

SELECT BOARD MEETING
Monday, August 15, 2022
Conducted by Remote Participation*
6:00 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 Concerns and Liaison Reports

TOWN MANAGER REPORT

CONSENT AGENDA

1. Approve Select Board Meeting Minutes - This Item will be rescheduled to a future agenda
2. Approve One-Day Liquor Licenses
3. Select Board Committee Resignation
4. Authorize Communications Advisory Committee to Begin Negotiation Process for the Renewal of the Comcast of Massachusetts III, Inc. Cable Television License

ITEMS FOR INDIVIDUAL CONSIDERATION

- | | |
|--|--------|
| 1. Water and Sewer Abatement Appeal - 40 Arcola Street | 6:10pm |
| 2. Approve Vision Zero Traffic Safety Plan | 6:20pm |
| 3. Presentation - Town Organizational Assessment Project Report | 6:35pm |
| 4. Noise Bylaw Special Permit Amendment Request - Night Work for Water Main Replacement on Lowell Street | 7:05pm |
| 5. Discuss Potential Special Town Meeting | 7:10pm |
| • Remote or In-Person Participation | |
| • Potential Schedule | |

ADJOURN

- | | |
|----------------------------|--------|
| 1. Anticipated Adjournment | 7:30pm |
|----------------------------|--------|

The Select Board meeting packet is typically available at least one business day in advance of the meeting: <https://lexington.novusagenda.com/agendapublic/>

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

<https://us06web.zoom.us/j/88258198112?pwd=ek9Pc1kvMFNuWEJMMnJOKzIYZzZtdz09>

iPhone one-tap:

+13017158592,,88258198112# or +13126266799,,88258198112#

Telephone: +1 301 715 8592 or +1 312 626 6799 or +1 646 931 3860 or +1 929 436 2866 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833

Webinar ID: 882 5819 8112

Passcode: 231221

***An Act Relative to Extending Certain State of Emergency**

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

The next regularly scheduled meeting of the Select Board will be held on Tuesday, September 6, 2022 at 6:00pm via remote participation.

Hearing Assistance Devices Available on Request

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

LexMedia
Recorded by LexMedia

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Select Board Member Concerns and Liaison Reports

PRESENTER:

Select Board Members

ITEM NUMBER:

LR.1

SUMMARY:

Under this item, Select Board Members can provide verbal updates, as well as comment on any additional points and concerns. There are currently no written updates for the August 15, 2022 meeting.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

8/15/2022

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve Select Board Meeting Minutes - This Item will be rescheduled to a future agenda

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.1

SUMMARY:

It has been requested to remove the the July 25, 2022 Select Board meeting minutes from this consent agenda to be taken up at a future meeting.

SUGGESTED MOTION:

n/a

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

8/15/2022

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve One-Day Liquor Licenses

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.2

SUMMARY:

Spectacle Management:

Spectacle Management has requested seven One-Day Liquor Licenses to serve beer and wine in the lobby of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of seven events on the following dates:

- Grace Kelly Concert, Saturday, October 8, 2022 7:00pm to 11:00pm
- Croce Plays Croce Concert, Sunday, October 16, 2022 6:00pm to 10:00pm
- Nathan Carter Concert, Thursday, November 10, 2022 7:00pm to 11:00pm
- Livingston Taylor & Tom Chapin Concert, Friday, November 11, 2022 7:00pm to 11:00pm
- Paula Cole & Sophie B. Hawkins Concert, Saturday, November 12, 2022 7:00pm to 11:00pm
- Vienna Boys Choir - Christmas in Vienna Concert, Thursday, December 15, 2022 6:30pm to 10:30pm
- Kenny G The Miracles Holiday and Hits Tour Concert, Friday, December 16, 2022 7:00pm to 11:00pm

The requests have been reviewed by the Department of Public Facilities with no concerns.

Eastern Massachusetts Association of Community Theaters (EMACT):

The Eastern Massachusetts Association of Community Theaters (EMACT) has requested a One-Day Liquor License to serve beer and wine in the main and lower lobbies of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of their Annual Theater Awards Ceremony and Event on Saturday, August 20, 2022. The requested times on the application are 5:00pm to 11:00pm, which includes: set up; 6:30pm cocktail hour; 7:30pm ceremony; 8:30-9:00pm clean-up; and 10:00-11:00pm removal of beer and wine.

The request has been reviewed by the Department of Public Facilities with no concerns.

SUGGESTED MOTION:

To approve seven One-Day Liquor Licenses for Spectacle Management to serve beer and wine in the lobby of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of seven events as follows: Grace Kelly Concert, Saturday, October 8, 2022 from 7:00pm to 11:00pm; Croce Plays Croce Concert, Sunday, October 16, 2022 from 6:00pm to 10:00pm; Nathan Carter Concert, Thursday, November 10, 2022 from 7:00pm to 11:00pm; Livingston Taylor & Tom Chapin Concert, Friday, November 11, 2022 from 7:00pm to 11:00pm; Paula Cole & Sophie B. Hawkins Concert, Saturday, November 12, 2022 from 7:00pm to 11:00pm; Vienna Boys Choir

- Christmas in Vienna Concert, Thursday, December 15, 2022 from 6:30pm to 10:30pm; and Kenny G The Miracles Holiday and Hits Tour Concert, Friday, December 16, 2022 from 7:00pm to 11:00pm.

To approve a One-Day Liquor License for Eastern Massachusetts Association of Community Theaters (EMACT) to serve beer and wine in the main and lower lobbies of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of their Annual Theater Awards Ceremony and Event on Saturday, August 20, 2022 from 5:00pm to 11:00pm.

Move to approve the consent.

FOLLOW-UP:

Select Board Office

DATE AND APPROXIMATE TIME ON AGENDA:

8/15/2022

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Select Board Committee Resignation

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.3

SUMMARY:

The Select Board is being asked to accept the resignation of Archana Dayalu from the Sustainable Lexington Committee effective immediately.

On behalf of the Town of Lexington, the Select Board Members would like to extend their many thanks to Ms. Dayalu for her time and service to the community.

SUGGESTED MOTION:

To accept the resignation of Archana Dayalu from the Sustainable Lexington Committee effective immediately.

Move to approve the consent.

FOLLOW-UP:

Select Board Office

DATE AND APPROXIMATE TIME ON AGENDA:

8/15/2022

ATTACHMENTS:

Description	Type
 Resignation Letter - A. Dayalu	Backup Material

Stacey Prizio

From: Archana Dayalu [REDACTED]
Sent: Wednesday, August 10, 2022 9:07 AM
To: Stacey Prizio
Cc: Kim Katzenback
Subject: Re: PLEASE READ: Town of Lexington Board/Committee September 2022 Reappointments

USE CAUTION: This email came from outside the Town of Lexington. **Do not** click links, open attachments or respond to the email **unless** you recognize the sender, you are expecting the communication and you know the content is safe.

Hello,

I am stepping down from SLC (prior to my appointment end date). I just have too many other demands right now. I really appreciate the opportunity I had to serve the town of Lexington, and I hope I can continue to do so in many other ways in future.

Regards,
Archana Dayalu

On Tue, Jul 26, 2022 at 1:37 PM Stacey Prizio <sprizio@lexingtonma.gov> wrote:

Good afternoon Board & Committee Members,

You are receiving this message because your term on a Town of Lexington Board or Committee is due to expire on September 30, 2022. If you wish to be considered for reappointment, please provide a completed application, as well as a copy of your current State Conflict of Interest Law Online Training certificate. Please kindly email (selectboard@lexingtonma.gov), mail or drop off the documents to the Select Board Office at your convenience. ***The deadline to submit the documents is August 8, 2022.*** You will receive a reminder next week if we have not heard from you sooner.

[Municipal Employee Online Training Program](#)

If you do not wish to be reappointed, please indicate that in an email as we need to account for everyone.

Please let me know if you have any questions. We look forward to hearing from you!

Thank you,

Stacey

Stacey A. Prizio

Department Assistant

Office of the Select Board

Town of Lexington

1625 Massachusetts Avenue

Lexington, MA 02420

Main: 781-698-4580

Direct: 781-698-4582

sprizio@lexingtonma.gov

selectboard@lexingtonma.gov

When writing or responding, please be aware that the Massachusetts Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

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The arc of the moral universe is long, but it bends towards justice.

-Martin Luther King, Jr. & Theodore Parker

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Authorize Communications Advisory Committee to Begin Negotiation Process for the Renewal of the Comcast of Massachusetts III, Inc. Cable Television License

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.4

SUMMARY:

Comcast's Cable Television License with the Town expires on August 31, 2024. By federal and state law and regulation, negotiations for a renewal license may start between 36 and 30 months prior to the expiration date.

Comcast notified the Town on November 30, 2021 that they wish to renew their license. The Select Board is the Issuing Authority for Cable Television Licenses in the Town of Lexington.

By its Committee Charge, the Communications Advisory Committee (CAC) "advise[s] the [Select Board] on all aspects of wired and wireless communication and data services to and within the Town," and specifically, "when stipulated by the [Select Board], represent[s] the Town in negotiations and during contractual/license relationships with providers of those services." In keeping with this Charge, the CAC is prepared to conduct the Comcast license renewal process on behalf of the Town, as it has done with past Cable Television License renewals.

As such, the committee is looking to the Select Board to formally authorize the Communications Advisory Committee to conduct the process of negotiating the renewal of the Comcast Cable Television License.

Attached is brief overview of the process that will ensue once authorized. As a part of the process, the CAC would come back before the Board at a future date to then provide an update on the negotiations.

