

SELECTMEN'S MEETING
Wednesday, September 5, 2018
Town Office Building, 1625 Massachusetts Avenue, Selectmen's Meeting Room
7:00 PM

AGENDA

EXECUTIVE SESSION

PUBLIC COMMENTS

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

SELECTMAN CONCERNS AND LIAISON REPORTS

TOWN MANAGER REPORT

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Approve and Sign Town Manager Contract (15 min.) 7:05 p.m.
 - Introduce James Malloy
2. Review and Approve Revised Conditions for Inn at Hastings Park Liquor License (10 min.) 7:20 p.m.
3. Energy Procurement Discussion (20 min.) 7:30 p.m.
4. Review Potential Fall Special Town Meeting Warrant Articles (30 min.) 7:50 p.m.
5. Approve Common Victualler License for New Owner of Lexington House of Pizza (5 min.) 8:20 p.m.
6. Selectmen - Committee Appointments/Reappointments/Resignations (10 min.) 8:25 p.m.

CONSENT AGENDA

1. Approve Minutes
2. Water & Sewer Commitments and Adjustments (Scrivener's Error)
3. Approve and Sign Proclamation - DAR Constitution Week
4. Approve Tax Bill Insert for Second Quarter
 - REV Bus
 - Transit Study/Comprehensive Plan
5. Approve Lowering the Battle Green Flag on September 11, 2018
6. Approve Town Celebrations Committee Request for Veterans Day Events

ADJOURN

1. Anticipated Adjournment 8:40 p.m.

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

September 17, 2018 at 7:00 p.m. in the Selectmen's Meeting Room, Town Office building, 1625 Massachusetts Avenue.

Hearing Assistance Devices Available on Request

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



AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve and Sign Town Manager Contract (15 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.1

SUMMARY:

The Board has successfully negotiated a Town Manager employment agreement with James J. Malloy for the period of October 1, 2018 through September 30, 2021.

SUGGESTED MOTION:

Move to approve and sign the Town Manager's employment agreement with James J. Malloy, effective October 1, 2018 through September 30, 2021.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

9/5/2018

7:05 p.m.

ATTACHMENTS:

Description	Type
☐ Town Manager Contract	Backup Material

EMPLOYMENT AGREEMENT BETWEEN TOWN OF LEXINGTON & JAMES J. MALLOY

This Agreement (the "Agreement") is entered into effective _____, 2018, between the Town of Lexington, a municipal corporation of the Commonwealth of Massachusetts (the "Town"), acting through its Board of Selectmen (the "Board"), and James J. Malloy ("Mr. Malloy").

WHEREAS, the Town desires to employ Mr. Malloy as provided by Chapter 753 of the Acts of 1968, as amended (the "Town Manager Act"), and G.L. c. 41, § 108N; and

WHEREAS, the Board desires to provide certain benefits, establish certain conditions of employment, and set working conditions for Mr. Malloy's employment as Town Manager; and

WHEREAS, the Board desires to (1) secure and retain the services of Mr. Malloy as Town Manager beginning on October 1, 2018, and to provide inducement for him to remain in such employment; (2) make possible full work productivity by Mr. Malloy; and (3) provide a just means for terminating Mr. Malloy's services at such time as he may be unable to fully discharge his duties due to disability or when the Town may desire to otherwise terminate his employment; and

WHEREAS, the Town and Mr. Malloy now desire to enter into this Agreement as set forth herein.

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

Section 1 – Duties

A. The Town agrees to employ Mr. Malloy as a full time Town Manager of the Town beginning October 1, 2018 (the "Starting Date"), to perform the functions and duties specified in the Town Manager Act, the Massachusetts General Laws, and any other federal, state, and local laws applicable to the position of Town Manager, and to perform such other legally permissible and proper duties and functions as the Town shall from time to time assign. It is understood and agreed that Mr. Malloy shall adhere to the International City/County Management Association ("ICMA") Code of Ethics.

B. Prior to December 1, 2018, and prior to the beginning of each subsequent fiscal year following the execution of this Agreement, the Board and Mr. Malloy will mutually establish goals for the ensuing year, and at least once each year, the Board will evaluate Mr. Malloy's performance in relation to those goals and his general performance of duty.

Section 2 – Term

A. Subject to the provisions of Section 3 of this Agreement and the Town Manager Act, the Town agrees to employ Mr. Malloy and Mr. Malloy agrees to remain in the employ of the Town for the period of three years from the Starting Date (the "Term"), unless this Agreement is extended or terminated as provided below.

B. The Term shall automatically renew on the same terms and conditions in this Agreement for successive periods of three-years each, unless either the Town or Mr. Malloy gives the other party written notice of the election not to renew the Agreement at least 180 days prior to

the expiration of the original Term or any three-year extension thereof. The Term and the Extension Term(s) are collectively referred to as the Term.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Board to terminate the services of Mr. Malloy for Cause in accordance with Section 3 of this Agreement and Section 7 of the Town Manager Act.

Section 3 – Removal, Resignation and Severance Pay

A. Termination by the Town for Cause. The Town may, by vote of the Board, terminate this Agreement at any time pursuant to the procedures in Section 7 of the Town Manager Act. For purpose of this Agreement, the Town shall have “Cause” to terminate this Agreement if any of the following have occurred: (1) gross misconduct by Mr. Malloy; (2) insubordination by Mr. Malloy; (3) any material breach of this Agreement by Mr. Malloy; (4) indictment of Mr. Malloy for a felony or for a violation of G.L. c. 268A; (5) conviction of, plea of guilty by, or admission of sufficient facts to enter a finding of guilt by Mr. Malloy for any criminal offense. In the event that the Town terminates this Agreement for Cause, all compensation and benefits provided to Mr. Malloy by the Town pursuant to this Agreement or otherwise shall cease as of the date of termination, except that Mr. Malloy shall receive any salary earned but unpaid through the date of termination, including any accrued but unused vacation time, and he shall continue to receive his monthly salary for the period of time required under the Town Manager Act (the “Termination Benefit”). The payment of the Termination Benefit, less the usual deductions and withholdings, shall be made in accordance with the Town’s usual payroll practices.

B. Termination by the Town for Other than Cause. The Town may, by vote of the Board, terminate this Agreement at any time for other than Cause pursuant to the procedures in Section 7 of the Town Manager Act, provided that prior to instituting such procedures the Town shall offer Mr. Malloy the opportunity to resign in lieu of such termination for other than Cause, in which case Mr. Malloy shall receive the Separation Benefit provided under Section 3(C) of this Agreement. In the event that the Town terminates this Agreement for other than Cause, all compensation and benefits provided to Mr. Malloy by the Town pursuant to this Agreement or otherwise shall cease as of the date of termination, except that Mr. Malloy shall receive payment for any salary earned but unpaid through the date of termination, including any accrued but unused vacation time. Further, Mr. Malloy shall continue to receive his monthly salary and benefits, but expressly excluding the accrual of vacation time, for a period of one month after the date of termination (the “Severance Benefit”). The payment of the Severance Benefit, less the usual deductions and withholdings, shall be made in accordance with the Town’s usual payroll practices. In addition, provided that Mr. Malloy first executes a comprehensive release in the form, and of a scope, acceptable to the Town, the Town shall continue the Severance Benefit for an additional five months, for a total of six months’ salary and benefits continuation from the date of termination.

C. Resignation by Mr. Malloy for Good Reason. Mr. Malloy may resign his employment under this Agreement at any time for Good Reason by submitting 60 days’ written notice to the Board, provided that the Board may, in its sole discretion, allow a lesser amount of time of notice. During the notice period, Mr. Malloy may not take any vacation leave unless expressly permitted by the Board in writing. For the purposes of this Agreement, Mr. Malloy shall have “Good Reason” to resign if any of the following have occurred: (1) the Town materially reduces the salary or other financial benefits of Mr. Malloy; (2) the Town eliminates the position of Town Manager; (3) the Town refuses, within twenty business days following written notice, to comply with any other material provision of this Agreement benefitting Mr. Malloy; or (4) Mr.

Malloy resigns pursuant to a written request from the Board to do so. In the event that Mr. Malloy resigns for Good Reason, all compensation and benefits provided to Mr. Malloy by the Town pursuant to this Agreement or otherwise shall cease as of the effective date of resignation, except that Mr. Malloy shall receive payment for any accrued but unused vacation time. In addition, provided that Mr. Malloy first executes a comprehensive release in the form, and of a scope, acceptable to the Town, the Town shall continue to provide Mr. Malloy his monthly salary and benefits, but expressly excluding the accrual of vacation time, for a period of six months after the effective date of resignation (the "Separation Benefit"). The payment of the Separation Benefit, less the usual deductions and withholdings, shall be made in accordance with the Town's usual payroll practices.

D. Resignation by Mr. Malloy for Other than Good Reason. Mr. Malloy may resign his employment under this Agreement at any time by submitting 60 days' written notice to the Board, provided that the Board in its sole discretion may allow a lesser amount of time of notice. During the notice period, Mr. Malloy may not take any vacation leave unless expressly permitted by the Board in writing. In the event that Mr. Malloy resigns for other than Good Reason, all compensation and benefits provided to Mr. Malloy by the Town pursuant to this Agreement or otherwise shall cease as of the effective date of resignation, except that Mr. Malloy shall receive payment for any salary earned but unpaid through the effective date of resignation, including any accrued but unused vacation time.

E. It is expressly understood that a termination of this Agreement by reason of the expiration of the Term and non-renewal of this Agreement, as described in, and subject to the notice requirements in, Section 2(B), shall not be deemed to be a termination by the Town or Mr. Malloy within the meaning of this Section 3.

