it's also where you have a family birthday celebration, an engagement party, and where you book in your elderly grandparent who would find it difficult coping with residential stairs. The gift of this inn and restaurant to our community is enormous.

In the past we've remained silent, assuming the right thing would be done, but a very small contingent of people have made this almost a personal vendetta, with worrying results. We've lived on Parker Street for nearly 35 years and it is, and should be, a lively part of the Center. It is not Oakland Street. It has a regular flow of traffic around the high school, and overflow street parking from the high school and the churches, not to mention the July 4th Fair and Fireworks and the Patriot's Day celebrations. We are right in the middle of it, which we love and enjoy. The Inn is not even slightly a factor in life on Parker Street.

There is no more of an issue with drunken behavior out of the highly civilized Inn than there is from Via Lago, or Bertucci's, or any of the other establishments that serve alcohol. It is a strange puritanism to libel only one of our businesses.

We strongly urge you to set aside irrational concerns incorrectly expressed, and fully support this significant asset to our entire community.

Yours,

A handwritten signature in blue ink, appearing to read "Anne & Bob". The signature is stylized, with the first name "Anne" written in a cursive script, followed by a small dot and the initials "E. Bob".

Anne & Bob Eccles

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: Web contact form submission
Date: Monday, August 27, 2018 7:52:48 AM

Submitted on Monday, August 27, 2018 - 7:52am
Submitted values are:

Name: Linda Boardman

Email:

Question or comment: I wanted to write a quick note in support of the Inn at Hasting Park - they have been excellent neighbors and are a great addition to our community. I live near the Inn and pass by it, on foot or by car, several times a day. I have seen absolutely no negative impacts to our neighborhood in terms of noise or parking since they opened. I think allowing the Inn to serve patrons a drink or food throughout their property will be perfectly fine; in fact it could even enliven the area. The owners and management team are terrific and work hard to make the inn a lovely and welcoming place and a positive member of the neighborhood and our larger community. I love seeing the Inn being enjoyed by restaurant patrons and overnight guests! Sincerely, Linda Boardman

Attach a file (optional):

The results of this submission may be viewed at:
<https://www.lexingtonma.gov/node/86313/submission/56103>

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: Web contact form submission
Date: Monday, August 27, 2018 9:28:08 AM

Submitted on Monday, August 27, 2018 - 9:20am
Submitted values are:

Name: Christel McCarthy

Email:

Question or comment:

I would like you to know, that I support the new request of the INN at HASTINGS Park.

I believe they made a difference to our Town and I would like to see them be successful and be part of our Town for a long time to come, Christel Mc Carthy, a 45 year Resident of our Town

Attach a file (optional):

The results of this submission may be viewed at:

<https://www.lexingtonma.gov/node/86313/submission/56123>

From: Kimberley Doney
To: [selectmen"s](#)
Subject: Lifting Restrictions at The Inn at Hastings Park
Date: Sunday, August 26, 2018 10:30:58 PM

As a long-time resident on Forest Street (5 houses from Massachusetts Avenue), I believe The Inn at Hastings Park is a valuable asset to the town of Lexington both in terms of the Inn as well as the restaurant and a positive feature of the neighborhood. Since the Inn's opening I have observed no traffic, noise or parking issues and therefore believe the Inn has successfully demonstrated the responsible nature of their business. Therefore, I believe that the current liquor restrictions can be lifted with no negative impact on the surrounding residential homes.

Kimberley Doney
*Regulatory, Clinical, Quality
Health Care Consultant*

From:
To: [selectmen"s](#)
Subject: Alcohol License for The Inn at Hastings Park/ Artistry on the Green
Date: Sunday, August 26, 2018 9:58:17 PM

8/26/18

To: The Board of Selectmen

From: Jim Williams,

Re: Alcohol License for The Inn at Hastings Park/ Artistry on the Green

Dear Selectmen,

I would like to point out several ethical concerns that I believe you must resolve before granting any change in the current restrictions on the alcohol license for The Inn at Hastings Park/ Artistry on the Green.

1. The current restrictions are a result of promises made by Tricia Kennealy to the Planning Board and public before the Town Meeting vote on the rezoning. They were necessary to win both board approval and to win the votes of concerned Town Meeting members. To alter any of them without good cause would be a breach of faith with the public.

There are good reasons why guests of the inn and patrons of the restaurant are treated differently under the restrictions. The idea of converting a retirement home to a "country inn," albeit with many more beds than the town bed-and-breakfast bylaws allow, was not controversial and would have been endorsed by the more than fifty neighbors who opposed this project.

The problem with the rezoning was, and still is, that it put a restaurant and bar in an entirely residential neighborhood.

The restrictions were specifically designed to confine the activities of the restaurant and bar to the indoors while guests of the inn were given the run of the property. Guests are allowed to drink in two designated outdoor areas but not take meals there. These types of restrictions can be found in combination inn/restaurants elsewhere in Massachusetts.

Therefore, to remove any restriction violates the intent of the Planning Board, AB Holdings' acceptance of these conditions and, ultimately, the understanding of the many town meeting members who shared the neighbors' concerns about the location of a restaurant and bar in entirely residential neighborhood.

Furthermore, the restrictions were not intended only for a trial period after which, if the indoor restaurant and bar have been quiet, they would be permitted to move outdoors. That makes no sense. That Ms. Kennealy has done a good job in meeting the current restrictions, which I believe she has, is irrelevant.

(If there is any question about the history and intent of the agreement Richard Canale or Aaron Henry can be called upon to verify it.)

2. There is no "playing field" that needs to be "leveled." 2013 and 2027 Mass Ave are not zoned for business!

The Inn and restaurant are in a unique CD zone whose regulations are not necessarily tied to town bylaws.

Selectmen cannot justify outdoor eating at the restaurant simply because Lexx has it, any more than Lexx, in the Central District, can claim it that it need not provide off-street parking for its employees because the Inn doesn't meet the town bylaw requiring it.

AB Holdings has distinct benefits and liabilities in a CD zone and it is wholly inappropriate to justify granting this business outdoor eating and drinking simply because restaurants in areas zoned for business have it. The inn could not have been created without recourse to CD zoning and one cannot claim its advantages but ignore its liabilities. The very intent of CD zoning, clearly written into every PSDUP, is that it is incomparable to other zones in town.

It is also inappropriate to compare the residents of condominiums in the Central District to the inn's abutters. The condos were built in a business district. People buy them knowing the environment. The current abutters and neighbors of the inn either bought their property and then had a CD zone imposed upon them or, more recently, bought property knowing that the inn operates in a CD zone but with certain specified restrictions.

Removing the restrictions creates in effect a new business activity in the zone, an outdoor restaurant and bar, where none now exists. If the Selectmen wish to grant the owners an outdoor restaurant and bar it cannot be justified on the basis of the rights of other restaurants, but must be justified *per se*.

Has there been some change that warrants what would amount to a betrayal of the intent of Town Meeting regarding the use of this property? All that has been claimed is that the restaurant business is extraordinarily competitive, something any reader of the Boston Globe is aware of.

If the Board wishes to remove any of these restrictions in order to make the inn and restaurant more competitive, it must find other reasons for doing so than "leveling the playing field." The inn and restaurant are on their own field and no one else is playing there.

3. Removing these restrictions for the benefit of a business, no matter how popular, will not be paid for by the entire community but by only a few households.

This almost never happens in this country. The board might choose to recommend tax breaks for the Inn, which would be paid for by all of us. Simply lifting these restrictions is comparable to taking land by eminent domain. You and I would pay nothing for a feel-good response to AB Holdings' putative financial need, without even knowing the magnitude of that need, while the entire payment would be made by a few families, families we can actually name.

Yes, the inn and restaurant pay taxes and you have an obligation to consider ways to help a struggling business but the method suggested is plainly unfair.

Jill Hai's proposal, to which I contributed last week, can be justified only if you can get past these three issues. I can't find a way to do that, but perhaps you can. So long as you address these issues publicly I am confident that you will act both in the best interests of the town as well as of the individuals who will be impacted by your decision.

Thank you,

Jim Williams

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: [Town of Lexington MA] Inn at Hastings Park - Hearing on Liquor License (Sent by Cathy Woodward Gill,
Date: Sunday, August 26, 2018 12:04:57 PM

Hello Board of Selectmen,

Cathy Woodward Gill (gillfamily6@verizon.net) has sent you a message via your contact form (<https://www.lexingtonma.gov/user/20933/contact>) at Town of Lexington MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.lexingtonma.gov/user/20933/edit>.

Message:

To the Board of Selectmen:

I'm writing to encourage the Board of Selectmen to approve the requested changes to the restrictions of the Inn's liquor license. The Inn has been a wonderful addition to the Town and Trisha Kennealy has done a remarkable job managing the Inn so to maintain the integrity of the neighborhood.

The expansion of the ability to serve alcohol in other areas, including the front covered porch and patio area, will only enhance the areas used by the Inn's guests and the community can trust that the expanded liquor license rights will be managed in a way so not to impact the neighbors.

I recently had the occasion to work with Trisha on a bereavement reception for a lifelong resident of Lexington. It was a wonderful, tasteful event and we should do everything we can to support the success of her establishment.

Thank you for your consideration of my request.

Cathy Woodward Gill

P7 TMM

From: vtsdmailer@vt-s.net
To: [selectmen"s](#)
Subject: [Town of Lexington MA] The INN at Hastings Park (Sent by elizabeth brach, elbrach@rcn.com)
Date: Friday, August 24, 2018 10:13:14 PM

Hello Board of Selectmen,

elizabeth brach has sent you a message via your contact form (<https://www.lexingtonma.gov/user/20933/contact>) at Town of Lexington MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.lexingtonma.gov/user/20933/edit>.

Message:

Dear Selectmen – It has come to my attention that the Inn at Hastings park recently applied for a modification to their liquor license, which was denied at your last meeting. I am taking the time to write you because I feel strongly about your action and here are my reasons, speaking as a 36 year resident of Lexington.

The Inn has been nothing short of a gift to our community. The owners have transformed a decrepit corner at the western end of our town into an elegant and gracious travel destination in which no expense was spared either in the design, decorating, or landscaping and is beautifully maintained throughout all 4 seasons. It is a magnet for travelers both national and international with its high tourist ratings and is a local resource for townspeople. I supported the development of the Inn during the early hearings and the results have exceeded my expectations.

As a subscriber of the Lexington Minuteman I have not been aware of any incidents or infractions by them or their guests. It has been a quiet and stately destination. I have held personal family events at the INN and my out-of-town family has stayed there. They used superlatives to describe their stay and the hospitality they received. In addition, the INN has been a generous supporter of Lexington programs and events. Over the past years the Inn at Hastings Park been a responsible and generous presence in our town and I know of no exceptions to this assertion.

Thus it was with disbelief when I heard that they had been denied a modification of their liquor license to allow them to offer their patrons the option to enjoy a glass of chardonnay on their porch or take it back to their rooms! Why would the Selectmen of this town take an action that is not supportive of this business? I heard from those who attended that your action seemed to be based on unsubstantiated speculations of a few property owners nearby, unsubstantiated speculation about safety concerns that have no basis in reality or recent history.

As a taxpayer in Lexington I expect you to both support and encourage businesses that have been responsible and have made such an outstanding contribution to our town. This is just common sense – it is not? I expect the Selectmen and indeed, the whole town to be supportive of our local businesses and to adopt that posture when dealing with them. Our town businesses are the life-blood of our community. As selectmen you should

promote the development and expansion of those businesses. Lexington needs to become an explicitly pro-business community.

The INN at Hastings Park is a treasure and we should treat it like one by giving them expanded permission to do what they do best. It will benefit us all!

Elizabeth Brach

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Update: Year End Budget (15 min.)

PRESENTER:

Carolyn Kosnoff, Assistant Town
Manager for Finance and Jennifer
Hewitt, Budget Officer

ITEM NUMBER:

I.2

SUMMARY:

Staff will present a year-end FY2018 status report on revenues and expenditures.

SUGGESTED MOTION:

FOLLOW-UP:

Finance Office

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

7:05 p.m.

ATTACHMENTS:

Description	Type
□ FY2018 Q4 Budget Status Report	Backup Material



MEMORANDUM

TO: Board of Selectmen

FROM: Carolyn Kosnoff, Assistant Town Manager for Finance
Jennifer Hewitt, Budget Officer

DATE: August 24, 2018

SUBJECT: FY2018, 4th Quarter Budget Status Report

Summary

This report provides 4th quarter analysis of Budget to Year-to-Date revenues and expenditures as of June 30, 2018 for FY2018 General, Enterprise and Revolving Funds. The General Fund accounts for the Town's annual operating budget. Water, sewer and recreation/community programs are reflected in the Enterprise Funds.

Please note that while the fiscal year is over, staff are still working to complete final clean-up transactions to ensure that all is reflected appropriately. Therefore, the analysis contained in this report should be considered preliminary, pending final adjustments and the certification of Free Cash from the Department of Revenue.

In general, both expenditures and revenues are in line with expectations as of the end of the year. A detailed breakdown of revenue collections can be found on pages 7-10, with expenditures on pages 11-20. The summary table below indicates the total activity for these items:

Summary of Operating Revenues and Expenditures

Revenue	(A)	(B)	(A - B)	B/A
	Estimates	Collections	Uncollected	% Collected
General Fund	\$ 210,894,076	\$ 215,904,642	\$ (5,010,566)	102%
Enterprise Funds	\$ 23,164,961	\$ 24,098,171	\$ (933,210)	104%

Expenditures	(A)	(B)	(C)	(D)	(B+C)/A	(B/A)
	Revised Budget ¹	Expenditures	Encumbered	Available	% Used (Exp. & Enc.)	% Used (Exp. Only)
General Fund	\$ 195,853,260	\$ 186,703,416	\$ 3,200,808	\$ 5,949,037	97%	95%
Enterprise Funds	\$ 21,702,183	\$ 21,295,203	\$ 113,072	\$ 293,909	99%	98%
Grand Total	\$ 217,555,443	\$ 207,998,618	\$ 3,313,879	\$ 6,242,945	97%	95%

¹Incorporates \$3,129,517 in supplemental appropriations approved at Special Town Meeting 2017-3 and 2018 Annual Town Meeting.

General Fund Revenue Collections

Revenue collections exceeded estimates in nearly every category. As of June 30, 2018, \$5,010,566 in excess revenue above total estimated revenue for FY2018 (\$210,894,076) had been collected (102.38%).

A breakdown of **General Fund Revenue** is shown below:

Summary of Revenue Collections - General Fund

	(A) FY2018 Revenue Estimates ¹	(B) Collections	(A-B) Uncollected	(B/A) Percent Collected
Property Tax	\$ 176,724,815	\$ 177,533,539	\$ (808,723)	100.46%
State Aid	\$ 15,664,471	\$ 15,688,890	\$ (24,419)	100.16%
Local Receipts	\$ 12,561,852	\$ 16,739,275	\$ (4,177,423)	133.25%
<i>Motor Vehicle Excise</i>	<i>\$ 4,815,240</i>	<i>\$ 5,395,906</i>	<i>\$ (580,667)</i>	<i>112.06%</i>
<i>Other Excise (meals, jet fuel, hotel/motel)</i>	<i>\$ 1,352,189</i>	<i>\$ 1,562,971</i>	<i>\$ (210,782)</i>	<i>115.59%</i>
<i>Penalties and Interest</i>	<i>\$ 301,000</i>	<i>\$ 1,090,336</i>	<i>\$ (789,336)</i>	<i>362.24%</i>
<i>Payment in Lieu of Taxes (PILOTS)</i>	<i>\$ 596,000</i>	<i>\$ 658,680</i>	<i>\$ (62,680)</i>	<i>110.52%</i>
<i>Rentals of Town Buildings</i>	<i>\$ 328,635</i>	<i>\$ 494,773</i>	<i>\$ (166,138)</i>	<i>150.55%</i>
<i>Departmental - School</i>	<i>\$ 450,600</i>	<i>\$ 494,775</i>	<i>\$ (44,175)</i>	<i>109.80%</i>
<i>Departmental - Municipal</i>	<i>\$ 2,352,188</i>	<i>\$ 2,611,729</i>	<i>\$ (259,541)</i>	<i>111.03%</i>
<i>Licenses & Permits</i>	<i>\$ 1,812,570</i>	<i>\$ 3,017,145</i>	<i>\$ (1,204,575)</i>	<i>166.46%</i>
<i>Special Assessments</i>	<i>\$ 17,830</i>	<i>\$ 19,038</i>	<i>\$ (1,208)</i>	<i>106.78%</i>
<i>Fines and Forfeitures</i>	<i>\$ 235,600</i>	<i>\$ 208,800</i>	<i>\$ 26,800</i>	<i>88.62%</i>
<i>Investment Income</i>	<i>\$ 300,000</i>	<i>\$ 1,027,739</i>	<i>\$ (727,739)</i>	<i>342.58%</i>
<i>Misc. Non-recurring Revenue</i>	<i>\$ -</i>	<i>\$ 157,384</i>	<i>\$ (157,384)</i>	<i>---</i>
Interfund Operating Transfers	\$ 5,942,938	\$ 5,942,938	\$ -	100.00%
Total General Fund Revenue	\$ 210,894,076	\$ 215,904,642	\$ (5,010,566)	102.38%

¹Does not include Free Cash appropriated under Article 4 to support the FY2018 Operating Budget

Explanation of Significant Variances

1. Property Tax – Reflects the collection of over 99% of real estate and personal property taxes for FY2018, and over \$2 million in collections of outstanding property taxes and tax liens from prior years.
2. Motor Vehicle Excise – Reflects an increase in the value of Lexington's registered vehicles in FY2018.
3. Other Excise – Bulk of additional revenue is due to stronger revenues in Jet Fuel excise, which exceeded estimates by \$123,850, aided by a late FY2017 receipt in July 2017.
4. Penalties and Interest – More than \$830,000 was received in penalties and interest from the settlement of Tax Liens, which typically includes significant interest expenses accrued over the years of unpaid property taxes.
5. Payment in Lieu of Taxes (PILOTS) – Reflects a \$58,390 PILOT payment for the Hartwell solar arrays for FY2018. Going forward, this PILOT will be captured in Personal Property taxes due to DOR policy.

6. Rentals of Town Buildings – Reflects renegotiation of lease payments for cell towers on town locations.
7. Licenses & Permits – Building Permits continue to benefit from construction activity in both the residential and commercial markets. Of note, 4 large commercial property permits generated \$807,300 (34.6%) of the Building Permit revenue received through June 30, 2018.
8. Fines and Forfeitures – This is primarily made up of parking fines, which have experienced a decline since the new parking policies were implemented.
9. Investment Income – The Treasurer reports that the rate environment for Town deposits continues to improve. In addition, the Town has completed sizeable bond and note issuances in anticipation of spending on a number of construction projects – \$30M in BANs in June 2017, and \$57.5M in bonds and notes in February 2018 – and those funds earn interest until spent.

General Fund Expenditures

As of June 30th, 95.3% of the FY2018 General Fund budget of \$195,853,260 has been expended and 97.0% has been expended or encumbered. Expenditures represent actual payments made for goods and services and encumbrances are reservations of budgets for goods or services ordered but not yet paid in FY2018. The available balance of \$5,949,037 will be included in our year-end undesignated fund balance, or “Free Cash” which can be re-appropriated in the FY2020 budget once certified by the Department of Revenue.

After incorporating year-end budget adjustments approved in June, no departmental line items exceeded their approved operating budgets. The one exception is the final Snow Removal budget which ended the year in a deficit of \$370,940. Of this deficit, \$70,940 will be absorbed into DPW's personal services expenses and \$300,000 will be carried into FY2019. The FY2019 budget included a set-aside of \$400,000 in anticipation of this deficit.

A breakdown of the **General Fund Operating Budget** is shown below:

Summary of Operating Expenditures - General Fund

	(A)	(B)	(C)	(D)	(B+C)/A	(B/A)
	Revised Budget¹	Expenditures	Encumbered	Available	% Used (Exp. & Enc.)	% Used (Exp. Only)
Education	\$ 103,325,533	\$ 100,510,893	\$ 1,539,356	\$ 1,275,284	98.8%	97.3%
Shared Expenses	\$ 56,999,669	\$ 51,683,780	\$ 438,223	\$ 4,877,665	91.4%	90.7%
Municipal	\$ 35,528,058	\$ 34,508,742	\$ 1,223,228	\$ (203,912)	100.6%	97.1%
Total	\$ 195,853,260	\$ 186,703,416	\$ 3,200,808	\$ 5,949,037	97.0%	95.3%

¹Incorporates \$3,129,517 in supplemental appropriations approved at Special Town Meeting 2017-3 and 2018 Annual Town Meeting.

Explanation of Significant Variances

1. Education – none.
2. Shared Expenses – The \$5M Available Balance is mainly comprised of \$3.0M in excess funding from the Health Insurance budget. When the original budget was proposed in January 2017, it assumed an 8% increase which reflected the forecasted growth in GIC premiums at that time. The actual GIC premiums for the year came in closer to 4.3%. Available shared expenses also reflect \$794,000 from the Reserve Fund which was approved at \$900,000 in FY2018.

3. Municipal –As noted above, Municipal expenses includes \$300,000 of snow removal expenses that will be carried forward to FY2019 as part of the year-end close. This will result in a Municipal available balance of approximately \$100,000 for FY2018.

Enterprise Fund Revenue Collections

As of June 30, 2018, 104.03% or \$24,098,171 of total estimated revenue for FY2018 (\$23,164,961) had been collected.

A breakdown of **Enterprise Fund Revenue**, by fund, is shown below:

Summary of Revenue Collections - Enterprise Funds

	(A) FY2018 Revenue Estimates*	(B) Collections	(A-B) Uncollected	(B/A) Percent Collected
Water				
Charges for Services	\$ 10,334,984	\$ 11,033,892	\$ (698,908)	106.76%
Non-Rate Revenue	\$ 314,675	\$ 395,604	\$ (80,929)	125.72%
Retained Earnings	\$ 73,000	\$ 73,000	\$ -	100.00%
Total Water	\$ 10,722,659	\$ 11,502,496	\$ (779,837)	107.27%
Sewer				
Charges for Services	\$ 9,319,514	\$ 9,357,582	\$ (38,068)	100.41%
Non-Rate Revenue	\$ 363,000	\$ 401,595	\$ (38,595)	110.63%
Retained Earnings	\$ -	\$ -	\$ -	--
Total Sewer	\$ 9,682,514	\$ 9,759,177	\$ (76,663)	100.79%
Recreation and Community Programs				
Fees for Services	\$ 2,381,488	\$ 2,455,810	\$ (74,322)	103.12%
Non-Fee Revenues	\$ 3,300	\$ 5,687	\$ (2,387)	172.34%
Retained Earnings	\$ 375,000	\$ 375,000	\$ -	100.00%
Total Recreation/CP	\$ 2,759,788	\$ 2,836,497	\$ (76,709)	102.78%
Total Enterprise Fund Revenue	\$ 23,164,961	\$ 24,098,171	\$ (933,210)	104.03%

* Inclusive of revenue to fund indirect costs.

Explanation of Significant Variances

1. Water/Sewer – Actual usage for both Water and Sewer Enterprises were below projections used in rate-setting for FY2018, which resulted in lower than budgeted revenue. However, both operations benefitted from late FY2017 bill payments that were received in July 2017, which more than offset the lower revenue and resulted in a year-end surplus. Staff are working to refine FY2019 usage projections and assumptions for the FY2019 rate-setting process.
2. Recreation – none.

Enterprise Fund Expenditures

As of June 30th, 98.1% of the FY2018 Enterprise Fund budgets of \$21,702,183 has been expended and 98.6% has been expended or encumbered, leaving \$293,909 of the budget available, which will revert to retained earnings and be available for appropriation in the FY2020 budget once certified by the Department of Revenue.

A breakdown of the **Enterprise Fund Operating Budgets** is shown below:

Summary of Operating Expenditures - Enterprise Funds

	(A)	(B)	(C)	(D)	(B+C)/A	(B/A)
	Revised Budget*	Expenditures	Encumbered	Available	% Used (Exp. & Enc.)	% Used (Exp. Only)
Water*	\$ 9,845,467	\$ 9,739,690	\$ 49,456	\$ 56,321	99.4%	98.9%
Sewer*	\$ 9,131,602	\$ 8,957,971	\$ 35,819	\$ 137,812	98.5%	98.1%
Recreation/CP*	\$ 2,725,114	\$ 2,597,542	\$ 27,797	\$ 99,775	96.3%	95.3%
Total	\$ 21,702,183	\$ 21,295,203	\$ 113,072	\$ 293,909	98.6%	98.1%

*Exclusive of indirect costs

Explanation of Significant Variances

1. Water/Sewer – none.
2. Recreation/CP – none.

Revolving Fund Revenues and Expenditures

For the first time, this report reflects a year-end snapshot of Revolving Funds. Generally, these funds maintain a small balance from year to year, and generate revenue during the year that covers expenses. Revolving Funds cannot spend more than they have in available revenue, and have an annual spending limit set by Town Meeting. For FY2018 there are 12 active revolving funds, listed below. The PEG Access Fund is transitioning to a Special Revenue Fund in the FY2019 budget.

		A	B	C	D	E	
Revolving Fund	Department	Beginning Fund Balance	YTD Revenue - June 30, 2018	YTD Spending - June 30, 2018	Encumb-ered	Current Balance (A + B - C - D)	FY2018 Authorization
School Bus Transportation	Schools	\$ 541,378	\$ 1,135,526	\$ 1,149,283	\$ 717	\$ 526,904	\$ 1,150,000
Building Rental Revolving Fund	Facilities	\$ 179,684	\$ 565,538	\$ 478,447	\$ -	\$ 266,776	\$ 525,000
DPW Burial Containers	Public Works	\$ 201,183	\$ 39,885	\$ 31,910	\$ 1,500	\$ 207,658	\$ 40,000
Lexington Tree Fund	Public Works	\$ 27,719	\$ 17,675	\$ 24,500	\$ -	\$ 20,894	\$ 45,000
DPW Compost Operations	Public Works	\$ 1,011,139	\$ 652,167	\$ 759,697	\$ 12,549	\$ 891,061	\$ 897,000
Minuteman Household Hazardous Waste Program	Public Works	\$ 57,364	\$ 138,286	\$ 114,018	\$ 35,981	\$ 45,651	\$ 180,000
Regional Cache – Hartwell Avenue	Public Works	\$ 17,751	\$ 5,964	\$ 7,841	\$ -	\$ 15,874	\$ 10,000
Senior Services Program	Human Services	\$ 64,813	\$ 71,666	\$ 85,885	\$ -	\$ 50,594	\$ 60,000
Health Programs	Land Use	\$ 70,983	\$ 33,291	\$ 14,564	\$ -	\$ 89,710	\$ 14,000
Tourism/Liberty Ride	Land Use	\$ 18,306	\$ 190,429	\$ 192,203	\$ 4,770	\$ 11,762	\$ 285,000
Visitors Center	Land Use	\$ 25,110	\$ 196,415	\$ 206,712	\$ -	\$ 14,813	\$ 215,000
PEG Access	Selectmen	\$ 1,280,300	\$ 662,590	\$ 471,509	\$ 98,839	\$ 1,372,543	\$ 580,086

Items of note –

Senior Services Program – A large programming expense at the end of June 2018 resulted in total spending in excess of the FY2018 authorization, however revenues associated with the program were sufficient to cover the additional expense.

FY2018 4th Quarter General Fund Revenue Report

PROPERTY TAX						
			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
PERSONAL PROPERTY TAX						
10010020	41118	18 PERSONAL PROPERTY TAX	\$ 5,424,381	\$ 5,372,771	\$ 51,610	99.05%
10010020		PRIOR YEARS PERSONAL PROPERTY TAX		\$ 15,951	\$ (15,951)	---
TOTAL PERSONAL PROPERTY			\$ 5,424,381	\$ 5,388,722	\$ 35,659	99.34%
REAL ESTATE TAXES						
10010030	41218	18 REAL ESTATE TAX	\$ 171,300,434	\$ 170,026,987	\$ (209,353)	99.26%
10010030	41217	17 REAL ESTATE TAX		\$ 782,560	\$ (782,560)	---
10010030	41216	16 REAL ESTATE TAX		\$ 26,786	\$ (26,786)	---
10010030	41215	15 REAL ESTATE TAX		\$ (1,506)	\$ 1,506	---
10010030	41207	07 REAL ESTATE TAX		\$ 1,993	\$ (1,993)	---
10010030	41212	12 REAL ESTATE TAX		\$ (35,000)	\$ 35,000	---
10010030	41451	DEFERRED TAXES		\$ 238,983	\$ (238,983)	---
10010040	41420	TAX LIENS/TITLES REDEEMED		\$ 1,104,015	\$ (1,104,015)	---
TOTAL REAL ESTATE			\$ 171,300,434	\$ 172,144,816	\$ (2,327,183)	100.49%
TOTAL PROPERTY TAX			\$ 176,724,815	\$ 177,533,539	\$ (2,291,524)	100.46%

REVENUE FROM STATE-CHERRY SHEET						
			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010130	46204	CH 70 SCHOOL AID	\$ 13,998,894	\$ 13,998,894	\$ -	100%
10010130	46209	CHARTER SCHOOL ASSESSMENT	\$ 8,767	\$ 7,895	\$ 872	90%
10010130	46602	VETERANS BENEFITS CH 115	\$ 54,912	\$ 56,702	\$ (1,790)	103%
10010130	46605	LOTTERY AID	\$ 1,531,029	\$ 1,531,029	\$ -	100%
10010130	46102	EXEMPTIONS-VET,BLIND,ELD,SURV	\$ 70,869	\$ 94,370	\$ (23,501)	133%
TOTAL CHERRY SHEET			\$ 15,664,471	\$ 15,688,890	\$ (24,419)	100.16%

MOTOR VEHICLE EXCISE TAX						
			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010050	41518	18 MVE TAX	\$ 4,815,240	\$ 4,622,260	\$ 192,980	95.99%
10010050	41504	04 MVE TAX		\$ 12	\$ (12)	---
10010050	41505	05 MVE TAX		\$ 96	\$ (96)	---
10010050	41506	06 MVE TAX		\$ 46	\$ (46)	---
10010050	41508	08 MVE TAX		\$ 86	\$ (86)	---
10010050	41510	10 MVE TAX		\$ 671	\$ (671)	---
10010050	41511	11 MVE TAX		\$ 317	\$ (317)	---
10010050	41512	12 MVE TAX		\$ 85	\$ (85)	---
10010050	41513	13 MVE TAX		\$ 832	\$ (832)	---
10010050	41514	14 MVE TAX		\$ 184	\$ (184)	---
10010050	41515	15 MVE TAX		\$ (3,386)	\$ 3,386	---
10010050	41516	16 MVE TAX		\$ 10,082	\$ (10,082)	---
10010050	41517	17 MVE TAX		\$ 764,208	\$ (764,208)	---
10010050	41570	MVE TAX - PRIOR YRS		\$ 414	\$ (414)	---
TOTAL MOTOR VEHICLE EXCISE			\$ 4,815,240	\$ 5,395,906	\$ (580,667)	112.06%

OTHER EXCISE						
			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010080	41901	OTHER EXCISE - HOTEL/MOTEL	\$ 838,189	\$ 902,617	\$ (64,428)	107.69%
10010080	41902	OTHER EXCISE - JET FUEL	\$ 80,000	\$ 203,854	\$ (123,854)	254.82%
10010080	41903	OTHER EXCISE - MEALS TAX	\$ 434,000	\$ 456,499	\$ (22,499)	105.18%
TOTAL OTHER EXCISE			\$ 1,352,189	\$ 1,562,971	\$ (210,782)	115.59%

PENALTIES & INTEREST

			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010060	41701	PEN & INT PP TAX	\$ 11,000	\$ 4,388	\$ 6,612	39.89%
10010060	41702	PEN & INT RE TAX	\$ 190,000	\$ 198,619	\$ (8,619)	104.54%
10010060	41703	PEN & INT TAX LIENS	\$ 50,000	\$ 830,384	\$ (780,384)	1660.77%
10010060	41704	PEN & INT MVE TAX	\$ 50,000	\$ 56,944	\$ (6,944)	113.89%
TOTAL PENALTIES AND INTERESTS			\$ 301,000	\$ 1,090,336	\$ (789,336)	362.24%

PAYMENT IN LIEU OF TAXES (PILOTS)

			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010070	41801	PAYMENT IN LIEU OF TAXES	\$ 596,000	\$ 658,680	\$ (62,680)	110.52%
TOTAL PAYMENT IN LIEU OF TAXES (PILOTS)			\$ 596,000	\$ 658,680	\$ (62,680)	110.52%

RENTALS

			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010090	43298	CELL TOWER REVENUE	\$ 242,000	\$ 405,264	\$ (163,264)	167.46%
10010100	43601	RENTALS OF TOWN BUILDINGS	\$ 86,635	\$ 89,509	\$ (2,874)	103.32%
TOTAL RENTALS			\$ 328,635	\$ 494,773	\$ (166,138)	150.55%

DEPARTMENTAL - SCHOOLS

			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010200	43299	MISC. FEES	\$ -	\$ 50	\$ (50)	---
10010200	43301	ERATE REVENUE	\$ 9,600	\$ -	\$ 9,600	0%
10010200	43401	TUITION	\$ -	\$ 5,000	\$ (5,000)	---
10010200	43406	TRANSCRIPT FEES	\$ 29,000	\$ 34,915	\$ (5,818)	120%
10010200	48403	MEDICAID REIMBURSEMENT	\$ 400,000	\$ 411,551	\$ (11,551)	103%
10010200	43405	STUDENT PARKING FEES	\$ 12,000	\$ 15,396	\$ (3,396)	128%
10010200	43407	HOMELESS STUDENT TRANSPORTATION	\$ -	\$ 27,863	\$ (27,863)	---
TOTAL DEPARTMENTAL - SCHOOLS			\$ 450,600	\$ 494,775	\$ (44,077)	109.80%

DEPARTMENTAL - MUNICIPAL

			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010090	42701	FIRE DEPT REC-AMBULANCE FEES	\$ 1,200,000	\$ 1,354,252	\$ (154,252)	112.85%
10010090	42702	FIRE DEPT REC-FIRE ALARM FEES	\$ 13,650	\$ 14,525	\$ (875)	106.41%
10010090	42703	POLICE DEPT REC-HOUSE ALARMS	\$ 14,000	\$ 7,040	\$ 6,960	50.29%
10010090	43200	PUBLIC RECORDS REQUEST FEE	\$ -	\$ 63	\$ (63)	---
10010090	43202	CERTIFICATE OF REDEMPTION	\$ 78	\$ 100	\$ (22)	128.21%
10010090	43205	MUNICIPAL LIEN CERTIFICATES	\$ 33,000	\$ 28,308	\$ 4,692	85.78%
10010090	43210	PROTECTED TREE FEES	\$ 23,000	\$ 9,670	\$ 13,330	42.04%
10010090	43213	FEES FOR ENGINEERING SERVICES	\$ 200	\$ 118	\$ 82	59.00%
10010090	43219	BATTLE GREEN CHARTERS	\$ 500	\$ 687	\$ (187)	137.43%
10010090	43221	LEXPRESS FARES	\$ 68,000	\$ 65,155	\$ 2,845	95.82%
10010090	43226	FIRE FEE-CERT OF COMPLIANCE	\$ 33,000	\$ 29,200	\$ 3,800	88.48%
10010090	43227	TOWN CLERK FEE	\$ 35,900	\$ 36,345	\$ (445)	101.24%
10010090	43228	POLICE DEPT FEE	\$ 62,000	\$ 86,058	\$ (24,058)	138.80%
10010090	43229	REGISTRY SURCHARGE FEE	\$ 28,000	\$ 17,695	\$ 10,305	63.20%
10010090	43230	DPW FEES FOR SERVICE	\$ 500	\$ 510	\$ (10)	102.00%
10010090	43231	P.B. FILING & REVIEW FEES	\$ 21,800	\$ 54,019	\$ (32,219)	247.79%
10010090	43232	B & Z MICROFILM FEES	\$ 12,000	\$ 13,215	\$ (1,215)	110.13%
10010090	43233	B.O.A. HEARING FEES	\$ 13,700	\$ 9,910	\$ 3,790	72.34%
10010090	43234	P.B. SALE OF MAPS & DEV. REGUL	\$ 240	\$ -	\$ 240	0.00%
10010090	43235	ANR PLAN FILING FEES	\$ 470	\$ 12,000	\$ (11,530)	2553.19%
10010090	43236	RENTAL CAR SURCHARGE FEES	\$ 3,000	\$ 2,732	\$ 268	91.06%
10010090	43238	CONSERVATION FEES	\$ 31,000	\$ 38,812	\$ (7,812)	125.20%
10010090	43240	CEMETERY PREPARATION	\$ 115,000	\$ 162,270	\$ (47,270)	141.10%
10010090	43299	MISC. FEES	\$ 26,500	\$ 6,613	\$ 19,887	24.95%
10010090	43302	AVALON BAY MONITORING SERVICES	\$ 9,650	\$ 9,650	\$ -	100.00%
10010090	43547	TRENCH PERMIT FEES	\$ 7,000	\$ 5,550	\$ 1,450	79.29%
10010090	43550	NET METERING CREDIT REVENUE	\$ 600,000	\$ 647,232	\$ (47,232)	107.87%
TOTAL CHARGES FOR SERVICES			\$ 2,352,188	\$ 2,611,729	\$ (259,541)	111.03%

LICENSE & PERMITS						
			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010120	44105	ALCOHOL & BEVERAGE LIC	\$ 79,400	\$ 83,120	\$ (3,720)	104.69%
10010120	44201	BUILDING PERMITS	\$ 1,200,000	\$ 2,332,848	\$ (1,132,848)	194.40%
10010120	44202	GAS PERMITS	\$ 28,800	\$ 22,174	\$ 6,626	76.99%
10010120	44203	WIRING PERMITS	\$ 200,000	\$ 253,028	\$ (53,028)	126.51%
10010120	44204	PLUMBING PERMITS	\$ 64,000	\$ 69,860	\$ (5,860)	109.16%
10010120	44205	SHEET METAL PERMITS	\$ 19,000	\$ 4,074	\$ 14,926	21.44%
10010120	44224	MECHANICAL PERMITS	\$ 35,000	\$ 6,900	\$ 28,100	19.71%
10010120	44225	SELECTMAN'S LIC. & PERMITS	\$ 1,000	\$ 2,215	\$ (1,215)	221.50%
10010120	44227	BOARD OF HEALTH LIC & PERMITS	\$ 48,000	\$ 45,590	\$ 2,410	94.98%
10010120	44229	FIRE DEPT LIC. & PERMITS	\$ 33,000	\$ 41,040	\$ (8,040)	124.36%
10010120	44230	B & Z MISC PERMITS	\$ 6,800	\$ 8,734	\$ (1,934)	128.44%
10010120	44253	CABLE FRANCHISE LICENSE	\$ 4,500	\$ 4,156	\$ 345	92.34%
10010120	44258	FIREARMS LICENSE	\$ 2,350	\$ 2,925	\$ (575)	124.47%
10010120	44290	TOWN CLERK'S LIC & PERMITS	\$ 48,000	\$ 51,695	\$ (3,695)	107.70%
10010120	44293	DPW STREET OPENING PERMITS	\$ 38,000	\$ 83,629	\$ (45,629)	220.08%
10010120	44294	RIGHT OF WAY OBSTRUCTION	\$ -	\$ 200	\$ (200)	---
10010120	44295	STORM WATER/DRAIN PERMIT	\$ -	\$ 2,961	\$ (2,961)	---
10010120	44296	DRAIN LAYERS LICENSE	\$ 1,220	\$ 1,200	\$ 20	98.36%
10010120	44299	MISC. LICENSE & PERMITS	\$ 3,500	\$ 797	\$ 2,703	22.76%
TOTAL LICENSE & PERMITS			\$ 1,812,570	\$ 3,017,145	\$ (1,204,575)	166.46%

SPECIAL ASSESSMENTS						
			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010160	47502	STREET BETTERMENT	\$ 17,830	\$ 19,038	\$ (1,208)	106.78%
TOTAL SPECIAL ASSESSMENTS			\$ 17,830	\$ 19,038	\$ (1,208)	106.78%

FINES & FORFEITURES						
			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010150	46801	COURT FINES	\$ 3,600	\$ 2,647	\$ 954	73.51%
10010170	47702	PARKING FINES	\$ 82,000	\$ 64,538	\$ 17,462	78.70%
10010170	47704	NON CRIMINAL FINES	\$ 10,000	\$ 16,225	\$ (6,225)	162.25%
10010170	47706	REGISTRY CMVI	\$ 140,000	\$ 125,391	\$ 14,609	89.56%
TOTAL FINES & FORFEITURES			\$ 235,600	\$ 208,800	\$ 26,800	88.62%

INVESTMENT INCOME						
			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010180	48211	INT EARNED ON SAVINGS	\$ 300,000	\$ 1,027,739	\$ (727,739)	342.58%
TOTAL INVESTMENT INCOME			\$ 300,000	\$ 1,027,739	\$ (727,739)	342.58%

MISCELLANEOUS NON-RECURRING REVENUE						
10010090	43300	MISC NON-RECURRING REVENUE	\$ -	\$ 143,388	\$ (143,388)	---
10010140	46807	RECOVERIES FROM STATE	\$ -	\$ 3,694	\$ (3,694)	---
10010140	46814	EXTRA POLLING HOURS	\$ -	\$ 10,301	\$ (10,301)	---
TOTAL MISC NON-RECURRING REVENUE REVENUE			\$ -	\$ 157,384	\$ (157,384)	---

INTERFUND OPERATING TRANSFERS						
			FY2018 Revenue from Recap	Collections as of 6/30/2018	Uncollected as of 6/30/2018	Percent Collected
10010190	49724	TRANSFERS FROM OTHER SPEC REV	\$ 428,700	\$ 428,700	\$ -	100.00%
10010190	49760	TRANSFERS FROM SEWER ENT FUND	\$ 546,827	\$ 546,827	\$ -	100.00%
10010190	49761	TRANSFERS FROM WATER ENT FUND	\$ 872,465	\$ 872,465	\$ -	100.00%
10010190	49770	TRANSFERS FROM RECREATION ENT	\$ 254,826	\$ 254,826	\$ -	100.00%
10010190	49783	TRANSFER FROM TRUST FUNDS	\$ 3,840,120	\$ 3,840,120	\$ -	100.00%
TOTAL INTERFUND OPERATING TRANSFERS			\$ 5,942,938	\$ 5,942,938	\$ -	100.00%

GRAND TOTAL GENERAL FUND REVENUE	\$ 210,894,076	\$ 215,904,641	\$ (6,493,268)	102.38%
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TOTAL ENTERPRISE FUND REVENUE	\$ 23,164,961	\$ 24,098,171	\$ (933,210)	104%
GRAND TOTAL REVENUE	\$ 234,059,037	\$ 240,002,812	\$ (5,943,775)	103%

FY2018 4th Quarter Enterprise Funds Revenue Report

SEWER MUNICIPAL REVENUES						
			FY2018 Revenue Estimates	Collections as of 6/30/2018	Uncollected	Percent Collected
60010500	42101	SEWER USER CHARGES	\$ 9,319,514	\$ 9,357,582	\$ (38,068)	100.41%
		SEWER NON-RATE REVENUE	\$ 363,000	\$ 401,595	\$ (38,595)	110.63%
		RETAINED EARNINGS	\$ -	\$ -	\$ -	---
TOTAL SEWER			\$ 9,682,514	\$ 9,759,177	\$ (76,663)	100.79%