SUGGESTED MOTION:

To authorize the Communications Advisory Committee to conduct the process of negotiating a renewal Cable Television License with Comcast of Massachusetts III, Inc.

Move to approve the consent.

FOLLOW-UP:

Communications Advisory Committee

DATE AND APPROXIMATE TIME ON AGENDA:

8/15/2022

ATTACHMENTS:

Description	Type
<input data-bbox="164 579 180 600" type="checkbox"/> Request for Select Board approval for CAC to negotiate Comcast license renewal	Backup Material

Communications Advisory Committee
Request for a Motion to Authorize CAC to conduct the process
of Negotiating the Renewal of the Comcast Cable Television License
August, 2022

The Select Board is the Issuing Authority for Cable Television Licenses in the Town of Lexington. Comcast's Cable Television License with the Town expires on August 31, 2024. By federal and state law and regulation, negotiations for a renewal license may start between 36 and 30 months prior to the expiration date. Comcast notified the Town on November 30, 2021 that they wish to renew their license. The Communications Advisory Committee (CAC) has acknowledged this notification in conversations with Comcast's representative at CAC meetings held this past spring. It is now appropriate for the Select Board to take steps to formally initiate the license renewal process.

By its Committee Charge, the CAC "advise[s] the [Select Board] on all aspects of wired and wireless communication and data services to and within the Town," and specifically, "when stipulated by the [Select Board], represent[s] the Town in negotiations and during contractual/license relationships with providers of those services." In keeping with this Charge, the CAC is prepared to conduct the Comcast license renewal process on behalf of the Town, as it has done with past Cable Television License renewals—most recently, RCN in 2019 and Verizon in 2021–2022. Accordingly, the CAC requests that the Select Board pass a motion substantially similar to the following:

"Moved, that the Communications Advisory Committee be authorized to conduct the process of negotiating a renewal Cable Television License with Comcast of Massachusetts III, Inc."

The following information is provided in support of this request.

Regulatory requirements and our plan

Federal and state laws and regulations (the "Rules") specify a two-phase "Formal Process" for Cable Television License renewal. This Formal Process is designed to protect both parties' rights and to help ensure a renewal license is executed before the current license expires. However, the Rules also encourage the parties to a license renewal to engage in informal discussion and negotiation, which can often be less cumbersome and take less time and effort to reach a successful conclusion.

To protect the Town's rights according to the Rules, and because Comcast has already notified the Town of its intent to renew its Cable Television License, the CAC will initiate the Town's side of the Formal Process while simultaneously engaging with Comcast in informal discussion and negotiation.

The Process

The Select Board's direction to the CAC will mark the initiation of the first phase of the Formal Process, *Ascertainment*. This phase encompasses:

- Reviewing the cable operator's performance under the current license, and,
- Determining the cable-related needs and interests of the community.

The CAC has found in the past that a good way to do this is to:

1. Request input from the Town Manager and the Superintendent of Schools, to determine if there are any changes in the Town's and Schools' needs for cable television services, and
2. Hold a public hearing, to allow residents to comment on the operator's performance under the current license and to suggest changes and improvements.

The Rules require that that Ascertainment be completed no later than six months prior to the expiration of the license. However, this would be a tight schedule leaving little time for Comcast and the Town to come to agreement on the terms of the Renewal License. To maximize the time available for actual license negotiations, the CAC intends to begin Ascertainment activities this fall.

If, during this time, informal discussions have resulted in agreement on a Renewal License, all that remains is for the CAC to request the Select Board to approve the new terms, update the draft to reflect any changes, conduct a public hearing on the new terms (as required by the Rules), and have the Select Board and Comcast execute the license.

However, if the parties have not been able to agree on terms of a renewal license through informal negotiations, completion of Ascertainment marks the beginning of Phase 2 of the formal process, *Negotiation*. At this time, the CAC will ask the Town Manager to issue a formal Request for Proposal (RFP) to Comcast. The technical content of the RFP may be a marked-up copy of the current license. Comcast would then have 30 or 45 days to respond with a license proposal, and the Town will have

a period of four months for discussion and negotiation, after which the CAC will bring its recommendations to the Board.

Following a public hearing on the new terms, the Board must decide whether or not to grant the renewal license. If the renewal license is granted, the Board (as the Issuing Authority for cable television licenses) and the operator will execute the final document. If the Board decides not to renew, however, the operator may initiate legal proceedings against the Town. It is therefore important that the Town meet the formal milestones spelled out in the Rules, to avoid the appearance of fault.

Time frame

As noted above, the CAC plans to begin activities of the Ascertainment process this fall. Although the Rules require that Ascertainment be completed six months prior to expiration of the current license (*i.e.*, February 2024), the RFP/proposal/negotiation process can take five months or more, leaving inadequate time to finalize and execute the Renewal License.

On the other hand, we do not want to execute the Renewal License too early. With a two year period until expiration of the current license, a lot can happen in the technical and regulatory environment. By delaying formal completion of Ascertainment to the summer of 2023 (about 12 months prior to expiration), we can ensure any RFP incorporates our latest understanding of the direction of the cable industry, while allowing sufficient time to negotiate final language and get to an executed renewal license before the current license expires.

Respectfully submitted,
Kenneth T. Pogran
Chair, Communications Advisory Committee

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Water and Sewer Abatement Appeal - 40 Arcola Street

PRESENTER:

John Rossi, Appellant

ITEM NUMBER:

I.1

SUMMARY:

This customer is disputing a Fall 2021 bill as the spring bills were being mailed the bill is a late submittal of over three months. This customer was estimated for six billing cycles beginning in the Fall of 2018 and received his first actual bill in the Fall of 2021 – a note on the account home page states that staff had issues reading the meter due to a locked gate. The bill was for 250 CCF indicating that he had clearly been underestimated. The customer contacted water and sewer billing in December right after the customer received the bill to question the usage. The customer was informed that the Town does not adjust catch up bills and that it is the customers responsibility to contact the W/S department if they are receiving estimated water bills.

The note also mentions that the customer was told that he could have had a leak (to which he never mentioned that he did) but was adamant that the Town should have done more to get accurate meter readings and this bill was the Town's problem, not his.

Four months later, the customer submitted an abatement application for the bill with a receipt for replacing a kitchen sink faucet and a shower/tub valve from 7/27/21 and a receipt for replacing two ballocks for a boiler from 4/24/20 (neither invoice stated leaks were happening). This is an appeal where the customer received a large catch up bill and are submitting invoices for leaks from bill periods that would have been due a long time ago and was submitted well past the deadline. Additionally, the customer's most recent spring bill still remains outstanding which also is a stipulation for being granted an abatement.

This customer would have received at least three blue cards (if not more) during the Town's reading cycles asking him to send back a meter reading and contact the Town to repair his equipment and he would have received two bills prior to the one in dispute that had language added to them asking customers who are receiving estimated bills to contact us – here is the language added to our utility bills in the fall of 2020:

"If you are receiving estimated water bills (read code "W") please contact the Water and Sewer Billing Department at 781-274-8370 or 781-274-8359 or via email at utilitybilling@lexingtonma.gov. In order to be properly invoiced for your water and sewer usage and to avoid a large catch-up bill, it is imperative we inspect and/or repair your metering equipment."

SUGGESTED MOTION:

Move to deny the appeal of Mr. John Rossi at 40 Arcola Street.

Or

Move to approve the appeal of Mr. John Rossi at 40 Arcola Street in the amount of \$_____.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

8/15/2022

6:10pm

ATTACHMENTS:

Description	Type
☐ 40 Arcola Street - Letter of Appeal to Select Board 2022-07-25	Backup Material
☐ 40 Arcola Street - Appeal Denial	Backup Material
☐ 40 Arcola Additional Information	Cover Memo

JOHN F. ROSSI
40 ARCOLA STREET
LEXINGTON, MASSACHUSETTS 02420

July 24, 2022
VIA EMAIL

Select Board
Town of Lexington, Massachusetts
1625 Massachusetts Avenue
Lexington, MA 02420

RE: WATER & SEWER BILL ABATEMENT
40 ARCOLA STREET
ACCOUNT NO: [REDACTED]
BILL NO: 1015922

Dear Distinguished Members of the Select Board,

I am requesting further consideration of the request for abatement and payment relief which was presented to the Town of Lexington Water and Sewer Abatement Board (WSA) on June 16, 2022 and that Board's recommendation of that date, a copy of which is attached ,to this letter. I further request that the Select Board not follow the June 16, 2022 recommendation of the WSA, The WSA's recommendation is: "INTEREST ONLY. PER WSA POLICIES, ABATEMENT APPLICATIONS MUST BE SUBMITTED WITHIN 30 DAYS OF BILL ISSUANCE DATE". It is my contention that the WSA recommendation, if followed, will wrongfully place form over substance in the abatement appeal policy and thereby place an unfair and unfair burden upon the Customer as well as conflict with the proper goals of the abatement review process. In support of my contentions I state the following:

1. The bill which is the subject of this abatement request was issued in November, 2021 indicated a current balance due in the approximate amount of \$7,000.00. This sum is extremely higher than the previous balance of a few hundred dollars and also is extremely higher than billings during the previous 22+ years. This extraordinary large balance appears to be due to three factors:

- I. Billings which were estimated bills during the previous several years;
- II. Three undetected fixtures leaks over significant time periods during the estimated billing period. This leaks had no exterior signs of existence having been confined to exist inside the tanks of the fixtures; and
- III. Estimated billing amounts which were actually lower than those prior to the estimated billing period.

