

SELECT BOARD MEETING

Monday, February 5, 2024

Select Board Meeting Room, 1625 Massachusetts Avenue, Lexington, MA 02420 - Hybrid Participation*
6:30 PM

AGENDA

PUBLIC COMMENTS

Public comments are allowed for up to 10 minutes at the beginning of each meeting. Each speaker is limited to 2 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 Select Board's Office at 781-698-4580 if they wish to speak during public comment to assist the Chair in managing meeting times.

SELECT BOARD MEMBER CONCERNS AND LIAISON REPORTS

1. Select Board Member Announcements and Liaison Reports

TOWN MANAGER REPORT

1. Town Manager Weekly Update

CONSENT AGENDA

1. Approve Select Board Committee Appointment
 - Greenways Corridor Committee Non-Voting Member - Susan Kenyon
2. Sign Warrant for Presidential Primary
3. Approve Select Board Meeting Minutes
 - January 17, 2024 Select Board
4. Application: One-Day Liquor License - Lexington Community Media Center, Inc. d/b/a LexMedia, Lexington Depot Building, 13 Depot Square
 - Annual Meeting

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Application: Common Victualler License - Mothership Alewife LLC d/b/a Revival Café + Kitchen, 1729 Massachusetts Avenue 6:40pm
2. Approve Expenditure of Funds for Gift of Cash Received by Fire Department 6:45pm
3. Vote to Lay Out Tucker Avenue as a Public Way 6:50pm
4. Review American Rescue Plan Act (ARPA) Requests for Fourth Quarter of 2023 7:00pm
5. FY2025 Fee Schedule for Recreation & Community Programs 7:30pm
6. 2024 Annual Town Meeting 7:45pm
 - Presentation - ATM 2024 Article 24: Appropriate Funding for Semiquincentennial Commission
 - Presentation - ATM 2024 Article 33: Authorize the Select Board to Seek Affordable Housing

- Select Board Article Presenters, Discussion and Positions

7. Preliminary Review of Goal Setting Meeting Report 8:45pm

EXECUTIVE SESSION

1. Exemption 3: Discuss Strategy with Respect to Collective Bargaining - Cary Memorial Library Staff Association (Local 4928, MLSA, AFT-Mass, AFL-CIO) 8:55pm

ADJOURN

1. Anticipated Adjournment 9:25pm

Meeting Packet: <https://lexington.novusagenda.com/agendapublic/>

****Members of the public can attend the meeting from their computer or tablet by clicking on the following link at the time of the meeting:***

<https://zoom.us/j/99739813810?pwd=bEZZNE9HK3MyY1AvcWc5d0NsQ0JlQT09>

iPhone one-tap:

+13092053325,,99739813810#,,,,*153496# US

+13126266799,,99739813810#,,,,*153496# US (Chicago)

Telephone:

- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 929 205 6099 US (New York)

Meeting ID: 997 3981 3810

Passcode: 153496

An Act Relative to Extending Certain State of Emergency

Accommodations: <https://www.mass.gov/the-open-meeting-law>

The next regularly scheduled work session of the Select Board will be held on Monday, February 12, 2024 at 6:30pm via hybrid participation.

The next regularly scheduled meeting of the Select Board will be held on Monday, February 26, 2024 at 6:30pm via hybrid participation.

Hearing Assistance Devices Available on Request

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



AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Select Board Member Announcements and Liaison Reports

PRESENTER:

Select Board Members

ITEM NUMBER:

LR.1

SUMMARY:

Under this item, Select Board Members can provide verbal updates, make announcements, as well as comment on any additional points or concerns. There are currently no written updates or announcements for the February 5, 2024 meeting.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Town Manager Weekly Update

PRESENTER:

Jim Malloy, Town Manager

ITEM NUMBER:

TM.1

SUMMARY:

Attached please find the Town Manager's Weekly Updates for the weeks ending on:

- January 26, 2024
- February 2, 2024

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

ATTACHMENTS:

Description	Type
☐ Weekly Update 1-26-24	Cover Memo
☐ Weekly Update 2-2-24	Cover Memo



Town of Lexington
Town Manager's Office

James J. Malloy, Town Manager
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540
Fax: (781) 861-2921

MEMORANDUM

TO: Select Board
FROM: Jim Malloy, Town Manager
DATE: January 26, 2024
RE: Weekly Update

The following is an update of activities for the week ending January 26, 2024:

Town Manager Updates:

- Attached please find the updated ARPA Spreadsheet and requests for additional funding, which also includes the Program Improvement Request (PIRs) funding requests. This is scheduled for the February 5, 2024 meeting for discussion/approval of requests. For that meeting, I will also be providing a recommendation on the outstanding balances that can be closed to general ARPA fund balance. As of this time, the Town has committed \$8,339,658 of the total \$9,903,381 ARPA allocation to the Town. If all of the requests that are included in the attached are approved, there would be a balance of \$492,838. However, there is an unexpended balance of \$2,615,705 (of which approximately \$120,000 has been identified that can be closed out, which includes the \$85,000 from Participatory Budgeting for the dog park). This information will be included in the Board's meeting packet for 2/5/24 as well and will be updated with the total amount and accounts that can be closed at this time.
- Attached please find the agenda tracker for upcoming Select Board meetings.

Land Use, Housing and Development:

Planning

- On Wednesday, February 7th meeting starting at 6:00 pm the Planning Board will hold a public hearing on all zoning amendments.
 - Signs
 - Short Term Rentals
 - Permitted Uses and Definitions
 - Inclusionary Housing for Village & Multi-Family Overlay Districts
 - Max. Height in the Village Overlay District

- Technical Corrections
- 507 Bedford St. & 509 Bedford St. Zoning Map Amendment to be in the MFO District (Multi-Family Overlay – Bedford ST. North)

Recreation & Community Programs:

- Each year, the National Recreation and Park Association releases the results of the 30 Under 30 Program. There were more than 100 outstanding nominations from 26 different states. The impact of each of the nominees was truly awe-inspiring and scoring was very competitive. We're excited to share that the list of 30 Under 30 winners has been released in the February issue of Parks and Recreation magazine!

Here is the ezine format of the article:

<https://ezine.nrpa.org/nrpa/ParksRecreationMagazine/february-2024/index.php#/p/32>

Way to go Kate! Thanks for all you do for Lexington!



ARPA FUNDING REQUEST BY DEPARTMENTS - UPDATED 1-4-24

Total Amount Approved to Date:	\$	8,339,658	84.2%
Total ARPA Funds:	\$	9,903,381	
Additional Request for 2/5/24	\$	1,070,885	10.8%
ARPA Available Balance (if all current requests are approved)	\$	492,838	5.0%
Unexpended Balances:	\$	2,615,705	26.4%
Available + Unexpended Balance:	\$	3,108,543	31.4%

Font	Items before the Board recommended for consideration
Font	Items before the Board not recommended
Font	Items already approved by the Board
Font	Items that are for future consideration
Font	Items that have not been approved

<u>Amounts Approved:</u>	<u>Previously Approved</u>		<u>Including New Requests</u>			
Economic Stimulus & Resiliency	\$	3,366,200	40.4%	\$	3,366,200	35.8%
Food Insecurity	\$	200,000	2.4%	\$	200,000	2.1%
Housing	\$	1,500,000	18.0%	\$	1,500,000	15.9%
Pandemic	\$	1,189,877	14.3%	\$	1,189,877	12.6%
PIRs	\$	-	0.0%	\$	701,000	7.4%
Public Health & Safety	\$	2,083,581	25.0%	\$	2,453,466	26.1%
	\$	8,339,658	100.0%	\$	9,410,543	100.0%

Project	Department	Funding Request	Date Approved	Vote	Amount Approved/Requested	Notes	Balance as of 1-4-24	Goal	Status
43207	Committee/ Community Requests	LCA, Symphony, Munroe Center: Non-profit and Small Business Sustainability Fund for cultural sector	1/10/22	5-0	\$ 50,000		\$ -	Economic Stimulus & Resiliency	
43208	Economic Development	Small Business Assistance	1/10/22	5-0	\$ 1,400,000	1/10/22 voted \$250,000; \$350,000 additional on 4/6/22; \$300,000 on 6/6/22; and \$500,000 voted on 12/5/22	\$ -	Economic Stimulus & Resiliency	All Small Business Assistance Items have been combined for Accounting Purposes
43212	Committee/ Community Requests	Lex Retailer's Association: Discovery Day, Halloween Walk, Holiday Lighting, Taste of Lexington	2/1/22	5-0	\$ 50,000	There is a question whether this was intended to be a 3-year commitment	\$ 1,097	Economic Stimulus & Resiliency	\$10,000 expended, \$20,000 for holiday lighting committed, \$20,000 remaining to use for Discovery Day and Taste of Lexington
43213	Economic Development	Visitor Center website rebuild	2/1/22	5-0	\$ 50,000	2/1/22 voted \$25,000 & additional \$25,000 on 6/6/22	\$ 14,859	Economic Stimulus & Resiliency	Contractor Selected, work is underway.
43214	DPW	Picnic Tables for Center	2/1/22	5-0	\$ 24,000		\$ -	Economic Stimulus & Resiliency	The picnic tables have been delivered and staff is assembling them and delivering them to various sites.
43215	Economic Development	Pop Up Business Incubator	2/1/22	5-0	\$ 110,000	2/1/22 Voted \$100,000 & \$10,000 for the ramp on 6/6/22	\$ -	Economic Stimulus & Resiliency	100% expended + used \$4,600 from the small business grant
43216	Economic Development	Store back/ storefront improvement plan	2/1/22	5-0	\$ 100,000		\$ 100,000	Economic Stimulus & Resiliency	
43222	Town Manager	Participatory Budget set-aside	2/1/22	5-0	\$ 525,000	2/1/22 voted \$500,000 + \$20,000 for community engagement; increased from \$500,000 to \$505,000 on 4/10/23	\$ 339,075	Economic Stimulus & Resiliency	Responses have closed for initial submissions, staff have reviewed those responses and made an initial pass on what is acceptable for the Select Board's review it has been limited to 25 projects, staff is workign on cost estimates.
43228	Economic Development	Non-Profit Business Assistance	6/6/22	5-0	\$ 50,000		\$ -	Economic Stimulus & Resiliency	100% Expended
43231	Economic Dev/DPW	Parklet – needs to be replaced	8/8/22	3-1	\$ 75,000		\$ -	Economic Stimulus & Resiliency	The parklet will be bid out this winter.
43233	Human Services/Sustainability	Bike Racks for E. Lexington	8/8/22	4-0	\$ 7,200		\$ 3,365	Economic Stimulus & Resiliency	The Economic Development Department is working with two potential locations to place the bike racks in E. Lexington
43237	Economic Development	East Lexington Bike Path Landscape Improvements	9/6/22	4-1	\$ 400,000		\$ 352,400	Economic Stimulus & Resiliency	Working with a consultant now
43244	250th Committee	250th Event Planning and Implementation	6/5/2023	5-0	\$ 500,000	This request is to provide funding for event planning and implementation and any staff costs	\$ 500,000	Economic Stimulus & Resiliency	

Project	Department	Funding Request	Date Approved	Vote	Amount Approved/Requested	Notes	Balance as of 1-4-24	Goal	Status
43246	Select Board	Center Charette	7/10/2023	4-0	\$ 25,000	This has been requested from the Economic Development Committee and previously discussed by the Select Board.	\$ 25,000	Economic Stimulus & Resiliency	
43205	Human Services	Food Insecurity	1/10/2022 & 7/10/2023	4-0	\$ 200,000	This is a request to continue the food gift cards, food pantry funding and replace refrigerator /freezer for Meals on Wheels	\$ 36,405	Food Insecurity	
43209	LexHab	Lexhab - Vine Street Design Funding	1/10/22	5-0	\$ 115,000		\$ 34,635	Housing	
43210	LexHab	Lexhab Request to buy houses	1/10/22, 12/5/22 & 6/5/23	5-0	\$ 1,340,000		\$ -	Housing	
43211	LUHD	Develop a proposal for a Municipal Affordable Housing Trust & Development Corporation	1/10/22	5-0	\$ 20,000		\$ 20,000	Housing	To date, the proposals were prepared without the need for ARPA funds. STM will vote Nov 2022 on the two proposals. Funds could now be used to support the Housing Trust in drafting the Action Plan and Guidelines for the Housing Trust.
43217	Select Board	Fund SPRD Consultant		5-0	\$ 25,000		\$ 765	Housing	The SPRD Ad Hoc Committee will present an update to the elected boards November-February, and continues to work towards a zoning bylaw amendment to bring to 2023 Annual Town Meeting. Remaining funds will be used for a consultant to develop visualization tools to show how the new zoning will appear, and on design guidelines and public engagement leading up to Town Meeting.
43221	Recreation	Outside shelters for programming	2/1/22	5-0	\$ 235,000	2/1/22 voted \$160,000 & \$75,000 (4-0 vote) on 8/8/22	\$ 173,196	Pandemic	The outdoor shelters have not yet been purchased. Currently working on quotes for the Community Center and identifying suitable, accessible location on property. Once the Community Center final pricing and install is determined, the remaining balance will be applied to shelter(s) at Center and Lincoln.
43223	Human Resources	Administrative Assistant	8/8/22	4-0	\$ 26,609		\$ -	Pandemic	Candidate hired - will reclass salary at EOY
43224	IT	Remote/Hybrid Town Meeting Technology	2/27/2023	5-0	\$ 661,100	2/27/23 voted \$20,000; 5/16/22 voted \$40,000; on 9/6/22 voted \$20,000 & on 2/27/23 voted \$20,000 & 7/10/23 voted \$561,100	\$ 563,581	Pandemic	
43241	Select Board/DPW	Curbside Composting	\$ 44,970	May-00	\$ 216,000		\$ -	Pandemic	This is for a FY24 budget timeframe.
43242	Town Manager	Internal Equity Audit	4/10/2023	4-0-1	\$ 50,000		\$ -	Pandemic	The Town received a \$50,000 grant to perform an equity audit and develop an Equity Plan, the estimated cost is \$100,000.
43245	Town Clerk	Front Hall Meeting Display	7/10/2023	4-0	\$ 1,168	This request is to add a AV display in the front hall that would publicize public meeting	\$ -	Pandemic	
43201	Health	Take Home Rapid Test Kits	1/10/22	5-0	\$ 22,863	\$25,000 approved \$2,137 closed out	\$ -	Public Health & Safety	100% expended
43202	Select Board	N95 Masks	1/10/22	5-0	\$ -	\$25,000 approved \$25,000 closed out	\$ -	Public Health & Safety	No funds expended, item closed out
43203	Health	Ongoing Support for Lexington Health Department (contact tracing, food inspections, health nurse)	1/10/22	5-0	\$ 100,000		\$ 2,116	Public Health & Safety	Researching quotes to upgrade vaccine freezer and additional nursing help for clinics,
43204	Health	Community COVID events	1/10/22	5-0	\$ 175,000	Modified on 10/24/22 to allow for COVID Vaccination Events	\$ 28,000	Public Health & Safety	Community testing events have been held as planned earlier in 2022, the remaining balance has been set aside for community vaccination events
43206	Human Services	Mental Health Services/ Health Clinician	1/10/22	5-0	\$ 350,000	\$90,000 approved 1/10/22 and \$260,000 approved on 7/10/23 (This request is for \$80,000 for 3.25 years)	\$ 252,500	Public Health & Safety	Baylee Fairhurst from Eliot Community Human Services started at the end of August and had a full caseload by mid-September. Eliot has not yet invoiced the Town so the balance remains untouched as of 10/28.
43218	DPW	Bikeways – 6 replacement bottle filling stations (\$6K each)	2/1/22	5-0	\$ 36,000		\$ 1,245	Public Health & Safety	The bottle filling stations have been received and will be installed in the spring of 2023.
43219	Police Dept	Lifepak AED devices	2/1/22	5-0	\$ 22,200		\$ 10	Public Health & Safety	The Police Department has received 11 Stryker AED's to replace the aging equipment in police cruisers
43220	Recreation	Bottle Fillers - at 3 locations	2/1/22	5-0	\$ 44,000	2/1/22 Voted \$24,000 & \$20,000 voted on 8/8/22	\$ 16,939	Public Health & Safety	Two of the three bottle filling stations have been installed, one at Pine Meadows Golf and one at the Swimming Pool facility. The remaining filler will be installed at the Reservoir once the new Restroom building is installed (anticipated 2023)
43229	Fire Department	Overtime	7/11/22	5-0	\$ 80,188		\$ 37,572	Public Health & Safety	Finance Department

Project	Department	Funding Request	Date Approved	Vote	Amount		Notes	Balance as of 1-4-24	Goal	Status
					Approved/Requested					
43229	Fire Department	Fire Pumper Overage	8/8/22	4-0	\$	100,991	8/8/22 voted \$82,882 for fire pumper overage + \$18, 109 for new fire hose	\$ 76	Public Health & Safety	Fire Pumper designed and ordered (540 Day Build) New hose selection and then will be ordered.
43230	DPW	Two additional electronic sign boards for communications (\$15-\$20K each)	8/8/22	4-0	\$	43,600		\$ -	Public Health & Safety	Two sign boards have been purchased for use by the Town
43232	Recreation	Basketball Hoops (7)	8/8/22	4-0	\$	19,936	8/8/23 Voted \$10,500 & \$9,436 voted on 5/22/23	\$ -	Public Health & Safety	The basketball hoops will be purchased in the Spring of 2023 and installed once the Hard Court Resurfacing project of the Farias Basketball courts is complete (expected fall 2023)
43235	Fire Department	ATV Ambulance	10/3/2022	3-2	\$	93,876		\$ -	Public Health & Safety	ATV and Trailer designed and ordered (200 Day Build)
43236	Human Services	William James Interface	10/3/2022	5-0	\$	15,000		\$ -	Public Health & Safety	The funds were moved to a PO in mid-October and the invoice is awaiting approval to pay.
43238	Recreation	Increasing Inclusion Through Technology	12/5/22	5-0	\$	4,000		\$ 1,352	Public Health & Safety	
43239	Fire Department	Fire Dept and Emergency Management Respirator Protection	12/5/22	5-0	\$	40,000		\$ -	Public Health & Safety	If approved order to be placed.
43240	Human Services/Transportation	Depot Bus Shelter (Emery Park)	12/5/22	5-0	\$	58,000		\$ 3,476	Public Health & Safety	
43243	DPW	Lead and Copper Service Line Inventory, Planning & Replacement	4/10/2023	4-0-1	\$	329,580		\$ -	Public Health & Safety	This is for engineering and design services.
43247	Recreation	Water Fountain Intallation at Lincoln Park	7/10/2023	4-0	\$	6,800	This is related to a previous approval where there was additional work required for piping	\$ -	Public Health & Safety	
43234	Fire Department	Ambulance	9/6/2022 & 7/10/2023	4-0	\$	436,862	This is related to the previous approval where the cost has escalated by this amount.	\$ -	Public Health and Safety	Note: This could be approved to allow the Town to order the ambulance and this amount could also be then appropriated at the FTM from the Ambulance Stabilization Account which has \$100,000 and then this could be revoked and returned to available ARPA funds.
43248	Town Clerk	Electronic Letter Opener	7/10/2023	4-0	\$	2,895	To improve administration of vote by mail	\$ -	Public Health and Safety	
43249	Public Facilities	Hands Free Fixtures	7/10/2023	4-0	\$	76,000	Hands Free fixtures in Community Center and Cary Library only	\$ 76,000	Public Health and Safety	
	Recreation	Therapeutic Recreation Safety & Supplies	11/6/2023	5-0	\$	10,490	This is for non-violent mental health training	\$ 10,490	Public Health and Safety	
	Town Clerk	Election Modernization	11/6/2023	5-0	\$	15,300	High Speed Processing for large volume of mail in ballots	\$ 15,300	Public Health and Safety	During the COVID pandemic election laws changed to allow mail in voting, which has become very popular. Our current machines process 9 ballots per minute. This proposal would be equipment that processes 85 to 110 ballots per minute.
	Select Board	Hanscom Field Emissions Study	11/27/2023	5-0	\$	6,250	This is to fund 1/4 of the cost of a study on the emissions of Hanscom Field	\$ 6,250	Public Health and Safety	The other three towns surrounding Hanscom will also be asked to fund \$6,250 to fund a total of \$25,000 for this study.
	Fire Department	Electric Vehicle Fire Nozzle	2/5/2024	n/a	\$	6,547	This request is to fund a special fire nozzle used to extinguish EV battery fires	n/a	Public Health and Safety	
	Fire Department	Fire Hose	2/5/2024	n/a	\$	51,216	This request is to purchase additional fire hose for the Fire Department	n/a	Public Health and Safety	
	Fire Department	Radios	2/5/2024	n/a	\$	69,354	This is a request to continue replacing radios in the Fire Department	n/a	Public Health and Safety	This request has also been provided to the Lex250 Commission for funding through their ARPA funds as the need correlates to the 250th. If they approve the use of their funds, this does not need to be funded.
	Fire Department	Fire Prevention Officer Furniture	2/5/2024	n/a	\$	6,448	This would be used to fit out an office for an additional Fire Inspector if approved by Town Meeting.	n/a	Public Health and Safety	
	Fire/DPW	Hartwell Ave Compost Site Water Main Extension	2/5/2024	n/a	\$	75,000	This request is to improve public safety at the Compost site on Hartwell Avenue by extending the water main and add a hydrant	n/a	Public Health and Safety	
	Recreation	Health/Safety Equipment for Aquatics and Summer Staff	2/5/2024	n/a	\$	18,320	This request is for First Aid/CPR/AED courses, Lifeguard and water safety courses and related equipment and supplies	n/a	Public Health and Safety	

Project	Department	Funding Request	Date Approved	Vote	Amount Approved/Requested	Notes	Balance as of 1-4-24	Goal	Status
	Recreation	Code Blue Tower/Call Box	2/5/2024	n/a	\$ 23,000	This request would add a second Code Blue Call Box at the Center Recreation Area	n/a	Public Health and Safety	
	Town Manager	Police & Fire Staffing Needs Study	2/5/2024	n/a	\$ 120,000	This is to fund a study of both public safety departments to determine if current staffing is adequate and to review overtime costs, scheduling, etc.	n/a	Public Health and Safety	Cost was developed by obtaining an estimate from the Center for Public Safety Management. Both Chiefs have reviewed the proposal and support the review.
PIR	DPW	Expanded Food Waste Program	2/5/2024	n/a	\$ 396,000	See PIR (Attached)	n/a	PIR	
PIR	Health	Vehicle	2/5/2024	n/a	\$ 50,000	See PIR (Attached)	n/a	PIR	
PIR	Town Manager	General Liability Insurance Consultant	2/5/2024	n/a	\$ 25,000	See PIR (Attached)	n/a	PIR	
PIR	Town Manager	ADA Town Building Self Evaluation and Transition Plan	2/5/2024	n/a	\$ 75,000	See PIR (Attached)	n/a	PIR	
PIR	Treasurer/Collector	Tyler ERP/Cashiering Module	2/5/2024	n/a	\$ 105,000	See PIR (Attached)	n/a	PIR	
PIR	Water/Sewer/Finance	Water/Sewer Rate Study	2/5/2024	n/a	\$ 50,000	See PIR (Attached)	n/a	PIR	
	Sustainability	Municipal Building Decarbonization Roadmap	n/a	n/a	\$ 30,000	This request is to undertake a decarbonization plan for all municipal buildings.	n/a	Public Health & Safety	
	Economic Development	Sign Bylaw Update	n/a	n/a	\$ 75,000		n/a	Economic Stimulus & Resiliency	Through the Small Business Outreach program, Town representatives have heard concerns related to the Town's sign bylaw and the need to make updates.
	Town Manager	Participatory Budget set-aside (2023 & 2024)	n/a	n/a	\$ 1,000,000	This would be the second and third year of participatory budgeting	n/a	Economic Stimulus & Resiliency	
	Human Services	Increase affordable housing stock - Providing short-term incentives for larger rental property owners (we've been hearing of the significant burden market rate apartments are having on residents, as well as even longer waitlists for subsidized/affordable housing.)	n/a	n/a	Grant basis - limit TBD (\$150,000 - \$200,000 annually)	Address negative economic impacts	n/a	n/a	n/a
	Human Services	Welcome to Lexington Packets	n/a	n/a	TBD	New	n/a	n/a	n/a
	Human Services	Muzzey Re-Use - Adult Day Health Center	n/a	n/a	\$ 500,000		n/a	n/a	n/a
	LUHD - Econ Dev	Financial support for Visitor Center and Liberty Ride	n/a	n/a	\$ 100,000		n/a	n/a	n/a
	250th Committee	Website and Promotion	n/a	n/a	\$ 40,000	New	n/a	n/a	Not Approved
	250th Committee	Penny Imprint Machine	n/a	n/a	\$ 7,000	New	n/a	n/a	Not Approved
	DPW	Water tower replacement	n/a	n/a	TBD (\$1,000,000-\$5,000,000+)	Water, Sewer, Broadband Infrastructure	n/a	n/a	Not Approved
	DPW	Permanent Electronic Sign Board	n/a	n/a	\$ 90,000		n/a	n/a	Not Approved
	Economic Development	Store Façade Improvement Guidelines	n/a	n/a	\$ 100,000	New	n/a	n/a	Not Approved
	Economic Development	Visitor Center/Tourism Study	n/a	n/a	\$ 75,000	New	n/a	n/a	Not Approved
	Fire Department	ATV Forestry	n/a	n/a	\$ 60,562		n/a	n/a	Not Approved
	Human Services	Lexpress Buses	n/a	n/a	\$ 827,562	New - Fund portion that MADOT does not fund	n/a	n/a	Not Approved
	Human Services	Blue Bikes	n/a	n/a	\$ 263,000	New (may be funded by earmark)	n/a	n/a	Not Approved
	Human Services	Uber Gift Cards	n/a	n/a	\$ 46,000	Fund portion if Mass Development Grant is received	n/a	n/a	Not Approved
	IT	Broadband/fiber cable expansion	n/a	n/a	\$ 1,000,000	Funded thru CIP + Grant	n/a	n/a	Not Approved
	LUHD - Econ Dev	Bike Node/Technical Assistance grant - expand Downtown initiative to increase ridership to East Lexington- bikeway, wayfinding, lighting	n/a	n/a	TBD - evaluation needed	Address negative economic impacts	n/a	n/a	Not Approved
	LUHD - Econ Dev	Women and minority businesses promotion and retention (MAPC)	n/a	n/a	\$ 30,000		n/a	n/a	Not Approved
	Public Facilities	Bridge Roof	n/a	n/a	\$ 1,525,100	Obtained price at the request of Select Board	n/a	n/a	Not Approved
	Recreation	Sustainable financial aid efforts	n/a	n/a	Grant basis - annual amount TBD	Previously removed from consideration	n/a	n/a	Not Approved
	Recreation	Replace Carpeting	n/a	n/a	TBD	New	n/a	n/a	Not Approved
	Recreation	Benches & Storage Shed	n/a	n/a	\$ 40,000	New	n/a	n/a	Not Approved
	Recreation	Broadband infrastructure to Pool and Old Res, Lincoln Field	n/a	n/a	\$120,000-\$225,000	High Expense/Operational - Not initially recommended by SMT	n/a	n/a	Not Approved
	Recreation	Replace fabric furniture in Community Center	n/a	n/a	\$ 75,000	New	n/a	n/a	Not Approved
	Recreation	Install fitness equipment for Community Center (outdoor) - add pour-in-place surface ~\$70K	n/a	n/a	\$ 70,000		n/a	n/a	Not Approved
	Sustainability	Add solar to affordable housing (LexHAB, LHA)	n/a	n/a	\$ 100,000		n/a	n/a	Not Approved
	TMO	Lawn games, Adirondack chair, etc. to encourage outdoor community building	n/a	n/a	\$ 3,000	Replace public sector revenue	n/a	n/a	Not Approved
	TMO	Improving Communication - sandwich boards, town-wide mailings (2)	n/a	n/a	\$ 11,000		n/a	n/a	Not Approved

Project	Department	Funding Request	Date Approved	Vote	Amount Approved/Requested	Notes	Balance as of 1-4-24	Goal	Status
	Town Manager	First Floor Info Screen/Photos	n/a	n/a	\$ 10,000	Replace 1980's static	n/a	n/a	Not Approved
	Town Manager	21st Century Select Board Meeting Room	n/a	n/a	\$ 500,000	Update appearance + technology for hybrid/remote meetings	n/a	n/a	Not Approved
	Lexhab	Future Home Purchase	Request	n/a	\$ 315,000	Please see opinion from Town Counsel	n/a	Housng	Please see opinion from Town Counsel
	Affordable Housing Trust	Housing Assistance	Request	n/a	\$ 500,000	Please see opinion from Town Counsel	n/a	Housng	Please see opinion from Town Counsel
	Public Facilities	Air Quality Monitoring System	Request	n/a	\$ 1,164,900	DPF was requested by the Select Board to obtain quotes. Staff is not recommending this project.	n/a	Public Health & Safety	DPF was requested by the Select Board to obtain quotes. Staff is not recommending this project.
	Town Clerk	Elections Trailer and Storage	n/a	n/a	\$ 10,000	This would allow all election equipment to be put in one trailer to be moved for elections.	n/a	?	I don't believe this meets the Board's criteria, although I support the idea of having an elections trailer, in other communities I know this has assisted staff in various departments during elections. This should come forward as a request in the FY25 budget.



