



# *Town of Lexington*

Town Manager's Office

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## **MEMORANDUM**

TO: Select Board  
FROM: Jim Malloy, Town Manager  
Kat Labrecque, Budget Officer  
DATE: July 18, 2022  
RE: Boards & Committees

For several years, the Select Board has discussed reducing the number of Committees that exist and/or making changes to appointing authority to facilitate the appointment process. I am attaching the listing of Committees, the Committee's legal basis, current Appointing Authority and recommendation on each Committee. This memo is meant to be provocative in the sense that its goal is to initiate the discussion amongst the Board members on potential changes to Committees. Additional recommendations are provided by Kat Labrecque while she was the Management Analyst.

In summary, the Town currently has 70 Committees some of which are not functioning, the current appointing authority and proposed appointing authority as well as recommendations for dissolving Committees is as follows:

	<b>Current</b>	<b>Proposed</b>
Elected	3	3
Select Board	43	10
Town Manager	11	30
Multiple/other	13	13
Total	70	56
Dissolve		

For those Boards/Committees that I have included for the appointing authority to be changed from the Select Board to the Town Manager, these are administrative Boards/Committees and not policy setting or adjudicatory Boards/Committees and/or they have no legal restriction on whom the appointing authority that is required.

Elected Committees: The Town has three elected Boards/Committees, the Select Board, School Committee and Planning Board. No changes are proposed.

Appointed Committees (by the Select Board): The following Committees are currently appointed by the Select Board, with those being recommended for a change in appointing authority so noted:

- Affordable Housing Trust Study Committee – Dissolve after all work is completed and minutes are up-to-date.
- Battle Road Scenic Byway Committee – The creation of this Committee is by MOA with the Select Board making the appointments. This is not a policy making body as per the MOA, but an administrative body and the appointing authority could be changed to the Town Manager.
- Bicycle Advisory Committee – This Committee should be discussed by the Board. The town has a Transportation Manager and changes are being proposed to move that position into the current Land Use Health and Development Department and expand the Town's efforts in Transportation planning and management. I recognize this Committee has done a lot of work in the past, but the Board should discuss whether Committees (there are a few more below) that were created and then subsequently, the Town hired full-time professional staff, whether the Committees continue to be necessary.
- Center Streetscape Design Review AdHoc Committee – Dissolve as work is complete.
- Communications Advisory Committee – This Committee works on the agreements with service providers for cable and internet services and is administrative in nature. The appointing authority for this Committee could be changed to the Town Manager.
- Condominium Conversion Board – Not sure that this Committee still meets. It appears from their minutes online that they haven't met since 2006. If this is the case, this Committee should be dissolved.
- Design Advisory Committee – The last meeting minutes appear to be from 2019 (online). With a PBC a Director of Public Facilities and other Committees having authority to approve public building projects, is this Committee necessary or one additional layer? I recommend dissolving this Committee.
- Economic Development Advisory Committee – No change proposed.
- Fence Viewers – This is administrative in nature and the appointing authority could be changed to the Town Manager.
- Fund for Lexington Board – No change proposed.
- Gammel Legacy Trust – No change proposed.
- Grain Mill Alley Steering Committee (Ad Hoc) – Last met in 2011. Dissolve.
- Greenways Corridor Committee – No change proposed.
- Hanscom Area Towns Committee (HATS) – No change proposed.
- Hanscom Field Advisory Commission – Is this still active and/or necessary? If not, perhaps communications with the other four Towns and legislative action to dissolve the Commission is appropriate.
- HATS Development of Regional Impact Committee – This does not appear to exist; it was on the old website but isn't included on the new website and I don't believe there are any members. If it has not been dissolved it should be dissolved.
- HATS Environmental Sub-Committee – This also is not on the new website and was created by a vote in 1988. If it has not been formally dissolved, it should be.
- Historic District Commission – The appointing authority of this Commission could be changed to the Town Manager as their work is mostly administrative in nature.