WATER MUNICIPAL REVENUES						
			FY2018 Revenue Estimates	Collections as of 6/30/2018	Uncollected	Percent Collected
61010500	42102	WATER USER CHARGES	\$ 10,334,984	\$ 11,033,892	\$ (698,908)	106.76%
		WATER NON-RATE REVENUE	\$ 314,675	\$ 395,604	\$ (80,929)	125.72%
		RETAINED EARNINGS	\$ 73,000	\$ 73,000	\$ -	100.00%
TOTAL WATER			\$ 10,722,659	\$ 11,502,496	\$ (779,837)	107.27%

RECREATION REVENUES						
			FY2018 Revenue Estimates	Collections as of 6/30/2018	Uncollected	Percent Collected
70010500	42450	RECREATION USER CHARGES	\$ 1,073,235	\$ 1,287,846	\$ (214,611)	120.00%
70010500	42460	COMMUNITY CTR REVENUE	\$ 533,253	\$ 397,584	\$ 135,669	74.56%
70010500	42470	GOLF USER CHARGES	\$ 775,000	\$ 770,380	\$ 4,620	99.40%
70010500	48211	INT EARNED ON SAVINGS	\$ 3,300	\$ 5,687	\$ (2,387)	172.34%
		RETAINED EARNINGS	\$ 375,000	\$ 375,000	\$ -	100.00%
TOTAL RECREATION			\$ 2,759,788	\$ 2,836,497	\$ (76,709)	102.78%

TOTAL ENTERPRISE FUNDS REVENUE			\$ 23,164,961	\$ 24,098,171	\$ (933,210)	104.03%
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Sub-Program 1100 - Lexington Public Schools

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Lexington Public Schools								
Personal Services	\$ 85,948,669	\$ -	\$ 85,948,669	\$ 85,181,896	\$ -	\$ 766,773	99.11%	99.11%
Expenses	\$ 15,706,513	\$ -	\$ 15,706,513	\$ 13,658,646	\$ 1,539,356	\$ 508,511	96.76%	86.96%
TOTAL PUBLIC SCHOOLS P. S.	\$ 85,948,669	\$ -	\$ 85,948,669	\$ 85,181,896	\$ -	\$ 766,773	99.11%	99.11%
TOTAL PUBLIC SCHOOLS EXPENSES	\$ 15,706,513	\$ -	\$ 15,706,513	\$ 13,658,646	\$ 1,539,356	\$ 508,511	96.76%	86.96%
GRAND TOTAL PUBLIC SCHOOLS	\$ 101,655,182	\$ -	\$ 101,655,182	\$ 98,840,542	\$ 1,539,356	\$ 1,275,284	98.75%	97.23%

Sub-Program 1200 - Minuteman Regional High School

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Minuteman Regional High School								
Assessment	\$ 1,670,351	\$ -	\$ 1,670,351	\$ 1,670,351	\$ -	\$ -	100.00%	100.00%
TOTAL MINUTEMAN ASSESSMENT	\$ 1,670,351	\$ -	\$ 1,670,351	\$ 1,670,351	\$ -	\$ -	100.00%	100.00%
GRAND TOTAL MINUTEMAN	\$ 1,670,351	\$ -	\$ 1,670,351	\$ 1,670,351	\$ -	\$ -	100.00%	100.00%

Sub-Program 2100 - Employee Benefits

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Contributory Retirement								
Assessment	\$ 5,755,537	\$ -	\$ 5,755,537	\$ 5,697,982	\$ -	\$ 57,555	99.00%	99.00%
Non-Contributory Retirement								
Personal Services	\$ 14,620	\$ 30	\$ 14,650	\$ 14,647	\$ -	\$ 3	99.98%	99.98%
Employee Insurance								
Personal Services	\$ 27,773,351	\$ -	\$ 27,773,351	\$ 24,552,720	\$ 5,000	\$ 3,215,631	88.42%	88.40%
Unemployment Insurance								
Personal Services	\$ 200,000	\$ -	\$ 200,000	\$ 181,840	\$ -	\$ 18,160	90.92%	90.92%
Workers Compensation*								
Expenses	\$ 807,136	\$ -	\$ 807,136	\$ 612,552	\$ -	\$ 194,584	75.89%	75.89%
Property & Liability Insurance								
Personal Services	\$ 28,000	\$ -	\$ 28,000	\$ 29,412	\$ -	\$ (1,412)	105.04%	105.04%
Expenses	\$ 685,893	\$ 25,000	\$ 710,893	\$ 683,119	\$ -	\$ 27,774	96.09%	96.09%
Uninsured Losses*								
Expenses	\$ 250,000	\$ -	\$ 250,000	\$ 106,561	\$ -	\$ 143,439	42.62%	42.62%
Solar Producer Payments								
Expenses	\$ -	\$ 410,000	\$ 410,000	\$ 302,390	\$ 52,867	\$ 54,743	86.65%	73.75%
TOTAL BENEFITS PERSONAL SERVICES	\$ 33,771,508	\$ 30	\$ 33,771,538	\$ 30,476,600	\$ 5,000	\$ 3,289,938	90.26%	90.24%
TOTAL BENEFITS EXPENSES	\$ 1,743,029	\$ 435,000	\$ 2,178,029	\$ 1,704,622	\$ 52,867	\$ 420,540	80.69%	78.26%
GRAND TOTAL BENEFITS	\$ 35,514,537	\$ 435,030	\$ 35,949,567	\$ 32,181,223	\$ 57,867	\$ 3,710,477	89.68%	89.52%

Sub-Program 2200 - Debt

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
General Fund Long Term								
Principal	\$ 5,640,760	\$ -	\$ 5,640,760	\$ 5,640,759	\$ -	\$ 1	100.00%	100.00%
Interest	\$ 1,172,415	\$ -	\$ 1,172,415	\$ 1,118,402	\$ -	\$ 54,013	95.39%	95.39%
Temporary Borrowing	\$ 392,453	\$ 2,351,487	\$ 2,743,940	\$ 2,618,974	\$ 10,000	\$ 114,966	95.81%	95.45%
TOTAL DEBT PERSONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
TOTAL DEBT EXPENSES	\$ 7,205,628	\$ 2,351,487	\$ 9,557,115	\$ 9,378,135	\$ 10,000	\$ 168,980	98.23%	98.13%
GRAND TOTAL TOTAL DEBT	\$ 7,205,628	\$ 2,351,487	\$ 9,557,115	\$ 9,378,135	\$ 10,000	\$ 168,980	98.23%	98.13%

Sub-Program 2300 - Reserve Fund

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Reserve Fund								
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Expenses	\$ 900,000	\$ (106,000)	\$ 794,000	\$ -	\$ -	\$ 794,000	0.00%	0.00%
TOTAL RESERVE FUND PERSONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
TOTAL RESERVE FUND EXPENSES	\$ 900,000	\$ (106,000)	\$ 794,000	\$ -	\$ -	\$ 794,000	0.00%	0.00%
GRAND TOTAL RESERVE FUND	\$ 900,000	\$ (106,000)	\$ 794,000	\$ -	\$ -	\$ 794,000	0.00%	0.00%

Sub-Program 2400 - Public Facilities

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Education Facilities								
Personal Services	\$ 3,760,935	\$ -	\$ 3,760,935	\$ 3,671,137	\$ -	\$ 89,798	97.61%	97.61%
Expenses	\$ 3,697,774	\$ 153,500	\$ 3,851,274	\$ 3,536,743	\$ 299,399	\$ 15,131	99.61%	91.83%
Municipal Facilities								
Personal Services	\$ 544,764	\$ -	\$ 544,764	\$ 514,228	\$ -	\$ 30,536	94.39%	94.39%
Expenses	\$ 1,273,817	\$ 142,500	\$ 1,416,317	\$ 1,321,011	\$ 70,592	\$ 24,714	98.26%	93.27%
Facilities Administration								
Personal Services	\$ 1,046,397	\$ -	\$ 1,046,397	\$ 1,014,510	\$ -	\$ 31,887	96.95%	96.95%
Expenses	\$ 79,300	\$ -	\$ 79,300	\$ 66,794	\$ 365	\$ 12,141	84.69%	84.23%
TOTAL PUBLIC FACILITIES PERSONAL SERVICES	\$ 5,352,096	\$ -	\$ 5,352,096	\$ 5,199,874	\$ -	\$ 152,222	97.16%	97.16%
TOTAL PUBLIC FACILITIES EXPENSES	\$ 5,050,891	\$ 296,000	\$ 5,346,891	\$ 4,924,548	\$ 370,356	\$ 51,986	99.03%	92.10%
GRAND TOTAL PUBLIC FACILITIES	\$ 10,402,987	\$ 296,000	\$ 10,698,987	\$ 10,124,422	\$ 370,356	\$ 204,208	98.09%	94.63%

Sub-Program 3000 - Public Works

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Administration								
Personal Services	\$ 560,043	\$ -	\$ 560,043	\$ 560,363	\$ -	\$ (320)	100.06%	100.06%
Expenses	\$ 33,690	\$ -	\$ 33,690	\$ 37,511	\$ -	\$ (3,821)	111.34%	111.34%
Engineering								
Personal Services	\$ 719,228	\$ -	\$ 719,228	\$ 676,110	\$ -	\$ 43,118	94.00%	94.00%
Expenses	\$ 107,400	\$ -	\$ 107,400	\$ 114,042	\$ 756	\$ (7,398)	106.89%	106.18%
Street Lighting								
Personal Services	\$ 10,353	\$ -	\$ 10,353	\$ 2,122	\$ -	\$ 8,231	20.50%	20.50%
Expenses	\$ 247,500	\$ -	\$ 247,500	\$ 161,892	\$ 16,478	\$ 69,130	72.07%	65.41%
Highway Maintenance								
Personal Services	\$ 799,133	\$ -	\$ 799,133	\$ 805,415	\$ -	\$ (6,282)	100.79%	100.79%
Expenses	\$ 614,650	\$ -	\$ 614,650	\$ 430,207	\$ 122,098	\$ 62,345	89.86%	69.99%
Road Machinery								
Personal Services	\$ 270,624	\$ -	\$ 270,624	\$ 235,076	\$ -	\$ 35,548	86.86%	86.86%
Expenses	\$ 408,016	\$ -	\$ 408,016	\$ 433,295	\$ 38,816	\$ (64,095)	115.71%	106.20%
Snow Removal*								
Personal Services	\$ 268,772	\$ -	\$ 268,772	\$ 490,404	\$ -	\$ (221,632)	182.46%	182.46%
Expenses	\$ 989,050	\$ -	\$ 989,050	\$ 1,138,357	\$ -	\$ (149,307)	115.10%	115.10%
Parks								
Personal Services	\$ 884,486	\$ -	\$ 884,486	\$ 866,691	\$ -	\$ 17,795	97.99%	97.99%
Expenses	\$ 275,675	\$ -	\$ 275,675	\$ 242,694	\$ 50,448	\$ (17,467)	106.34%	88.04%
Forestry								
Personal Services	\$ 283,936	\$ -	\$ 283,936	\$ 278,040	\$ -	\$ 5,896	97.92%	97.92%
Expenses	\$ 189,300	\$ -	\$ 189,300	\$ 96,525	\$ 80,802	\$ 11,974	93.67%	50.99%
Cemetery								
Personal Services	\$ 254,232	\$ -	\$ 254,232	\$ 238,714	\$ -	\$ 15,518	93.90%	93.90%
Expenses	\$ 80,500	\$ -	\$ 80,500	\$ 59,960	\$ 1,572	\$ 18,969	76.44%	74.48%
Refuse Collection								
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
Expenses	\$ 846,800	\$ -	\$ 846,800	\$ 776,422	\$ 71,038	\$ (660)	100.08%	91.69%
Recycling								
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
Expenses	\$ 934,732	\$ -	\$ 934,732	\$ 915,845	\$ 78,796	\$ (59,909)	106.41%	97.98%
Refuse Disposal								
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
Expenses	\$ 615,567	\$ -	\$ 615,567	\$ 499,121	\$ 86,989	\$ 29,458	95.21%	81.08%
TOTAL PUBLIC WORKS SERVICES	\$ 4,050,807	\$ -	\$ 4,050,807	\$ 4,152,934	\$ -	\$ (102,127)	102.52%	102.52%
TOTAL PUBLIC WORKS EXPENSES	\$ 5,342,880	\$ -	\$ 5,342,880	\$ 4,905,869	\$ 547,792	\$ (110,781)	102.07%	91.82%
GRAND TOTAL PUBLIC WORKS	\$ 9,393,687	\$ -	\$ 9,393,687	\$ 9,058,803	\$ 547,792	\$ (212,908)	102.27%	96.44%

*\$300,000 of FY2018 Snow Removal spending will be carried forward to the FY2019 levy, as anticipated by the FY2019 budget.

Sub-Program 4100 - Law Enforcement

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
<u>Police Administration</u>								
Personal Services	\$ 1,307,377	\$ 1,020,000	\$ 2,327,377	\$ 1,897,661	\$ -	\$ 429,716	81.54%	81.54%
Expenses	\$ 62,255	\$ -	\$ 62,255	\$ 58,981	\$ 2,124	\$ 1,150	98.15%	94.74%
<u>Patrol and Enforcement</u>								
Personal Services	\$ 2,927,803	\$ -	\$ 2,927,803	\$ 3,387,003	\$ -	\$ (459,200)	115.68%	115.68%
Expenses	\$ 492,189	\$ -	\$ 492,189	\$ 470,143	\$ 16,173	\$ 5,873	98.81%	95.52%
<u>Parking Operations</u>								
Personal Services	\$ 272,100	\$ -	\$ 272,100	\$ 270,418	\$ -	\$ 1,682	99.38%	99.38%
Expenses	\$ 139,254	\$ 28,000	\$ 167,254	\$ 155,905	\$ 11,337	\$ 13	99.99%	93.21%
<u>Investigations</u>								
Personal Services	\$ 688,551	\$ -	\$ 688,551	\$ 704,366	\$ -	\$ (15,815)	102.30%	102.30%
Expenses	\$ 60,962	\$ -	\$ 60,962	\$ 53,183	\$ 865	\$ 6,914	88.66%	87.24%
<u>Dispatch</u>								
Personal Services	\$ 637,345	\$ -	\$ 637,345	\$ 598,039	\$ -	\$ 39,306	93.83%	93.83%
Expenses	\$ 48,863	\$ -	\$ 48,863	\$ 48,026	\$ 815	\$ 22	99.96%	98.29%
<u>Animal Control</u>								
Expenses	\$ 61,004	\$ -	\$ 61,004	\$ 59,792	\$ 1,210	\$ 2	100.00%	98.01%
<u>Crossing Guards</u>								
Personal Services	\$ 141,329	\$ -	\$ 141,329	\$ 136,773	\$ -	\$ 4,556	96.78%	96.78%
Expenses	\$ 8,000	\$ -	\$ 8,000	\$ 7,993	\$ -	\$ 7	99.91%	99.91%
TOTAL LAW ENFORCEMENT PERSONAL SERV	\$ 5,974,505	\$ 1,020,000	\$ 6,994,505	\$ 6,994,260	\$ -	\$ 245	100.00%	100.00%
TOTAL LAW ENFORCEMENT EXPENSES	\$ 872,527	\$ 28,000	\$ 900,527	\$ 854,023	\$ 32,524	\$ 13,980	98.45%	94.84%
GRAND TOTAL LAW ENFORCEMENT	\$ 6,847,032	\$ 1,048,000	\$ 7,895,032	\$ 7,848,283	\$ 32,524	\$ 14,225	99.82%	99.41%

Sub-Program 4200 - Fire & Rescue

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
<u>Fire Administration</u>								
Personal Services	\$ 372,356	\$ -	\$ 372,356	\$ 378,219	\$ -	\$ (5,863)	101.57%	101.57%
Expenses	\$ 78,419	\$ -	\$ 78,419	\$ 60,485	\$ 610	\$ 17,324	77.91%	77.13%
<u>Fire Prevention</u>								
Personal Services	\$ 205,685	\$ -	\$ 205,685	\$ 206,242	\$ -	\$ (557)	100.27%	100.27%
Expenses	\$ 18,092	\$ -	\$ 18,092	\$ 18,224	\$ -	\$ (132)	100.73%	100.73%
<u>Fire Suppression</u>								
Personal Services	\$ 5,285,920	\$ 630,832	\$ 5,916,752	\$ 5,909,288	\$ -	\$ 7,464	99.87%	99.87%
Expenses	\$ 291,000	\$ (19,502)	\$ 271,498	\$ 235,795	\$ 3,197	\$ 32,506	88.03%	86.85%
<u>Emergency Medical Services</u>								
Expenses	\$ 164,500	\$ (10,000)	\$ 154,500	\$ 162,603	\$ 633	\$ (8,736)	105.65%	105.24%
<u>Emergency Management</u>								
Expenses	\$ 6,000	\$ -	\$ 6,000	\$ 3,777	\$ 400	\$ 1,823	69.62%	62.96%
TOTAL FIRE PERSONAL SERVICES	\$ 5,863,961	\$ 630,832	\$ 6,494,793	\$ 6,493,749	\$ -	\$ 1,044	99.98%	99.98%
TOTAL FIRE EXPENSES	\$ 558,011	\$ (29,502)	\$ 528,509	\$ 480,886	\$ 4,840	\$ 42,783	91.90%	90.99%
GRAND TOTAL FIRE	\$ 6,421,972	\$ 601,330	\$ 7,023,302	\$ 6,974,635	\$ 4,840	\$ 43,827	99.38%	99.31%

Sub-Program 5100 - Cary Memorial Library

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
General and Technical Services								
Personal Services	\$ 285,188	\$ -	\$ 285,188	\$ 290,799	\$ -	\$ (5,611)	101.97%	101.97%
Expenses	\$ 184,000	\$ -	\$ 184,000	\$ 172,220	\$ 7,422	\$ 4,358	97.63%	93.60%
Adult Library								
Personal Services	\$ 1,244,881	\$ -	\$ 1,244,881	\$ 1,278,348	\$ -	\$ (33,467)	102.69%	102.69%
Expenses	\$ 176,265	\$ -	\$ 176,265	\$ 176,668	\$ -	\$ (403)	52.12%	100.23%
Children's Library								
Personal Services	\$ 568,269	\$ -	\$ 568,269	\$ 470,878	\$ -	\$ 97,391	82.86%	82.86%
Expenses	\$ 75,541	\$ -	\$ 75,541	\$ 74,815	\$ 733	\$ (6)	100.01%	99.04%
TOTAL LIBRARY PERSONAL SERVICES	\$ 2,098,338	\$ -	\$ 2,098,338	\$ 2,040,025	\$ -	\$ 58,313	97.22%	97.22%
TOTAL LIBRARY EXPENSES	\$ 435,806	\$ -	\$ 435,806	\$ 423,702	\$ 8,155	\$ 3,949	99.09%	97.22%
GRAND TOTAL LIBRARY	\$ 2,534,144	\$ -	\$ 2,534,144	\$ 2,463,727	\$ 8,155	\$ 62,262	97.54%	97.22%

Sub-Program 6000 - Human Services

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Administration								
Personal Services	\$ 178,839	\$ -	\$ 178,839	\$ 183,269	\$ -	\$ (4,430)	102.48%	102.48%
Expenses	\$ 40,300	\$ -	\$ 40,300	\$ 29,106	\$ 5,000	\$ 6,194	84.63%	72.22%
Veterans Services								
Personal Services	\$ 60,284	\$ -	\$ 60,284	\$ 60,892	\$ -	\$ (608)	101.01%	101.01%
Expenses	\$ 125,950	\$ -	\$ 125,950	\$ 57,897	\$ -	\$ 68,053	45.97%	45.97%
Youth and Family Services								
Personal Services	\$ 77,569	\$ -	\$ 77,569	\$ 47,812	\$ -	\$ 29,757	61.64%	61.64%
Expenses	\$ 13,850	\$ -	\$ 13,850	\$ 4,899	\$ -	\$ 8,951	35.38%	35.38%
Senior Services and Community Programs								
Personal Services	\$ 139,590	\$ -	\$ 139,590	\$ 112,517	\$ -	\$ 27,073	80.61%	80.61%
Expenses	\$ 24,400	\$ -	\$ 24,400	\$ 14,752	\$ -	\$ 9,648	60.46%	60.46%
Transportation Services								
Personal Services	\$ 84,824	\$ -	\$ 84,824	\$ 67,107	\$ -	\$ 17,717	79.11%	79.11%
Expenses	\$ 549,307	\$ -	\$ 549,307	\$ 507,268	\$ 38,503	\$ 3,537	99.36%	92.35%
TOTAL HUMAN SERVICES PERSONAL SERVICES	\$ 541,106	\$ -	\$ 541,106	\$ 471,597	\$ -	\$ 69,509	87.15%	87.15%
TOTAL HUMAN SERVICES EXPENSES	\$ 753,807	\$ -	\$ 753,807	\$ 613,922	\$ 43,503	\$ 96,383	87.21%	81.44%
GRAND TOTAL HUMAN SERVICES	\$ 1,294,913	\$ -	\$ 1,294,913	\$ 1,085,518	\$ 43,503	\$ 165,892	87.19%	83.83%

Sub-Program 7000 - Land Use, Health and Development

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Building and Zoning								
Personal Services	\$ 535,465	\$ (14,000)	\$ 521,465	\$ 501,243	\$ -	\$ 20,222	96.12%	96.12%
Expenses	\$ 68,140	\$ -	\$ 68,140	\$ 28,500	\$ 22,795	\$ 16,844	75.28%	41.83%
Administration								
Personal Services	\$ 387,655	\$ -	\$ 387,655	\$ 393,887	\$ -	\$ (6,232)	101.61%	101.61%
Expenses	\$ 58,706	\$ -	\$ 58,706	\$ 23,570	\$ 12,075	\$ 23,061	60.72%	40.15%
Conservation								
Personal Services	\$ 202,715	\$ -	\$ 202,715	\$ 200,823	\$ -	\$ 1,892	99.07%	99.07%
Expenses	\$ 32,257	\$ -	\$ 32,257	\$ 24,532	\$ 6,150	\$ 1,575	95.12%	76.05%
Health								
Personal Services	\$ 235,212	\$ -	\$ 235,212	\$ 235,310	\$ -	\$ (98)	100.04%	100.04%
Expenses	\$ 78,335	\$ -	\$ 78,335	\$ 67,124	\$ 1,300	\$ 9,911	87.35%	85.69%
Planning								
Personal Services	\$ 323,308	\$ -	\$ 323,308	\$ 294,643	\$ -	\$ 28,665	91.13%	91.13%
Expenses	\$ 47,700	\$ 33,500	\$ 81,200	\$ 55,166	\$ 18,423	\$ 7,610	90.63%	67.94%
Economic Development Office								
Personal Services	\$ 184,619	\$ -	\$ 184,619	\$ 181,767	\$ -	\$ 2,852	98.46%	98.46%
Expenses	\$ 158,100	\$ 75,500	\$ 233,600	\$ 155,484	\$ 59,173	\$ 18,944	91.89%	66.56%
TOTAL LAND USE PERSONAL SERVICES	\$ 1,868,974	\$ (14,000)	\$ 1,854,974	\$ 1,807,674	\$ -	\$ 47,300	97.45%	97.45%
TOTAL LAND USE EXPENSES	\$ 443,238	\$ 109,000	\$ 552,238	\$ 354,376	\$ 119,916	\$ 77,946	85.89%	64.17%
GRAND TOTAL LAND USE	\$ 2,312,212	\$ 95,000	\$ 2,407,212	\$ 2,162,050	\$ 119,916	\$ 125,246	94.80%	89.82%

Sub-Program 8100 - Board of Selectmen

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Board of Selectmen								
Personal Services	\$ 125,304	\$ -	\$ 125,304	\$ 114,672	\$ -	\$ 10,632	91.52%	91.52%
Expenses	\$ 99,588	\$ -	\$ 99,588	\$ 80,542	\$ 15,850	\$ 3,196	96.79%	80.87%
Legal								
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
Expenses	\$ 410,000	\$ -	\$ 410,000	\$ 223,153	\$ 40,000	\$ 146,847	64.18%	54.43%
Town Report								
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
Expenses	\$ 13,688	\$ -	\$ 13,688	\$ 10,598	\$ -	\$ 3,090	77.43%	77.43%
TOTAL SELECTMEN PERSONAL SERVICES	\$ 125,304	\$ -	\$ 125,304	\$ 114,672	\$ -	\$ 10,632	91.52%	91.52%
TOTAL SELECTMEN EXPENSES	\$ 523,276	\$ -	\$ 523,276	\$ 314,293	\$ 55,850	\$ 153,133	70.74%	60.06%
GRAND TOTAL SELECTMEN	\$ 648,580	\$ -	\$ 648,580	\$ 428,965	\$ 55,850	\$ 163,765	74.75%	66.14%

Sub-Program 8200 - Town Manager

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Organizational Direction & Administration								
Personal Services	\$ 435,541	\$ -	\$ 435,541	\$ 433,232	\$ -	\$ 2,310	99.47%	99.47%
Expenses	\$ 107,300	\$ -	\$ 107,300	\$ 37,915	\$ 12,064	\$ 57,321	46.58%	35.34%
Human Resources								
Personal Services	\$ 147,917	\$ -	\$ 147,917	\$ 139,801	\$ -	\$ 8,116	94.51%	94.51%
Expenses	\$ 99,285	\$ 18,000	\$ 117,285	\$ 81,850	\$ -	\$ 35,435	69.79%	69.79%
TOTAL TOWN MANAGER PERS. SERVICES	\$ 583,458	\$ -	\$ 583,458	\$ 573,033	\$ -	\$ 10,425	98.21%	98.21%
TOTAL TOWN MANAGER EXPENSES	\$ 206,585	\$ 18,000	\$ 224,585	\$ 119,765	\$ 12,064	\$ 92,756	58.70%	53.33%
GRAND TOTAL TOWN MANAGER	\$ 790,043	\$ 18,000	\$ 808,043	\$ 692,798	\$ 12,064	\$ 103,181	87.23%	85.74%
	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Salary Adjustment								
Personal Services	\$ 750,592	\$ (1,646,330)	\$ (895,738)	\$ -	\$ -	\$ (895,738)	0.00%	0.00%
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
TOTAL SALARY ADJ. ACCOUNT PERS. SVCS	\$ 750,592	\$ (1,646,330)	\$ (895,738)	\$ -	\$ -	\$ (895,738)	0.00%	0.00%
GRAND TOTAL SALARY ADJ. ACCOUNT	\$ 750,592	\$ (1,646,330)	\$ (895,738)	\$ -	\$ -	\$ (895,738)	0.00%	0.00%

Sub-Program 8300 - Committees

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Financial Committees								
Personal Services	\$ 6,630	\$ -	\$ 6,630	\$ 5,909	\$ -	\$ 721	89.12%	89.12%
Expenses	\$ 1,500	\$ -	\$ 1,500	\$ 400	\$ -	\$ 1,100	26.67%	26.67%
Misc. Boards & Committees								
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
Expenses	\$ 4,500	\$ -	\$ 4,500	\$ 2,993	\$ 2,074	\$ (567)	112.60%	66.51%
Public Celebrations Committee								
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
Expenses	\$ 45,250	\$ -	\$ 45,250	\$ 10,425	\$ -	\$ 34,825	23.04%	23.04%
TOTAL COMMITTEES PERSONAL SERVICES	\$ 6,630	\$ -	\$ 6,630	\$ 5,909	\$ -	\$ 721	89.12%	89.12%
TOTAL COMMITTEES EXPENSES	\$ 51,250	\$ -	\$ 51,250	\$ 13,818	\$ 2,074	\$ 35,358	31.01%	26.96%
GRAND TOTAL COMMITTEES	\$ 57,880	\$ -	\$ 57,880	\$ 19,727	\$ 2,074	\$ 36,079	37.67%	34.08%

Sub-Program 8400 - Finance

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Comptroller								
Personal Services	\$ 542,282	\$ (15,000)	\$ 527,282	\$ 531,649	\$ -	\$ (4,367)	100.83%	100.83%
Expenses	\$ 127,250	\$ 45,000	\$ 172,250	\$ 176,182	\$ 636	\$ (4,568)	102.65%	102.28%
Treasurer/Collector								
Personal Services	\$ 303,039	\$ (15,000)	\$ 288,039	\$ 281,948	\$ -	\$ 6,091	97.89%	97.89%
Expenses	\$ 96,855	\$ -	\$ 96,855	\$ 89,981	\$ -	\$ 6,874	92.90%	92.90%
Assessor								
Personal Services	\$ 471,571	\$ -	\$ 471,571	\$ 461,193	\$ -	\$ 10,378	97.80%	97.80%
Expenses	\$ 261,525	\$ 10,000	\$ 271,525	\$ 237,118	\$ 12,672	\$ 21,735	92.00%	87.33%
Utility Billing								
Personal Services	\$ 77,503	\$ -	\$ 77,503	\$ 82,504	\$ -	\$ (5,001)	106.45%	106.45%
Expenses	\$ -	\$ -	\$ -	\$ 22	\$ -	\$ (22)	---	---
TOTAL FINANCE PERSONAL SERVICES	\$ 1,394,395	\$ (30,000)	\$ 1,364,395	\$ 1,357,294	\$ -	\$ 7,101	99.48%	99.48%
TOTAL FINANCE EXPENSES	\$ 485,630	\$ 55,000	\$ 540,630	\$ 503,303	\$ 13,308	\$ 24,019	95.56%	93.10%
GRAND TOTAL FINANCE	\$ 1,880,025	\$ 25,000	\$ 1,905,025	\$ 1,860,597	\$ 13,308	\$ 31,120	98.37%	97.67%

Sub-Program 8500 - Town Clerk

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Town Clerk Administration								
Personal Services	\$ 287,788	\$ -	\$ 287,788	\$ 292,065	\$ -	\$ (4,277)	101.49%	101.49%
Expenses	\$ 18,100	\$ -	\$ 18,100	\$ 11,417	\$ 353	\$ 6,330	65.03%	63.08%
Board of Registrars								
Personal Services	\$ 825	\$ -	\$ 825	\$ 825	\$ -	\$ -	100.00%	100.00%
Expenses	\$ 16,500	\$ -	\$ 16,500	\$ 13,014	\$ 1,008	\$ 2,478	84.98%	78.87%
Elections								
Personal Services	\$ 37,250	\$ 8,400	\$ 45,650	\$ 40,653	\$ -	\$ 4,997	89.05%	89.05%
Expenses	\$ 68,000	\$ 3,600	\$ 71,600	\$ 52,883	\$ -	\$ 18,717	73.86%	73.86%
Records Management								
Personal Services	\$ 31,973	\$ -	\$ 31,973	\$ 25,518	\$ -	\$ 6,455	79.81%	79.81%
Expenses	\$ 17,650	\$ -	\$ 17,650	\$ 7,329	\$ 498	\$ 9,823	44.34%	41.52%
TOTAL TOWN CLERK PERSONAL SERVICES	\$ 357,836	\$ 8,400	\$ 366,236	\$ 359,061	\$ -	\$ 7,175	98.04%	98.04%
TOTAL TOWN CLERK EXPENSES	\$ 120,250	\$ 3,600	\$ 123,850	\$ 84,643	\$ 1,858	\$ 37,349	69.84%	68.34%
GRAND TOTAL TOWN CLERK	\$ 478,086	\$ 12,000	\$ 490,086	\$ 443,704	\$ 1,858	\$ 44,524	90.92%	90.54%

Sub-Program 8600 - Information Technology (IT)

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
Information Services								
Personal Services	\$ 807,817	\$ -	\$ 807,817	\$ 753,945	\$ -	\$ 53,872	93.33%	93.33%
Expenses	\$ 1,158,075	\$ -	\$ 1,158,075	\$ 715,991	\$ 381,344	\$ 60,740	94.76%	61.83%
TOTAL IT PERSONAL SERVICES	\$ 807,817	\$ -	\$ 807,817	\$ 753,945	\$ -	\$ 53,872	93.33%	93.33%
TOTAL IT EXPENSES	\$ 1,158,075	\$ -	\$ 1,158,075	\$ 715,991	\$ 381,344	\$ 60,740	94.76%	61.83%
GRAND TOTAL INFORMATION TECHNOLOGY	\$ 1,965,892	\$ -	\$ 1,965,892	\$ 1,469,936	\$ 381,344	\$ 114,612	94.17%	74.77%

Grand Total Personal Services	\$ 149,495,996	\$ (31,068)	\$ 149,464,928	\$ 145,982,523	\$ 5,000	\$ 3,477,405	97.67%	97.67%
Grand Total Expenses	\$ 43,227,747	\$ 3,160,585	\$ 46,388,332	\$ 40,720,893	\$ 3,195,808	\$ 2,471,631	94.67%	87.78%
Grand Total General Fund	\$ 192,723,743	\$ 3,129,517	\$ 195,853,260	\$ 186,703,416	\$ 3,200,808	\$ 5,949,037	96.96%	95.33%

Sub-Program 3600 - Water Enterprise

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
<u>Water Enterprise</u>								
Personal Services	\$ 701,128	\$ -	\$ 701,128	\$ 674,791	\$ -	\$ 26,337	96.24%	96.24%
Expenses	\$ 427,025	\$ (6,670)	\$ 420,355	\$ 347,978	\$ 49,456	\$ 22,921	94.55%	82.78%
TOTAL WATER PERSONAL SERVICES	\$ 701,128	\$ -	\$ 701,128	\$ 674,791	\$ -	\$ 26,337	96.24%	96.24%
TOTAL WATER EXPENSES	\$ 427,025	\$ (6,670)	\$ 420,355	\$ 347,978	\$ 49,456	\$ 22,921	94.55%	82.78%
TOTAL WATER MWRA	\$ 7,275,204	\$ (28,673)	\$ 7,246,531	\$ 7,246,531	\$ -	\$ -	100.00%	100.00%
TOTAL WATER DEBT	\$ 1,466,428	\$ 11,025	\$ 1,477,453	\$ 1,470,390	\$ -	\$ 7,063	99.52%	99.52%
GRAND TOTAL WATER ENTERPRISE	\$ 9,869,785	\$ (24,318)	\$ 9,845,467	\$ 9,739,690	\$ 49,456	\$ 56,321	99.43%	98.93%

Sub-Program 3700 - Sewer Enterprise

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
<u>Sewer Enterprise</u>								
Personal Services	\$ 308,749	\$ -	\$ 308,749	\$ 230,757	\$ -	\$ 77,992	74.74%	74.74%
Expenses	\$ 356,525	\$ -	\$ 356,525	\$ 290,563	\$ 35,819	\$ 30,143	91.55%	81.50%
TOTAL SEWER PERSONAL SERVICES	\$ 308,749	\$ -	\$ 308,749	\$ 230,757	\$ -	\$ 77,992	74.74%	74.74%
TOTAL SEWER EXPENSES	\$ 356,525	\$ -	\$ 356,525	\$ 290,563	\$ 35,819	\$ 30,143	91.55%	81.50%
TOTAL SEWER MWRA	\$ 7,453,886	\$ (50,907)	\$ 7,402,979	\$ 7,402,979	\$ -	\$ -	100.00%	100.00%
TOTAL SEWER DEBT	\$ 1,063,349	\$ -	\$ 1,063,349	\$ 1,033,672	\$ -	\$ 29,677	97.21%	97.21%
GRAND TOTAL SEWER ENTERPRISE	\$ 9,182,509	\$ (50,907)	\$ 9,131,602	\$ 8,957,971	\$ 35,819	\$ 137,812	98.49%	98.10%

Sub-Program 5200 - Recreation and Community Programs

	(A) Original Appropriation	(B) Transfer/ Adjustments	(C) Revised Budget	(D) Year-to-Date Expended	(E) Encumbrances	(F) Available Budget	((D+E)/C) % Used (Exp. & Enc.)	(D/C) % Used (Exp. Only)
<u>Recreation Enterprise</u>								
Personal Services	\$ 794,294	\$ -	\$ 794,294	\$ 847,644	\$ -	\$ (53,350)	106.72%	106.72%
Expenses	\$ 518,415	\$ -	\$ 518,415	\$ 498,790	\$ 15,673	\$ 3,953	99.24%	96.21%
<u>Pine Meadows</u>								
Expenses	\$ 545,520	\$ -	\$ 545,520	\$ 481,054	\$ 4,471	\$ 59,995	89.00%	88.18%
<u>Community Center</u>								
Personal Services	\$ 514,375	\$ -	\$ 514,375	\$ 430,958	\$ -	\$ 83,417	83.78%	83.78%
Expenses	\$ 252,510	\$ -	\$ 252,510	\$ 239,096	\$ 7,654	\$ 5,760	97.72%	94.69%
TOTAL RECREATION PERSONAL SERVICES	\$ 1,308,669	\$ -	\$ 1,308,669	\$ 1,278,602	\$ -	\$ 30,067	97.70%	97.70%
TOTAL RECREATION EXPENSES	\$ 1,316,445	\$ -	\$ 1,316,445	\$ 1,218,940	\$ 27,797	\$ 69,708	94.70%	92.59%
TOTAL RECREATION DEBT	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	100.00%	100.00%
GRAND TOTAL RECREATION ENTERPRISE	\$ 2,725,114	\$ -	\$ 2,725,114	\$ 2,597,542	\$ 27,797	\$ 99,775	96.34%	95.32%
TOTAL ENTERPRISE PERSONAL SERVICES	\$ 2,318,546	\$ -	\$ 2,318,546	\$ 2,184,150	\$ -	\$ 134,396	94.20%	94.20%
TOTAL ENTERPRISE EXPENSES	\$ 2,099,995	\$ (6,670)	\$ 2,093,325	\$ 1,857,481	\$ 113,072	\$ 122,772	94.14%	88.73%
TOTAL MWRA	\$ 14,729,090	\$ (79,580)	\$ 14,649,510	\$ 14,649,510	\$ -	\$ -	100.00%	100.00%
TOTAL ENTERPRISE DEBT	\$ 2,629,777	\$ 11,025	\$ 2,640,802	\$ 2,604,062	\$ -	\$ 36,740	98.61%	98.61%
GRAND TOTAL ENTERPRISE FUNDS	\$ 21,777,408	\$ (75,225)	\$ 21,702,183	\$ 21,295,203	\$ 113,072	\$ 293,909	98.65%	98.12%

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Discuss Early Voting Hours for November Elections (5 min.)

PRESENTER:

Nathalie Rice, Town Clerk

ITEM NUMBER:

I.3

SUMMARY:

The Town Clerk will review with the Board the proposed plan for early voting for the November Election.

SUGGESTED MOTION:

Move to approve the designation of the Cary Memorial Building as Lexington's early voting location for the November Election for the following dates:

October 22, 2018 through October 26, 2018 from 8:30 a.m. to 4:30 p.m.;
October 29, 2018 through November 2, 2018 from 8:30 a.m. to 4:30 p.m.;
one late Thursday night, November 1, 2018 From 8:30 a.m. to 8:00 p.m.; and
Saturday, October 27, 2018 from 9:00 a.m. to 3:00 p.m.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018 7:20 p.m.

ATTACHMENTS:

Description	Type
□ Memo - Early Voting Hours	Cover Memo



Town of Lexington

Nathalie L. Rice, Town Clerk
nrice@lexingtonma.gov

Phone: 781-698-4558
fax: 781-861-2754

Memo: Suzanne Barry, Chair, Board of Selectmen
Kelly Axtell, Acting Town Manager
From: Nadie Rice, Town Clerk
Date: August 22, 2018
RE: Designation of Early Voting Location for November State Election

According to 950 CMR47:04(1), Lexington must designate an Early Voting location in preparation for the State Election on November 6, 2018. The most suitable location for Early Voting in 2018 is the Cary Memorial Building, located at 1605 Massachusetts Avenue. This location was used successfully in 2016 prior to the Presidential Election.

It was determined that the Town Clerk's Office or Town Office meetings rooms could not properly accommodate the estimated turnout of residents wishing to vote early. The combination of overcrowding, inadequate alternative space and disruption to the Revenue office during the November tax deadline made the Town Clerk's Office and Town Office Building an unsuitable location.

The Cary Memorial Building is centrally located and is proximal to the Town Clerk's Office. It serves as a polling location for two precincts, is known to voters and has adequate parking. Fully handicapped accessible, it complies with the provisions of 950 CMR 51.00 regarding accessibility. The Early Voting area will be equipped with Automark devices for accessible ballot marking for the eleven-day period of Early Voting.

I propose that the hours for Early Voting generally follow the schedule approved by the Selectmen in 2016. This would entail early voting from October 22-26 and October 29 – November 2 from 8:30 am to 4:30 pm, one late Thursday night, (November 1st) until 8pm, and Saturday, October 27th from 9am to 3pm. Notification to voters will be similar to that conducted in 2016.

At this time, I am seeking formal approval for the designation of the Cary Memorial Building as Lexington's location for Early Voting with the hours described above. I will be notifying the State Elections Division of Lexington's location, dates and times. I wish to do so well in advance of the necessary legal deadline.

Thank you,
Nadie Rice

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Update: Emerald Ash Borer Pest (5 min.)

PRESENTER:

Chris Filadoro, Public Grounds
Superintendent/Tree Warden

ITEM NUMBER:

I.4

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:

FOLLOW-UP:

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

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

7:25 p.m.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Public Hearing Noise Bylaw Special Permit Sewer Line Flushing (15 min.)

PRESENTER:

Ralph Pecora, Water/Sewer
Superintendent

ITEM NUMBER:

I.5

SUMMARY:

The Lexington Department of Public Works is requesting a three year Noise Bylaw Special Permit for Sewer Main Flushing. DPW would like to begin work at 5:00am from Monday September 3, 2018 through Friday September 14, 2018 and begin at 5:00am Monday through Friday the first two weeks in June for 2019 and 2020. The work area will be in and around the Town Center along Massachusetts Avenue from Meriam Street to Woburn Street. Adjacent streets that connect to Mass Ave between these two end points that have sewer mains will also be flushed as per the attached map. The work will entail the use of the sewer vac truck to flush the lines to ensure proper flow. This work is best done when vehicles and pedestrians are at not present. Per the Noise Bylaw, abutters have been mailed a notice of this hearing and it was advertised twice in the Lexington Minuteman. The work is necessary to minimize the potential for sewer backups throughout this high use area.

SUGGESTED MOTION:

Move that the Board of Selectmen grant a three year Noise Bylaw Special Permit to the Lexington Department of Public Works to carry out Sewer Main Flushing as requested.

FOLLOW-UP:

DPW will annually evaluate the program for efficiency and effectiveness.

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

7:30 p.m.