Section 4 – Compensation and other Benefits

A. The Town agrees to pay Mr. Malloy for services tendered under this Agreement, as follows:

- For the period between the Starting Date and September 30, 2019: Mr. Malloy's base salary shall be \$205,000;
- For the period between October 1, 2019 and September 30, 2020: Mr. Malloy's base salary shall be equal to the base salary he was receiving at the end of the prior year of the Term, plus the same percentage increase that is received by non-union employees of the Town for Fiscal Year 2020;
- For the period between October 1, 2020 and September 30, 2021: Mr. Malloy's base salary shall be equal to the base salary he was receiving at the end of the prior year of the Term, plus the same percentage increase that is received by non-union employees of the Town for Fiscal Year 2021.

Mr. Malloy's salary shall be payable in installments at the same time as other Town employees are paid and subject to applicable withholding and deductions. In addition, the Town agrees to annually review Mr. Malloy's base salary and other benefits and to adjust such salary and benefits in such amounts and to such an extent as the Board may determine, based on Mr. Malloy's performance in office.

B. In each year of the term, The Town shall make a payment of \$15,000 to Mr. Malloy's account in the deferred compensation plan offered by the Town and selected by Mr. Malloy (the "Deferred Compensation Account"). Mr. Malloy shall notify the appropriate Town official in writing of the Deferred Compensation Account in which the payments are to be made. For the purposes of this section, a Deferred Compensation Account shall be deemed to include a 457, 401(a) and Retirement Health Savings Account under United States Treasury Regulation 301.7701-1(a)(3).

C. In addition to the foregoing, during the Term, Mr. Malloy will be entitled to the same benefits as other full-time, non-union employees of the Town including, without limitation, any such benefit adopted, amended or modified by the Town during the Term. Such benefits shall include, without limitation, health, dental, life disability insurance, sick leave, and retirement benefits.

D. During the Term, the Town shall provide Mr. Malloy with paid vacation time of five weeks per year on an annualized basis. Vacation time of three or more consecutive working days shall be scheduled by Mr. Malloy subject to the approval of the Board. Mr. Malloy may carry over a maximum of ten days of accrued but unused vacation time from one calendar year to the next. Further, Mr. Malloy shall be eligible to participate in a vacation buyback program allowing him to buy back up to 12 days annually. Such participation in the vacation buyback program shall be subject to the terms and conditions of that program and provided further that it is expressly understood that the Town, in its sole discretion, may modify or terminate any such vacation buyback program at any time.

E. Except as otherwise stated herein, all other personnel bylaws and policies of the Town relating to employee fringe benefits and working conditions as they now exist or are hereinafter amended will also apply to Mr. Malloy.

F. Mr. Malloy understands and agrees that all compensation and benefits provided under this Agreement are subject to appropriation from year to year by the Lexington Town Meeting, and Mr. Malloy shall have no rights hereunder in the absence of such appropriation.

Section 5 – Hours, Equipment, Professional Development and Other Conditions of Work

A. Mr. Malloy agrees to devote the amount of time and energy during the Town's normal business hours which is reasonably necessary to faithfully perform the duties of his position as Town Manager of the Town, and it is understood that Mr. Malloy also shall attend meetings of the Board, Town Meeting, and other designated Town boards and committees as required or necessitated for the proper performance of his duties and functions, subject to the other provisions of this Agreement. It is agreed that Mr. Malloy shall devote substantial time outside of the Town's normal business hours to performing his duties, and to this end, Mr. Malloy shall be permitted to adjust his work schedule as he shall deem appropriate during said normal business hours, provided that the business of the Town is not adversely affected by any such adjustment in Mr. Malloy's work schedule. If Mr. Malloy will be absent from work for a full day for any reason exclusive of the vacation provision of Section 4(D) of this Agreement, he shall provide advance notification to the Board, if possible.

B. During the Term, Mr. Malloy shall not hold any public elective office and shall not engage in any other business activity. Notwithstanding the foregoing, Mr. Malloy may, on a part-

time basis, perform consulting or teaching duties directly related to the profession of municipal management, provided that Mr. Malloy obtains the consent of the Board prior to engaging in any such part-time consulting or teaching duties and provided that such part-time consulting or teaching duties do not constitute a conflict of interest under the terms of G.L. c. 268A.

C. During the Term, the Town shall provide Mr. Malloy, at his option, with either: (i) an automobile for use in the performance of his official duties for the Town and, upon submission of reasonable and customary supporting documentation from Mr. Malloy, reimbursement for reasonable expenses for gasoline, tolls, parking and maintenance (Mr. Malloy understands that the Town may be required to report the value of his personal use of the automobile to him as income for tax purposes); or (ii) an automobile allowance of \$4,000 per year, payable in substantially equal monthly installments (this automobile allowance shall be in lieu of the normal reimbursement the Town allows for the use of a personal automobile for Town business). Mr. Malloy agrees to maintain insurance coverage, at his own expense, for the automobile he uses in the performance of his official duties for the Town in the following minimum amounts: Bodily Injury - \$100,000 per occurrence and \$300,000 in the aggregate; and Property Damage - \$25,000. If Mr. Malloy is assigned a Town vehicle, he shall also be allowed to use it for commuting to and from work, which shall include limited incidental personal use (e.g., miscellaneous errands made on the way to and from work; personal appointments during the work day). The use of the Town vehicle is not allowed for other personal use.

D. The Board hereby agrees to request in its budget reasonable funds that Mr. Malloy can use at his discretion for legitimate business expenses including, but not limited to, the ICMA Annual Conference, out-of-state travel for Town business, professional development, educational expenses, professional and civic association dues, attendance at civic events attended in the performance of his official duties as Town Manager, official meetings and customary office expenses. Mr. Malloy shall submit reasonable and customary supporting documentation for any and all such legitimate business expenses. All out-of-state travel shall require prior authorization from the Chairman of the Board of Selectmen, or the Chairman's designee.

Section 6 - Indemnification

The Town shall indemnify Mr. Malloy up to the amount of \$2,000,000 (inclusive of any indemnification required by G.L. c. 258, § 13) for acts performed by him in good faith and within the scope of his employment with the Town, including reimbursement for any reasonable attorneys' fees and costs incurred by him in connection with such claims or suits involving Mr. Malloy in his professional capacity as Town Manager for the Town. Said indemnification shall include alleged civil rights violations. The indemnification shall apply to Mr. Malloy after he leaves employment of the Town. The Town shall not defend, save harmless or indemnify Mr. Malloy for any criminal act or for any intentional violation of civil rights of any person. This paragraph shall survive the termination of this Agreement or the repeal of G.L. c. 258, § 13.

Section 7 – Bonding

Mr. Malloy shall execute a bond in favor of the Town for the faithful performance of his duties in such sum and with such sureties as may be fixed or approved by the Board, the cost for which shall be borne by the Town.

Section 8 – General Provisions

- A. This Agreement shall constitute the entire agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Mr. Malloy.
- C. If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall be deemed severable, shall not be affected and shall remain in full force and effect.
- D. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
- E. This Agreement may be modified only by written agreement between Mr. Malloy and the Board. No act or omission of any employee or agent of the Town shall alter, change or modify any of the provisions of this Agreement.
- F. For purposes of the Fair Labor Standards Act, Mr. Malloy shall be deemed an exempt employee.
- G. Notices pursuant to this Agreement shall be given in writing by first class mail, postage prepaid, to:

TOWN	Chairman of the Board of Selectmen Lexington Town Office Building, 2 nd Floor 1625 Massachusetts Avenue Lexington, MA 02420
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MR. MALLOY	To Mr. Malloy's last known residential address on file with the Town's Human Resources Department.
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IN WITNESS WHEREOF, the Board of Selectmen of the Town of Lexington and Mr. Malloy have signed and executed this Agreement, as of the dates written below, in two counterparts, one of which shall be retained by Mr. Malloy, and one of which shall be retained by the Town's Human Resources Department.

_____	Date_____
James J. Malloy	

Board of Selectmen, Town of Lexington

_____	Date_____
Suzanne E. Barry, Chairman	

_____	Date_____
Michelle L. Ciccolo, Vice-Chairman	

_____	Date_____
Joseph N. Pato	

_____	Date_____
Douglas M. Lucente	

_____	Date_____
Jill I. Hai	

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Review and Approve Revised Conditions for Inn at Hastings Park Liquor License (10 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.2

SUMMARY:

The hearing for the Inn at Hastings Park request to remove the conditions on their Liquor License was closed on August 27, 2018. Attached are the recommended conditions which have been reviewed by Town Counsel. Ms. Kennealy is in accord with these conditions.

SUGGESTED MOTION:

Move to approve the conditions, dated September 5, 2018, for the Inn at Hastings Park Liquor License and sign amended 2018 Inn at Hastings Liquor License.

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

9/5/2018

7:20 p.m.

ATTACHMENTS:

Description	Type
☐ Conditions Inn at Hastings Park Liquor License 9-5-18	Backup Material

Conditions on Liquor License for Inn at Hastings Park

Definitions

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

Conditions

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 restaurant menu food/meal 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 must be transported from the service bar area to the Mulliken House or the Barn only by Inn staff. Guests may transport their own open alcoholic beverages from the service bar area to the guest rooms/suites located in the main Inn.
5. Alcohol service and consumption on the adjacent patio will be limited to overnight guests of the Inn.
6. Alcohol/ restaurant menu food/meal 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 submitted prior to December 31 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.

September 5, 2018

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Energy Procurement Discussion (20 min.)

PRESENTER:

Carolyn Kosnoff, Assistant Town
Manager for Finance; Mark Sandeen,
Chair of Sustainable Lexington

ITEM NUMBER:

I.3

SUMMARY:

The Town's current electricity supply contract expires at the end of November, 2018. Staff will be accepting bids for electric energy supply on Wednesday, September 12, 2018. Bidders will include prices for Renewable Energy Credits (RECs) which the Town will have the option to purchase to increase our percentage of sustainably sourced electricity. Staff would like to review the sustainable options and associated costs with the Board of Selectmen, and solicit guidance on what strategy to apply for the upcoming procurement.

SUGGESTED MOTION:

FOLLOW-UP:

Staff will review electricity supply bids on September 12th and report back to the Board of Selectmen on a future date if a new contract is accepted.