- Housing Partnership Board – With the modifications to the LexHab Board that are being proposed, a discussion of whether all housing issues should fall under one body to streamline and provide clearer goals and objectives should be discussed and a decision regarding whether this body could be dissolved.
- Human Rights Committee – The appointing authority of this Committee could be changed to the Town Manager.
- Keeper of the Lockup – This isn't really a Committee, but is the Chief of Police. Since the Town Manager appoints the Chief of Police, Town Counsel should be requested to provide an opinion whether the Keeper of the Lockup is required to be appointed by the Select Board (as per MGL Ch. 40, §35 or if by vote of the Select Board or Special Act if it can be changed to Town Manager.
- Lexington Center Committee – The appointing authority of this Committee could be changed to the Town Manager.
- Lexington Council for the Arts – The appointing authority of this Committee could be changed to the Town Manager.
- LexHab – This could be dissolved if a Housing Trust is established as a non-profit.
- Lexington Scholarship and Educational Fund Committee – No change proposed.
- Mental Health Task Force – This has been a staff program, not a Committee. Recommend that it be dissolved.
- Monuments and Memorials Committee – The appointing authority of this Committee could be changed to the Town Manager.
- Noise Advisory Committee – The appointing authority of this Committee could be changed to the Town Manager.
- Police Manual Policy Committee – There have been no members or meetings since 2015. The Police Department is now an accredited agency with policies being the best management practices in policing as determined by accrediting agencies. Policies are approved by the Town Manager and this Committee could be dissolved.
- Policy Manual Committee – This Committee has not been very active and could be dissolved.
- Registrars of Voters – No change proposed.
- Semiquincentennial Committee – Should be dissolved at some point after 2025.
- Special Permit Residential Development Zoning Bylaw Committee (ad hoc) – should be dissolved when work is completed.
- Stone Building Feasibility/Re-Use Committee – This Committee was recently dissolved.
- Sustainable Lexington Committee – Similar to the Bicycle Advisory Committee, the Board should discuss whether we retain Committees once we have appointed professional staff to fulfill functions. If the Board chooses to retain the Sustainable Lexington Committee, the appointing authority should change to the Town Manager as this is mostly an administrative Committee.
- Tax Deferral and Exemption Study Committee – The appointing authority could be changed to the Town Manager.
- Tourism Committee – The appointing authority could be changed to the Town Manager.
- Town Celebrations Committee – The appointing authority could be changed to the Town Manager.
- Town Report Committee – The appointing authority could be changed to the Town Manager.
- Transportation Advisory Committee – Similar to the Bicycle Advisory Committee and Sustainable Lexington, the Board should discuss that once the Town has hired full-time professional staff, should certain Boards/Committee continue? The appointing authority for this Committee could change to the Town Manager.

- Tree Committee – The appointing authority could be changed to the Town Manager.
- Trustees of Public Trusts – No change proposed.
- Vision for Lexington – No change proposed.
- Water and Sewer Abatement Board – The appointing authority could be changed to the Town Manager.
- Zoning Board of Appeals – No change proposed.

#### Town Manager, Town Moderator and Multiple Appointing Authorities:

I am not recommending dissolving any of the Town Manager or Town Moderator appointed Committees nor any that have multiple appointing authorities.

The attached color-coded outline provides a summary of the recommendations above.

- Light Blue – Multiple Appointing Authorities, Elected Officials or Town Moderator
- Yellow – Represents current Select Board appointments that could be changed to Town Manager
- Green – Continuing Select Board appointments
- Salmon – Committees to consider dissolving

#### Additional Considerations:

##### 1. Onboarding

- Consider requiring applicants to attend meetings before appointment. There have been occasions where members apply, are appointed and later realize that the meeting time doesn't work for them or the committee wasn't what they expected.
- Consider more OML, Ethics, DEI and other related trainings. Many of these trainings could be recorded and posted to the website for future viewing. Current board/committee members communicated through the survey that they would like to learn more about how the Town functions.
- Include the committee charge in the appointment letter because many members have never read or familiarized themselves with their charge. They may help new members understand their role.

##### 2. Term limits

- Consider implementing term limits for chairs only. This recommendation is driven by the non-elected board and committee members' survey responses, feedback from Town staff, and other communities. Board and committee members who completed the survey proposed a 2 or 3-year term limit for chairs. This provides the opportunity for other members to share their ideas and gain experience in a new role.