Town of Lexington Fire Department

Derek Sencabaugh
Chief of Department

Tel: (781) 698-4700
Fax: (781) 861-2791

2024 ARPA Request

Electric vehicle and storage system fire nozzle

Fire Department

\$6,547.00 State Bid List

This request is to purchase specialty fire nozzles used to aid in the extinguishment of electric vehicle battery fires. Electric vehicle battery fires present a serious problem for fire departments as the batteries are enclosed in boxes under the vehicles. This request would allow the Fire department to purchase three separate size by gallons per minute to deal with vehicles from cars to box trucks. Many times, it requires upwards of 40,000 gallons of water to extinguish EV fires. This equipment would allow firefighters the ability to set up these extension nozzles under the burning vehicle and aid in the extinguishment by flowing water to the specific area of the battery. This product is a one-time purchase and can be ordered anytime.

Respectfully submitted,

Derek Sencabaugh
Chief of Department



Town of Lexington Fire Department

Derek Sencabaugh
Chief of Department

Tel: (781) 698-4700
Fax: (781) 861-2791

2024 ARPA Request

Fire Hose

Fire Department

\$51,216.00

This request is to purchase replacement and spare fire hose, we have an inventory of spare hose and this request would add to and replace some of that current inventory. Hose is required to be tested annually and as hose fails with damage from fire, wear and leaks. We have noted that hose replacement order deliveries are taking up to a year from order date and in the event of a major hose loss from damage or an unrecoverable chemical contamination we would be a year out from the order date to replace any lost inventory. Our last order was placed for the new fire engine on 6/22/2023 and is expected in April 2024. This inventory listed represents two fire engines worth of hose.

Anticipated additional inventory

- (30) 1.75" x 50' Fire Attack Hose
- (9) 1.75" x 100' Fire Attack Hose
- (40) 2.5" x 50' Fire Attack Hose
- (6) 2.5" x 6' Fire Attack Pigtailed
- (6) 1.75" x 6' Fire Attack Pigtailed
- (24) 4" x 100' SYNTEHETIC RUBBER SUPPLY HOSE
- (3) 4" x 50' SYNTEHETIC RUBBER SUPPLY HOSE
- (6) 4" x 33' SYNTEHETIC RUBBER SUPPLY HOSE

This hose could be ordered and under contract ahead of the delivery date.

Respectfully submitted,

Derek Sencabaugh
Chief of Department

Date	Quote #
1/22/2024	Q-20240134

617-325-3993 Fax # 617-325-0238

Quote For
Lexington Fire Department Brandon McKinney 45 Bedford St Lexington MA 02420

MA WBE certified with SDO
City of Boston's SLBE/MWBE
MA State Contract PSE01 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
EXOMETro-1.75x...	EXO METRO 1.75" x 50' Treated Wayout (Arrow) Blue Anodized Alum. Coupling r Iron Pipe (NPSH) COLOR	30	243.00	7,290.00
D80IDFAESY-24	iDENTIFY -Female - SLOT 1, Bar Code - Epoxy - SLOT 2, Stamp - Yellow Pencil	30	19.00	570.00
EXOMETro-1.75x...	EXO METRO 1.75" x 100' Treated Wayout (Arrow) Blue Anodized Alum. Coupling Iron Pipe (NPSH) COLOR	9	443.00	3,987.00
D80IDFAESY-24	iDENTIFY -Female - SLOT 1, Bar Code - Epoxy - SLOT 2, Stamp - Yellow Pencil	9	19.00	171.00
EXOMETro-1.75x ...	EXO METRO 1.75" x 6 FT ' Treated Wayout (Arrow) Blue Anodized Alum. Coupling Please specify National Standard (NH) or Iron Pipe (NPSH) COLOR	6	143.00	858.00
D80IDFAESY-24	iDENTIFY -Female - SLOT 1, Bar Code - Epoxy - SLOT 2, Stamp - Yellow Pencil	6	19.00	114.00
EXOMETro-2.5x5...	EXO Metro 2.5"x50' treated Wayout (Arrow) Blue Anodized Alum Coupling - 2.5" National Standard (NH)	40	329.00	13,160.00
D80IDFAESY-24	iDENTIFY -Female - SLOT 1, Bar Code - Epoxy - SLOT 2, Stamp - Yellow Pencil	40	19.00	760.00
EXOMETro-2.5-F...	EXOMETRO (820MTL 2.5"x 6 Foot Wayout (Arrow) Blue Anodized Alum. Coupling 2 1/2 x 2 7/8 NH R/L (Set)	6	199.00	1,194.00
D80IDFAESY-24	iDENTIFY -Female - SLOT 1, Bar Code - Epoxy - SLOT 2, Stamp - Yellow Pencil	6	19.00	114.00
Rubber 4" x100' -24	YELLOW Deluge 4" x 100' SYNTHETIC RUBBER SUPPLY HOSE Hydrowick Gold Anodized Storz™ couplings. These couplings come with the iReflect™ lock levers and "Lock Protector" (Color)	24	759.00	18,216.00
80IDBAESY-24	iDentify Both Ends Slot 1 - Bar Code / Clear Cover Slot 2 - Stamped / Yellow / No Cover	24	25.00	600.00
rubber 4" x 50' -24	BUE Deluge 4" x 50' SYNTHETIC RUBBER SUPPLY HOSE Hydrowick Gold Anodized Storz™ couplings. These couplings come with the iReflect™ lock levers and "Lock Protector" (Color)	3	479.00	1,437.00
80IDBAESY-24	iDentify Both Ends Slot 1 - Bar Code / Clear Cover Slot 2 - Stamped / Yellow / No Cover	3	25.00	75.00

Quoted prices valid for 30 days	Subtotal
	Sales Tax (0.0%)
	Total

northeastrescue.com

info@northeastrescue.com



617-325-3993 Fax # 617-325-0238

Date	Quote #
1/22/2024	Q-20240134

Quote For
Lexington Fire Department Brandon McKinney 45 Bedford St Lexington MA 02420

MA WBE certified with SDO
City of Boston's SLBE/MWBE
MA State Contract PSE01 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
rubber 4" x FT'-	RED Deluge 4" x 33 FT' SYNTEHETIC RUBBER SUPPLY HOSE - Hydrowick Gold Anodized Storz Couplings. These couplings come with the iReflect lock levers and 'Lock Protector'	6	420.00	2,520.00
80IDBAESY-24	iIdentify Both Ends Slot 1 - Bar Code / Clear Cover Slot 2 - Stamped / Yellow / No Cover	6	25.00	150.00

Quoted prices valid for 30 days	Subtotal	\$51,216.00
	Sales Tax (0.0%)	\$0.00
	Total	\$51,216.00

northeastrescue.com

info@northeastrescue.com





Town of Lexington Fire Department

Derek Sencabaugh
Chief of Department

Tel: (781) 698-4700
Fax: (781) 861-2791

2024 ARPA Request

Portable Radio Interoperability Project

Fire Department / Emergency Management

\$69,353.70 Estimate vendor provided State Bid Pricing

This is a request by the Fire / Emergency Management Departments to purchase 12 Multi-Band Portable radios, 24 batteries, lapel microphones and battery chargers. We have identified a need for the purchase of the requested equipment to fill a gap during large emergencies, special events and town wide celebrations. There are different radio spectrums assigned by the Federal Communication Commission (FCC) that dictate where certain agencies both public and private can operate under specific licensing. The different agencies in town operate on VHF (DPW, National Parks), UHF (Fire, Police, Schools), 700/800 (State Police, Department of Fire Services and multiple additional agencies) . Additionally, there are conventional and digital channels in these spectrums, Fire, schools, DPW (conventional) and Police (Digital). There are also mandates from the Statewide interoperability Communications Division that require certain levels of inscription and interoperability in the event of an event that requires mutual aid at the local, state, and federal level. The procurement of these specific radios that incorporate all the bands used in Lexington would allow representatives from each in town agency to utilize radios based on the needs of the specific event. An example is that police and fire can always communicate with each other as we have built out our systems to have redundancy and shared capabilities if needed. The DPW which operates on VHF has no way to coordinate monitor the needed resources during special events and or storms etc. Having the ability to keep a cache of additional portable radios will benefit the town as the demand for regional communication equipment is increasing Statewide and this would allow us to maintain an inventory for Patriots Day and other Town Celebrations. Attached you will find a quote and an example of our FEMA ICS205 Form which shows some of the different radio requirements.

The Fire Department has a portable radio purchase and replacement schedule that is outside this request and could not support this initially but should be able to incorporate it going forward.

This equipment can be ordered and delivered within a few weeks.

Respectfully submitted,

Derek Sencabaugh
Chief of Department



240 MAIN DUNSTABLE ROAD
NASHUA, NH 03062

Voice: 603-402-4144
Fax: 603-386-6344

QUOTATION

Quote Number: BP24-1117A
Quote Date: Jan 17, 2024
Page: 1

Quoted To:

Lexington Fire Dept.
45 Bedford St
Lexington, MA 02420

Customer ID	Good Thru	Payment Terms	Sales Rep
Lexington Fire Dept.	2/16/24	Net 30 Days	Company Account

Quantity	Item	Description	Unit Price	Amount
12.00	VP8000BKF2	VP8000, M2, Black	2,455.00	29,460.00
12.00	832VP8000-7800	7/800 MHz Activation Key	715.00	8,580.00
12.00	832VP8000-UHF	380-520 MHz Activation Key	715.00	8,580.00
12.00	832VP8000-VHF	VHF Activation Key	715.00	8,580.00
12.00	KRA-47MB	Wideband Antenna	105.00	1,260.00
12.00	KNB-L11	3900 Mah Non-IS Battery	219.25	2,631.00
12.00	KNB-L11	3900 Mah Non-IS Battery (Spares)	219.25	2,631.00
12.00	KSC-52AK	Charger, Single Bay, Rapid Rate for KNB-L11	92.30	1,107.60
12.00	KMC-70GR	KMC-70GR Speaker/Microphone Hi-Viz	168.50	2,022.00
12.00	8322000002	P25 Conventional	415.00	4,980.00
12.00	8322000005	P25 Phase 1 Trunking	145.00	1,740.00
12.00	8322000006	P25 Phase 2 TDMA	475.00	5,700.00
12.00	8322000104	Viking16	920.00	11,040.00
12.00	8326000006	1024 Channels		
12.00	8323000003	Multi-Key DES		
12.00	8323000005	ARC4 (ADP Compatible)		
12.00	8326000039	WiFi		
12.00	8326000025	Bluetooth Option		
12.00	8326000033	Bluetooth Option Low Energy		
12.00	8326000001	P25 Authentication	120.00	1,440.00
12.00	8326000002	MDC1200/GE-Star Signaling	60.00	720.00
1.00	PSE01 MA State Bid	PSE01 MA STATE BID DISCOUNT	22,617.90	-22,617.90
12.00	SLBR-PROG/SETUP	SERVICE LABOR PROGRAM & SET UP	125.00	1,500.00
			Subtotal	69,353.70
			Sales Tax	
			TOTAL	69,353.70



Town of Lexington
Fire Department

Derek Sencabaugh
Chief of Department

Tel: (781) 698-4700
Fax: (781) 861-2791

2024 ARPA Request

Fire Prevention Office Furniture

Fire Department

\$6,447.67 WB Mason

This request is to purchase the necessary office furniture to fit out the new Fire Prevention Inspectors office. Currently this office is a plan review room and doesn't have the needed office furniture. This bid is based on the furniture that was purchased and installed when we moved into the new fire station. This bid is for purchase and installation.

Respectfully submitted,

Derek Sencabaugh
Chief of Department

Item	Mfg	Qty	Part Description	Sell	Ext Sell
1	HON	1	3 Stage 2 Leg Rectangle T Foot P2 Paint Opts Silver Standard Glide Memory Preset	\$ 517.29	\$ 517.29
2	HON	1	10500 Series Tckbd for 66"W Stack on Strg Bck Enclosure Grd A Fab Landscape Slate	\$ 168.99	\$ 168.99
3	HON	1	60W x 27-7/8H Modesty / Back Panel Black Grd L1 Standard Laminates Harvest	\$ 143.62	\$ 143.62
4	HON	1	Laminate Modesty 13h x 60w Grd L1 Standard Laminates Harvest Harvest Black	\$ 329.81	\$ 329.81
5	HON	1	66x15x15 Wall Mount Storage lam doors Grd L1 Standard Laminates Harvest Grd L1 Standard Laminates Harvest	\$ 645.86	\$ 645.86
6	HON	1	18x24x78-1/8 Wardrobe/Storage Cab lam dr Rt Loop/Satin Grd L1 Standard Laminates Harvest Grd L1 Standard Laminates Harvest	\$ 1,015.23	\$ 1,015.23
7	HON	1	66W x 24D Rectangle Worksurface Smooth, Flat Harvest Black Grd L1 Standard Laminates Harvest	\$ 207.69	\$ 207.69

Item	Mfg	Qty	Part Description	Sell	Ext Sell
8	HON	1	78W x 30D Rectangle Worksurface Smooth, Flat Harvest Black Grd L1 Standard Laminates Harvest	\$ 275.63	\$ 275.63
9	HON	1	30x14-1/4x29-1/2 Bookcase 2-shelf Smooth, Flat Harvest Grd L1 Standard Laminates Harvest Grd L1 Standard Laminates Harvest	\$ 330.24	\$ 330.24
10	HON	2	30Wx23-1/8Dx28-1/2H Lateral File Pedestal Loop/Satin Black Grd L1 Standard Laminates Harvest Grd L1 Standard Laminates Harvest	\$ 564.59	\$ 1,129.18
11	HON	1	36x24x29-1/2 Lateral File two drawer Smooth, Flat Harvest Loop/Satin Grd L1 Standard Laminates Harvest Grd L1 Standard Laminates Harvest Grd L1 Standard Laminates Harvest	\$ 684.13	\$ 684.13
12	BM	1	Recevie Deliver Install	\$ 1,000.00	\$ 1,000.00
			Grand Total		\$ 6,447.67



Town of Lexington Fire Department

Derek Sencabaugh
Chief of Department

Tel: (781) 698-4700
Fax: (781) 861-2791

2024 ARPA Request

Hartwell Ave Compost Site Water Main Extension

Department of Public Works / Fire Department

\$75,000.00 Estimate provided by DPW Water Division

This request is a joint request by the Fire and Public Works Departments. The request is to extend the water main at the Hartwell Ave. Compost Site. Currently the site only has one fire hydrant approximately 100 feet inside the gate from Hartwell Ave. This project would extend the water main from that location and add a hydrant in an area centrally located on the upper end of the property. The installation of this hydrant would allow the site to maintain proper moisture content for their operations during severe heat and dry conditions. This added hydrant would also benefit the fire department with fire control on the vast site. We have had fires on the back of the property throughout the years and it is almost 3,000 feet away from the only onsite hydrant which is the equivalent of 3 fire engines worth of supply hose. Most of the fires in the past have required 1 engine to extinguish but 3 to supply the water in the current state. The budget would cover design, construction supervision and installation of the water line and hydrant. The ability to install this water main extension is not in the current capacity of the Water Department at this time and this project if approved would expediate the dual need and could be designed and under contract in short order.

Respectfully submitted,

Derek Sencabaugh
Chief of Department

David Pinsonneault
Department of Public Works Director



Town of Lexington

Town Manager's Office

James J. Malloy, Town Manager
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540
Fax: (781) 861-2921

MEMORANDUM

TO: Senior Management Team
FROM: Jim Malloy, Town Manager
DATE: October 5, 2022
RE: Future ARPA Requests

As you may be aware, the Select Board has asked that I improve the information for their consideration related to ARPA requests, including how the request meets their nexus to the pandemic, which is described below. As you may be aware, the Board has asked that I identify whether a requests is consistent with the nexus they've developed or not and include that in the information that is transmitted to them. To assist in providing complete information, I am asking that you complete the attached form for any future requests so that the Board will have complete information on all requests. Once I receive your request

The Select Board's Nexus to the Pandemic for ARPA Spending:

- The Select Board set priorities for ARPA spending in the following areas that address the immediate needs of our residents and businesses: housing, food insecurity, public health and safety and economic stimulus and resiliency for our community

Other Uses of ARPA Funds Not Among the Select Board Goals:

- Revenue replacement for government services
- Premium Pay for essential workers
- Water/Sewer/Broadband

The Board's goal is to provide some level of compensation for losses and to create new opportunities that reflect healthy new ways for the community to come together. The Board continues to strive for a community that adheres to our Community Compass, is Livable, and sustains a Thriving Local Economy.

The Board is concerned with the impact that the COVID Pandemic has created in the community, both for commercial interests and residents. Financial losses include those due to lost revenues or wages, delays in ability to develop due to supply chain issues. Social losses emerge from the stifling of normal interaction because of concern for disease transmission due to direct personal contact enjoyed prior to the pandemic. In addition, the Board supports improving public health services directly and

indirectly related to the pandemic. Funded projects must both satisfy the “COVID Nexus” and satisfy the Board’s core values.

Should you have any questions please do not hesitate to contact me. Thanks.

TOWN OF LEXINGTON ARPA REQUEST FORM

Name of Project:

Project Cost:

Department:

Cost Basis:

Please describe the project:

Please describe how this meets the Select Board's Nexus with COVID Pandemic:

Date Submitted to the Town Manager:

Submitted By:



Town of Lexington

Town Manager's Office

James J. Malloy, Town Manager
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540
Fax: (781) 861-2921

MEMORANDUM

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TOWN OF LEXINGTON ARPA REQUEST FORM

Name of Project:

Project Cost:

Department:

Cost Basis:

Please describe the project:

Please describe how this meets the Select Board's Nexus with COVID Pandemic:

Date Submitted to the Town Manager:

Submitted By:

TOWN OF LEXINGTON ARPA REQUEST FORM

Name of Project:

Project Cost:

Department:

Cost Basis:

Please describe the project:

Please describe how this meets the Select Board's Nexus with COVID Pandemic:

Date Submitted to the Town Manager:

Submitted By:

PROPOSAL FOR

COMPREHENSIVE
ANALYSIS OF
POLICE, FIRE, EMS
SERVICES

Lexington, Massachusetts



CPSM[®]

CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC
475 K STREET NW, SUITE 702 • WASHINGTON, DC 20001
WWW.CPSM.US • 616-813-3782

ICMA

Exclusive Provider of Public Safety Technical Services for
International City/County Management Association



Center for Public Safety Management, LLC

January 10, 2024

Jim Malloy
Town Manager
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

Dear Mr. Malloy:

Let our team become your team!

The *Center for Public Safety Management, LLC, (CPSM)* as the exclusive provider of public safety technical assistance for the International City/County Management Association, is pleased to submit this proposal to the Town of Lexington, Massachusetts for an analysis of police, fire, and EMS services. The CPSM approach is unique and more comprehensive than ordinary accreditation or competitor studies.

The Town of Lexington is in the midst of considerable change with a new police headquarters under construction, and improvements to the fire and EMS services.

The police department consists of a chief, two captains, five lieutenants, seven sergeants, 29 police officers, four detectives, one school resource officer, and one community resource officer. This staffing provides these services to the citizens of Lexington:

- Administration
- Patrol and Enforcement
- Traffic Bureau
- Investigations
- Dispatch
- Animal Control
- Crossing Guards

The police department is accredited by the Massachusetts Police Accreditation Commission, demonstrating it meets 339 MPAC standards.

The fire department deploys its resources from two stations with a minimum staffing provision requiring nine per shift. The fire department human resources include a chief, two assistant chiefs, four captains, 12 lieutenants, 44 firefighter/paramedics, and one fire inspector.

EMS is provided by the fire department which deploys two ALS ambulances (one from each station) with the ability to deploy a third for special events.

Overtime is a central issue to the Town which is seeking to better understand the reasons for overtime in the two departments and whether additional staffing would be appropriate or if it might exacerbate the existing levels of overtime now submitted by both agencies. We will begin our project looking at the dispatch and computer aided dispatch records for both departments. This enables us to create an "as-is" picture of the performance levels of each department for emergencies.

This data-driven forensic analysis will establish the existing workload demands for both departments. Workload is a critical factor when determining what staffing levels are necessary; different from calls for service which is a linear total that may or may not impact workload. As an example, many agencies have on-line reporting for minor larcenies or property damage accidents on private property. While these may be assigned a call for service number; no workload by sworn personnel is necessary to close the report.

Using the workload rates established for the two departments, we will begin to quantify other key factors that impact overtime. Examples are:

- The Unit Hour Utilization rates for your EMS department. This forms the basis for determining what is driving overtime, workloads, and service demands.
- Identify and recommend appropriate staffing and deployment levels for every discrete operational and support function in the department. For this review, we will conduct interviews and establish baseline service levels and how overtime may be filling openings in the work schedule.
- Conduct a risk analysis of your community and for the fire department. Modern fire deployment is done to minimize risk. What is the expectation of the community for managing risk? What is the expectation of the elected body and appointed administrators?
- Examine the department's organizational structure and culture. Is there a culture that lends to acceptance of overtime without review?
- Perform gap analysis, comparing the "as is" state of the department to the industry's best practices. Can changes be made that do not impact risk, meet best practices, and minimize overtime? Are more staff needed to accomplish the goals and objectives and meet expected standards?
- Recommend a management framework to ensure accountability, increased efficiency, enhanced safety for responders and the community, and improved performance.
- Determine staffing analysis using workload and performance for police, fire, and EMS departments using research conducted by ICMA, IPMA-HR, CALEA, PERF, CPSE, and CPSM.

This proposal is specifically designed to provide the local government with a thorough and unbiased analysis of emergency services in your community. We have developed a unique approach by combining the experience of dozens of emergency services subject matter experts.

The team assigned to the project will have hundreds of years of practical experience managing emergency service agencies, a record of research, academic, teaching and training, and professional publications, and extensive consulting experience from hundreds of projects completed for municipalities nationwide. The team we assemble for you will be true "subject matter experts" with hands-on emergency services experience, not research assistants or interns.

CPSM has built upon nearly 40 years of research by ICMA and other academic researchers to develop the **CPSM Data Analytic Report™**. While other firms conduct interviews, charettes, and other intelligence gathering, only CPSM combines those processes by forensically analyzing and reporting an agency's workload and performance using this method that also adds metrics for future analysis of deployment change. CPSM and ICMA developed the "60% rule" that was authored by one of our SME's that serves as one more benchmark for staffing of police agencies. That report is currently being updated by the current CPSM team of researchers.

CPSM also enjoys a strategic relationship with two of the largest survey entities working with the International City-County Management Association: ZenCity, and POLCO/National Research Council. CPSM can share information with either organization if the community has a prior contractual relationship. We do not subcontract with either firm but, instead, provide our clients with the ability of achieving any discount under a direct contract between the community and the survey group.

ICMA has provided direct services to local governments worldwide for more than 100 years, which has helped to improve the quality of life for millions of residents in the United States and abroad. My colleagues at CPSM and I greatly appreciate this opportunity and would be pleased to address any comments you may have. I can be reached at 616-813-3782 or via email at twieczorek@cpsm.us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Thomas J. Wieczorek". The signature is fluid and cursive, with the first name being the most prominent.