2. The Customer has been working primarily from his home since July, 2016. This is in part due to a permanent disability suffered during the Spring of 2016 as well as the COVED-19 pandemic emergency. The Customer experienced no in person visits requesting for access to read the subject meter at any time during the extended estimated billing period, nor did he receive any written request for such access during that time. After receiving the November, 2021 bill, he was directed to language within the body of the previously issued water & sewer bills indicating the need to contact the Water and Sewer Department for this purpose, but that language was well within the body of the bills and not detected by the Customer.

3. The amounts of each estimated billing gave the Customer no reason to believe he was being charged less than his actual usage, the size of his household having steadily declined from 5 individuals to 2 over the previous several years.

4. The amounts of each estimated billing also gave the customer no reason to believe any water leaks were occurring on the premises. It was not until the leaks became severe enough to create leaking noise that they could reasonably be detected. Once this happened, they were repaired in a timely manner as evidenced by the attached receipts.

5. Since having received the November, 2021 bill, an updated water meter capable of remote reading has been installed at this residence. It would therefore appear that a recurrence of the need for estimated billing in the future is unlikely.

6. The WSA recommendation is based upon a policy requiring the submission of an application within 30 days of the bill issuance date and is unfair and poses an undue hardship on the Customer for several reasons:

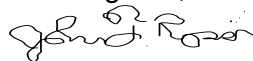
- I. 30 days is an unreasonably short period of time to prepare a proper notice of appeal, The pandemic emergency which has resulted in limited and delayed in person business activities has caused delays in routine business practices such as securing invoices and receipts.
- II. Mailed water & sewer bills are often not received by Customers until several days after their issuance dates.
- III. No undue prejudice has resulted to a municipality if it receives a request for abatement after 30 days particularly in light of the fact that bills are issued quarterly rather than monthly.
- IV. Imposing such a restrictive time limitation without discretionary exception unduly places form over substance in the review and abatement process.

7. There appears to be no reasonable explanation as to why the amount of estimated bills were for amounts lower than previous bills would indicate, or why the estimated billing protocol continued for such an extended period.

8. Taking into account the totality of the circumstances surrounding the November, 2021 bill as explained above, and assuming that but for the fact that the abatement application was not received within the 30 day period, an abatement would be appropriate in this instance, a reasonable review of the equities of this application is warranted.

As a result of the foregoing, the Customer requests that the Select Board grant this Customer's application for Abatement in an amount it considers fair and just under a totality of the circumstances surrounding the estimated billing process and multiple leaks experienced at this residence. Thank you for your anticipated consideration of this application.

Best regards,



JOHN F. ROSSI

attachments: two invoices & WSA notice dated June 16, 2022

781-396-6837

Date:

April 24 / 2020

Cirigliano Plumbing & Heating Co. Inc.

22 Sylvia Road • Medford, MA 02155

License #8323



To:

Mr. Rossi

40 Arcola St. ex.

4/24/20

Replace two BALLCOCKS, ①
SS supply —
Clock boiler & reset.

Done in Feb
EM

225.

Plumbing • Heating • Gas Fitting

TOWN OF LEXINGTON BILLING OFFICE
201 BEDFORD STREET
LEXINGTON MA 02420
781-274-8370 OR 781-274-8359

WATER/SEWER BILL
TOWN OF LEXINGTON

DATE OF ISSUE: 04/15/2021
DUE DATE: 05/17/2021
BILL NUMBER: 1000390

SECTION NO	ACCOUNT NO	PROPERTY LOCATION
01		40 ARCOLA STREET

WATER CURRENT	SEWER CURRENT	PAST DUE
92.40	175.14	336.04

READING DATE	CURRENT READING	PREVIOUS DATE	PREVIOUS READING	USAGE	CODE
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TOTAL AMT DUE: 603.58

03/29/2021 1101 09/08/2020 1080 21 W

DUE DATE: 05/17/2021

CODES: A - ACTUAL W - ESTIMATED P - POSTCARD

ROSSI, JOHN & ELLYN
40 ARCOLA STREET
LEXINGTON MA 02420-2621



CUSTOMER COPY - RETAIN FOR YOUR RECORDS

04486042021401000390300000603589

RATE SCHEDULE (per hundred cubic feet (HCF))

Domestic & Commercial Accounts
(account #'s ending in "00")

Usage in HCF	Water Rate	Sewer Rate	Combined Rate
0 - 40	\$4.40	\$ 8.34	\$12.74
41 - 80	\$6.59	\$13.61	\$20.20
> 80	\$8.70	\$21.64	\$30.34

Irrigation (account #'s ending in "01", "02", "03")

Usage in HCF	Water Rate	Sewer Rate	Combined Rate
ALL	\$8.70	\$0.00	\$8.70

Interest at the rate of 14% per annum will accrue
on overdue bills from the due date until full
payment is received.

****VIEW AND PAY YOUR BILL ONLINE AT**

<https://www.lexingtonma.gov/tax-collector-treasurer/online-bill-payment>

**INVOICE CLOUD ONLINE BILL PAYEMENT! NEVER MISS A BILL BY
SIGNING UP FOR BILLING UPDATES AND REMINDERS****

For questions regarding payments contact the Treasurer/Collector at
781-862-0500 x 84600

If you are receiving estimated water and sewer bills, please contact the
water and sewer billing department by phone at 781 274 8370 or 781 274
8359 or via email at utilitybilling@lexingtonma.gov to schedule a meter
inspection. In order to ensure you are being properly invoiced for your
water and sewer usage and to prevent a large catch up bill, it is
imperative we repair your metering equipment.

If you received a higher than normal utility bill due to a leak at your
property, you may be eligible for an abatement. The abatement
application can be found at
<https://www.lexingtonma.gov/water-and-sewer/pages/forms> and must be
submitted within 30 days of the bill issuance date.

Payable to: Town of Lexington
Town Collector's Office
1625 Massachusetts Avenue
Lexington MA 02420
781-862-0500 EXT. 84600 or 781-698-4600

WATER/SEWER BILL
TOWN OF LEXINGTON

DATE OF ISSUE: 04/15/2021
DUE DATE: 05/17/2021
BILL NUMBER: 1000390

SECTION NO	ACCOUNT NO	PROPERTY LOCATION
01		40 ARCOLA STREET

WATER CURRENT	SEWER CURRENT	PAST DUE
92.40	175.14	336.04

READING DATE	CURRENT READING	PREVIOUS DATE	PREVIOUS READING	USAGE	CODE
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TOTAL AMT DUE: 603.58

03/29/2021 1101 09/08/2020 1080 21 W

DUE DATE: 05/17/2021

CODES: A - ACTUAL W - ESTIMATED P - POSTCARD

ROSSI, JOHN & ELLYN
40 ARCOLA STREET
LEXINGTON, MA 02420

COLLECTOR'S COPY - RETURN WITH PAYMENT

04486042021401000390300000603589

Town of Lexington Department of Public Works
Water/Sewer Division
Samuel Hadley Public Services Building
201 Bedford Street
Lexington, MA 02420



JUNE 16, 2022

JOHN ROSSI
40 ARCOLA STREET
LEXINGTON, MA 02420

RE: Location: 40 ARCOLA STREET
Acct #:
Bill #: 1015922

**PLEASE READ THIS LETTER CAREFULLY FOR THE DETAILS ON THE
REMAINING PROCEDURES FOR YOUR ABATEMENT**

Dear Customer,

A request for an abatement was presented to the Town of Lexington Water and Sewer Abatement Board (WSAB) on June 16, 2022. The WSAB will recommend to the Select Board that the abatement below be made to your account:

Abatement: INTEREST ONLY

**PER WSAB POLICIES, ABATEMENT APPLICATIONS MUST BE SUBMITTED WITHIN 30
DAYS OF BILL ISSUANCE DATE**

If you disagree with the Board's recommendation, you may exercise your right to appear before the Abatement Board at its next meeting to appeal its recommendation. **You have already exercised your right to dispute this decision to the WSAB. Should you wish to contest this decision further with the Select Board, you must contact them on your own accord.**

After the 14 days and upon approval by the Select Board at their subsequent meeting, you will be notified of its action. At that time, an adjustment in the amount of the abatement shown above will be applied to your account. Any penalty interest that may have accrued on the bill in question will be waived and you will be given 30 days to pay any balance due.

If you would like more information regarding the basis upon which the Water and Sewer Abatement Board's recommendation was made, please contact me at 781-274-8370 or via email at vwalsh@lexingtonma.gov. Please be advised my office hours are Monday, Tuesday, Thursday, and Friday 7:00AM to 3:30PM – email is the preferred form of contact.

Sincerely yours,

Vyctoria Walsh

Utility Billing & Meter Operations Manager
Water/Sewer Enterprise
vwalsh@lexingtonma.gov
781-274-8370

Town of Lexington Department of Public Works
Water/Sewer Division
Samuel Hadley Public Services Building
201 Bedford Street
Lexington, MA 02420



APPLICATION FOR ABATEMENT

APPLICANT INFORMATION

NAME(S): JOHN & ELYN ROSS
MAILING ADDRESS: 40 ARCOLA STREET
TELEPHONE: [REDACTED]
E-MAIL: [REDACTED]

SERVICE LOCATION INFORMATION

ACCOUNT #: [REDACTED]
ADDRESS: 40 ARCOLA STREET

DISPUTED BILL INFORMATION

BILL #: 101 5922 BILL DATE: 12/15/21 AMOUNT: \$7,158.20

REASON(S) FOR WHICH ABATEMENT IS REQUESTED: (please attach any supporting documentation)

Please see attached statement.