##### 3. Charges

- As we hire new professional staff, the charge of many of these boards and committees may need to be reviewed and/or updated. The Town should also develop a policy or timeline for

reviewing board and committee charges. This could be done annually or every two years. Reviewing charges will remind current members of what their charge is so they don't expand their reach.

- Consider defining the role and responsibilities of the Chair in the charge.

#	Board/Committee/Commission	Legal Basis	Appointing Authority	Recommendation	Date
1	Affordable Housing Trust Study Committee (ad hoc)	SB Vote	Select Board	Dissolve After Completion	2025
2	Appropriation Committee	Bylaws Ch. 29 §§ 7-21	Town Moderator		
3	Assessors, Board of	MGL Ch. 41, §§ 1-26	Town Manager		
4	Battle Road Scenic Byway Committee	MOA Among Area Towns	Select Board	Change to Town Manager Appointment With a full time staff person, discussion on whether still necessary - if so change appointing authority to Town Manager	
5	Bicycle Advisory Committee	SB Vote	Select Board		2022
6	Board of Health	MGL Ch. 111, §§26-33	Town Manager/SB		
7	Board of Library Trustees	Gift/MGL Ch. 78, § 11	As per gift		2022
8	Capital Expenditures Committee	Bylaws, Ch. 29 §§12-14, 26	Town Moderator		
9	Cary Lecture Committee	Will - Bequeth	Town Moderator		
10	Center Streetscape Design Review AdHoc Committee	SB Vote	Select Board	Dissolve - Design Completed	2022
11	Commission on Disability	MGL Ch. 40, §8J	Town Manager		
12	Communications Advisory Committee (CAC)	SB Vote	Select Board	Change to Town Manager Appointment	
13	Community Preservation Committee	MGL Ch. 44B, §5	Multiple		
14	Comprehensive Plan Advisory Committee (CPAC)	PB Vote	Planning Board	Dissolve after Completion	2023
15	Condominium Conversion Board	Bylaws, Ch. 63, §6	Select Board	Dissolve?	
16	Conservation Commission	MGL Ch. 40, §8C	Town Manager/SB		
17	Council on Aging	MGL Ch. 40, §8B/Bylaws Ch. 35, §2	Town Manager/SB		
18	Design Advisory Committee	SB Vote	Select Board	Dissolve - There is a PBC and all projects use Architects	2022
19	Economic Development Advisory Committee	SB Vote	Select Board		
20	Fence Viewers	MGL Ch. 49, §§ 1-21	Select Board	Change to Town Manager Appointment	
21	Fund for Lexington Board	SB Vote	Select Board		
22	Gammel Legacy Trust	Trust from 1873	Select Board		
23	Grain Mill Alley Steering Committee (ad hoc)	SB Vote	Select Board	Dissolve	2022
24	Greenways Corridor Committee	SB Vote	Select Board		
25	Hanscom Area Towns Committee (HATS)	Memo of Agreement 1988	Select Board		
26	Hanscom Field Advisory Commission	Chapter 290 of 1980	Select Board	Dissolve?	
27	HATS Development of Regional Impact Committee	?	?	No members appear to be appointed - Dissolve	2022
28	HATS Environmental Subcommittee	1988 Vote of HATS	Select Board	Is this necessary - could be dissolved	2022
29	Historic Districts Commission	MGL Ch. 40C, §4	Select Board	Could this change to Town Manager Appointment?	
30	Historical Commission	MGL Ch. 40D, §8D	Town Manager/SB		
31	Housing Authority	MGL Ch. 121B, §3	MGL Ch. 121B, §5		
32	Housing Partnership Board	SB Vote	Select Board	Could this be dissolved if a Housing Trust is established?	2023?
33	Human Rights Committee	SB Vote	Select Board	Change to Town Manager Appointment Town Counsel should provide an opinion whether this can be TM	
34	Keeper of the Lockup	MGL Ch. 40, §35	Select Board	Change to Town Manager Appointment	
35	Lexington Center Committee	SB Vote	Select Board	Change to Town Manager Appointment	
36	Lexington Council for the Arts	SB Vote	Select Board	Change to Town Manager Appointment Could this be dissolved if a Housing Trust is established?	2023?
37	Lexington Housing Assistance Board (LexHAB)	Special Act	Select Board		
38	Lexington Scholarship and Educational Fund Committee	MGL Ch. 60, §3C	Select Board		
39	Mental Health Task Force	?	?	This is a staff run program, not a Committee...should be dissolved	2022
40	Minuteman Cane Award Selection Committee	COA Initiative	Town Manager		