Thomas J. Wieczorek
Director
Center for Public Safety Management, LLC

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FY2025 Program Improvement Request

1 of 4

Department: Public Works

Division: Environmental Services

Element: 3420-Recycling

PIR Title: Expanded Food Waste Collection Program

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2025 Only	Ongoing Costs FY2025 & Future	TOTAL FY2025 Request
<u>Compensation</u>					
511000	Regular Wages		\$ —	\$ —	\$ —
512000	Seasonal Part-Time		\$ —	\$ —	\$ —
513000	Overtime		\$ —	\$ —	\$ —
	Other Compensation		\$ —	\$ —	\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?			\$ —	\$ —
<u>Expenses</u>					
520000	Contractual Services		\$ —	\$ —	\$ —
558000	Supplies		\$ —	\$ —	\$ —
533060	Curbside Collection Svcs		\$ —	\$ 396,000	\$ 396,000
	Total Expenses		\$ —	\$ 396,000	\$ 396,000

Purpose/Description of Request:

This request is to enhance the food waste curbside collection program. The current pilot program is being funded through ARPA. This request is to put the funds in the operating budget to begin expanding the program. The requested funds would fully fund the collection cost for the existing 2,000 customers and would add an additional 2,000 people to the program. There will be a slight offset in cost by reduced refuse tonnage in the first year.

Service Implication:

Failure to support this program will lead to continued higher costs for refuse disposal as food waste makes up a large portion of the total weight being delivered to the incinerator. It will also prevent the Town from achieving state and local goals of waste reduction.

FY2025 Program Improvement Request

#1 of 1

Department: Health

Division: 6500-Health

PIR Title: Health Dept. Staff Electric Vehicle

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2025 Only	Ongoing Costs FY2025 & Future	TOTAL FY2025 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
	Additional vehicle for Health Dept staff		\$ 50,000		\$ 50,000
	Total Expenses		\$ 50,000	\$ —	\$ 50,000

Purpose/Description of Request:

The Health Office has historically had one vehicle. The Health Department is now fully staffed and has 2 full-time staff that conducts routine inspections and 1 staff member that conducts home visits and performs other functions throughout the Town. The 3 staff members are sharing one vehicle and have to coordinate work load around the availability of that one vehicle. This is not the best use of time for the inspectors and does not support the highest level of service to the community.

After consulting with Maggie Peard and Marc Valenti regarding the cost of new EVs, it was suggested, based on size and storage capacity needs, to propose a cost of \$50,000. The Town will be eligible for a rebate from the State off the price of the car.

Service Implication:

This request is for an additional vehicle so that inspections and other Public Health related work can be accomplished in a more timely and efficient manner.

FY2025 Program Improvement Request

1 of 5

Department: Town Manager's Office

Element: 8210 - Org. Dir. & Admin.

PIR Title: Consultant Services - General Liability Insurance

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2025 Only	Ongoing Costs FY2025 & Future	TOTAL FY2025 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?			\$ —	\$ —
<u>Expenses</u>					
52120	Professional Services		\$ 25,000		\$ 25,000
					\$ —
					\$ —
	Total Expenses		\$ 25,000	\$ —	\$ 25,000

Purpose/Description of Request:

This funding request is for consulting and bid evaluation services for Town insurance. Once the Town selects a consulting firm through a competitive bid process, the firm would provide property and casualty insurance consulting services for: an inventory of municipal and school services; the identification of risk and exposure associated with those services; and the identification of coverage available to mitigate risk and exposure. The firm would prepare specifications for a request for proposals for Town and school insurance, review responses, and provide a recommendation to the Town.

This cost estimate is based on recent services provided by Kevin F. Donoghue & Associates for another town of similar size and scope of services as Lexington. Services include:

- Broker RFQ
- Managed Insurance Marketing (Specifications and Proposal Analysis)
- Worker's Compensation Third Party Claim Administration RFQ and Proposal Analysis
- Renewal Insurance Policy Review and Summary

Service Implication:

The Town last solicited risk management consulting services in 2019 to be provided in FY2020 (it hired Kevin F. Donoghue & Associates). Best practices indicate that it is prudent to bid out every six to eight years for general liability insurance to check market rates and to ensure that the Town is receiving the most appropriate coverage at the best possible rate.

FY2025 Program Improvement Request

2 of 5

Department: Town Manager's Office

Element: 8210 - Org. Dir. & Admin.

PIR Title: ADA Town Building Self-Evaluation and Transition Plan

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2025 Only	Ongoing Costs FY2025 & Future	TOTAL FY2025 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
			\$ 75,000		\$ 75,000
					\$ —
					\$ —
	Total Expenses		\$ 75,000	\$ —	\$ 75,000

Purpose/Description of Request:

This funding request is for consulting and professional services to conduct an Americans with Disabilities Act Self-Evaluation and Transition Plan for the following Town Buildings: the Town Office Building, the Cary Memorial Building, the Community Center, the Cary Memorial Library, and the Samuel Hadley Public Services Building. Self-Evaluations and Transition Plans are required by the Americans with Disabilities Act to provide for the identification and removal of barriers that hinder physical and programmatic access to Town facilities and services for those with disabilities. The Self-Evaluation will include a list of physical barriers in the selected Town facilities that limit accessibility for those with disabilities and the Transition Plan will determine the necessary costs and schedule associated with removing the identified deficiencies.

Service Implication:

The Town last conducted an ADA Self-Assessment and Transition Plan for Town buildings in FY2012. Conducting an update to the ADA Self-Evaluation and Transition Plan will aid the decision-making process for when pursuing capital and programmatic improvements in the selected Town buildings and align the Town with the Commonwealth's Public Accessibility Community Compact Best Practice. An appropriation would also provide matching funds for the Massachusetts Office on Disability FY2025 Planning Grant cycle.

FY2025 Program Improvement Request

#2 of 2

Department: Finance

Element: 8420 - Treasurer/Collector

PIR Title: Tyler ERP/Cashiering Module

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2025 Only	Ongoing Costs FY2025 & Future	TOTAL FY2025 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
			\$ 105,000	\$ 40,000	\$ 145,000
					\$ —
					\$ —
	Total Expenses		\$ 105,000	\$ 40,000	\$ 145,000

Purpose/Description of Request:

Tyler ERP/Cashiering is an advanced point-of-sale cashiering system, allowing for seamless integration of a variety of billing systems and hardware such as cash drawers and card readers to provide an optimized collections experience. The new software module would serve to replace existing applications/technologies including Invoice Cloud and UniPay and serve as one, integrated system.

Service Implication:

Without Tyler ERP/Cashiering, we would continue the use of many applications/technologies that do not integrate well together. The main benefit is the elimination of several of these applications and having an integrated system that talks directly with our Financial System, MUNIS. Having an integrated system will eliminate some tasks and increase processing efficiencies in certain areas. This module is expected to improve the customer experience both at the counter and in online bill payments.

FY2025 Program Improvement Request

1 of 2

Department: Finance

Element: 8410 - Comptroller

PIR Title: Water and Sewer Rate Study

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2025 Only	Ongoing Costs FY2025 & Future	TOTAL FY2025 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
	Rate Study		\$ 50,000		\$ 50,000
					\$ —
					\$ —
	Total Expenses		\$ 50,000	\$ —	\$ 50,000

Purpose/Description of Request:

This program improvement is a one-time request for consulting services to perform a full rate study for the Water and Sewer Enterprise Funds. This funding request is recommended to be split equally between each of those funds (\$25,000 each).

This study will review the Town's current tiered rate structure and will advise on a new rate structure that will allow the Town to migrate to quarterly billing. This study may also consider options for new tiers or specialized rates. The estimated cost was based on recent studies from peer communities and should cover consultant presentations and public outreach as needed.

Service Implication:

The Town is in the final phase of implementing and Advanced Metering Infrastructure (AMI) capital program initially funded in FY2020. This infrastructure allows for frequent and remote readings of water meters. The availability of this on-demand usage data will allow the Town to migrate to quarterly billing. With quarterly billing customers will receive bills on a more regular schedule and can spread payments evenly throughout the year. Quarterly billing will also benefit the Town's Finance department in their ability to manage cash flow and revenue collections during the year.

Agenda Tracker

ITEM NAME	PROPOSED DATE	MINUTES	Item #	Description
FY2025 Financial Summit III	25-Jan-24	90	1	This will be the presentation of the White Book and will include the School Committee, Appropriation Committee and CEC -- WILL BE FULLY REMOTE
Approve Select Board Committee Appointment	5-Feb-24	0	0	Appoint Susan Kenyon to the Greenways Corridor Committee as a non-voting member
Sign Presidential Primary Election Warrant	5-Feb-24	0	0	1/23 Mary de Alderete requested to put this on the next SB meeting. required vote from SB for Presidential Primary Election Warrant -- <i>pending receipt of the draft warrant from the State</i>
Approve Revised Noise Committee Charge	5-Feb-24	0	0	Approve Updated Noise Committee Charge based on 1/17 SB discussion
Approve Select Board Minutes	5-Feb-24	0	0	1/17/2024 SB
Common Victualler License Application - Mothership Alewife LLC d/b/a Revival Cafe & Kitchen, 1729 Massachusetts Avenue	5-Feb-24	5	1	New CV application (Zoning - OK; Building - OK; Health - ??)
Vote to approve the use of a gift for the Fire Department	5-Feb-24	5	2	A Lexington family has offered to donate \$10,000 to the Fire Department for cancer screening and while the Fire Chief can accept the gift, the Select Board has to approve the use of the funds for this purpose before the Fire Chief can use the funds for this purpose.
Vote to Layout Tucker Avenue as a Public Way	5-Feb-24	10	3	Per engineering fy25 Street acceptance time table
2024 Annual Town Meeting Town Meeting Article Presentations Article 24 Appropriate Funding for Semiquincentennial Commission Article 33 Authorize Select Board to Seek Affordable Housing - Select Board Article Presenters, Discussion, Positions	5-Feb-24	60	4	250th Commission member- need to confirm Elaine Tung -confirmed
FY 25 Recreation Fees	5-Feb-24	15	5	Annual fee proposals and recommendations
Review ARPA Requests for the last quarter 2023	5-Feb-24	30	6	This will be to review the ARPA Requests for the 4th quarter of 2023.

Placeholder - Review and Approve Committee Meeting Conduct Norm Policy	5-Feb-24	15	7	Follow up from 12/18/2023 meeting
Preliminary Review of Goal Setting Meeting Report	5-Feb-24	10	8	initial review and discussion
Executive Session - Library Collective Bargaining Agreement	5-Feb-24	30	9	This is an executive session to review the final proposals from mediation.
Approve Sale of Bond Anticipation Notes	12-Feb-24	10	1	For issuance of bond after sale on 2/7
Presentations Article 31 Prohibit Single -Serve Plastic Water Bottles (Citizen Petition) Article 40 Integrated Pest Management Resolution (Citizen Petition) Article 41 Massachusetts Bay Transportation Authority Article 42 Digital Publication of Legal Notices (Citizen Petition) Article 43 Voting Rights 16 and older (Citizen Petition) Article 45 Indigenous Peoples Day (Citizen Petition) Thomas Wanderer, Marci Cemenska, Kunal Botla- Transportation Advisory Committee, Diane Pursley, Fran Ludwig	12-Feb-24	60	2	Marci Cemenska confirmed Kunal Botla- both 41 and 43 Diane Pursley confirmed Fran Ludwig-confirmed
Update and review of Roundabout and Lighting Installation on the Battle Green Streetscape Project	12-Feb-24	30	3	12/19/23 Email from D. McKenna requesting do discuss some concerns.
Goal Review	12-Feb-24	30	4	Possibly hav the 1hr Follow up session with Jon Wortman
Vote on the FY25 Budget Recommendation	12-Feb-24	20	5	Vote on the Brown Book
Accept Select Board Committee Resignations	26-Feb-24	0	0	Trustees of Public Trusts x2
Approve Select Board Committee Appointments	26-Feb-24	0	0	Trustees of Public Trusts x2
Battle Green Use Request - Lexington Historical Society	26-Feb-24	0	0	The Lexington Historical Society is requesting to use the Battle Green on 4/17 (rain date 4/18) for the Annual Children's Reenactment of the Battle of Lexington as part of Patriots' Day activities (Police; DPW; Fire -)

Placeholder - Package Store Liquor License Application - Liberty Wine and Spirits 335 Woburn Street	26-Feb-24	10	1	Application currently in dept review, needs to be advertised in Minuteman Newspaper, (ZBA gave a special permit with conditions for this to be allowable at this location, ZBA has not yet filed this special permit with Clerk's office yet)
Review and approve Cedar Street at Hill Street/Paul Revere Road Intersection Alternatives	26-Feb-24	15	3	Engineering and Planning is seeking to present the alternatives for this project and are seeking Select Board approval to move forward.
Update on 173 Bedford vs. Leasing	26-Feb-24	20	2	This is a continuation of the discussion on moving the Central Administration Office to either 173 Bedford Street or leasing space and the results of the RFP process.
Town Meeting presentations: Article 47 Amend Zoning Bylaw-Signs Article 48 Amend Zoning bylaw-Short Term Rentals Article 49 Amend Zoning Bylaw-Permitted Uses and Development Standards Article 50 Amend Zoning Bylaw-Inclusionary Housing For Village and Multifamily Districts Article 51 Amend Zoning Bylaw-Maximum Height for Village Overlay District Article 52 Amend Zoning Bylaw and Map-Technical Corrections Article 53 Amend Zoning Map-Owner Petition 507 Bedford St Article 54 Amend Zoning Map-Owner Petition-509 Bedford St	26-Feb-24	60	4	Abby McCabe & Bob Peters confirmed for PB articles plus owner petitions
PLACEHOLDER - Approve Amendment to MOU - Inn at Hastings Park	26-Feb-24	5	5	
PLACEHOLDER - Liquor License Amendment - Alteration of Premise/Update Liquor License Conditions Regarding New Outdoor Dining - Inn at Hastings Park	4-Mar-24	15	1	Needs to be advertised - Hearing - Inn at Hastings submitted an alteration of premise application for their liquor license to formalize the outdoor area to include the new patio area they built. Their liquor license is currently covered at the present by the state extension for outdoor dining areas to serve alcohol in this area along with their local application for outdoor dining under the Town Manager.
Center Charette Report	4-Mar-24	30	2	This will be a presentation on the report from Dr. John Mullin and Dr. Zenia Kotval on the Center Charette that was held earlier this year.

Architect Presentation to Select Board on Library Renovation	4-Mar-24	20	3	The Architect on this project is complete with Construction Documents and ready to move on to the bidding phase and will present the project to the Select Board.
Review Draft Select board Report Report to Annual Town Meeting	4-Mar-24	10	4	



Town of Lexington
Town Manager's Office

James J. Malloy, Town Manager
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540
Fax: (781) 861-2921

MEMORANDUM

TO: Select Board
FROM: Jim Malloy, Town Manager
DATE: February 2, 2024
RE: Weekly Update

The following is an update of activities for the week ending February 2, 2024:

Town Manager Updates:

- Lexington was awarded a Kickstart MA grant to fund a feasibility study for a networked geothermal project. The study is slated to begin in March 2024 and be completed by the end of the year. The project team, led by Sustainability & Resilience Officer Maggie Peard, already has a strong team of project partners on board, including The Grey Edge Group as the technical lead, BR+A to provide relevant heating and cooling data, BXP to advise on customer requirements, and LexCAN for community outreach support. The application had the support of Representative Ciccolo, Representative Gordon, Senator Barrett, Senator Friedman, the Lexington Economic Development Advisory Committee, the Sustainable Lexington Committee, Lexington Climate Action Network, as well as Takeda and the Brookhaven Climate Committee.
- Congratulations to Dave Pinsonneault, Lexington DPW Director for being recognized with the Gill Founders Award from the Sports Field Management Association, the Association's highest award, which recognizes those members who have made significant contributions to the Association and the profession.

The Harry C. Gill Memorial Award was established to honor an individual for their hard work in the sports field industry and to acknowledge their dedication to SFMA. The award acknowledges an individual for "long-standing service to the SFMA". The award itself is a rather unique piece of art, depicting a groundskeeper armed with the tools of his trade: a rake of hope; a hose of determination; a shovel of passion; a hoe of dedication; and a smile of spirited uncertainty as he rides off into the unknown atop a horse named desire.

Criteria for the award

- SFMA Membership
- Dedication to the improvement of sports fields

- Outstanding ability and commitment to the sports field industry
- Professional involvement and service to the SFMA on a local, regional and national level
- Professional leadership in promoting SFMA, its members and the sports field industry
- Contribution of written communications in articles, magazines, manuals, legislation and/or research.



- Attached please find a letter of support that I sent into the MA Department of Conservation & Recreation for a MassTrails Grant that Burlington has applied for to seek a route from Burlington to connect to the Minuteman Bikeway. This would provide an additional extension that would promote alternative commuting and health. If a good route can be found, it will take time to get it underway.

- I met with some residents this week that had a negative experience with the Historic Commission regarding the replacement of windows in their house, which is a historic home built in 1915. Their home has 107 windows that are original single pane windows and it's a large house and the windows are in such bad condition that it is impossible to heat the house in the winter. While it's important to work on historic integrity of homes, its likely equally important that we consider sustainability, climate and the waste of energy inefficient homes may have. I know from my own experience with public buildings that windows can be designed to be both historic in appearance and energy efficient without the need for storm windows (and actually look better without storm windows). Yet, we have a push/pull between historic preservation and energy efficiency that should be addressed in a broad mannered approach. In the coming weeks, I will be recommending that the Select Board consider creating a Task Force consisting of members of the Historic Districts Commission, Historic Commission and Sustainable Lexington to address this issue with a goal of establishing criteria for waivers for historic preservation in exchange for energy efficient upgrades that also maintain the original exterior historic appearance.
- MADOT has determined that it will not be repaving and making improvements to Route 2A prior to 2025 and that they will now be waiting until after any 2025 celebrations are completed.
- Attached please find the agenda tracker for upcoming Select Board meetings.

Land Use Housing and Development:

Planning

- On Wednesday, February 7th meeting starting at 6:00 pm the Planning Board will hold a public hearing on all zoning amendments articles 47-54.
 - Short Term Rentals
 - Permitted Uses and Definitions
 - Inclusionary Housing for Village & Multi-Family Overlay Districts
 - Max. Height in the Village Overlay District
 - Technical Corrections
 - Signs
 - 507 Bedford St. & 509 Bedford St. Zoning Map Amendment to be in the MFO District (Multi-Family Overlay – Bedford St. North)



Town of Lexington
Town Manager's Office

James J. Malloy, Town Manager
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540
Fax: (781) 861-2921

January 29, 2024

Amanda Lewis
MassTrails Director
136 Damon Rd.
Northampton, MA 01060

RE: Support of Town of Burlington's MassTrails Grant Proposal

Dear Ms. Lewis:

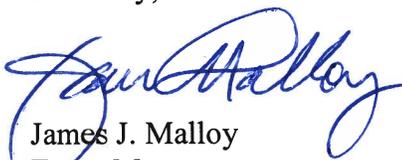
I am writing on behalf of the Town of Lexington to express our support for the Town of Burlington's MassTrails Grant application. This grant seeks funding for the feasibility and design of expanding the Minuteman Bikeway at the Lower Vine Brook Spur to the southwest portion of Burlington, a critical retail and employment hub.

The proposed project holds immense potential to bolster our region's economic competitiveness and advance public health by providing increased access to hundreds of jobs while mitigating single-occupancy vehicle use by expanding active transportation options. The extension of safe bikeway connections aligns with our shared objectives for a sustainable and resilient future.

I encourage you to support Burlington's grant application, recognizing the impact this initiative could bring to our communities and supporting Burlington's first-ever MassTrails Grant submission.

Should you have any questions or need additional information, please let me know. Thank you for your attention to this matter.

Sincerely,


James J. Malloy
Town Manager

Agenda Tracker

ITEM NAME	PROPOSED DATE	MINUTES	Item #	Description
Approve Select Board Committee Appointment	5-Feb-24	0	0	Appoint Susan Kenyon to the Greenways Corridor Committee as a non-voting member
Sign Warrant for Presidential Primary	5-Feb-24	0	0	1/23 Mary de Alderete requested to put this on the next SB meeting. Required vote from SB to sign Presidential Primary Warrant.
Approve Revised Noise Committee Charge	5-Feb-24	0	0	Approve Updated Noise Committee Charge based on 1/17 SB discussion
Approve Select Board Minutes	5-Feb-24	0	0	1/17/2024 SB
Common Victualler License Application - Mothership Alewife LLC d/b/a Revival Cafe & Kitchen, 1729 Massachusetts Avenue	5-Feb-24	5	1	New CV application (Zoning; Building; Health - all OK)
Vote to approve the use of a gift for the Fire Department	5-Feb-24	5	2	A Lexington family has offered to donate \$10,000 to the Fire Department for cancer screening and while the Fire Chief can accept the gift, the Select Board has to approve the use of the funds for this purpose before the Fire Chief can use the funds for this purpose.
Vote to Layout Tucker Avenue as a Public Way	5-Feb-24	10	3	Per engineering fy25 Street acceptance time table
Review ARPA Requests for the last quarter 2023	5-Feb-24	30	4	This will be to review the ARPA Requests for the 4th quarter of 2023.
FY2025 Fee Scheduel for Recreation & Community Programs	5-Feb-24	15	5	Annual fee proposals and recommendations
2024 Annual Town Meeting Town Meeting Article Presentations Article 24 Appropriate Funding for Semiquincentennial Commission Article 33 Authorize Select Board to Seek Affordable Housing - Select Board Article Presenters, Discussion, Positions	5-Feb-24	60	6	250th Commision member- need to confirm Elaine Tung -confirmed
Preliminary Review of Goal Setting Meeting Report	5-Feb-24	10	7	initial review and discussion
Exemption 3: Collective Bargaining - Cary Memorial Library Staff Association (Local 4928, MLSA, AFT-Mass, AFL-CIO)	5-Feb-24	30	8	This is an executive session to review the final proposals from mediation.
Approve Sale of Bond Anticipation Notes	12-Feb-24	10	1	For issuance of bond after sale on 2/7

<p>Annual Town Meeting Article Presentations</p> <p>Article 31 Prohibit Single -Serve Plastic Water Bottles (Citizen Petition)</p> <p>Article 40 Integrated Pest Management Resolution (Citizen Petition)</p> <p>Article 41 Massachusetts Bay Transportation Authority</p> <p>Article 42 Digital Publication of Legal Notices (Citizen Petition)</p> <p>Article 43 Voting Rights 16 and older (Citizen Petition)</p> <p>Article 45 Indigenous Peoples Day (Citizen Petition)</p> <p>Thomas Wanderer, Marci Cemenska, Kunal Botla-Transportation Advisory Committee, Diane Pursley, Fran Ludwig</p>	12-Feb-24	60	2	<p>Marci Cemenska confirmed</p> <p>Kunal Botla- both 41 and 43</p> <p>Diane Pursley confirmed</p> <p>Fran Ludwig-confirmed</p>
Update and review of Roundabout and Lighting Installation on the Battle Green Streetscape Project	12-Feb-24	30	3	12/19/23 Email from D. McKenna requesting do discuss some concerns.
Goal Review	12-Feb-24	30	4	Possibly hav the 1hr Follow up session with Jon Wortman
Vote on the FY25 Budget Recommendation	12-Feb-24	20	5	Vote on the Brown Book
Accept Select Board Committee Resignations	26-Feb-24	0	0	Trustees of Public Trusts x2
Approve Select Board Committee Appointments	26-Feb-24	0	0	Trustees of Public Trusts x2
Battle Green Use Request - Lexington Historical Society	26-Feb-24	0	0	The Lexington Historical Society is requesting to use the Battle Green on 4/17 (rain date 4/18) for the Annual Children's Reenactment of the Battle of Lexington as part of Patriots' Day activities (Police; DPW; Fire -)
Road Closure Request - Lexington Minute Men & Lexington Historical Society	26-Feb-24	0	0	Annual reenactment of the arrival of Paul Revere and William Dawes at the Hancock-Clarke House: Bedford Street from Massachusetts Avenue to Hancock Street and Hancock Street to Adams Street closed to all but resident emergency traffic from 10:00pm on 4/14 to 12:30am on 4/15 (Police; Fire; DPW; TMO - all OK)

Approve and Sign Water and Sewer Adjustments	26-Feb-24	0	0	Email request from Robin on 1/29
Placeholder - Package Store Liquor License Application - Liberty Wine and Spirits 335 Woburn Street	26-Feb-24	10	1	Application currently in dept review, needs to be advertised in Minuteman Newspaper, (ZBA gave a special permit with conditions for this to be allowable at this location, ZBA has not yet filed this special permit with Clerk's office yet)
Update on 173 Bedford vs. Leasing	26-Feb-24	20	2	This is a continuation of the discussion on moving the Central Administration Office to either 173 Bedford Street or leasing space and the results of the RFP process.
Review and approve Cedar Street at Hill Street/Paul Revere Road Intersection Alternatives	26-Feb-24	15	3	Engineering and Planning is seeking to present the alternatives for this project and are seeking Select Board approval to move forward.
Town Meeting presentations: Article 47 Amend Zoning Bylaw-Signs Article 48 Amend Zoning bylaw- Short Term Rentals Article 49 Amend Zoning Bylaw- Permitted Uses and Development Standards Article 50 Amend Zoning Bylaw- Inclusionary Housing For Village and Multifamily Districts Article 51 Amend Zoning Bylaw- Maximum Height for Village Overlay District Article 52 Amend Zoning Bylawy and Map-Technical Corrections Article 53 Amend Zoning Map- Owner Petition 507 Bedford St Article 54 Amend Zoning Map-Owner Petition-509 Bedford St	26-Feb-24	60	4	Abby McCabe & Bob Peters confirmed for PB articles plus owner petitions
PLACEHOLDER - Approve Amendment to MOU - Inn at Hastings Park	26-Feb-24	5	5	
Placeholder - Review and Approve Committee Meeting Conduct Norm Policy	26-Feb-24	15	6	Follow up from 12/18/2023 meeting
Center Charette Report	4-Mar-24	30	2	This will be a presentation on the report from Dr. John Mullin and Dr. Zenia Kotval on the Center Charette that was held earlier this year.
Review Draft Select board Report Report to Annual Town Meeting	4-Mar-24	10	3	

Accept Donation from Howard Wolk - 250th Monument	4-Mar-24	10	4	Howard Wolk has committed to donate \$250,000 for a new monument to be located at Belfry Park (as per the SB vote). Under MGL Ch. 44, Sec. 53A the Select Board is required to approve the purpose of the grant.
Approve and Sign Proclamations - Autism Awareness and Acceptance Month; National Public Safety Telecommunicators Week; National Public Health Week; National Library Week; Arbor Day	11-Mar-24	0	0	April is Autism Awareness and Acceptance Month; National Public Safety Telecommunicators Week 4/15-4/19 (annual proclamations); National Public Health Week 4/1-4/7; National Library Week 4/7-4/13; Arbor Day 4/26
Approve Select Board Appointment of Town Counsel	11-Mar-24	0	0	The Select Board shall appoint each year, within thirty days after the Annual Election of Town Officers, some attorney-at-law as Town Counsel, who shall serve for the term of one year. Mina Makarious/Anderson & Krieger LLP's term expires on 3/31
Approve Select Board Committee Reappointment	11-Mar-24	0	0	Mark Vitunic to be reappointed to the Board of Registrars (his term expires on 3/31) pending any other nominations
Architect Presentation to Select Board on Library Renovation	11-Mar-24	20	1	The Architect on this project is complete with Construction Documents and ready to move on to the bidding phase and will present the project to the Select Board.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve Select Board Committee Appointment

PRESENTER:

Joe Pato, Select Board Chair

ITEM NUMBER:

C.1

SUMMARY:

Category: Decision-Making

Appointment:

Greenways Corridor Committee

- The Select Board is being asked to appoint Susan Kenyon to the Greenways Corridor Committee as a non-voting member with a term ending on September 30, 2026.