PLEASE CAREFULLY READ AND CHECK OFF THAT YOU ACKNOWLEDGE THE FOLLOWING

? I UNDERSTAND THAT THIS APPLICATION MUST BE TURNED IN WITHIN 30 DAYS OF THE BILL ISSUANCE DATE OF MY BILL IN DISPUTE OR MY APPLICATION WILL BE DENIED

X I UNDERSTAND THAT A GOOD FAITH PAYMENT EQUALLING THE SAME AMOUNT AS MY PRIOR BILL FROM THE CURRENT CYCLE MUST BE MADE ON THE BILL IN DISPUTE BEFORE I TURN IN THIS APPLICATION OR MY APPLICATION WILL BE DENIED

X I UNDERSTAND THAT THERE CANNOT BE ANY OUTSTANDING BALANCES PRIOR TO MY BILL IN DISPUTE ON MY UTILITY ACCOUNT BEFORE I TURN IN THIS APPLICATION OR MY APPLICATION WILL BE DENIED

X I UNDERSTAND THAT IF THE FINDINGS OF THE WSAB DETERMINE MY PIPES/PLUMBING/METER EQUIPMENT WERE NOT PROPERLY MAINTAINED MY APPLICATION WILL BE DENIED

X I UNDERSTAND THAT IF I HAD A LEAK, I MUST PROVIDE A COPY OF A RECEIPT/PLUMBER'S INVOICE SHOWING THAT I HAVE FIXED THE ISSUE OR MY APPLICATION WILL BE DENIED

SIGN: [Signature] DATE: 4-21-22

FOR OFFICE USE ONLY

DATE SUBMITTED: 4/25/22 ///WITHIN 30 DAYS? ☐ YES ☒ NO ///PAYMENT AMT: _____

INITIAL: VW WSAB MEETING DATE: _____

John F. Rossi
40 Arcola Street

REASONS FOR WHICH ABATEMENT IS REQUESTED

1. Both of the bathroom toilets and a shower in our house experienced ongoing leaks during the past few years. I have enclosed billing receipts for service rendered on July 27, 2021 and April 24, 2020 regarding ballocks replacements and valve replacements.
2. The delay in submitting this application was the result of searching for and securing copies of the foregoing billing receipts.
3. Estimated water and sewer bills were issued over a period of several years. I am not sure why access is believed to have been unavailable insofar as I have been working from my home throughout most of the pandemic during the past 2+ years. We have recently had an updated meter installed in our home through the Town's meter replacement program thereby eliminating the need for future estimated bills.
4. The aforementioned leaks are a likely cause of the extremely large difference between the estimated bills and the actual meter reading depicted in the December 15, 2021 bill.
5. I am issuing payment in the amount of \$266.19 to cover any past due charges as indicated in the December 15, 2021 bill.
6. In addition, I am issuing payment in the amount of \$275 to be applied toward any amount remaining after full review and resolution of this Application for Abatement.
7. The sudden assessment of a \$7,000.00 water and sewer bill charge will cause an undue economic hardship.



JOHN F. ROSSI

date: April 21, 2022

tel: 781.273.3220 fax: 781.273.3220
email: cambridgehardware@comcast.net

24117

TO

John Rossi
40 A/COA ST
Lexington MA

DATE	7/27/21	ORDER NO.	Perbac-John
SHIP TO			

SALESPERSON	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS	Completion
QUANTITY		DESCRIPTION		UNIT PRICE	TOTAL
<p>JOB-</p> <ul style="list-style-type: none"> - Remove & Replace Kitchen Faucet w/ New Kohler Faucet w/ spray handle - Remove & Replace ^{Shower/Trub} Symmons Valve & Replace w/ New Chrome Symmons Valve 					
		Stack		\$500.00	
		TAX		31.25	
				<hr/>	\$531.25
		LABOR		\$400.00	
				<hr/>	\$931.25
		Total:			\$931.25
<p>Thanks :</p>					

Thank You!

781-396-6837

Date: April 24 / 2020

Cirigliano Plumbing & Heating Co. Inc.

22 Sylvia Road • Medford, MA 02155



To:

Mr. Rossi

40 Arcola St. ex.

4/24/20

Replace two BALLOCKS, Ⓢ
ss supply —
clock boiler & reset

Pancini Fed
PM

225. —

Plumbing • Heating • Gas Fitting

TOWN OF LEXINGTON BILLING OFFICE

201 BEDFORD STREET
 LEXINGTON MA 02420
 781-274-8370 OR 781-274-8359

WATER & SEWER BILL**Remit Copy**

Please write your account number on your check
 and enclose this portion of bill with your payment.

Date of Issue 12/15/2021	Section Number 01	Account Number [REDACTED]	Past Due 266.19	Past Due Interest 24.71	Current Charges 6,867.30
			Bill Number 1015922	Date Due 01/14/2022	Amount Due 7,158.20

Make checks payable to:
 Town of Lexington

ROSSI, JOHN & ELLYN
 40 ARCOLA STREET
 LEXINGTON MA 02420-2621



04486042022201015922600007158207

✂ Detach and return the above portion with your payment ✂

TOWN OF LEXINGTON BILLING OFFICE

201 BEDFORD STREET
 LEXINGTON MA 02420
 781-274-8370 OR 781-274-8359

WATER & SEWER BILL**Customer Copy**

Keep this portion for your records

Customer ROSSI, JOHN & ELLYN				Service Address 40 ARCOLA STREET			
Date of Issue 12/15/2021	Section Number 01	Bill Number 1015922	Account Number [REDACTED]	Due Date 01/14/2022			
Description	Present Read Date	Previous Read Date	Present Meter Reading	Previous Meter Reading	Read Code	Usage	Charge
WATER	09/14/2021	03/29/2021	1351	1101	A	250	2,072.80
SEWER						250	4,794.50
Note: 1 HCF (hundred cubic feet) equals 750 gallons of water * Read Codes: A - Actual W - Estimated P - Postcard M - Manual							
Last Payment Amt 336.04	Last Payment Date 05/06/2021	Current Charges 6,867.30	Past Due Amount 266.19	Past Due Interest 24.71	Amount Due 7,158.20		

ROSSI, JOHN & ELLYN
 40 ARCOLA STREET
 LEXINGTON, MA 02420

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RATE SCHEDULE (per hundred cubic feet (HCF))**Domestic & Commercial Accounts
(account #'s ending in "00")**

Usage in HCF	Water Rate	Sewer Rate	Combined Rate
0 - 40	\$4.75	\$ 8.77	\$13.52
41 - 80	\$7.12	\$14.32	\$21.44
> 80	\$9.40	\$22.77	\$32.17

Irrigation (account #'s ending in "01", "02", "03")

Usage in HCF	Water Rate
ALL	\$9.40

04486042022201015922600007158207

8/15/22

40 ARCOLA STREET

BILLING HISTORY

METER	READ CODE	READ DATE	BILL #	READ	USAGE	WATER CHARGE	SEWER CHARGE	BILL TOTAL	PAYMENT
SENS61137054	A	3/14/2022	1031117	1,381	30	\$ 142.50	\$ 263.10	\$ 405.60	NO
SENS61137054	A	9/14/2021	1015922	1,351	250	\$ 2,072.80	\$ 4,794.50	\$ 6,867.30	PARTIAL
SENS61137054	W	3/29/2021	1000390	1,101	21	\$ 92.40	\$ 175.14	\$ 267.54	LIENED
SENS61137054	W	9/8/2020	980116	1,080	25	\$ 110.00	\$ 208.50	\$ 318.50	PAID
SENS61137054	W	3/18/2020	960209	1,055	21	\$ 86.10	\$ 171.15	\$ 257.25	PAID
SENS61137054	W	9/11/2019	945238	1,034	20	\$ 82.00	\$ 163.00	\$ 245.00	PAID
SENS61137054	W	3/20/2019	930184	1,014	21	\$ 83.16	\$ 156.66	\$ 239.82	PAID
SENS61137054	W	9/6/2018	915437	993	30	\$ 118.80	\$ 223.80	\$ 342.60	PAID
SENS61137054	A	3/28/2018	900426	963	21	\$ 81.69	\$ 144.06	\$ 225.75	LIENED

A - ACTUAL

W - ESTIMATE

TOWN OF LEXINGTON

Collector of Taxes
P.O. Box 309
Lexington, MA 02420-0003
781-274-8370 OR 781-274-8359

WATER & SEWER BILL**Remit Copy**

Please write your account number on your check
and enclose this portion of bill with your payment.