ATTACHMENTS:

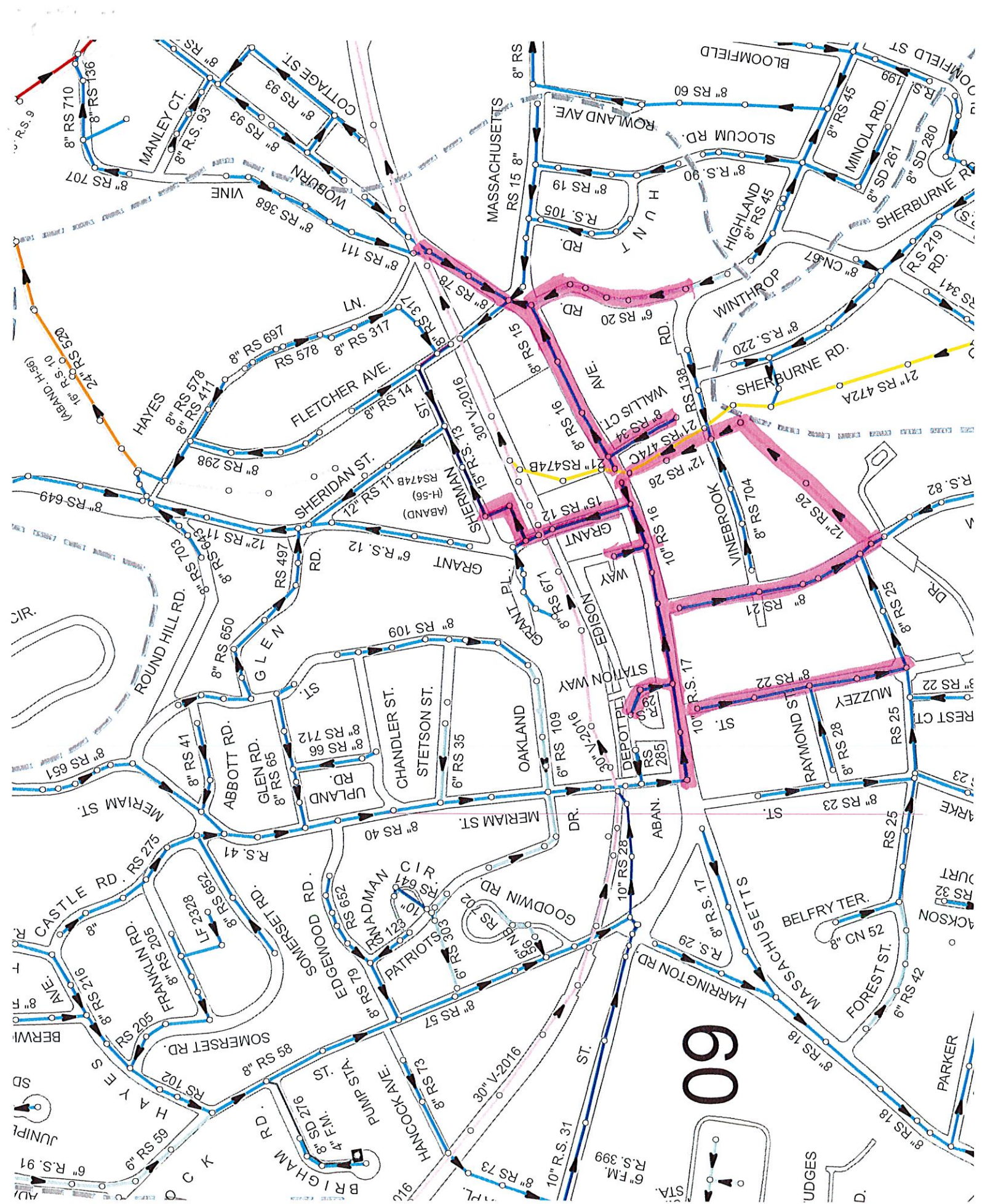
Description	Type
▣ Resident Notice	Cover Memo
▣ Flushing Map	Backup Material

PUBLIC HEARING NOTICE FOR NOISE BYLAW SPECIAL PERMIT

The Lexington Board of Selectman will hold a public hearing on Monday, August 27th, at 7:00 pm, in the Selectman's Meeting Room, 1625 Massachusetts Avenue, Lexington, MA for the purpose of considering a request by the Department of Public Works, Water and Sewer Division, for a Noise Bylaw Special Permit for two weeks in August 2018 to flush the sewer mains in the downtown area. As per the noise bylaw, the DPW is requesting a 3 year permit with the first year for two weeks in August of 2018 and the second and third years for the first two weeks of June, in 2019, and 2020.

Beginning Monday, September 3rd, 2018, and through Friday, September 14th, 2018, for 2018, and from Monday through Friday for a two week period during the first two weeks in June for 2019, and 2020, the Department of Public Works, Water and Sewer Division, would like to begin work earlier than the normal start time of 7:00 am, to flush the sewer system in the downtown area. **Work will be conducted Monday through Friday and start at 5:00 am in and around the Center of Town where sewer mains are located from Meriam Street at Mass Ave, along Mass Ave to Woburn Street. Adjacent streets that connect to Mass Ave. between these two end point locations with sewer mains will also be flushed. (See attached sewer system map for streets to be flushed highlighted in pink.)**

This public hearing will provide residents and interested parties the opportunity to provide the Board of Selectmen with comments regarding this Special Permit request. Written comments may also be sent, preferably by, Thursday, August 23rd, 2017, to the Board of Selectmen, 1625 Massachusetts Avenue, Lexington, MA 02420.



AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Grant of Location- Crown Castle Fiber - Hartwell Ave (5 min.)

PRESENTER:

Bob Walls, Crown Castle Fiber

ITEM NUMBER:

I.6

SUMMARY:

The Department of Public Works/Engineering has reviewed the petition, plan from Crown Castle Fiber of 80 Central Street, Boxborough, MA 01719, to install 268' +/- of (1) 4" communication conduit, with necessary wires/cable. The purpose of the proposed installation is to provide utility service for the business located at 25 Hartwell Ave.

Located therein, northeasterly in the public way on Hartwell Ave. from Existing Lighttower 2'x4' Handhole at 32 Hartwell Ave. to Proposed 2'x4' Lighttower Handhole #1; continuing 57' +/- in a northerly direction in the public way to Proposed Lighttower Handhole #2; continuing 97' +/- in a northeasterly direction in the public way to Proposed Lighttower Handhole #3; continuing 113' +/- in a northwesterly direction on private property to Proposed Lighttower Handhole #4; and continuing 3' +/- in a northeasterly direction on private property to the building located at 25 Hartwell Ave. The proposed conduit installation is indicated on the attached plan "Proposed Conduit Installation at 25-32 Hartwell Ave in Lexington, MA".

Said plan has been placed on file at the office of the Board of Selectmen.

SUGGESTED MOTION:

Motion to approve the petition of Crown Castle Fiber of 80 Central Street, Boxborough, MA 01719, to install 268' +/- of (1) 4" communication conduit, with necessary wires/cables therein, northeasterly in the public way on Hartwell Ave. from Existing Lighttower 2'x4' Handhole at 32 Hartwell Ave. to Proposed 2'x4' Lighttower Handhole #1; continuing 57' +/- in a northerly direction in the public way to Proposed Lighttower Handhole #2; continuing 97' +/- in a northeasterly direction in the public way to Proposed Lighttower Handhole #3; continuing 113' +/- in a northwesterly direction on private property to Proposed Lighttower Handhole #4; and continuing 3' +/- in a northeasterly direction on private property to the building located at 25 Hartwell Ave.

FOLLOW-UP:

Excavation permit required from Engineering Department

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

7:45 p.m.

ATTACHMENTS:

Description	Type
☐ Petition Grant of Location Light Tower in Hartwell Ave	Cover Memo
☐ Abutter Letter GoL Light Tower Hartwell Ave	Cover Memo
☐ Plans Grant of Location Light Tower Hartwell Ave	Cover Memo

PETITION OF
CROWN CASTLE FIBER,
FOR LOCATION OF CONDUIT

August 3, 2018

To the Board of Selectmen of the Town of Lexington, MA:

The undersigned respectfully petitions

That permission be granted to Crown Castle Fiber of 80 Central Street, Boxborough, MA 01719, to install 268' +/- of (1) 4" communication conduit, with necessary wires/cable therein, northeasterly in the public way on Hartwell Ave. from Existing Lighttower 2'x4' Handhole at 32 Hartwell Ave. to Proposed 2'x4' Lighttower Handhole #1; continuing 57' +/- in a northerly direction in the public way to Proposed Lighttower Handhole #2; continuing 97' +/- in a northeasterly direction in the public way to Proposed Lighttower Handhole #3; continuing 113' +/- in a northwesterly direction on private property to Proposed Lighttower Handhole #4; and continuing 3' +/- in a northeasterly direction on private property to the building located at 25 Hartwell Ave. The proposed conduit installation is indicated on the attached plan "Proposed Conduit Installation at 25-32 Hartwell Ave in Lexington, MA" Said plan has been placed on file at the office of the Board of Selectmen. The purpose of the proposed installation is to provide utility service for the business located at 25 Hartwell Ave.

LIGHTTOWER FIBER NETWORKS, LLC

Petitioner: Bob Walls, Fiber Construction Engineer

Bob Walls

Board of Selectmen: _____

Town Clerk: _____

NOTICE TO ABUTTERS

August 8, 2018

You are hereby notified that at a regularly scheduled meeting to be held in the Selectmen's Meeting Room, 2nd Floor, Town Office Building, of the Town of Lexington, Massachusetts, on Wednesday, August 27th at 7:00 p.m., the Board of Selectmen will review the petition of Crown Castle Fibre representing Light Tower to provide notice of the proposal to install conduit for telecommunications within Town and ways:

Hartwell Ave

To install 268' +/- of (1) 4" communication conduit, with necessary wires/cable therein, northeasterly in the public way on Hartwell Ave. from Existing Lighttower 2'x4' Handhole at 32 Hartwell Ave. to Proposed 2'x4' Lighttower Handhole #1; continuing 57' +/- in a northerly direction in the public way to Proposed Lighttower Handhole #2; continuing 97' +/- in a northeasterly direction in the public way to Proposed Lighttower Handhole #3; continuing 113' +/- in a northwesterly direction on private property to Proposed Lighttower Handhole #4; and continuing 3' +/- in a northeasterly direction on private property to the building located at 25 Hartwell Ave. The proposed conduit installation is indicated on the attached plan "Proposed Conduit Installation at 25-32 Hartwell Ave in Lexington, MA" Said plan has been placed on file at the office of the Board of Selectmen. The purpose of the proposed installation is to provide utility service for the business located at 25 Hartwell Ave.

By: *Tricia Malatesta*
Engineering Aide
Department of Public Works/Engineering
Town of Lexington

Please contact with any questions:

BOB WALLS

Fiber Construction Engineer - New England Region
T: (508) 621-1909 | M: (508) 769-2924

CROWN CASTLE FIBER

80 Central St, Boxborough, MA 01719
Fiber.CrownCastle.com



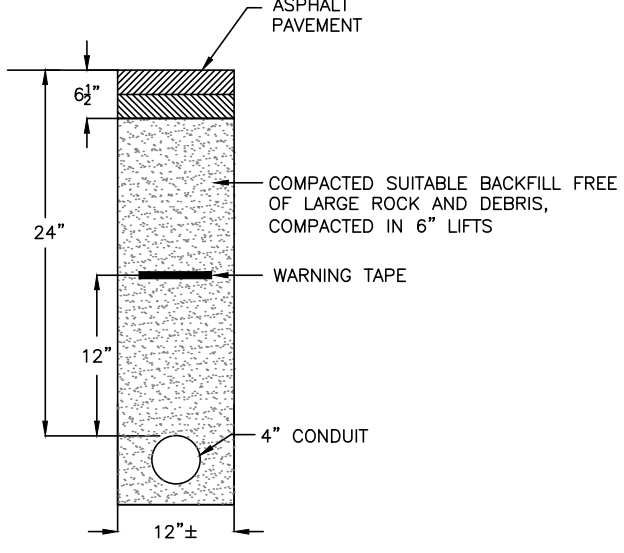
**PROPOSED CONDUIT INSTALLATION
AT
25-32 HARTWELL AVE
IN
LEXINGTON, MA**

INDEX OF DRAWING

SHT NO.	DESCRIPTION
01	PROPOSED PLAN (OPTION 1)
02	PROPOSED PLAN (OPTION 2)

GENERAL NOTES

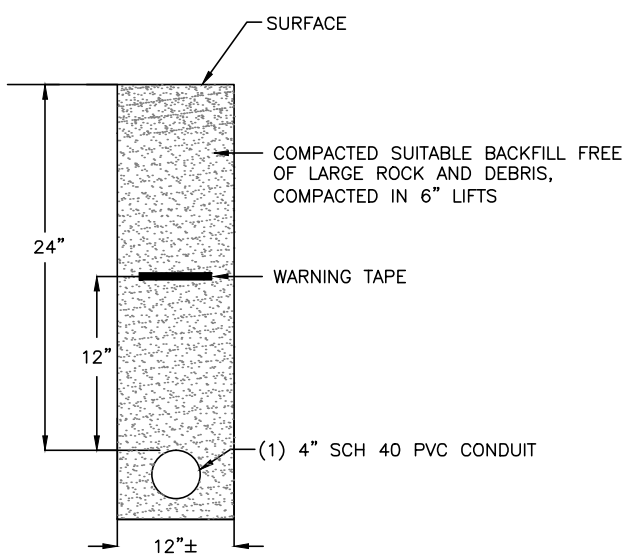
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2. IF AN EXISTING UTILITY IS FOUND TO HAVE CAUSED A CONFLICT WITH THE PROPOSED WORK, AS IN THE LOCATION, ELEVATION AND SIZE OF THE UTILITY, IT SHOULD BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR. THE INFORMATION SHOULD THEN BE FORWARDED TO THE ENGINEER TO RESOLVE THE CONFLICT.
3. THE CONTRACTOR SHOULD MAINTAIN A SEPARATION OF 18 INCHES MIN. WHEN CROSSING EXISTING WATER FACILITIES.
4. THE CONTRACTOR WILL MAKE ALL OF THE ARRANGEMENTS FOR THE ADJUSTMENT OF ALL UTILITIES, PRIVATE AND PUBLIC.
5. THE CONTRACTOR SHOULD NOT DISTURB PUBLIC TREES AND SHRUBS.
6. AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS WILL BE RESTORED BY THE CONTRACTOR TO THEIR ORIGINAL CONDITION AT NO EXPENSE TO THE OWNER.
7. THE CONTRACTOR WILL BE RESPONSIBLE FOR PLACING AND MAINTAINING TEMPORARY RESURFACING OR PLATING FOR ALL EXCAVATIONS ON PAVED STREETS AND SIDEWALKS UNTIL PERMANENT RESURFACING IS COMPLETE.
8. JOINTS BETWEEN NEW BITUMINOUS CONCRETE ROADWAY PATCH AND SAW CUT EXISTING PAVEMENT SHOULD BE SEALED WITH BITUMEN AND PROPERLY BACK SANDED.
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ROADWAY PATCH AND DUCT BANK
INSTALLATION DETAIL
N.T.S.

TRENCH DETAIL NOTES:

1. 24" MAXIMUM FROM TOP OF CONDUIT TO SURFACE.
2. 12" FROM TOP OF CONDUIT TO METALLIC WARNING TAPE PLACED ABOVE.
3. REPAIR SIDEWALKS AND WALKWAYS WITH SAME MATERIALS AS EXISTING.



DUCT BANK INSTALLATION DETAIL
N.T.S.

OPTION 1

LEGEND	
P/L	PROPERTY LINE
EOP	EDGE OF PAVEMENT
PROPOSED HAND HOLE	
PROPOSED MANHOLE	
PROPOSED CONDUIT	
AS-BUILT CONDUIT	
PK NAIL	PARKING METER
DOBLE PARKING METER	
HANDICAP RAMP	
STONE BOUND	
HANDHOLE	
STUMP	
TRAFFIC SIGNAL	
TRAFFIC BOX	
RCN MH	
UNKNOWN MH	
GAS GATE	
UNKNOWN GATE	
TREE	
BUSH	
SEWER MH	
DRAIN MH	
CATCH BASIN	
INLET CATCH BASIN	
TELEPHONE MH	
STEAM MH	
CABLE TV MH	
MBTA MH	
MONITORING WELL	
HYDRANT	
WATER VALVE	
WATER GATE	
WATER MH	
WATER METER	
JOINT OWNED POLE	
SOLE OWNED ELEC POLE	
SOLE OWNED TEL POLE	
LIGHT POLE	
ELECTRIC MH	
TRANSFORMER	
SIGN POLE	
8" W	WATER PIPE
8" S	SEWER PIPE
8" D	DRAIN PIPE
8" T	TELEPHONE PIPE
8" E	ELECTRIC PIPE
8" CATV	CATV PIPE
8" G	GAS PIPE
8" STEAM	STEAM PIPE

NOTE:
THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE BEGINNING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. ALL REPAIRS SHALL BE MADE AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR IS TO CONTACT "DIG SAFE" 72 HOURS PRIOR TO ANY EXCAVATION.

PREPARED FOR:

CROWN CASTLE FIBER

PREPARED BY:

GUERRERO UTILITIES LAYOUT

TITLE:

PROPOSED PLAN

LOCATION:

HARTWELL AVE
LEXINGTON, MA

CHECKED BY:

RM

APPROVED:

RW

DRAWN BY:

OS

DATE:

JULY, 2018

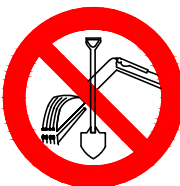
SCALE:

1" = 20'

SHEET:

1 OF 1

UNDERGROUND SERVICE ALERT
1-888-DIG-SAFE (344-7233)
CALL BEFORE YOU DIG
72 HOURS NOTICE REQUIRED



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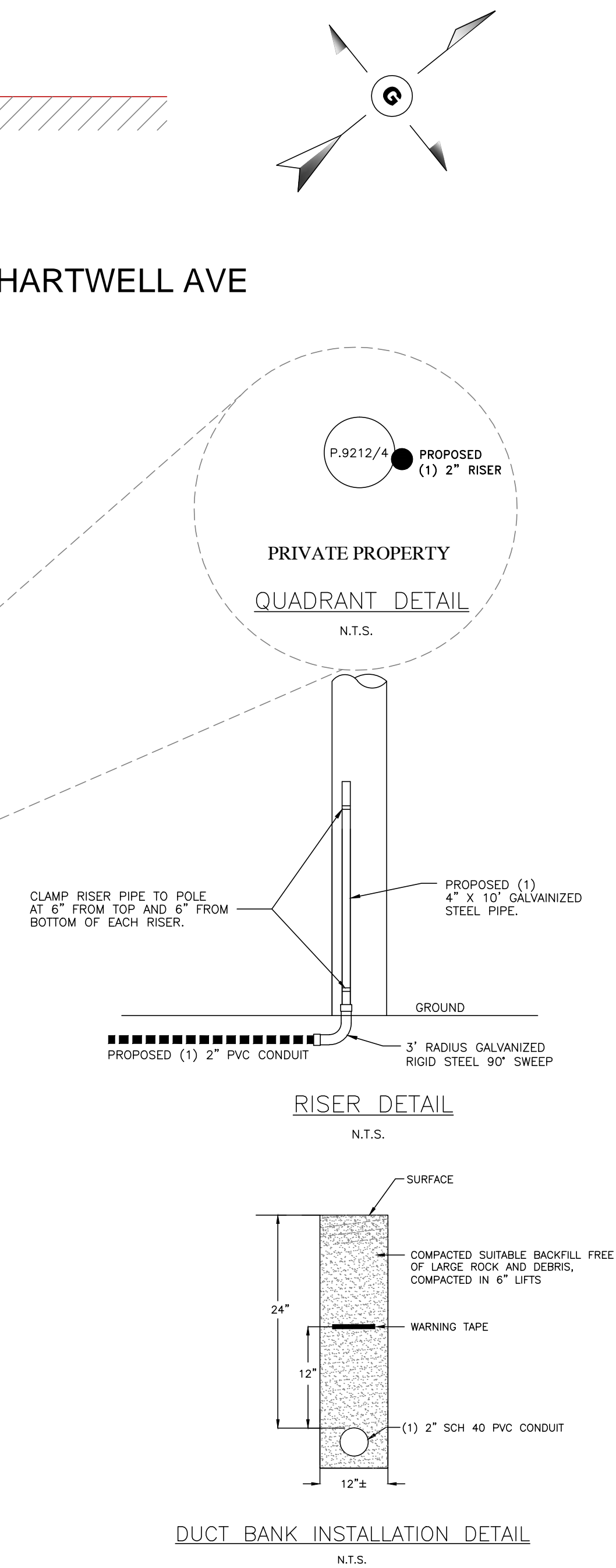
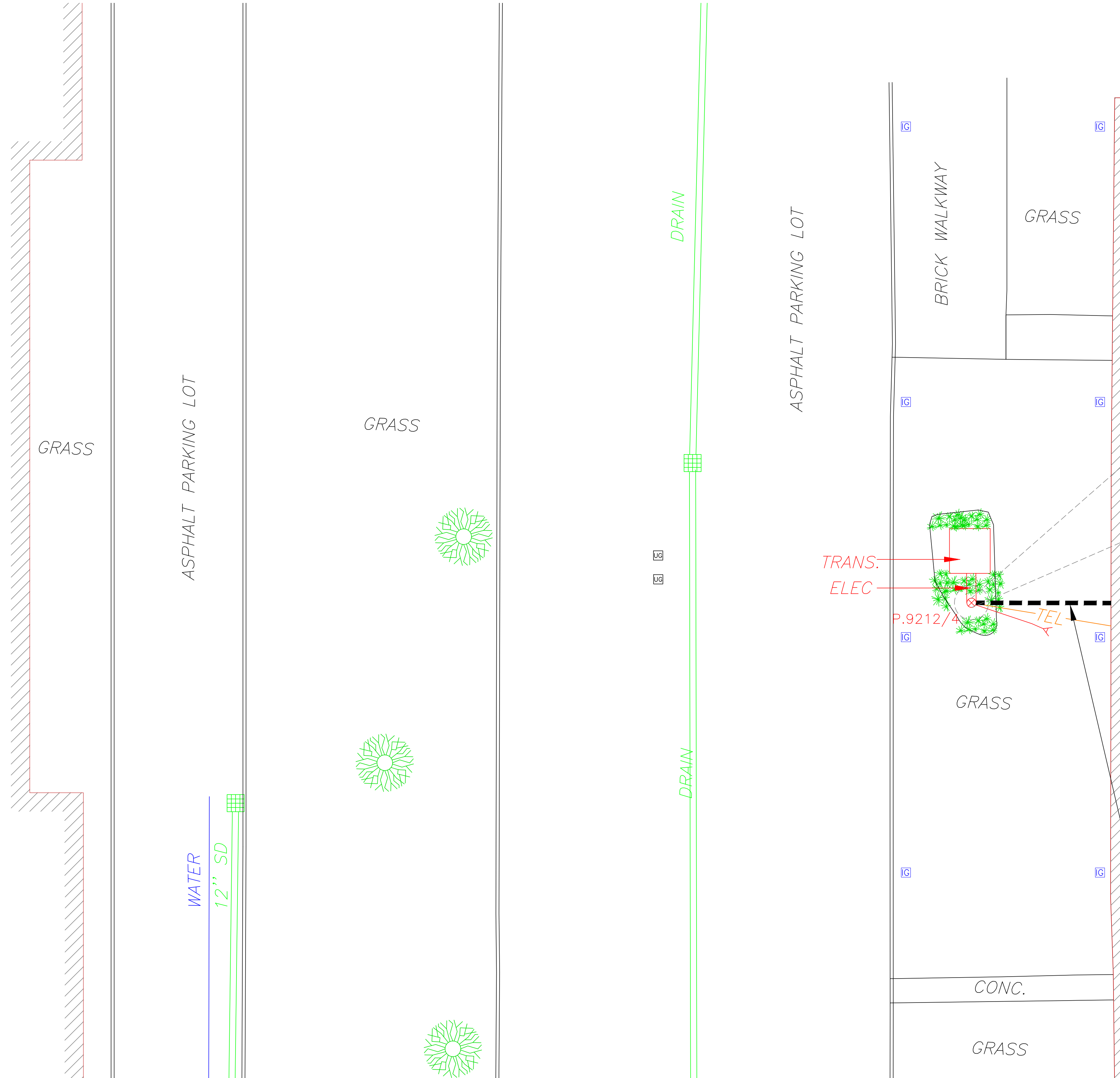
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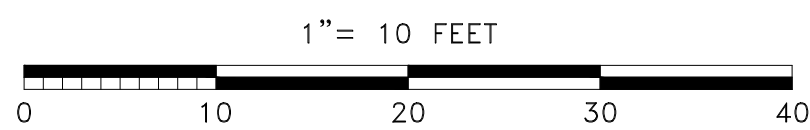
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PROPOSED 22 FEET OF
(1) 2" COMMUNICATION CONDUIT (SCHEDULE 40)
FROM POLE#9212/4
TO BUILDING



OPTION 2

LEGEND										
	P/L	PROPERTY LINE		PK NAIL		TRAFFIC SIGNAL		SEWER MH		MBTA MH
	EQP	EDGE OF PAVEMENT		PARKING METER		TRAFFIC BOX		DRAIN MH		MONITORING WELL
		PROPOSED HAND HOLE		DBBLE PARKING METER		RCN MH		CATCH BASIN		HYDRANT
		PROPOSED MANHOLE		HANDICAP RAMP		UNKNOWN MH		INLET CATCH BASIN		WATER VALVE
		PROPOSED CONDUIT		STONE BOUND		GAS GATE		TELEPHONE MH		WATER GATE
		AS-BUILT CONDUIT		HANDHOLE		UNKNOWN GATE		STEAM MH		WATER MH
				STUMP		TREE		CABLE TV MH		WATER METER
						BUSH				JOINT OWNED POLE
										SOLE OWNED ELEC POLE
										SOLE OWNED TEL POLE
										LIGHT POLE
										ELECTRIC MH
										TRANSFORMER
										SIGN POLE
										8" W WATER PIPE
										8" S SEWER PIPE
										8" D DRAIN PIPE
										8" T TELEPHONE PIPE
										8" E ELECTRIC PIPE
										8" CATV CATV PIPE
										8" G GAS PIPE
										8" S STEAM PIPE

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AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR IS
TO CONTACT "DIG SAFE" 72 HOURS PRIOR TO ANY
EXCAVATION.

PREPARED FOR:



HT	PREPARED BY:
----	--------------



	DATE	APPROVED	REVISION
TITLE: <div style="text-align: center; font-size: 24px; font-weight: bold;">PROPOSED PLAN</div>			
LOCATION:		HARTWELL AVE LEXINGTON, MA	
DRAWN BY: RM		APPROVED: RW	
DATE: JULY, 2018			
SCALE: 1" = 10'		SHEET: 2 OF 2	



UNDERGROUND SERVICE ALERT
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72 HOURS NOTICE REQUIRED

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Purchase of Real Property for Affordable Housing/LexHab 22 Hamblen St (10 min.)

PRESENTER:

Les Savage, LexHab

ITEM NUMBER:

I.7

SUMMARY:

A vote is requested for this agenda item.

LexHab was approached by seller to buy 22 Hamblen Street and needs BOS approval to purchase a home at 22 Hamblen Street for \$600,000.

SUGGESTED MOTION:

Move to authorize LexHab to purchase 22 Hamblen Street for \$600,000

FOLLOW-UP:

LexHab will conclude negotiations for this purchase.

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

7:50 p.m.

ATTACHMENTS:

Description	Type
☐ 22 Hamblen Assessors	Backup Material
☐ 22 Hamblen Comparables	Backup Material
☐ 22 Hamblen Summary	Cover Memo

22 HAMBLÉN ST

Location	22 HAMBLÉN ST	Mblu	58/ / 183/ /
Acct#	0058000183	Owner	WEERTS MARJORIE D TRUSTEE
Assessment	\$644,000	Appraisal	\$644,000
PID	8065	Building Count	1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2018	\$180,000	\$464,000	\$644,000
Assessment			
Valuation Year	Improvements	Land	Total
2018	\$180,000	\$464,000	\$644,000

Owner of Record

Owner	WEERTS MARJORIE D TRUSTEE	Sale Price	\$100
Co-Owner	THE M D WEERTS TRUST NO 1	Certificate	
Address	1906 MASS AVE LEXINGTON, MA 02421	Book & Page	20661/ 114
		Sale Date	07/18/1990

Ownership History

Ownership History				
Owner	Sale Price	Certificate	Book & Page	Sale Date
WEERTS MARJORIE D TRUSTEE	\$100		20661/ 114	07/18/1990
WEERTS JOSEPH A & WEERTS MARJORIE D	\$176,750		16460/ 430	09/26/1985
BAKER THOMAS R & BAKER SHEILA R	\$89,000		14970/ 275	04/01/1983
CAMERON PHILIP E & CAMERON GEORGIA PRYOR	\$68,000		14020/ 163	07/01/1980
KLOSTERMANN ELMER F & KLOSTERMANN RITA H	\$0			01/01/1960

Building Information

Building 1 : Section 1

Year Built:	1958
Living Area:	1,008
Replacement Cost:	\$237,942

Building Percent Good: 73
Replacement Cost Less Depreciation: \$174,000

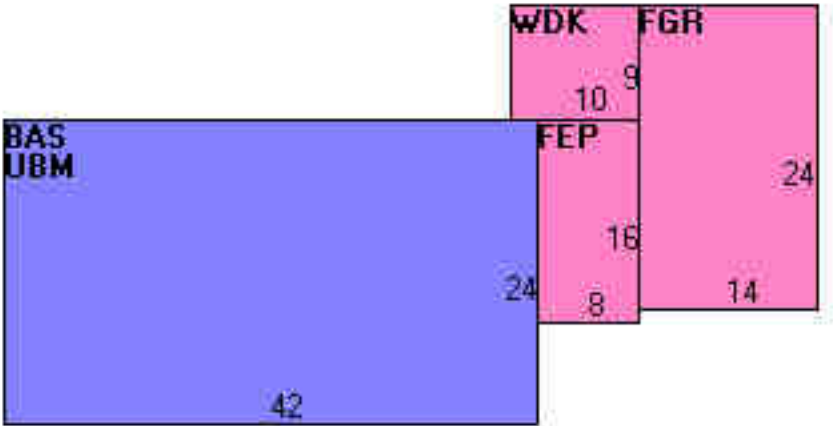
Building Attributes	
Field	Description
Style	RANCH
Model	Residential
Grade:	C-
Stories:	1 STORY
Occupancy	1
Exterior Wall 1	CED SHINGLES
Exterior Wall 2	
Roof Structure:	GABLE/HIP
Roof Cover	ASPH/FBGL/COMP
Interior Wall 1	PLASTER
Interior Wall 2	
Interior Flr 1	HARDWOOD
Interior Flr 2	
Heat Fuel	OIL
Heat Type:	FORCED AIR DUC
AC Type:	NONE
Total Bedrooms:	3 Bedrooms
Total Bthrms:	1
Total Half Baths:	0
Total Xtra Fixtrs:	
Total Rooms:	6 Rooms
Bath Style:	
Kitchen Style:	

Building Photo



(http://images.vgsi.com/photos2/LexingtonMAPhotos//\00\04\!

Building Layout



(http://images.vgsi.com/photos2/LexingtonMAPhotos//Sketch

Building Sub-Areas (sq ft)		LegendLegend	
Code	Description	Gross Area	Living Area
BAS	First Floor	1,008	1,008
FEP	Porch, Enclosed, Finished	128	0
FGR	Garage, Finished	336	0
UBM	Basement, Unfinished	1,008	0
WDK	Deck, Wood	90	0
		2,570	1,008

Extra Features

Extra Features				LegendLegend
Code	Description	Size	Value	Bldg #
FPL	FIREPLACE	1 UNITS	\$1,000	1

Land

Land Use

Use Code	1010
Description	Single Fam MDL-01
Zone	RS
Neighborhood	20
Alt Land Appr Category	No

Land Line Valuation

Size (Acres)	0.28
Frontage	100
Depth	0
Assessed Value	\$464,000
Appraised Value	\$464,000

Outbuildings

Outbuildings					LegendLegend	
Code	Description	Sub Code	Sub Description	Size	Value	Bldg #
FGR1	GARAGE-AVE			336 S.F.	\$5,000	1

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2017	\$122,000	\$427,000	\$549,000
2016	\$127,000	\$407,000	\$534,000
2015	\$126,000	\$370,000	\$496,000
2014	\$138,000	\$329,000	\$467,000

Assessment			
Valuation Year	Improvements	Land	Total
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MLS # 72310750 - Sold
Single Family - Detached

24 James St
Lexington, MA 02420-1130
Middlesex County

Style: **Ranch**
 Color: **Green**
 Grade School: **Estabrook**
 Middle School: **Diamond**
 High School: **Lexington**
 Handicap Access/Features: **No**
 Directions: **Winter St to Skyview to Wright to James**

List Price: **\$659,000**
 Sale Price: **\$750,000**

Total Rooms: **5**
 Bedrooms: **3**
 Bathrooms: **1f 0h**
 Master Bath: **No**
 Fireplaces: **1**

Remarks

Fireplace living room welcomes you as you walk into this private and serene ranch located on large lot. Open floor plan with kitchen, dining space and living room. Three bedrooms and 1 full bath complete the first floor for easy one floor living. Lower level features additional family room with separate entrance with cedar closet and direct access to the flat lot. Carport adds to the charm of this home. Great to be renovated for one level living or great investment property for new construction.

Property Information

Approx. Living Area: 1,076 Sq. Ft.	Approx. Acres: 0.34 (15,000 Sq. Ft.)	Garage Spaces: 0
Living Area Includes:	Heat Zones: 2 Hot Water Baseboard, Oil	Parking Spaces: 3 Paved Driveway
Living Area Source: Public Record	Cool Zones: 0 None	Approx. Street Frontage: 100 Ft.
Living Area Disclosures:		
Disclosures: Possible asbestos tile in basement. Property sold in as is condition. Abandoned septic is still in yard after they converted to public sewer. Some ledge. Well cover in back yard from a well which was abandoned before the home was built. Private road. Sellers prefer a quick closing.		

Room Levels, Dimensions and Features

Room	Level	Size	Features
Living Room:	1	16X15	Fireplace, Closet, Flooring - Hardwood, Window(s) - Picture
Dining Room:	1	11X10	Ceiling Fan(s), Flooring - Hardwood, Open Floor Plan
Family Room:	B	24X11	Closet - Cedar
Kitchen:	1	10X9	Flooring - Vinyl, Dining Area, Open Floor Plan
Master Bedroom:	1	12X11	Closet, Flooring - Hardwood
Bedroom 2:	1	11X10	Closet, Flooring - Hardwood
Bedroom 3:	1	8X8	Closet, Flooring - Hardwood
Bath 1:	1	7X5	Bathroom - Full, Bathroom - Tiled With Tub & Shower, Flooring - Vinyl
Laundry:	B	12X8	-

Features

Appliances: **Range, Dishwasher, Disposal**
 Basement: **Yes Full, Partially Finished, Walk Out, Interior Access, Concrete Floor**
 Beach: **No**
 Construction: **Frame**
 Electric: **Circuit Breakers, 100 Amps**
 Exterior: **Wood**
 Exterior Features: **Gutters**
 Flooring: **Wood, Vinyl**
 Foundation Size: **36 x 24**
 Foundation Description: **Poured Concrete**
 Hot Water: **Tankless**
 Lot Description: **Paved Drive, Level**
 Road Type: **Private, Paved**
 Roof Material: **Asphalt/Fiberglass Shingles**
 Sewer Utilities: **City/Town Sewer**
 Terms: **Contract for Deed**
 Utility Connections: **for Electric Range, for Electric Dryer, Washer Hookup**
 Water Utilities: **City/Town Water**
 Waterfront: **No**
 Water View: **No**

Other Property Info

Adult Community: **No**
 Disclosure Declaration: **No**
 Exclusions:
 Facing Direction: **North**
 Green Certified: **No**
 Home Own Assn: **No**
 Lead Paint: **Unknown**
 UFFI: **No** Warranty Features:
 Year Built: **1959** Source: **Public Record**
 Year Built Description: **Approximate**
 Year Round:
 Short Sale w/Lndr. App. Req: **No**
 Lender Owned: **No**

Tax Information

Pin #: **M:0090 L:000072**
 Assessed: **\$608,000**
 Tax: **\$8,694** Tax Year: **2018**
 Book: **831** Page: **138**
 Cert:
 Zoning Code: **RO**
 Map: Block: Lot:

Firm Remarks

please email all offers to anne.spry@waterfieldsir.com by Monday 4/23 by 9:30am and have them valid until Tuesday 4/24

Market Information

Listing Date: **4/18/2018**

Days on Market: Property has been on the market for a total of **20** day(s)

Expiration Date:

Original Price: **\$659,000**

Off Market Date: **5/7/2018**

Sale Date: **6/28/2018**

Sale Price: **\$750,000**

Offer Date: **4/23/2018** Days to Offer: **5**

Listing Market Time: MLS# has been on for **20** day(s)

Office Market Time: Office has listed this property for **20** day(s)

Cash Paid for Upgrades:

Seller Concessions at Closing:

Financing: **Other**

The information in this listing was gathered from third party sources including the seller and public records. MLS Property Information Network and its subscribers disclaim any and all representations or warranties as to the accuracy of this information. Content ©2018 MLS Property Information Network, Inc.



MLS # 72282161 - Sold
Single Family - Detached

10 Tarbell Avenue
Lexington, MA 02421
Middlesex County
 Style: **Ranch**
 Color: **Brick**
 Grade School: **Harrington**
 Middle School: **Clarke**
 High School: **Lexington High**
 Handicap Access/Features:
 Directions: **Massachusetts Ave to Taft left into Tarbell Ave.**

List Price: **\$658,000**
 Sale Price: **\$725,000**
 Total Rooms: **6**
 Bedrooms: **3**
 Bathrooms: **1f 0h**
 Master Bath:
 Fireplaces: **2**

Remarks

Located in the heart of Liberty Heights, close to Wilson Farm and walking distance to Sutherland Park, this brick Ranch features a combination living room and dining area with a floor-to-ceiling wood burning fireplace and large picture windows offering a wonderful front-to-back view of the surrounding land and trees. The eat-in kitchen with skylight and stainless steel appliances opens to a glass three-season porch leading to a deck and patio - perfect for grilling and easy entertaining. There are three bedrooms, hardwood floors, and an updated bath. A huge fireplaced lower level family room with built-in bookcases and direct entry to the oversized garage. Additionally, almost all windows have been replaced and there is a newer roof. Enjoy the wonderful neighborhood and great location close to the Minuteman Bike Path, restaurants, shopping and public transportation. Welcome home!

Property Information

Approx. Living Area: 1,241 Sq. Ft.	Approx. Acres: 0.17 (7,605 Sq. Ft.)	Garage Spaces: 1 Under, Storage
Living Area Includes:	Heat Zones: 2 Hot Water Baseboard, Oil	Parking Spaces: 3 Off-Street
Living Area Source: Public Record	Cool Zones: None	Approx. Street Frontage: 90 Ft.
Living Area Disclosures: does not included finished lower level		
Disclosures: The refrigerator and washer are gifted to the Buyers, as is condition.		

Room Levels, Dimensions and Features

Room	Level	Size	Features
Living Room:	1	12X24	Fireplace, Flooring - Hardwood, Window(s) - Picture
Family Room:	B	18X17	Fireplace, Closet/Cabinets - Custom Built
Kitchen:	1	12X13	Skylight, Ceiling - Cathedral, Exterior Access, Stainless Steel Appliances
Master Bedroom:	1	13X11	Closet, Flooring - Hardwood
Bedroom 2:	1	11X11	Closet, Flooring - Hardwood
Bedroom 3:	1	9X11	Closet, Flooring - Hardwood
Bath 1:	1		Bathroom - Full, Closet - Linen
Bath 2:	B		Bathroom - 1/4
Laundry:	B		-
Game Room:	B	11X17	-

Features

Appliances: **Range, Dishwasher, Microwave, Refrigerator, Washer**
 Area Amenities: **Public Transportation, Shopping, Swimming Pool, Tennis Court, Walk/Jog Trails, Golf Course, Bike Path, Highway Access, House of Worship, Public School**
 Basement: **Yes Full, Partially Finished, Interior Access, Garage Access, Sump Pump**
 Beach: **No**
 Construction: **Brick**
 Electric: **Circuit Breakers**
 Exterior: **Brick**
 Exterior Features: **Porch - Enclosed, Deck, Patio**
 Flooring: **Hardwood, Wood Laminate**
 Foundation Size:
 Foundation Description: **Poured Concrete**
 Hot Water: **Electric**
 Interior Features: **Cable Available**
 Lot Description: **Paved Drive, Cleared**
 Road Type: **Public, Paved, Publicly Maint.**
 Roof Material: **Asphalt/Fiberglass Shingles**
 Sewer Utilities: **City/Town Sewer**
 Sewage District: **Town**
 Utility Connections: **for Electric Range, Washer Hookup**
 Water Utilities: **City/Town Water**
 Waterfront: **No**

Other Property Info

Disclosure Declaration: **Yes**
 Exclusions:
 Home Own Assn:
 Lead Paint: **Unknown**
 UFFI: **Warranty Features:**
 Year Built: **1955** Source: **Public Record**
 Year Built Description: **Actual**
 Year Round: **Yes**
 Short Sale w/Lndr. App. Req: **No**
 Lender Owned: **No**

Tax Information

Pin #:
 Assessed: **\$642,000**
 Tax: **\$9,180.6** Tax Year: **2018**
 Book: **55784** Page: **322**
 Cert:
 Zoning Code: **RS**
 Map: Block: Lot:

Firm Remarks

Offers, if any, are due by 4pm on Tuesday, February 20th. Please forward to listing agent at: spalmeri@barrettsir.com

Market Information

Listing Date: **2/15/2018**

Days on Market: Property has been on the market for a total of **7** day(s)

Expiration Date:

Original Price: **\$658,000**

Off Market Date: **2/22/2018**

Sale Date: **3/30/2018**

Sale Price: **\$725,000**

Offer Date: **2/22/2018** Days to Offer: **7**

Listing Market Time: MLS# has been on for **7** day(s)

Office Market Time: Office has listed this property for **7** day(s)

Cash Paid for Upgrades:

Seller Concessions at Closing:

Financing: **Conv. Fixed**

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MLS # 72287415 - Sold
Single Family - Detached

17 Deering Ave.
Lexington, MA 02421
Middlesex County

Style: **Ranch**
 Color: **White**
 Grade School:
 Middle School:
 High School:
 Handicap Access/Features:
 Directions: **School St to Eastern to Deering.**

List Price: **\$649,000**
 Sale Price: **\$740,000**

Total Rooms: **7**
 Bedrooms: **2**
 Bathrooms: **2f 0h**
 Master Bath:
 Fireplaces: **1**

Remarks

What an Opportunity!! Terrific 7 room, 2-3 bedroom, 2 full bath, Ranch sited in an extremely quiet and wonderful neighborhood convenient to all Lexington has to offer. Lovingly maintained by the current owners for over 40 years, the Main Level features an open floorplan with Kitchen, Dining Room, large Fire-placed, Living Room, 2 sizeable Bedrooms and a Full Bath. AC on both Levels. The finished Lower Level, with direct access to the garage, boasts a Family Room/ 3rd bedroom, Office and another Full Bathroom. On a corner lot, with a separate 2nd entrance/exit from Gafford St, this lovely Ranch has an idyllic Backyard with Patio, Gardens, Raised Picnic area with seating and Storage Shed. New Roof in 2016. Superb location close to Mass Ave, Schools and ready access to Rt. 128.