DATE AND APPROXIMATE TIME ON AGENDA:

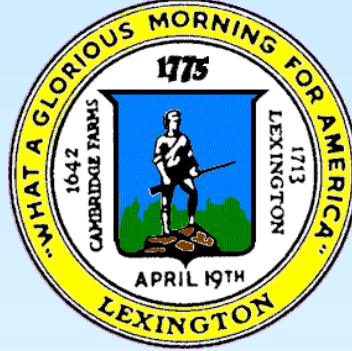
9/5/2018

7:30 p.m.

ATTACHMENTS:

Description	Type
❏ Electric Procurement Presentation	Presentation

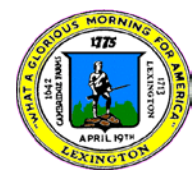
Town of Lexington



Electric Procurement

Renewable Energy Options

September 5, 2018



- Renewable Energy Credits (RECs) = 1 MWh
(Lexington total supply load = 12,000 MWh)
- MA Class 1 RECs cost approximately \$15 - \$25 per REC
National Wind RECs cost approximately \$1 per REC
- Electric Energy bids will include renewable energy options in 1% increments:
 - MA Class 1 RECs: 1% of Lex load = \$3,000/year (estimate)
 - National Wind RECs: 1% of Lex load = \$120/year (estimate)
- 14% MA Class 1 RECs are statutory and already included in all Massachusetts electricity base prices
- Lexington Community Choice Aggregation Program reached 100% renewable energy with the following strategy:
 - 14% - MA Class 1 RECs included in all MA electricity (2019)
 - 5% - MA Class 1 RECs purchased
 - 81% - National Wind RECs purchased (balance for 2019)



FY2019 Public Facilities Budget	\$ 2,166,796	88.8%
Non-DPF Electric Budgets	<u>\$ 272,000</u>	11.2%
FY2019 Townwide Electric Budget	<u><u>\$ 2,438,796</u></u>	

		Purchase MA Class 1 RECs	Purchase National Wind RECs	Annual Cost (FY2020)	Annual Increase	FY2019 Budget Impact	% Budget Increase
1	Status Quo (14% Renewable)	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
2	Budget + 86% MA Class 1 RECs	\$ 258,000	\$ -	\$ 258,000	10.58%	\$ 129,000	5.29%
3	Budget + 86% National Wind RECs	\$ -	\$ 10,320	\$ 10,320	0.42%	\$ 5,160	0.21%
4	Budget + 5% MA Class 1 + 81% Nat Wind RECs	\$ 15,000	\$ 9,720	\$ 24,720	1.01%	\$ 12,360	0.51%

- What renewable strategy to apply to Lexington's municipal supply?***

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Review Potential Fall Special Town Meeting Warrant Articles (30 min.)

PRESENTER:

Board Discussion

ITEM NUMBER:

I.4

SUMMARY:

Review Potential Fall Special Town Meeting Warrant Articles

SUGGESTED MOTION:

N/A

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

9/5/2018

7:50 p.m.

ATTACHMENTS:

Description	Type
 Potential Fall STM Warrant Articles-Draft	Cover Memo

Special Town Meeting 2018-1 Potential Articles

November 13, 14, 15

Fall

1. Amend Zoning Bylaw to update the regulation of marijuana to reflect changes in State law
2. Appropriate for Science Classrooms
3. Appropriate for Center Streetscape Design
4. Transfer 18 Rangeway to Lexhab
5. Appropriate for Hosmer House Reuse Study
6. Amend FY 2019 Operating, Enterprise, and CPA Budgets
7. Appropriate for Authorized Capital Improvements
8. Appropriate for Prior Year's Unpaid Bills
9. Appropriate To/From Stabilization funds
10. 7 Hartwell Ave, PD Rezoning (***Petition submitted***)
11. 331 Concord Ave, Assisted Living PD Rezoning (***Petition submitted***)
12. Belmont Country Club PD Rezoning (***Petition submitted***)

Not yet Determined

1. Appropriate for Municipal Facility Master Plan
2. Lease of Land from Historical Society
3. Appropriate for Westview Cemetery Building
4. 186 Bedford St PD Rezoning (Petition)
5. Appropriate for Automatic Meter Reading Equipment
6. Firing range-schematic design funds
7. Purchase of Land: 39 Highland Ave

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Common Victualler License for New Owner of Lexington House of Pizza (5 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.5

SUMMARY:

Mana Pizza Corporation now owns and operates Lexington House of Pizza located at 399 Lowell Street. The new owner has applied for a Common Victualler License to reflect the new corporation name.

SUGGESTED MOTION:

Move to approve a Common Victualler License for Mana Pizza Corporation d/b/a Lexington House of Pizza, 399 Lowell Street.

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

9/5/2018

8:20 p.m.

ATTACHMENTS:

Description

Type

□ 2018 Lexington House of Pizza App.

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: MANA PIZZA CORPORATION

D/B/A: LEXINGTON HOUSE OF PIZZA

ON-SITE MANAGER NAME AND PHONE NUMBER: Asad AMIN

BUSINESS ADDRESS: 399 Lowell ST

EMAIL ADDRESS: _____

HOURS: 11:00 AM TO 10:00 P.M Every day

ADDITIONAL INFORMATION: _____

Mohammed Amin
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:

Selectmen - Committee Appointments/Reappointments/Resignations (10 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.6

SUMMARY:

Appointment

Town Report Committee

- The Board is being asked to appoint Nancy Cowen to the Town Report Committee for a term to expire on September 30, 2019

Annual September Reappointments

Attached is a list of all committees that have members with terms that expire on September 30, 2018. Emails were sent to Chairs of these committees requesting that they let us know who wanted to be reappointed, as well as those who did not want to be reappointed.

Below are those committees that are ready for reappointment as indicated on the attached list "Committee Members with Terms Expiring - 2018". This list also includes those who did not wish to be reappointed, as well as appointments to vacancies.

2020 Vision Committee
Bicycle Advisory Committee
Board of Appeals
Board of Appeals Associates
Lexington Center Committee
Communications Advisory Committee
Council for the Arts
Design Advisory Committee
Economic Development Advisory Committee
Energy Conservation Committee
Fence Viewers Committee
Greenways Corridor Committee
Housing Partnership Board
Human Rights Committee
Human Services Committee
Lexington Scholarship and Education Fund Board
Monuments and Memorials Committee
Noise Advisory Committee
Sustainable Lexington Committee
Tax Deferral and Exemption Committee
Tourism Committee

Town Report Committee
Transportation Advisory Committee
Tree Committee
Water and Sewer Abatement Board

Resignations

Energy Conservation Committee:

- Accept the resignation of Joseph Musacchia from the Energy Conservation Committee.

SUGGESTED MOTION:

Motion to appoint Nancy Cowen to the Town Report Committee to a term to expire September 30, 2019.

Motion to reappoint/appoint, as indicated, on the attached list of committees.

Move to accept the resignation of Joseph Musacchia from the Energy Conservation Committee.

FOLLOW-UP:

Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

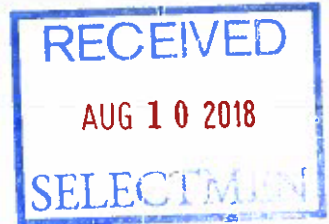
9/5/2018

8:25 p.m.

ATTACHMENTS:

Description	Type
❑ Application - Town Report Committee - N. Cowen	Backup Material
❑ Resignation - J. Musacchia - Energy Conservation Committee	Backup Material
❑ Proposed List of Committee Appointments/Reappointments	Backup Material

APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP



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

Would you consider another Committee: —

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

Full Name: Nancy C. Cowen Nickname: —

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

Home Address: 3 Rolling Lane, Lexington, Ma Zip: 02421

Length of Residence in Lexington: 13 years

Occupation: Designer

Work Address: 3 Rolling Lane, Lexington, Ma 02421

Phone: Home _____ Work _____ Fax —

Cell _____

E-mail: Primary: _____ Secondary: same

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

Special Training, Interests, Qualifications: see attached resume

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

How did you hear about the Committee? Lexington Parents group

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

Signature: Nancy C. Cowen Date: August 8, 2018



APPLICATION FOR TOWN REPORT COORDINATOR, LEXINGTON, MASSACHUSETTS

NANCY C. COWEN, COWEN DESIGN - QUALIFICATIONS

Cowen Design is an award-winning design studio specializing in innovative interactive and print design. Directed by Nancy Cowen, we provide our Clients with experienced project management, personalized service and high quality design solutions. Our studio is based in Lexington, Massachusetts and has been in operation for over eighteen years.

Cowen Design has successfully designed, managed and produced annual reports, marketing materials and websites for a diverse range of Clients. Communication is vital to any partnership. Therefore, our attention is not only on the creative process but equally on Client communication. We make sure our Clients are well informed about the development and status of their projects from beginning to end.

We are familiar with the town's Annual Report, and are well qualified to organize and design the complexity of it's content into a clean, easily read report.

Before starting Cowen Design, Nancy Cowen was a Senior Designer for John Hancock, Creative Director for LandVest, Inc., and Designer for Little, Brown, Inc. .

ANNUAL REPORT EXPERIENCE AND SKILLS

Cowen Design has extensive experience designing and producing Annual Reports. These experiences have lead to the following qualifications:

- **Strong Organizational Skills:** Able to work closely with different committees to pull together the information needed for a successful report.
- **Experienced in Project Management:** Managing all aspects of a project - from concepting, design, content gathering, production and printing of final product.
- **Professional Design:** Exceptional design is to know the project goals and how to implement them creatively. Annual report design is about organizing information in a clear and accessible way so that the reader can easily obtain the information they desire.
- **Editing and Proofreading:** Strong editing and proofing skills to ensure that the report is accurate and well written.
- **Production:** Accomplished at overseeing and coordinating all components of an Annual Report from start to finish - working with printer to ensure a quality final product.