Date of Issue 04/20/2022	Section Number 01	Account Number 0100074100	Current Charges 405.60	Past Due 6,867.30	Past Due Interest 331.89
			Bill Number 1031117	Due Date 05/20/2022	TOTAL AMT DUE 7,604.79

ROSSI, JOHN & ELLYN
40 ARCOLA STREET
LEXINGTON, MA 02420

Make checks payable to:
Town of Lexington

04486042022201031117300007604796

✂ Detach and return the above portion with your payment ✂

TOWN OF LEXINGTON BILLING OFFICE

201 BEDFORD STREET
LEXINGTON MA 02420
781-274-8370 OR 781-274-8359

WATER & SEWER BILL**Customer Copy**

Keep this portion for your records

Customer ROSSI, JOHN & ELLYN				Service Address 40 ARCOLA STREET			
Date of Issue 04/20/2022	Section Number 01	Bill Number 1031117	Account Number 0100074100	Due Date 05/20/2022			
Description	Present Read Date	Previous Read Date	Present Meter Reading	Previous Meter Reading	Read Code	Usage	Charge
WATER	03/14/2022	09/14/2021	1381	1351	A	30	142.50
SEWER						30	263.10
<p>Note: 1 HCF (hundred cubic feet) equals 750 gallons of water * Read Codes: A - Actual W - Estimated P - Postcard M - Manual</p>							
Last Payment Amt 336.04	Last Payment Date 05/06/2021	Current Charges 405.60	Past Due Amount 6,867.30	Past Due Interest 331.89	Amount Due 7,604.79		

ROSSI, JOHN & ELLYN
40 ARCOLA STREET
LEXINGTON, MA 02420

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> 80	\$9.40	\$22.77	\$32.17

Irrigation (account #'s ending in "01", "02", "03")

Usage in HCF	Water Rate
ALL	\$9.40

04486042022201031117300007604796

TOWN OF LEXINGTON BILLING OFFICE

201 BEDFORD STREET
 LEXINGTON MA 02420
 781-274-8370 OR 781-274-8359

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ROSSI, JOHN & ELLYN
 40 ARCOLA STREET
 LEXINGTON, MA 02420

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 Town of Lexington

04486042022201015922600007158207

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201 BEDFORD STREET
 LEXINGTON MA 02420
 781-274-8370 OR 781-274-8359

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Keep this portion for your records

Customer ROSSI, JOHN & ELLYN			Service Address 40 ARCOLA STREET				
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Description	Present Read Date	Previous Read Date	Present Meter Reading	Previous Meter Reading	Read Code	Usage	Charge
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Note: 1 HCF (hundred cubic feet) equals 750 gallons of water * Read Codes: A - Actual W - Estimated P - Postcard M - Manual							
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ROSSI, JOHN & ELLYN
 40 ARCOLA STREET
 LEXINGTON, MA 02420

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Irrigation (account #'s ending in "01", "02", "03")

Usage in HCF	Water Rate
ALL	\$9.40

04486042022201015922600007158207

TOWN OF LEXINGTON BILLING OFFICE
201 BEDFORD STREET
LEXINGTON MA 02420
781-274-8370 OR 781-274-8359

WATER/SEWER BILL
TOWN OF LEXINGTON

DATE OF ISSUE: 04/15/2021
DUE DATE: 05/17/2021
BILL NUMBER: 1000390

SECTION NO	ACCOUNT NO	PROPERTY LOCATION
------------	------------	-------------------

01 0100074100 40 ARCOLA STREET

WATER CURRENT	SEWER CURRENT	PAST DUE
92.40	175.14	336.04

READING DATE	CURRENT READING	PREVIOUS DATE	PREVIOUS READING	USAGE	CODE
-----------------	--------------------	------------------	---------------------	-------	------

03/29/2021 1101 09/08/2020 1080 21 W

CODES: A - ACTUAL W - ESTIMATED P - POSTCARD

TOTAL AMT DUE: 603.58

DUE DATE: 05/17/2021

ROSSI, JOHN & ELLYN
40 ARCOLA STREET
LEXINGTON, MA 02420

CUSTOMER COPY - RETAIN FOR YOUR RECORDS

04486042021401000390300000603589

RATE SCHEDULE (per hundred cubic feet (HCF))

**Domestic & Commercial Accounts
(account #'s ending in "00")**

Usage in HCF	Water Rate	Sewer Rate	Combined Rate
0 - 40	\$4.40	\$ 8.34	\$12.74
41 - 80	\$6.59	\$13.61	\$20.20
> 80	\$8.70	\$21.64	\$30.34

Irrigation (account #'s ending in "01", "02", "03")

Usage in HCF	Water Rate	Sewer Rate	Combined Rate
ALL	\$8.70	\$0.00	\$8.70

Interest at the rate of 14% per annum will accrue
on overdue bills from the due date until full
payment is received.

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781-862-0500 x 84600

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8359 or via email at utilitybilling@lexingtonma.gov to schedule a meter
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imperative we repair your metering equipment.

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property, you may be eligible for an abatement. The abatement
application can be found at
<https://www.lexingtonma.gov/water-and-sewer/pages/forms> and must be
submitted within 30 days of the bill issuance date.

Payable to: Town of Lexington
Town Collector's Office
1625 Massachusetts Avenue
Lexington MA 02420
781-862-0500 EXT. 84600 or 781-698-4600

WATER/SEWER BILL
TOWN OF LEXINGTON

DATE OF ISSUE: 04/15/2021
DUE DATE: 05/17/2021
BILL NUMBER: 1000390

SECTION NO	ACCOUNT NO	PROPERTY LOCATION
------------	------------	-------------------

01 0100074100 40 ARCOLA STREET

WATER CURRENT	SEWER CURRENT	PAST DUE
92.40	175.14	336.04

READING DATE	CURRENT READING	PREVIOUS DATE	PREVIOUS READING	USAGE	CODE
-----------------	--------------------	------------------	---------------------	-------	------

03/29/2021 1101 09/08/2020 1080 21 W

CODES: A - ACTUAL W - ESTIMATED P - POSTCARD

TOTAL AMT DUE: 603.58

DUE DATE: 05/17/2021

ROSSI, JOHN & ELLYN
40 ARCOLA STREET
LEXINGTON, MA 02420

COLLECTOR'S COPY - RETURN WITH PAYMENT

04486042021401000390300000603589

TOWN OF LEXINGTON BILLING OFFICE
201 BEDFORD STREET
LEXINGTON MA 02420
781-274-8370 OR 781-274-8359

WATER/SEWER BILL
TOWN OF LEXINGTON

DATE OF ISSUE: 11/25/2020
DUE DATE: 12/28/2020
BILL NUMBER: 980116

SECTION NO	ACCOUNT NO	PROPERTY LOCATION
------------	------------	-------------------

01 0100074100 40 ARCOLA STREET

WATER	SEWER	PAST
CURRENT	CURRENT	DUE
110.00	208.50	0.41

READING DATE	CURRENT READING	PREVIOUS DATE	PREVIOUS READING	USAGE	CODE
--------------	-----------------	---------------	------------------	-------	------

09/08/2020 1080 03/18/2020 1055 25 W

CODES: A - ACTUAL W - ESTIMATED P - POSTCARD

TOTAL AMT DUE: 318.91

DUE DATE: 12/28/2020

ROSSI, JOHN & ELLYN
40 ARCOLA STREET
LEXINGTON, MA 02420

CUSTOMER COPY - RETAIN FOR YOUR RECORDS

04486042021400980116800000318915

RATE SCHEDULE (per hundred cubic feet (HCF))

**Domestic & Commercial Accounts
(account #'s ending in "00")**

Usage in HCF	Water Rate	Sewer Rate	Combined Rate
0 - 40	\$4.40	\$ 8.34	\$12.74
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Payable to: Town of Lexington
Town Collector's Office
1625 Massachusetts Avenue
Lexington MA 02420
781-862-0500 EXT. 84600 or 781-698-4600

WATER/SEWER BILL
TOWN OF LEXINGTON

DATE OF ISSUE: 11/25/2020
DUE DATE: 12/28/2020
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SECTION NO	ACCOUNT NO	PROPERTY LOCATION
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01 0100074100 40 ARCOLA STREET

WATER	SEWER	PAST
CURRENT	CURRENT	DUE
110.00	208.50	0.41

READING DATE	CURRENT READING	PREVIOUS DATE	PREVIOUS READING	USAGE	CODE
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DUE DATE: 12/28/2020

ROSSI, JOHN & ELLYN
40 ARCOLA STREET
LEXINGTON, MA 02420

COLLECTOR'S COPY - RETURN WITH PAYMENT

04486042021400980116800000318915

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve Vision Zero Traffic Safety Plan

PRESENTER:

Ross Morrow, Assistant Town
Engineer

ITEM NUMBER:

I.2

SUMMARY:

Attached please find the presentation that Sheila Page and Ross Morrow will be presenting in its final format, which is ready for the Select Board to consider approval. As previously discussed, an approved Vision Zero plan will open funding options for the Town that we currently cannot access.

SUGGESTED MOTION:

Move to approve the Vision Zero plan, as presented.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

8/15/2022

6:20pm

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	Presentation	Cover Memo
<input type="checkbox"/>	Action Plan	Cover Memo

VISION ZERO ACTION PLAN

SELECT BOARD MEETING

August 15th, 2022



ENVIRONMENTAL
 PARTNERS

— An Apex Company —

INTRODUCTIONS



Margot E. Schoenfelder
PE, AICP
PROJECT MANAGER



James D. Fitzgerald
PE, LEED AP
DIRECTOR OF TRANSPORTATION | PRINCIPAL



AGENDA

- Objectives
- Action Plan Strategies
- Performance Measures
- Next Steps



OBJECTIVES

- Make streets safer for everyone
- Decrease travel speeds
- Promote a culture of safety
- Implement Vision Zero actions in an equitable manner
- Use data to inform priorities and measure progress
- Create an institutional commitment to Vision Zero



OBJECTIVE 1 – MAKE STREETS SAFER FOR EVERYONE

- Strategy 1.1: Make intersections safer
 - Update inventory of traffic signal equipment and create a plan for upgrading equipment if not compliant with latest accessibility guidelines
 - Implement signal and/or operational modifications at one or more intersection annually
 - Implement geometric intersection safety treatments at one or more intersection annually
- Strategy 1.2: Make mid-block crossings safer
 - Inventory existing mid-block crossings and identify priority locations for improvements
 - Implement safety improvements at two or more mid-block crossings annually



OBJECTIVE 1 – MAKE STREETS SAFER FOR EVERYONE

- Strategy 1.3: Expand the Town's bicycle and pedestrian networks
 - Identify two corridors on which dedicated bicycle facilities can be installed within the existing ROW, prioritizing locations within the High Crash Network
 - Develop a Town-wide Bicycle and Pedestrian Plan to determine priorities for bicycle and pedestrian infrastructure improvements
 - Begin implementing a low-stress bicycle network and phase implementation to ensure connectivity
 - Construct dedicated bicycle facilities on at least two corridors to encourage low-impact travel modes