Property Information

Approx. Living Area: 1,659 Sq. Ft.	Approx. Acres: 0.17 (7,500 Sq. Ft.)	Garage Spaces: 1 Under
Living Area Includes:	Heat Zones: 2 Hot Water Baseboard, Oil	Parking Spaces: 2 Off-Street
Living Area Source: Measured	Cool Zones: 2 Central Air	Approx. Street Frontage:
Living Area Disclosures: Incl finished L.L.		
Disclosures:		

Room Levels, Dimensions and Features

Room	Level	Size	Features
Living Room:	1	19X12	Fireplace, Flooring - Wall to Wall Carpet, Window(s) - Picture, Main Level, Exterior Access
Dining Room:	1	13X8	Flooring - Wall to Wall Carpet, Window(s) - Picture, Main Level
Family Room:	B	19X12	Closet, Flooring - Wall to Wall Carpet
Kitchen:	1	13X9	Flooring - Vinyl, Window(s) - Picture, Main Level, Exterior Access
Master Bedroom:	1	13X12	Closet - Linen, Flooring - Hardwood, Main Level, Recessed Lighting
Bedroom 2:	1	13X10	Closet - Linen, Flooring - Wall to Wall Carpet
Bath 1:	1	9X5	Bathroom - Tiled With Tub & Shower
Bath 2:	B	7X4	Bathroom - Full, Bathroom - Tiled With Shower Stall
Play Room:	B	20X11	Bathroom - Full, Flooring - Wall to Wall Carpet

Features

Appliances: **Range, Dishwasher, Disposal, Refrigerator, Freezer, Washer, Dryer**
 Area Amenities: **Public Transportation, Shopping, Walk/Jog Trails, Public School**
 Basement: **Yes Full, Finished**
 Beach: **No**
 Construction: **Frame**
 Electric: **Fuses**
 Exterior: **Shingles**
 Exterior Features: **Patio, Storage Shed, Fenced Yard, Garden Area**
 Flooring: **Tile, Wall to Wall Carpet, Hardwood**
 Foundation Size:
 Foundation Description: **Poured Concrete**
 Lot Description: **Corner**
 Road Type: **Public**
 Roof Material: **Asphalt/Fiberglass Shingles**
 Sewer Utilities: **City/Town Sewer**
 Utility Connections: **for Electric Range, for Electric Dryer, Washer Hookup**
 Water Utilities: **City/Town Water**
 Waterfront: **No**

Other Property Info

Disclosure Declaration: **Yes**
 Exclusions: **Chandelier in Dining Room.**
 Home Own Assn:
 Lead Paint: **Unknown**
 UFFI: **Warranty Features:**
 Year Built: **1949** Source: **Public Record**
 Year Built Description: **Actual**
 Year Round:
 Short Sale w/Lndr. App. Req: **No**
 Lender Owned: **No**

Tax Information

Pin #:
 Assessed: **\$547,000**
 Tax: **\$7,926** Tax Year: **2017**
 Book: **25186** Page: **77**
 Cert:
 Zoning Code: **Res**
 Map: Block: Lot:

Firm Remarks

Call Gerard 781-424-8286 Showings can begin after Friday's Broker Tour. Offers by Tuesday 6th at Noon.

Market Information

Listing Date: **3/1/2018**

Days on Market: Property has been on the market for a total of **6** day(s)

Expiration Date:

Original Price: **\$649,000**

Off Market Date: **3/7/2018**

Sale Date: **3/23/2018**

Sale Price: **\$740,000**

Offer Date: **3/7/2018** Days to Offer: **6**

Listing Market Time: MLS# has been on for **6** day(s)

Office Market Time: Office has listed this property for **6** day(s)

Cash Paid for Upgrades:

Seller Concessions at Closing:

Financing: **Cash**

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MLS # 72319586 - Sold
Single Family - Detached

11 Briggs Rd
Lexington, MA 02421-6305
Middlesex County

Style: **Ranch**
 Color:
 Grade School:
 Middle School:
 High School:
 Handicap Access/Features:
 Directions: **Off Route 2**

List Price: **\$699,000**
 Sale Price: **\$754,000**
 Total Rooms: **4**
 Bedrooms: **2**
 Bathrooms: **2f 0h**
 Master Bath:
 Fireplaces: **1**

Remarks

FIRST SHOWING WILL BE AT OPEN HOUSE ON SUNDAY MAY 6, 1:00-3:00. Come see this well maintained, modern, open concept ranch with additional living space in the finished basement. Situated at the end of a cul de sac near Wilson Farms, the home features a large kitchen with new appliances, open living area, two plus bedrooms, and two bathrooms. Enjoy one of Massachusetts' premiere school districts while being just minutes from Route 2 for easy commuting. In addition, the lot contains a bonus 12, 500 square feet of cleared and fenced yard space, a walk up attic offering ample storage, and a large one car garage.

Property Information

Approx. Living Area: 1,168 Sq. Ft.	Approx. Acres: 0.35 (15,246 Sq. Ft.)	Garage Spaces: 1 Attached
Living Area Includes:	Heat Zones: Hot Water Baseboard, Oil	Parking Spaces: 4
Living Area Source: Public Record	Cool Zones: None	Approx. Street Frontage:
Living Area Disclosures:		
Disclosures: Extra 600 square feet of finished living space in the basement		

Room Levels, Dimensions and Features

Room	Level	Size	Features
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Features

Basement: **Yes Full, Finished**
 Beach: **No**
 Exterior: **Wood**
 Flooring: **Wood**
 Foundation Size:
 Foundation Description: **Poured Concrete**
 Lot Description: **Corner, Wooded, Additional Land Avail., Cleared, Fenced/Enclosed**
 Sewer Utilities: **City/Town Sewer**
 Water Utilities: **City/Town Water**
 Waterfront: **No**

Other Property Info

Disclosure Declaration: **Yes**
 Exclusions:
 Home Own Assn:
 Lead Paint: **Unknown**
 UFFI: Warranty Features:
 Year Built: **1949** Source: **Public Record**
 Year Built Description: **Approximate**
 Year Round:
 Short Sale w/Lndr. App. Req: **No**
 Lender Owned: **No**

Tax Information

Pin #: **M:0008 L:000119**
 Assessed: **\$668,000**
 Tax: **\$9,552** Tax Year: **2018**
 Book: **51046** Page: **110**
 Cert: **00061842**
 Zoning Code: **RS**
 Map: Block: Lot:

Market Information

Listing Date: 5/1/2018	Listing Market Time: MLS# has been on for 22 day(s)
Days on Market: Property has been on the market for a total of 22 day(s)	Office Market Time: Office has listed this property for 22 day(s)
Expiration Date:	Cash Paid for Upgrades:
Original Price: \$699,000	Seller Concessions at Closing:
Off Market Date: 5/22/2018	Financing: Conv. Fixed
Sale Date: 6/28/2018	
Sale Price: \$754,000	
Offer Date: 5/8/2018	Days to Offer: 7

Property	Assessed Value	Sale Price	Date	Living Area (sf)
22 Hamblen Street	\$644,000	\$600,000	August 2018	1008
24 James Street	\$608,000	\$650,000	April, 2018	1076
10 Tarbell Avenue	\$642,000	\$658,000	Feb, 2018	1241
17 Deering Avenue	\$578,000	\$649,000	March, 2018	1040
11 Briggs Road	\$668,000	\$699,000	May, 2018	1168

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Update: Sustainable Action Plan (15 min.)

PRESENTER:

Mark Sandeen, Chair of Sustainable
Lexington

ITEM NUMBER:

I.8

SUMMARY:

Mark Sandeen will present the Sustainable Action Plan and ask the Board to approve and adopt the proposed plan.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

8:00 p.m.

ATTACHMENTS:

Description	Type
☐ Sustainable Action Plan Presentation	Backup Material
☐ Sustainable Action Plan	Backup Material



Lexington's Sustainable Action Plan

Board of Selectmen
August 27, 2018

Sustainable Action Plan

The Sustainable Lexington Committee recommends that the Board of Selectmen approve and adopt the Sustainable Action Plan



A Sustainable Action Plan

Improves
Lexington's
quality of life,
health, resilience,
and sustainability



Lexington's Values & Leadership

- Sustainable Building Policy in 2005
- One of the first five Green Communities
- Adopted Stretch Energy Code – Unanimously
- Climate Change Warrant Article in 2013
 - Consider climate change in all appropriate decisions
- Public Hearing on Natural Gas leaks
- Formed Getting to Net Zero Emissions Task Force
- Community Choice with 100% renewables
- Joined US Compact of Mayors in 2017
- Committed to meeting Paris Climate Accord



Sustainable Economics

- Sustainable Action Plan Programs
 - Rooftop / Hartwell Solar - \$500K annual revenue
 - Community Choice - \$1.4 million savings
 - Lexington Energy Challenge
 - \$39K in grants, \$450K savings for residents
 - Green Community Grants
 - \$745K in grants, \$460K in annual savings
 - Lex Drive Electric – up to \$6K savings / car

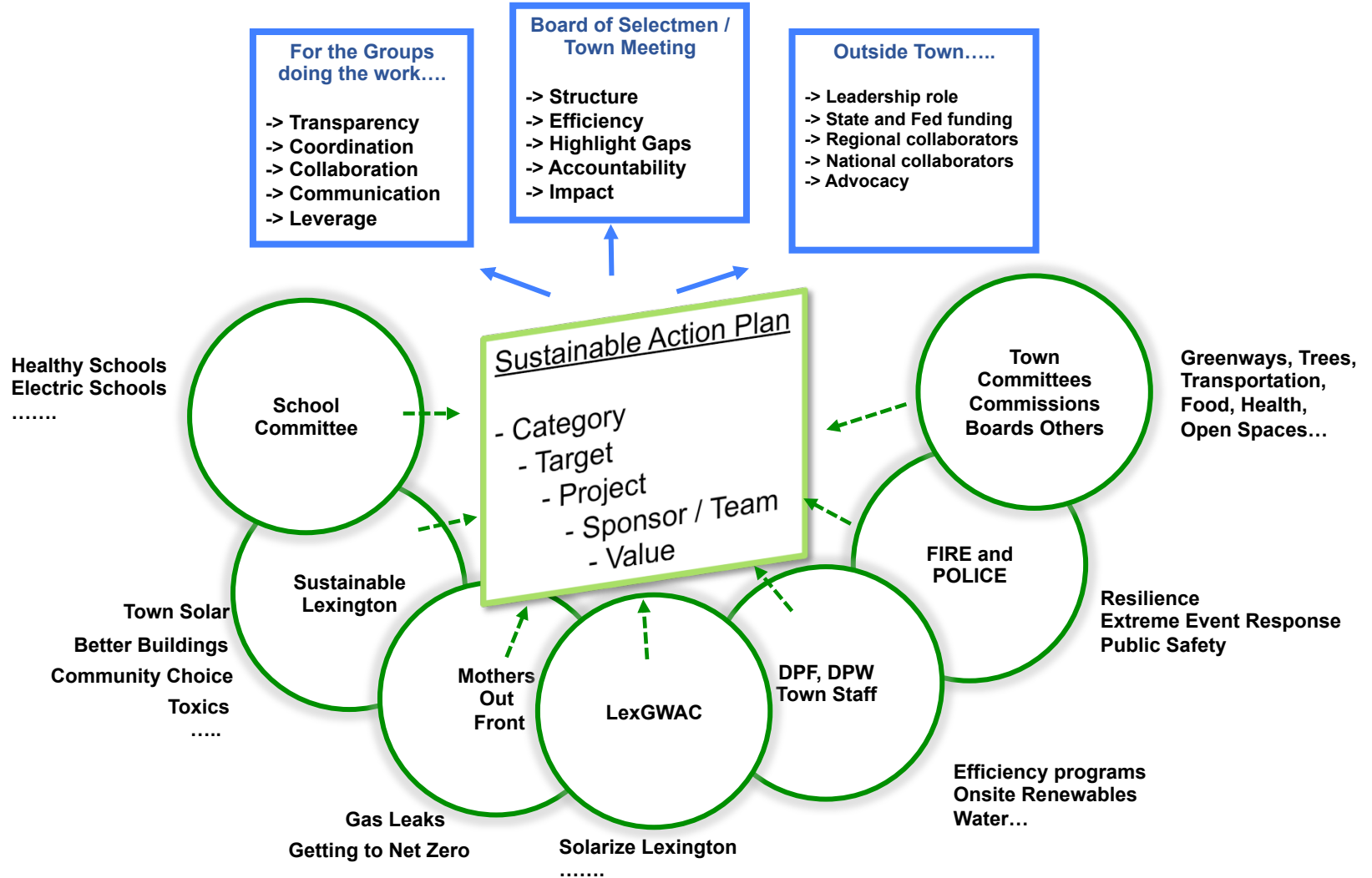


Sustainable Economics

- Sustainable Action Plan unlocks grants
 - Environmental Bond Bill
 - \$300 million for prevention, adaptation, mitigation
 - \$125 million for local climate change planning
 - \$ 25 million for local climate change projects
 - Grants awarded consistent with “climate adaptation plan”
 - Community Center to LHS Greenways Connector



Transparency Efficiency Funding

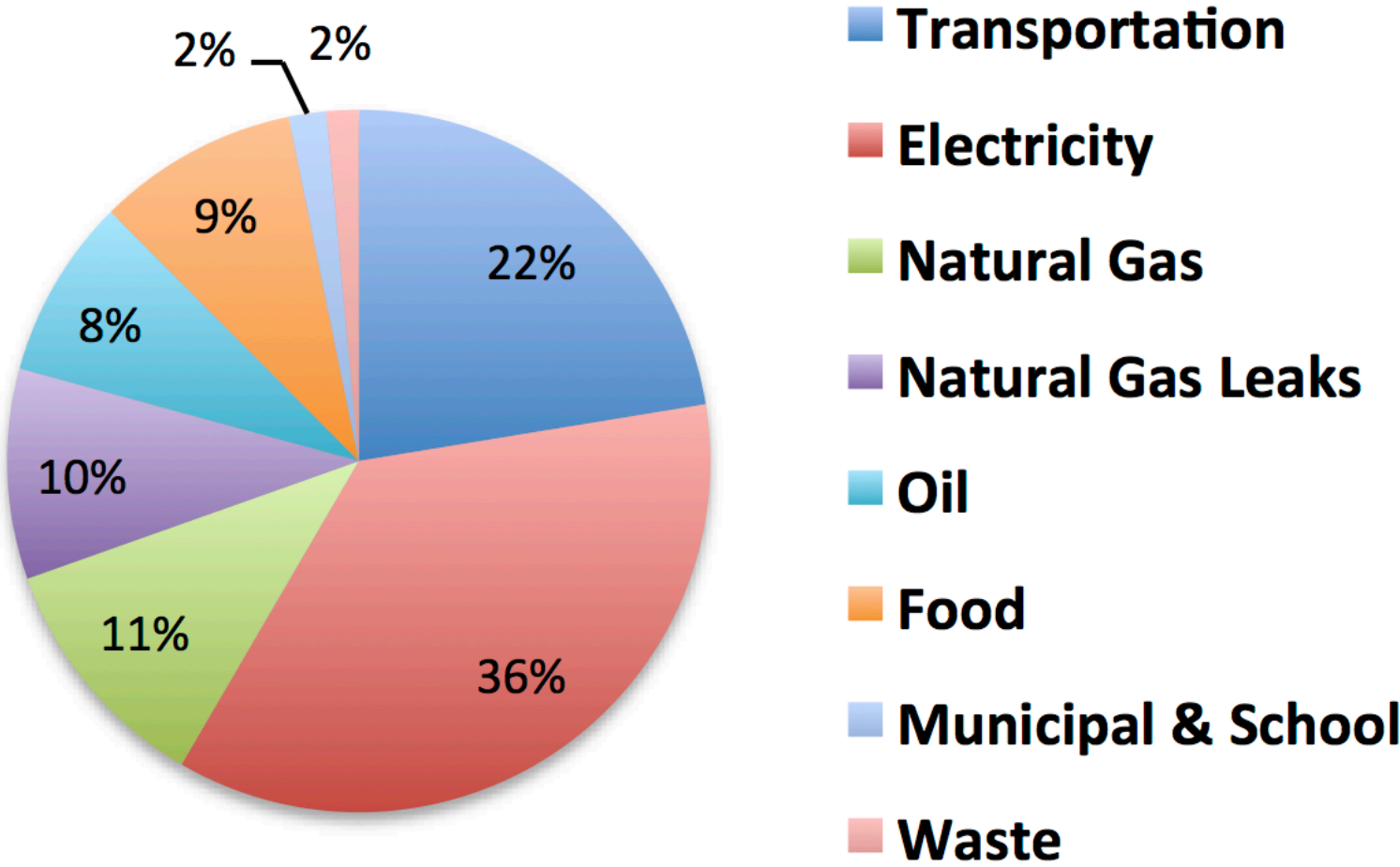


Sustainability Action Plan

- **Mitigation:** Reduce greenhouse gas emissions and exposure to toxic and hazardous substances
 - *Long-term goal:* Getting to Net Zero emissions
- **Adaptation/Resilience:** Develop infrastructure to address future challenges and maximize community well-being
 - *Long-term goal:* Maintain essential services for ten days following extreme events

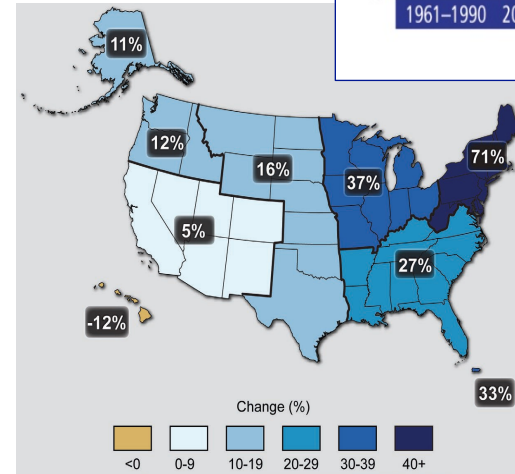
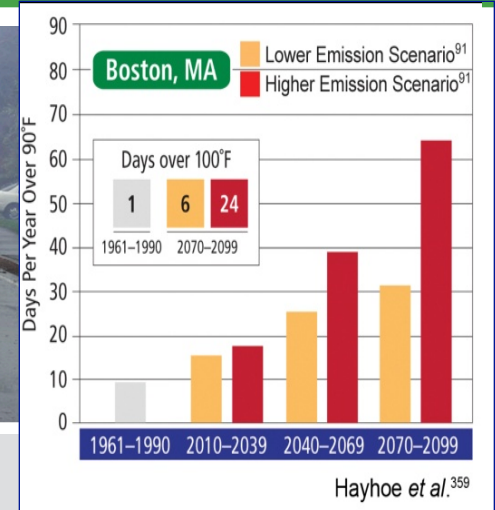


Lexington CO₂e Emissions



Our Greatest Vulnerabilities?

- Extreme Events
 - Flooding
 - Power outages
 - Toxic contamination
- Need for shelter
 - Extreme heat/cold
- Food and water supply
- Infrastructure



Sector Level Plans

- Identify stakeholders for each sector
- Establish goals for each sector considered in the plan
- Identify existing activities aligned with those goals
- Develop measurement techniques, define the scope and establish a baseline for the plan
- Identify opportunities to improve performance
- Assign responsibilities
- Monitor and report performance



Scenario Based Evaluations

- Evaluation team selected from Sector stakeholders
- Evaluations will consider reasonably probable scenarios for:
 - Capital investments;
 - Ongoing operational & maintenance costs;
 - Cost savings, tax or other revenue, incentives, or other benefits;
 - Synergistic benefits (e.g. geo-thermal, solar and storage).
 - Health and climate benefits;
 - Potential risks (e.g. toxics, technology, inaction, opportunity cost);
 - Potential benefits (e.g. noise, resilience, productivity, traffic)



Ongoing Actions

- High priority programs, plans or policies proposed under the Sustainable Action Plan will be presented to Board of Selectmen, and as appropriate Town Meeting and other elected boards for their review and approval.



Sustainable Action Plan

The Sustainable Lexington Committee recommends that the Board of Selectmen approve and adopt the Sustainable Action Plan



A Sustainable Action Plan

Improves
Lexington's
quality of life,
health, resilience,
and sustainability



Town of Lexington – Sustainable Action Plan

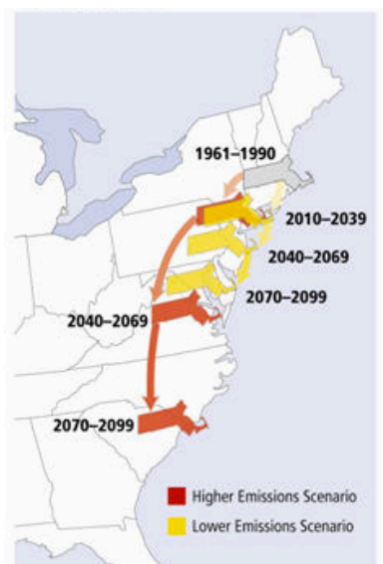


Town of Lexington – Sustainable Action Plan

Introduction

The goal of the Sustainable Action Plan is to improve the ongoing quality of life and desirability of living and working in Lexington by addressing long-term sustainability and economic viability while responding to the impacts of climate change. Sustainable initiatives to date have demonstrated the ability to deliver millions of dollars in savings, revenue and other benefits to the Town while substantially reducing Lexington's greenhouse gas emissions. This plan provides a structured approach to identify, prioritize, and implement future opportunities for similar actions.

Climate Change is Here!



In March 2014, the Intergovernmental Panel on Climate Change issued its Fifth Assessment Report and found that the effects of climate change are already being felt on all continents and across all oceans. Furthermore, our world is ill-prepared to deal with the risks posed by a changing climate. The report confirms that global warming is indisputable and unprecedented change is occurring in

By the end of the 21st Century, Massachusetts summers may feel more like South Carolina today.
Source: [NECIA 2007](#)

our atmosphere, oceans, weather patterns, and ecosystems. Each of the last three decades has been successively warmer than any other decade for the past 150 years.¹

The Northeast has recently experienced a greater increase in extreme precipitation than any other region in the United States. Between 1958 and 2010, the Northeast saw more than a 70% increase in the

amount of precipitation falling in very heavy events (defined as the heaviest 1% of all daily events).² Since 1970, the average annual temperature rose by 2° Fahrenheit and the average winter temperature increased by 4° Fahrenheit. For the region as a whole, the majority of winter precipitation now falls as rain—not snow. Climate scientists project that these trends will continue.

As seen in the map, Massachusetts' summers could be as warm as South Carolina's by the end of this century.³ Over the same period, Boston is projected to experience an increase in the number of days reaching 100° Fahrenheit, from an average of one per year to as many as twenty-four days per year by 2100.⁴

¹ <http://www.ipcc.ch/report/ar5/wg1/>; <http://www.epa.gov/climatechange/impacts-adaptation/northeast.html>.

² The National Climate Assessment summarizes the impacts of climate change on the United States, now and in the future. A team of more than 300 experts guided by a 60-member Federal Advisory Committee produced the report, which was extensively reviewed by the public and experts, including federal agencies and a panel of the National Academy of Sciences. <http://nca2014.globalchange.gov/report/regions/northeast>.

³ Confronting Climate Change in the U.S. Northeast: Science, Impacts, and Solutions, a report of the Northeast Climate Impacts Assessment ([NECIA, 2007](#)) & ([UCS Summary](#)).

⁴ <http://www.epa.gov/climatechange/impacts-adaptation/northeast.html>.

Town of Lexington – Sustainable Action Plan

Background and Purpose for Lexington’s Sustainability and Climate Action Plan

In March 2013, the Town of Lexington adopted Warrant Article 33 that states that the Town will “(a) consider climate change in all appropriate decisions and planning processes; (b) take action to prepare for the impacts of a changing climate; (c) reduce greenhouse gas emissions; (d) develop and implement a comprehensive climate action plan; all with the goal of making Lexington a truly sustainable community.”

The Town of Lexington, only eleven miles west of Boston, has a unique place in history as the “birthplace of American Liberty.” Lexington is a town of about 32,000 residents, noted for its excellent schools, thriving downtown, technology and bio-pharmaceutical industries, and mix of modern life and historic heritage. Lexington is widely recognized as a community engaged in Green initiatives and has embraced strategies that promote awareness of sustainability and energy efficiency. For example, Lexington was one of the first municipalities designated a Green Community in Massachusetts in 2010, has received more than \$745,000 in grants from the state for energy efficient lighting upgrades and other projects,⁵ has adopted the Stretch Energy Code,⁶ and has installed 3.3 MW of solar on the Town’s municipal rooftops and landfill which generates 45% of Lexington’s municipal electricity demand, and enjoyed extraordinary success through its Solarize program⁷ – just to name a few. The Town of Lexington implemented a highly successful Community Choice electricity aggregation program⁸, providing over 10,000 customers with 100% renewable electricity for less money than our utility’s Basic Service offering. This program will result in the reduction of 44,750 metric tons of CO₂ per year and \$1.5 million in energy savings for our residents over the first twelve months of the program. Lexington also has many established boards, committees and associations that promote activities and initiatives that are relevant and important stakeholders in determining how Lexington responds to the challenges of climate change.⁹ Lexington won the Leading by Example award from the Commonwealth of Massachusetts for outstanding clean energy and sustainability achievements in 2017.

The Board of Selectmen voted unanimously to become the first Town in Massachusetts (joining a number cities like Boston, Cambridge, and Somerville) in joining the US Compact of Mayors in our commitment to the actions required to reduce/mitigate climate change consistent with the Paris Climate Accord. By joining the US Compact of Mayors, Lexington has agreed to develop an energy and emissions baseline (Done), conduct a climate vulnerability analysis (Done), set emissions targets (Done), adopt a climate action plan (this is what you are reading now – but is not formally adopted yet), and perhaps most importantly to take the actions necessary to achieve our emissions targets (Ongoing).



⁵ <http://www.mass.gov/eea/docs/doer/green-communities/grant-program/map-summary-green-communities.pdf>

⁶ <http://ecode360.com/10535264> providing for enforceable minimum energy efficiency requirements for new construction and existing buildings.

⁷ <http://www.lexingtonma.gov/solar/> The Solarize Lexington-Bedford program ended in 2014. The program was a great success and exceeded our goal of 100 houses, ultimately installing 1.1 MW of solar on 164 Lexington homes.

⁸ <http://lexingtonma.gov/communitychoice> & <http://www.masspowerchoice.com/lexington>

⁹ Relevant Lexington Committees, Boards and associations include, but are not limited to the stakeholder groups listed in Appendix 2.

Town of Lexington – Sustainable Action Plan

While no one city, community, state, or country can mitigate the impacts of climate change alone, taking action as a Town to model behavior, encouraging more of the successful initiatives already being embraced throughout the Town, and developing cohesive plans to help prepare for disasters and extreme weather are critically important to Lexington's future. This Sustainability Action Plan has been developed by the Sustainable Lexington Committee and serves as a framework for broader community engagement and decision-making about existing activities and projects that support long-term sustainability goals.

The plan provides a holistic view of the many aspects of our community that impact Lexington's sustainability and defines an approach for identifying new programs/ investments to support sustainability improvements based on careful analysis of the potential impact and likelihood of success of the investment.

The overall goal is to improve the quality of life for Lexington residents: ensuring a prosperous, healthy and productive community; improving the desirability of living and working in Lexington; and improving the Town's resilience to the effects of climate change, while reducing greenhouse gas and other fossil fuel emissions.

Strategy and Stretch Goals

To address the challenges of climate change, this plan considers the two major dimensions of the challenge: **mitigation** (reducing Greenhouse Gas (GHG) emissions that cause climate change) and **adaptation** (ensuring the resilience of the Town to the effects of climate change, including plans and infrastructure needed to secure the property, health and safety of its residents). The Town's performance in these two areas will be based on the achievement of goals and objectives associated with multiple sectors of Lexington activities.

Mitigation Stretch Goal: Make Lexington a Net Zero Emissions Community

The aspirational or stretch goal for the mitigation strategy is to make Lexington a Net Zero community.¹⁰ A Net Zero emissions building or community maximizes all energy efficiency opportunities to reduce energy consumption while at the same time utilizing renewable energy to meet remaining energy needs.¹¹ According to the Institute for Building Efficiency, communities that move to Net Zero often do so because they want to be Green, but also because of the increased real estate value, improved building comfort, greater energy self-reliance, and lower energy and maintenance costs that often result from moving to Net Zero.

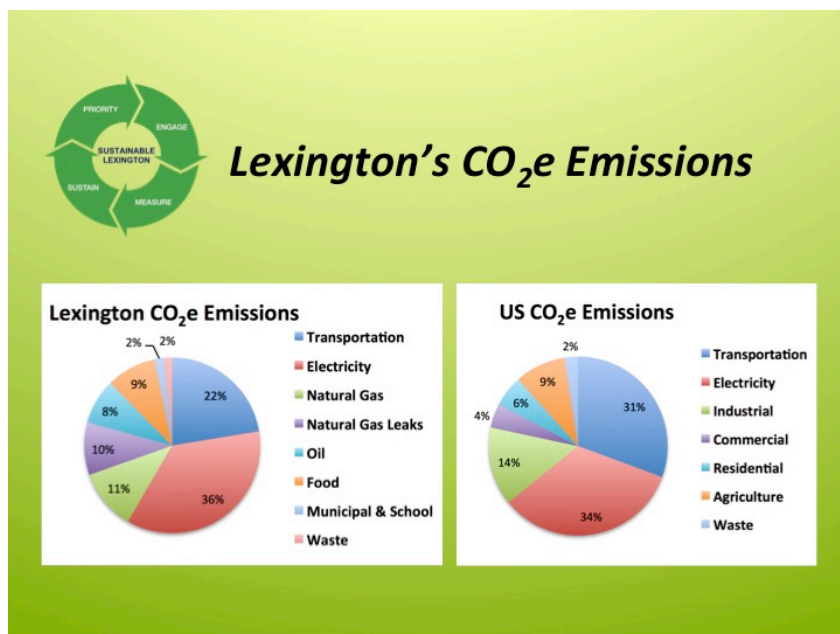
Lexington's carbon dioxide (CO₂) emissions resemble that of the national average in most sectors. While these graphs omit smaller sources of CO₂ emissions, they are helpful to gain a general view of the sectors responsible for the majority of our emissions, as well as where Lexington differs from the nation as a whole.

¹⁰<http://www.institutebe.com/InstituteBE/media/Library/Resources/Existing%20Building%20Retrofits/Issue-Brief-Net-Zero-Communities.pdf>.

¹¹ Torcellini et al. 2006.

Town of Lexington – Sustainable Action Plan

The Town of Lexington has chartered the Getting to Net Zero Emissions Task Force to develop a 25-year plan with the goal of eliminating all emissions from Lexington’s residential, commercial, and municipal buildings. The task force expects to present the Getting to Net Zero Roadmap and Recommendations Report in 2018.



Given the age of Lexington’s building stock, and the limited public transit options available to service the town, achieving Net Zero Emissions may seem like an audacious goal.

However, we believe Net Zero Emissions is achievable and that there are many ongoing activities and future opportunities identified in this plan that will bring Lexington incrementally closer each year toward the ultimate goal of Net Zero Emissions.

Adaptation Stretch Goal: Improve Community Resilience

Community resilience is the ability of communities to withstand and recover from disasters and to learn from past disasters to strengthen future response and recovery efforts.¹² In the past ten years, Lexington has experienced many major storm events resulting in flooding, power outages, missed school days, business closures, and other major losses and inconveniences. With the increased frequency and severity of natural disasters caused by climate change, the Town needs to be better prepared to deal with and recover from these events. The aspirational goal of the resilience strategy is to establish the capability of the town to provide essential services for 10 days following an extreme weather event.

Approach

Roles and Responsibilities

The Town of Lexington Board of Selectmen (BOS) has overall responsibility for the content of this plan and the implementation of approved actions. On an annual basis, the Board will review and approve the adequacy of the plan’s goals, identify priority actions, and ensure that adequate resources are provided to complete approved actions.

¹² <http://www.rand.org/pubs/infographics/IG119.html>.

Town of Lexington – Sustainable Action Plan

The Sustainable Lexington Committee has responsibility for maintaining the plan on behalf of the Board of Selectmen until such time that the responsibility is assigned to the appropriate Town staff (e.g., Director of Sustainability). In this role, the Sustainable Lexington Committee will work with the Town's staff, committees, and external stakeholders to:

- Develop measurement techniques, define the scope and establish a baseline for the plan
- Establish goals for each sector considered in the plan
- Identify existing activities aligned with those goals
- Identify opportunities to improve performance to achieve goals
- Assign responsibilities for implementing approved programs
- Monitor and report performance against the established goals and objectives

The Town's staff and committees are responsible for supporting the development of goals specific to their areas of responsibility and identifying activities to help achieve these goals. As appropriate, these groups will incorporate goals and activities approved by the Board of Selectmen into plans and programs under their direct control.

Key Sectors (Supported by Stakeholder Groups)

Lexington's ability to achieve its mitigation and adaptation goals will depend on its ability to focus and coordinate actions across a broad range of activities. To support this effort, this plan breaks the Town's activities into ten sectors: Public Safety and Emergency Preparedness, Buildings, Energy, Water, Transportation, Food, Toxics and Waste, Land Use and Natural Environment, Public Health, and Economy. Table 1 identifies the mitigation and adaptation goals for each of the sectors. When considered together, these goals represent Lexington's definition of sustainability and the goals of this plan.

Table 1: Sectors and Goals

Sector	Goals
Public Safety and Emergency Preparedness	Ensure the health and safety of residents during extreme temperatures and weather conditions, with the goal of being able to provide essential services to residents throughout a 10-day disruption.
Buildings	Build and maintain municipal, residential, and commercial buildings to achieve low GHG emissions, energy efficiency, resilience to extreme weather, and healthy indoor environments.
Energy	Source and generate energy from zero or low GHG emission sources and encourage energy efficiency with the ultimate goal of zero net GHG emissions.
Water	Ensure continued access to potable water and establish storm water infrastructure to limit the impact of extreme weather.
Transportation	Establish infrastructure and programs to support walking, biking, and public transportation within the Town and support the use of low-GHG emission vehicles.
Food	Ensure continued access to nutritious food for residents and promote foods

Town of Lexington – Sustainable Action Plan

Sector	Goals
	with a low carbon footprint. Support education efforts about the benefits of growing local and organic food and sequestering carbon in our soils. Promote programs to reduce food waste and support the adoption of curbside composting programs.
Toxics and Waste	Establish programs to reduce the use of toxic materials and the generation of waste, and to dispose of waste using low-GHG emission methods. Reduce the use of pesticides, herbicides and fertilizer that pollute our waterways and damage the microbial health of our soils.
Land Use and Natural Environment	Maintain and expand the Town's conservation lands and natural areas to provide a carbon-sink, control flooding, and provide residents with a healthy environment in which to live.
Public Health	Ensure that risks to public health associated with rising temperatures and extreme weather are identified and mitigated.
Economy	Establish policies and programs to promote a diversified local economy that is more resilient to economic downturns and retain and expand business to provide local sources of goods and employment opportunities to residents and non-residents, including policies and programs that consider the Town's position as a neighbor to towns and cities that are facing the effects of climate change. Create new models to finance improvements and manage risks. Protect the community from energy price shocks.

Planning Approach

The Sustainable Lexington Committee will work with stakeholders in each of these sectors to confirm the goals and establish specific short-term actions (i.e., focused projects that can be completed within three-years) to achieve longer-term measurable objectives (i.e., target levels of performance to be achieved within a 10-year timeframe). For each sector, the Sustainable Lexington Committee will lead the development of a prioritized list of actions to meet the objectives for the sector. In some cases there may be only a few stakeholder groups, in others there may be a large, diverse group of stakeholders. The specific role that the Sustainable Lexington Committee performs to facilitate activities in each sector will depend on the needs of the individual sectors.

The flow from the overall goals, to sector goals and objectives, and then to specific actions plans is illustrated in Figure 1. The figure also identifies roles of key groups in each part of the process.

Town of Lexington – Sustainable Action Plan

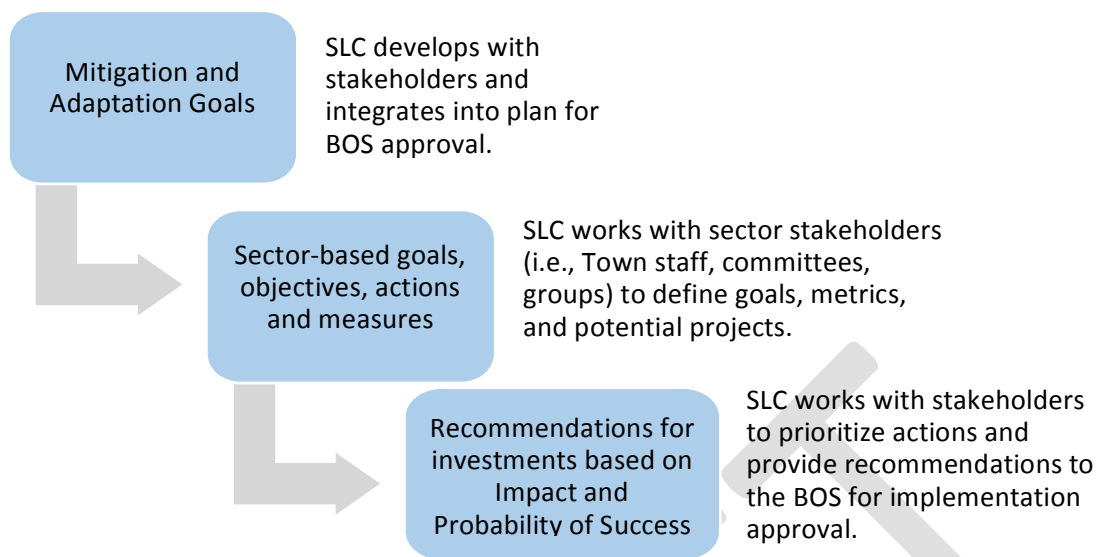


Figure 1: Approach to Establish Goals, Objectives, and Actions

Appendix 2 provides a list of the stakeholders associated with each sector. The list is not intended to be exclusive; rather, the list is intended to be a starting point to identify groups that are focused on issues that affect the sector. The involvement of other/additional groups is encouraged.

Identifying, Evaluating and Assessing Programs

Introduction

The Sustainable Action Plan provides a framework for identifying and prioritizing the implementation of programs designed to improve the quality of life for Lexington residents, ensure a prosperous, healthy and productive community, improve the Town’s resilience to the effects of climate change, all while reducing greenhouse gas and other fossil fuel emissions.

Programs intended to achieve the established goals and objectives of this plan will be identified on an ongoing basis [Note: this plan addresses both “Programs” (like Mass Save that require ongoing management) and “Projects” (like a building project that has a defined end date) – the word “Program” is used in this plan for simplicity]. Recommendations for programs may come from a variety of sources including stakeholder groups and other members of the community. The Sustainable Lexington Committee will lead the evaluation of these recommendations to identify high priority programs (with regard to the potential impact of the program and the likelihood of success). The list of potential programs/actions and evaluation results will be maintained by the Sustainable Lexington Committee.

High priority programs identified under the Sustainable Action Plan will be evaluated to determine the potential benefits of each proposed program, the likelihood of success, and any financial investments required to successfully implement the program. For significant investments, the evaluation will be conducted by an evaluation team recommended by the Board of Selectmen and Town Manager selected from the stakeholders identified in Appendix 2 of the Sustainable Action Plan. The evaluation team will follow the guidelines and recommendations outlined below, in consultation with the appropriate stakeholders identified in Appendix 2 of the Sustainable Action Plan. As appropriate, the committee will work with sector stakeholders to develop implementation plans and business cases for these programs.

Town of Lexington – Sustainable Action Plan

The proposed programs will then be presented to the Board of Selectmen for their review and approval. In the event any proposed program requires additional approvals, (e.g., Town Meeting, School Committee) those approvals will be pursued as needed.

Program Evaluation

Prior to initiating a program, it is important to understand the benefits and costs of the effort – but the scope of the evaluation should be appropriate to the size of the program. Some recommended programs may have low enough costs that a detailed analysis is not appropriate. In other cases (e.g., constructing a building that will cost millions of dollars and operate for 50+ years), a thorough analysis is required. The following describes an approach for conducting a thorough analysis. For small programs, elements of this approach should be used as appropriate.

The evaluation process will compare the initial and ongoing costs, benefits and risks of the proposed program over the expected lifetime of the program to a baseline scenario where the proposed program is not implemented.

The evaluation team will consider several scenarios in each of the following areas:

1. Capital investments;
2. Ongoing operational & maintenance costs;
3. Cost savings, tax or other revenue, incentives, or other monetary benefits;
4. Synergistic benefits (e.g. geo-thermal, solar, and storage combination).
5. Health and climate benefits;
6. Potential risks (e.g. toxics, financial, new technology, inaction, opportunity cost);
7. Potential benefits (e.g. noise reduction, resilience, productivity, traffic);

The evaluation team will also consider reasonably probable scenarios for assumptions that will have a material impact on the evaluation. The evaluation team should consider baseline and proposed differences for energy, health, climate, toxic substances, waste, natural resources, financing costs, material and labor costs, climate change trends, and regulatory requirements. The evaluation team will consider today's costs, benefits, or interest rates, as well as an independent third party determination of reasonably probable scenarios ranging from 95% probability low costs, benefits or interest rates, to 95% probability high costs, benefits or interest rates over the expected life of the project.

Natural resources include land use, trees, storm water and similar resources. While it may be difficult to monetize the value of the Town's natural resources, the evaluation team would be expected to consider whether the proposed project would have a negative or positive effect on the Town's natural resources, in consultation with appropriate stakeholders, such as the Conservation Commission.

The evaluation team will consider climate change trends in determining whether the building or infrastructure project is designed to operate effectively in response to expected changes in climate over the life of the project, including increased extreme storms, flooding events, power outages and extreme temperatures.

As one example, consider the process used to evaluate the proposal to install solar energy systems. The financial expectations for the system were reviewed by considering three energy cost scenarios; a scenario of zero increase in utility rates over the life of the system, utility escalation rates at historical averages, and a scenario where utility rates increased at greater than historical averages. The evaluation team also reviewed the value of the health benefits derived from generating renewable energy. The team reviewed potential operating and maintenance impacts of increased roof repair costs, as well as

Town of Lexington – Sustainable Action Plan

opportunity costs and potential risks if the Town decided to move forward with a new High School during the life of the solar array.

All the risks and rewards were considered under multiple scenarios in a transparent process with all stakeholders represented.

Another example considers the type of analysis that is recommended when designing a new school to achieve the goals outlined in the Sustainable Action Plan.

During the Town's Hastings School design process, the Town considered a baseline design that met both MSBA and LEED Silver standards and then considered several options for meeting the Town's goals of providing a healthy indoor environment, high performance energy efficiency targets, low or zero greenhouse gas emissions, maximizing onsite renewable energy production, all while providing safety and resilience in the event of power outages or extreme weather.

The evaluation considered the upfront capital costs of each option as well as the ongoing operations and maintenance costs over the expected lifetime of the building and equipment under several scenarios.

Capital costs were considered by looking at expected bond payments for each option compared to the expected operations and maintenance costs under several scenarios, including expected interest rates and low, medium, and high energy cost escalation scenarios.