PARTIAL CLIENT LIST

Associated Grant Makers
Friends of the Boston Public Gardens
George Henderson Foundatio
Helen Brown Group
Howard Garden Designs & Karen Howard Architect
International Nutrition Foundations, INF

Lexington Green Network
Lights for Lexington
More then A Move
Old South Meeting House
Pathfinnder International
University of Vermont

REFERENCES

Helen Brown Group, Helen E. Brown

Gioia C. Perugini, Associate Director. Family Office and Philanthropic Advisory Services
Hemenway & Barnes LLP,

Gail Pinkam, Director of Communications, Associated Grant Makers,

From: Joe Musacchia
To: [Morgan Steele](#)
Cc:
Date: Saturday, August 25, 2018 9:07:20 AM

I will no longer be able to continue with my participation in the Energy Conservation Committee.

I have truly enjoyed and valued my opportunity to participate in this important Lexington committee. I am confident that the current members will continue to provide a valuable service to our community.

Thank you for the support of the Board of Selectmen and all of the fine Lexington staff supporting our committees.

Joe Musacchia
Chair
Lexington Energy Conservation Committee

Committee Members with Terms Expiring - 2018

Committee Name	Representing	Appointed By	Service Start	Exp#	Recommendation	Member/Terms
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2020 Vision Committee

13 members, including 3 elected Boards, 3 year term staggered

Lee	Peter B.	Selectmen	9/2003	9/2018	Reappoint
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Pato	Joseph N.	Selectmen	Selectmen	8/2014	9/2018	Reappoint
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Khasnabish	Bhumip	Selectmen	Selectmen	9/2009	9/2018	Reappoint
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Quezada	Fernando	Selectmen	Selectmen	4/2001	9/2018	Reappoint
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Lenihan	Kathleen M.	school committ	Selectmen	2015	9/2018	Reappoint
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Wrigley	Alan A.	Selectmen		09/2018	Reappoint
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Bicycle Advisory Committee

13 Members, 3 Year Term (9 citizens plus Sel, PB, CC and Recreation), Sept. 30, staggered

Falcone	Kevin	Selectmen	Selectmen	11/2017	9/2018	Reappoint
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Dangel	Robert	Selectmen	Selectmen	9/2012	9/2018	Reappoint
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Board of Appeals

6 Members, 5 Year Term, Sept. 30 staggered, 2 term limit

Cohen	Norman P.	Selectmen			Appoint as Full Member
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Board of Appeals Associates

6 Members, 1 Year Term, Sept. 30

Masterman	Beth	Selectmen	Selectmen	2/2018	9/2018	Reappoint
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Barnert	Nyles N.	Selectmen	Selectmen	9/2015	9/2018	Reappoint
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Committee Name		Representing	Appointed By	Service Start	Exp#	Recommendation	Member/Terms
Manz	Hank		Selectmen	6/2016	9/2018	Reappoint	
McCarthy	Edward D.		Selectmen			Appoint as Associate Member	
Osten	James A.		Selectmen	9/2014	9/2018	Reappoint	
Kennedy	William P.		Selectmen	9/2014	9/2018	Reappoint	
Center Committee							11 Members, 3 Year Staggered Term, Sept. 30
Michelson	Jerold S.		Selectmen	9/2000	9/2018	Reappoint	
Lyons	Pamela		Selectmen	9/2008	9/2018	Reappoint	
Shadley	Pamela F.		Selectmen	9/2008	9/2018	Reappoint	
Communications Advisory Committee							11 Members, 3 Year Term, Sept. 30
Iverson	Steve		Selectmen	10/2017	9/2018	Do Not Reappoint	
Becker	David S.		Selectmen	12/1995	9/2018	Reappoint	
Desai	Smita		Selectmen	2/2011	9/2018	Reappoint	
Council for the Arts							11 Members, 3 Year Term, 2-term limit, Sept. 30, staggered
Poltorzycki	Steve		Selectmen	04/2018	9/2018	Reappoint	
Hart	Jean		Selectmen	5/2013	9/2018	Do Not Reappoint	
Design Advisory Committee							9 Members, 1 Year Term, Sept. 30
Steines	Brigitte		Selectmen	7/2010	9/2018	Reappoint	

Committee Name	Representing	Appointed By	Service Start	Exp#	Recommendation	Member/Terms
Lee	Timothy D.	Selectmen	3/2006	9/2018	Reappoint	
Kaldas	Bahig A.	Selectmen	6/2003	9/2018	Reappoint	
Slezak	Alenka	Selectmen	6/2003	9/2018	Reappoint	
Fitzgerald	Caroline	Selectmen	8/2015	9/2018	Reappoint	
Friedson	Richard	Selectmen	4/2009	9/2018	Reappoint	
Vincent	Steven A.	Selectmen	4/2009	9/2018	Reappoint	
Design Advisory Committee Associates						8 Members, 1 Year Term, Sept. 30
Creager	Bruce	Selectmen	4/2006	9/2018	Reappoint	
Frey	John W.	Selectmen	1998	9/2018	Reappoint	
Economic Development Advisory Com						11 Members, 3 year term, September 30
Minasian	Charles	Selectmen	08/2018	09/2018	Reappoint	
Energy Conservation Committee						9 members, Sept. 30
Musacchia	Joseph	Selectmen	8/2009	9/2018	Do not Reappoint	
Fence Viewers						3 Members, 1 Year Term, Sept. 30
Buczowski	David J.	Selectmen	1/2002	9/2018	Reappoint	
Manz	Hank	Selectmen	6/2016	9/2018	Reappoint	

Committee Name	Representing	Appointed By	Service Start	Exp#	Recommendation	Member/Terms
Greenways Corridor Committee						9 members, 3 year staggered, Sept. 30
Crawford	Malcolm	Selectmen	11/2016	9/2018	Reappoint	
Kenyon	Susan	Selectmen	10/2015	9/2018	Reappoint	
Hausslein	Robert W.	Selectmen	1/2011	9/2018	Reappoint	
Housing Partnership Board						3 Year term, 9 Voting Members, 5 Liaisons (Selectmen appoint 14; designated 3 for LexHAB,
Linton	Paul	Web-Housing A	Selectmen	12/2003	9/2018	Reappoint
Walker	Melinda	Lex. Housing A	Selectmen	10/2006	9/2018	Reappoint
Human Rights Committee						9 members including school, police and senior staff, Liaisons for School and BOS, 3-year
Osborne	Sean D.	Selectmen/T	5/2012	9/2018	Reappoint	
Huang	Fuang-Ying	Selectmen/T	4/2008	9/2018	Reappoint	
Human Services Committee						8 Members, 3 Year Term - staggered, Sept. 30
Fields	Gail M.	Selectmen	6/2010	9/2018	Reappoint	
Lex. Scholarship & Education Fund Boa						1-year term
Williams	David	Selectmen	1997	9/2018	Reappoint	
Hackett	Julie	School Super.	Selectmen	09/2018	9/2019	Appoint

Committee Name	Representing	Appointed By	Service Start	Exp#	Recommendation	Member/Terms
Fenn, Jr.	Thomas O.	Selectmen	1997	9/2018	Reappoint	
Orf	Karen	LEF	Selectmen	09/2018	9/2019	Appoint
Monuments and Memorials Committe						7 members, 3 year term staggered, 9/30 appt
Dixon	Linda J.	Vets Assoc./TC	Selectmen	3/2014	9/2018	Reappoint
Fallick	Bebe	Tourism	Selectmen	7/2014	9/2018	Reappoint
Noise Advisory Committee						5 Members, 3-year staggered term; Liaisons from BOS, PB BoH, HATS Env. Subc and
Maloney	John W.	Selectmen	2/2006	9/2018	Do Not Reappoint	
Sustainable Lexington Committee						7 Members, 3 year staggered, Sept 30
Gens	Marcia	Selectmen	12/2014	9/2018	Reappoint	
Tax Deferral and Exemption Study Co						9 members, one-year term, Sept. 30
Joshi	Pamela	Selectmen	10/2016	9/2018	Reappoint	
Tourism Committee						9 members, one year term, Sept. 30
Nijenberg	Willem	Selectmen	1/2014	9/2018	Reappoint	
Kennealy	Trisha Perez	Selectmen	10/2012	9/2018	Reappoint	
Coppe	Margaret	Freedom's Way	Selectmen	12/2013	9/2018	Reappoint

Committee Name		Representing	Appointed By	Service Start	Exp#	Recommendation	Member/Terms
Baker	Marsha	Historical Socie	Selectmen	1/2016	9/2018	Reappoint	
Fallick	Bernice		Selectmen	10/2003	9/2018	Reappoint	
Himmel	Jonathan		Selectmen	4/2016	9/2018	Reappoint	
Brandin	Kerry	Citizen	Selectmen	11/2001	9/2018	Reappoint	
Dumont	Erica		Selectmen	06/2018	09/2018	Reappoint	
McKenna	Dawn E.		Selectmen	3/2005	9/2018	Reappoint	

Town Report Committee

9 Members, 1 Year Term,
Sept. 30

Tabeling	David S.	Photographer	Selectmen	11/1998	9/2018	Reappoint	
Litwin	Janice	Editor	Selectmen	10/2017	9/2018	Reappoint	
York	Shayna	Editor	Selectmen	10/2017	9/2018	Reappoint	
Ramanathan	Varsha	Editor	Selectmen	10/2017	9/2018	Reappoint	
Amirault	Gloria A.	Editor	Selectmen	12/2010	9/2018	Reappoint	
Caton	Suzanne B.		Selectmen	11/2015	9/2018	Do Not Reappoint	

Transportation Advisory Committee

7 Members, 3 Year Term,
Sept. 30

Manz	Hank		Selectmen	6/2014	9/2018	Reappoint	
Arnold	Sara		Selectmen	1/2012	9/2018	Reappoint	

Tree Committee

7 Members, 3 year term

Sofen	Nancy		Selectmen	1/2015	9/2018	Reappoint	
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Committee Name

Representing

Appointed By Service Start

Exp#

Recommendation

Member/Terms

Water and Sewer Abatement Board

3 members, 3-year term
staggered

Ribich

William

Selectmen

9/2013

9/2018

Reappoint

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:

- 07/23/2018

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

- 07/09/2018
- 07/23/2018

SUGGESTED MOTION:

Move to approve the minutes of the following meeting dates:

- 07/23/2018

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

- 07/09/2018
- 07/23/2018

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

9/5/2018

ATTACHMENTS:

Description

Type

SELECTMEN'S MEETING

Monday, July 23, 2018

A meeting of the Lexington Board of Selectmen was called back to order at 7:05 p.m. on Monday, July 23, 2018 in the Selectmen's Meeting Room of the Town Office Building following an Executive Session that began at 6:30 p.m. Ms. Barry, Chair; Mr. Pato; Ms. Ciccolo; Mr. Lucente and Ms. Hai were present as well as Mr. Valente, Town Manager; and Ms. Siebert, Recording Secretary.