OBJECTIVE 2 – DECREASE TRAVEL SPEEDS

- Strategy 2.1: Design or redesign roads and intersections to manage travel speeds
 - Review the Town's Traffic Calming Policy and update as appropriate based on current best practices
 - Re-evaluate typical cross-sections for various street types and widths to promote safe speeds
 - Implement traffic calming measures within intersections and along key corridors within High Crash Network based on best practices
- Strategy 2.2: Use traffic management measures to reduce neighborhood cut-through traffic
 - Develop methodology for determining neighborhoods in which traffic studies should be conducted to reduce cut-through traffic
 - Conduct traffic studies for at least two neighborhoods and implement measures to reduce cut-through traffic as appropriate
 - Collaborate with nearby communities regarding best practices



OBJECTIVE 2 – DECREASE TRAVEL SPEEDS

- Strategy 2.3: Reduce speed limits
 - Evaluate posted speed limits town-wide and identify corridors for which engineering studies should be performed to lower the posted speed limit or establish a safety zone
 - For corridors on which traffic calming measures have been implemented, measure new travel speeds and evaluate whether the speed limit should be lowered
- Strategy 2.4: Enforce safe speeds
 - Conduct high-visibility targeted enforcement actions that address speeding, distractions, and impairment, particularly within the High-Crash Network, in school zones, and near activity areas with high pedestrian activity
 - Consider publicly supporting and advocating for legislation to allow municipalities to opt into automated enforcement
 - Collaborate with nearby communities regarding best practices for enforcement



OBJECTIVE 3 – PROMOTE A CULTURE OF SAFETY

- Strategy 3.1- Educate residents about safe travel habits and the implications of unsafe behaviors
 - Initiate public information campaign to educate residents of the dangers of distracted and impaired driving, walking, and biking and the correlation between speed and crash severity
 - Continue implementing bicycle safety campaigns in coordination with the Safe Routes to School Program
 - Consider implementing a “wait & wave” program that uses pavement markings to encourage pedestrians to wait before crossing the road and wave to motorists after stopping
- Strategy 3.2 – Expand and support Safe Routes to School (SRTS) activities
 - Through the SRTS Program, support and expand hands-on bicycle and pedestrian education programs for children and caregivers
 - Through the SRTS Program, support and expand walk- and bike-to-school events



OBJECTIVE 3 – PROMOTE A CULTURE OF SAFETY

- Strategy 3.3 – Encourage a reduction in vehicle miles travelled through Lexington
 - Review existing school busing policies and fees to increase school bus usage
 - Consider a shared Lexpress and School Bus pass program
 - Expand amenities for bicyclists, such as bike racks, to encourage bicycling
 - Identify ways to discourage SOV travel to and from schools and establish joint meetings with School Committee and Select Board members to spearhead effort
 - Encourage a reduction in VMT within Lexington by initiating public information campaigns about the benefits of using lower-impact travel modes and changing e-commerce habits
 - Consider stronger TDM measures to incentivize a reduction in SOV trips



OBJECTIVE 4 – IMPLEMENT VZ ACTIONS IN AN EQUITABLE MANNER

- Strategy 4.1 – Implement safety improvements equitably
 - Use Census data and other equity-related indicators, overlaid with crash data, to identify top transportation safety issues within Communities of Concern
 - Ensure safety improvements within Town are implemented in a geographically equitable manner
 - Consider vulnerable road users and all travel modes when prioritizing safety improvements
- Strategy 4.2 – Engage with all stakeholders when performing public outreach
 - Prioritize engagement with vulnerable stakeholders in transportation safety-related efforts



OBJECTIVE 5 – USE DATA TO INFORM PRIORITIES AND MEASURE PROGRESS

- Strategy 5.1 – Expand crash and speed data records
 - Update the Town's crash documentation system to retain crash records for at least 10 years
 - Develop a method for stakeholders to anonymously report unreported collisions and near-misses
 - Invest in “smart” equipment that allows for the collection of data through daily operations (e.g., speed feedback signs that collect speed data)
 - Generate new High-Crash Network mapping every 5 years and analyze the factors contributing to crashes using latest crash data



OBJECTIVE 5 – USE DATA TO INFORM PRIORITIES AND MEASURE PROGRESS

- Strategy 5.2 – Routinely evaluate the performance of Vision Zero actions and report progress to the public
 - Create a webpage on the Town website that will act as the central source for traffic safety information in Lexington
 - Conduct before-and-after studies on the impacts of Vision Zero actions
 - Publish available data regarding Police Department's traffic stop activities on Town website
 - As part of TSG's annual reporting, provide an annual Vision Zero Status Report that documents the implementation status of the Action Plan, tracks progress, and summarizes the effects of implemented safety interventions



OBJECTIVE 6 – CREATE AN INSTITUTIONAL COMMITMENT TO VZ

- Strategy 6.1 – Update Town processes to prioritize safety
 - Encourage all elected officials and Town department leaders to commit to collaborating toward the goal of zero traffic fatalities and serious injuries by 2035
 - Consider the establishment of a dedicated Vision Zero fund for implementation of Action Plan and coordination among departments if it is determined that existing Capital and operations budgets cannot support the plan
 - Continue holding regular TSG meetings to review data and ongoing traffic safety performance and identify strategies for improvement



PERFORMANCE MEASURES

- Safety statistics
 - Number of crashes by mode, normalized by the population
 - Number of traffic injuries and fatalities by mode, normalized by the population
- Infrastructure
 - Percentage of the High Crash Network with new street safety improvements
 - Percentage of street safety improvements made in communities disproportionately impacted by traffic fatalities and serious injuries
 - Miles of sidewalk and bike infrastructure constructed and maintained
- Travel Patterns
 - Commute mode share



NEXT STEPS

- August 15th, 2022 – Receive Select Board approval of Action Plan
- Late August 2022 – Establish top-priority projects
- September 15th, 2022 – Submit Application for Implementation Grant



The background is a dark blue field with a repeating pattern of white line-art icons. The icons include a person walking, a car, a person on a bicycle, a train, a bus, and a person on a motorcycle, arranged in a grid-like fashion.

THANK YOU

ENVIRONMENTAL
 PARTNERS
— An Apex Company —

VISION ZERO

ACTION PLAN

Lexington, MA | 08.22

Let's eliminate all
traffic-related fatalities
and serious injuries.
Together.

Draft 1
08.12

CONTENTS

03	ACKNOWLEDGEMENTS
07	INTRODUCTION
11	CONTEXT
23	DEVELOPING THE PLAN
27	LET'S TAKE ACTION
45	TRACKING OUR PROGRESS
00	NEXT STEPS
00	APPENDIX A PUBLIC OUTREACH MEETING PRESENTATION

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In Lexington, from 2015 - 2019

3

People

lost their lives

+

780

People

were seriously injured



INTRODUCTION

Being able to move around safely within your community – whether in a car, on a bike, on foot, or getting around another way – is fundamental to quality of life.

Although Lexington has long made traffic safety a priority, people are still being seriously injured or killed on our roadways each year.

From 2015 to 2019, 3 people lost their lives in collisions and 780 people were seriously injured. This is simply not acceptable; as a community, we must do better.

This Action Plan outlines the bold, ambitious actions that the Town is committed to taking to eliminate all traffic-related fatalities and serious injuries within Lexington by 2035.

Let's eliminate all
traffic-related fatalities
and serious injuries.



WHAT IS VISION ZERO?

Vision Zero is a transportation safety initiative that originated in Sweden in the 1990s to eliminate traffic crashes that result in deaths or serious injuries.

Since implementing Vision Zero practices nearly three decades ago, Sweden has become one of the safest places to travel in the world, with traffic deaths cut in half even with an increasing number of trips. Vision Zero is now gaining momentum worldwide, with more than 45 communities having committed to Vision Zero in the United States alone.

Vision Zero is based on the ethical belief that everyone has the right to move safely in their communities. Vision Zero policies generally share six common principles¹

1 Transportation-related deaths and severe injuries are preventable and unacceptable. Crashes are not accidents – they are typically the result of poor behavior or substandard infrastructure.

2 Humans will make mistakes, and the transportation system should be designed such that those mistakes do not result in severe injury or death. While individuals are still responsible for abiding by traffic policies and laws, the primary focus should be on creating a safe system rather than attempting to perfect user behaviors.

3 Humans are vulnerable, and vehicle speeds must be managed to reduce crash severity. The transportation system should be designed for speeds that protect human life.

4 Responsibility is shared. Traffic safety is a multidisciplinary problem requiring collaboration between policy makers, engineers, planners, and public health professionals to achieve the goal of zero deaths and serious injuries.

5 A proactive approach to safety is needed. Instead of waiting for crashes to occur and reacting to them, a proactive, data-driven strategy should be used to identify and mitigate risks in the transportation system.

6 Redundancy is critical.

All components of the transportation system must be strengthened so that in the event that one component fails, people are still protected by the other components.