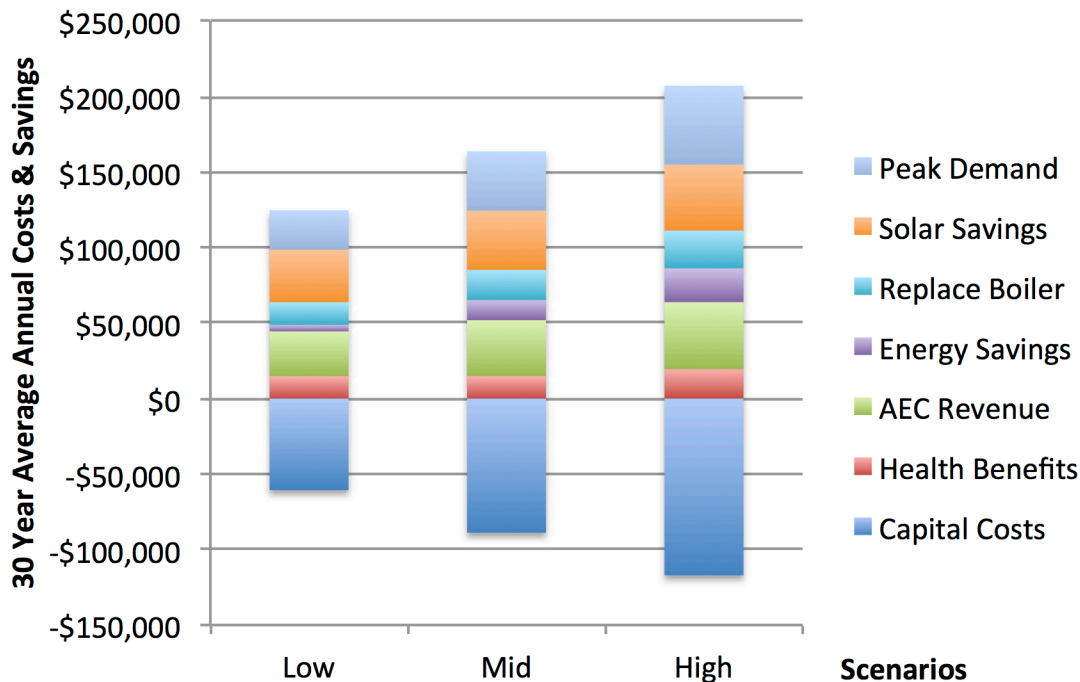
All available incentives and grants were considered for meeting MSBA green building and commissioning standards, installing air source or ground source heat pumps, achieving net zero energy standards, as well as state programs for encouraging the installation of solar energy and energy storage systems.

The evaluation considered synergistic benefits. For example, combining a solar plus energy storage system with a high efficiency ground source heat pump, lowered energy demands to the point where it was possible to install a solar energy system that could meet nearly all of the building's modeled energy demand. In turn, the solar plus energy storage system provided electricity at dramatically lower cost than our utility's costs. In addition, the state provides production incentives for operating ground source heat pumps and additional incentives for solar+energy storage systems that will allow our schools to actually produce revenue for the Town.

Health and climate benefits of reduced greenhouse gas emissions and other air pollution compared to the baseline were calculated using established federal guidelines.

Town of Lexington – Sustainable Action Plan

Ground Source Heat Pump vs. Natural Gas Annual Savings vs. Capital Costs



The evaluation team considered whether the HVAC system had enough capacity to cool the building if our climate warmed to a climate similar to Baltimore's today - as is projected to occur by 2050. In this case, the design team determined that the baseline design was more than sufficient to provide adequate cooling without any modifications.

Potential risks and benefits that were not quantifiable were presented to a broad group of stakeholders including the School Committee, Board of Selectmen, finance committees, Permanent Building Committee, and Sustainable Lexington Committee.

Finally, the recommended building design was presented to Town Meeting for funding approval. These two examples are considered to be good models for evaluating future Sustainable Action Plan proposals.

Program Evaluation and Selection

Public engagement is a critical aspect of the process. The scope of the engagement activities will vary depending on the scope of the planned actions (e.g., actions that only affect municipal buildings may not require as much engagement as actions that affect residential buildings); however, efforts to collect input from stakeholders and communicate action plans should be considered for all planned actions.

When comparing programs from different sectors, the programs should be evaluated based on the following criteria:

- **Environment:** the impact on the Town's GHG emissions and/or potential to provide other environmental benefits.
- **Resilience:** the impact on the Town's ability to avoid and/or recover from the effects of a changing climate and severe weather events or natural disasters.

Town of Lexington – Sustainable Action Plan

- **Health/Wellness:** the impact on the health and wellness of Town residents and those who work in or are visitors to Lexington.
- **Economy:** the impact on the Town's economic performance – considering both new revenues or reduced costs to the Town, businesses, or residents; and the cost of implementing and maintaining the program.

Table 2 provides some criteria to be considered when assessing Sustainable Action Plan programs.

Table 2: Program Impact

Criteria:	Program Impact		
	High	Moderate	Low
Environment	Program would reduce the Town's total CO ₂ e GHG emissions by more than 3%.	Program would reduce the Town's total CO ₂ e GHG emissions by less than 3%.	Program would have little or no impact on reducing the Town's total GHG emissions.
Resilience	Program would prevent the loss of essential services or the occurrence of negative impacts from climate change and severe weather.	Program will improve the ability of the Town to provide essential services or recover from negative impacts from climate change and severe weather.	Program has little to no impact on the Town's ability to respond to the negative impacts from climate change and severe weather.
Health and Wellness	Program's primary goal is to improve the health and wellbeing of residents, staff, and visitors.	Program provides additional health benefits for the health and wellbeing of residents, staff, and visitors.	Program has little to no impact on the health and wellbeing of residents, staff, and visitors.
Economics	The program represents a net overall economic benefit to the town.	The program has no signification economic impact (i.e., no net benefit or cost).	The program represents a net overall economic cost to the town.

Note: Where the impact of a program can be quantified (e.g., GHG emissions and economic impacts), it is expected that those specific impacts will be calculated and identified. Where impacts are less easily calculated, the anticipated benefits of the program should be described in as much detail as possible.

In addition to the potential impact of the program, it is also important to assess the probability that a given program will succeed. Table 3 identifies some criteria that can be used to assess the probability of success for a program.

Table 3: Probability of Success

Criteria:	Probability of Success		
	High	Moderate	Low
Town Control	The Town has full control over the implementation of the program.	The Town will work with stakeholders to implement the program.	The Town has little to no control over the implementation of the program.
Implementation	Once the program is implemented, the objective will be achieved (little to no maintenance of the program is required).	Once the program is implemented, it will require a moderate level of effort/resources to achieve the objective on an ongoing basis.	Once the program is implemented, it will require a high level of effort/resources to achieve the objective on an ongoing basis.
Effectiveness	There is little doubt that the program will achieve its objectives once implemented.	While there is little doubt that some program objectives will be achieved, the overall effectiveness of the program is uncertain.	It is uncertain whether the program objectives will be achieved following implementation.

Town of Lexington – Sustainable Action Plan

The output of this process will be the development of a portfolio of programs intended to meet the overall mitigation and adaptation goals, and the specific sector goals and objectives. The intent is to promote those initiatives that are aligned with the goals and objectives of this plan, identify where there are significant gaps between the goals/objectives and planned activities, and – where there are gaps – identify how best to close those gaps.

On at least an annual basis, the proposed programs will be assessed and presented to the Board of Selectmen for consideration. Any programs approved by the Selectmen will be included in the schedule of current programs and other required approvals (e.g., Town Meeting, School Committee, etc.) will be pursued as needed. When appropriate, separate plans for the implementation of the program will be established, including responsibility for implementation, project tasks, objectives, and schedules.

In addition to programs addressing the goals of individual sectors, programs may also be proposed to improve the management of this plan. Other programs may apply across all, or many, of the identified sectors and, therefore, will not fit cleanly within any one sector.

Reporting

At least once a year, the Town's performance against this plan will be assessed and a report prepared for the Board of Selectmen. This report will include the following elements:

- Performance against the mitigation, adaptation, and sector goals and objectives
- Status of approved actions for each sector
- Recommendations for updates to overall goals and sector objectives
- Recommendations to improve the management of the planning and reporting process
- A record of changes to the plan

Current and Completed Programs

Table 4 identifies examples of current programs and planned results for each sector where specific programs have been initiated. Table 5 summarizes the results of completed programs.

Table 4: Current Programs and Planned Results

Current Programs by Sector		
Sector	Current Programs (Description and Due Date)	Planned Results
Public Safety	Town Manager Emergency Services	Improved Resilience
Buildings	Mass Save Home Energy Assessments Lexington Energy Challenge (Ongoing)	Annually updated targets for number of HEAs, air sealing projects, and high efficiency HVAC system upgrades needed to reduce GHG emissions by 500 tons CO ₂ e a year.
	Sustainable Building Design Process and Performance Policy	Establish clear guidelines for the design and performance of municipal buildings with regard to health, energy efficiency, on-site renewable energy production and resilience.

Town of Lexington – Sustainable Action Plan

Current Programs by Sector		
Sector	Current Programs (Description and Due Date)	Planned Results
Buildings	Getting to Net Zero Emissions Planning Ongoing Final report expected Spring 2018	Establish a roadmap for transitioning Lexington residential, commercial and municipal buildings to a Net Zero emissions community over the next 25 years. Our emissions baseline identifies 338,650 metric tons of CO ₂ e greenhouse gas emissions from our building stock – that would be eliminated when we achieve this objective.
Water	Department of Public Works	Develop Conservation Plan Municipal Commercial / Residential Update Storm water standards
Transportation	Lex Drive Electric program Launched November 2017 Ongoing	Encourage transition to higher efficiency and alternate energy vehicles and a reduction in vehicle miles traveled. Lex Drive Electric program goal is to double the sales of electric cars in 2018.
Food	Composting of food waste in Town schools Residential curbside compost pick up program	Reduce food waste, food waste incineration and provide educational opportunities for students to understand the food waste cycle
Toxics and Solid Waste	Toxics use reduction	Develop standards in cooperation with Board of Health
Environment	LexFarm Open Space and Recreation Plan	Preserve existing farmland Maintain and enhance open spaces, trees and natural resources Preserve important unprotected open space
Public Health	Better Buildings National Grid Super Emitter Leak Plugging Pilot Program Quiet Communities – Electric Lawn Care equipment	Recommended Air Quality Standards Assess and Reduce Natural Gas Leaks Target 50% reduction in methane leaks per year DPW pilot program using electric lawn care equipment
Economy	Getting to Net Zero Task Force	Engage Business Partners in Getting to Net Zero

Town of Lexington – Sustainable Action Plan

Table 5: Completed Programs

Completed Programs				
Name (Sector) Completion Date	Leader	Description and Impact	Annual Impact	Reference Plan
Municipal Rooftop Solar (Energy) 2014	Solar Energy Task Force	1.1 MW Solar Energy System capable of producing 15% of Town's municipal electricity demand, providing annual energy savings of \$150K, \$6 million in energy savings, \$4.4 million in health benefits and 14,500 tons of CO ₂ e greenhouse gas reductions over the 25 year expected life of the system.	Reduce CO ₂ e emissions by 725 metric tons Annual energy savings of \$150K	Solar Task Force Plan
Hartwell Solar Installation (Energy) 2017	Solar Energy Task Force	2.2 MW ground mount and canopy Solar Energy System capable of producing 30% of Town's municipal electricity demand, providing annual energy savings of \$350K, \$16 million in energy savings, \$9.5 million in health benefits and 31,500 tons of CO ₂ e greenhouse gas reductions over the 25 year expected life of the system.	Reduce CO ₂ e emissions by 1,575 metric tons Annual energy savings of \$350K	Solar Task Force Plan
Solarize Lexington (Energy) 2015	Solarize Lexington	A total of 1.14MW of solar capacity was added to 162 homes resulting in GHG emission reduction of 14,500 tons of CO ₂ e over the expected life of systems.	Reduce CO ₂ e emissions by 725 metric tons	Solarize Lexington Proposal
Community Choice (Energy) 2017	Community Choice Task Force	Transition electricity sources from default Basic Service Eversource generation sources to 100% renewable electricity content. 44,750 tons of CO ₂ e greenhouse gas reductions annually or 9% of Lexington's total emissions and \$2.7 million in health benefits.	Reduce CO ₂ e emissions by 44,750 metric tons	Community Choice Program Plan
Natural Gas Super Emitter Leak Plugging Pilot	HEET & Mothers Out Front	Participated with National Grid and HEET to identify and plug the largest natural gas leaks with the goal for reducing methane emissions by 50% per year. The pilot program identified the top 15 leaks. The goal was to reduce methane emissions by	Evaluation Ongoing	Sustainable Action Plan

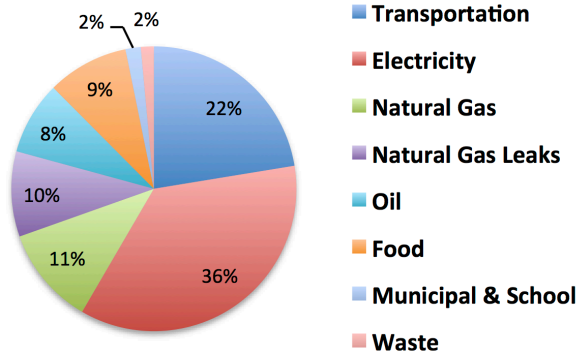
Town of Lexington – Sustainable Action Plan

Completed Programs				
Name (Sector) Completion Date	Leader	Description and Impact	Annual Impact	Reference Plan
Program 2017		30,000 metric tons of CO ₂ e per year.		
Lexington Energy Challenge (Buildings) Ongoing	Sustainable Lexington and Home Works Energy	As of 2016, over 1,300 no-cost Home Energy Assessments and over 540 weatherization projects were completed through the Mass Save program saving Lexington residents an estimated \$420,000 in annual utility costs and eliminating 1,300 metric tons of greenhouse gas emissions.	Reduce CO ₂ e emissions by 1,300 metric tons (modeled)	National Grid Grant Program

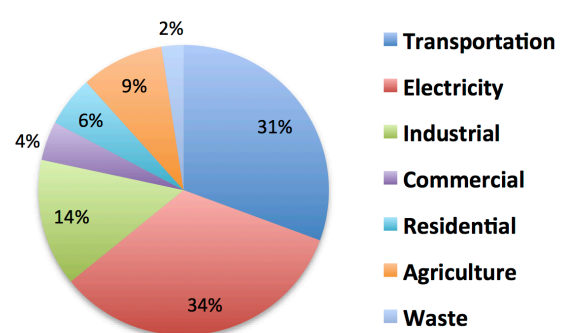
Appendix 1: Lexington Profile

Overview

Lexington CO₂e Emissions



US CO₂e Emissions



Lexington's carbon dioxide equivalent emissions resemble that of the national average in most sectors. While these graphs omit many smaller sources of carbon, they are helpful to gain a general view of the sectors responsible for the majority of emissions, as well as where Lexington differs from the nation as a whole.

Transportation: Lexington's transportation emissions are lower than the national average due to the purchasing of fuel efficient and electric vehicles. For more info see below.

Commercial & Industry: Emissions from commercial businesses are high in Lexington due to office and industrial districts, including energy intensive pharmaceutical manufacturing.

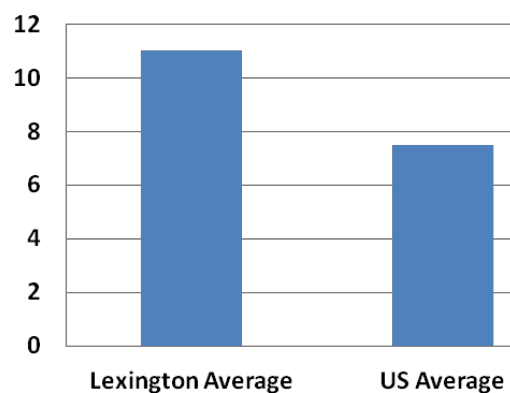
Residential: Household emissions in Lexington are high from the high number of large households as well as energy intensive heating in the winter.

Agriculture: Lexington does not differ from the national average substantially.

Municipal & School: A small portion of the town's emissions come from municipal and school activity. However, the town's high degree of control over this sector makes it worthy of efforts to further reduce its emissions.

Waste: Lexington's waste emissions are slightly lower than the national average due to our use of an incineration plan that diverts waste from landfills, which release methane, a very powerful greenhouse gas.

Tons of CO₂ Per Household



Appendix 1: Lexington Profile

On average Lexington households produce 11 tons of CO₂e per year compared to the national average of 7.5 tons. This increase is due to a number of factors. A high number of large households results in more energy consumption for lighting as well as heating and cooling. Being in the Northeast, Lexington households also have to use more energy to heat homes during the winter, contributing to the higher average.

The majority of emissions from the municipal and school sector come from electricity consumption. Efforts such as the installation of high efficiency LED lighting and DPW solar panels have helped to greatly reduce energy consumption in this sector. Natural gas makes up the second largest slice of emissions from the heating of buildings. While this is harder to reduce than emissions from electricity, options remain to green our heating systems with new technology like ductless mini-split heat pumps, a high efficiency heating and cooling system that runs off electricity.

Transportation Emissions

Lexington's emissions from transportation fall below the national average, mainly due to low average annual miles traveled per vehicle of 9,400 miles, and due to the purchasing of fuel efficient vehicles, hybrids and electric vehicles. The average vehicle miles per gallon in Lexington, adjusted for performance degradation as vehicles age, is 19.35 MPG, putting Lexington in the 96th percentile for fuel efficiency. Lexington does even better when it comes to the purchasing of hybrid or electric vehicles. Over 7% of Lexington households own a hybrid, plugin hybrid or electric vehicle, putting Lexington in the 98th percentile. In addition, Lexington is a leader in electric vehicle adoption with 6.4 times the number of electric cars per capita compared to the rest of the Commonwealth based on RMV and MOR-EV data.

Sources:

Massachusetts Vehicle Census

Lexington Annual Report Data

Data provided by NSTAR

Appendix 2: Stakeholder Groups

Note: The following table provides a list of stakeholder groups that are directly involved in working in each of the sectors identified in this plan. The intent is to identify the Town groups that should be engaged in programs focused on the specific sectors, as appropriate. This list provides a starting point for engagement activities. Outreach should not be limited to the identified groups.

Sector	Relevant Departments/ Committees/ Town Groups
1) Safety	Town Departments: <ul style="list-style-type: none"> • Fire Department (Emergency Management, Emergency Medical Services) • Police Department • Health Department Town Boards/Committees: <ul style="list-style-type: none"> • School Committee • Local Emergency Planning (Ad Hoc) Committee • Communications Advisory Committee
2a) Buildings – Residential	Town Departments: <ul style="list-style-type: none"> • Building Inspection • Office Community Development • Planning Department Town Boards/Committees: <ul style="list-style-type: none"> • Historical Commission • Historic Districts Commission • Housing Partnership Board • Lexington Housing Assistance Board (LexHAB) • Planning Board
2b) Buildings – Commercial	Town Departments: <ul style="list-style-type: none"> • Office Community Development • Planning Department Town Boards/Committees: <ul style="list-style-type: none"> • Planning Board • Zoning Board of Appeals
2c) Buildings - Municipal	Town Departments: <ul style="list-style-type: none"> • Office Community Development • Planning Department • Department of Public Facilities • Lexington Public Schools Town Boards/Committees: <ul style="list-style-type: none"> • Energy Committee • Permanent Building Committee

Appendix 2: Stakeholder Groups

Sector	Relevant Departments/ Committees/ Town Groups
	<ul style="list-style-type: none"> • Historical Commission • Solar Energy Task Force • Planning Board • Zoning Board of Appeals • School Committee • Recreation Committee
3) Energy	<p>Town Departments:</p> <ul style="list-style-type: none"> • Office Community Development • Planning Department • Department. of Public Facilities <p>Town Boards/Committees:</p> <ul style="list-style-type: none"> • Local Emergency Planning (Ad Hoc) Committee • Energy Conservation Committee • Electric Utility Ad Hoc Committee • Permanent Buildings Committee • Community Choice Energy Task Force • Solar Energy Task Force <p>Other Town Groups</p> <ul style="list-style-type: none"> • Global Warming Action Committee
4) Water	<p>Town Departments:</p> <ul style="list-style-type: none"> • Public Works Department • Water and Sewer • Engineering • Highway Department • Fire <p>Town Boards/Committees:</p> <ul style="list-style-type: none"> • Conservation Commission • Public Health Board • Health Division • Stream Team
5) Transportation	<p>Town Departments:</p> <ul style="list-style-type: none"> • Office Community Development • DPW: Engineering – Highway Division (streets, sidewalks, traffic engineering) • Planning Department • Transportation Services and Lexpress (and school buses) <p>Town Boards/Committees:</p> <ul style="list-style-type: none"> • Transportation Safety Group • Transportation Advisory Committee

Appendix 2: Stakeholder Groups

Sector	Relevant Departments/ Committees/ Town Groups
	<ul style="list-style-type: none"> • Planning Department • Sidewalk Committee (Safe Routes to School) • Bicycle Advisory Committee • Center Committee • Greenways Corridor Committee • Commission on Disability • Parking Management Group
6) Food	<p>Town Boards/Committees:</p> <ul style="list-style-type: none"> • Lexington Community Farm • School Committee/Lexington Public Schools <p>Other Town Groups</p> <ul style="list-style-type: none"> • Lexington Farmer’s Market
7) Toxics and Waste	<p>Town Departments:</p> <ul style="list-style-type: none"> • DPW Environmental Services: Garbage, Recycling, Compost & Hazardous Waste • Fire Department • Health Department (Hazardous Waste and Toxic Use Reduction, Medical Waste)
8) Environment	<p>Town Departments:</p> <ul style="list-style-type: none"> • Office Community Development • Planning Department • The Conservation Division • Public Grounds Division <p>Town Boards/Committees:</p> <ul style="list-style-type: none"> • Conservation Commission • Community Preservation Committee • HATS: Environmental Subcommittee • Planning Board • Greenways Corridor Committee • Tree Committee • Noise Advisory Committee • Department of Public Works: Town Parks & Open Space • Recreation Committee
9) Health	<p>Town Departments:</p> <ul style="list-style-type: none"> • Health Department • Office of Community Development • Lexington Human Services Department <p>Town Boards/Committees:</p> <ul style="list-style-type: none"> • Board of Health

Appendix 2: Stakeholder Groups

Sector	Relevant Departments/ Committees/ Town Groups
	<ul style="list-style-type: none"> ○ Bio Safety Committee
10) Economy	<p>Town Departments:</p> <ul style="list-style-type: none"> • Office of Community Development • Economic Development Department • Planning Department <p>Town Boards/Committees:</p> <ul style="list-style-type: none"> • Economic Development Advisory Committee • Hanscom Area Towns Committee (HATS) • HATS: Development of Regional Impact (DRI) Committee • Hanscom Field Advisory Commission <p>Other Town Groups</p> <ul style="list-style-type: none"> • Lexington Chamber of Commerce • Lexington Retailer's Association

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Update: Getting to Net Zero (15 min.)

PRESENTER:

Mark Sandeen, Sustainable Lexington

ITEM NUMBER:

I.9

SUMMARY:

Mark Sandeen will present the Getting to Net Zero Task Force Final Report as well as the proposed next steps for the Getting to Net Zero program.

SUGGESTED MOTION:

NA

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

8:15 p.m.

ATTACHMENTS:

Description	Type
☐ Getting to Net Zero Presentation	Backup Material
☐ Getting to Net Zero Plan	Backup Material

Getting to Net Zero Emissions Roadmap and Recommendations

Town of Lexington
Board of Selectmen

August 27, 2018



Getting to Net Zero Emissions

- Sustainable Lexington Committee recommends that the Board of Selectmen approve and adopt the Getting to Net Zero Emissions Task Force Roadmap and Recommendations



Amazing Task Force Members

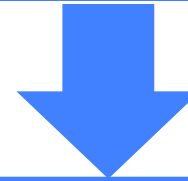
- Joe Pato, Board of Selectmen
 - Jeanne Krieger, Former Chair, Board of Selectmen
 - Paul Lukez, Architect – Sustainable Communities
 - Wendall Kalsow, Architect – Historical Renovations
 - Mike DiMinico, Sr. Director, King Street Properties
 - Melanie Waldron, VP, Boston Properties
 - Joseph Fulliero, Environmental Manager, Shire
 - Janet Terzano, Real Estate Agent, Barrett Sotheby's
 - Alessandro Alessandrini – Former Chair, School Committee
 - Melisa Tintocalis – Economic Development Director
 - Lisa Fitzgibbons – Community Organizer, Mothers Out Front
 - Mark Sandeen – Chair, Sustainable Lexington Committee
-



Sustainable Action Framework

Town

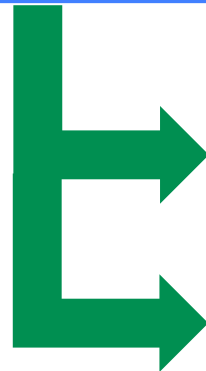
Sustainable Action Plan



Buildings

Getting to Net Zero Emissions Roadmap

Programs



Community Choice Program

Commercial PACE Program



Getting to Net Zero Emissions

Our 25 year goal is to reduce greenhouse gas emissions from Lexington's residential, commercial, and municipal buildings and to achieve a transition to renewable energy sources.



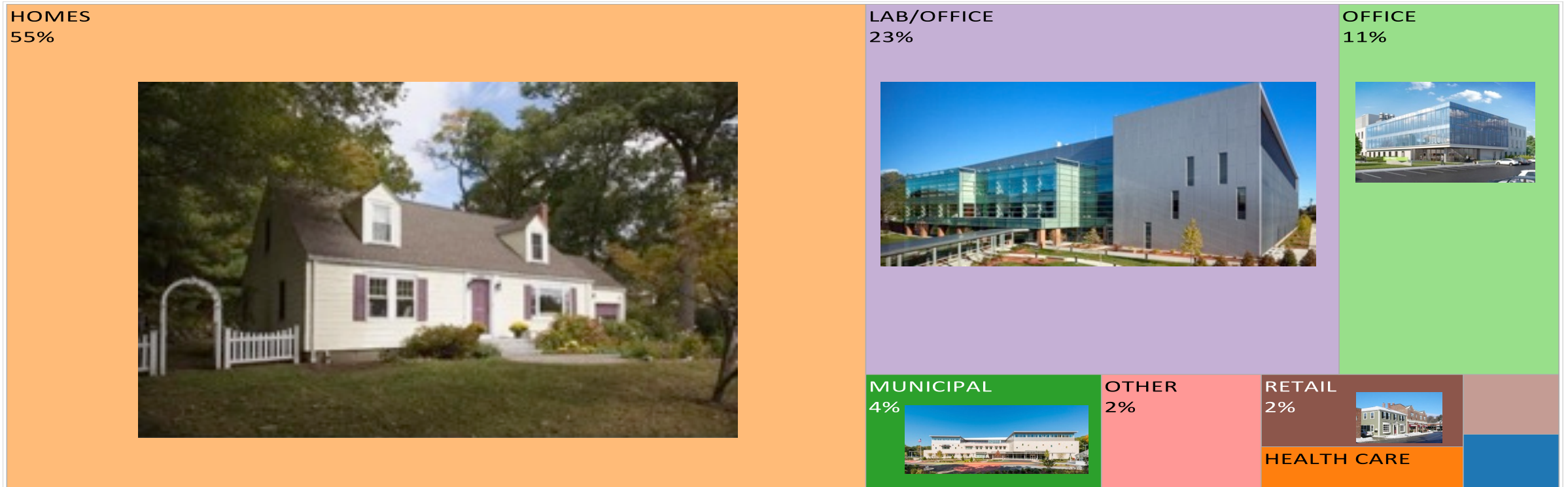
Report, Reduce, Produce, Purchase

Four steps to achieve net zero emissions

Report –	Assessment of buildings' performance
Reduce –	Energy efficiency & fuel switching
Produce –	Maximize onsite renewable energy
Purchase –	Buy renewable electricity



Emissions by building type

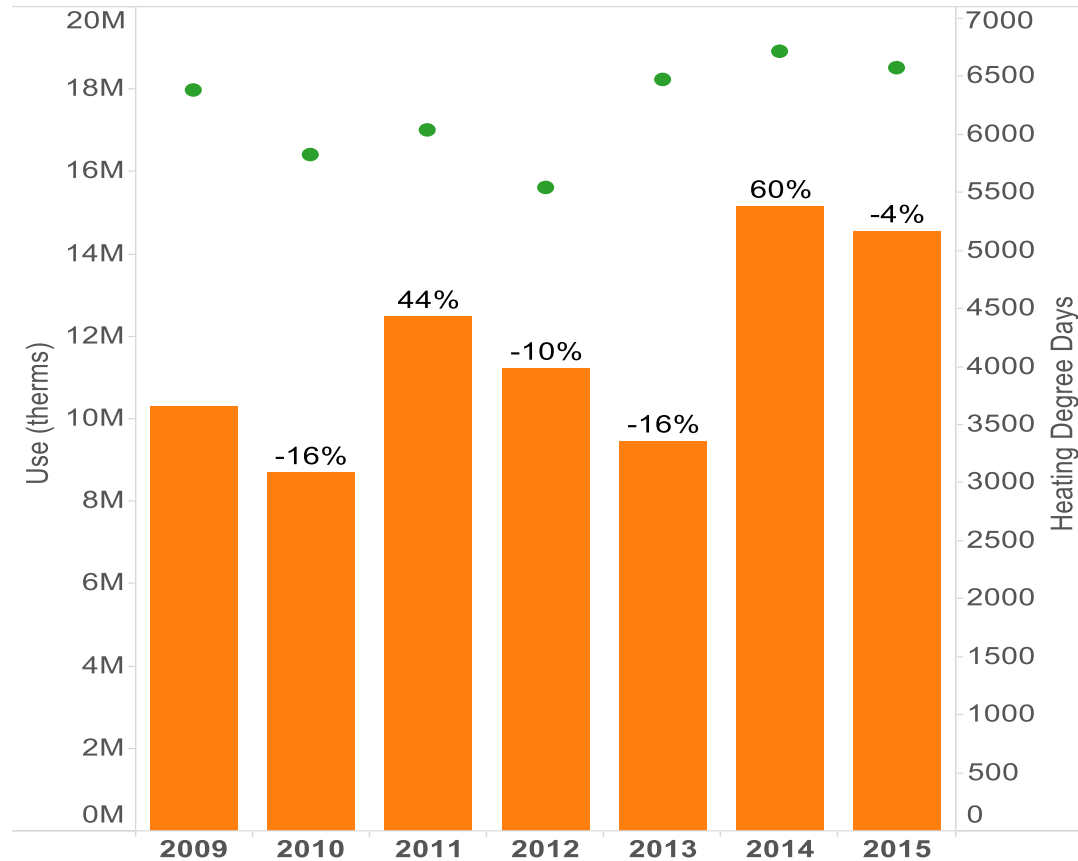


- Residential homes account for 55% of emissions.
- Commercial labs and office buildings account for 34%.

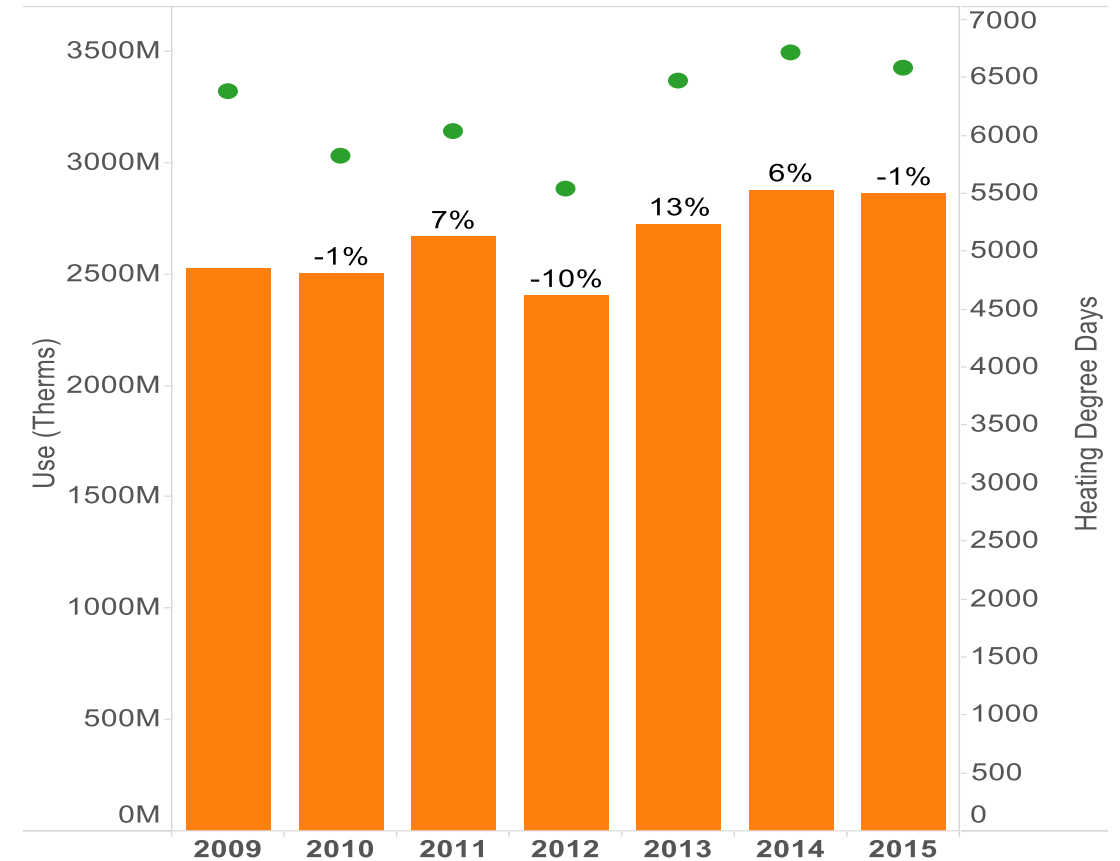


Natural gas use is up

Lexington Natural Gas Use

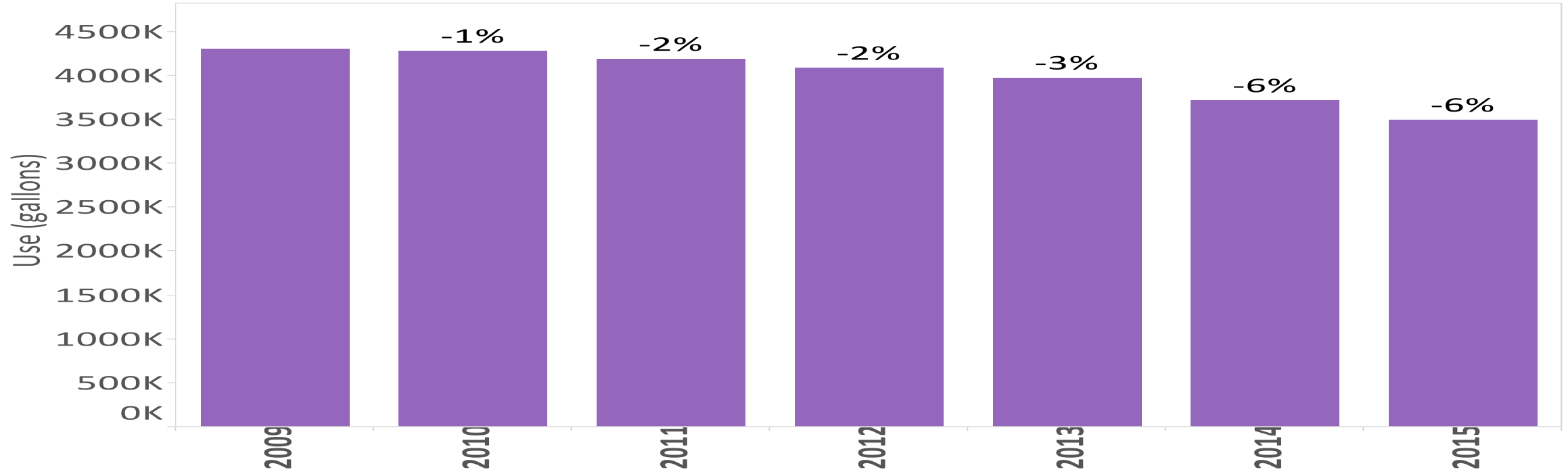


Massachusetts Natural Gas Use



Heating oil use is down

Lexington Heating Oil Use by Year

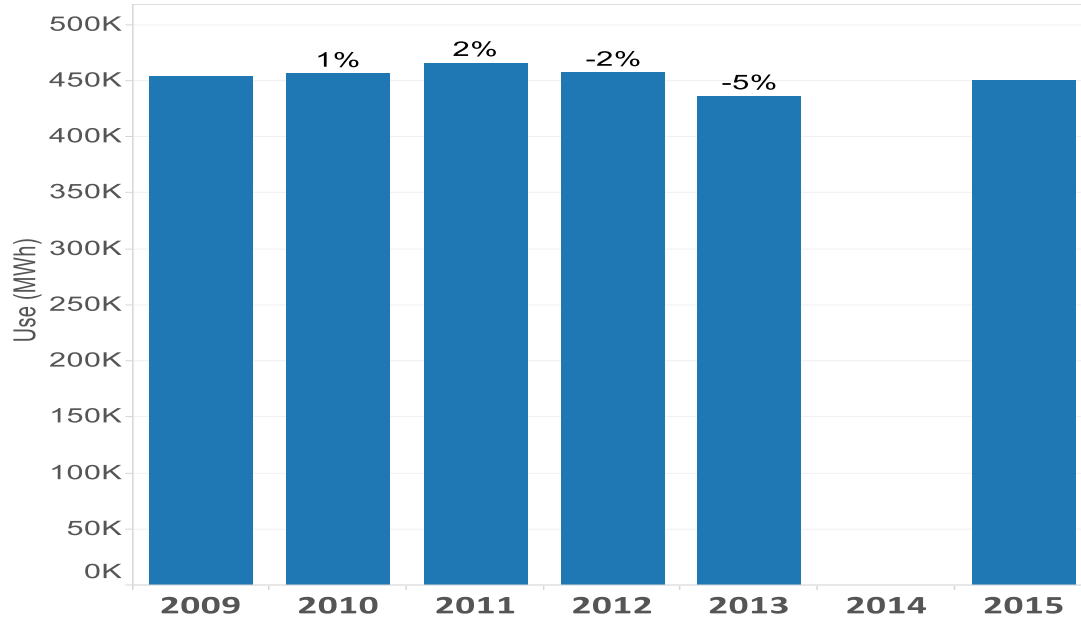


- Residential customers switching from oil to natural gas

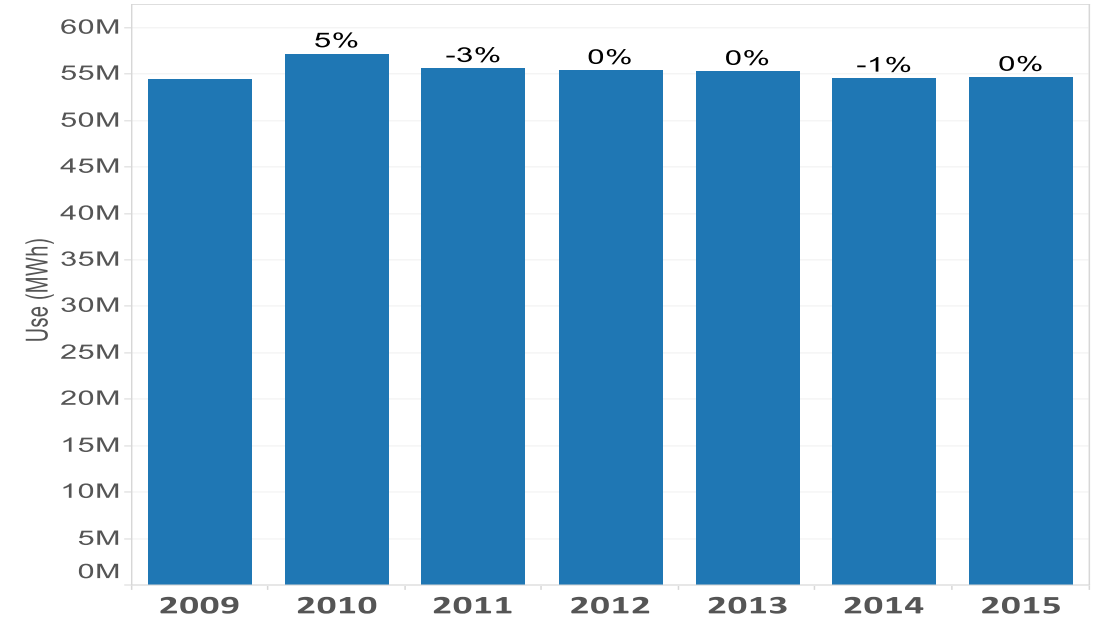


Electricity use trending down

Lexington Electricity Use



Massachusetts Electricity Use

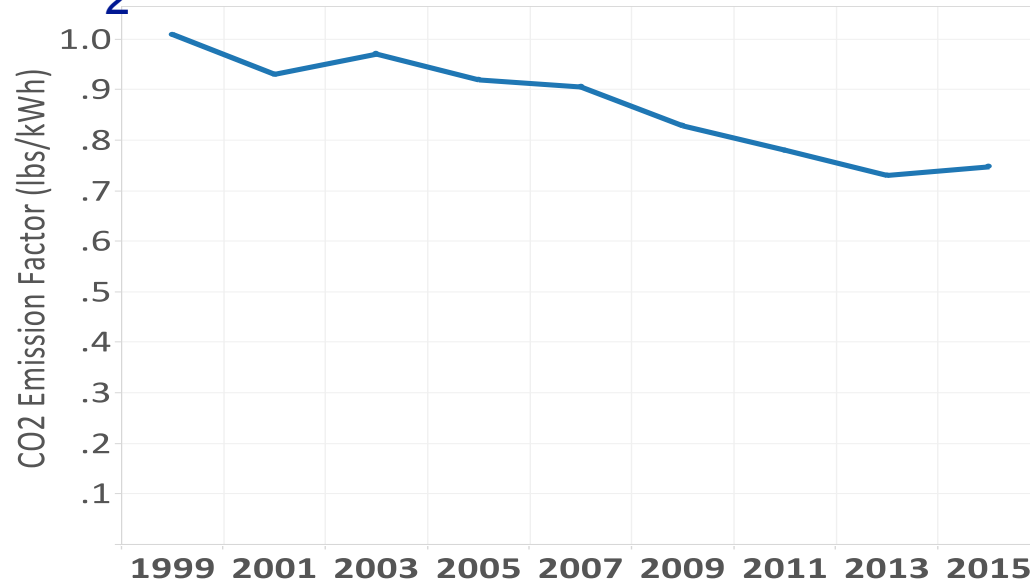


- Electricity use has been essentially flat since 2009, both in Lexington and in Massachusetts as a whole.
- This is a significant change from the historic pattern of growth of approximately 2% per year.



Electricity in New England

CO₂ Emission factor and fuel mix



	2000	2016
 Natural Gas	15%	49%
 Nuclear	31%	31%
 Renewables	8%	10%
 Hydro	7%	7%
 Coal	18%	2%
 Oil	22%	1%

- New England's electricity emissions factor fell as the region added natural gas power plants and closed coal and oil-fired plants.
- But, the retirement of nuclear plants will increase regional emissions



Lexington's Community Choice Program

**100% renewable electricity
for less than Eversource Basic Service**

Launching: July 2017
(Look for information in the mail in June)

lexington@masspowerchoice.com 1-844-379-9935
www.masspowerchoice.com/lexington

Two New Choices for Clean Energy

with Lexington's Community Choice program

100% Green

100% renewable energy with an extra 5% from renewable energy projects in New England, above and beyond the state minimum.

New England Green

100% renewable energy, *all* from from renewable energy projects in New England.

Transition to a cleaner energy supply with competitive rates.