Ms. Barry opened the meeting with the call for a moment of silence in recognition of the July 15, 2018 death of a Weymouth Police Officer Chesna who was killed in the line of duty. She, Mr. Pato, and Ms. Ciccolo have attended three Lexington Police roll calls in solidarity with the force and in acknowledgement that loss is felt by all. Ms. Barry said the three Selectmen spoke with members of the force, expressing gratitude and urging them to remember to take care of themselves, along with taking care of the community they serve.

Ms. Barry noted that this evening marks the final regularly-scheduled Selectmen's meeting for Town Manager Carl Valente before he retires on August 3, 2018. The Board members individually thanked Mr. Valente, praising him for thirteen years of able, calm, wise, patient, even-keeled, ethical, professional, dedicated stewardship of Lexington as well as a cumulative 40-year career in public service. Mr. Valente thanked the Selectmen for their sentiments.

Selectmen Concerns and Liaison Reports

Ms. Barry reported that she recently attended the Department of Housing and Community Development (DHCD) Wright Farm site visit. Later in tonight's meeting, the Selectmen will be asked to approve a letter from the Town to the DHCD on the subject of Wright Farm.

Town Manager Report

Mr. Valente reported that Lexington has been awarded a \$196,000 Green Communities grant from the Department of Energy Resources for energy efficiency projects, to be used for lighting upgrades for Cary Library and the Clark, Bowman, Bridge, and Lexington High schools. Shawn Newall, Assistant Director of Facilities, submitted the grant application and will oversee the projects.

Mr. Valente reported that Lexington's State Aid is expected to be \$71,000 greater than the \$16M anticipated at the time of Annual Town Meeting 2018.

William James College-Interface Mental Health Referral Service

Charlotte Rodgers, Director of Human Services and Tanya Snyder, Interface Clinical Supervisor, presented information about Interface Referral Service, a program run by the Freedman Center for Child and Family Development at William James College in Newton, MA. The purpose of Interface Referral Services is to connect individuals and families across the lifespan to appropriate information, resources, and referrals. The Center also trains students in Psychology: doctoral candidates, under supervision, work as resource and referral counselors. Communities

subscribe to the referral service, which is then free to the community members who call Interface for assistance. Liaising with a designated community contact, Interface builds and maintains a community-specific referral database of licensed and vetted mental health service providers. Interface also conducts its own study of available resources to establish a comprehensive list of care providers. The Interface call center is available Monday through Friday, 9 a.m. to 5 p.m.; Ms. Snyder clarified that the call center is a “help line” not a “hot line” and said that dialing 911/emergency is the best way to address crises as they occur. Working with the community contact, Interface provides two community events per year with information about the service and mental health topics as the primary focus.

Ms. Snyder said that when Interface receives a call from someone seeking assistance, staff conduct an initial in-take interview to ascertain need; depending on the situation, this call can last 15 minutes to 1 hour. Four pieces of data are collected: what the mental health needs are; what the geographic area is that the client can access; what times are available for appointments; and if the client expects to use insurance or pay out of pocket. At the end of the in-take call, staff provide the caller with a confidential code so personal information is protected. Once a client's profile is known, Interface contacts providers to make a match; providers then contact Interface if they accept the client and Interface provides the client with at least two providers' contact information. It is the client's responsibility to initiate contact with the provider but Interface follows up to make sure an appointment has been made and also calls several times afterward to ensure the match is satisfactory.

The Interface provider databases are available via a Town's proprietary webpage so those looking for services need not speak to a staff member, although it was noted that staff can facilitate the client/provider match. Interface maintains each town's database to ensure that information remains accurate but the Town maintains the webpage. The William James website also provides guides, mental health topics pages that include hot line numbers, information about national organizations, a teen section, and a description of how the Interface service works.

Mr. Lucente asked what training Interface staff receive to understand levels of need and whether people working (not residing) in a member community can also access the service. Ms. Snyder said staff ask callers about suicidality, substance abuse/use, and gauge general demeanor over the phone. Staff assess how heightened the crisis level is and respond accordingly. Ms. Snyder said that only residents of a member community can access services.

Ms. Barry asked what sort of reports Interface provides to a member Town to understand how often the service is used. Ms. Snyder said Interface provides reports twice a year to the community liaison that break the usage data out by numbers, ages, school attendance, how they learned about Interface, what mental health issues are reported while maintaining client confidentiality. Interface has a protocol for how the information should be shared to ensure personal information is not revealed.

Ms. Ciccolo asked what the time commitment is for a community liaison to maintain the relationship with Interface. Ms. Snyder said the community contact could be one or a number of Town staff but it is often tied the department that funds the subscription. The community liaison also helps promote the Interface service and updates the community webpage.

Ms. Hai asked what Interface does to overcome the general shortage of mental health

professionals. Ms. Snyder said that Interface is not cutting in line or offering resources that do not exist but, as a college that trains professionals in the field, William James has a corps of experts to put to the task. Interface is also in a position to be aware of new providers and it also does not charge providers to be included in the database.

Resident Jack Mahoney asked whether services are only offered in Massachusetts and if they are fee-based. Ms. Snyder said Interface only services Massachusetts and the initial contract with the Town would be for two years at a total cost of \$25,000.

Valerie Overton, 25 Emerson Gardens/Co-Chair of LexPride, said she is enthusiastically in favor of subscribing to Interface, calling it an excellent addition to existing services. She said it would be helpful for Lexington's webpage to address how specific groups can access services tailored to individual populations regarding race, ethnicity, disability, faith, cultural and language, and LGBTQ identities. Ms. Overton asked that inclusive language be used, that text heavy information be modified for those whose first language is not English, and that flyers be translated into other languages. Ms. Overton offered to provide suggestions for how to make the information more visible and accessible on the Town website.

Luanna Devenis, 7 Blodgett Road/Lexington Community Coalition Mental Health Subcommittee, said she is aware that many people in town struggle to find mental health care. She believes the services Interface provides are important and needed.

Jessie Steigerwald, Precinct 8 Town Meeting member, encouraged the Selectmen to approve the funding for the Interface service. Ms. Steigerwald reported that she heard many times during her nine years on the School Committee about families unable to find appropriate mental health care. The Youth Risk Survey shows a substantial number of students are struggling; the circle of people affected by mental health crises is large and Interface would help them all. The stigma of mental illness must be reduced.

Mr. Valente said that in order to move ahead, the Town would need to solicit quotes from at least three entities in order to contract for this type of service. Bids received may be fewer than three, however. All Selectmen agreed to move ahead. Mr. Pato supported asking for proposals but, in general, said he would prefer this type of request to come from staff as a component of a larger program. Ms. Ciccolo agreed, saying she looks forward to hearing the big picture plan from the Mental Health Task Force. Ms. Hai asked it to be made clear that these services are not only for children and families as others need to know they can access help as well.

Approve and Sign Amended Memorandum of Understanding—509 Woburn Street

The Memorandum of Understanding between the Town and Peter C.J. Kelley, Owner and Trustee of the Manor House, located at 425 Woburn Street, has been amended to reflect work that has now been completed, as required in the previous MOU. It also reflects that, in exchange for the payment of \$25,000 to be used for a traffic study of the problematic State-controlled intersection of Woburn Street and Lowell Street, the Owner will install traditional crosswalk

signs rather than flashing signs. All mitigation payments to the Town (\$108,500) have been paid in full.

The final mitigation item relates to a payment that will be given if transportation services are extended to the Manor House; at the moment, staff does not recommend this due to Lexpress route capacity limitations. Ms. Barry asked if there is a sunset date for the Lexpress clause; Mr. Valente said it would end after three years if the Town has not provided the service.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve and sign the amendment to the Memorandum of Understanding between Peter C.J. Kelley of 509 Woburn Realty Trust the Town of Lexington.

Revise Committee Name, Charge, and Number of Members—Historic Districts Commission Ad Hoc 40C Committee

The Board is being asked to revise the Historic Districts Commission Ad Hoc 40C Committee name to become the Historic Districts Commission Ad Hoc Ch. 447 Revisions Study Committee and to revise the Committee's charge to update the number of members from five to seven given the amount of work being asked of this committee. The Committee would also like to change meeting times, description, vision and deliverables specified in the current charge.

Anne Eccles, Chair of the Historic Districts Commission Ad Hoc 40C Committee, said after it was determined there was not enough support for the revisions originally proposed, the Committee decided to ask for an extension to dig more deeply into what residents in the four districts need from the HDC. The Committee also wants to expand by adding two more members from outside the small world of historic preservation. This year, the Committee intends to hold community listening meetings, district by district.

All Selectmen enthusiastically supported the request and expressed gratitude to the Ms. Eccles and the Committee.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 amend the Historic Districts Commission Ad Hoc 40C Committee's charge to reflect a name change, updated number of members and revised charge.

Consider Summer Water Use Time Restrictions

Dave Pinsonnault, DPW Director, and John Livsey, Town Engineer, requested that all outdoor water use (irrigation, power washing, etc.) in Lexington be restricted on a voluntary basis between the hours of 5:30 am and 8:30 am from July 25th to October 5th 2018 to make more water available for indoor use during morning peak demand. This was done last year with positive results. The Town of Bedford will make this same request of residents as well. Mr. Pinsonnault and Mr. Livsey also suggested that all water users in Lexington consider water conservation techniques both outdoors and indoors to preserve precious resources.