SUGGESTED MOTION:

To appoint Susan Kenyon to the Greenways Corridor Committee as a non-voting member for a three-year term ending on September 30, 2026.

Move to approve the consent.

FOLLOW-UP:

Select Board Office

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

ATTACHMENTS:

Description

Type



2024 Greenways Corridor Committee Non-Voting Member Application - S. Kenyon

Backup Material

Application Form

Profile

Attendance to a regularly scheduled meeting of the board or committee of interest is strongly encouraged when considering applying for membership. All committee meetings are open to the public and are posted at least 48 hours in advance of the meeting in our www.lexingtonma.gov/calendar.

If you are appointed to the board or committee for which you have applied, information from this application will be used to contact you regarding your appointment from the appointing authority as well as the Town Clerk's Office. Please do not offer information on this application you would prefer we not use.

Applications will be kept on file and considered as vacancies occur for up to one year unless otherwise noted.

If you have any questions or need more information regarding the completion of the application, please contact either the Select Board Office at 781-698-4580 or the Town Manager's Office at 781-698-4540.

Susan _____ M _____ Kenyon _____
First Name Middle Initial Last Name

Nickname

Preferred Title (i.e. Mr., Ms., Mx., Dr., Rev)

Ms.

Email Address

Alternate Email Address (Optional)

985 Memorial Drive _____ Apt 102 _____
Home Address Suite or Apt

Cambridge _____ MA _____ 02138 _____
City State Postal Code

Length of Residence in Lexington (Note: ZBA requirement is a minimum of 8 years)

25 years

What Precinct do you live in?

Not Applicable

Home: _____ _____
Primary Phone Alternate Phone

Susan M Kenyon

Employer

Job Title

Work Address

Which Boards would you like to apply for?

Greenways Corridor Committee: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Special Training and/or Qualifications

I was a voting member of the Greenways Corridor Committee from approximately 2015-2022. I have been involved with the GCC since its creation as my late husband, Rick Abrams, was a founding member. I now live in Cambridge and would like to continue to participate as a non-voting member. I have attended almost all GCC meetings for the last nine years and am very familiar with the work of the GCC.

Upload a Resume

Why are you interested in serving on a board or commission?

I want to continue to support the goals of the GCC and specifically, the ACROSS Lexington: Rick Abrams Memorial Trail Network.

How did you hear about the board or commission for which you are applying?

From my late husband.

Have you recently attended any meetings of the board or committee for which you are applying?

Yes No

Have you confirmed your availability to attend the board or committee's meetings? (i.e. can attend at the time the committee regularly meets)

Yes No

Do you currently serve on another board or committee?

Yes No

If yes, please list date of most recent Conflict of Interest Law Training.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Sign Warrant for Presidential Primary

PRESENTER:

Joe Pato, Select Board Chair

ITEM NUMBER:

C.2

SUMMARY:

Category: Decision-Making

The Select Board is being asked to sign the warrant for the Presidential Primary to be held on Tuesday, March 5, 2024.

SUGGESTED MOTION:

To sign the warrant for the Presidential Primary to be held on Tuesday, March 5, 2024.

Move to approve the consent.

FOLLOW-UP:

Town Clerk's Office

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

ATTACHMENTS:

Description	Type
📎 Warrant for March 5, 2024 Presidential Primary	Backup Material

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR PRESIDENTIAL PRIMARY

Middlesex, ss.
To the Constables of the Town of Lexington,

GREETINGS:

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

PRECINCT ONE, School Administration Building; PRECINCT TWO, Bowman School; PRECINCT THREE, Lexington Community Center; PRECINCT FOUR, Cary Memorial Building; PRECINCT FIVE, School Administration Building; PRECINCT SIX, Cary Memorial Building; PRECINCT SEVEN, Lexington Community Center; PRECINCT EIGHT, Samuel Hadley Public Services Building; PRECINCT NINE, Lexington Community Center

on **TUESDAY, THE FIFTH DAY OF MARCH, 2024**, from 7:00 AM. to 8:00 P.M. for the following purpose:

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

PRESIDENTIAL PREFERENCE.....	FOR THIS COMMONWEALTH
STATE COMMITTEE MAN (<i>precincts 3,8,9</i>)	THIRD MIDDLESEX DISTRICT
STATE COMMITTEE MAN (<i>precincts 1,2,4-7</i>)	FOURTH MIDDLESEX DISTRICT
STATE COMMITTEE WOMAN (<i>precincts 3,8,9</i>)	THIRD MIDDLESEX DISTRICT
STATE COMMITTEE WOMAN (<i>precincts 1,2,4-7</i>)	FOURTH MIDDLESEX DISTRICT
TOWN COMMITTEE.....	LEXINGTON

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

Given under our hands this 5th day of February, 2024.

Select Board of Lexington

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

Constable of Lexington

February ____, 2024.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve Select Board Meeting Minutes

PRESENTER:

Joe Pato, Select Board Chair

ITEM NUMBER:

C.3

SUMMARY:

Category: Decision-Making

The Select Board is being asked to approve the January 17, 2024 Select Board meeting minutes.

SUGGESTED MOTION:

To approve and release the anuary 17, 2024 Select Board meeting minutes.

Move to approve the consent.

FOLLOW-UP:

Select Board Office

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

ATTACHMENTS:

Description	Type
<input type="checkbox"/> DRAFT 01172024 Select Board minutes	Backup Material

SELECT BOARD MEETING
January 17, 2024

A meeting of the Lexington Select Board was called to order at 6:30p.m. on Wednesday, January 17, 2024, via a hybrid meeting platform. Mr. Pato, Chair; Ms. Barry, Mr. Lucente, Mr. Sandeen, and Ms. Hai were present, as well as Mr. Malloy, Town Manager; Ms. Katzenback, Executive Clerk; and Ms. Axtell, Deputy Town Manager.

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Presentation – Housing Feasibility Report

Carol Kowalski, Assistant Town Manager for Development, explained that the Housing Feasibility Study is funded through a State ARPA earmark to evaluate feasibility of constructing affordable housing on three Town-owned sites. Community input was received in the course of preparing this report. An invitation was sent to Town Meeting members, 500 abutters and owners, Lexington housing/ historic/economic development/tourism/retail committees, the Chamber of Commerce, financial committees, and others. LDa Architecture presented their preliminary findings and took comments on September 12, and September 26, 2023.

Kim Barnett, LDa Architecture, and Brett Pelletier, Kirk & Co., presented the Affordable Housing Feasibility Study Report. They highlighted the feasibility of constructing affordable housing on three town-owned sites: Depot Lot, behind 1701-1751 Massachusetts Avenue, and 171-173 Bedford Street noting the challenges and benefits of affordable housing development at each site.

Ms. Barnett explained that the three sites do have a few items in common. For each one the study considered a 100% affordable development at 60% AMI. The study tried to maximize the unit density by focusing on an all-residential use. The development for each site was focused on providing parking only for residents and visitors. The designs generally tried to be energy efficient and sustainable, but designs are fairly simple with regard to massing and development of the building to create economic efficiency. The study was able to find an affordable development that would be feasible on each site, but there are greater challenges to the Town Center sites (the Depot Lot, behind 1701-1751 Massachusetts Avenue).

Ms. Barnett stated that each site has the opportunity to successfully support the development of affordable housing. However, as summarized in the following chart, she said there appears to be fewer challenges for affordable housing development on the 171-173 Bedford Street property (site C) provided that the town is able to reconsider plans to use the site as departmental swing space until 2031.

Site	Financially Feasible Development	Challenges to Development	Benefits to Development
Depot Lot (site A)	<p>100% Affordable at 60% AMI</p> <p>92 residential units</p> <p>152 surface parking spots</p>	<p>Diminishes available public parking in town center.</p> <p>Does not meet Multifamily overlay district requirements for commercial space.</p> <p>Historic District design review may increase construction cost to enhance massing and materials.</p> <p>History as train yard raises potential risk for contaminated soils that will increase construction cost.</p> <p>Presence of sewer easement raises potential risk for site development complications and additional permitting.</p> <p>Proximity to busy town center increases logistical challenges of construction.</p>	<p>Optimal proximity to public transportation and town resources.</p> <p>Housing is an economic engine, bringing housing into the town center can be a catalyst for commercial development.</p>
Lot behind 1701- 1751 Mass Ave (site B)	<p>100% Affordable at 60% AMI</p> <p>23 residential units</p> <p>23 surface parking spots</p>	<p>Similar challenges to Site A listed above.</p> <p>Parking lots and busy retail entries and loading docks that surround the site create a challenging environment for residential use.</p>	<p>Similar benefits to Site A listed above.</p>
171-173 Bedford Street (site C)	<p>100% Affordable at 60% AMI</p> <p>85 residential units</p> <p>102 surface parking spots</p>	<p>Current town strategy to use site as departmental swing space through 2031 presents a challenge to development timeline.</p>	<p>Village overlay district provides flexibility to develop site with or without commercial space within the zoning bylaws.</p> <p>Site shape allows design focus on the Bedford Street facade.</p>

Mr. Pelletier explained that, through the affordable housing study, it was determined that the most feasible and viable idea is to concentrate on dedicated affordable housing that maximizes impact. He presented highlights from the Executive Summary for housing delivery models, financial analysis process/conclusions, financial models/funding gap and estimated construction costs.

Mr. Sandeen asked what the cost of retail on the first floor would be versus the economic benefit of having the rent from that development. Mr. Pelletier explained that in order to consider retail as contributing to the project, it would have to pay for itself. Regarding Site B, behind Mass Ave, it would be very difficult for ground floor retail behind a building with limited access to provide contributing value. Regarding Sites A and C, there is too much retail space square footage proposed, eating away into the residential development area, and increasing the amount of parking required.

Mr. Lucente asked if any of the sites were considered for affordable purchases instead of affordable rental units. Mr. Pelletier stated that this would significantly reduce the. There are far more financing sources available for rental housing. Condominium units would require the AMI to be set very high and/or for these to be offset with market rate units.

Mr. Lucente asked if the feasibility for Site B changes if more of the parking lot was used to put structure on top of. Ms. Barnett explained that versions of Site B were considered, such as with structured parking separate from the residential building, and parking under the first floor of the building. Parking below the building could be studied more closely but was eliminated from the cost estimate as placing parking under the building changes the structure of the building and significantly increases costs. A separate parking lot and fully wood framed building with housing on all four floors gave the best balance of units and construction cost.

In response to a question from Mr. Sandeen regarding how parking factors into these projections, Ms. Barnett explained that the group worked with a professional cost estimator and gave them a conceptual specification, regarding the anticipated structured parking either below grade or above grade. The cost per square foot is based off a precast concrete structured parking. The below grade parking did include some costs related to excavation and additional costs related to building close to the sewer easement. The above grade parking costs proposed on the Depot Lot dealt with it being a small lot with a constrained footprint.

DOCUMENTS: Presentation, Final Report

2. Select Board Work Session - Discuss Select Board Report to 2024 Annual Town Meeting

Mr. Pato stated that the Board is being asked to discuss drafting a Select Board Report to 2024 ATM to determine topic areas and assign scribes. The drafted scribed sections are due to Ms. Katzenback by February 27, 2024. The scribed sections will then be compiled into a rough draft to be included at the March 4, 2024, Select Board meeting packet. A final draft will then be scheduled for review and approval at the March 18, 2024, Select Board meeting.

Ms. Hai suggested that the Board should discuss the significant housing law changes that previously occurred at Town Meeting. Mr. Lucente suggested a topic on budget and financial planning. Ms. Barry stated that she would like to see a topic regarding the fiscal policy for the High School building project.

DOCUMENTS: 2023ATM Select Board Report to Town Meeting- list of topics

3. Select Board Work Session – Discuss Proposed Updates to Noise Committee Charge

The Board reviewed a draft revised charge for the Noise Committee. The draft addresses the following objectives: expanding the membership to 5-7 members, setting an explicit quorum, clarifying the advisory role and relationship with other bodies and staff, outlining desired skill sets for the membership, and identifying a balance of resident protection and consideration of desirable noise producing activities.

The Board discussed desired skillsets and expertise of the Noise Committee. The idea of balancing the committee with a range of skills for evaluating noise complaints was supported.

DOCUMENTS: Draft Noise Committee Charge Revision, Redline Changes for draft charge

ADJOURN

VOTE: Upon a motion duly made and seconded the Select Board voted by roll call 5-0 to adjourn the meeting at 8:27 p.m.

A true record; Attest:
Kristan Patenaude
Recording Secretary

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Application: One-Day Liquor License - Lexington Community Media Center, Inc. d/b/a LexMedia, Lexington Depot Building, 13 Depot Square

PRESENTER:

Joe Pato, Select Board Chair

ITEM NUMBER:

C.4

SUMMARY:

Category: Decision-Making

Lexington Community Media Center, Inc. d/b/a LexMedia:

Lexington Community Media Center, Inc. d/b/a LexMedia is requesting a One-Day Liquor License to serve beer and wine at the Lexington Depot Building, 13 Depot Square, for the purpose of their Annual Meeting on Thursday, February 15, 2024 from 6:00pm to 10:00pm. All drinks will be served and consumed inside of the Lexington Depot Building.

SUGGESTED MOTION:

To approve a One-Day Liquor License for Lexington Community Media Center, Inc. d/b/a LexMedia to serve beer and wine at the Lexington Depot Building, 13 Depot Square, for the purpose of their Annual Meeting on Thursday, February 15, 2024 from 6:00pm to 10:00pm.

Move to approve the consent.

FOLLOW-UP:

Select Board Office

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Application: Common Victualler License - Mothership Alewife LLC d/b/a Revival Café + Kitchen, 1729 Massachusetts Avenue

PRESENTER:

Joe Pato, Select Board Chair

ITEM NUMBER:

I.1

SUMMARY:

Category: Decision-Making

Mothership Alewife LLC d/b/a Revival Café + Kitchen:

The Select Board is being asked to approve a request for a Common Victualler License for Mothership Alewife LLC d/b/a Revival Café + Kitchen, 1729 Massachusetts Avenue, for the hours of 7:00am to 7:00pm Sunday through Saturday for seating in a new, café-style eating establishment. The applicant has worked with the Department of Public Health, Building Department and Zoning Department for their respective required permits and inspections.

The owner, Ms. Liza Shirazi, and the on-site manager, Ms. Melissa Chamness, have been invited to attend the Select Board meeting to answer any questions.

SUGGESTED MOTION:

Move to (approve/not approve) a Common Victualler License for Mothership Alewife LLC d/b/a Revival Café + Kitchen, 1729 Massachusetts Avenue, for the hours of 7:00am to 7:00pm Sunday through Saturday.

FOLLOW-UP:

Select Board Office

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

6:40pm

ATTACHMENTS:

Description

Type

▣ Revival Café + Kitchen Site Plan with Seating

Backup Material

762 REVIVAL CAFE LEXINGTON



REVIVAL CAFE + KITCHEN

1729 MASSACHUSETTS AVENUE
LEXINGTON, MA 02420

PROJECT NUMBER: 762
FOR CONSTRUCTION
DATE: 08/23/23

SHEET NUMBER	SHEET NAME
01- GENERAL	
G001	GENERAL NOTES, STANDARDS & ABBREVIATIONS
G002	TYPICAL ACCESSIBILITY NOTES AND DIAGRAMS
G003	TYPICAL ACCESSIBILITY NOTES AND DIAGRAMS
G010	SITE CONTEXT, CODE ANALYSIS, AND EGRESS PLAN
G020	PARTITION TYPES, DOOR SCHEDULE & WINDOW DETAILS
G050	SPECIFICATIONS
02- ARCHITECTURAL	
A100	DEMOLITION PLAN - BASEMENT & LEVEL 1
A101	DEMOLITION ELEVATIONS - FRONT & REAR ELEVATIONS
A110	PARTITION PLANS - BASEMENT & LEVEL 1
A120	FINISH PLANS - BASEMENT & LEVEL 1
A140	POWER & COMMUNICATION PLAN - BASEMENT & LEVEL 1
A150	FURNITURE PLANS - BASEMENT & LEVEL 1
A160	ENLARGED EQUIPMENT PLAN & ELEVATIONS - BASEMENT
A161	ENLARGED EQUIPMENT PLAN & ELEVATIONS - LEVEL 1
A162	ENLARGED EQUIPMENT PLAN & ELEVATIONS - LEVEL 1
A200	REFLECTED CEILING PLANS - BASEMENT & LEVEL 1
A300	EXTERIOR ELEVATIONS
A500	ENLARGED PLAN & INTERIOR ELEVATION - RESTROOM 102
A501	INTERIOR ELEVATIONS
A502	INTERIOR ELEVATIONS
A700	DETAILS
A701	DETAILS
A800	RENDERINGS
03 - FOOD SERVICE EQUIPMENT	
K1.1	FOOD SERVICE EQUIPMENT UTILITY SCHEDULE
K1.2	FOOD SERVICE EQUIPMENT LOCATION PLAN
K2.1	FOOD SERVICE EQUIPMENT ELECTRICAL ROUGH-IN
K2.2	FOOD SERVICE EQUIPMENT PLUMBING ROUGH-IN LOCATION PLAN
K2.4	FOOD SERVICE EQUIPMENT SPECIAL CONDITIONS LOCATION PLAN

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Contractors to use Architectural drawings for set out.
Contractors to check and verify all Dimensions on Site prior to Construction/Fabrication. Figure Dimensions take precedence over Stated Dimensions. Any discrepancies should be immediately referred to the Architect. All work to comply with U.S. Regulatory Authorities and relevant American Standards.
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JOE THE ARCHITECT
343 MEDFORD STREET, SUITE 4C, SOMERVILLE, MA 02149
E: JTK@JOETHEARCHITECT.COM
WWW.JOETHEARCHITECT.COM

JTA

762 REVIVAL CAFE LEXINGTON
PROJECT NUMBER: 762
DATE: 08/23/23

GENERAL CONTRACTOR
JUSTIN KELLY CONTRACTING, INC.
165 BOW STREET
EVERETT, MA 02149
(617) 945.0143 - T
(617) 945.0658 - F
CONTACT: JUSTIN KELLY
EMAIL: JUSTIN@JUSTINKELLYCONTRACTING.COM

FOOD SERVICE CONSULTANT
BOSTON SHOWCASE COMPANY
66 WINCHESTER STREET
NEWTON HIGHLANDS, MA 02461
(617) 955.1100 - T
(617) 955.6326 - F
CONTACT: PETER MCGILLICUDDY
EMAIL: PETERM@BOSTONSHOWCASE.COM

ARCHITECT
JOE THE ARCHITECT
343 MEDFORD STREET, SUITE 4C
SOMERVILLE, MA 02145
(617) 764-5593-T
CONTACT: JOE STROMER
EMAIL: ASK@JOE@JOETHEARCHITECT.COM

CLIENT
REVIVAL CAFE + KITCHEN
1729 MASSACHUSETTS AVE
LEXINGTON, MA 02420
(391) 227.0396 - T
CONTACT: LIZA SHRAZI & NOOKIE POSTAL
EMAIL: LIZA@REVIVALCAFEANDKITCHEN.COM



Joe The Architect, LLC
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t: (617) 764-8993 f: 617-439-9999
www.joethearchitect.com

REVIVAL
CAFE + KITCHEN

1729 MASSACHUSETTS AVENUE
LEXINGTON, MA 02420



762 REVIVAL CAFE LEXINGTON

FOR CONSTRUCTION

8/23/2023 1:02:46 PM

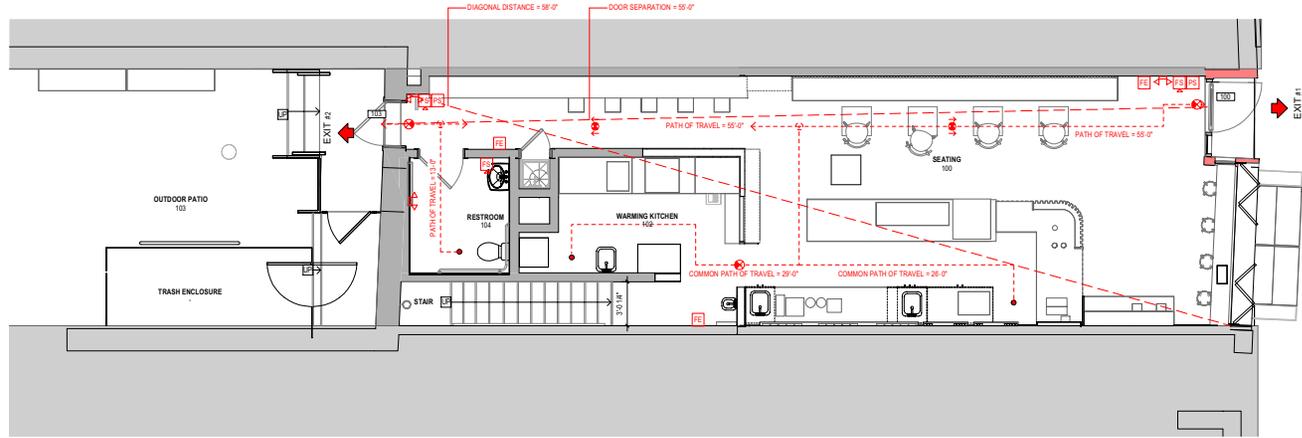
ISSUE	DATE
N	762
M	MM
L	GL
S	As indicated
SHEET NAME	

GENERAL NOTES & EGRESS NOTES G010 SERIES

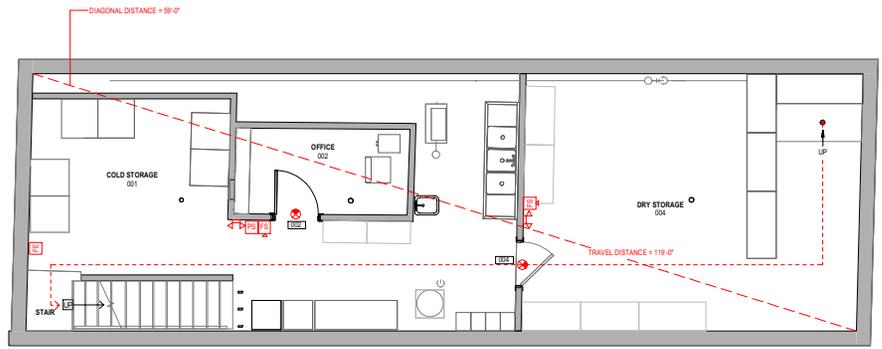
- THE FLOOR PLAN BACKGROUND FOR NEW AND EXISTING CONSTRUCTION IS SHOWN IN GRAY HALF-TONE. DESIGNATIONS FOR FIRE RATED PARTITIONS, SMOKE PARTITIONS AND OTHER CODE COMPLIANCE RELATED INFORMATION ARE SHOWN IN FULL BLACK TONE. REFER TO CONTRACT DRAWINGS TO DETERMINE WHICH COMPONENTS ARE NEW AND WHICH ARE EXISTING.
- THE FIRE AND SMOKE DESIGNATIONS FOR EXISTING CONSTRUCTION ARE SHOWN FOR REFERENCE ONLY AND ARE BASED ON INFORMATION PROVIDED BY THE OWNER/CLIENT. THIS INFORMATION HAS NOT BEEN INDEPENDENTLY VERIFIED BY JOE THE ARCHITECT, LLC.
- REFER TO ELECTRICAL DRAWINGS IF APPLICABLE FOR LOCATIONS OF EXIT LIGHTS, EMERGENCY LIGHTS, AND FIRE ALARM SYSTEM.
- REFER TO FIRE PROTECTION DRAWINGS IF APPLICABLE FOR LOCATIONS OF SPRINKLERS AND FIRE PUMP.
- REFER TO PLUMBING DRAWINGS IF APPLICABLE FOR ALL PLUMBING FIXTURE COUNTS.
- REFER TO STRUCTURAL DRAWINGS IF APPLICABLE FOR ALL STRUCTURAL LOADS.

GENERAL NOTES AND LEGENDS LIFE SAFETY

- Fire alarm pull station
- Fire alarm control panel
- Fire alarm reset panel
- Fire extinguisher wall hung
- Fire alarm horn & strobe
- Smoke / carbon monoxide detector
- Emergency lighting battery pack
- Exit signage with direction indicator
- Building exit arrow indicator
- Egress path of travel indicator



1 EGRESS PLAN - LEVEL 1
1/4" = 1'-0"



2 EGRESS PLAN - BASEMENT
1/4" = 1'-0"

PROJECT GENERAL INFORMATION (PROJECT DATA SHEET)

Project Number: 762
Project Title: REVIVAL CAFE LEXINGTON
Project Address: 1729 MASSACHUSETTS AVENUE, LEXINGTON, MA 02420
Client Name: REVIVAL CAFE
Client Address: 1729 MASSACHUSETTS AVENUE, LEXINGTON, MA 02420

PROJECT DESCRIPTION

1729 MASSACHUSETTS AVENUE IS ALTERATION - LEVEL 1 & LEVEL 2 ALTERATIONS TO EXISTING SPACE ON LEVEL 1 AND BASEMENT OF AN EXISTING 2-STORY BUILDING. THE PROJECT SCOPE INCLUDES INTERIOR CONSTRUCTION OF NON-STRUCTURAL PARTITIONS INCLUDING PART, DOORS & FRAMES, FLOORING, CABINETRY, MILLWORK, CEILING & LIGHTS AND ANY MEP WORK AS REQUIRED.