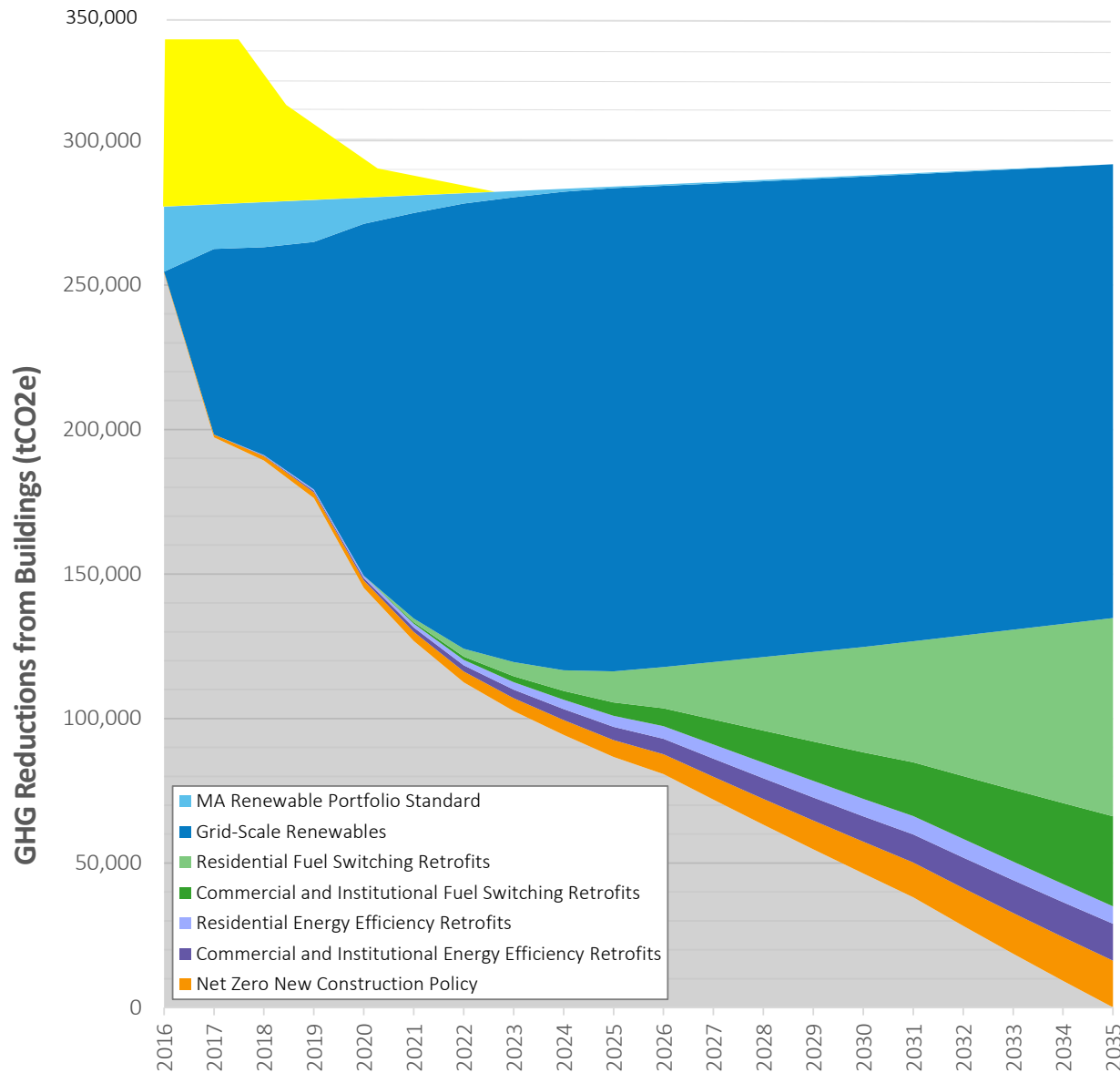
Consumer choice, consumer protection, and local control.

Participants continue to receive one bill from Eversource.

Eversource Basic Service customers will be automatically enrolled. If you already have an agreement with an electricity supplier, you can join with a phone call.

Customers can opt out at any time with no penalties or fees.

lexington@masspowerchoice.com 1-844-379-9935
www.masspowerchoice.com/lexington



19%

Natural Gas Leak Reduction

Systematic reduction of natural gas infrastructure leaks

44%

Zero-Emission Electricity

Impact depends on fuel switching to electricity

25%

Fuel Switching Retrofits

Target all fuel oil and natural gas and *align with energy efficiency*

6%

Energy Efficiency Retrofits

Implement an ongoing strategic deep energy retrofit program informed by BEUDO and similar data and *aligned with fuel switching*

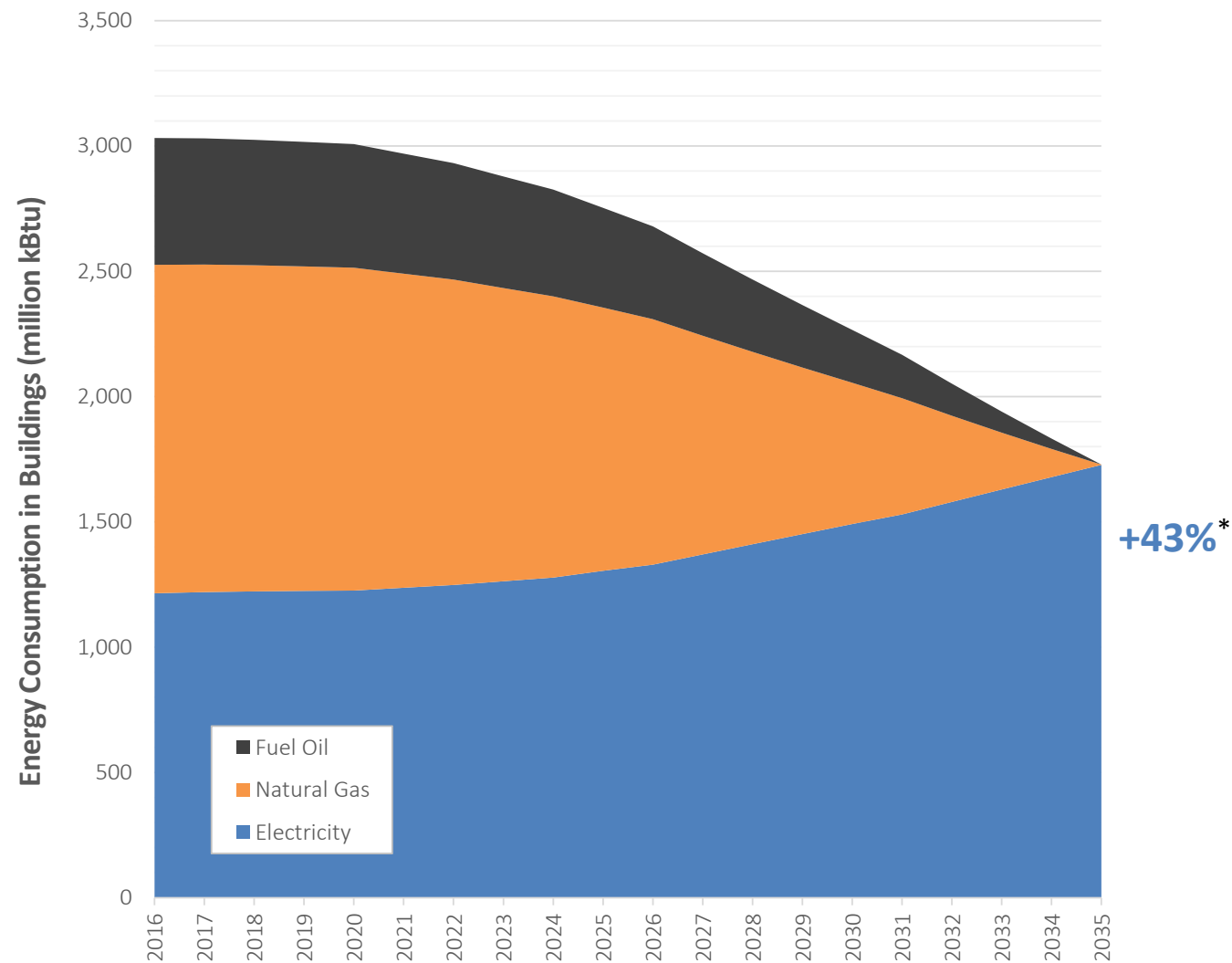
6%

Net Zero New Construction

Advocate for transition to NZE ready AND/OR zero-emission building codes by 2026

Modeled Transformation Pathway

Energy Use Shifts to Electricity



Fuel Oil Eliminated

Strategically eliminated from existing building stock through retrofits

Natural Gas Eliminated

Reduced through continuous fuel switching retrofits (potentially continuing beyond 2035) and eliminated in new construction

Electricity Increases by Replacing Fossil Fuels

Increases through fuel switching at lower rate than fossil fuels decrease due to efficiency gains

*Electricity will grow further with shift to electricity-based transportation

Overall Strategy

- ❑ Transition to 100% renewable electricity
- ❑ Implement data collection and analysis processes to support strategic retrofit promotion and programming
- ❑ Partner with innovative organizations to implement cost-effective retrofit packages and expand data availability
- ❑ Strategically promote and develop fuel switching and energy efficiency retrofits
- ❑ Advocate for zero-emission building codes, related code requirements, and increased funding and financing options
- ❑ Enhance Lexington's capacity to implement this plan by hiring a sustainability director

Overall Strategy and Long-term Targets

Long-term Targets

- ◉ Lexington' buildings are powered by 100% renewable energy sources by 2040
- ◉ Lexington adopts a zero-emission code by 2030
- ◉ Lexington is a model for how the Paris Climate Accord is rolled out at the local level
- ◉ Lexington is home to revitalized, multi-use commercial districts held up by others as an example of a successful zero-emission and climate-resilient neighborhood-scale development by 2035

Next Steps

Report – Assessment of performance

Create energy & emissions tracking tool

Based on initial energy & emissions assessment

To track our performance against goals over 25 years

Board recommended and Town Meeting approved
funding for this tracking tool



Getting to Net Zero Emissions

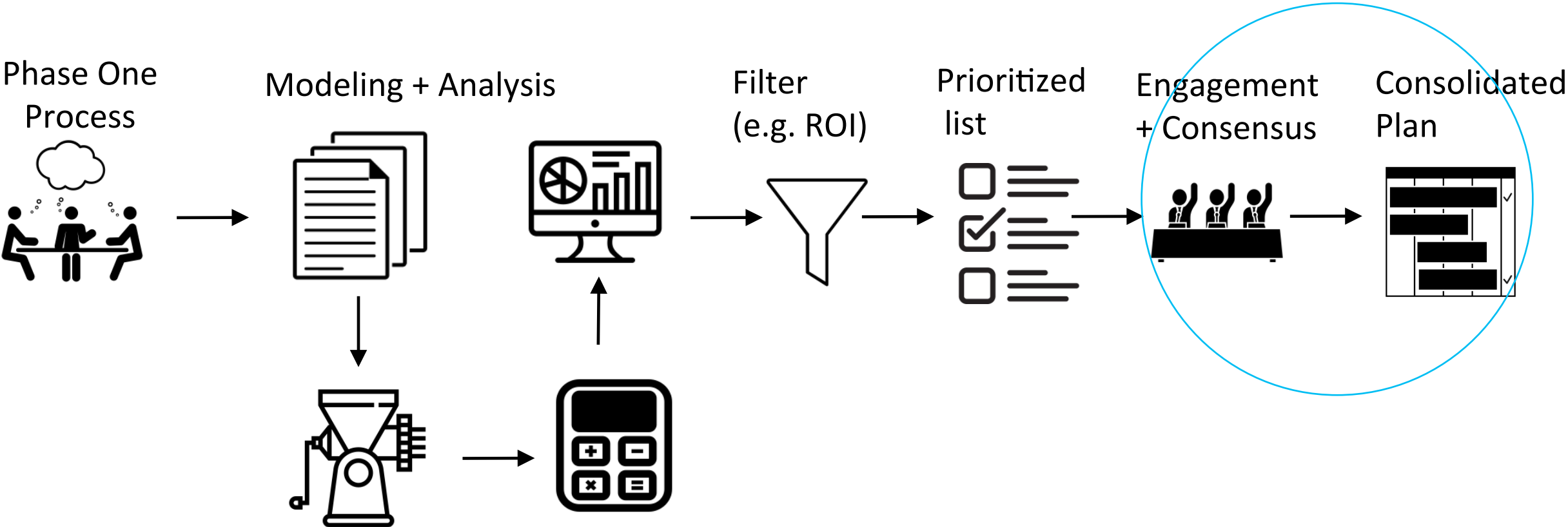
- Sustainable Lexington Committee recommends that the Board of Selectmen approve and adopt the Getting to Net Zero Emissions Task Force Roadmap and Recommendations



Background



Modeling + Refinement of Strategies



Residential Buildings Roadmap:

RESIDENTIAL BUILDINGS	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Residential: Report																		
Fuel oil survey & Fuel Switching Strategy																		
Consumer product incentive (in exchange for data)																		
Strategic Retrofit Plan																		
Residential: Reduce																		
Audits & Upgrade Requirements – Time of Sale or Renovation																		
State Advocacy: Fuel Switch																		
Bundled solar, retrofit, and electric vehicle offering																		
Historic building retrofit strategy																		
Promote available financial tools																		
Advocate for State zero emission building code																		
Audits and air-tightness testing																		
Promote electric heating in new construction																		
Residential: Produce																		
Promote bundled solar, retrofit, and electric vehicle offering																		
State Advocacy: Green Bank																		
State Advocacy: Requirements for solar, storage and EV																		
State Advocacy: Solar- and storage-readiness																		
Residential: Purchase																		
Community Choice Aggregation																		

New Construction Strategies																		
Existing Buildings Strategies																		
Clean Energy Transition Strategies																		

Commercial Buildings Roadmap

COMMERCIAL BUILDINGS	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Commercial: Report																		
Implement Building Energy Use and Disclosure Ordinance (BEUDO)																		
Strategic Retrofit Plan																		
Analysis of BEUDO data																		
Commercial: Reduce																		
Advocate for State zero emission building code																		
State Advocacy: Fuel Switch																		
Develop local business capacity																		
Commissioning and air-tightness testing																		
Promote electric heating in new construction																		
Encourage zero emission large developments																		
Share best practices for laboratories																		
Promote available financial tools (PACE, incentives, and green leases)																		
Zoning amendments to encourage NZE construction																		
Implement a Building Energy Performance Standard (BEPS)																		
Commercial: Produce																		
State Advocacy: Green Bank																		
State Advocacy: Requirements for solar, storage and EV																		
State Advocacy: Solar- and storage-readiness																		
Microgrid Pilot Program																		
Commercial/Industrial District energy infrastructure overhaul																		
Commercial: Purchase																		
Community Choice Aggregation																		

New Construction Strategies																		
Existing Buildings Strategies																		
Clean Energy Transition Strategies																		

Municipal Buildings Roadmap

MUNICIPAL BUILDINGS	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Municipal: Reduce																		
Municipal Sustainable Building Policy																		
Strategic Energy Management Plan for municipal buildings																		
Municipal: Purchase																		
Community Choice Aggregation																		

	New Construction Strategies								
	Existing Buildings Strategies								
	Clean Energy Transition Strategies								

Lexington's Renewable Future Getting to Net Zero Emissions Roadmap & Recommendations

August 21, 2018



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1. INTRODUCTION

1.1 Lexington's Renewable Future & Net Zero Emissions

Lexington's 25-year goal is to reduce fossil fuel and greenhouse gas emissions from the town's residential, commercial, and municipal buildings, which account for 66% of Lexington's total greenhouse gas emissions, and to achieve a transition to 100% renewable energy sources.

This report intends to answer the question: What would it take for Lexington to transition to a clean, healthy, sustainable, 100% renewable energy future?

Communities around the world are making serious commitments to achieving a 100% renewable future, as awareness grows of the serious health and climate change impacts caused by our current dependence on fossil fuels. The Town of Lexington is at the forefront of this movement, taking action at the local level to lower our fossil fuel emissions, reduce the catastrophic impacts of climate change all while improving air quality, public health, and quality of life for our residents.

In 2017, Lexington's Board of Selectmen voted unanimously to become the first town in Massachusetts to join the US Compact of Mayors (along with cities including Boston, Cambridge, and Somerville) in our commitment to the ongoing actions required to reduce our greenhouse gas emissions consistent with the Paris Climate Accord.

This Getting to Net Zero Emissions Roadmap is focused on Lexington's residential, commercial, and municipal built environment: reducing and ultimately eliminating fossil fuel emissions generated from heating, cooling and powering all our buildings. Fortunately, the cost of renewable energy has been plummeting as technologies like solar, wind, and energy storage have gone mainstream.

Solar panel prices plunged by 26 percent in 2017— despite having already dropped 80 percent in price in the previous 10 years and 99 percent since the late 1970s. In October 2017, the lowest bids for wind electricity were just 4 cents per kWh – a 24 percent drop in just six months.

The cost of batteries has followed a similar trajectory, dropping 75 percent since 2010. Bloomberg New Energy Finance expects the cost of energy storage systems will drop another 75 percent by 2030.

Lexington has taken advantage of these trends with the Community Choice program that was able to secure 100% renewable electricity for less than the cost of conventional electricity. Lexington's Community Choice program is currently reducing the community's emissions by 98 million pounds of CO₂ per year while saving Lexington residents \$1.4 million in its first twelve months.

Lexington's Getting to Net Zero Emissions roadmap integrates a set of strategies and programs designed to move the Town toward achieving net zero emissions in the built environment and improved air quality. The Getting to Net Zero Emissions Task Force's organizing principle outlines the general approach to achieving zero emissions across all sectors and building types: Report, Reduce, Produce, and Purchase.

The Sustainable Lexington Committee will coordinate initiatives in each of these areas with the Board of Selectmen, Town staff, Town Meeting, other relevant Town committees, boards and other stakeholder groups (as detailed in section 3). Lexington has already taken many significant steps on the path to net zero emissions. This report's objective is to outline the programs and priorities needed to close the gap needed to achieve a renewable future for Lexington.

1.2 Purpose of the Report

- a) Define the objectives and document the process of developing Lexington's Net Zero Emissions plan;
- b) Articulate the strategies and recommended supporting actions "the roadmap" to achieving net zero emissions;
- c) Develop a timeline to achieve the net zero emissions target.

Goal of the Task Force Process

The task force was formed to develop consensus and agreement among Lexington's stakeholders on a roadmap and timeline required to achieve a transition to 100% renewable energy sources for the built environment. This report builds upon energy and emissions baseline work developed by Peregrine Energy. Each recommended action was modeled to measure the projected impact and contribution towards achieving the net zero emissions target.

Figure A: Developing a Roadmap to Net Zero Emissions

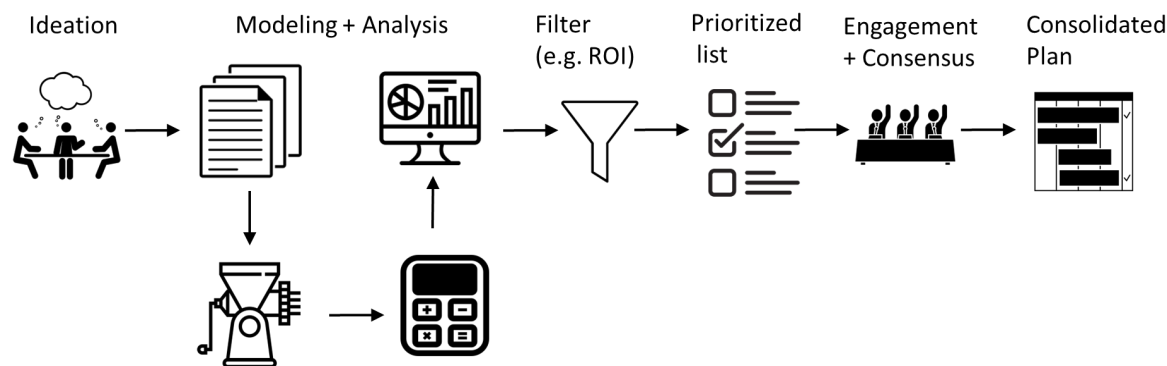


Figure A illustrates the steps taken in creating this roadmap and recommendations. The Task Force and the municipal, commercial, and residential working groups developed a long list of possible strategies to address energy efficiency improvements, fuel switching and generation of renewable energy for Lexington's municipal, residential, and commercial buildings. The consultant team then modeled the potential impact of each of the suggested strategies. The list was refined based on impact, feasibility, and practicality. The resultant short list was then presented to the Task Force for review and endorsement, and finally, was adopted as the roadmap and recommendations included in this report.

The Getting to Net Zero Emissions Task Force

The Getting to Net Zero Emissions Task Force includes building owners, community leaders, and subject matter experts with experience in architectural design, historical preservation, building management, renewable energy, sustainability, environmental advocacy, local government, and education; and stakeholders representing residential, commercial, and municipal interests. The following is a list of Task Force members:

- Joe Pato, Lexington Board of Selectmen, Former Chair
- Jeanne Krieger, Former Chair, Lexington Board of Selectmen
- Paul Lukez, Architect & Author, Suburban Transformations
- Wendall Kalsow, Architect & Member Lexington Historical Commission

- Mike DiMinico, Sr. Director, King Street Properties
- Melanie Waldron, VP, Boston Properties
- Joseph Fulliero, Environmental Manager, Shire
- Janet Terzano, Real Estate Agent, Barrett Sotheby's
- Alessandro Alessandrini, Chair, Lexington School Committee
- Melisa Tintocalis, Lexington's Economic Development Director
- Lisa Fitzgibbons, Community Organizer, Mothers Out Front
- Mark Sandeen, Chair, Sustainable Lexington Committee

The Task Force met monthly in 2017 to develop and define the set of strategies, solutions, and recommendations that will best achieve the net zero emissions goal for Lexington's particular building stock and energy use profile. We thank each of the task force members for their time, energy, expertise, and creative contributions to the success of this effort.

The initial meetings focused on ensuring that all task force members had a shared understanding of Lexington's energy and emissions profile. This activity included reviewing the inventory of Lexington's building stock, its energy sources, and the greenhouse gas emissions associated with each energy source. The Task Force also reviewed the set of actions taken by other leading communities working to achieve deep energy reductions, net zero emissions targets, carbon neutral, and/or 100% renewable energy objectives. These examples of best practices guided and framed the discussions of the range of possible actions in driving energy and emissions transformation at the community scale.

Working Groups

The Task Force convened working groups to explore solutions for three sectors: (1) commercial buildings, (2) residential buildings, and (3) municipal buildings. The working groups discussed potential policies, programs, incentives, and partnerships to support energy and emissions reductions in new and existing buildings, including fuel switching and renewable energy solutions that could be implemented to transform the supply of energy to renewable energy sources.

Modeling & Analysis

The working groups developed a long list of strategies that Lexington could potentially implement as a means of achieving the net zero emissions target. To refine the list of potential actions into a cohesive and comprehensive action plan, the consultants performed energy and emissions modeling and analysis to measure the impact of each potential strategy over time.

The energy and emissions planning model was customized using assumptions associated with the greenhouse gas emission impacts of the proposed actions when applied in Lexington. The consultant team used local data and multipliers, reflecting the building stock, rate of turnover of buildings, rate of renovation, fuel mix and related emission factors.

The consultants calculated the greenhouse gas impact of each individual strategy. The prioritization of the recommended strategies included consideration of:

- a) Feasibility of implementation
- b) Practicality of implementation
- c) Return on investment.

Based on the results of the modeling and filtering process, the consultants presented a refined list of recommended strategies that, if implemented together, will move Lexington toward achieving the net zero emissions target. This report presents the findings of the Task Force, refined and modeled by the consultant team. The proposed actions for residential, commercial, and municipal buildings are described in section 3.

2. THE SHIFT TO NET ZERO EMISSIONS

2.1 Targets and Strategic Approach

The Net Zero Emissions Task Force was formed to create a shared consensus and mutual agreement among Lexington's stakeholders on a roadmap toward achieving the target of net zero emissions in the built environment. An early task was to determine a suitable target year to achieve net zero emissions. The Task Force asked the consultant team to determine whether it would be possible to achieve a transition to net zero emissions by 2040. The consultant's findings are presented in this report, noting that according to their analysis, achieving net zero emissions is feasible in a shorter (17-year) time horizon.

Long-term Targets

- Target 1: Lexington's buildings are powered by 100% renewable energy sources by 2035¹
- Target 2: All new construction in Lexington is zero emissions by 2030
- Target 3: Lexington is home to a Commercial/Industrial District held up by others as an example of a successful zero-emission and climate-resilient neighborhood-scale development by 2030

¹ Not including emergency backup power generators

Net Zero Energy Strategic Approach

The organizing principle for our roadmap and recommendations is: Report, Reduce, Produce, and Purchase.

REPORT	The first step is to identify the range of building types and measure how Lexington's buildings perform from an energy use and emissions perspective. Building performance will be tracked and reported to show progress towards achieving emissions reduction goals on an annual basis.
REDUCE	There are two primary ways to reduce greenhouse gas emissions from buildings. The first is to use less energy by investing in energy efficiency retrofits, and the second is switching to cleaner sources of energy.
PRODUCE	The next step is maximizing the production of onsite renewable energy from rooftops and parking lots.
PURCHASE	After reducing energy use, shifting away from fossil fuels, and maximizing onsite renewables, the final strategy is to purchase renewable electricity to close the gap to meet the zero emissions objective.

Navigating the Sphere of Influence

Every city and town is unique in a number of ways, including climate, culture, building stock, energy supply mix, and policy levers. When it comes to energy system transition planning, local governments have varying degrees of ability to introduce energy system transition strategies. These strategies range from direct control, to limited influence, to no direct control or influence. The spheres of influence diagram (Figure B) illustrates these three categories. When local governments introduce new and ambitious planning processes, those involved in the planning process need to have a clear understanding of the boundaries of control, influence, and interest. This approach helps the community develop a clear picture at an early stage of what the specific challenges and opportunities may be in implementing a community-scale plan. It also helps to identify key partners and stakeholders that will be indispensable in terms of delivering the plan, and/or other government bodies with whom to pursue alignment.

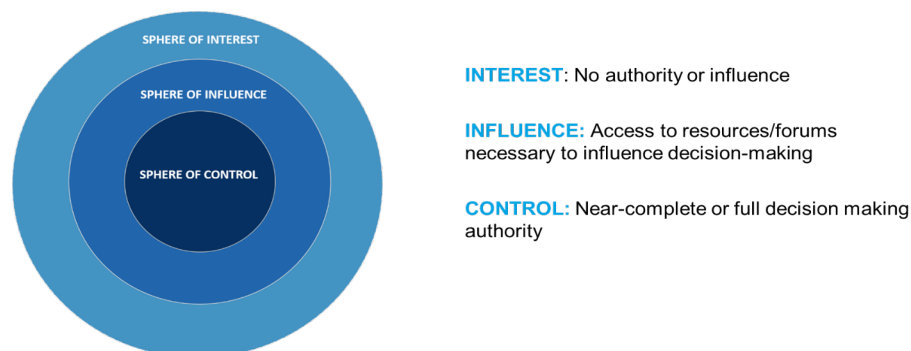
Lexington's Sphere of Influence

Lexington has limited regulatory authority over defining building performance standards, as the Commonwealth controls the building code. A number of strategies outlined in this report fall under the umbrella of advocacy, such as lobbying for changes to the building code. Lexington does have leverage by way of the Town's policy tools. For example,

zoning ordinances can be amended to promote production of renewable energy, or increased efficiency of new and existing buildings. Permitting is another point of leverage for the Town, in that information can be gathered at time of permit, and new requirements can be introduced as a condition of receiving a permit. Lexington's sphere of influence is a factor in the framing of each of the recommendations in section 3. As described above, the Strategic Approach to achieving net zero emissions will rely heavily on partnerships, promotions, and advocacy as fundamental tools for Lexington to increase its leverage in areas outside its sphere of control.

3. CONTEXT AND BACKGROUND

Figure B. Spheres of Influence



Lexington, MA, settled in 1641, is a relatively small community of 33,394 within 16.43 square miles. Its population has been increasing in recent years. With estimated growth of 6.4% from 2010 – 2015, Lexington has grown faster than the state as a whole (3.8%) during this period and faster than 6 of the 8 communities on its border (Arlington at 4.6%, Burlington at 5.8%, Woburn at 3.7%, Belmont at 3.5%, Waltham at 4.5%, and Winchester at 4.9%.) The legacy of this growth is a population density that, at 1,910 people per square mile, far exceeds the state average of 893 people per square mile.²

Lexington attracts and supports talented, financially successful people who move in and stay:

- Median household income is \$149,306 compared with \$67,846 for the state, and just 3.8% Lexington residents are below the poverty line, compared with an 11.5% poverty rate for the state.
- 77.5% hold a bachelor's degree or higher, compared with 40.5% for the state.
- Just about half of Lexington residents are of working age: 50.7% of residents are between the ages of 18 and 64, while 18.6% are aged 65 and older.
- 81.9% live in a house they own, and 91.5% lived in the same house one year ago.³

2012 data from the American Community Survey shows that “professional, scientific, and technical services” companies dominate Lexington’s commercial sector in number of businesses, though

“wholesale trade” comes a close second in value of business done, in spite of having only 29 such businesses.⁴

3.1 Lexington’s Buildings and Energy Profile (2016)⁵

Building Stock and Fuel Mix

The building stock in Lexington is primarily residential. The non-residential stock is dominated by three building types: office (32%), office/lab (27%), and school (16%) (see Figure D). Buildings in Lexington were responsible for nearly 218 million metric tonnes of CO₂e in 2015 (excluding federally-owned buildings). Electricity is responsible for the lion’s share of Lexington’s CO₂e emissions, accounting for 50% of the total, followed by natural gas at 34% and oil at 16%. Non-residential buildings were responsible for 48% of total CO₂e emissions.

According to the assessor’s database, the Town of Lexington is the single largest property owner in town, accounting for nearly 1 million square feet. Overall, ownership is concentrated in 17 large property owners, which together own more than half of the non-residential square footage. In many cases, those owners are not the businesses located in the properties, but a real estate firm or investment entity.

There are two unique building types to Lexington that pose unique challenges with regard to the net zero emissions objectives. A large proportion of buildings are historic, and thus can be more challenging from the perspective of both retrofits and installation of onsite solar PV. Secondly, there are a number of commercial buildings in Lexington with labs or manufacturing facilities, which by nature are highly energy intensive. There are specific recommendations targeted at developing a set of solutions for both historic buildings and laboratories, in collaboration with neighboring communities with similar building stock and use types.

Rate of Development

A review of residential building permits shows the rate of building construction and demolition in town. Over the last four years, the town has issued an annual average of approximately 75 new construction permits and 50 demolition permits. The building permit data shows that new homes are being added, and existing homes replaced, at very low rates—in both cases well below one percent per year. It should be noted, however, that the average size of new homes is over 4,700 square feet.

² http://www.census.gov/quickfacts/table/PST045215/2501735215_25

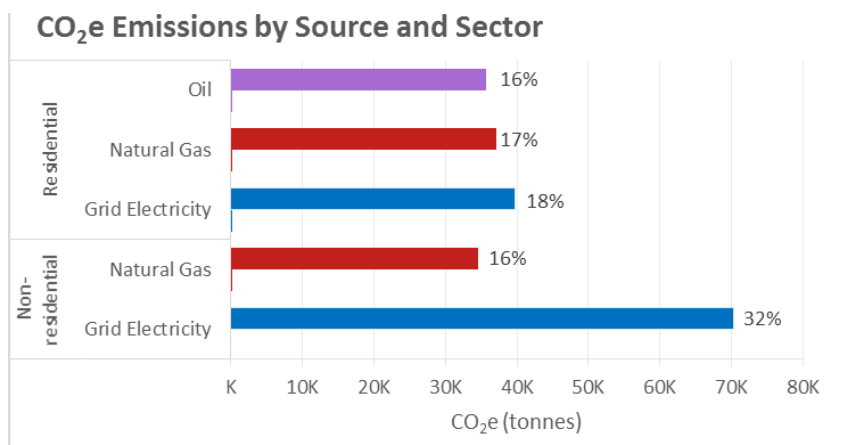
³ http://www.census.gov/quickfacts/table/PST045215/2501735215_25

⁴ http://factfinder.census.gov/bkmk/table/1.0/en/ECN/2012_US/00A1/E600000US2501735215

⁵ The data and figures in this section are credited to Peregrine Energy, excerpted from the Town of Lexington Energy Inventory prepared by Peregrine Energy for the Task Force on March 22, 2017.

One factor contributing to the low rate of turnover in Lexington is the high percentage of protected homes. Nearly 2,000 buildings in town are either located in an historic district or protected under the town's Demolition Delay bylaw.

Figure C: Lexington Building Related Greenhouse Gas Emissions by Source and Sector



*note natural gas figures include losses incurred due to gas leaks in transmission. The gas leak rate in Lexington (as of 2018) is estimated at 2.7%

Fuel Use

Electricity

According to data provide by Eversource, Lexington used nearly 310 million kilowatt-hours of electricity in 2015, excluding federal facilities located in Lexington. Non-residential electricity use dominated, accounting for approximately 66% of the total with residential use accounting for only approximately 34% of the total. This result indicates that Lexington will have to address non-residential electricity uses in order to achieve its emission goals. Looking across the years, it appears that overall electricity use in Lexington has been declining about 1% a year since 2008. This declining usage pattern is consistent with the experience of the state as a whole over the same time period.

Natural Gas

According to National Grid, Lexington used 14.6 million therms of natural gas in 2015. Unlike electricity use, natural gas use is evenly split between residential and non-residential buildings. In 2015, residential accounts were responsible for 48% of gas use and non-residential accounts for 52%. Lexington's natural gas use has increased significantly since 2009. The reported natural gas use is also much more variable year to year than the electricity use. It should be noted that natural gas numbers account for both gas used to heat building and losses by way of gas leaks (leak rate is approximately 2.7%). National Grid has begun an initiative to address leaks by targeting super-emitters, the top 7% of leaks by volume, which account for 50% of the leaked gas. This program was intended to address almost all of the substantial emissions from this source by 2023, however the initial results from the pilot program have not met initial expectations. Figure E, on page 9, shows the projected impact this initiative will have on Lexington's GHG emissions.

While both commercial and municipal properties use natural gas (and to a lesser extent diesel) to power emergency generators during power outages, eliminating that energy use is not included as one of the recommendations of this report.

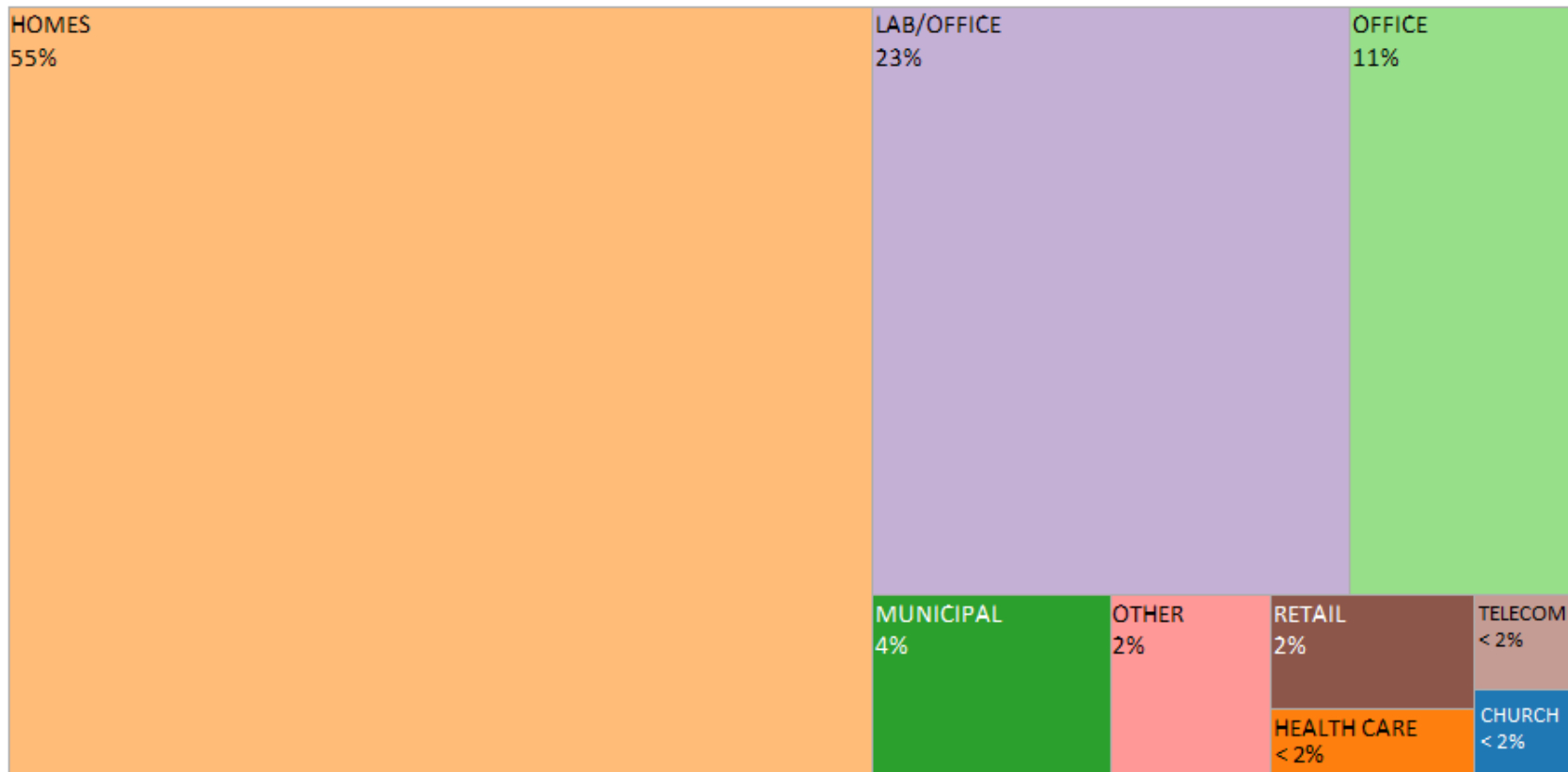
Heating Oil

It is challenging to determine town-wide heating oil use. Unlike electricity and natural gas, heating oil has no regulated utility that serves all customers and is willing to provide aggregated use data. Instead, numerous private companies provide heating oil and they do not report the amount of oil consumed by their customers. As a result, heating oil use must be estimated. We estimated the total annual heating oil use at just under 3.5 million gallons per year. This estimate excludes non-residential use of heating oil.

Renewable Energy

Lexington has added a significant amount of solar photovoltaic generation in town, on residences (2.2 MW), schools (1.1 MW), and at the landfill (2.2 MW). Altogether, those systems will generate over 7 million kWh per year. The total production of the solar systems will equate to approximately 1.6% of Lexington's total electricity use.

Figure D: Emissions in Lexington, MA by building type (2016).



3.2 Existing Energy Transformation Initiatives: Sustainable Lexington Committee

The Roadmap to Net Zero Emissions Lexington is by no means the Town's first effort toward reducing emissions. The Town has celebrated many successes in recent years with regard to strategic emission reduction strategies. Lexington's sustainability initiatives are driven in large part by the Sustainable Lexington Committee. The Committee, appointed by the Board of Selectmen, is tasked with enhancing the Town's long-term sustainability and resilience in response to environmental resource and energy challenges. This scope includes recommending goals, implementation strategies, monitoring and measurement tools, and raising awareness among Lexington residents.

Current and recent⁶ Town of Lexington initiatives include:

⁶ As of December 2017

Lexington Energy Challenge: The Town was awarded a grant from National Grid in January 2017 to support home energy assessments, air sealing, insulation and installation of high efficiency HVAC systems in residential homes. In 2017, 947 home energy assessments, 226 air-sealing projects, 256 insulation projects, and 157 HVAC upgrades were completed.

Green Communities Grants: The Town of Lexington has received approximately \$745,000 in Green Community energy efficiency grants since becoming a Green Community. The Town has used those grants to implement lighting upgrade programs (among other projects) that have reduced the Town's annual electricity demand by 2.3 million kWh and provide estimated greenhouse gas reductions of 940 metric tons of CO₂ per year.

Solar: The 2.2 MW Solar Facility at Lexington Composting Facility on Hartwell Avenue comprises a 1.4 MW Ground mount system on 4.25 acres combined with two solar canopies with combined system size of 800 kW installed on Lexington's closed landfill site. This facility generates 30% of the Town's municipal electricity demand. The Town's 1.1 MW of rooftop solar installations on Lexington school and municipal buildings provide an additional 10% of the Town's municipal electricity demand. The two systems are expected to reduce Lexington's annual CO₂ emissions by 2,162 metric tons combined.

Residents in Lexington have added a further 1.1MW of solar installations through residential solarize programs making Lexington a leader in the generation of renewable energy on the east coast.

Community Choice Aggregation: About 10,250 customers were enrolled in the Community Choice program as of December, with expected annual electricity usage of 119 million kWh per year. This program will result in expected emission reductions of 47,000 metric tons CO₂ per year.

Natural Gas Super Emitter Gas Leak Pilot Program: The Town of Lexington engaged with National Grid and HEET to identify and repair the natural gas leaks of Lexington's highest emitting natural gas leaks in a pilot program. The pilot program has repaired the leaks, which is intended to result in CO₂e greenhouse gas emission reductions of 30,000 metric tons per year based on methane's GWP₂₀ of 86.

Net Zero Energy Schools: Hastings Elementary School is being designed as a net zero energy school, using a geothermal heat pump

system and solar + energy storage system to supply all energy needs for the 110,000 square feet school serving 645 students. Hastings will be the first fossil fuel free school in Lexington. The solar energy system is expected to generate 960,000 kWh per year and the building energy demand is expected to be about the same per year. Lexington Children's Place is also designed to be a net positive school, using air source heat pumps and solar + storage system to supply double the school's annual energy needs.