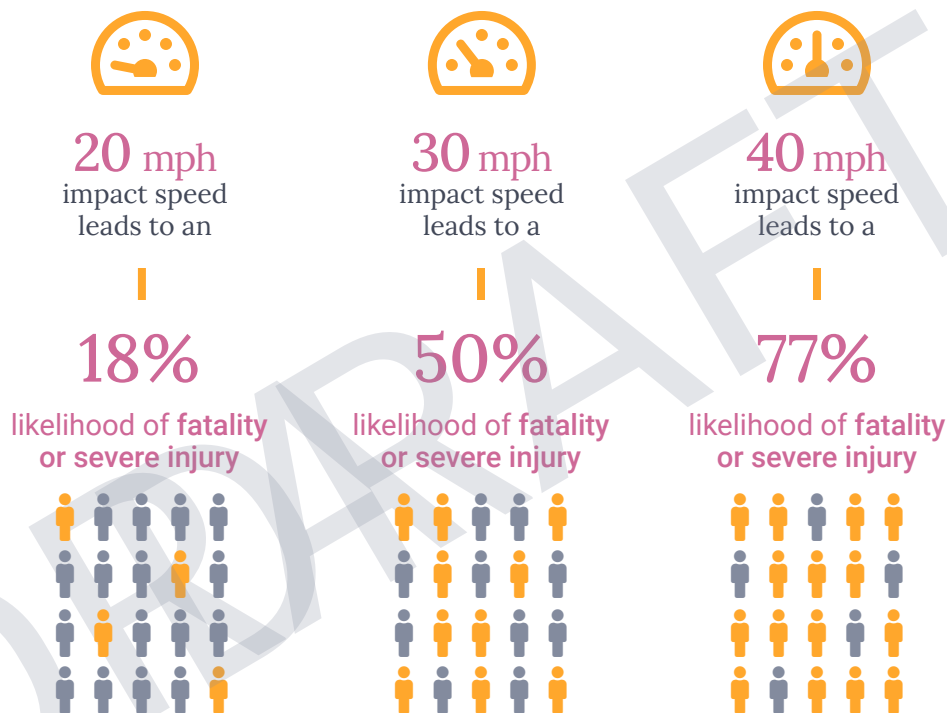
HOW IS VISION ZERO DIFFERENT?

To achieve the goal of zero fatalities and serious injuries, a new approach to roadway engineering is needed.

In Vision Zero, government agencies employ the Safe System approach to eliminate fatalities and serious injuries. Whereas the traditional approach takes a backward-looking perspective, where all of the factors involved in a crash are analyzed to try to prevent such a crash from happening again, the Safe System approach proactively considers where crashes might occur in the future and identifies how such crashes can be prevented.

Did You Know?

Impact speed significantly increases a pedestrian's risk of severe injury or death.²

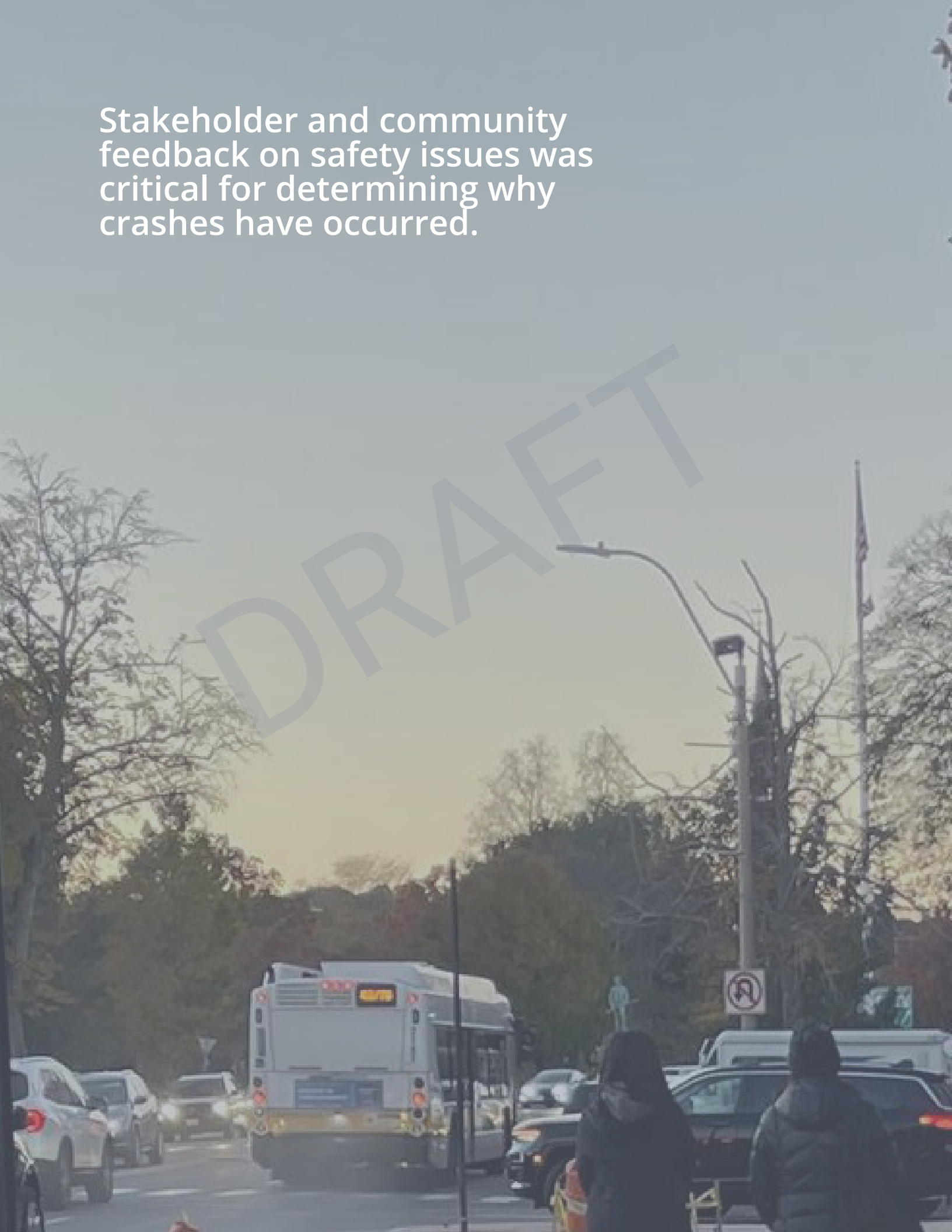


WHY DOES LEXINGTON NEED VISION ZERO?

From 2014 to 2019, Lexington experienced approximately 780 serious injuries and three fatalities due to traffic collisions. These deaths and serious injuries are preventable.

Although Lexington's transportation network is relatively safe compared to national standards, we believe that no deaths or serious injuries on our streets are acceptable. No one within our community should have to lose a loved one due to a traffic collision. That is why Lexington is committed to Vision Zero.

Stakeholder and community feedback on safety issues was critical for determining why crashes have occurred.

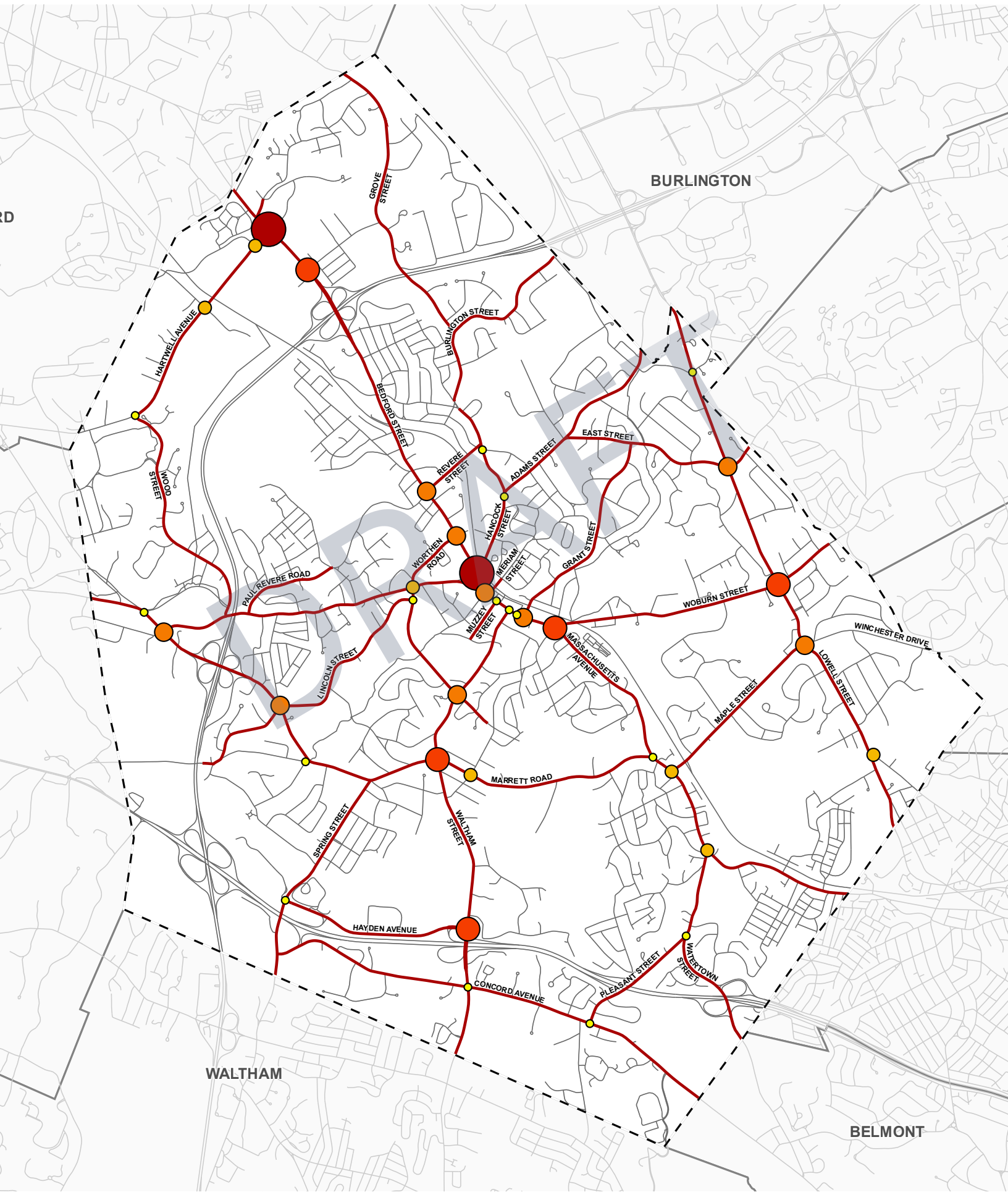




CONTEXT

Vision Zero is a data-driven process. In developing this action plan, we identified where crashes are occurring and who is most impacted to help proactively prevent crashes from occurring in the future.