USE & TYPE OF CONSTRUCTION (780 CMR CH 3 & 6)

Per Massachusetts state building code 780 CMR 9th edition/ international building code			
	Existing	Proposed	
Use Group (780 CMR Section 304)	B-Business	B-Business	
Type of construction (780 CMR Section 602)	Type IIB	Type IIB	
Number of stories	2	2	
Fire Protection	Building is not fully sprinklered	Building is not fully sprinklered	
Building Element (780 CMR Section 607)		Fire Resistance Rating	
primary structural frame	0		
bearing walls	0		
exterior walls	0		
interior walls	0		
non bearing walls and interior	0		
floor construction and secondary members	0		
roof construction and secondary members	0		
Notes			

OCCUPANT LOAD ANALYSIS (780 CMR CH 10)

Area Analysis	Gross Area:	Net (Usable) Areas
Basement	1159 GSF	939 Net
First Floor	980 GSF	945 Net
Total Building Area	2139 GSF	1884 Net
Floor Function of Space (See Table 1004.1.2)		Total Stairs
1 Counter seating	3	
1 Banquette Seating	0	
SS1 Employees	3	
Total Occupant Load = 20		

EXIT CAPACITY (780 CMR CH 10 TABLES 1006.2.1/1006.3.1)

Exit #	Exit Door Width			Stair Width		
	Inches	Ratio	Allowable	Inches	Ratio	Allowable
Exit #1	42	0.15	280	10	0.2	210
Exit #2	36	0.15	240	10		
Total	SD	20			Total	210

EXISTING STRUCTURES (IEBC)

Alteration - Level 2 (section 904)
Based on our interpretation of the IEBC 2015 Chapter 5 - Classification of work, 1729 Massachusetts Avenue is Alteration - Level 2 (section 904). The work includes level 1 & level 2 alterations to existing space on level 1 and basement of an existing 2 story building, the project scope includes interior construction of non-structural partitions including paint, doors & frames, flooring, cabinetry, millwork, ceiling & light and any mep work as required. The Building's classification group is B with a project scope area of 50% of the building area with an occupancy load of 20. It is for that reason that an automatic fire protection system is not required (see 804.2.2). The work will comply with all the provisions of chapter 7 for Level 1 alterations as well as all the required provisions of chapter 8 for level 2 alterations.

APPLICABLE CODES & REGULATIONS (9th EDITION 780 CMR)

Code Type	Applicable Code
MA Building	780 CMR: Massachusetts State Building Code - 9th Edition
Residential	As a reminder, the new, ninth edition code is based on modified versions of the following 2015 codes as published by the International Code Council (ICC):
Existing Buildings	International Existing Building Code (IEBC)
Plumbing	248 CMR 10.00: Uniform State Plumbing Code
Energy	International Energy Conservation Code (IECC)
Accessibility	521 CMR: Massachusetts Architectural Access Board Regulations

PLUMBING FIXTURE ANALYSIS

Class Code	Gender	Toilet Analysis			Lavatories Analysis		
		Count	Ratio	Occupancy	Count	Ratio	Occupancy
A-3							
		1	1/30	20	30	1	1/200
Total		1	20	20	1	20	400

LOCUS MAP



SITE CONTEXT, CODE ANALYSIS, AND EGRESS PLAN

G010

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve Expenditure of Funds for Gift of Cash Received by Fire Department

PRESENTER:

Derek Sencabaugh, Fire Chief

ITEM NUMBER:

I.2

SUMMARY:

Category: Decision-Making

A local family has generously offered to donate \$10,000 to the Fire Department for early detection of cancer. The plan for the use of the funds is to apply \$500 (through reimbursement) for each of the most senior 20 firefighters to offset a portion of the cost of a Galleri Test (the cost of the test is \$649, so each firefighter would also be contributing \$149). Under MGL Ch. 44, §53A (attached) the individual department head is authorized to accept the gift, but can only expend funds from the gift upon approval by the Select Board of the purpose of the gift.

SUGGESTED MOTION:

Move to approve the use of the gift funds donated anonymously to the Fire Department for the purpose of screening for early detection of cancer as proposed.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

6:45pm

ATTACHMENTS:

Description	Type
☐ MGL44, Sec. 53A	Cover Memo

Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 44 MUNICIPAL FINANCE

Section 53A GRANTS AND GIFTS; ACCEPTANCE AND EXPENDITURE

Section 53A. An officer or department of any city or town, or of any regional school or other district, may accept grants or gifts of funds from the federal government and from a charitable foundation, a private corporation, or an individual, or from the commonwealth, a county or municipality or an agency thereof, and in the case of any grant or gift given for educational purposes may expend said funds for the purposes of such grant or gift with the approval of the school committee, and in the case of any other grant or gift may expend such funds for the purposes of such grant or gift in cities having a Plan D or Plan E form of government with the approval of the city manager and city council, in all other cities with the approval of the mayor and city council, in towns with the approval of the board of selectmen, and in districts with the approval of the prudential committee, if any, otherwise the commissioners. In the case of grants from the federal government or from the commonwealth, a county or municipality or agency or instrumentality thereof, upon receipt of an agreement from the grantor to provide advance payment or reimbursement to the city, town or district, the officer or department may

spend the amount of the advance payment, or the amount to be reimbursed, for the purposes of the grant, subject to the approvals required by this section. Any advance payment or reimbursement shall be applied to finance the grant expenditures; provided, however, that any expenditures outstanding at the close of the fiscal year after the fiscal year in which the grantor approved the agreement shall be reported by the auditor or accountant of the city, town or district, or other officer having similar duties, or by the treasurer if there be no such officer, to the assessors, who shall include the amount so reported in the determination of the next annual tax rate, unless the city, town or district has otherwise made provision therefor. Notwithstanding the provisions of section fifty-three, any amounts so received by an officer or department of a city, town or district shall be deposited with the treasurer of such city, town or district and held as a separate account and may be expended as aforesaid by such officer or department receiving the grant or gift without further appropriation. If the express written terms or conditions of the grant agreement so stipulate, interest on the grant funds may remain with and become a part of the grant account and may be expended as part of the grant by such officer or department receiving the grant or gift without further appropriation. Any grant, subvention or subsidy for educational purposes received by an officer or department of a city, town or school district from the federal government may be expended by the school committee of such city, town or district without including the purpose of such expenditure in, or applying such amount to, the annual or any supplemental budget or appropriation request of such committee; provided, however, that this sentence shall not apply to amounts so received to which section twenty-six C of chapter seventy-one of the General Laws, and chapter six hundred and twenty-one of the acts of

nineteen hundred and fifty-three, as amended, and chapter six hundred and sixty-four of the acts of nineteen hundred and fifty-eight, as amended, apply; and, provided further, that notwithstanding the foregoing provision, this sentence shall apply to amounts so received as grants under the Elementary and Secondary Education Act of 1965, (Public Law 89–10). After receipt of a written commitment from the federal government approving a grant for educational purposes and in anticipation of receipt of such funds from the federal government, the treasurer, upon the request of the school committee, shall pay from the General Fund of such municipality compensation for services rendered and goods supplied to such federal grant programs, such payments to be made no later than ten days after the rendition of such services or the supplying of such goods; provided, however, that the provisions of such federal grant would allow the treasurer to reimburse the General Fund for the amounts so advanced.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Vote to Lay Out Tucker Avenue as a Public Way

PRESENTER:

John Livsey, Town Engineer

ITEM NUMBER:

I.3

SUMMARY:

Category: Decision-Making

The Select Board has previously been presented the plan to accept the remainder of Tucker Way as a public way and this question is on the 2024 Annual Town Meeting warrant. The plan is attached and John Livsey, Town Engineer will be present to respond to any final questions the Select Board may have.

SUGGESTED MOTION:

Move to layout Tucker Way as a public way and recommend acceptance be scheduled for the 2024 Annual Town Meeting.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

6:50pm

ATTACHMENTS:

Description	Type
□ Tucker Way Layout	Cover Memo



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Legend

 Unaccepted street limits



**TUCKER AVE
LEXINGTON, MA**

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Review American Rescue Plan Act (ARPA) Requests for Fourth Quarter of 2023

PRESENTER:

Jim Malloy, Town Manager

ITEM NUMBER:

I.4

SUMMARY:

Category: Decision-Making

Attached please find the ARPA requests for the 4th quarter of 2023 for the Board's consideration. Additionally, as discussed in last week's weekly update on this matter, there are several previous approvals that have been completed expended or are not necessary any longer, which will be closed out (does not require a vote of the Select Board) as follows:

43212	Lex Retailer's Association Events	\$ 1,097
43222	Participatory Budgeting	\$ 85,000
43211	Develop Proposal for AHT	\$ 20,000
43217	SPRD Consultant	\$ 765
43229	Fire Pumper Overage	\$ 76
	Total:	\$ 106,938

The total reflected above is included in the ARPA worksheet that is attached and does not require any action of the Board. With the items being closed out, the revised ARPA balance is \$593,526 (if the Board approves all of the current requests).

SUGGESTED MOTION:

Move to approve the following ARPA requests (modified should the Board determine to exclude any requests):

Electric Vehicle Fire Nozzle	\$ 6,547
Fire Hose	\$ 51,216
Radios	\$ 69,354
Fire Prevention Officer Furniture	\$ 6,448
Hartwell Ave Compost Site Water Main Extension	\$ 75,000
Health/Safety Equipment for Aquatics and Summer Staff	\$ 18,320
Code Blue Tower/Call Box	\$ 23,000
Police & Fire Staffing Needs Study	\$ 120,000
Expanded Food Waste Program	\$ 396,000
Vehicle	\$ 50,000
General Liability Insurance Consultant	\$ 25,000
ADA Town Building Self Evaluation and Transition Plan	\$ 75,000
Tyler ERP/Cashiering Module	\$ 105,000
Water/Sewer Rate Study	\$ 50,000

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

7:00pm

ATTACHMENTS:

Description	Type
ARPA Worksheet 2-5-24	Cover Memo

ARPA FUNDING REQUEST BY DEPARTMENTS - UPDATED 2-5-24

Total Amount Approved to Date	\$	8,345,908	84.3%
Total ARPA Funds	\$	9,903,381	
Additional Request for 2/5/24	\$	1,070,885	10.8%
ARPA Available Balance (if all current requests are approved)	\$	486,588	4.9%
Total of Previous Approvals to be Closed Out	\$	106,938	1.1%
Revised ARPA Balance	\$	593,526	6.0%

Font	Items before the Board recommended for consideration
Font	Items before the Board not recommended
Font	Items already approved by the Board
Font	Items that are for future consideration
Font	Items that have not been approved

<u>Amounts Approved:</u>	<u>Previously Approved</u>		<u>Including New Requests</u>			
Economic Stimulus & Resiliency	\$	3,366,200	40.3%	\$	3,366,200	35.7%
Food Insecurity	\$	200,000	2.4%	\$	200,000	2.1%
Housing	\$	1,500,000	18.0%	\$	1,500,000	15.9%
Pandemic	\$	1,189,877	14.3%	\$	1,189,877	12.6%
PIRs	\$	-	0.0%	\$	701,000	7.4%
Public Health & Safety	\$	2,089,831	25.0%	\$	2,459,716	26.1%
	\$	8,345,908	100.0%	\$	9,416,793	100.0%

Project	Department	Funding Request	Date Approved	Vote	Amount Approved/Requested	Notes	1/31/2024	Goal	Status
43207	Committee/ Community Requests	LCA, Symphony, Munroe Center: Non-profit and Small Business Sustainability Fund for cultural sector	1/10/22	5-0	\$ 50,000		\$ -	Economic Stimulus & Resiliency	
43208	Economic Development	Small Business Assistance	1/10/22	5-0	\$ 1,400,000	1/10/22 voted \$250,000; \$350,000 additional on 4/6/22; \$300,000 on 6/6/22; and \$500,000 voted on 12/5/22	\$ -	Economic Stimulus & Resiliency	All Small Business Assistance Items have been combined for Accounting Purposes
43212	Committee/ Community Requests	Lex Retailer's Association: Discovery Day, Halloween Walk, Holiday Lighting, Taste of Lexington	2/1/22	5-0	\$ 50,000	There is a question whether this was intended to be a 3-year commitment	\$ 1,097	Economic Stimulus & Resiliency	\$10,000 expended, \$20,000 for holiday lighting committed, \$20,000 remaining to use for Discovery Day and Taste of Lexington
43213	Economic Development	Visitor Center website rebuild	2/1/22	5-0	\$ 50,000	2/1/22 voted \$25,000 & additional \$25,000 on 6/6/22	\$ 14,859	Economic Stimulus & Resiliency	Contractor Selected, work is underway.
43214	DPW	Picnic Tables for Center	2/1/22	5-0	\$ 24,000		\$ -	Economic Stimulus & Resiliency	The picnic tables have been delivered and staff is assembling them and delivering them to various sites.
43215	Economic Development	Pop Up Business Incubator	2/1/22	5-0	\$ 110,000	2/1/22 Voted \$100,000 & \$10,000 for the ramp on 6/6/22	\$ -	Economic Stimulus & Resiliency	100% expended + used \$4,600 from the small business grant
43216	Economic Development	Store back/ storefront improvement plan	2/1/22	5-0	\$ 100,000		\$ 100,000	Economic Stimulus & Resiliency	
43222	Town Manager	Participatory Budget set-aside	2/1/22	5-0	\$ 525,000	2/1/22 voted \$500,000 + \$20,000 for community engagement; increased from \$500,000 to \$505,000 on 4/10/23	\$ 377,575	Economic Stimulus & Resiliency	Responses have closed for initial submissions, staff have reviewed those responses and made an initial pass on what is acceptable for the Select Board's review it has been limited to 25 projects, staff is workign on cost estimates.
43228	Economic Development	Non-Profit Business Assistance	6/6/22	5-0	\$ 50,000		\$ -	Economic Stimulus & Resiliency	100% Expended
43231	Economic Dev/DPW	Parklet – needs to be replaced	8/8/22	3-1	\$ 75,000		\$ -	Economic Stimulus & Resiliency	The parklet will be bid out this winter.
43233	Human Services/Sustainability	Bike Racks for E. Lexington	8/8/22	4-0	\$ 7,200		\$ 3,365	Economic Stimulus & Resiliency	The Economic Development Department is working with two potential locations to place the bike racks in E. Lexington
43237	Economic Development	East Lexington Bike Path Landscape Improvements	9/6/22	4-1	\$ 400,000		\$ 352,400	Economic Stimulus & Resiliency	Working with a consultant now
43244	250th Committee	250th Event Planning and Implementation	6/5/2023	5-0	\$ 500,000	This request is to provide funding for event planning and implementation and any staff costs	\$ 500,000	Economic Stimulus & Resiliency	

Project	Department	Funding Request	Date Approved	Vote	Amount Approved/Requested	Notes	1/31/2024	Goal	Status
43246	Select Board	Center Charette	7/10/2023	4-0	\$ 25,000	This has been requested from the Economic Development Committee and previously discussed by the Select Board.	\$ 25,000	Economic Stimulus & Resiliency	
43205	Human Services	Food Insecurity	1/10/2022 & 7/10/2023	4-0	\$ 200,000	This is a request to continue the food gift cards, food pantry funding and replace refrigerator /freezer for Meals on Wheels	\$ 36,405	Food Insecurity	
43209	LexHab	Lexhab - Vine Street Design Funding	1/10/22	5-0	\$ 115,000		\$ 34,635	Housing	
43210	LexHab	Lexhab Request to buy houses	1/10/22, 12/5/22 & 6/5/23	5-0	\$ 1,340,000		\$ -	Housing	
43211	LUHD	Develop a proposal for a Municipal Affordable Housing Trust & Development Corporation	1/10/22	5-0	\$ 20,000		\$ 20,000	Housing	To date, the proposals were prepared without the need for ARPA funds. STM will vote Nov 2022 on the two proposals. Funds could now be used to support the Housing Trust in drafting the Action Plan and Guidelines for the Housing Trust.
43217	Select Board	Fund SPRD Consultant		5-0	\$ 25,000		\$ 765	Housing	The SPRD Ad Hoc Committee will present an update to the elected boards November-February, and continues to work towards a zoning bylaw amendment to bring to 2023 Annual Town Meeting. Remaining funds will be used for a consultant to develop visualization tools to show how the new zoning will appear, and on design guidelines and public engagement leading up to Town Meeting.
43221	Recreation	Outside shelters for programming	2/1/22	5-0	\$ 235,000	2/1/22 voted \$160,000 & \$75,000 (4-0 vote) on 8/8/22	\$ 173,196	Pandemic	The outdoor shelters have not yet been purchased. Currently working on quotes for the Community Center and identifying suitable, accessible location on property. Once the Community Center final pricing and install is determined, the remaining balance will be applied to shelter(s) at Center and Lincoln.
43223	Human Resources	Administrative Assistant	8/8/22	4-0	\$ 26,609		\$ -	Pandemic	Candidate hired - will reclass salary at EOY
43224	IT	Remote/Hybrid Town Meeting Technology	2/27/2023	5-0	\$ 661,100	2/27/23 voted \$20,000; 5/16/22 voted \$40,000; on 9/6/22 voted \$20,000 & on 2/27/23 voted \$20,000 & 7/10/23 voted \$561,100	\$ 563,006	Pandemic	
43241	Select Board/DPW	Curbside Composting	\$ 44,970	May-00	\$ 216,000		\$ -	Pandemic	This is for a FY24 budget timeframe.
43242	Town Manager	Internal Equity Audit	4/10/2023	4-0-1	\$ 50,000		\$ -	Pandemic	The Town received a \$50,000 grant to perform an equity audit and develop an Equity Plan, the estimated cost is \$100,000.
43245	Town Clerk	Front Hall Meeting Display	7/10/2023	4-0	\$ 1,168	This request is to add a AV display in the front hall that would publicize public meeting	\$ -	Pandemic	
43201	Health	Take Home Rapid Test Kits	1/10/22	5-0	\$ 22,863	\$25,000 approved \$2,137 closed out	\$ -	Public Health & Safety	100% expended
43202	Select Board	N95 Masks	1/10/22	5-0	\$ -	\$25,000 approved \$25,000 closed out	\$ -	Public Health & Safety	No funds expended, item closed out
43203	Health	Ongoing Support for Lexington Health Department (contact tracing, food inspections, health nurse)	1/10/22	5-0	\$ 100,000		\$ 2,116	Public Health & Safety	Researching quotes to upgrade vaccine freezer and additional nursing help for clinics,
43204	Health	Community COVID events	1/10/22	5-0	\$ 175,000	Modified on 10/24/22 to allow for COVID Vaccination Events	\$ 28,000	Public Health & Safety	Community testing events have been held as planned earlier in 2022, the remaining balance has been set aside for community vaccination events
43206	Human Services	Mental Health Services/ Health Clinician	1/10/22	5-0	\$ 350,000	\$90,000 approved 1/10/22 and \$260,000 approved on 7/10/23 (This request is for \$80,000 for 3.25 years)	\$ 252,500	Public Health & Safety	Baylee Fairhurst from Eliot Community Human Services started at the end of August and had a full caseload by mid-September. Eliot has not yet invoiced the Town so the balance remains untouched as of 10/28.
43218	DPW	Bikeways – 6 replacement bottle filling stations (\$6K each)	2/1/22	5-0	\$ 36,000		\$ 1,245	Public Health & Safety	The bottle filling stations have been received and will be installed in the spring of 2023.
43219	Police Dept	Lifepak AED devices	2/1/22	5-0	\$ 22,200		\$ 319	Public Health & Safety	The Police Department has received 11 Stryker AED's to replace the aging equipment in police cruisers
43220	Recreation	Bottle Fillers - at 3 locations	2/1/22	5-0	\$ 44,000	2/1/22 Voted \$24,000 & \$20,000 voted on 8/8/22	\$ 16,939	Public Health & Safety	Two of the three bottle filling stations have been installed, one at Pine Meadows Golf and one at the Swimming Pool facility. The remaining filler will be installed at the Reservoir once the new Restroom building is installed (anticipated 2023)

Project	Department	Funding Request	Date Approved	Vote	Amount Approved/Requested	Notes	1/31/2024	Goal	Status
43229	Fire Department	Fire Pumper Overage	8/8/22	4-0	\$ 100,991	8/8/22 voted \$82,882 for fire pumper overage + \$18, 109 for new fire hose	\$ 76	Public Health & Safety	Fire Pumper designed and ordered (540 Day Build) New hose selection and then will be ordered.
43229	Fire Department	Overtime	7/11/22	5-0	\$ 80,188		\$ 37,572	Public Health & Safety	Finance Department
43230	DPW	Two additional electronic sign boards for communications (\$15-\$20K each)	8/8/22	4-0	\$ 43,600		\$ -	Public Health & Safety	Two sign boards have been purchased for use by the Town
43232	Recreation	Basketball Hoops (7)	8/8/22	4-0	\$ 19,936	8/8/23 Voted \$10,500 & \$9,436 voted on 5/22/23	\$ -	Public Health & Safety	The basketball hoops will be purchased in the Spring of 2023 and installed once the Hard Court Resurfacing project of the Farias Basketball courts is complete (expected fall 2023)
43235	Fire Department	ATV Ambulance	10/3/2022	3-2	\$ 93,876		\$ -	Public Health & Safety	ATV and Trailer designed and ordered (200 Day Build)
43236	Human Services	William James Interface	10/3/2022	5-0	\$ 15,000		\$ -	Public Health & Safety	The funds were moved to a PO in mid-October and the invoice is awaiting approval to pay.
43238	Recreation	Increasing Inclusion Through Technology	12/5/22	5-0	\$ 4,000		\$ 1,352	Public Health & Safety	
43239	Fire Department	Fire Dept and Emergency Management Respirator Protection	12/5/22	5-0	\$ 40,000		\$ -	Public Health & Safety	If approved order to be placed.
43240	Human Services/Transportation	Depot Bus Shelter (Emery Park)	12/5/22	5-0	\$ 58,000		\$ 3,476	Public Health & Safety	
43243	DPW	Lead and Copper Service Line Inventory, Planning & Replacement	4/10/2023	4-0-1	\$ 329,580		\$ -	Public Health & Safety	This is for engineering and design services.
43247	Recreation	Water Fountain Intallation at Lincoln Park	7/10/2023	4-0	\$ 6,800	This is related to a previous approval where there was additional work required for piping	\$ -	Public Health & Safety	
43234	Fire Department	Ambulance	9/6/2022 & 7/10/2023	4-0	\$ 436,862	This is related to the previous approval where the cost has escalated by this amount.	\$ -	Public Health and Safety	Note: This could be approved to allow the Town to order the ambulance and this amount could also be then appropriated at the FTM from the Ambulance Stabilization Account which has \$100,000 and then this could be revoted and returned to available ARPA funds.
43248	Town Clerk	Electronic Letter Opener	7/10/2023	4-0	\$ 2,895	To improve administration of vote by mail	\$ -	Public Health and Safety	
43249	Public Facilities	Hands Free Fixtures	7/10/2023	4-0	\$ 76,000	Hands Free fixtures in Community Center and Cary Library only	\$ 76,000	Public Health and Safety	
	Recreation	Therapeutic Recreation Safety & Supplies	11/6/2023	5-0	\$ 10,490	This is for non-violent mental health training	\$ 10,490	Public Health and Safety	
	Select Board	Hanscom Field Emissions Study	11/27/2023	5-0	\$ 6,250	This is to fund 1/4 of the cost of a study on the emissions of Hanscom Field	\$ 6,250	Public Health and Safety	The other three towns surrounding Hanscom will also be asked to fund \$6,250 to fund a total of \$25,000 for this study.
	Town Clerk	Election Modernization	11/6/2023	5-0	\$ 15,300	High Speed Processing for large volume of mail in ballots	\$ 15,300	Public Health and Safety	During the COVID pandemic election laws changed to allow mail in voting, which has become very popular. Our current machines porcess 9 ballots per minute. This proposal would be equipment that processes 85 to 110 ballots per minute.
	Fire Department	Electric Vehicle Fire Nozzle	2/5/2024	n/a	\$ 6,547	This request is to fund a special fire nozzle used to extinguish EV battery fires	n/a	Public Health and Safety	
	Fire Department	Fire Hose	2/5/2024	n/a	\$ 51,216	This request is to purchase additional fire hose for the Fire Department	n/a	Public Health and Safety	
	Fire Department	Radios	2/5/2024	n/a	\$ 69,354	This is a request to continue replacing radios in the Fire Department	n/a	Public Health and Safety	This request has also been provided to the Lex250 Commission for funding through their ARPA funds as the need correlates to the 250th. If they approve the use of their funds, this does not need to be funded.
	Fire Department	Fire Prevention Officer Furniture	2/5/2024	n/a	\$ 6,448	This would be used to fit out an office for an additional Fire Inspector if approved by Town Meeting.	n/a	Public Health and Safety	
	Fire/DPW	Hartwell Ave Compost Site Water Main Extension	2/5/2024	n/a	\$ 75,000	This request is to improve public safety at the Compost site on Hartwell Avenue by extending the water main and add a hydrant	n/a	Public Health and Safety	
	Recreation	Health/Safety Equipment for Aquatics and Summer Staff	2/5/2024	n/a	\$ 18,320	This request is for First Aid/CPR/AED courses, Lifeguard and water safety courses and related equipment and supplies	n/a	Public Health and Safety	