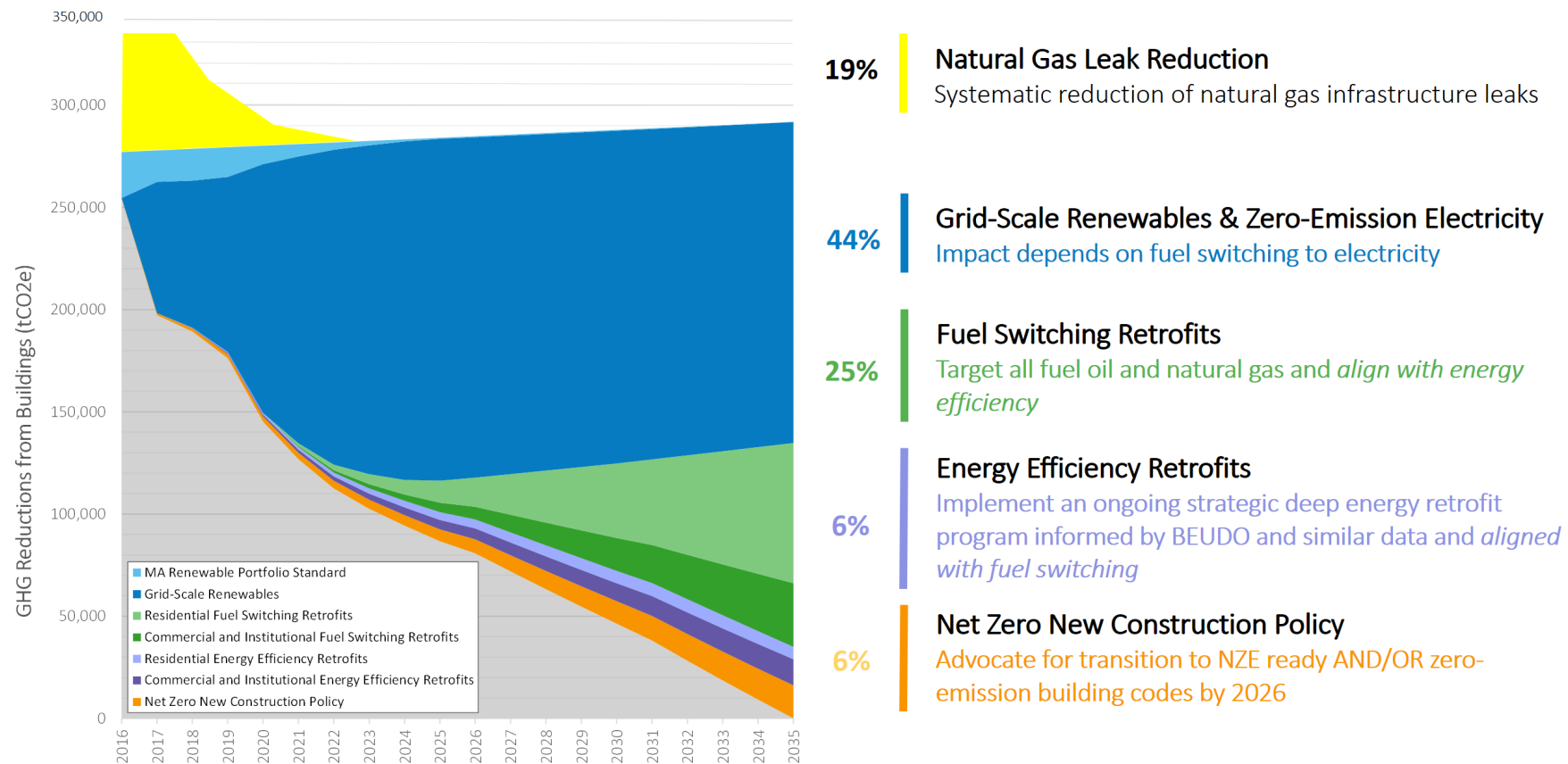
Hartwell Avenue Revitalization: As Lexington looks to the future and the chance to transform its building stock and infrastructure, existing commercial districts (like the Hartwell Avenue area) offer a great opportunity to create a sustainable and resilient zero emissions district, which if successful could serve as a model for other (overlay) districts in Lexington.

Using innovative zoning and urban design guideline strategies, multi-use districts can be developed in a way that works within reasonable zoning, FAR, and other design parameters, while achieving desired sustainability, resilience, and zero emissions goals and standards. These goals can be achieved using a mix of renewable energy systems and strategies, such as solar, geo-thermal, and energy storage.

Ideally, the zoning and urban design guidelines would be defined in a way that allows for innovative design and engineering solutions to be integrated while allowing a reasonable degree of flexibility in how the performance standards could be met over time within pre-defined design, zoning and other important planning parameters. Such a flexible process also allows for the ability to meet changing market conditions while integrating new renewable energy solutions and development strategies.

ROADMAP TO Net Zero Emissions in Lexington

Figure E: Projected GHG Reductions from Buildings (tCO₂e), by Strategy and Sector



Roadmap to Zero: Overarching Strategies

Figure E illustrates the outcome of the energy and emissions modeling exercise. The model was used to predict and measure aggregate impacts of each recommended strategy over time, from 2018 through 2035. The modeling process works backward from the target of achieving net zero emissions by 2035. The team input data about the current building stock, building energy use, and contribution of renewables and, with the goal of

net zero emissions in 2035, applied projections around the rate of building turnover, projected uptake of energy efficiency retrofits, impact of improved efficiency of new construction, impact of fuel switching initiatives, and increased production and purchase of renewable energy incrementally over the duration between 2018-2035.

Figure E communicates the relative magnitude of each of the strategies or approaches. The 'buckets' of strategies with the exception of the already

outlined commitment by National Grid to address natural gas leaks (page 8) are described below.

Strategy 1: Grid-Scale Renewables & Zero Emission Electricity

While the Massachusetts Renewable Portfolio Standard will continue to deliver incremental reductions to Lexington's emissions footprint, over time, the recommendation is that Lexington transition all electricity customers to Community Choice Aggregation (CCA) or other suppliers of 100% renewable electricity. CCA purchase delivers 100% renewable electricity, as opposed to the current 13% offered through the Renewable Portfolio Standard (RPS). CCA additionally offers the benefit of more control over how and where the renewable electricity is produced. The Task Force recommends that the Town encourage uptake of the Lexington CCA using a staged approach, beginning with the biggest users (non-residential largest buildings), then smaller commercial, then residential customers over time

Impact: Approximately 155,000 tonnes, or 44% of total emissions reductions

Strategy 2: Fuel Switching Retrofits

Fuel switching in both the residential and commercial sectors is focused on (a) the elimination of the use of fuel oil as a heat source and (b) transition from natural gas to electricity. It is recommended that the Town undertake a survey of existing buildings that use fuel oil as a heat source, then strategically develop an approach of transitioning those buildings to electric heat (e.g. air source heat pumps). While the number of buildings using fuel oil is declining, the impact of the transition to a clean or zero emission electric source will be substantial, due to fuel oil's relative 'dirty' emissions factor. A second recommendation is to advocate that the Commonwealth explore and introduce measures to require transition to cleaner fuels; for example, mandatory switching at time of replacement, or incentives to subsidize the cost of electrical heating systems.

Impact: Approximately 88,000 tonnes, or 25% of total emissions reductions

Strategy 3: Energy Efficiency Retrofits

Achieving increased emissions reductions from existing buildings will require a suite of policies, regulations, programs, and incentives coupled

with strategic engagement, partnerships, and capacity building. Cities and towns are better positioned to target retrofits as the largest areas of opportunity (inefficient buildings) when they have access to data on building energy use. One of the Task Force's foundational recommendations is, therefore, for the Town to introduce a building energy use and disclosure ordinance (BEUDO) for commercial properties to complement the Commonwealth's Energy Scorecard program for residential properties. Scaling up retrofits (and tracking the impact of retrofits) in Lexington will be more effective with a BEUDO. The remainder of the proposed strategies supporting retrofits to existing buildings fall under the following categories: Advocacy; Promotion, Information, and Capacity Building; Programs and Partnerships; Requirements and Standards.

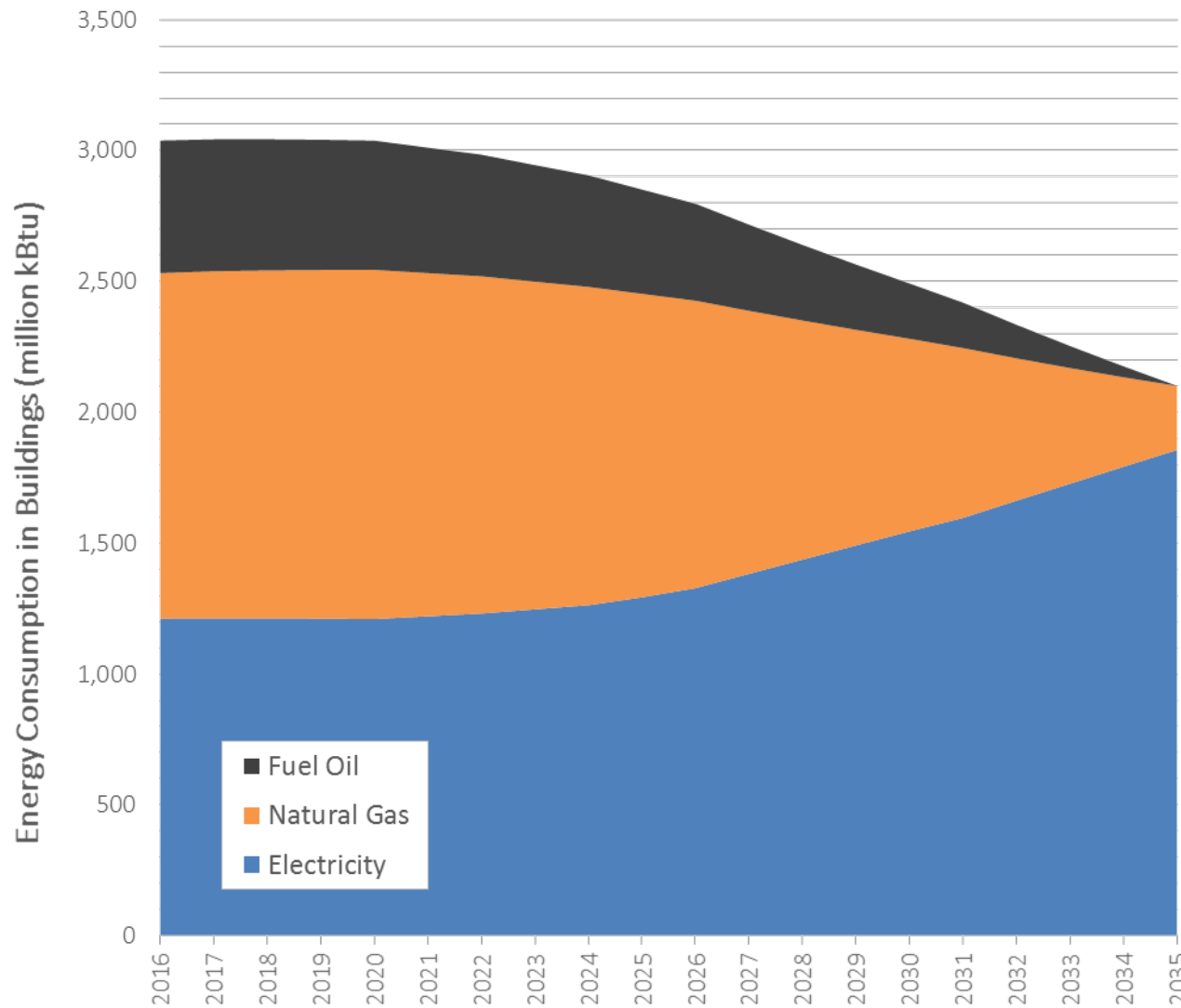
Impact: Approximately 18,900 tonnes, or 6% of total emissions reductions

Strategy 4: Net Zero Emissions New Construction Policy

Net zero emissions new construction is increasingly common, and acknowledged widely to be achievable during the time frame considered in this roadmap. From the perspective of policy-making, requiring a net zero emissions construction standard is less challenging and more feasible than requiring existing buildings to achieve the same target. In the case of Lexington, as with other communities with limited greenfield development potential, the impact of net zero emissions new construction efforts tends to be lower than the impact of retrofits to existing buildings because it relies upon the rate of replacement of inefficient buildings with net zero emissions buildings. There are several recommended measures to set the Town up for success in achieving a future where all new buildings are net zero emissions. There are a suite of strategies recommended under the following categories: State Advocacy (because the building code is defined at the state level); Planning and Zoning (using existing policy tools to require increasing levels of performance and renewable energy generation); promotion and partnerships (raising awareness and capacity building in the design and construction industries); and municipal leadership (Lexington leading the way in introducing a net zero emissions standard for its own new buildings).

Impact: Approximately 19,300 tonnes or 6% of total emissions reductions

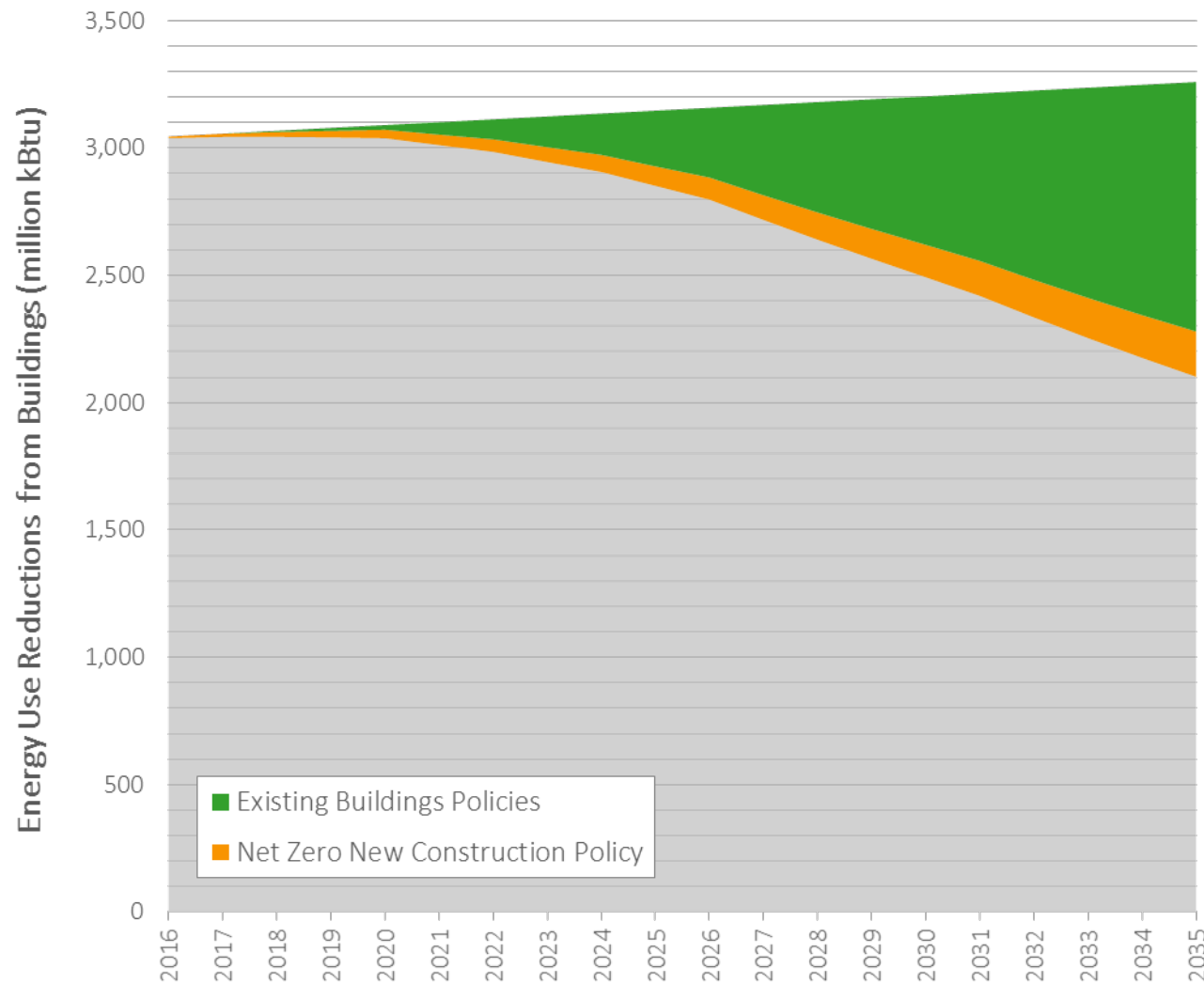
Figure F: Projected Energy Consumption in Lexington Buildings Over Time, by Fuel Type



Transition to Cleaner Fuel Sources

Figure F provides a close-up view of the projected outcomes of strategies that support fuel switching. The graph shows a gradual decline in total energy use in the years 2016 through 2035. Reduction in energy use reduces overall emissions in Lexington, thus contributing to the ultimate net zero emissions goal. While there is vast opportunity to reduce energy consumption in buildings by reducing heating, cooling, and plug loads; buildings will inevitably consume energy. As such, the net zero emissions strategy includes the three-pronged approach of energy use reduction, fuel switching, and increase in renewable energy production. Figure F shows the proposed shift in proportion of energy source. Notably, this plan calls for the use of fuel oil to be phased out entirely by 2035. A second fuel switching strategy is to encourage or require the shift away from natural gas in favor of electricity.

Figure G: Projected Energy Use Reductions: New and Existing Building Programs



Reductions from New Construction and Existing Buildings

Figure G is focused on the outcomes of recommended energy performance improvement in buildings. Improvements to buildings comprise 12% of Lexington's total emissions reduction on the path to zero, with improvements to existing buildings resulting in 6% of savings, and new construction strategies contributing 6%. Retrofits to existing inefficient buildings will contribute twice the savings of strategies to encourage low-emission new construction, in part because Lexington is already built out to a great degree and the rate of new construction is resultantly low.

3.3 Getting to Net Zero Emissions: Tactical Approach

This section outlines the set of recommended tactics to be implemented in order to achieve the net zero emissions target. The tactics are organized by building sector: residential, commercial, and municipal. Within each sector the set of tactics are classified according to the nature of the tactic:

report, reduce, produce, purchase. The key actions for each tactic are outlined and the implementation timeline is indicated for each. An asterisk (*) is used to indicate which of the tactics are replicated in both the residential and commercial sectors.

3.4 Residential Buildings Roadmap

RESIDENTIAL BUILDINGS	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Residential: Report																		
Fuel oil survey & Fuel Switching Strategy																		
Consumer product incentive (in exchange for data)																		
Strategic Retrofit Plan																		
Residential: Reduce																		
Audits & Upgrade Requirements – Time of Sale or Renovation																		
State Advocacy: Fuel Switch																		
Bundled solar, retrofit, and electric vehicle offering																		
Historic building retrofit strategy																		
Promote available financial tools																		
Advocate for State zero emission building code																		
Audits and air-tightness testing																		
Promote electric heating in new construction																		
Residential: Produce																		
Promote bundled solar, retrofit, and electric vehicle offering																		
State Advocacy: Green Bank																		
State Advocacy: Requirements for solar, storage and EV																		
State Advocacy: Solar- and storage-readiness																		
Residential: Purchase																		
Community Choice Aggregation																		

New Construction Strategies

Existing Buildings Strategies

Clean Energy Transition Strategies

3.5 Residential Strategies

REPORT

Fuel Oil Survey & Fuel Switching Strategy*

Conduct a fuel oil survey to identify buildings that use fuel oil as a heat source. (2018-2035)

- Switching from fuel oil to electric heat pumps will be increasingly advantageous as electricity becomes cleaner through Community Choice Aggregation.
- Analyze findings from data collection to develop a targeted and strategic approach to fuel switching retrofits for homes that use heating oil. These retrofits will specifically target conversions from heating oil to electric heat-pump technology. See New York City example⁷.

Consumer Product Incentive

Establish a program to provide customers with an incentive to provide access to single family and small multifamily utility data. (2018-2019)

- For example, homeowners who are willing to share ongoing energy use data may be offered free smart and adaptive thermostats.
- The result is twofold: Lexington will have a clearer picture of how single family residential buildings use energy and secondly, research shows that roughly 15-22% savings in energy use can be saved as a result of shifting to smart thermostats.

Strategic Retrofit Plan*

Develop a data-driven Strategic Retrofit Plan for existing buildings in Lexington. (2019-2020)

- Develop a direct marketing program targeting customers identified through the data analysis. Specifically, the data would be used to identify residents whose heating equipment is near end of life when it is most economical to switch fuels and heating technology. See Boulder, Colorado “Decarbonization” example.⁸
- This strategy is reliant on the success of procuring grid scale renewables, which would result in approximately 17% of all of the projected reductions in the road map, making it one of the most important proposals.

⁷ <https://www.nyccleanheat.org/content/incentives>

⁸ [https://www-static.bouldercolorado.gov/docs/Boulder_Thermal_Decarbonization_Final_Report_8.31.16_\(002\)-1-201702130943.pdf](https://www-static.bouldercolorado.gov/docs/Boulder_Thermal_Decarbonization_Final_Report_8.31.16_(002)-1-201702130943.pdf)

Building Energy Use and Disclosure Ordinance*

Implement a Building Energy Use and Disclosure Ordinance (BEUDO) and processes to periodically analyze data. (2018-2019)

- Absent of the state requiring something similar, introduce an ordinance for single-family homes to disclose energy use and pursue an EnergyStar label at the time of permit or sale.

REDUCE

Audits & Upgrade Requirements – Time of Sale or Renovation

Introduce a requirement for single-family homes to undergo energy audits at time of sale and/or renovation permit. (2019-2035)

- The Town can require energy audits at time of sale of a home and/or by way of the renovation permit process.
- Encourage homeowners to improve upon their HERS Index (Home Energy Rating System) or similar rating system to reach a desired energy performance improvement or threshold.

State Advocacy: Fuel Switch*

Advocate for the State to investigate and implement support for fuel switching, including approaches to mitigate potential increases in fuel costs. (2018-2025)

- The Massachusetts Department of Energy Resources offers generous incentives that support fuel switching to heat pumps. Lexington should encourage the state to go further. These efforts could take the form of regulatory measures (i.e. mandatory fuel-switch at the time of equipment replacement) or incentives to shift to cleaner sources of energy beyond heating oil. (e.g. subsidizing the cost of new equipment).
- Advocate for reallocation of natural gas pipeline maintenance funds to transition homes to all-electric, zero-emission heating systems.

Promotion, Information and Capacity Building: Promote available financing tools*

Promotion of Mass Save and other financial tools

- Continue to promote Mass Save offerings, including audits, incentives, and retrofits (2019-2035)
- Work with partners to promote and increase uptake of Mass Save offerings. (e.g. to large condo boards, high energy users)

Programs and Partnerships: Historic Building Retrofit Strategy*

Establish multi-city partnership of Historic District Commissions to develop a state-wide strategy and guide to historic building retrofits. (2019-2022)

- Facilitate collaboration between towns and cities across the state to develop retrofit guidelines for achieving GHG savings from historic buildings in a manner acceptable to Historic Building Commissions.
- Explore grant funding opportunities to support preservation and environmental performance improvements.

Advocacy: State Zero Emission Building Code*

Advocate for a roadmap to net zero emissions State building code before 2030 in partnership with other communities.

- Develop a coalition of cities and towns to advocate for a state-level roadmap to a net zero emission building code. (2018-2030)
- The objective of the code would be to introduce a stepped approach for increased energy performance requirements for new construction leading up to the ultimate requirement for net zero energy new buildings in 2030.

Commissioning and Air-Tightness Testing*

Promote audits and airtightness testing as a standard practice to reduce operating costs. (2018-2025)

- Build local capacity in airtightness testing and home energy audits in order to meet increased demand generated by advocacy and marketing programs.
- Promote the above as best practices, using research to demonstrate efficiency gains and costs savings associated with operating properly sealed and commissioned buildings.

Promote Transition to Electric Heat Pumps*

Promote the use of electricity over oil and natural gas in new construction. (2018-2025)

- Establish a campaign to raise awareness about the available incentive programs and the relative benefits of air source and geothermal heat pump alternatives over natural gas or fuel oil.

P R O D U C E

Bundled Solar, Retrofit, Electric Vehicle offering

Establish a partnership with a third-party provider to offer and promote bundled solar, retrofit, and electric vehicle offering. (2018-2019)

- Work with a third-party provider to develop a bundled offering of home energy upgrades, solar, and electric vehicles.
- Snugg Home⁹ is a replicable model (based in Colorado) offering a pilot program where an energy audit combined with lifestyle survey is translated to a customized bundle of offerings to homeowner, and a connection to bundled financing options. Offerings include air sealing, high efficiency heating and ventilation equipment, and solar panels.
- It is noted above that residential fuel switching retrofits are the largest source of projected reductions; this program is a part of that strategy.

State Advocacy: Requirements for solar, storage and electric vehicle charging*

Advocate for State building code requirements to support readiness for solar, storage, and EV charging in partnership with other communities. (2018-2025)

- Collaborate with other Massachusetts towns and cities to advocate for amendments to the State building code to require buildings to be solar-ready, solar storage-ready, and install electric vehicle charging capacity.
- Draft a model code based on codes and ordinances from other jurisdictions.

State Advocacy: Green Bank*

Advocate for the State to establish a green bank. (2018-2025)

The goal of a Green Bank is to increase investment and accelerate deployment of clean energy by removing the upfront cost of adoption, leveraging private investment, and increasing efficiency of public dollars.

P U R C H A S E

Community Choice Aggregation*

Continue promoting benefits of 100% renewable energy Municipal Aggregation option to eligible customers not currently enrolled. (2018-2035)

⁹ <http://colorado.snugghome.com/about/>

3.6 Commercial Buildings Roadmap

COMMERCIAL BUILDINGS	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Commercial: Report																		
Implement Building Energy Use and Disclosure Ordinance (BEUDO)																		
Strategic Retrofit Plan																		
Analysis of BEUDO data																		
Commercial: Reduce																		
Advocate for State zero emission building code																		
State Advocacy: Fuel Switch																		
Develop local business capacity																		
Commissioning and air-tightness testing																		
Promote electric heating in new construction																		
Encourage zero emission large developments																		
Share best practices for laboratories																		
Promote available financial tools (PACE, incentives, and green leases)																		
Zoning amendments to encourage NZE construction																		
Implement a Building Energy Performance Standard (BEPS)																		
Commercial: Produce																		
State Advocacy: Green Bank																		
State Advocacy: Requirements for solar, storage and EV																		
State Advocacy: Solar- and storage-readiness																		
Microgrid Pilot Program																		
Commercial/Industrial District energy infrastructure overhaul																		
Commercial: Purchase																		
Community Choice Aggregation																		

New Construction Strategies

Existing Buildings Strategies

Clean Energy Transition Strategies

3.7 Commercial Buildings Strategies

REPORT

Programs and Partnerships

Establish the Lexington Climate Accord to prompt and support action by sharing data, resources, lessons, ideas, and tools. (2018 – 2035)

- Encourage voluntary participation in the Lexington Climate Accord, a program modeled on the success of the Paris Climate Accord. Commercial property owners who are already setting their own sustainability and emissions goals consistent with the Paris Climate Accord, and measuring their performance against those goals, would agree to share their goals and performance against those goals with the Town as part of their responsibilities under the Lexington Climate Accord.

Building Energy Use and Disclosure Ordinance*

Implement a Building Energy Use and Disclosure Ordinance (BEUDO) and processes to periodically analyze data. (2018-2019)

- Introduce an ordinance to require owners of large buildings to report their building's energy use annually to the Town.
- Phase in the building energy use reporting requirement gradually beginning with larger buildings (>25,000 square feet), down to >10,000 square feet with the goal of capturing maximum floor area, and maximizing benefits of interventions.
- Provide an alternative means of compliance with any building energy use and disclosure ordinance for commercial organizations that have joined the Lexington Climate Accord. Commercial property owners who have joined the Lexington Climate Accord and set their own sustainability goals, would agree to share those goals and their performance against those goals in their own formats with the Town of Lexington.

Analyze data collected through the BEUDO annually. (2020-2035)

- Access to building energy use data will enable decision-makers to prioritize areas of greatest opportunity for reductions.
- Identify strategic and high-value retrofit opportunities to guide targeted promotion and programming.

Strategic Retrofit Plan*

Develop a data-driven Strategic Retrofit Plan for existing buildings in Lexington. (2019-2020)

- Combine permitting and BEUDO datasets to develop a timeline of building equipment replacements and retrofit intervention opportunities.
- Data will help identify worst performers (energy efficiency) and to predict the rate of renewal for heating appliances and mechanical equipment.
- This strategy is again reliant on the success of procuring grid scale renewables to aid in fuel switching, which would result in approximately 8% of all of the projected emissions in the roadmap making it the largest commercial proposal.

REDUCE

Advocacy: State Zero Emission Building Code*

Advocate for a roadmap to net zero emissions State building code before 2030 in partnership with other cities.

- Work with the Massachusetts Municipal Association, Massachusetts DOER, and municipalities as appropriate to advocate for a state-level transition to a net zero emissions building code. (2018-2030)
- The objective of the code would be to introduce a stepped approach for increased energy performance requirements for new construction leading up to the ultimate requirement for net zero energy new buildings in 2030.

State Advocacy: Fuel Switch*

Advocate for the State to investigate and implement support for fuel switching, including approaches to mitigate potential increases in fuel costs. (2018-2025)

- Support for fuel-switching could take the form of regulatory measures (i.e. mandatory fuel-switch at time of equipment replacement) or incentives to shift to cleaner sources of energy (e.g. subsidizing the cost of new equipment). Commercial stakeholders in the lab and manufacturing sector have noted a concern that transition to different fuels could have impacts on their processes that must be carefully considered especially with regard to commitments for supply to customers and obligations to federal regulators.

- The Town will work with commercial property owners to develop reasonable timelines needed to accomplish an appropriate transition to zero emissions fuel sources, taking into account the quality assurance, industrial hygiene issues, and industrial process certification requirements for their businesses

Programs and Partnerships: Develop Local Business Capacity

Act as a “market maker” by establishing network of businesses to prompt and support action and share resources, lessons, ideas, and tools. (2018-2025)

- The Town is uniquely positioned to play a catalytic role in building local capacity, increasing energy and emissions literacy, and connecting individuals and businesses to resources to improve the performance of their buildings.

Commissioning and Air-Tightness Testing*

Promote envelope and mechanical commissioning and airtightness testing as a standard practice to reduce operating costs. (2018-2025)

- Develop training programs to build local capacity in airtightness testing, and envelope and mechanical commissioning.
- Promote the above as best practices, to the extent that indoor air quality is not sacrificed, using research to demonstrate how to best achieve healthy indoor air quality, efficiency gains, and cost savings associated with operating properly sealed, ventilated, and commissioned buildings.

Promote Electric Heat Pumps*

Promote the use of electricity over oil and natural gas. (2018-2025)

- Establish fuel switching campaigns to promote the adoption of air source and ground source heat pumps instead of natural gas boilers.
- Fuel switching campaigns will be integrated with energy efficiency campaigns to enhance the economic viability of heat pumps solutions.

Encourage Zero Emission Large Developments

Engage owners of any large future developments regarding building all-electric and/or to zero-emissions. (2018-2025)

- Work with developers during the permitting process to encourage a strategic shift to zero emissions development, or zero emissions-ready development. Encourage electricity as the heat source.

Promotion, Information and Capacity Building: Share Best Practices for Labs and Manufacturing Facilities

Identify and promote energy efficiency best practices for laboratories and manufacturing facilities. (2018-2030)

- Engage in existing community of practice that exists for both universities and private labs (see City of Cambridge) to develop a strategy for addressing energy efficiency and zero emission targets for labs.
- Encourage adoption of industry best practices for manufacturing facilities.

Promotion, Information and Training (Capacity Building): Promote available financing tools*

- Promotion of Mass Save, PACE, Green Leases, and other financial tools.
- Promote Mass Save offerings, including audits, incentives, and retrofits (strategically informed by analyzing BEUDO data). (2019-2035)
- Use existing channels of communication to promote and increase uptake of Mass Save offerings. (e.g. to large condo boards, high energy users)
- Use BEUDO data to target promotion of Mass Save to areas of greatest opportunity for savings.
- Explore grant funding opportunities to support the nexus of preservation and environmental performance improvements.

Planning and Zoning: Zoning Amendments to Encourage Net Zero Emissions Construction

Revise zoning to strategically promote net zero-emissions construction across all planned and existing Commercial and Industrial Districts. (2020-2021)

- For new commercial development, explore the introduction of tools such as relaxation of height restrictions, increasing floor area/density allowances to encourage development of local energy systems including microgrids and on-site solar production.
- Remove “green tape.” Review current zoning to identify potential barriers to high performance building design (e.g. increased insulation; triple-pane windows) and onsite renewable energy production.

Requirements and Standards: Building Energy Performance Standard

Implement a Building Energy Performance Standard (BEPS). (2022-2023)

- A building energy performance standard is a regulatory tool that can be used to require buildings to meet a minimum level of performance. All buildings could be required to reach a certain threshold, or all buildings that score below a certain threshold could be required to improve by a certain number of points or percentage. BEPS are typically introduced in conjunction with BEUDO ordinances and phased in following 1-3 years of data collections.

PRODUCE

State Advocacy: Green Bank*

Advocate for the State to establish a Green Bank. (2018-2025)

- The goal of a Green Bank is to increase investment and accelerate the deployment of clean energy by removing the upfront cost of adoption, leveraging private investment, and increasing the efficiency of public dollars.

Advocacy: State Requirements for Solar, Storage and EV Charging*

Advocate for State building code requirements to support readiness for solar, storage, and EV charging in partnership with other cities. (2018-2025)

- Collaborate with other Massachusetts towns and cities to advocate for amendments to the State building code to require buildings to be solar-ready, solar storage-ready, and install electric vehicle charging capacity.
- Draft a model code based on codes and ordinances from other jurisdictions.

Microgrid Pilot Program

Investigate zero-emissions microgrid pilot program in commercial and industrial zones (e.g. Hartwell Avenue). (2019-2021)

- Explore tools such as zoning relaxations to incent investment in local energy systems.
- Partner with utilities to explore feasibility of the development of a microgrid in the commercial district.

Commercial/Industrial District Energy Infrastructure Overhaul

Target existing Commercial/Industrial District for an 'energy infrastructure overhaul,' prioritizing zero emissions and long-term resilience. (2021-2030)

- Consider back up power and storage capacity.

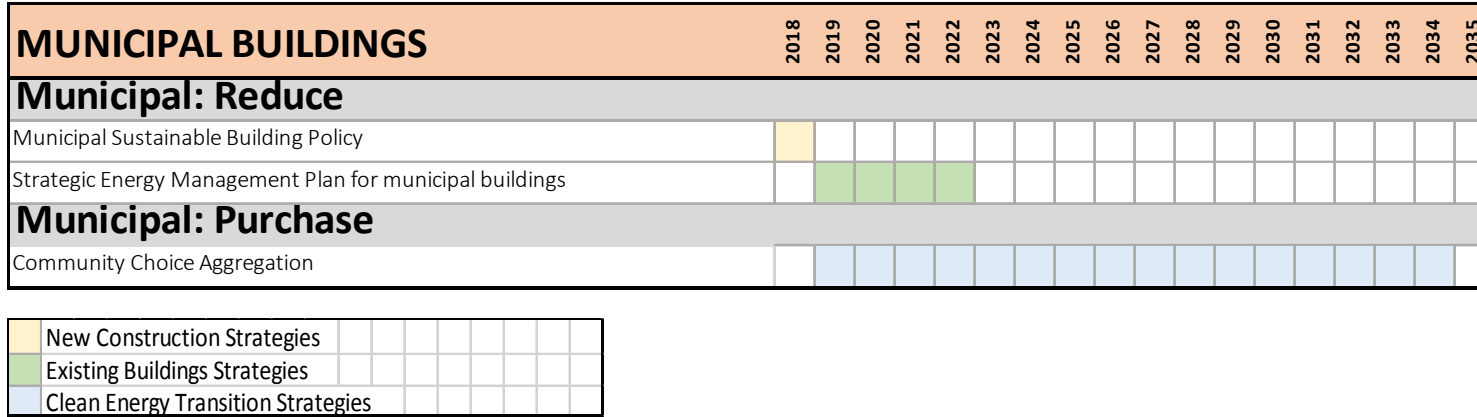
PURCHASE

Community Choice Aggregation*

Continue promoting benefits of 100% renewable energy Municipal Aggregation option to eligible customers not currently enrolled. (2018-2035)

- It's important to note that this is the single largest and possibly the lowest cost source of emissions reductions in the proposed road map.
- Target large landholders and businesses first, and previous customers who have opted out.
- Encourage largest commercial electricity customers to enroll in or establish zero-emission electricity purchasing program (>25,000 ft²).
- Encourage medium and large non-residential customers to enroll in or establish zero-emission electricity purchasing program (>10,000 ft²).
- Encourage remaining non-residential electricity customers to enroll in or establish zero-emission electricity purchasing program.

3.8 Municipal Buildings Roadmap



3.9 Municipal Buildings Strategies

REDUCE

Municipal Sustainable Building Policy

Adopt a Sustainable Building Design Policy for Municipal buildings. (2018)

Introduce a policy that will establish stepped targets toward net zero emissions for future municipal buildings. The policy should include the following:

- Health and Cognitive Performance
 - Zero Fossil Fuel Emissions on site
 - Indoor Environmental Air Quality
 - Enhanced Particulate Matter Filtration
 - Avoid Toxic Substance during construction and operation
 - Reduce CO₂ levels below 600 ppm
- Energy Efficiency and Renewables
 - Building energy use intensity at least 30% below code
 - Present alternative for maximizing onsite renewables
 - Present alternatives for achieving net zero energy use
- Energy Management
- Update Sustainable Building Design Policy every three years.

Municipal Buildings Energy Management Plan

Develop and implement a Strategic Energy Management Plan for municipal buildings (2019-2023)

- Conduct an existing conditions analysis to develop a strategic approach to equipment replacement and energy efficiency upgrades.
- Integrate findings of the analysis into a long-term, capital plan strategy focused on reducing greenhouse gas emissions and maximizing return on investment.
- Advanced metering to track energy use by category.
- Building Management systems capable of managing peak demand and designed to incorporate energy storage to continue delivering services for 5 days during extreme events.
- Explore local microgrid for municipal building energy resilience.

PURCHASE

Community Choice Aggregation

Target 100% renewable energy for Municipal Operations (2019)

The town of Lexington pursues 100% renewable electricity through either community choice electrical aggregation or a private purchase power agreement(s). It's worthy to note that this is one of the most significant opportunities to reduce emissions in the municipal buildings sector.

4. ENGAGEMENT

A successful effort to achieve the community-wide zero emissions goal will rely on the participation of a broad set of stakeholders. The Town has already begun the process of raising awareness among residents about the net zero emissions initiative. Engagement is an ongoing component of project delivery and should remain a central focus of the Town and implementation partners. Below is a selection of high level strategies to raise awareness and report progress toward the net zero emissions target.

Periodic community updates

Publicize and provide periodic community updates on the Town's commitment to eliminate GHG emissions from buildings. (2019-2035)

- The town's website and any existing media can be used to provide periodic updates on progress toward the target.
- Public information sessions.
- Re-engage Getting to Net Zero emissions task force every three years to reassess performance, set next three-year near term goals, and to develop programs to achieve those goals.

Promote successes and achievements

Promote local energy and emission achievements and successful projects. BEUDO data can be used to help identify cases of substantial savings. (2020-2035)

- Consider introduction of an award or recognition program to publicize and celebrate leading edge projects.

5. GOVERNANCE

Successful implementation of the recommendations in this report will rely upon a considered approach to governance. In addition to mapping out the incremental steps to implement a particular action, governance involves assigning responsibility to an individual or a department to deliver the program and establishing procedures to ensure effective management and delivery over time.

The following recommendations are in support of effective governance.

Responsibility and accountability

One individual or department should be made responsible for implementation, delivery, and management of each recommended action. There will be instances where management and delivery might be under the oversight of different individuals or departments or external parties. In all cases, roles and responsibilities should be clearly articulated and understood by all parties and each team member held accountable. Progress and data should be tracked and reported annually by the 'owner' of each action. Measured impacts for all actions should be aggregated to a centralized progress report. In light of the depth and breadth of the net zero emissions recommendations, the Task Force recommends that the Town hire or appoint a Sustainability Director, whose explicit role is to oversee the implementation of the recommended actions.

Program-Wide Review

To maximize impact and ensure effectiveness of the programs associated with the Roadmap to Net Zero Emissions, it is recommended that the Town commit to program-wide reviews at regular intervals throughout implementation. The appropriate interval for review is every three years. A three-year review cycle aligns with implementation periods for the various actions and allows adequate time to introduce new initiatives, build momentum, and calculate impacts. (Building code is updated every three years for example).

The program-wide review comprises an assessment of the following, for each action:

- Was the program or policy implemented?
- Was it implemented on time, behind or ahead of schedule?
- Was the update as predicted? (Where relevant)
- Is the impact of the action being measured?
- Is the impact on target? Does it align with the energy and emissions model projections?
- Is the cost of implementation within projected budget?

If below target, consider:

- Is the program or policy adequately resourced?
- What factors are influencing low uptake/poor compliance/low performance?
- Does the policy or program need to be refined/ramped up/cancelled?
- Is further research needed?
- Are there external factors that have arisen during the review period that present opportunities for increased impact? (e.g.

fluctuating costs of fossil fuel energy; increasing cost effectiveness of renewable energy)

- Where relevant, it is recommended to solicit stakeholder input to understand areas of opportunity to improve upon actions or particulars of implementation. Stakeholders may include front line employees, third party delivery agents or partners, or residents impacted by a specific action.

Principles to Guide Future Revisions

When the Roadmap is refined or updated, it is recommended that any future implementation framework adhere to the following principles:

- Supports long range economic and social equity objectives as well as climate goals
- Uses market-based, data-driven analysis and decision making
- Commits to identifying and testing the best available policies, practices, and technologies; and supports an openness to new ideas when circumstances change
- Commits to measuring and monitoring the impact over time and implements course corrections where required
- Ensures that consultation is comprehensive and engages affected stakeholders, the general public, and subject matter experts
- Commits to developing informative and replicable models that will be shared with others

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Review Charge for Ad Hoc Crematory Study Committee (10 min.)

PRESENTER:

Board Discussion

ITEM NUMBER:

I.10

SUMMARY:

A proposed charge for the Ad Hoc Crematory Study Committee will be presented to the Board for their review and comment.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

8:30 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> DRAFT - Ad Hoc Crematory Study Committee Charge	Backup Material

AD HOC CREMATORY STUDY COMMITTEE

- Appointed by:** The Ad Hoc Crematory Study Committee is an ad hoc committee appointed by the Board of Selectmen. The Board will designate the Committee Chair.
- Members:** The Ad Hoc Crematory Study Committee will have seven (7) voting members shall include:
- 1 - Selectman
 - 1 - Lexington Interfaith Clergy Association member (LICA)
 - 4 - Town Meeting/Community Representative
 - 1 - Board of Health member
 - 1 – Permanent Building Committee member
- Liaisons:** The Ad Hoc Crematory Study Committee will have one liaison from each the Appropriation Committee and Capital Expenditures Committee.
- Length of Term:** Upon completion of all recommendations to the Board of Selectmen in accordance with the established deliverables schedule as outlined below.
- Staff Support:** Director of Public Works will act as a liaison to this committee.
- Meeting Times:** As determined by the Committee. A minimum of one meeting for the purpose of soliciting public comment, shall be required.
- Committee Goal:** To examine all public health, public safety, public works, operational, financial, and quality of life issues associated with locating a crematory at Westview Cemetery, with focus given to inclusivity, and meeting the needs of deceased Lexington residents and their families. To assess the following options and provide the selectmen with recommendations on:
- 1) Building a crematory adjacent to the proposed new Westview Cemetery office and vehicle storage area
 - 2) Building a crematory on another location on the Westview Cemetery property
 - 3) Not building a crematory at this time
- Committee Role:** The Ad Hoc Crematory Study Committee's study will include but not be limited to the following:
- 1) **Review of Applicable Legislation**
 - a. Review of the applicable sections of Massachusetts General Laws c.114 (Cemeteries and Burials). Review of Massachusetts Department of Environmental Protection regulations regarding Crematories.

2) Evaluation of needs:

- a. Review of availability of crematory services for residents of varied religious backgrounds, and project future cremation needs.
- b. Study the economics of death rates for the market area (town/region). Consider competition in the region.

3) Other Crematories:

- a. Review of other crematories proposed, established and managed by municipalities.
- b. Review of common practices and pricing in the region.
- c. Review of operational costs – perform modeling at various sales price & crematoriums per year.

4) Building Options:

- a. Evaluate if the currently proposed design(s) should include a crematory.
- b. Review siting options at Westview Cemetery.
- c. Review gathering space needs (Committal Room).
- d. Estimate the cost to build at each locations / size.

5) Operational Feasibility:

- a. Review estimated annual operating costs, the equipment costs, labor costs (including possible outsourcing labor costs) and a project budget.