#	Board/Committee/Commission	Legal Basis	Appointing Authority	Recommendation	Date
41	Monuments and Memorials Committee	SB Vote	Select Board	Change to Town Manager Appointment	
42	Noise Advisory Committee	SB Vote	Select Board	Change to Town Manager Appointment	
43	Permanent Building Committee (PBC) Pierce-Lockwood Neighborhood Conservation District (NCD)	Bylaws, Ch. 29, §21	Town Manager		
44	Commission	Bylaws, Ch. 78, §4	HC(1/1); PB(1); TM (3/1)		
45	Planning Board	MGL Ch. 41, §81B	Elected		
46	Police Manual Policy Committee	Article 76 of 1976 Town Meeting	Select Board	Should be dissolved, no members, has not met in years, Town Manager approves policies for the Police Department Not very active, could this be dissolved and when the Select Board seeks a policy, have the Town Manager research and present to the Select Board?	2022
47	Policy Manual Committee	SB Vote	Select Board		2022
48	Recreation Committee	Bylaws, Chapter 29, §17	Town Manager/SB		
49	Registrars of Voters	MGL Ch. 51, §15	Select Board		
50	Retirement Board	MGL 32, §20(4)(b)	Multiple	The Finance Director, Two Former Employees and one by SB and one non employee/retiree is set by statute	
51	School Committee	MGL	Elected		
52	Select Board	MGL	Elected		
53	Semiquincentennial Commission (Lex250) Special Permit Residential Development Zoning Bylaw	SB Vote	Select Board	Will be dissolved after 2025	2026?
54	Amendment Committee (ad hoc)	SB Vote	Select Board	To be dissolved was to provide proposal no later than 9/2021 - to be dissolved upon report	2022/23?
55	Stone Building Feasibility/Re-Use Committee (ad hoc)	SB Vote	Select Board		2022?
56	Sustainable Lexington Committee	SB Vote	Select Board	With a full time staff person, discussion on whether still necessary - if so change appointing authority to Town Manager	
57	Tax Deferral and Exemption Study Committee	SB Vote	Select Board	Change to Town Manager Appointment	
58	The Neighborhood Conservation District Committee	Bylaws, Ch. 78, §3C	HC(1); PB(1); TM (3)		
59	Tourism Committee	Bylaws Ch. 29, §28	Select Board	Change to Town Manager Appointment	
60	Town Celebrations Committee	Bylaws Ch. 29, §§15-16	Select Board	Change to Town Manager Appointment	
61	Town Report Committee	?	Select Board	There is no requirement or legal basis, dissolve or change appointment to Town Manager With a full time staff person, discussion on whether still necessary - if so change appointing authority to Town Manager	2022
62	Transportation Advisory Committee	SB Vote	Select Board		
63	Transportation Safety Group (Working Group)	TM Working Group	Town Manager		
64	Tree Committee	Bylaws Ch. 120, §6	Select Board	Change to Town Manager Appointment	
65	Trustees of the Public Trusts Turning Mill Neighborhood Conservation District (NCD)	Bylaws, Ch. 121 §1	Select Board	Also Chapter 107 of the Acts of 1910	
66	Commission Vision for Lexington Committee (formerly 20/20 Vision	Bylaws, Ch. 78, §4	HC(1/1); PB(1); TM (3/1)		
67	Committee)	SB Vote	Select Board		
68	Water and Sewer Abatement Board	SB Vote	Select Board	Change to Town Manager Appointment	
69	Youth Commission	MGL Ch. 40, §8E	Town Manager/SB		
70	Zoning Board of Appeals	MGL 40A, §12	Select Board		