Project	Department	Funding Request	Date Approved	Vote	Amount Approved/Requested	Notes	1/31/2024	Goal	Status
	Recreation	Code Blue Tower/Call Box	2/5/2024	n/a	\$ 23,000	This request would add a second Code Blue Call Box at the Center Recreation Area	n/a	Public Health and Safety	
	Town Manager	Police & Fire Staffing Needs Study	2/5/2024	n/a	\$ 120,000	This is to fund a study of both public safety departments to determine if current staffing is adequate and to review overtime costs, scheduling, etc.	n/a	Public Health and Safety	Cost was developed by obtaining an estimate from the Center for Public Safety Management. Both Chiefs have reviewed the proposal and support the review.
PIR	DPW	Expanded Food Waste Program	2/5/2024	n/a	\$ 396,000	See PIR (Attached)	n/a	PIR	
PIR	Health	Vehicle	2/5/2024	n/a	\$ 50,000	See PIR (Attached)	n/a	PIR	
PIR	Town Manager	General Liability Insurance Consultant	2/5/2024	n/a	\$ 25,000	See PIR (Attached)	n/a	PIR	
PIR	Town Manager	ADA Town Building Self Evaluation and Transition Plan	2/5/2024	n/a	\$ 75,000	See PIR (Attached)	n/a	PIR	
PIR	Treasurer/Collector	Tyler ERP/Cashiering Module	2/5/2024	n/a	\$ 105,000	See PIR (Attached)	n/a	PIR	
PIR	Water/Sewer/Finance	Water/Sewer Rate Study	2/5/2024	n/a	\$ 50,000	See PIR (Attached)	n/a	PIR	
	Sustainability	Municipal Building Decarbonization Roadmap	n/a	n/a	\$ 30,000	This request is to undertake a decarbonization plan for all municipal buildings.	n/a	Public Health & Safety	
	Economic Development	Sign Bylaw Update	n/a	n/a	\$ 75,000		n/a	Economic Stimulus & Resiliency	Through the Small Business Outreach program, Town representatives have heard concerns related to the Town's sign bylaw and the need to make updates.
	Town Manager	Participatory Budget set-aside (2023 & 2024)	n/a	n/a	\$ 1,000,000	This would be the second and third year of participatory budgeting	n/a	Economic Stimulus & Resiliency	
	Human Services	Increase affordable housing stock - Providing short-term incentives for larger rental property owners (we've been hearing of the significant burden market rate apartments are having on residents, as well as even longer waitlists for subsidized/affordable housing.)	n/a	n/a	Grant basis - limit TBD (\$150,000 - \$200,000 annually)	Address negative economic impacts	n/a	n/a	n/a
	Human Services	Welcome to Lexington Packets	n/a	n/a	TBD	New	n/a	n/a	n/a
	Human Services	Muzzey Re-Use - Adult Day Health Center	n/a	n/a	\$ 500,000		n/a	n/a	n/a
	LUHD - Econ Dev	Financial support for Visitor Center and Liberty Ride	n/a	n/a	\$ 100,000		n/a	n/a	n/a
	250th Committee	Website and Promotion	n/a	n/a	\$ 40,000	New	n/a	n/a	Not Approved
	250th Committee	Penny Imprint Machine	n/a	n/a	\$ 7,000	New	n/a	n/a	Not Approved
	DPW	Water tower replacement	n/a	n/a	TBD (\$1,000,000-\$5,000,000+)	Water, Sewer, Broadband Infrastructure	n/a	n/a	Not Approved
	DPW	Permanent Electronic Sign Board	n/a	n/a	\$ 90,000		n/a	n/a	Not Approved
	Economic Development	Store Façade Improvement Guidelines	n/a	n/a	\$ 100,000	New	n/a	n/a	Not Approved
	Economic Development	Visitor Center/Tourism Study	n/a	n/a	\$ 75,000	New	n/a	n/a	Not Approved
	Fire Department	ATV Forestry	n/a	n/a	\$ 60,562		n/a	n/a	Not Approved
	Human Services	Lexpress Buses	n/a	n/a	\$ 827,562	New - Fund portion that MADOT does not fund	n/a	n/a	Not Approved
	Human Services	Blue Bikes	n/a	n/a	\$ 263,000	New (may be funded by earmark)	n/a	n/a	Not Approved
	Human Services	Uber Gift Cards	n/a	n/a	\$ 46,000	Fund portion if Mass Development Grant is received	n/a	n/a	Not Approved
	IT	Broadband/fiber cable expansion	n/a	n/a	\$ 1,000,000	Funded thru CIP + Grant	n/a	n/a	Not Approved
	LUHD - Econ Dev	Bike Node/Technical Assistance grant - expand Downtown initiative to increase ridership to East Lexington- bikeway, wayfinding, lighting	n/a	n/a	TBD - evaluation needed	Address negative economic impacts	n/a	n/a	Not Approved
	LUHD - Econ Dev	Women and minority businesses promotion and retention (MAPC)	n/a	n/a	\$ 30,000		n/a	n/a	Not Approved
	Public Facilities	Bridge Roof	n/a	n/a	\$ 1,525,100	Obtained price at the request of Select Board	n/a	n/a	Not Approved
	Recreation	Sustainable financial aid efforts	n/a	n/a	Grant basis - annual amount TBD	Previously removed from consideration	n/a	n/a	Not Approved
	Recreation	Replace Carpeting	n/a	n/a	TBD	New	n/a	n/a	Not Approved
	Recreation	Benches & Storage Shed	n/a	n/a	\$ 40,000	New	n/a	n/a	Not Approved
	Recreation	Broadband infrastructure to Pool and Old Res, Lincoln Field	n/a	n/a	\$120,000-\$225,000	High Expense/Operational - Not initially recommended by SMT	n/a	n/a	Not Approved
	Recreation	Replace fabric furniture in Community Center	n/a	n/a	\$ 75,000	New	n/a	n/a	Not Approved
	Recreation	Install fitness equipment for Community Center (outdoor) - add pour-in-place surface ~\$70K	n/a	n/a	\$ 70,000		n/a	n/a	Not Approved
	Sustainability	Add solar to affordable housing (LexHAB, LHA)	n/a	n/a	\$ 100,000		n/a	n/a	Not Approved
	TMO	Lawn games, Adirondack chair, etc. to encourage outdoor community building	n/a	n/a	\$ 3,000	Replace public sector revenue	n/a	n/a	Not Approved
	TMO	Improving Communication - sandwich boards, town-wide mailings (2)	n/a	n/a	\$ 11,000		n/a	n/a	Not Approved

Project	Department	Funding Request	Date Approved	Vote	Amount Approved/Requested	Notes	1/31/2024	Goal	Status
	Town Manager	First Floor Info Screen/Photos	n/a	n/a	\$ 10,000	Replace 1980's static	n/a	n/a	Not Approved
	Town Manager	21st Century Select Board Meeting Room	n/a	n/a	\$ 500,000	Update appearance + technology for hybrid/remote meetings	n/a	n/a	Not Approved
	Lexhab	Future Home Purchase	Request	n/a	\$ 315,000	Please see opinion from Town Counsel	n/a	Housng	Please see opinion from Town Counsel
	Affordable Housing Trust	Housing Assistance	Request	n/a	\$ 500,000	Please see opinion from Town Counsel	n/a	Housng	Please see opinion from Town Counsel
	Public Facilities	Air Quality Monitoring System	Request	n/a	\$ 1,164,900	DPF was requested by the Select Board to obtain quotes. Staff is not recommending this project.	n/a	Public Health & Safety	DPF was requested by the Select Board to obtain quotes. Staff is not recommending this project.
	Town Clerk	Elections Trailer and Storage	n/a	n/a	\$ 10,000	This would allow all election equipment to be put in one trailer to be moved for elections.	n/a	?	I don't believe this meets the Board's criteria, although I support the idea of having an elections trailer, in other communities I know this has assisted staff in various departments during elections. This should come forward as a request in the FY25 budget.



Town of Lexington Fire Department

Derek Sencabaugh
Chief of Department

Tel: (781) 698-4700
Fax: (781) 861-2791

2024 ARPA Request

Electric vehicle and storage system fire nozzle

Fire Department

\$6,547.00 State Bid List

This request is to purchase specialty fire nozzles used to aid in the extinguishment of electric vehicle battery fires. Electric vehicle battery fires present a serious problem for fire departments as the batteries are enclosed in boxes under the vehicles. This request would allow the Fire department to purchase three separate size by gallons per minute to deal with vehicles from cars to box trucks. Many times, it requires upwards of 40,000 gallons of water to extinguish EV fires. This equipment would allow firefighters the ability to set up these extension nozzles under the burning vehicle and aid in the extinguishment by flowing water to the specific area of the battery. This product is a one-time purchase and can be ordered anytime.

Respectfully submitted,

Derek Sencabaugh
Chief of Department



Town of Lexington Fire Department

Derek Sencabaugh
Chief of Department

Tel: (781) 698-4700
Fax: (781) 861-2791

2024 ARPA Request

Fire Hose

Fire Department

\$51,216.00

This request is to purchase replacement and spare fire hose, we have an inventory of spare hose and this request would add to and replace some of that current inventory. Hose is required to be tested annually and as hose fails with damage from fire, wear and leaks. We have noted that hose replacement order deliveries are taking up to a year from order date and in the event of a major hose loss from damage or an unrecoverable chemical contamination we would be a year out from the order date to replace any lost inventory. Our last order was placed for the new fire engine on 6/22/2023 and is expected in April 2024. This inventory listed represents two fire engines worth of hose.

Anticipated additional inventory

- (30) 1.75" x 50' Fire Attack Hose
- (9) 1.75" x 100' Fire Attack Hose
- (40) 2.5" x 50' Fire Attack Hose
- (6) 2.5" x 6' Fire Attack Pigtailes
- (6) 1.75" x 6' Fire Attack Pigtailes
- (24) 4" x 100' SYNTEHETIC RUBBER SUPPLY HOSE
- (3) 4" x 50' SYNTEHETIC RUBBER SUPPLY HOSE
- (6) 4" x 33' SYNTEHETIC RUBBER SUPPLY HOSE

This hose could be ordered and under contract ahead of the delivery date.

Respectfully submitted,

Derek Sencabaugh
Chief of Department

Date	Quote #
1/22/2024	Q-20240134

617-325-3993 Fax # 617-325-0238

Quote For
Lexington Fire Department Brandon McKinney 45 Bedford St Lexington MA 02420

MA WBE certified with SDO
City of Boston's SLBE/MWBE
MA State Contract PSE01 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
EXOMETro-1.75x...	EXO METRO 1.75" x 50' Treated Wayout (Arrow) Blue Anodized Alum. Coupling r Iron Pipe (NPSH) COLOR	30	243.00	7,290.00
D80IDFAESY-24	iDENTIFY -Female - SLOT 1, Bar Code - Epoxy - SLOT 2, Stamp - Yellow Pencil	30	19.00	570.00
EXOMETro-1.75x...	EXO METRO 1.75" x 100' Treated Wayout (Arrow) Blue Anodized Alum. Coupling Iron Pipe (NPSH) COLOR	9	443.00	3,987.00
D80IDFAESY-24	iDENTIFY -Female - SLOT 1, Bar Code - Epoxy - SLOT 2, Stamp - Yellow Pencil	9	19.00	171.00
EXOMETro-1.75x ...	EXO METRO 1.75" x 6 FT ' Treated Wayout (Arrow) Blue Anodized Alum. Coupling Please specify National Standard (NH) or Iron Pipe (NPSH) COLOR	6	143.00	858.00
D80IDFAESY-24	iDENTIFY -Female - SLOT 1, Bar Code - Epoxy - SLOT 2, Stamp - Yellow Pencil	6	19.00	114.00
EXOMETro-2.5x5...	EXO Metro 2.5"x50' treated Wayout (Arrow) Blue Anodized Alum Coupling - 2.5" National Standard (NH)	40	329.00	13,160.00
D80IDFAESY-24	iDENTIFY -Female - SLOT 1, Bar Code - Epoxy - SLOT 2, Stamp - Yellow Pencil	40	19.00	760.00
EXOMETro-2.5-F...	EXOMETRO (820MTL 2.5"x 6 Foot Wayout (Arrow) Blue Anodized Alum. Coupling 2 1/2 x 2 7/8 NH R/L (Set)	6	199.00	1,194.00
D80IDFAESY-24	iDENTIFY -Female - SLOT 1, Bar Code - Epoxy - SLOT 2, Stamp - Yellow Pencil	6	19.00	114.00
Rubber 4" x100' -24	YELLOW Deluge 4" x 100' SYNTHETIC RUBBER SUPPLY HOSE Hydrowick Gold Anodized Storz™ couplings. These couplings come with the iReflect™ lock levers and "Lock Protector" (Color)	24	759.00	18,216.00
80IDBAESY-24	iDentify Both Ends Slot 1 - Bar Code / Clear Cover Slot 2 - Stamped / Yellow / No Cover	24	25.00	600.00
rubber 4" x 50' -24	BUE Deluge 4" x 50' SYNTHETIC RUBBER SUPPLY HOSE Hydrowick Gold Anodized Storz™ couplings. These couplings come with the iReflect™ lock levers and "Lock Protector" (Color)	3	479.00	1,437.00
80IDBAESY-24	iDentify Both Ends Slot 1 - Bar Code / Clear Cover Slot 2 - Stamped / Yellow / No Cover	3	25.00	75.00

Quoted prices valid for 30 days	Subtotal
	Sales Tax (0.0%)
	Total

northeastrescue.com

info@northeastrescue.com

Date	Quote #
1/22/2024	Q-20240134

617-325-3993 Fax # 617-325-0238

Quote For
Lexington Fire Department Brandon McKinney 45 Bedford St Lexington MA 02420

MA WBE certified with SDO
City of Boston's SLBE/MWBE
MA State Contract PSE01 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
rubber 4" x FT'-	RED Deluge 4" x 33 FT' SYNTEHETIC RUBBER SUPPLY HOSE - Hydrowick Gold Anodized Storz Couplings. These couplings come with the iReflect lock levers and 'Lock Protector'	6	420.00	2,520.00
80IDBAESY-24	iIdentify Both Ends Slot 1 - Bar Code / Clear Cover Slot 2 - Stamped / Yellow / No Cover	6	25.00	150.00

Quoted prices valid for 30 days	Subtotal	\$51,216.00
	Sales Tax (0.0%)	\$0.00
	Total	\$51,216.00



Town of Lexington Fire Department

Derek Sencabaugh
Chief of Department

Tel: (781) 698-4700
Fax: (781) 861-2791

2024 ARPA Request

Portable Radio Interoperability Project

Fire Department / Emergency Management

\$69,353.70 Estimate vendor provided State Bid Pricing

This is a request by the Fire / Emergency Management Departments to purchase 12 Multi-Band Portable radios, 24 batteries, lapel microphones and battery chargers. We have identified a need for the purchase of the requested equipment to fill a gap during large emergencies, special events and town wide celebrations. There are different radio spectrums assigned by the Federal Communication Commission (FCC) that dictate where certain agencies both public and private can operate under specific licensing. The different agencies in town operate on VHF (DPW, National Parks), UHF (Fire, Police, Schools), 700/800 (State Police, Department of Fire Services and multiple additional agencies) . Additionally, there are conventional and digital channels in these spectrums, Fire, schools, DPW (conventional) and Police (Digital). There are also mandates from the Statewide interoperability Communications Division that require certain levels of inscription and interoperability in the event of an event that requires mutual aid at the local, state, and federal level. The procurement of these specific radios that incorporate all the bands used in Lexington would allow representatives from each in town agency to utilize radios based on the needs of the specific event. An example is that police and fire can always communicate with each other as we have built out our systems to have redundancy and shared capabilities if needed. The DPW which operates on VHF has no way to coordinate monitor the needed resources during special events and or storms etc. Having the ability to keep a cache of additional portable radios will benefit the town as the demand for regional communication equipment is increasing Statewide and this would allow us to maintain an inventory for Patriots Day and other Town Celebrations. Attached you will find a quote and an example of our FEMA ICS205 Form which shows some of the different radio requirements.

The Fire Department has a portable radio purchase and replacement schedule that is outside this request and could not support this initially but should be able to incorporate it going forward.

This equipment can be ordered and delivered within a few weeks.

Respectfully submitted,

Derek Sencabaugh
Chief of Department



240 MAIN DUNSTABLE ROAD
NASHUA, NH 03062

Voice: 603-402-4144
Fax: 603-386-6344

QUOTATION

Quote Number: BP24-1117A
Quote Date: Jan 17, 2024
Page: 1

Quoted To:

Lexington Fire Dept.
45 Bedford St
Lexington, MA 02420

Customer ID	Good Thru	Payment Terms	Sales Rep
Lexington Fire Dept.	2/16/24	Net 30 Days	Company Account

Quantity	Item	Description	Unit Price	Amount
12.00	VP8000BKF2	VP8000, M2, Black	2,455.00	29,460.00
12.00	832VP8000-7800	7/800 MHz Activation Key	715.00	8,580.00
12.00	832VP8000-UHF	380-520 MHz Activation Key	715.00	8,580.00
12.00	832VP8000-VHF	VHF Activation Key	715.00	8,580.00
12.00	KRA-47MB	Wideband Antenna	105.00	1,260.00
12.00	KNB-L11	3900 Mah Non-IS Battery	219.25	2,631.00
12.00	KNB-L11	3900 Mah Non-IS Battery (Spares)	219.25	2,631.00
12.00	KSC-52AK	Charger, Single Bay, Rapid Rate for KNB-L11	92.30	1,107.60
12.00	KMC-70GR	KMC-70GR Speaker/Microphone Hi-Viz	168.50	2,022.00
12.00	8322000002	P25 Conventional	415.00	4,980.00
12.00	8322000005	P25 Phase 1 Trunking	145.00	1,740.00
12.00	8322000006	P25 Phase 2 TDMA	475.00	5,700.00
12.00	8322000104	Viking16	920.00	11,040.00
12.00	8326000006	1024 Channels		
12.00	8323000003	Multi-Key DES		
12.00	8323000005	ARC4 (ADP Compatible)		
12.00	8326000039	WiFi		
12.00	8326000025	Bluetooth Option		
12.00	8326000033	Bluetooth Option Low Energy		
12.00	8326000001	P25 Authentication	120.00	1,440.00
12.00	8326000002	MDC1200/GE-Star Signaling	60.00	720.00
1.00	PSE01 MA State Bid	PSE01 MA STATE BID DISCOUNT	22,617.90	-22,617.90
12.00	SLBR-PROG/SETUP	SERVICE LABOR PROGRAM & SET UP	125.00	1,500.00
			Subtotal	69,353.70
			Sales Tax	
			TOTAL	69,353.70



Town of Lexington Fire Department

Derek Sencabaugh
Chief of Department

Tel: (781) 698-4700
Fax: (781) 861-2791

2024 ARPA Request

Fire Prevention Office Furniture

Fire Department

\$6,447.67 WB Mason

This request is to purchase the necessary office furniture to fit out the new Fire Prevention Inspectors office. Currently this office is a plan review room and doesn't have the needed office furniture. This bid is based on the furniture that was purchased and installed when we moved into the new fire station. This bid is for purchase and installation.

Respectfully submitted,

Derek Sencabaugh
Chief of Department

Item	Mfg	Qty	Part Description	Sell	Ext Sell
1	HON	1	3 Stage 2 Leg Rectangle T Foot P2 Paint Opts Silver Standard Glide Memory Preset	\$ 517.29	\$ 517.29
2	HON	1	10500 Series Tckbd for 66"W Stack on Strg Bck Enclosure Grd A Fab Landscape Slate	\$ 168.99	\$ 168.99
3	HON	1	60W x 27-7/8H Modesty / Back Panel Black Grd L1 Standard Laminates Harvest	\$ 143.62	\$ 143.62
4	HON	1	Laminate Modesty 13h x 60w Grd L1 Standard Laminates Harvest Harvest Black	\$ 329.81	\$ 329.81
5	HON	1	66x15x15 Wall Mount Storage lam doors Grd L1 Standard Laminates Harvest Grd L1 Standard Laminates Harvest	\$ 645.86	\$ 645.86
6	HON	1	18x24x78-1/8 Wardrobe/Storage Cab lam dr Rt Loop/Satin Grd L1 Standard Laminates Harvest Grd L1 Standard Laminates Harvest	\$ 1,015.23	\$ 1,015.23
7	HON	1	66W x 24D Rectangle Worksurface Smooth, Flat Harvest Black Grd L1 Standard Laminates Harvest	\$ 207.69	\$ 207.69

Item	Mfg	Qty	Part Description	Sell	Ext Sell
8	HON	1	78W x 30D Rectangle Worksurface Smooth, Flat Harvest Black Grd L1 Standard Laminates Harvest	\$ 275.63	\$ 275.63
9	HON	1	30x14-1/4x29-1/2 Bookcase 2-shelf Smooth, Flat Harvest Grd L1 Standard Laminates Harvest Grd L1 Standard Laminates Harvest	\$ 330.24	\$ 330.24
10	HON	2	30Wx23-1/8Dx28-1/2H Lateral File Pedestal Loop/Satin Black Grd L1 Standard Laminates Harvest Grd L1 Standard Laminates Harvest	\$ 564.59	\$ 1,129.18
11	HON	1	36x24x29-1/2 Lateral File two drawer Smooth, Flat Harvest Loop/Satin Grd L1 Standard Laminates Harvest Grd L1 Standard Laminates Harvest Grd L1 Standard Laminates Harvest	\$ 684.13	\$ 684.13
12	BM	1	Recevie Deliver Install	\$ 1,000.00	\$ 1,000.00
			Grand Total		\$ 6,447.67



Town of Lexington Fire Department

Derek Sencabaugh
Chief of Department

Tel: (781) 698-4700
Fax: (781) 861-2791

2024 ARPA Request

Hartwell Ave Compost Site Water Main Extension

Department of Public Works / Fire Department

\$75,000.00 Estimate provided by DPW Water Division

This request is a joint request by the Fire and Public Works Departments. The request is to extend the water main at the Hartwell Ave. Compost Site. Currently the site only has one fire hydrant approximately 100 feet inside the gate from Hartwell Ave. This project would extend the water main from that location and add a hydrant in an area centrally located on the upper end of the property. The installation of this hydrant would allow the site to maintain proper moisture content for their operations during severe heat and dry conditions. This added hydrant would also benefit the fire department with fire control on the vast site. We have had fires on the back of the property throughout the years and it is almost 3,000 feet away from the only onsite hydrant which is the equivalent of 3 fire engines worth of supply hose. Most of the fires in the past have required 1 engine to extinguish but 3 to supply the water in the current state. The budget would cover design, construction supervision and installation of the water line and hydrant. The ability to install this water main extension is not in the current capacity of the Water Department at this time and this project if approved would expediate the dual need and could be designed and under contract in short order.

Respectfully submitted,

Derek Sencabaugh
Chief of Department

David Pinsonneault
Department of Public Works Director



Town of Lexington

Town Manager's Office

James J. Malloy, Town Manager
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540
Fax: (781) 861-2921

MEMORANDUM

TO: Senior Management Team
FROM: Jim Malloy, Town Manager
DATE: October 5, 2022
RE: Future ARPA Requests

As you may be aware, the Select Board has asked that I improve the information for their consideration related to ARPA requests, including how the request meets their nexus to the pandemic, which is described below. As you may be aware, the Board has asked that I identify whether a requests is consistent with the nexus they've developed or not and include that in the information that is transmitted to them. To assist in providing complete information, I am asking that you complete the attached form for any future requests so that the Board will have complete information on all requests. Once I receive your request

The Select Board's Nexus to the Pandemic for ARPA Spending:

- The Select Board set priorities for ARPA spending in the following areas that address the immediate needs of our residents and businesses: housing, food insecurity, public health and safety and economic stimulus and resiliency for our community

Other Uses of ARPA Funds Not Among the Select Board Goals:

- Revenue replacement for government services
- Premium Pay for essential workers
- Water/Sewer/Broadband

The Board's goal is to provide some level of compensation for losses and to create new opportunities that reflect healthy new ways for the community to come together. The Board continues to strive for a community that adheres to our Community Compass, is Livable, and sustains a Thriving Local Economy.

The Board is concerned with the impact that the COVID Pandemic has created in the community, both for commercial interests and residents. Financial losses include those due to lost revenues or wages, delays in ability to develop due to supply chain issues. Social losses emerge from the stifling of normal interaction because of concern for disease transmission due to direct personal contact enjoyed prior to the pandemic. In addition, the Board supports improving public health services directly and

indirectly related to the pandemic. Funded projects must both satisfy the “COVID Nexus” and satisfy the Board’s core values.

Should you have any questions please do not hesitate to contact me. Thanks.

TOWN OF LEXINGTON ARPA REQUEST FORM

Name of Project:

Project Cost:

Department:

Cost Basis:

Please describe the project:

Please describe how this meets the Select Board's Nexus with COVID Pandemic:

Date Submitted to the Town Manager:

Submitted By:



Town of Lexington

Town Manager's Office

James J. Malloy, Town Manager
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540
Fax: (781) 861-2921

MEMORANDUM

TO: Senior Management Team
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TOWN OF LEXINGTON ARPA REQUEST FORM

Name of Project:

Project Cost:

Department:

Cost Basis:

Please describe the project:

Please describe how this meets the Select Board's Nexus with COVID Pandemic:

Date Submitted to the Town Manager:

Submitted By:

TOWN OF LEXINGTON ARPA REQUEST FORM

Name of Project:

Project Cost:

Department:

Cost Basis:

Please describe the project:

Please describe how this meets the Select Board's Nexus with COVID Pandemic:

Date Submitted to the Town Manager:

Submitted By:

PROPOSAL FOR

COMPREHENSIVE
ANALYSIS OF
POLICE, FIRE, EMS
SERVICES

Lexington, Massachusetts



CPSM[®]

CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC
475 K STREET NW, SUITE 702 • WASHINGTON, DC 20001
WWW.CPSM.US • 616-813-3782

ICMA

Exclusive Provider of Public Safety Technical Services for
International City/County Management Association



Center for Public Safety Management, LLC

January 10, 2024

Jim Malloy
Town Manager
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

Dear Mr. Malloy:

Let our team become your team!

The *Center for Public Safety Management, LLC, (CPSM)* as the exclusive provider of public safety technical assistance for the International City/County Management Association, is pleased to submit this proposal to the Town of Lexington, Massachusetts for an analysis of police, fire, and EMS services. The CPSM approach is unique and more comprehensive than ordinary accreditation or competitor studies.

The Town of Lexington is in the midst of considerable change with a new police headquarters under construction, and improvements to the fire and EMS services.

The police department consists of a chief, two captains, five lieutenants, seven sergeants, 29 police officers, four detectives, one school resource officer, and one community resource officer. This staffing provides these services to the citizens of Lexington:

- Administration
- Patrol and Enforcement
- Traffic Bureau
- Investigations
- Dispatch
- Animal Control
- Crossing Guards

The police department is accredited by the Massachusetts Police Accreditation Commission, demonstrating it meets 339 MPAC standards.

The fire department deploys its resources from two stations with a minimum staffing provision requiring nine per shift. The fire department human resources include a chief, two assistant chiefs, four captains, 12 lieutenants, 44 firefighter/paramedics, and one fire inspector.

EMS is provided by the fire department which deploys two ALS ambulances (one from each station) with the ability to deploy a third for special events.

Overtime is a central issue to the Town which is seeking to better understand the reasons for overtime in the two departments and whether additional staffing would be appropriate or if it might exacerbate the existing levels of overtime now submitted by both agencies. We will begin our project looking at the dispatch and computer aided dispatch records for both departments. This enables us to create an "as-is" picture of the performance levels of each department for emergencies.

This data-driven forensic analysis will establish the existing workload demands for both departments. Workload is a critical factor when determining what staffing levels are necessary; different from calls for service which is a linear total that may or may not impact workload. As an example, many agencies have on-line reporting for minor larcenies or property damage accidents on private property. While these may be assigned a call for service number; no workload by sworn personnel is necessary to close the report.