Mr. Lucente asked what the right time is to bring this request to the Board and how the information about the voluntary restriction will be disseminated. Mr. Pinsonnault agreed it

would be best to request the restriction when irrigation season gets underway so systems can be programmed for the preferred hours; he reported that information will be posted on the Town's website, the listserv, and on the electronic message boards.

Mr. Pato was fully in favor of the request and of providing education on conservation methods, including the beauty of natural lawns.

Ms. Ciccolo asked if there is more the Town can do to train residents on water conservation concepts and expressed concerns that, as the town continues to grow, voluntary requests may not suffice. She asked if infrastructure upgrades will be needed in the future. Mr. Pinsonnault said the recently completed water system model provides a valuable information that the engineering staff use to inform their work. The DPW is planning water conservation education events for the fall and winter. All athletic fields now have smart irrigation systems which fine tune and target water use; funding has been appropriated to extend these systems to all Town park areas.

Ms. Ciccolo asked if the Town might change its code requirements for irrigation systems for all new construction. Mr. Valente said there is currently no requirement that an irrigation system have a smart meter but this could be done in the future. A pressing question is what to do about the timing of existing systems. Ms. Ciccolo suggested that working with the irrigation companies might be more effective than trying to get the attention of individual homeowners. Mr. Pinsonnault said an irrigation company will participate in the education events being planned.

Ms. Hai asked what the preferred timeframe is for irrigation systems. Mr. Pinsonnault said that systems should run in the early morning hours and be off before 5:30 a.m.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to implement a voluntary outdoor water use time restriction from 5:30 a.m. to 8:30 a.m. beginning July 25th and continuing through October 5th, 2018.

Center Streetscape Massachusetts Avenue Turning Lane Reductions—Waltham Street and Edison Way

John Livsey, Town Engineer, presented information on the traffic trial results for the Massachusetts Ave intersections at Waltham Street and Edison Way. The purpose of the trials was to evaluate the effects of eliminating the dedicated right turn travel lane on Massachusetts Avenue westbound to Edison Way and eliminating the dedicated right turn travel lane on Massachusetts Avenue eastbound on to Waltham Street. Data was collected in 2016 periodically during the months of August, September, and October with the trial equipment removed in early November 2016. Daily and peak hour traffic counts were taken at multiple locations in the Center.

Edison Way: Mr. Livsey described the long-term benefits of this lane reduction as the ability to increase the sidewalk area; a reduction of pavement from 70 feet to 62 feet that would aid in traffic calming; and improved safety at the intersection for all modes of travel. One alternative that could not be modeled was a parking prohibition during morning hours for the spaces adjacent to the Edison building just before the turn onto Edison Way, allowing travel in the parking lane at that time.

Conclusions of this trial include that traffic volume reduction was not a result of the trial; crashes did not increase; there were no observed negative effects of the lane reduction on vehicle queuing.

Waltham Street: Mr. Livsey said the long-term benefits of this lane reduction would be an increase in sidewalk area; reduction of Massachusetts Avenue crossing distance; and an improved turning radius for large vehicles. There is evidence that large vehicles have hit the signal polls due to the tightness of the turn. The narrowness of the sidewalk creates a dangerous situation for pedestrians waiting to cross.

Conclusions of this trial include: right turn traffic volume increased only slightly during the trial; Muzzey Street traffic volume was not adversely affected; one crash was related to the trial but the cause of the second crash is unknown; the queue on Massachusetts Avenue eastbound was occasionally observed to be two/three vehicles longer than pre-trial, with the greatest impact being that pedestrians crossed further “upstream” of the signal.

Ms. Barry stated that the Selectmen have received a letter from the Center Committee about the proposed lane reductions. Regarding the Waltham Street right hand turn, the Center Committee voted 7-0 to support the elimination, citing the urgent need for pedestrian safety at that corner and the belief that eastbound traffic would not be adversely affected. The Committee recommended that the timing of the traffic light be adjusted during morning and evening peak hours to accommodate the greater flows of traffic. This adjustment could be made immediately and does not have to wait for the larger project. Regarding the Edison Way lane reduction, the Center Committee voted 7-0 to support the recommendation for shared use space that would move out the curb one lane to establish a dedicated right turn lane during morning traffic and retain metered parking during non-peak hours. The Committee felt this change would preserve a pedestrian path consistent with adjacent blocks and improve sight lines. The Committee did note, however, that additional sidewalk width is not needed at this location.

Mr. Lucente agreed that there is no need for additional pedestrian space here. He observed significant traffic back-ups during the trial and also feels the dual use of the parking/turning lane would be confusing. His biggest concern is resident feedback he received that the traffic flow worsened during the trial and even though the goal is to improve pedestrian safety, he is not sure this will be a result.

Mr. Pato said he supports both changes. He agreed that the temporary markings during the trial made the intersection more confusing but the permanent changes would make the curb line consistent and improve pedestrian safety. He also agreed that the shared parking/turning lane use should be explored and said he is willing to forfeit those parking spaces if need be. Any gained space at the Waltham Street sidewalk would create a safer pedestrian waiting area.

Ms. Barry supports both lane reductions. She acknowledged the shared use configuration at Edison Way will require a learning curve but people will eventually understand the changing patterns; proper signage should help. In regard to Waltham Street, she also observed traffic back-ups past the Minuteman Statue but noted that since the turning lane only stores three cars, the lane reduction will not make a big difference.

Ms. Ciccolo also supported both changes. She is intrigued that the traffic volumes appeared to drop and wondered if the parking management program was a factor. Ms. Ciccolo said that improving pedestrian safety at the Waltham Street corner is crucial and improving the truck turning radius will make a positive difference. She did not observe greater-than-usual traffic back-up during the trial period and did not receive any complaints. Ms. Ciccolo also agreed that sightlines will improve near Grant Street/Edison Way.

Mr. Livsey noted that the Harrington Road trial occurred simultaneously and may have complicated matters; he added that there would be a net gain of two parking spaces on Massachusetts Avenue by eliminating the turning lane on to Waltham Street.

Ms. Hai approved of both reductions but noted that she observed back-ups on Massachusetts Avenue eastbound. She asked if increasing the sidewalk width at the corner of Waltham Street and Massachusetts Avenue would, in effect, provide space for pedestrians to stand within the truck turning allowance. Mr. Pato noted that the crosswalk at that juncture would be moved and the shift increases safety.

John Flynn, 1 Hunt Road, asked about the Edison Way modification and whether the proposed Center Streetscape changes still include reduction of the eastbound turning lane onto Grant Street. Mr. Livsey said, at the 25% design stage, the Center Streetscape configurations are still under discussion. Mr. Flynn said the shared lane concept is great but he does not believe it improves pedestrian safety and the loss of the dedicated right-hand lane will make matters worse for bicyclists. He asked for further consideration of bicycles in the overall scheme.

Dawn McKenna, 9 Hancock Street, said traffic back-ups have increased in general and she does not believe they are related to the trials. She supports the idea of changing the light sequencing to facilitate traffic flows during peak times.

Mr. Lucente asked whether erecting pedestrian barriers to protect the sidewalk corner at Waltham Street would be advisable. Mr. Livsey replied that the traffic signals at that corner provide a barrier and reactions to proposed bollards have been negative.

Mr. Lucente said he firmly believes the traffic backups were the direct result of the trials and he is not inclined to approve the two requests.

Ms. Hai asked if the right on red allowance at Waltham Street would be eliminated. Mr. Livsey said he had not considered eliminating it but would re-evaluate it, along with signal timing.

Upon motion duly made and seconded, the Board of Selectmen voted 4-1 to approve the lane reduction for the right turn lane on Massachusetts Avenue at Waltham Street. Mr. Lucente cast the dissenting vote.

Upon motion duly made and seconded, the Board of Selectmen voted 4-1 to approve the lane reduction for the right turn lane on Massachusetts Avenue at Edison Way. Mr. Lucente cast the dissenting vote.

Discuss the Potential for a Westview Cemetery Crematorium

Ms. Barry reported that on Tuesday, July 10, 2018, the Board took a fieldtrip to the Town of Duxbury's crematorium. Duxbury is one of two municipalities in Massachusetts that has a crematorium. Because a new building is proposed for Lexington's Westview Cemetery, the idea of including a crematorium is being considered; the current new building already proposed would be paid for from cemetery fees.

Narain Bhatia, Precinct 3 Town Meeting member/vice chair of the Economic Development Advisory Committee, said that cremation is an important part of the Hindu tradition. He asked that the Selectmen support the concept and further asked them to consider including an indoor gathering place for 100-150 people with good acoustics for ritual ceremonies plus a family viewing area adjacent to the crematorium. These amenities are not currently available in any other crematorium, although he has attended cremation ceremonies at Mount Auburn Cemetery.

Dinesh Patel, Precinct 6 Town Meeting member, distributed architectural renderings of an ideal crematorium designed in India. Mr. Patel reported that cremation is not only a Hindu tradition but many others are now opting for it. He quoted the average price of a cremation at \$1,200.

Dawn McKenna, Precinct 6 Town Meeting member, said that Mount Auburn Cemetery is in the process of building a new crematorium and she asked the Selectmen to consider this a potential resource for Lexingtonians in lieu of building a municipal facility.

Ms. Barry noted that the Westview Cemetery article at Annual Town Meeting 2018 was indefinitely postponed and the hope is to bring the building portion of the project to the anticipated fall Special Town Meeting. A crematorium might be part of that proposal. Mr. Valente said the architect can design the building with or without the crematorium; if without, the crematorium could be added at a later date. To keep the timeline on target, the architect needs direction now.