6) Environment:

- a. Review of independent research on the health, environmental, and safety risks associated with the operation of a crematory.
- b. Review options for using alternative energy sources to reduce the environmental impacts.

Deliverables: Report of recommendations addressed to Board of Selectmen on the feasibility of a Crematory at Westview Cemetery.

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.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Common Victualler License for New Owner of Fruitee Yogurt (5 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.11

SUMMARY:

Sweet Tony, Inc. now owns and operates Fruitee Yogurt at 1707 Mass. Avenue. The new owner has applied for a Common Victualler License to reflect the new corporation name.

SUGGESTED MOTION:

Motion to approve a Common Victualler License for Sweet Tony, Inc., d/b/a Fruitee Yogurt, 1707 Massachusetts Avenue.

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

8:40 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> 2018 Fruitee Yogurt Common Victualler Application	Backup Material



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**



**APPLICATION FOR
COMMON VICTUALLER LICENSE**

The Board of Selectmen issues Common Victualler licenses to establishments that cook, prepare and serve food at tables. 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, the Workers' Compensation Insurance Affidavit form, and the declaration page of your workers compensation insurance policy.

CORPORATE NAME: SWEET TONY CORPORATION dba FRUITEE YOGURT

D/B/A: FRUITEE YOGURT


ON-SITE MANAGER NAME AND PHONE NUMBER: KWANJIT BOOSUWAN

BUSINESS ADDRESS: 1704 MASSACHUSETTS AVE

EMAIL ADDRESS: _____

HOURS: SUNDAY - THURSDAY FROM 11 AM - 9:30 PM / FRIDAY - SATURDAY
FROM 11 AM - 10 PM

ADDITIONAL INFORMATION: _____


Authorized Signature

Federal Identification No. or

Social Security Number

Submit to Selectmen's Office:

1. Application
2. Check for \$25.00 (payable to Town of Lexington)
3. Workers' Compensation Insurance Affidavit (including copy of Declaration page of policy)

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve FY19 - 21 Collective Bargaining Agreement with Public Safety Dispatchers (5 min.)

PRESENTER:

Kelly Axtell, Acting Town Manager

ITEM NUMBER:

I.12

SUMMARY:

A vote is requested for this agenda item.

Approve FY19 - 21 Collective Bargaining Agreement with the Public Safety Dispatchers, as previously reviewed by the Board in Executive Session.

SUGGESTED MOTION:

Move to approve and authorize the Acting Town Manager to sign the FY19 - 21 Collective Bargaining Agreement with Public Safety Dispatchers.

FOLLOW-UP:

HR will integrate full agreement.

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

8:45 p.m.

ATTACHMENTS:

Description	Type
☐ Memorandum of Agreement - Public Safety Dispatchers	Backup Material



**Amendment of Agreement
Between the
Town of Lexington
And
AFSCME Local 1703
Public Safety Dispatchers**

The Town of Lexington and the AFSCME Local 1703 Public Safety Dispatchers, hereby agree to the following amendments to the collective bargaining agreement dated July 1, 2015 to June 30, 2018:

Article 2 Salary

Change the language to read:

2.1: Base Wages

Fiscal Year	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Base Wage Increase	2%	2.0%	2%
Increase to Emergency Medical Dispatching (EMD) Stipend	Increase \$300 for total annual stipend of \$800	No change	No change

See Attached Wage Schedule Appendix A

Article 11 Overtime and Hours of Work

Section 11.6 Change "Article 27" to "Article 31 Part-Time Intermittent Dispatchers".

Article 23 Sick Leave and Injury Leave

Section 23.1 Change "Article 18 Bereavement" to "Article 21 Bereavement".

Article 25 Education and Training

Section 25.3 Communication Training Officer Stipend

Change \$15.00 to \$40.00. Delete "Effective July 1, 2016 this stipend will increase to \$25.00 per shift and to \$40.00 per shift effective July 1, 2017."

Article 36 Layoff

Change paragraph five as follows: "As a condition of remaining on the layoff list, an employee will be required to fill a minimum of two (2) shifts per month to retain his/her dispatching skills. Individuals on the layoff list are not members of the bargaining unit as defined in Article 1, but ~~are remain~~ covered by ~~Article 32, Layoff~~ and Article 11.6 as well as this article. Individuals on the layoff list who do not work the required two (2) shifts per month made available by the Town may, at the Town's option, be removed from the layoff list."

New Article 38 Pregnant Workers Fairness Act

A. BACKGROUND

The Pregnant Workers Fairness Act amends the current Massachusetts statute prohibiting discrimination in employment (M.G.L. c.151B section 4), and expressly prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions. It also describes employers' obligations to employees that are pregnant or lactating and the protections that these employees are entitled to receive. Generally, employers may not treat employees or job applicants less favorably than other employees based on pregnancy or pregnancy-related conditions and have an obligation to accommodate pregnant workers.

B. POLICY

In accordance with the Pregnant Workers Fairness Act:

- The Town will accommodate conditions related to pregnancy, including post-pregnancy conditions such as the need to express breast milk for a nursing child, unless doing so would pose an undue hardship (significant difficulty or expense) on the Town.
- Once an employee requests an accommodation, the Town will communicate with the employee to determine a reasonable accommodation for the pregnancy or the pregnancy-related condition.
- The Town will not require a pregnant employee to accept a particular accommodation or to begin parental leave if another reasonable accommodation would enable the employee to perform the essential functions of the job without undue hardship on the Town.
- The Town will not refuse to hire a pregnant job applicant or an applicant with a pregnancy-related condition because of the pregnancy or pregnancy-related condition if an applicant is capable of performing the essential functions of the position with a reasonable accommodation.
- The Town will not deny an employment opportunity or take adverse action against an employee because of the employee's request for or use of a reasonable accommodation for a pregnancy or pregnancy-related condition.
- The Town will not require medical documentation about the need for an accommodation if the accommodation requested is for (i) more frequent restroom, food, or water breaks; (ii) seating; (iii) limits on lifting no more than 20 pounds; and (iv) private, non-bathroom space for expressing breast milk.

C. PROCEDURE

Any employee needing an accommodation for a pregnancy or pregnancy-related condition should contact Human Resources for assistance.

Article 29 Duration

"This Agreement shall continue and remain in full force and effect from July 1, 2018 through June 30, 2021. . ."

For the Town:

Carl F. Valente Date
Town Manager

Witness Date

For the Union:

Erica Fullerton 8/3/18
Erica Fullerton Date
President, AFSCME Local 1703

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Memorandum of Understanding with Crossing Guards Bargaining Group (5 min.)

PRESENTER:

Kelly Axtell, Acting Town Manager

ITEM NUMBER:

I.13

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 is to adjust detail rates, effective August 6, 2018. The last time detail rates were adjusted was in June 2009.

This change will impact traffic details being performed by the members of the Crossing Guards bargaining group (Memorandum of Understanding signed by the unit is attached).

SUGGESTED MOTION:

Move to approve and authorize the Town Manager to sign the Memorandum of Understanding adjusting the detail rates for the Crossing Guard group effective August 6, 2018.

FOLLOW-UP:

Police Department will implement.

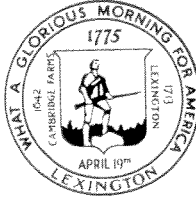
DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

8:50 p.m.

ATTACHMENTS:

Description	Type
 MOU - Crossing Guard	Backup Material



**Memorandum of Understanding
Between
Town of Lexington
And
SEIU Local 888
Lexington Crossing Guards**

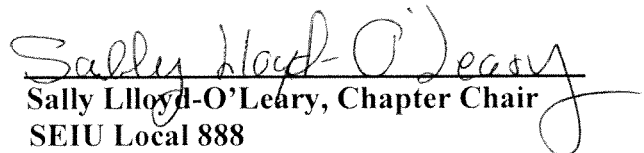
The Town of Lexington and SEIU Local 888, hereby agree to the following amendments to the collective bargaining agreement which expired on June 30, 2016:

Effective August 6, 2018, detail rates, as established under Article 16 of the collective bargaining agreement, shall be:

Details:	\$44.00/hour
Road Job Details:	\$53.00/hour

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

Kelly Axtell
Acting Town Manager


Sally Lloyd-O'Leary, Chapter Chair
SEIU Local 888

Witness

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve and Sign Letters Regarding \$200K Award for Visitors Center (5 min.)

PRESENTER:

Kelly Axtell, Acting Town Manager

ITEM NUMBER:

I.14

SUMMARY:

Chairman Barry is being asked to sign thank you letters to Governor Baker, the Executive Office for Administration and Finance Office, and the Executive Office of Energy and Environmental Affairs Office for the \$200k that was recently allocated for the Visitor's Center.

SUGGESTED MOTION:

FOLLOW-UP:

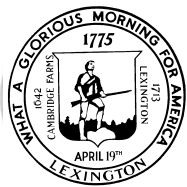
DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

8:55 p.m.

ATTACHMENTS:

Description	Type
☐ Letter - Town Of Lexington to Gov. Baker	Backup Material
☐ Letter - Town of Lexington to Secretary Michael Heffeman	Backup Material
☐ Letter - Town of Lexington to Assistant Secretary for Capital Finance Jennifer Sullivan	Backup Material
☐ Letter - Town of Lexington to Chief Fiscal Officer Eric Rebello-Pradas	Backup Material
☐ Letter - Town of Lexington to Secretary Matthew Beaton	Backup Material



Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

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

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

August 27, 2018

Governor Charlie Baker
Massachusetts State House
24 Beacon Street
Office of the Governor, Room 280
Boston, MA 02133

Dear Governor Baker:

The Town of Lexington was delighted to learn that the Commonwealth's new fiscal year budget included an appropriation of \$200,000 (line item #7008-1116) to support the modernization and rebuilding of the Lexington Visitors Center. The timing of this funding is vital as we work to cross-promote the upcoming Plymouth 400 and USA250 anniversary celebrations of America's story of discovery and independence. The Town greatly appreciates your support of the visitor-based economy through this appropriation and its timely distribution.

The Lexington Visitors Center has grown as a key gateway welcoming over 125,000 visitors annually – nearly three times the number it was originally built to support. The re-envisioned space will be designed for accessibility and incorporate new educational exhibits that share the region's unique role in the Revolutionary War history as well as promote local cultural offerings.

The Visitors Center and its programs operate under the Town's Economic Development Office. For additional information please contact Melisa Tintocalis, Economic Development Director at 781-698-4567 or mtintocalis@lexingtonma.gov.

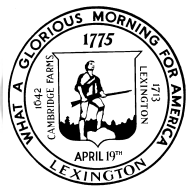
Thank you for your ongoing support in local economic development projects. We would welcome an opportunity to have you attend our grand opening planned for April 2020.

Sincerely,

Suzanne E. Barry, Chairman, Board of Selectmen

Kelly E. Axtell, Acting Town Manager

cc: Senator Michael Barrett
cc: Senator Cindy Friedman
cc: Representative Jay Kaufman



Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

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

August 27, 2018

Secretary Michael Heffernan
Massachusetts State House
Executive Office for Administration and Finance
State House, Room 373
Boston, MA 02133

Dear Secretary Heffernan:

The Town of Lexington was delighted to learn that the Commonwealth's new fiscal year budget included an appropriation of \$200,000 (line item #7008-1116) to support the modernization and rebuilding of the Lexington Visitors Center. The timing of this funding is vital as we work to cross-promote the upcoming Plymouth 400 and USA250 anniversary celebrations of America's story of discovery and independence. The Town greatly appreciates the support of the Executive Office for Administration and Finance to enhance the visitor-based economy through this appropriation.

The Lexington Visitors Center has grown as a key gateway welcoming over 125,000 visitors annually – nearly three times the number it was originally built to support. The re-envisioned space will be designed for accessibility and incorporate new educational exhibits that share the region's unique role in the Revolutionary War history as well as promote local cultural offerings.

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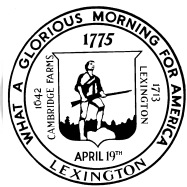
Thank you for your ongoing support in local economic development projects.

Sincerely,

Suzanne E. Barry, Chairman, Board of Selectmen

Kelly E. Axtell, Acting Town Manager

cc: Senator Michael Barrett
cc: Senator Cindy Friedman
cc: Representative Jay Kaufman



Town of Lexington, Massachusetts

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JILL I. HAI

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

August 27, 2018

Assistant Secretary for Capital Finance Jennifer Sullivan
Executive Office for Administration and Finance
State House, Room 373
Boston, MA 02133

Dear Assistant Secretary Sullivan:

The Town of Lexington was delighted to learn that the Commonwealth's new fiscal year budget included an appropriation of \$200,000 (line item #7008-1116) to support the modernization and rebuilding of the Lexington Visitors Center. On behalf of the Town and its visitors, we would like to thank the Executive Office for Administration and Finance for their support of this appropriation. The timing of this funding is vital as we work to cross-promote the upcoming Plymouth 400 and USA250 anniversary celebrations of America's story of discovery and independence.

The Lexington Visitors Center has grown as a key gateway welcoming over 125,000 visitors annually – nearly three times the number it was originally built to support. The re-envisioned space will be designed for accessibility and incorporate new educational exhibits that share the region's unique role in the Revolutionary War history as well as promote local cultural offerings.

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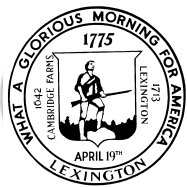
Thank you for your ongoing support in local economic development projects.

Sincerely,

Suzanne E. Barry, Chairman, Board of Selectmen

Kelly E. Axtell, Acting Town Manager

cc: Senator Michael Barrett
cc: Senator Cindy Friedman
cc: Representative Jay Kaufman



Town of Lexington, Massachusetts

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

August 27, 2018

Chief Fiscal Officer Eric Rebello-Pradas
Executive Office of Energy and Environmental Affairs
100 Cambridge St., Suite 900
Boston, MA 02114

Dear Mr. Rebello-Pradas,

The Town of Lexington was delighted to learn that the Commonwealth's new fiscal year budget included an appropriation of \$200,000 (line item #7008-1116) to support the modernization and rebuilding of the Lexington Visitors Center. The timing of this funding is vital as we work to cross-promote the upcoming Plymouth 400 and USA250 anniversary celebrations of America's story of discovery and independence. The Town greatly appreciates the support of the Executive Office of Energy and Environmental Affairs to enhance the visitor-based economy through this appropriation.

The Lexington Visitors Center has grown as a key gateway welcoming over 125,000 visitors annually – nearly three times the number it was originally built to support. The re-envisioned space will be designed for accessibility and incorporate new educational exhibits that share the region's unique role in the Revolutionary War history as well as promote local cultural offerings.

The Visitors Center and its programs operate under the Town's Economic Development Office. For additional information please contact Melisa Tintocalis, Economic Development Director at 781-698-4567 or mtintocalis@lexingtonma.gov.

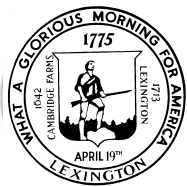
Thank you for your ongoing support in local economic development projects.

Sincerely,

Suzanne E. Barry, Chairman, Board of Selectmen

Kelly E. Axtell, Acting Town Manager

cc: Senator Michael Barrett
cc: Senator Cindy Friedman
cc: Representative Jay Kaufman



Town of Lexington, Massachusetts

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

August 27, 2018

Secretary Matthew Beaton
Executive Office of Energy and Environmental Affairs
100 Cambridge St., Suite 900
Boston, MA 02114

Dear Secretary Beaton,

The Town of Lexington was delighted to learn that the Commonwealth's new fiscal year budget included an appropriation of \$200,000 (line item #7008-1116) to support the modernization and rebuilding of the Lexington Visitors Center. The timing of this funding is vital as we work to cross-promote the upcoming Plymouth 400 and USA250 anniversary celebrations of America's story of discovery and independence. The Town greatly appreciates the support of the Executive Office of Energy and Environmental Affairs to enhance the visitor-based economy through this appropriation.

The Lexington Visitors Center has grown as a key gateway welcoming over 125,000 visitors annually – nearly three times the number it was originally built to support. The re-envisioned space will be designed for accessibility and incorporate new educational exhibits that share the region's unique role in the Revolutionary War history as well as promote local cultural offerings.

The Visitors Center and its programs operate under the Town's Economic Development Office. For additional information please contact Melisa Tintocalis, Economic Development Director at 781-698-4567 or mtintocalis@lexingtonma.gov.

Thank you for your ongoing support in local economic development projects.

Sincerely,

Suzanne E. Barry, Chairman, Board of Selectmen

Kelly E. Axtell, Acting Town Manager

cc: Senator Michael Barrett
cc: Senator Cindy Friedman
cc: Representative Jay Kaufman

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 review and 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 BOS
- 061118 Center Streetscape
- 061318 BOS
- 061418 Summit
- 061818 BOS-SC
- 061918 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:

8/27/2018

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 Theatre License Renewal-Lexington Venue

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.2

SUMMARY:

The Lexington Theatre Project, Inc. d/b/a Lexington Venue has submitted an application to renew their two theatre licenses for weekdays and Sundays. Their current license expires August 31, 2018.

Fire inspection was completed on August 16, 2018 with no issues.

SUGGESTED MOTION:

Motion to approve the application and issue two theatre licenses to Lexington Theatre Project, Inc. d/b/a Lexington Venue, located at 1794 Mass. Avenue, for Cinema 1 and Cinema 2 to show movies weekdays and Sundays from September 1, 2018 through August 31, 2019.

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

ATTACHMENTS:

Description	Type
2018 Theater License App - Lexington Venue	Backup Material



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**

**APPLICATION FOR
THEATRE LICENSE**

The Board of Selectmen issues Theatre licenses to establishments that show movies. Please fill in this form completely and return to the Selectmen's Office along with a check for \$160.00 per theatre made payable to the Town of Lexington. Theatre licenses expire on September 1 each year.

CORPORATE NAME: Lexington Theatre Project, Inc.

D/B/A: Lexington Venue

ON-SITE MANAGER NAME AND PHONE NUMBER: Ken Hastings

CONTACT NAME AND PHONE NUMBER: Peter Siny

BUSINESS ADDRESS: 1794 Mass Ave Lexington 02421

EMAIL ADDRESS: _____

NUMBER OF THEATRES: 2

ADDITIONAL INFORMATION: _____

[Signature]
Authorized Signature

Federal Identification No. or

Social Security Number

Submit to Selectmen's Office:

1. Application ☒
2. Check for \$160.00/theatre (payable to Town of Lexington) ☒
3. Workers' Compensation Insurance Affidavit ☒
4. Copy of Workers' Compensation Insurance Policy ☒

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve One-Day Liquor Licenses

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.3

SUMMARY:

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

- John Pizzarelli, Saturday, September 15, 2018, 7:00 p.m. to 11:00 p.m.
- Nils Lofgren, Friday, September 28, 2018, 7:00 p.m. to 11:00 p.m.

Cary Memorial Library Foundation has requested a One-Day Liquor License to serve beer, wine and whiskey at their "Cary Library After Dark" event being held on Saturday, October 20, 2018 from 7:00 p.m. to 9:00 p.m. at the Cary Library, 1874 Massachusetts Avenue.

Lexington Community Farms has requested two One-Day Liquor Licenses to serve beer, wine and mixed drinks at the following events being held in 52 Lowell Street, Lexington, MA:

- "Golden Hour In the Flowers" Fundraising/Donor Appreciation Dinner, Sunday, September 16, 2018, 5:00 p.m. to 7:00 p.m.
(Rain date: Sunday, September 23, 2018 from 5:00 p.m. to 7:00 p.m.)
- Harvest Dinner Fundraiser, Sunday, October 28, 2018, 4:30 p.m. to 7:30 p.m.

Lexington Historical Society has requested a One-Day Liquor License to serve beer and wine at their Armistice Day Poppy Gala Fundraiser event being held on Friday, October 19, 2018 from 6:00 p.m. to 10:00 p.m. at the Masonic Lodge, 3 Bedford Street.

Lexington Elks has requested a One-Day Liquor License to serve beer and wine at their 4th Annual Pig Roast, 959 Waltham St., Sunday, September 16, 2018 from noon - 6 p.m. As in past years, the event will be organized and managed to comply with ABCC regulations regarding the issuance of a One-Day Alcohol License to an entity holding an existing alcohol license.

SUGGESTED MOTION:

Move to approve consent.

FOLLOW-UP:

Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

ATTACHMENTS:

Description	Type
1-Day LL - Spectacle Management	Cover Memo
1-Day LL - Cary Memorial Library	Backup Material
1-Day LL - Lexington Community Farms 09.16.2018	Backup Material
1-Day LL - Lexington Community Farms 10.28.2018	Backup Material
1-Day LL - Lexington Elks	Backup Material
1-Day LL - Historical Society	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: Spectacle Management

CONTACT NAME AND NUMBER: Jack Lally,

ADDRESS FOR MAILING: 4 Muzzey St. Lexington MA 02420

EMAIL ADDRESS: _____

TITLE/PURPOSE OF EVENT: 2 Events in September, 2018 at Cary Hall

LOCATION AND ADDRESS: Cary Memorial Hall, 1605 Massachusetts Avenue

DATE OF FUNCTION: John Pizzarelli 9/15 and Nils Lofgren 9/28

TIMES OF FUNCTION: Both shows 7:00 PM to 11:00 PM, Performances at 8:00 PM

TYPE OF LIQUOR TO BE SERVED: Beer and Wine

DATE AND TIME WHEN LIQUOR DELIVERED: Both shows 4:00 PM

DATE AND TIME WHEN LIQUOR REMOVED: Both shows 11:00 PM

ADDITIONAL INFORMATION: _____

Jack Lally
Authorized Signature

Federal Identification No. or

Social Security Number



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**

**APPLICATION FOR
ONE-DAY LIQUOR LICENSE**



pd 25.00
CK# 1031

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 Fdn.

CONTACT NAME AND NUMBER: Mary Ellen Ringo,

ADDRESS FOR MAILING: 1874 Mass. Ave., Lexington MA 02420

EMAIL ADDRESS: _____

TITLE/PURPOSE OF EVENT: "Cary Library After Dark" Saturday Evening Event

LOCATION AND ADDRESS: Cary Library

DATE OF FUNCTION: October 20, 2018

TIMES OF FUNCTION: 7-9 pm

TYPE OF LIQUOR TO BE SERVED: Beer and Wine and Whiskey

DATE AND TIME WHEN LIQUOR DELIVERED: ¹⁰10/20/18 - 4:00 pm

DATE AND TIME WHEN LIQUOR REMOVED: 10/20/18 - 10:00 pm

ADDITIONAL INFORMATION: _____

Mary Ellen Ringo
Authorized Signature

Federal Identification No. or

Social Security Number



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**



**APPLICATION FOR
ONE-DAY LIQUOR LICENSE**

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BUSINESS/FUNDRAISING ORGANIZATION: LEXINGTON COMMUNITY FARM (501C3)

CONTACT NAME AND NUMBER: TIM HINES,

ADDRESS FOR MAILING: P.O. BOX 554, LEXINGTON, MA 02420

EMAIL ADDRESS:

TITLE/PURPOSE OF EVENT: "GOLDEN HOUR IN THE FLOWERS"
FUNDRAISING/DONOR APPRECIATION DINNER

LOCATION AND ADDRESS: 52 LOWELL ST., LEXINGTON MA 02420

DATE OF FUNCTION: 9/16/18

TIMES OF FUNCTION: 5:00PM - 7:00PM

TYPE OF LIQUOR TO BE SERVED: BEER, WINE, COCKTAILS/MIXED DRINKS

DATE AND TIME WHEN LIQUOR DELIVERED: 9/16/18 9:00AM

DATE AND TIME WHEN LIQUOR REMOVED: 9/16/18 9:00PM

ADDITIONAL INFORMATION: CATERING/BARTENDING SERVICE WILL
PROVIDE BARTENDERS

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 COMMUNITY FARM (501c3)

CONTACT NAME AND NUMBER: TIM HINES

ADDRESS FOR MAILING: P.O. BOX 554, LEXINGTON, MA 02420

EMAIL ADDRESS: _____

TITLE/PURPOSE OF EVENT: HARVEST DINNER
FUNDRAISER: FARM TO TABLE DINNER

LOCATION AND ADDRESS: 52 LOWELL ST., LEXINGTON MA 02420

DATE OF FUNCTION: 10/28/18

TIMES OF FUNCTION: 4:30 - 7:30 PM

TYPE OF LIQUOR TO BE SERVED: BEER + WINE

DATE AND TIME WHEN LIQUOR DELIVERED: 10/28/18 9:00AM

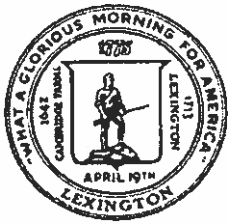
DATE AND TIME WHEN LIQUOR REMOVED: 10/28/18 9:00PM

ADDITIONAL INFORMATION: _____

[Signature]
Authorized Signature

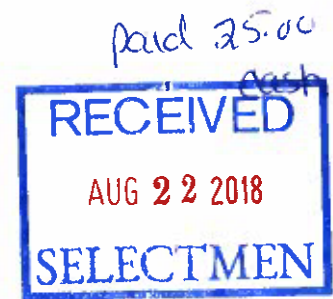
Federal Identification No. or

Social Security Number



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**

**APPLICATION FOR
ONE-DAY LIQUOR LICENSE**



The Board of Selectmen (Local Licensing Authority) may issue One-Day Liquor Licenses for the sale and/or service of wine and malt beverages to any enterprise; all alcoholic beverages may be issued only to non-profit organizations. As required by the ABCC, Liquor for use at a one-day liquor license event must be purchased from a licensed wholesaler. 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: B.P.O.E. Lexington Elks #2204

CONTACT NAME AND NUMBER: HECTOR REYES

ADDRESS FOR MAILING: 959 WATTHAM ST. LEXINGTON MA 02421

EMAIL ADDRESS: _____

TITLE/PURPOSE OF EVENT: 4TH ANNUAL PIG ROAST

LOCATION AND ADDRESS: 959 WATTHAM ST. LEXINGTON MA 02421
MEMBERS LUNGE + PART OF PARKING LOT

DATE OF FUNCTION: SEPTEMBER 16, 2018

TIMES OF FUNCTION: 12 NOON - 6 P.M.

TYPE OF LIQUOR TO BE SERVED: BEER + WINE

DATE AND TIME WHEN LIQUOR DELIVERED: 9-16-18 11:30 A.M.

DATE AND TIME WHEN LIQUOR REMOVED: 9-16-18 6 P.M.

ADDITIONAL INFORMATION: SEE ATTACHED MAP

[Signature]
Authorized Signature

Federal Identification No. or

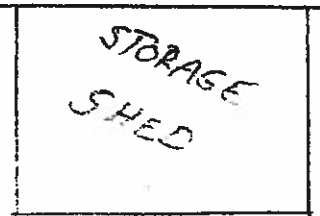
8-22-18
Date

Social Security Number

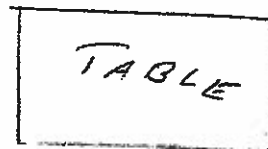
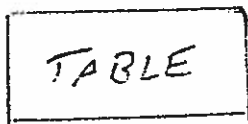
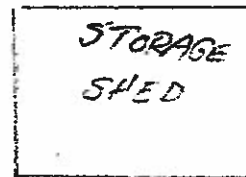
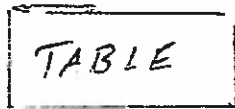
DRIVEWAY



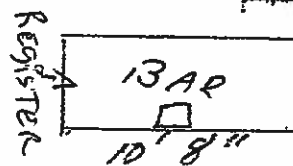
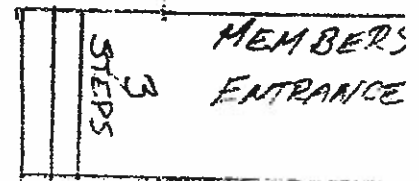
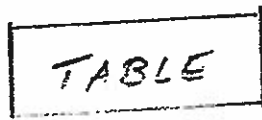
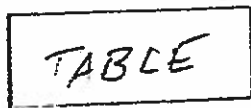
ONE WAY



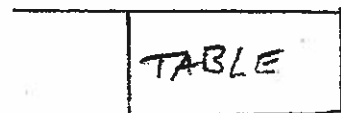
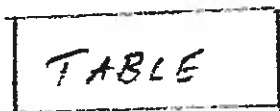
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ENTRANCE



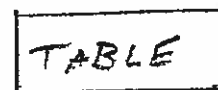
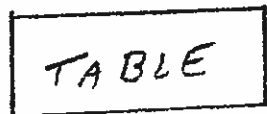
RAISED
LAWN



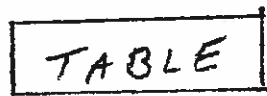
16'



RAISED
LAWN



FENCE



DRIVEWAY



ONE WAY

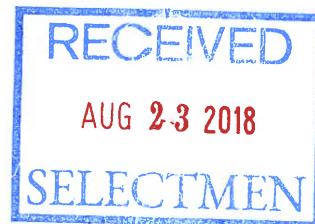
PARKING

ISLAND

PARKING



**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: P.O. Box 514 Lexington MA 02420

EMAIL ADDRESS: _____

TITLE/PURPOSE OF EVENT: Armistic Day Poppy Gala - fundraiser

LOCATION AND ADDRESS: Masonic Lodge 3 Bedford St

DATE OF FUNCTION: 10/19/18

TIMES OF FUNCTION: 6-10 PM

TYPE OF LIQUOR TO BE SERVED: Beer, wine

DATE AND TIME WHEN LIQUOR DELIVERED: 3 PM

DATE AND TIME WHEN LIQUOR REMOVED: 11 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:

Water & Sewer Commitments and Adjustments

PRESENTER:

David J Pinsonneault

ITEM NUMBER:

C.4

SUMMARY:

Adjustments to Water/Sewer recommended by WSAB July 19, 2018 (\$73,070.70)
Adjustments to Water/Sewer recommended by WSAB July 26, 2018 (\$31,196.17)
Water & Sewer Commitment July 2018 Cycle 9 Billing \$390,595.03
Water & Sewer Commitment July 2018 Finals \$ 19,870.36

SUGGESTED MOTION:

Motion to approve the above Adjustments and Commitments as noted.

FOLLOW-UP:

Treasurer / Collector

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

ATTACHMENTS:

Description	Type
☐ Water & Sewer Adj & Comm WSAB 7-19-18	Cover Memo



FY2019
ADJUSTMENTS TO WATER/ SEWER
AS RECOMMENDED BY THE WATER AND SEWER ABATEMENT BOARD
PAGE 1 OF 2
WSAB JULY 19, 2018 BOS AUGUST 27, 2018

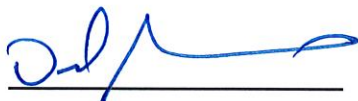
ACCOUNT	NBR	STREET	WATER	SEWER	TOTAL	BILL	YEAR	NOTES
0200999102	38	Adams Street	\$ 1,276.54	\$ -	\$ 1,276.54	893852	2018	Low estimated reading
0200598100	52	Adams Street	\$ (236.21)	\$ (685.39)	\$ (921.60)	878561	2018	
0300957302	32	Barberry Road	\$ -	\$ -	\$ -	869236	2018	
0300894602	21	Baskin Road	\$ -	\$ -	\$ -	897873	2018	
0100019300	44	Bow Street	\$ (313.33)	\$ (930.73)	\$ (1,244.06)	855707/841059	2018	Leaking toilet
0200551900	4	Burroughs Road	\$ (95.35)	\$ (281.90)	\$ (377.25)	863294/848605	2018	
0101014400	2	Butterfield Road	\$ -	\$ -	\$ -	889165	2018	
0300734400	7	Carley Road	\$ (165.04)	\$ (473.24)	\$ (638.28)	880893	2017	
0300688200	23	Constitution Road	\$ 331.84	\$ (856.62)	\$ (524.78)	865770	2017	
0200991500	27	Courtyard Place	\$ -	\$ -	\$ -	893785	2018	
0300927002	11	Cutler Farm Road	\$ -	\$ -	\$ -	868822	2017	
0300640600	19	Deering Avenue	\$ (22.07)	\$ (63.56)	\$ (85.63)	894605	2018	
0300641302	26	Deering Avenue	\$ -	\$ -	\$ -	894615	2018	
0300821800	32	Dewey Road	\$ -	\$ -	\$ -	896916	2018	
0300795200	20	Drummer Boy Way	\$ (117.36)	\$ (301.00)	\$ (418.36)	896571	2018	
0100164902	9	Dudley Road	\$ -	\$ -	\$ -	886924	2018	
0100079800	12	Evergreen Lane	\$ 9.30	\$ (821.40)	\$ (812.10)	885757	2018	
0300859100	32	Fairbanks Road	\$ (14.93)	\$ (56.00)	\$ (70.93)	897400	2018	
0200540400	7	Fairfield Drive	\$ -	\$ -	\$ -	863129	2017	
03007787200	48	Fifer Lane	\$ (46.64)	\$ (264.32)	\$ (310.96)	896491	2018	
0300635500	9	Grandview Avenue	\$ -	\$ -	\$ -	894540	2018	
0200533500	193	Grant Street	\$ -	\$ -	\$ -	833951	2016	
0200533502	193	Grant Street	\$ -	\$ -	\$ -	833952	2016	
0200452502	30	Hancock Street	\$ -	\$ -	\$ -	861934	2017	
0200454802	59	Hancock Street	\$ -	\$ -	\$ -	861967	2017	
0300779200	32	Hartwell Avenue	\$ (1,857.59)	\$ (4,122.20)	\$ (5,979.79)	896403	2018	Inactive account - should not have received est. bill
0300779600	44	Hartwell Avenue	\$ -	\$ -	\$ -	896408	2018	
0300629600	7	Jean Road	\$ (82.42)	\$ (214.97)	\$ (297.39)	894466	2018	
0300748002	16	Kimball Road	\$ (483.34)	\$ -	\$ (483.34)	866536	2017	
0200379302	6	Larchmont Lane	\$ (366.00)	\$ -	\$ (366.00)	890349	2018	
0300839300	158	Lincoln Street	\$ -	\$ -	\$ -	867657	2017	
0300843700	286	Lincoln Street	\$ (736.88)	\$ (2,148.73)	\$ (2,885.61)	897186	2018	Leaking toilet
0100174100	41	Locust Avenue	\$ (504.96)	\$ (1,094.44)	\$ (1,599.40)	901805/887068/872241	2017/2018	Overestimated bill
0100174500	58	Locust Avenue	\$ -	\$ -	\$ -	887074	2018	
0100174900	65	Locust Avenue	\$ (52.51)	\$ -	\$ (52.51)	901818/887081/872254	2017/2018	
0300871400	400	Marrett Road	\$ -	\$ -	\$ -	868081	2017	
0100011800	823	Massachusetts Avenue	\$ (285.60)	\$ (792.55)	\$ (1,078.15)	884911	2018	Leaking toilet

0200612200	1265	Massachusetts Avenue	\$ (36,453.59)	\$ -	\$ (36,453.59)	908920/894256/864804	2017/2018	Reading/billing error
0200992400	1375	Massachusetts Avenue	\$ (1,084.20)	\$ (2,114.40)	\$ (3,198.60)	893797/878917/864362/849667	2017/2018	Overestimated bill
0200306700	1377	Massachusetts Avenue	\$ (363.58)	\$ (976.59)	\$ (1,340.17)	904069/889333/874505/859967/845296	2016-2018	Recalculated for two unit dwelling
0200315500	2027	Massachusetts Avenue	\$ (1,537.28)	\$ (3,758.72)	\$ (5,296.00)	889446/874616	2017/2018	Overestimated bill
0300620200	2517	Massachusetts Avenue	\$ (366.46)	\$ (1,062.71)	\$ (1,429.17)	894334	2018	Leaking toilet
0100159002	15	Moreland Avenue	\$ -	\$ -	\$ -	857505	2017	
0200605200	50	North Avenue	\$ -	\$ -	\$ -	835028/820479/4077/783652/765071	2014-2016	
0201008302	2	Northgate Circle	\$ -	\$ -	\$ -	864456	2017	
0300678800	10	Paul Revere Road	\$ (130.10)	\$ (338.24)	\$ (468.34)	895120	2018	
0301005200	6	Royal Circle	\$ (42.80)	\$ (1,445.36)	\$ (1,488.16)	899025	2018	Irrigation on domestic
0200378902	30	Revere Street	\$ (833.79)	\$ -	\$ (833.79)	890342	2018	
0200533402	3	Saddle Club Road	\$ -	\$ -	\$ -	863021	2017	
0300646600	48	School Street	\$ -	\$ -	\$ -	894682	2018	
0100096600	2	Scotland Road	\$ -	\$ -	\$ -	885994	2018	
0300854402	81	Shade Street	\$ -	\$ -	\$ -	838697	2016	
0300650802	17	Stimson Avenue	\$ (390.40)	\$ -	\$ -	894747	2018	
0100186802	9	Summit Road	\$ -	\$ -	\$ -	828927	2016	
0300754002	53	Vaile Avenue	\$ (422.95)	\$ -	\$ (422.95)	896083	2018	
0300919400	59	Valleyfield Street	\$ 33.48	\$ (806.80)	\$ (773.32)	898202	2018	
0100222600	287	Waltham Street	\$ 94.80	\$ (459.72)	\$ (364.92)	858376	2017	
0300901100	35	Wachusett Drive	\$ -	\$ -	\$ -	868484	2017	
0300677102	3	Wildwood Road	\$ (342.24)	\$ -	\$ (342.24)	865633	2017	
0200410300	23	Wyman Road	\$ (138.69)	\$ (400.36)	\$ (539.05)	875912	2017	
0200410500	25	Wyman Street	\$ (896.80)	\$ (1,963.60)	\$ (2,860.40)	845915	2017	Inactive account - should not have received bill
Total			\$ (46,637.15)	\$ (26,433.55)	\$ (73,070.70)			

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

THE SUM SET AGAINST THE ABOVE ACCOUNTS IS HEREBY ADJUSTED.

WATER	SEWER	TOTAL
(\$46,637.15)	(\$26,433.55)	(\$73,070.70)



DIRECTOR OF PUBLIC WORKS

8-16-18

BOARD OF SELECTMEN




FY2019
ADJUSTMENTS TO WATER/ SEWER
AS RECOMMENDED BY THE WATER AND SEWER ABATEMENT BOARD
PAGE 1 OF 1
WSAB JULY 26, 2018 BOS AUGUST 27, 2018

ACCOUNT	NBR	STREET	WATER	SEWER	TOTAL	BILL	YEAR	NOTES
0100250800	27	April Lane	\$ (181.22)	\$ (482.56)	\$ (663.78)	902811	2018	
0200367000	53	Bedford Street	\$ -	\$ -	\$ -	904938	2018	
0100137400	15	Bennett Avenue	\$ (15.12)	\$ (46.06)	\$ (61.18)	901299	2018	
0200416900	64	Bertwell Road	\$ (74.64)	\$ (189.70)	\$ (264.34)	905589	2018	
0200430500	146	Burlington Street	\$ (374.48)	\$ (1,425.88)	\$ (1,800.36)	905773	2018	House flooded while customer out of Town
0100140800	19	Butler Avenue	\$ (20.52)	\$ (62.51)	\$ (83.03)	901338	2018	
0300669300	9	Conestoga Road	\$ (18.36)	\$ (55.93)	\$ (74.29)	909670	2018	
0300644800	22	Ewell Avenue	\$ (63.68)	\$ (178.29)	\$ (241.97)	909334	2018	
0100191300	52	Follen Road	\$ 165.60	\$ (6,095.04)	\$ (5,929.44)	902051	2018	House flooded while customer out of Town
0200529900	91	Grant Street	\$ (497.08)	\$ (1,403.13)	\$ (1,900.21)	907109	2018	Leaking toilet
0200400100	53	Harding Avenue	\$ -	\$ -	\$ -	890628	2018	
0100007100	410	Massachusetts Avenue	\$ 129.20	\$ (233.24)	\$ (104.04)	899602	2018	
0100013802	922	Massachusetts Avenue	\$ -	\$ -	\$ -	899677	2018	
0100016400	1029	Massachusetts Avenue	\$ (41.44)	\$ (199.36)	\$ (240.80)	899703	2018	
0100268600	98	Potter Pond	\$ (2,407.20)	\$ (8,887.04)	\$ (11,294.24)	903021	2018	House flooded while customer out of Town
0300824700	6	Turning Mill Road	\$ -	\$ -	\$ -	911636	2018	
0300874602	28	Tufts Road	\$ (810.08)	\$ -	\$ (810.08)	897601	2018	
0100259300	21	Walnut Street	\$ (293.72)	\$ (810.98)	\$ (1,104.70)	902930	2018	Leaking toilet
0200334300	36	Winthrop Road	\$ (322.28)	\$ (899.77)	\$ (1,222.05)	904475	2018	Leaking toilet
0200470800	187	Woburn Street	\$ (125.78)	\$ (325.08)	\$ (450.86)	906322	2018	
Total				\$ (4,950.80)	\$ (26,245.37)	\$ (31,196.17)		

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

WATER	SEWER	TOTAL
(\$4,950.80)	(\$26,245.37)	(\$31,196.17)

 8-16-18

DIRECTOR OF PUBLIC WORKS

BOARD OF SELECTMEN

08/27/18



Department of Public Works
Town of Lexington
Water and Sewer Enterprise Funds
FISCAL YEAR 2019

July 2018 Cycle 9 Billing

CYCLE 9

GRAND TOTAL

JULY 2018		
WATER	\$ 382,959.35	\$ 382,959.35
SEWER	\$ 2,324.40	\$ 2,324.40
FEE FOR BEDFORD	\$ 5,311.28	\$ 5,311.28
TOTAL	\$ 390,595.03	\$ 390,595.03

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 charged herewith committed to you and each one of his/her respective portion herein set down to the sum total of such list. Said sum being:

Three hundred ninety thousand, five hundred ninety five dollars and 03/100

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

BOARD OF SELECTMEN

8/27/18

8-16-18

DIRECTOR OF PUBLIC WORKS

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



Department of Public Works
Town of Lexington
Water and Sewer Enterprise Funds
FISCAL YEAR 2019

	FINALS	GRAND TOTALS
	July 2018	
WATER	\$15,205.56	\$15,205.56
SEWER	\$4,664.80	\$4,664.80
TOTAL:	\$19,870.36	\$19,870.36

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:

Nineteen thousand eight hundred seventy dollars and 36/100

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

8-16-18

BOARD OF SELECTMEN

8/27/2018

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

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Tax Bill Insert for Second Quarter - REV Bus

PRESENTER:

ITEM NUMBER:

C.5

SUMMARY:

The Transportation Advisory Committee is recommending the attached tax bill insert regarding The REV bus to be included with the 2nd quarter tax bill.

SUGGESTED MOTION:

Move to authorize the tax insert describing the REV Bus to be included with the 2nd quarter property tax bill mailing.

FOLLOW-UP:

Tax Collector's office

DATE AND APPROXIMATE TIME ON AGENDA:

8/27/2018

ATTACHMENTS:

Description	Type
□ The REV Bus Tax Insert	Cover Memo



**REV bus pick-up
at 13 Depot Square**

19,372 trips provided in 2017

Do you commute from Lexington to Alewife Station?

Ride the REV Bus – the best way to commute between Alewife & Lexington!

Travel non-stop to Alewife
in **30 minutes!**

Lexington residents ride
for **just \$1** each way.



GPS tracking
free WiFi
mobile fare payment

Visit 128bc.org/schedules/rev-bus-hartwell-area for more information.