Using the workload rates established for the two departments, we will begin to quantify other key factors that impact overtime. Examples are:

- The Unit Hour Utilization rates for your EMS department. This forms the basis for determining what is driving overtime, workloads, and service demands.
- Identify and recommend appropriate staffing and deployment levels for every discrete operational and support function in the department. For this review, we will conduct interviews and establish baseline service levels and how overtime may be filling openings in the work schedule.
- Conduct a risk analysis of your community and for the fire department. Modern fire deployment is done to minimize risk. What is the expectation of the community for managing risk? What is the expectation of the elected body and appointed administrators?
- Examine the department's organizational structure and culture. Is there a culture that lends to acceptance of overtime without review?
- Perform gap analysis, comparing the "as is" state of the department to the industry's best practices. Can changes be made that do not impact risk, meet best practices, and minimize overtime? Are more staff needed to accomplish the goals and objectives and meet expected standards?
- Recommend a management framework to ensure accountability, increased efficiency, enhanced safety for responders and the community, and improved performance.
- Determine staffing analysis using workload and performance for police, fire, and EMS departments using research conducted by ICMA, IPMA-HR, CALEA, PERF, CPSE, and CPSM.

This proposal is specifically designed to provide the local government with a thorough and unbiased analysis of emergency services in your community. We have developed a unique approach by combining the experience of dozens of emergency services subject matter experts.

The team assigned to the project will have hundreds of years of practical experience managing emergency service agencies, a record of research, academic, teaching and training, and professional publications, and extensive consulting experience from hundreds of projects completed for municipalities nationwide. The team we assemble for you will be true "subject matter experts" with hands-on emergency services experience, not research assistants or interns.

CPSM has built upon nearly 40 years of research by ICMA and other academic researchers to develop the **CPSM Data Analytic Report™**. While other firms conduct interviews, charrettes, and other intelligence gathering, only CPSM combines those processes by forensically analyzing and reporting an agency's workload and performance using this method that also adds metrics for future analysis of deployment change. CPSM and ICMA developed the "60% rule" that was authored by one of our SME's that serves as one more benchmark for staffing of police agencies. That report is currently being updated by the current CPSM team of researchers.

CPSM also enjoys a strategic relationship with two of the largest survey entities working with the International City-County Management Association: ZenCity, and POLCO/National Research Council. CPSM can share information with either organization if the community has a prior contractual relationship. We do not subcontract with either firm but, instead, provide our clients with the ability of achieving any discount under a direct contract between the community and the survey group.

ICMA has provided direct services to local governments worldwide for more than 100 years, which has helped to improve the quality of life for millions of residents in the United States and abroad. My colleagues at CPSM and I greatly appreciate this opportunity and would be pleased to address any comments you may have. I can be reached at 616-813-3782 or via email at twieczorek@cpsm.us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Thomas J. Wieczorek". The signature is fluid and cursive, with the first name "Thomas" being the most prominent.

Thomas J. Wieczorek
Director
Center for Public Safety Management, LLC

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FY2025 Program Improvement Request

1 of 4

Department: Public Works

Division: Environmental Services

Element: 3420-Recycling

PIR Title: Expanded Food Waste Collection Program

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2025 Only	Ongoing Costs FY2025 & Future	TOTAL FY2025 Request
<u>Compensation</u>					
511000	Regular Wages		\$ —	\$ —	\$ —
512000	Seasonal Part-Time		\$ —	\$ —	\$ —
513000	Overtime		\$ —	\$ —	\$ —
	Other Compensation		\$ —	\$ —	\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?			\$ —	\$ —
<u>Expenses</u>					
520000	Contractual Services		\$ —	\$ —	\$ —
558000	Supplies		\$ —	\$ —	\$ —
533060	Curbside Collection Svcs		\$ —	\$ 396,000	\$ 396,000
	Total Expenses		\$ —	\$ 396,000	\$ 396,000

Purpose/Description of Request:

This request is to enhance the food waste curbside collection program. The current pilot program is being funded through ARPA. This request is to put the funds in the operating budget to begin expanding the program. The requested funds would fully fund the collection cost for the existing 2,000 customers and would add an additional 2,000 people to the program. There will be a slight offset in cost by reduced refuse tonnage in the first year.

Service Implication:

Failure to support this program will lead to continued higher costs for refuse disposal as food waste makes up a large portion of the total weight being delivered to the incinerator. It will also prevent the Town from achieving state and local goals of waste reduction.

FY2025 Program Improvement Request

#1 of 1

Department: Health

Division: 6500-Health

PIR Title: Health Dept. Staff Electric Vehicle

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2025 Only	Ongoing Costs FY2025 & Future	TOTAL FY2025 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
	Additional vehicle for Health Dept staff		\$ 50,000		\$ 50,000
	Total Expenses		\$ 50,000	\$ —	\$ 50,000

Purpose/Description of Request:

The Health Office has historically had one vehicle. The Health Department is now fully staffed and has 2 full-time staff that conducts routine inspections and 1 staff member that conducts home visits and performs other functions throughout the Town. The 3 staff members are sharing one vehicle and have to coordinate work load around the availability of that one vehicle. This is not the best use of time for the inspectors and does not support the highest level of service to the community.

After consulting with Maggie Peard and Marc Valenti regarding the cost of new EVs, it was suggested, based on size and storage capacity needs, to propose a cost of \$50,000. The Town will be eligible for a rebate from the State off the price of the car.

Service Implication:

This request is for an additional vehicle so that inspections and other Public Health related work can be accomplished in a more timely and efficient manner.

FY2025 Program Improvement Request

1 of 5

Department: Town Manager's Office

Element: 8210 - Org. Dir. & Admin.

PIR Title: Consultant Services - General Liability Insurance

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2025 Only	Ongoing Costs FY2025 & Future	TOTAL FY2025 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?			\$ —	\$ —
<u>Expenses</u>					
52120	Professional Services		\$ 25,000		\$ 25,000
					\$ —
					\$ —
	Total Expenses		\$ 25,000	\$ —	\$ 25,000

Purpose/Description of Request:

This funding request is for consulting and bid evaluation services for Town insurance. Once the Town selects a consulting firm through a competitive bid process, the firm would provide property and casualty insurance consulting services for: an inventory of municipal and school services; the identification of risk and exposure associated with those services; and the identification of coverage available to mitigate risk and exposure. The firm would prepare specifications for a request for proposals for Town and school insurance, review responses, and provide a recommendation to the Town.

This cost estimate is based on recent services provided by Kevin F. Donoghue & Associates for another town of similar size and scope of services as Lexington. Services include:

- Broker RFQ
- Managed Insurance Marketing (Specifications and Proposal Analysis)
- Worker's Compensation Third Party Claim Administration RFQ and Proposal Analysis
- Renewal Insurance Policy Review and Summary

Service Implication:

The Town last solicited risk management consulting services in 2019 to be provided in FY2020 (it hired Kevin F. Donoghue & Associates). Best practices indicate that it is prudent to bid out every six to eight years for general liability insurance to check market rates and to ensure that the Town is receiving the most appropriate coverage at the best possible rate.

FY2025 Program Improvement Request

2 of 5

Department: Town Manager's Office

Element: 8210 - Org. Dir. & Admin.

PIR Title: ADA Town Building Self-Evaluation and Transition Plan

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2025 Only	Ongoing Costs FY2025 & Future	TOTAL FY2025 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
			\$ 75,000		\$ 75,000
					\$ —
					\$ —
	Total Expenses		\$ 75,000	\$ —	\$ 75,000

Purpose/Description of Request:

This funding request is for consulting and professional services to conduct an Americans with Disabilities Act Self-Evaluation and Transition Plan for the following Town Buildings: the Town Office Building, the Cary Memorial Building, the Community Center, the Cary Memorial Library, and the Samuel Hadley Public Services Building. Self-Evaluations and Transition Plans are required by the Americans with Disabilities Act to provide for the identification and removal of barriers that hinder physical and programmatic access to Town facilities and services for those with disabilities. The Self-Evaluation will include a list of physical barriers in the selected Town facilities that limit accessibility for those with disabilities and the Transition Plan will determine the necessary costs and schedule associated with removing the identified deficiencies.

Service Implication:

The Town last conducted an ADA Self-Assessment and Transition Plan for Town buildings in FY2012. Conducting an update to the ADA Self-Evaluation and Transition Plan will aid the decision-making process for when pursuing capital and programmatic improvements in the selected Town buildings and align the Town with the Commonwealth's Public Accessibility Community Compact Best Practice. An appropriation would also provide matching funds for the Massachusetts Office on Disability FY2025 Planning Grant cycle.

FY2025 Program Improvement Request

#2 of 2

Department: Finance

Element: 8420 - Treasurer/Collector

PIR Title: Tyler ERP/Cashiering Module

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2025 Only	Ongoing Costs FY2025 & Future	TOTAL FY2025 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
			\$ 105,000	\$ 40,000	\$ 145,000
					\$ —
					\$ —
	Total Expenses		\$ 105,000	\$ 40,000	\$ 145,000

Purpose/Description of Request:

Tyler ERP/Cashiering is an advanced point-of-sale cashiering system, allowing for seamless integration of a variety of billing systems and hardware such as cash drawers and card readers to provide an optimized collections experience. The new software module would serve to replace existing applications/technologies including Invoice Cloud and UniPay and serve as one, integrated system.

Service Implication:

Without Tyler ERP/Cashiering, we would continue the use of many applications/technologies that do not integrate well together. The main benefit is the elimination of several of these applications and having an integrated system that talks directly with our Financial System, MUNIS. Having an integrated system will eliminate some tasks and increase processing efficiencies in certain areas. This module is expected to improve the customer experience both at the counter and in online bill payments.

FY2025 Program Improvement Request

1 of 2

Department: Finance

Element: 8410 - Comptroller

PIR Title: Water and Sewer Rate Study

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2025 Only	Ongoing Costs FY2025 & Future	TOTAL FY2025 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
	Rate Study		\$ 50,000		\$ 50,000
					\$ —
					\$ —
	Total Expenses		\$ 50,000	\$ —	\$ 50,000

Purpose/Description of Request:

This program improvement is a one-time request for consulting services to perform a full rate study for the Water and Sewer Enterprise Funds. This funding request is recommended to be split equally between each of those funds (\$25,000 each).

This study will review the Town's current tiered rate structure and will advise on a new rate structure that will allow the Town to migrate to quarterly billing. This study may also consider options for new tiers or specialized rates. The estimated cost was based on recent studies from peer communities and should cover consultant presentations and public outreach as needed.

Service Implication:

The Town is in the final phase of implementing and Advanced Metering Infrastructure (AMI) capital program initially funded in FY2020. This infrastructure allows for frequent and remote readings of water meters. The availability of this on-demand usage data will allow the Town to migrate to quarterly billing. With quarterly billing customers will receive bills on a more regular schedule and can spread payments evenly throughout the year. Quarterly billing will also benefit the Town's Finance department in their ability to manage cash flow and revenue collections during the year.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

FY2025 Fee Schedule for Recreation & Community Programs

PRESENTER:

Melissa Battite, Director of Recreation
& Community Programs

ITEM NUMBER:

I.5

SUMMARY:

Category: Decision-Making

Attached please find the recommended fee increases for the Recreation Department, highlighted in green, all other fees are to remain level. Melissa Battite, Recreation Director will present and available for any questions.

SUGGESTED MOTION:

Move to approve the 2024 Recreation Fees as presented and attached.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

7:30pm

ATTACHMENTS:

Description	Type
☐ 2024 Fee Memo	Cover Memo



MEMORANDUM

TO: Select Board
FROM: Melissa Battite, Director of Recreation & Community Programs
DATE: January 22, 2024
SUBJECT: FY25 Fee Schedule

The Fee Schedule reflects requests for fee adjustments for several Activity Types within different Cost Centers and Core Program Areas as highlighted in the attached schedules.

The adjustments take into consideration market price, cost of living increases and other expenses associated with delivering the particular service. The fees will be implemented during the FY2025 Budget year and applied as those seasonal registrations and facilities are available during the FY24 year.

The overall revenue projections associated with the adjustments is \$64,424.50 in the following Cost Centers:

Aquatics	\$ 6,610.00
Golf	\$ 15,081.00
Tennis/Pickleball	\$ 260.00
Camps & Clinics	\$ 6,510.00
Adult Programs & Leagues	\$ 13,728.00
Youth Leagues	\$ 1,080.00
Community Center	\$ 733.00
Outdoor Recreation Facilities	<u>\$ 19,007.50</u>
Total	\$64,524.50

The Recreation Committee met on January 17, 2024 and unanimously voted to support this request.

Attachments:
Proposed 2024 Fee Schedule
Proposed Community Center Rental Schedule
Proposed Outdoor Recreation Facilities

1.22.24

Lexington Recreation Community Programs Annual Fee Schedule

Cost Center	Activity Type	Core Program Area	2021	2022	2023	2024
Aquatics	Family Pass - Non-Resident	Memberships	\$395.00	\$415.00	\$415.00	\$415.00
Aquatics	Individual Pass - Non-Resident	Memberships	\$160.00	\$175.00	\$175.00	\$175.00
Aquatics	Family Pass - Resident	Memberships	\$240.00	\$255.00	\$255.00	\$255.00
Aquatics	Individual Pass - Resident	Memberships	\$80.00	\$90.00	\$90.00	\$90.00
Aquatics	Senior Pass - Resident	Memberships	\$60.00	\$65.00	\$65.00	\$70.00
Aquatics	Senior Pass - Non-Resident	Memberships			\$ 100.00	\$ 110.00
Aquatics	Replacement Card	Memberships	\$5.00	\$5.00	\$5.00	\$5.00
Aquatics	Daily Pass - Resident	Memberships	\$5.00	\$7.00	\$7.00	\$7.00
Aquatics	Daily Pass - Non-Resident	Memberships	\$6.00	\$10.00	\$10.00	\$10.00
Aquatics	Lessons - all ages & abilities	Intro Skill Based	\$70.00	\$80.00	\$ 90.00	\$ 90.00
Aquatics	Lessons - all ages & abilities - non residents	Intro Skill Based	\$70.00	\$80.00	\$ 90.00	\$ 100.00
Aquatics	Swim Team (all 4 sessions)	Intro Skill Based			\$ 240.00	\$ 340.00
Aquatics	Swim Team (all 4 sessions) - non residents	Intro Skill Based			\$ 240.00	\$ 350.00
Aquatics	Swim Team (2-week session)	Intro Skill Based			\$ 70.00	\$ 90.00
Aquatics	Swim Team (2-week session) - non residents	Intro Skill Based			\$ 70.00	\$ 100.00
Tennis / Pickleball	Lessons - all ages & abilities	Intro Skill Based	\$125.00	\$125.00	\$ 150.00	\$ 150.00
Tennis / Pickleball	Semi-Private Lessons	Advanced Skill Based	\$320.00	\$320.00	\$ 320.00	\$ 320.00
Tennis / Pickleball	ID Cards - Individual - Resident	Memberships	\$100.00	\$115.00	\$ 170.00	\$ 170.00
Tennis / Pickleball	ID Cards - Senior - Resident	Memberships	\$70.00	\$75.00	\$ 100.00	\$ 100.00
Tennis / Pickleball	ID Cards - Individual Non Resident	Memberships	\$125.00	\$150.00	\$ 215.00	\$ 215.00
Tennis / Pickleball	Reservations-hr/w/ID	Memberships			ddl Charge	ddl Charge
Tennis / Pickleball	Reservations-hr/w/ID-lights	Memberships	\$20.00	\$20.00	\$20.00	\$ 20.00
Tennis / Pickleball	Reservations-hr/no ID	Memberships	\$15.00	\$15.00	\$15.00	\$15.00
Tennis / Pickleball	Reservations-hr/no ID-lights	Memberships	\$30.00	\$30.00	\$30.00	\$35.00
Summer Camps	Day Camp	Camps & Clinics	\$275.00	\$300.00	\$ 360.00	\$ 370.00
Summer Camps	Day Camp - Community Center	Camps & Clinics	\$275.00	\$300.00	\$ 360.00	\$ 370.00
Summer Camps	Minuteman Sports Clinics	Camps & Clinics	\$190.00	\$225.00	\$ 260.00	\$ 270.00
Adult Programs & Leagues	Field House Morning Pass - Resident	Memberships	\$115.00	\$115.00	\$ 125.00	\$ 125.00
Adult Programs & Leagues	Field House Morning Pass - Non-Resident	Memberships	\$140.00	\$140.00	\$ 150.00	\$ 150.00
Adult Programs & Leagues	Field House Evening Pass - Resident	Memberships	\$75.00	\$75.00	\$ 75.00	\$ 75.00
Adult Programs & Leagues	Field House Evening Pass - Non-Resident	Memberships	\$100.00	\$100.00	\$ 100.00	\$ 100.00
Adult Programs & Leagues	Daily Pass - Resident	Memberships	\$5.00	\$5.00	\$ 7.00	\$ 7.00
Adult Programs & Leagues	Daily Pass - Non-Resident	Memberships	\$6.00	\$6.00	\$ 10.00	\$ 10.00
Adult Programs & Leagues	Co-Ed Softball	Advanced Skill Based	\$500.00	\$500.00	\$ 500.00	\$ 500.00

Lexington Recreation Community Programs Annual Fee Schedule

Adult Programs & Leagues	Fitness Classes - Senior Resident	Intro Skill Based	\$72.00	\$84.00	\$	84.00	\$	96.00
Adult Programs & Leagues	Fitness Classes - Senior Non-Resident	Intro Skill Based	\$82.00	\$94.00	\$	94.00	\$	106.00
Adult Programs & Leagues	Fitness Classes - all ages	Intro Skill Based	\$120.00	\$120.00	\$	120.00	\$	120.00
Adult Programs & Leagues	Fitness Classes - non resident	Intro Skill Based	\$130.00	\$130.00	\$	130.00	\$	130.00
Youth Leagues	Flag Football	Intro Skill Based	\$100.00	\$110.00	\$	125.00	\$	125.00
Youth Leagues	Flag Football - non resident	Intro Skill Based	\$100.00	\$110.00	\$	125.00	\$	135.00
Youth Leagues	Winter Youth Basketball Clinic	Advanced Skill Based	\$110.00	\$120.00	\$	125.00	\$	125.00
Youth Leagues	Winter In-Town Basketball League	Advanced Skill Based	\$165.00	\$175.00	\$	185.00	\$	185.00
Youth Leagues	Winter High School Basketball League	Advanced Skill Based	\$140.00	\$155.00	\$	165.00	\$	165.00
Youth Leagues	Summer Youth Basketball League	Advanced Skill Based	\$70.00	\$75.00	\$	90.00	\$	90.00
Pine Meadows	ID Cards - Resident - 2 week advance tee time	Memberships	\$40.00	\$40.00	\$	40.00	\$	40.00
Pine Meadows	Mon - Fri Resident (9)	Memberships	\$21.00	\$21.00	\$	22.00	\$	22.00
Pine Meadows	Mon - Fri Non-Resident (9)	Memberships	\$23.00	\$23.00	\$	24.00	\$	24.00
Pine Meadows	Mon- Thurs Resident (9) Senior/Junior - before	Memberships	\$19.00	\$19.00	\$	20.00	\$	20.00
Pine Meadows	Mon- Thurs Non-Resident (9) Senior/Junior -be	Memberships	\$20.00	\$20.00	\$	21.00	\$	21.00
Pine Meadows	Weekend - Resident (9)	Memberships	\$23.00	\$23.00	\$	25.00	\$	26.00
Pine Meadows	Weekend - Non-Resident (9)	Memberships	\$25.00	\$25.00	\$	27.00	\$	28.00
Pine Meadows	Golf Cart Rental 9 holes	Memberships	\$22.00	\$22.00	\$	24.00	\$	24.00
Pine Meadows	Golf Cart Rental 9 holes	Memberships	\$14.00	\$14.00	\$	15.00	\$	15.00
Community Center	Individual Pass - Resident	Memberships	No charge	No charg	No charge	No charge	No charge	No charge
Community Center	Individual Non-Resident Senior (60+)	Memberships	\$15.00	\$15.00	\$	15.00	\$	18.00
Community Center	Individual Non-Resident Youth (under 18)	Memberships	\$30.00	\$30.00	\$	30.00	\$	35.00
Community Center	Individual Non-Resident Adult (18-59)	Memberships	\$60.00	\$60.00	\$	60.00	\$	70.00
Community Center	Family Pass - Non-Resident	Memberships	\$150.00	\$150.00	\$	150.00	\$	175.00
Community Center	Daily Guest Pass - Non-Resident	Memberships	\$6.00	\$6.00	\$	6.00	\$	10.00
Community Center	Replacement Card	Memberships	\$5.00	\$5.00	\$	5.00	\$	5.00
Community Center	Rentals	Memberships - based on	\$0-\$100	\$0-\$110	\$0-\$110	\$	\$	\$0-\$110
Athletic Fields and Courts	Rentals	Permits -based on tiers						
Athletic Fields and Courts	Rentals - Special Event (Birthday, picnics, etc.)	Permits	Tier 1, per player	\$17				

At the discretion of the Director of Recreation and Community Programs, periodic registrations and seasonal specials such as incentive fees for early bird, late fee and special fees may apply with certain program areas and cost centers, such as but not limited to Golf, Summer camps, clinics and lessons.

Lexington Community Center FY25 Fee Schedule

ROOM #	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5
Definitions	Programs, meetings or events that are sponsored or co-sponsored by the Recreation and Community Programs Department or the Human Services Department.	Town departments, boards and committees that are not charging a fee for the program or activity being held at the Community Center.	Lexington-based non-profit, civic and/or charitable organizations that serve the Lexington Community primarily, do not charge a fee for the program or activity being held at the Community Center, and are open to the public.	Non-Lexington based non-profit, civic and/or charitable organizations not directly associated with the Town that serve some members of the Lexington community but also the wider region that may charge a fee and are not open to the public.	All other persons, groups, individuals or entities that do not fall under the definition of priorities 1, 2, 3, or 4.
Room 139	No Fee	No Fee	No Fee	\$75.00	\$110.00
Room 006				\$75.00	\$110.00
Room 242				\$33.00	\$55.00
Room 237				\$33.00	\$55.00
Room 230				\$33.00	\$55.00
Room 232				\$33.00	\$55.00
Room 119				\$33.00	\$55.00
Room 217				\$27.50	\$33.00
Room 221				\$22.00	\$27.50
Room 123				\$22.00	\$27.50
Room 245	\$22.00	\$27.50			
Room 246	\$22.00	\$27.50			
Courtyard	\$22.00	\$27.50			
Allée	\$22.00	\$27.50			
Tent	\$22.00	\$27.50			

Lexington Recreation & Community Programs Outdoor Recreation Facilities FY25 Fee Schedule

	TIER 1	TIER 2	TIER 3	TIER 4	TIER 5
Definitions	Lexington Recreation & Community Programs & Lexington Public Schools Programs	95% of participants are Lexington Residents. (Includes Lexington-based Youth Sports Organizations)	75% or more Lexington Residents	50% or more Lexington residents	Private Clinics, Camps and Tournaments / Less than 50% residents
Natural Grass Athletic Fields	No Fee	No Fee with \$17 per participant	\$40	\$65	\$85
Center Track	No Fee	No Fee with \$17 per participant	\$40	\$65	\$85
Synthetic Athletic Fields	No Fee	\$35	\$80	\$120	\$160
Athletic Lights - Fields	\$35	\$35	\$35	\$45	\$55
Amenities	\$35	\$35	\$35	\$55	\$75
Special Events	\$35/hour Res: \$45/hour NonRes	\$35/hour Res: \$45/hour NonRes	\$35/hour Res: \$45/hour NonRes	\$55/hour Res: \$110/hour NonRes	\$75/hour Res: \$150/hour NonRes
HARD COURT SURFACES					
Tier 1		Tier 2		Tier 3	
Tennis/Pickleball Courts	No Fee - Daylight Reservation	\$15	\$15	\$25	\$35
Athletic Lights - Tennis	\$20	\$20	\$35	\$45	\$55
Basketball Courts	No Fee - Daylight Reservation	\$15	\$15	\$25	\$35
Athletic Lights - Basketball	\$20	\$20	\$35	\$45	\$55

Fees are based on one hour reservations unless otherwise noted

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

2024 Annual Town Meeting

PRESENTER:

Suzie Barry, Semiquincentennial
Commission Chair; Elaine Tung,
Affordable Housing Trust Chair

ITEM NUMBER:

I.6

SUMMARY:

Category: Decision-Making

2024 Annual Town Meeting

Jim Malloy and Suzie Barry will update the Select Board on Article 24: Appropriate Funding for Semiquincentennial Commission.

Elaine Tung, Chair of the Affordable Housing Trust, will update the Select Board on Article 33: Authorize the Select Board to Seek Affordable Housing.

The Select Board will assign presenters, discuss articles and may take positions for 2024 Annual Town Meeting.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

7:45pm

ATTACHMENTS:

Description

- 📄 Article 33 affordable housing motion
- 📄 Article 33 affordable housing slides
- 📄 Article 24 semiquincentennial motion
- 📄 Working Document - Select Board Positions 2024 ATM

Type

- Backup Material
- Presentation
- Backup Material
- Backup Material

Town of Lexington

Motion

2024 Annual Town Meeting

ARTICLE 33 AUTHORIZE THE SELECT BOARD TO SEEK AFFORDABLE HOUSING

MOTION: That the Select Board be authorized to sell, lease, or otherwise dispose of Town-owned land described as parcel 68-44, located on Lowell Street near the northeast corner of North Street and Lowell Street, for the purposes of developing affordable housing thereon on conditions acceptable to the Select Board, and to authorize the Select Board or its designee to enter into such agreements as are necessary for such purposes including a land disposition agreement or a lease not to exceed 99 years in length.