Ms. Barry said the state of the current building at Westview is deplorable and the Town is not being responsible to the employees who work there nor to the equipment that is stored there. She would like to move ahead with the building but design it so that a crematorium could be added at a later date, after more research has been done. It is not yet clear at this point what the upfront, overhead, maintenance, or employee costs would be and the project must be sustainable, have a strong business plan behind it, and be environmentally sensitive. She appreciates that a crematorium means a lot to members of the community but she needs to have a better grasp of the practicalities and proposed establishing a committee to study the question.

Ms. Hai agreed it is an imperative to move the building forward but she is not ready to decide about a town-run crematorium. She agreed with the need for a business plan and for establishing relationships between funeral directors and crematorium services. She is amenable to looking at a building that could be added later but she would want to know how significant the cost increase would be since the addition may never occur or occur much later. She asked for a cost estimate based on scale and scope.

Ms. Ciccolo asked about the anticipated construction timeline and whether postponing a vote until Annual Town Meeting 2019 would delay construction. Mr. Pinsonnault said the project would be delayed by a year because there are a number of steps to be taken before ground can be

broken for the new building. Mr. Valente said that the Town should bid the project out in January 2019, not during construction season. Ms. Ciccolo agreed there is not enough information to move forward with the crematorium and that a business plan is needed but she does not want to preclude the later addition of a crematorium. If the number of people to be accommodated in a crematorium ceremony gathering is 100-150, this would be a larger space than what has been conceived for the number Westview building. Mr. Pinsonnault confirmed that the outdoor pavilion intended for Westview would accommodate 50-75 people, to be used in the case of inclement weather. Ms. Ciccolo suggested that the operations building and the ceremonial gathering space be thought of as separate projects. She believes more evaluation of need is necessary, which a study group could be asked to do.

Mr. Pato noted that Duxbury serves a significant portion of the South Shore, conducting 3,000 cremations a year. From a municipal/operational standpoint, he is not aware that a large gathering area is necessary since intimate proximity to the deceased does not seem to be a customary part of the cremation ritual for more than the immediate family. He would like to see the Westview building design move forward without a commitment to construct until more questions are answered.

Mr. Lucente said the Selectmen learned a lot in Duxbury. He believes that cremation is an expanding trend that is becoming a norm but Lexington would need to market the service to make the investment viable. He would like to have a better understanding of how big the gathering space would need to be. The Westview project, as he sees it, has several parts that can be separated. He is curious to see what Mount Auburn Cemetery is doing. Mr. Lucente is in favor of eliminating the outdoor pavilion but looking at the campus with an eye for where a gathering place might be constructed for a crematorium.

Mr. Pato said he is not sure he would support building a gathering space for religious ceremonies but he would consider designing a crematorium that included a small area for family to say their final goodbyes to the deceased.

Ms. Hai agreed that the Town should not provide the same capacity for religious services that a church, temple, or funeral home would. She would not want to overstep the appropriate municipal role. She would like to include a columbarium and agreed that cremation is becoming a preferred option.

Mr. Valente said the request for a large function hall is not something he has heard until tonight. That kind of building space and additional parking are both different considerations. The smaller model, along Duxbury's line, would be a better fit for Westview. A larger facility would have to be at another location.

Mr. Lucente asked Mr. Bhatia asked if the Hindu community would not use a crematorium if it did not have a large function hall. Mr. Bhatia clarified that his attendance estimate was generous; gathering space for 75 would generally be adequate.

Dawn McKenna said that Town Meeting will want to know what the programmatic goals are for this project.

Deepika Sawhney, 6 Porter Lane/School Committee member, said there are four Sikh temples in the Boston area and other populations use cremation services. She urged the Town to reach out to the Sikh and Hindu communities and to make both a business and humane plan for the project.

Mr. Pinsonnault noted that the original proposal for the building has already been vetted/ approved by the Board and could go forward without additional consideration.

Mr. Valente said that crematoriums charge between \$250 and \$400 for services, not \$1,200, but funeral home charges are additional.

Mr. Lucente, Mr. Pato, and Ms. Barry supported going forward with the building plan and forming a separate study for the crematorium. Ms. Ciccolo agreed but not with moving forward with the pavilion. However, she expressed concern that moving ahead might preclude later options for how to use available space. Mr. Valente said the pavilion was planned as an add-alternate and was not an integral part of the proposal. Ms. Hai also supported moving ahead but echoed Ms. Ciccolo's concerns the loss of options. She also agreed that the pavilion should be put on hold and re-considered together with the crematorium concept. She asked that a broad-based study group to be formed.

Ms. Barry called a recess until 10 p.m.

Review and Approve Letter to Governor's Office/Administration and Finance Regarding Capital Bond Bill Projects: Police Radio Console; Visitors Center Construction Project

The recent Capital Bond bill, approved by the Legislature and signed by the Governor, included funding for two Lexington projects: the Police Radio Console for \$370,000; and the Visitors Center for \$675,000. The submission of these two projects was made by Senator Barrett, with the support of Senator Friedman and Representative Kaufman. Mr. Valente noted that another \$200,000 for the Visitors Center is included in the Governor's budget, which is also subject to approval; he cautioned that none of the funding is not yet assured and that release of the funding is at the discretion of the Governor's Office.

Senator Barrett's Office has recommended that the Board of Selectmen contact the State agencies that determine whether to release the funds, to advocate for these important projects. Ms. Ciccolo encouraged residents to contact the State in support of these initiatives.

Mr. Pato asked if language about a pathway to Douglas House should be included in the letter, as it has been. Mr. Valente said he has made a note to confirm the location of the path with the Planning office to see whether inclusion in the letter is advisable.

Upon motion duly made and seconded, the Board voted 5-0 to approve and sign the letters to Administration and Finance and the Division of Capital Asset Management and Maintenance regarding funding for the Police Radio Console equipment and Visitors Center project subject to verification and possible correction.

Sign September Primary Warrant

Upon motion duly made and seconded, the Board voted 5-0 to sign the warrant for the 2018 State Primary to be held on Tuesday, September 4, 2018 from 7:00 a.m. to 8:00 p.m.

Appointment of Election Officers

Ms. Barry recused herself because her mother is an appointee. Ms. Ciccolo assumed the role of chair for the item.

Upon motion duly made and seconded, the Board of Selectmen voted 4-0 to appoint Election Officers as presented in a memo from the Town Clerk dated July 6, 2018 for the period begin September 1, 2018.

Selectmen's Goal Setting Revisions and Ranking of Goals

Ms. Barry asked Board members for comment on the edits and revisions made since the last meeting, noting that there is still more revision work to be completed. There are now 22 high priority goals. One goal has been accomplished Ms. Barry recommended sorting the remaining 21 goals into three groups of 7 based on relative importance.

Mr. Pato asked the Board to note that he added two target percentages in the "Affordability for Residents" goal that did not appear in the earlier draft.

Ms. Ciccolo said that a lot of items have been grouped into Goal #12: "Complete Streets/Roads and Sidewalks Maintenance". She will propose edits and present a revision at the next meeting. The Board determined that subsequent edits would be sent to Ms. Axtell, Assistant Town Manager, who will generate another draft of the goals document.

The Board determined to review the most recent edits and revisit them at the next meeting on August 6, 2018.

Approve Memorandum of Agreements with Lexington Police Association

Ms. Barry recused herself because her husband is employed as a Police Officer by the Town of Lexington.

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

Upon motion duly made and seconded, the Board voted 4-0 to approve and authorize the Town Manager to signed the Memorandum of Agreement adjusting to detail rates, effective August 6, 2018.

Approve Letter of Support for LexHab Regarding Wright Farm

The Lexington Housing Assistance Board (LexHab) has requested a letter of support from the Board of Selectmen for their Local Initiative Project (LIP) application for a comprehensive

permit for affordable housing development at Wright Farm. Ms. Barry noted that this type of letter had also been submitted for Farmview project on Lowell Street.

Upon motion duly made and seconded, the Board voted 5-0 to provide a letter of support endorsing LexHAB's application to the Department of Housing and Community Development's Local Initiative Program for a comprehensive permit for the affordable housing project at Wright Farm.

Approve Employment Agreement—Acting Town Manager

Discussed earlier in the evening in Executive Session, the Board has reached an Employment Agreement for Acting Town Manager Kelly Axtell.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve and sign the Employment Agreement between the Town, acting through its Board of Selectmen, and Kelly Axtell.

Review and Approve Creation of Carl F and Maureen G Valente Public Service Fund

Ms. Barry noted that, between them, Town Manager Carl Valente and his wife Maureen Valente have performed 72 years of public service. Ms. Barry stated that Mr. Valente has distinguished himself as a teacher and mentor for those new to public service and that this fund recognizes his contributions.

Mr. Valente said he is honored that the Board thought to establish this fund. He recalled that in his generation, internships were the way young people got their first government work experiences but now there is less opportunity to follow this path. The fund will provide internship stipends for 6 months to 1 year to work in a broad spectrum of Lexington Town government roles.

Ms. Barry read the terms of the fund for “Internships and Educational Programs Associated with a Career in Public Administration” in full. The fund will be maintained by the Trustees of the Public Trust and will be expended in five years or five disbursements; donations can be made via the Selectmen's office.

Upon motion duly made and seconded, the Board enthusiastically voted 5-0 to approve and authorize the Chairman to sign the terms of the Carl F. and Maureen G. Valente Public Service Fund.

Battle Green Requests

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve the Lexington Minutemen Company's request to use the Battle Green for the purpose of the installation of officers and the 329th Anniversary of the Lexington Minutemen Company to be held on Sunday, September 9, 2018 from 12:00 p.m. to 3:30 p.m.

Town Manager Appointments

The Town Manager requests the Board's approval of the appointment of Ms. Lyn Yang to the Community Center Program Advisory Committee as well as Dr. Jyotsna Kakullavarapu and Ms. Sandra Shaw to the Council on Aging. Ms. Yang will be filling the position previously held by John Zhu. Her term will start immediately and will expire May 2020. Dr. Kakullavarapu will be filling the position previously held by Nancy Adler. Her term will start immediately and will expire May 2021. Ms. Shaw will be filling the position previously held by Dr. Harry Allan Mackay. Her term will start immediately and will expire May 2021.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve the Town Manager's appointments of Lyn Yang to the Community Center Program Advisory Committee as well as Dr. Jyotsna Kakullavarapu and Sandra Shaw to the Council on Aging.

Consent Agenda

- Approve Annual Review: Comptroller

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve and sign the annual performance review for Carolyn Kosnoff, Assistant Town Manager for Finance/Comptroller.

- Approve One-Day Liquor License

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve The Czech and Slovak Association request for a One-Day Liquor license to serve beer and wine for their Czech and Slovak Harvest Festival to be held at Sacred Heart Parish Hall, 21 Follen Road, on Saturday, October 13, 2018 from 5:00 p.m. to 11:00 p.m.

- Approve and Sign Proclamation: 25th Anniversary of the Minuteman Bikeway

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve and sign a proclamation recognizing the 25th anniversary of the Minuteman Bikeway.

Executive Session

Upon motion duly made and by roll call, the Board of Selectmen voted 5-0 to enter Executive Session at 10:28 p.m. under Exemption 6 to consider the purchase, exchange, lease or value of real property Edison Way parking spaces owned by the Historical Society, and further by roll call, the Board of Selectmen voted 4-0, to enter Executive Session under Exemption 3 to discuss strategy with respect to collective bargaining related to the Lexington Police Association Superior Officers and to re-convene in Open Session only to adjourn. It was declared that that an open meeting may have a detrimental effect on the bargaining and negotiating position(s) of the Town. Ms. Barry was recused from the Exemption 3 discussion as her husband is an employee of the Town.

Adjourn

Upon motion duly made and seconded, the Board of Selection voted 4-0 to adjourn at 11:55 p.m.

A true record; Attest:

Kim Siebert
Recording Secretary

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Water & Sewer Commitments and Adjustments (Scrivener's Error)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.2

SUMMARY:

The Board is being asked to re-vote the Water and Sewer Adjustment that were on the August 27, 2018 agenda due to a scrivener's error. A revised document is attached.

Corrected information:

Water and Sewer Adjustments as recommended by WSAB July 26, 2018 (\$ 26,245.37)

SUGGESTED MOTION:

Motion to approve the Water and Sewer Adjustments as recommended by WSAB July 26, 2018 (\$ 26,245.37).

FOLLOW-UP:

Collector/Treasurer's Office

DATE AND APPROXIMATE TIME ON AGENDA:

9/5/2018

ATTACHMENTS:

Description	Type
□ 9-15 WASB	Backup Material

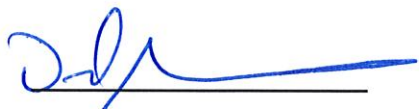


FY2019
ADJUSTMENTS TO WATER/ SEWER
AS RECOMMENDED BY THE WATER AND SEWER ABATEMENT BOARD
PAGE 1 OF 1
WSAB JULY 26, 2018 BOS AUGUST 27, 2018

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)	\$ (21,294.57)	\$ (26,245.37)			

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)	(\$21,294.57)	(\$26,245.37)


8/30/18
DIRECTOR OF PUBLIC WORKS

BOARD OF SELECTMEN 9/5/18

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve and Sign Proclamation - DAR Constitution Week

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.3

SUMMARY:

You are being asked to approve the request of the Daughters of the American Revolution (DAR) to sign a Proclamation for Constitution Week, celebrated September 17 through September 23 each year.

SUGGESTED MOTION:

Motion to approve the consent agenda.

FOLLOW-UP:

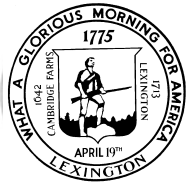
Selectmen's Office.

DATE AND APPROXIMATE TIME ON AGENDA:

9/5/2018

ATTACHMENTS:

Description	Type
☐ 2018 DAR Constitution Week	Backup Material



Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

PROCLAMATION

WHEREAS: Our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States of America; and

WHEREAS: It is of the greatest importance that all citizens fully understand the provisions and principles contained in the Constitution in order to effectively support, preserve and defend it against all enemies; and

WHEREAS: The two hundred and thirty first anniversary of the signing of the Constitution provides an historic opportunity for all Americans to remember the achievements of the Framers of the Constitution and the rights, privileges, and responsibilities they afforded us in this unique document; and

WHEREAS: The freedoms guaranteed to American citizens should be celebrated by appropriate ceremonies and activities during Constitution Week, September 17 through 23 as designated by proclamation of the President of the United States of America in accordance with Public Law 915.

NOW, THEREFORE, WE, THE BOARD OF SELECTMEN of Lexington, Massachusetts, do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

and urge all citizens to reflect during the week on the many benefits of our Federal Constitution and the privileges and responsibilities of American Citizenship.

IN WITNESS WHEREOF, we have hereunto set our hands this fifth day of September in the Year of Our Lord Two Thousand and Eighteen.

Suzanne E. Barry

Joseph N. Pato

Michelle L. Ciccolo

Douglas M. Lucente

Jill I. Hai

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Tax Bill Insert for Second Quarter

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.4

SUMMARY:

The Transportation Advisory Committee is recommending the attached tax bill insert regarding The REV bus and the Transit Study/Comprehensive Plan 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:

9/5/2018

ATTACHMENTS:

Description	Type
☐ The REV	Cover Memo
☐ Transit Study/Comprehensive Plan	Cover Memo

TO ALEWIFE



DEPART 10 Depot Station
Lexington Center

7:15am 8:30am



ARRIVE Alewife Station

7:29am 8:59am



TO LEXINGTON CENTER



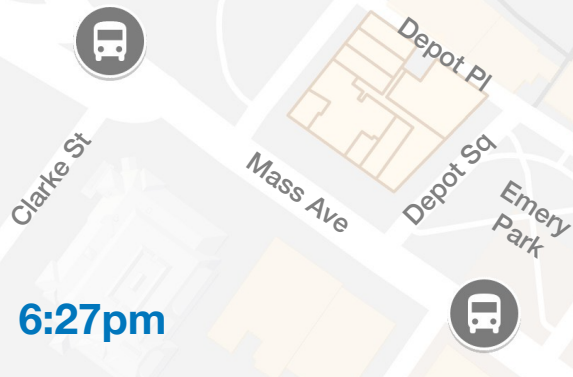
DEPART Alewife Station

4:57pm 6:27pm



ARRIVE 10 Depot Station
Lexington Center

5:15pm 6:47pm



★ REV bus pick-up
at 10 Depot Square

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 <https://128bc.org/schedules/rev-bus-lexington-center/> for more information.



Make Your Voice Heard

Lexington Transportation Study & Public Meeting

Lexington has embarked on a transit study in collaboration with the towns of Bedford and Burlington. We want to hear from you!
Please take the survey: www.lexingtonma.gov/transit-survey

You are also invited to attend this upcoming **public forum related to the Transit Study:**

Monday, October 22nd, 7-8:30PM in Cary Hall (main floor), 1605 Massachusetts Avenue

For questions, please call the Lexington Transportation Manager at 781-698-4821 or transportation@lexingtonma.gov



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TOWN OF LEXINGTON COMPREHENSIVE PLAN

The Town is in the process of updating it's Comprehensive Plan. A critical part of the update involves a robust outreach process. Please RSVP for one of the following facilitated small group conversations:

SEPT. 25 (7PM)
BATTIN HALL, 1605 MASS AVE

OCT. 23 (7PM)
ESTABROOK ELEMENTARY

NOV. 27 (7PM)
COMMUNITY CENTER

To learn more, RSVP and take a survey please visit: lexingtonma.gov/CompPlan



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AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Lowering the Battle Green Flag on September 11, 2018

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.5

SUMMARY:

The Battle Green Flag has annually been lowered on September 11 for the anniversary of 9/11.

SUGGESTED MOTION:

Motion to lower the Battle Green Flag on Monday, September 11, 2017, the anniversary of 9/11 in memory of all those who lost their lives.

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

9/5/2018

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Town Celebrations Committee Request for Veterans Day Events

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.6

SUMMARY:

The Town Celebrations Committee is requesting approval for the Veterans Day Parade and Ceremonies to be held on Sunday, November 11, 2018, as outlined in their letter dated August 29, 2018. They have requested to hold ceremonies in the Cary Memorial Building, if available, following the parade.

Town Celebrations Committee reviewed these dates with LICA.

SUGGESTED MOTION:

Move to approve the request of the Town Celebrations Committee for the Veterans Day Parade and Ceremonies as presented in their letter dated August 29, 2018.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

9/5/2018

ATTACHMENTS:

Description	Type
☐ TCC 2018 Veterans Day Request	Backup Material



Town of Lexington
Town Celebrations Committee

RECEIVED
AUG 29 2018
SELECTMEN

August 29, 2018

Ms. Suzie Barry, Chairman
Board of Selectmen
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

RE: Veteran's Day, Sunday, November 11, 2018

Dear Suzie,

On behalf of the Town Celebrations Committee we would like to make the following requests in regards to Veteran's Day events in Lexington.

2018 Veterans' Day Parade:

- The Veterans' Day Parade would be held on Sunday, November 11, 2018.
- The Parade will lineup at 1:00 PM in the driveway of 1557 Massachusetts Avenue and step off at 1:15 PM.
- The Town Celebrations Committee requests the use of the westerly side of Massachusetts Avenue from the driveway to 1557 Massachusetts Avenue to Bedford Street, Bedford Street westerly to Harrington Road turn left onto Harrington Road then left onto Massachusetts Avenue, then east along Massachusetts Avenue, turning left into Cary for the indoor ceremonies.

2018 Veterans' Day Ceremonies

- The Veterans' Day Ceremonies will take place inside Cary Hall following the Parade with a 2:00 PM start. We will contact the Public Facilities Department for approval to use Cary Hall.

Very truly yours,

TOWN CELEBRATIONS COMMITTEE

Lorain Marquis
Chairman, 781-862-9176