(01/30/2024)



Article 33

Authorize Select Board to Seek Affordable Housing

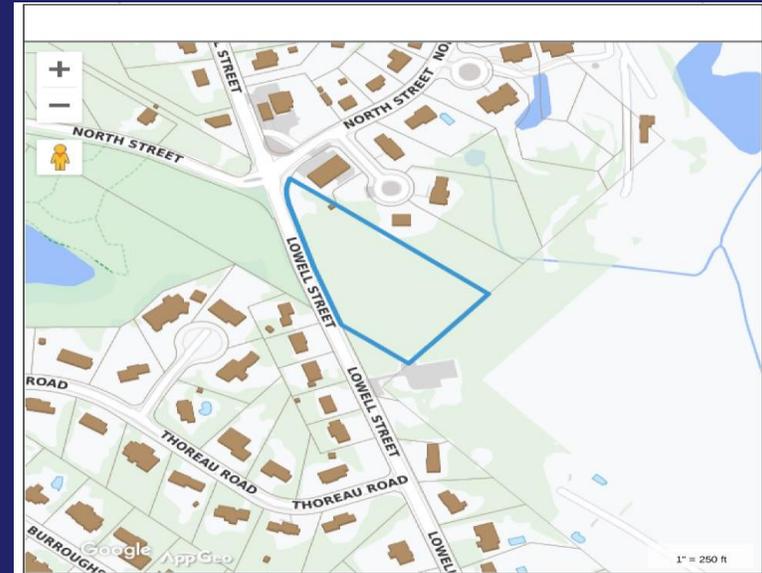
The Select Board

At the Request of the Lexington Affordable Housing Trust



Motion

To authorize the Select Board to sell, lease or otherwise dispose of Town-owned land described as Parcel 68-44 located on Lowell Street near the northeast corner of North Street and Lowell Street for the purposes of developing affordable housing thereon, and to authorize the Select Board or its designee to enter into a Land Disposition Agreement and associated agreements in connection therewith; or to act in any other manner thereto.





What is the Affordable Housing Trust?

- Provides for the preservation and creation of affordable housing for the benefit of low and moderate income households and for the funding of community housing
- Flexible Town funding entity currently funded by CPA funds and payments-in-lieu (Brookhaven)
- Created by Special Town Meeting in the Fall of 2022 (Article 12)

Why Parcel 68-44?

- Parcel given to the Town in 1978 by the Commonwealth - one purpose was for housing
- Unique opportunity
- Mixed use area
- Lexpress Public Transportation
- Walking distance to grocery stores, shopping and restaurants



Statement of Values and Goals

Affordable Housing Trust Values:

- 1) Create affordable housing for households with a diversity of incomes, prioritizing households with lower incomes.
- 1) Include housing for families, seniors and people with disabilities.
- 2) Create safe, sustainable healthy and high quality affordable housing
- 3) Foster diversity, equity and inclusion.

Affordable Housing Trust Goals:

Leverage CPA funds to create all-affordable, family-oriented rental housing that is respectful of and well integrated into the community.



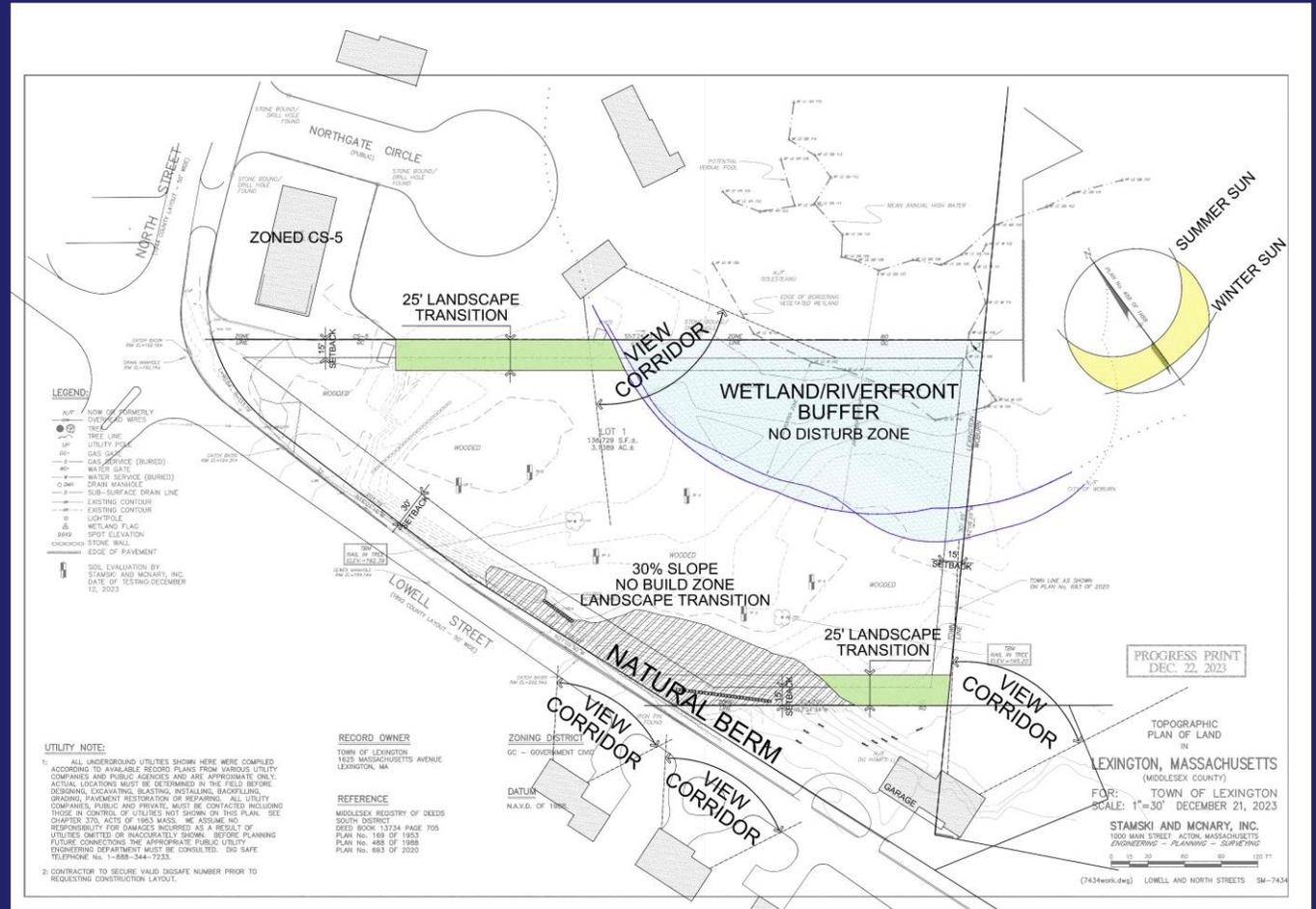
SITE ANALYSIS



VIEW SOUTH ON LOWELL STREET



VIEW OF BERM





The Need

- 21% of all households in Lexington qualify as low income*
- Only 5.5% of Lexington's housing stock is truly affordable (686 out of 12,252 units)**
- 65% of low income renters are cost burdened***
- 76% of low income owners are cost burdened***

Cost burdened = more than 30% of household income goes toward housing costs.

* Source: HUD Comprehensive Housing Affordability Strategy (CHAS) 2016-2020; HUD Income Limits 2020

* *Source: 2016-2020 American Community Survey; DHCD Subsidized Housing Inventory (SHI); US Census 2020

*** Source: HUD Comprehensive Housing Affordability Strategy (CHAS) 2016-2020

Annual Town Meeting 2024



Lexington's Affordability Gap

Buying a home is too expensive for Residents

In 2017:

Sales Price of What a Median Household in Lexington Can Afford:

\$559,000

The Median Income in Lexington is \$152,872

Median Sale Price of a House in 2017:

\$1,094,500

Requires Household income of \$251,523

Sources: Affordable home price calculated using standard DHCD calculator assuming 10% down payment. Median income—2012-2016 American Community Survey.

In 2022:

Sales Price of What a Median Household in Lexington Can Afford:

\$655,000

The Median Income in Lexington is \$206,323

Median Sale Price of a House in 2022:

\$1,600,000

Requires Household income of \$522,000

Sources: Affordable home price calculated using standard DHCD Community Survey. Median Sale Price – 2023 CPC Community Needs Assessment calculator assuming 10% down payment and an interest rate of 6.62%. Median income—2022 American



Who lives in Lexington affordable housing? We do.

They are people we know, people we work with, people we see every day.

UBER driver
Massage Therapist
MBTA employee
Retail Sales Supervisors/Staff
Lahey Clinic Hospital/medical technician
Paralegal/Legal Assistant
Accounting Firm Staff
Stop and Shop Retail employee
F&B Server
Hair Salon
Pre School Private Day Care Assistants
Automobile Dealer/Repair Shop – Service Technicians
Families looking for a safe living environment out of the city
Unemployed

TOWN EMPLOYEE HOUSING PROGRAM

Teachers
Teacher Aides
Local Law Enforcement
Public Works Employees
School Nurse
School Librarian
Speech Pathologist

Sources: LexHAB and RHSO

“Across this region, the dream of suburban life is largely foreclosed by lack of affordable options to the children of those who live in the suburbs now, to the town employees who keep municipalities humming, to newcomers who might bring new energies to town — and added diversity of class and race.”

-Beyond the Gilded Gate: Boston Globe Spotlight Team

10.18.2023

Annual Town Meeting 2024



Waiting Lists and Wait Time

	LexHAB Applications	LexHAB Town Employee Applications	LexHAB Total	LHA Prioritizes Lexington residents, people who work in Lexington and veterans	LHA Section 8 Prioritizes Lexington residents and people who work in Lex
 1 Bedroom	49	14	63 5-10 years	686 5-8 years	3600 Close to 15 years Source: LexHAB and LHA
 2 Bedrooms	12	5	17 2-3 years	59 7-10 years	
 3 Bedrooms	29	7	36 3-5 years	21 7-10 years	
 4 Bedrooms	6		6 4-6 years	4 7-10 years	



The Benefits



- Addresses the housing crisis and builds affordable housing at scale
- Speaks to the core need for Lexington's future as a community
- Reduces poverty and increases economic mobility
- Promotes economic growth
- Keeps workforce and talent in Lexington and MA
- Supports Diversity, Equity and Inclusion
- Puts Town land to use



The Process

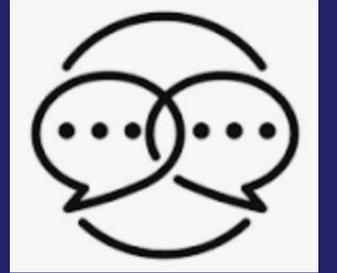


- Issue Request for Proposals
- Select an Affordable Housing developer
- Enter into a Land Disposition Agreement
- Obtain Zoning Permit: Local Initiative Program, Zoning Board of Appeals
- Developer obtains financing
- Commence Construction
- Occupancy



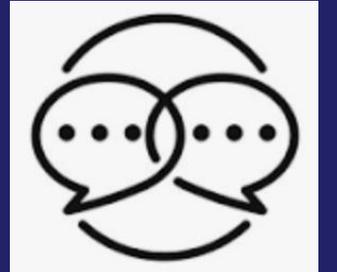
Community Input

Neighbor/community meetings have started and will continue throughout the process.



Local Initiative Program Comprehensive Permitting Process

- Select Board
- Lexington Zoning Board of Appeal Public Hearings
- Comments officially requested of Boards and Committees
- Abutter notification
- Opportunity for public to comment during hearings





Leveraging State, Federal, & Private Sources

The local commitment will attract financing and other contributions from other sources typical for affordable housing developments.

Lexington

Land

Affordable Housing Trust (CPA/payments in lieu)

West Metro HOME Consortium

Other Potential Public Sources (State and Federal)

Federal Low Income Housing Tax Credit

State Tax Credit

State EOHLC (Executive Office of Housing and Livable Communities)

Subsidies (HIF, HOME, Housing Stabilization, CBH)

State Affordable Housing Trust

Federal Home Loan Bank

Energy Rebates

Private Sources

Private Bank Financing

Private Grants





Recent Examples of Communities with Town Supported All Affordable Developments.

TOWN	NUMBER OF UNITS
Acton	31
Acton	41
Arlington	48
Arlington	43
Bedford	96
Carlisle	26
Hudson	40
Sudbury	120
Wayland	60
Winchester	60



Please Support Article 33

- Consistent with Lexington's 2022 Comprehensive Plan, *LexingtonNext*
- Consistent with CPC 2023 Community Preservation Plan Needs Assessment
- Advances Select Board's housing goals and policies

Town of Lexington
Motion
2024 Annual Town Meeting

ARTICLE 24 APPROPRIATE FUNDING FOR SEMIQUINCENTENNIAL COMMISSION

MOTION: That the Town appropriate \$500,000 for the purpose of the celebration of the 250th Anniversary of the Battle of Lexington, including personnel costs, supplies, equipment, event support, planning, promotion and advertising therefor, and all incidental costs related thereto, as coordinated by the Semiquincentennial Commission-Lex250 with the approval of the Select Board; and that to meet this appropriation, \$500,000 be appropriated from the General Fund unreserved fund balance.

(01/31/2024)

Select Board Positions

#	Article Name	ARTICLE UPDATE AT SELECT BOARD MTG	SELECT BOARD PRSNTR	IP	JP	SB	DL	JH	MS
1	Notice of Election		-						
2	Election of Deputy Moderator and Reports of Town Boards, Officers and Committees		-						
3	Appointments To Cary Lecture Series		-						
Financial Articles									
4	Appropriate Fy2025 Operating Budget		JP						
5	Appropriate Fy2025 Enterprise Funds Budgets		DL						
6	Appropriate For Senior Services Program		SB						
7	Sustainable Capital Projects		MS						
8	Accept Tucker Ave (Westernmost Portion)		DL						
9	Establish And Continue Departmental Revolving Funds		DL						
10	Appropriate The Fy2025 Community Preservation Committee Operating Budget And CPA Projects	1/22/2024	MS						
	a. Cary Memorial Library Renovation – \$4,000,000								
	b. Archives and Records Management – \$20,000								
	c. Park Improvements – Athletic Fields – Bowman School – \$545,000								
	d. Lincoln Park Fitness Stations Equipment – \$160,000								
	e. Park Improvements – Hard Court Surfaces – Valley Rd – \$492,000								
	f. Lincoln Park Field Improvements – \$1,145,000								
	g. LexHAB Support, Restoration, Preservation, and Decarbonization – \$482,365								
	h. Lexington Housing Authority Exterior Preservation – \$100,000								
	i. Affordable Housing Trust Funding – \$3,200,000								
	k. Administrative Budget – \$150,000								

Select Board Positions

#	Article Name	ARTICLE UPDATE AT SELECT BOARD MTG	SELECT BOARD PRSNTR	IP	JP	SB	DL	JH	MS
11	Appropriate For Recreation Capital Projects		SB						
12	Appropriate For Municipal Capital Projects And Equipment		MS						
	a) Transportation Mitigation								
	b) Heavy Vehicle Extrication Equipment								
	c) Ambulance Replacemen								
	d) Equipment Replacement								
	e) Sidewalk Improvements								
	f) Hydrant Replacement								
	g) Townwide Signalization Improvements								
	h) Stormwater Management Program								
	i) Cemetery Columbarium - Design								
	j) Public Parking Lot Improvement Program								
	k) Network Core Equipment Replacement								
	l) Municipal Technology Improvement Program								
	m) Network Redundancy & Improvement Plan								
	n) Network Technology Improvements								
	o) Scanning - Electronic Document Management								
p) Election Equipment Upgrade									
q) Street Improvements									
13	Appropriate For Water System Improvements		MS						
14	Appropriate For Wastewater System Improvements		MS						
15	Appropriate For School Capital Projects And Equipment		DL						

Select Board Positions

#	Article Name	ARTICLE UPDATE AT SELECT BOARD MTG	SELECT BOARD PRSNTR	IP	JP	SB	DL	JH	MS
16	Appropriate For Public Facilities Capital Projects		MS						
	a) Public Facilities Bid Documents								
	b) Public Facilities Interior Finishes								
	c) School Paving and Sidewalks								
	d) Public Facilities Mechanical/Electrical/Plumbing Repl								
17	Appropriate To Post Employment Insurance Liability Fund		DL			R			
18	Rescind Prior Borrowing Authorizations		JH						
19	Establish, Amend, Dissolve And Appropriate To And From Specified Stabilization Funds		SB						
20	Appropriate For Prior Years' Unpaid Bills		SB						
21	Amend Fy2024 Operating, Enterprise And CPA Budgets.		JH						
22	Appropriate For Authorized Capital Improvements.		DL						
23	Appropriate Opiod Settlement		MS						
24	Appropriate Funding For Semiquincentennial Commission	2/5/2024	SB						
25	Pine Meadows Clubhouse Renovation		SB						
26	Appropriate for Design Funds for Lexington High School Construction Project		JP						
27	Appropriate for Renovation of 173 Bedford Street		JP						
General Articles									
28	Select Board To Accept Easements		DL						
29	Amend the General Bylaw- Noise Control		JP						
30	Prohibit Single-Use Food Containers (Citizen's Petition)		JH						
31	Prohibit Single-Serve Plastic Water Bottles (Citizen's Petition)	2/12/2024	JH						

Select Board Positions

#	Article Name	ARTICLE UPDATE AT SELECT BOARD MTG	SELECT BOARD PRSNTR	IP	JP	SB	DL	JH	MS
32	Old Spring Street Name Change		SB						
33	Authorize Affordable Housing Trust To Seek Affordable Housing	2/5/2024	MS						
34	Amend General Bylaws - Tree Bylaw - Tree Protection Plan	1/22/2024	JP						
35	Amend General Bylaws - Tree Bylaw - Require Mitigation Planting In Certain Instances	1/22/2024	JP						
36	Amend General Bylaws - Tree Bylaw - Exemptions	1/22/2024	JP						
37	Importance Of Trees Resolution (Citizen Petition)	1/22/2024	JP						
38	Amend Regulation Of Fossil Fuel Infrastructure Bylaw - Meet Department Of Energy Resources (Doer) Requested Changes		JH						
39	Home Rule Petition To Adjust The Number Of On-Premise Wine And Malt Alcohol Licenses		DL						
40	Integrated Pest Management Resolution (Citizen Petition)	2/12/2024	MS						
41	Massachusetts Bay Transportation Authority	2/12/2024	JH						
42	Digital Publication Of Legal Notices (Citizen Petition)	2/12/2024	JP						
43	Voting Rights 16 And Older (Citizen Petition)	2/12/2024	DL						
44	Amend General Bylaws – Chapter 100 Public Ways And Places (Citizen Petition) IP		SB	IP					
45	Indigenous Peoples Day (Citizen Petition)	2/12/2024	JH						
46	Royal Family Invitation To 250th Celebration		SB						
Zoning Articles									
47	Amend Zoning Bylaw - Signs	2/26/2024	JP						
48	Amend Zoning Bylaw - Short Term Rentals	2/26/2024	DL						
49	Amend Zoning Bylaw - Permitted Uses and Development Standards	2/26/2024	MS						
50	Amend Zoning Bylaw - Inclusionary Housing For Village And Multi-Family Overlay Districts	2/26/2024	JH						

Select Board Positions

#	Article Name	ARTICLE UPDATE AT SELECT BOARD MTG	SELECT BOARD PRSNTR	IP	JP	SB	DL	JH	MS
51	Amend Zoning Bylaw – Maximum Height For Village Overlay District	2/26/2024	JH						
52	Amend Zoning Bylaw And Map - Technical Corrections	2/26/2024	SB						
53	Amend Zoning Map - 507 Bedford Street (Owner Petition)	2/26/2024	JH						
54	Amend Zoning Map- 509 Bedford Street (Owner Petition)	2/26/2024	JH						

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Preliminary Review of Goal Setting Meeting Report

PRESENTER:

Board Discussion

ITEM NUMBER:

I.7

SUMMARY:

Category: Informing

During the fall of 2023, the Select Board engaged Jon Wortmann to interview staff and Town Committees to gather input for the upcoming two-year goal set. The Select Board met on 11 October 2023 to review these aspirations and identified the Board's top priorities. Each goal was assigned to one member of the Board with a second member volunteering on some to assist as needed. During November and December Board members worked with Mr. Wortmann to identify measurable actions against those goals.

The Board will review the collected goal set and proposed actions. Final review and adoption is expected at the Board's meeting on February 12.

SUGGESTED MOTION:

None

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/5/2024

8:45pm

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Draft-FY2024-25 Select Board Goals	Backup Material

FY 2024-2025 Select Board Goals – DRAFT

Joe Pato & Jon Wortmann

During the fall of 2023, the Select Board engaged Jon Wortmann to interview staff and Town Committees to gather input for the upcoming two-year goal set. The Select Board met on 11 October 2023 to review these aspirations and identified the Board's top priorities. Each goal was assigned to one member of the Board with a second member volunteering on some to assist as needed. During November and December Board members worked with Mr. Wortmann to identify measurable actions against those goals.

Goal	Primary	Assistant
1) Vibrant community by increasing housing in both diversity of stock and price	Jill Hai	Mark Sandeen
2) Recognize and minimize issues around construction preserving quality of life	Joe Pato	Mark Sandeen
3) Create a vibrant downtown	Doug Lucente	Jill Hai
4) Improve efficiency of communication in meetings and more broadly with staff	Joe Pato	Suzie Barry
5) 100% renewable energy	Mark Sandeen	
6) Advancing age-in-community initiatives for Lexington seniors	Doug Lucente	
7) Effectively engage and project new information regarding the high school project	Suzie Barry	

Goals with proposed action items:

1. Vibrant community by increasing housing in both diversity of stock and price
 Primary: Jill Hai
 Assist: Mark Sandeen
 - a. Identify and support a largely/exclusively affordable housing project that can be started within 12 months.
 - b. Increase awareness of LexHAB Legacy Campaign resulting in increased participation year over year for 2024 and 2025 (v benchmark 2023).
 - c. Continue to identify and evaluate Town Properties for possible affordable or mixed income housing development.
 - d. Explore options for increased workforce housing.

2. Recognize and minimize issues around construction preserving quality of life
 Primary: Joe Pato
 Assist: Mark Sandeen
 - a. Revise the noise by-law to remove ambiguities about construction techniques and the need for mitigation plans for consideration at the Annual Town Meeting 2024.
 - b. Reconstitute Noise Advisory Committee and create a process for revising the noise by-law to establish noise limits appropriate to location or activity and clarify enforcement to be completed no later than Annual Town Meeting 2025.

- c. Create incentives to preserve tree canopy and consider additional limits on tree removal while balancing the need for development. To be considered no later than Annual Town Meeting 2025.
3. Create a vibrant downtown
Primary: Doug Lucente
Assist: Jill Hai
 - a. Prioritize the list of most impactful ideas generated by Board and community including Fall 2023 workshops.
 - b. Identify how many ideas can be executed by December 2025.
 - c. Execute those ideas.
 - d. Improving tourist traffic by 10% independent from 250 events.
 - e. Increase tourist focused social media.
 - f. Create incentives to keep downtown properties occupied.
 - g. Complete streamlining of sign approval processes.
4. Improve efficiency of communication in meetings and more broadly with staff
Primary: Joe Pato
Assist: Suzie Barry
 - a. Consistent inclusion of Select Board's key concerns in materials for meetings.
 - i. Update critical information requested sheet after dialog with staff and make sure all item presenters are given this guide before they submit packet materials. Guidance update to be completed by January 2024.
 - b. Keep Select Board current on key concerns and initiatives for each town committee.
 - i. Select Board Liaison / Point of Contact to provide a summary statement with the "top three concerns" for each of their committees at least twice a year.
 - c. Committee members are aware of the activity of and opportunities with other committees.
 - i. Re-instate a committee chair (+1) breakfast meeting to provide venue for semi-formal sharing of activities. First session to occur after Annual Town Meeting 2024 – to be conducted at least annually in consultation with committee membership as to frequency.
5. 100% renewable energy
Primary: Mark Sandeen
 - a. Transition to 100% Renewable Energy.
 - i. Add 4 MW of solar energy installations per year.
 - ii. Switch 30 million kWh of commercial electricity use to 100% renewable each year.
 - b. Electrify Everything.
 - i. Convert 600 homes per year to heat pumps.
 - ii. Add 700 electric vehicles per year.
 - iii. Complete Net Zero Police Station.
 - iv. Establish Net Zero design standards for new high school design.
 - v. Establish High Performance Building standards for existing municipal buildings.

- c. Municipal Leadership.
 - i. Successful implementation of the 10 Communities Demonstration Project.
 - 1. 160 fossil fuel free homes in the first two years.
 - 2. First hybrid life science lab building occupied.
 - ii. Publish Building Energy Use Disclosure Data for largest commercial buildings.
 - iii. Complete Network Geothermal Feasibility Study.
 - iv. Develop the Getting to Zero Emissions Transportation Plan.
 - 1. Set targets for vehicle miles traveled reductions and emissions reductions.
 - v. Develop Town's Fleet Charging Infrastructure Plan.
 - vi. Curbside Composting for one third of Lexington residents.
 - vii. Become a Climate Leader Community.
6. Advancing age-in-community initiatives for Lexington seniors
Primary: Doug Lucente
- a. Implement Progressive Property Tax Relief for Seniors: Develop a policy to cap property tax increases for long-term senior residents, ensuring their financial stability in their current homes.
 - b. Develop a Senior Home Adaptation and Assistance Program: Establish a program to provide financial aid for home modifications to improve accessibility, along with a service for essential home maintenance, helping seniors maintain independent living in their homes.
 - c. Expand Accessible Housing Development: Partner with developers and housing authorities to increase the construction of senior-friendly housing units, focusing on accessibility and affordability.
 - d. Facilitate Access to Financial Planning Resources: Offer workshops and resources on financial literacy and retirement planning, assisting seniors in managing their finances effectively for long-term residency.
7. Effectively engage and project new information regarding the high school project
Primary: Suzie Barry
- a. Identify ALL the municipal departments (Senior Municipal Staff) and Boards/Committees that should be present at the table to ensure clear and effective communication.
 - i. Work with municipal staff to prepare clear written and visual data and presentations to the community regarding the overall project.
 - b. Facilitate easy information sharing.
 - i. Add a spot on the front page of the Town Website that will take you to the specific School Building site that is housed on the Lexington Public Schools Site.
 - ii. Collaborate to ensure that all meetings related to the School Building Committee and sub committees and working groups be publicly posted and promoted thru the town's outward facing push communications means including but not limited to: town website, town newsletters (electric and print) social media, print media, various lists (TMMA, Lexington list)). If they are hybrid or remote meetings request video recordings are made and links posted.

- iii. Included at a minimum a monthly update in the Link to Lexington with information beyond just meeting notices.
- iv. Collaborate with the School Committee on a column in the Lexington Times and Lexington Observer with updated information.
- c. Identify groups in the community that need to be made aware of the project and otherwise would have little to no knowledge of it from their present community participation.

All goals will be continually reevaluated under the lenses including:

- Recreation facilities for all
- 250 celebration events
- DEI
- Increasing the broader diverse participation, professional and civil
- Welcoming all people in Lexington
- Considering health in all decisions
- Diversifying the commercial tax base