Because data on contributing factors were not available from crash reports for the timeframe considered, stakeholder and community feedback on safety issues was critical for determining why crashes have occurred in the past and what safety interventions will be most effective at eliminating injuries and fatalities moving forward.



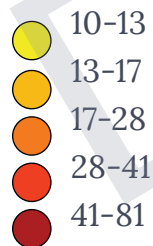
HIGH CRASH NETWORK

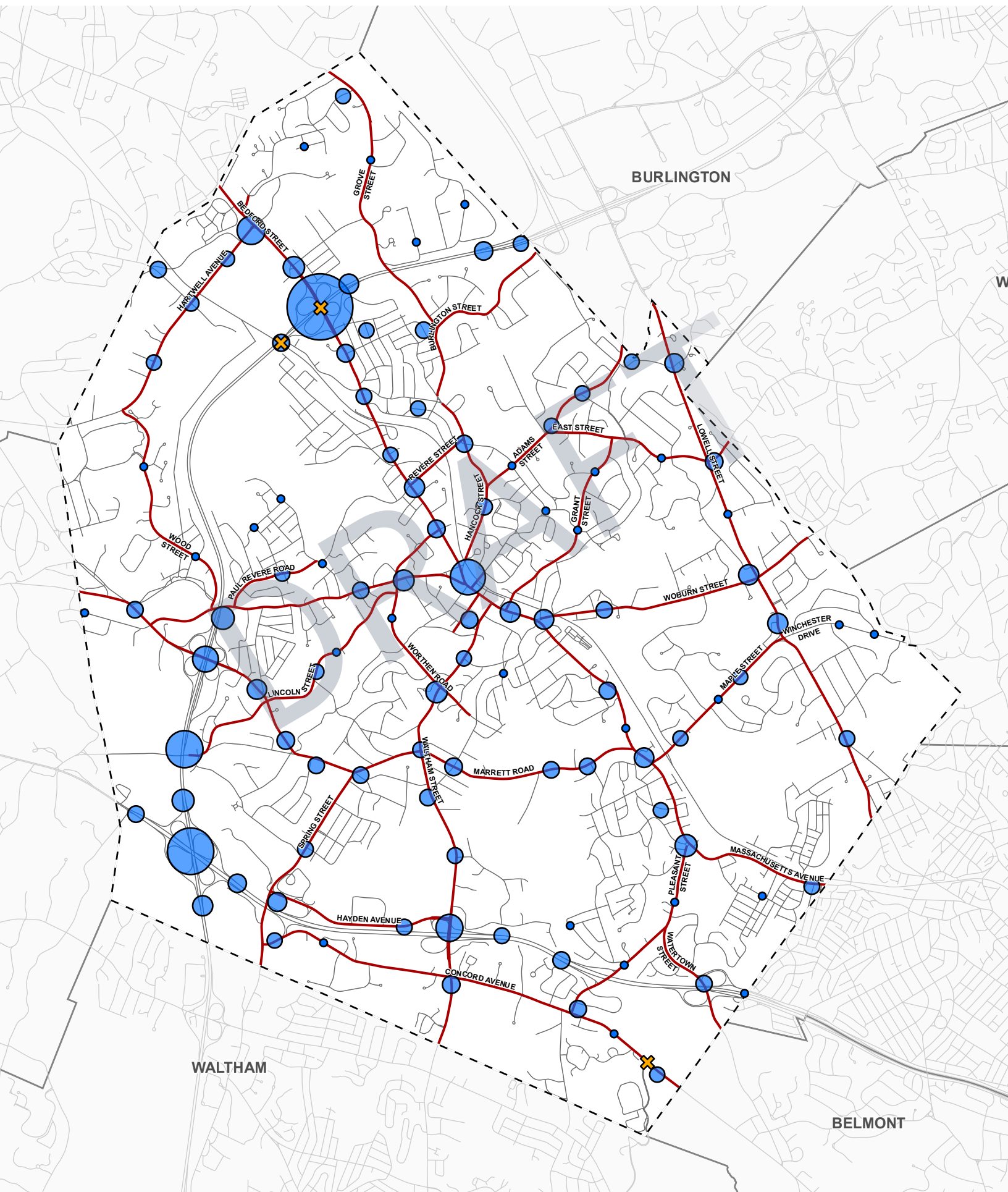
Based on a comprehensive review of town-wide crash data, 27 streets have been identified as being in the High-Crash Network. These corridors are those that have experienced at least 10 crashes per mile annually within the 2015-2019 timeframe and represent Lexington's most dangerous streets and intersections for people walking, biking, and driving. These are the Town's highest priority safety improvement corridors.

< HIGH-CRASH NETWORK Lexington, MA

High-Crash Corridors —

High-Crash Intersections
(No. of Crashes)





INJURIES & FATALITIES

Nearly all traffic-related injuries and fatalities occurred within the High-Crash Network, reinforcing the notion that safety investments should focus on this network.

< NON-FATAL INJURY & FATALITY CRASH LOCATIONS

Lexington, MA

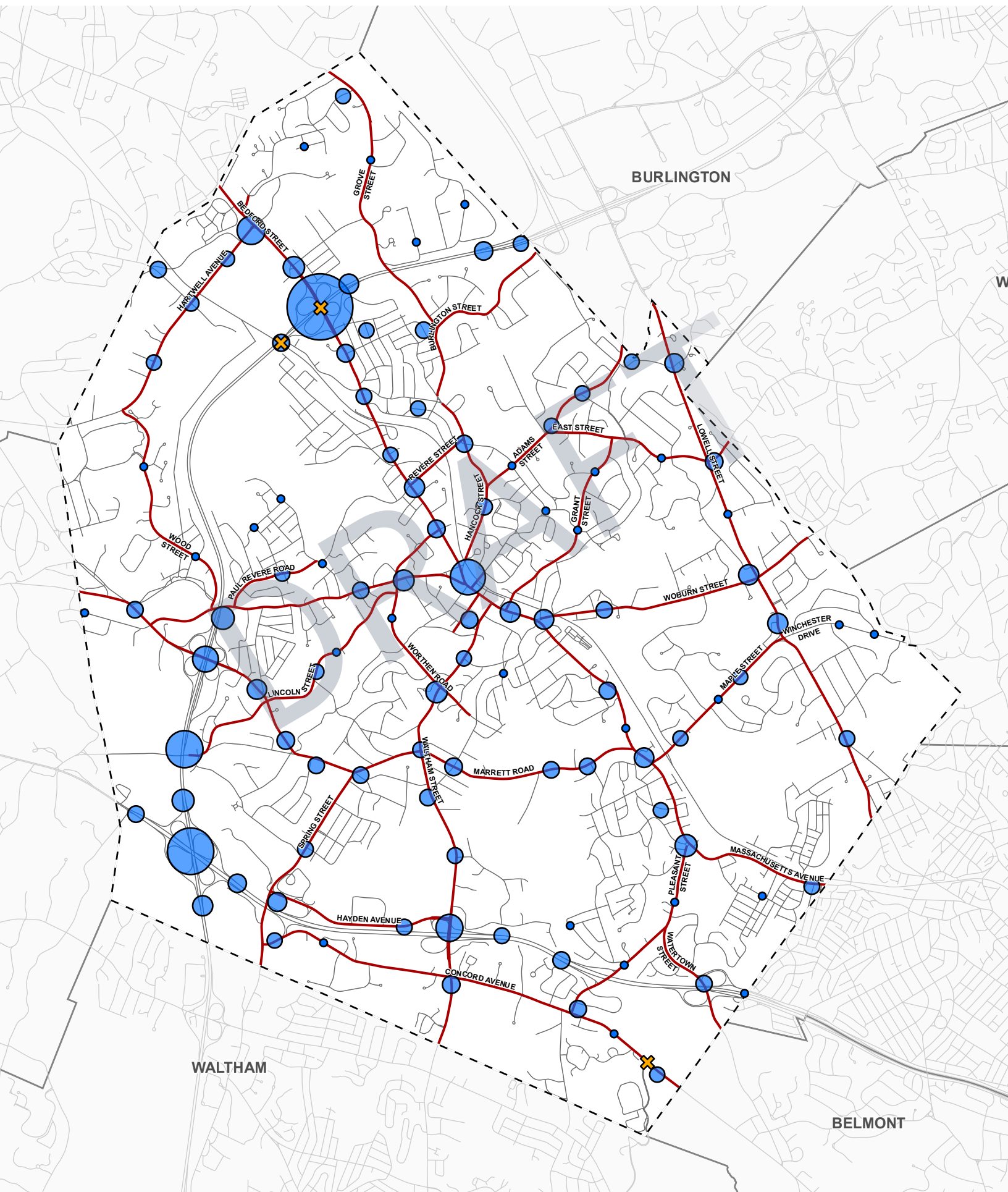
High-Crash Corridors 

 Fatal Crash Location

 Non-Fatal Injury Location

 Low -  High





CRASHES INVOLVING NON-MOTORISTS

Non-motorists are particularly vulnerable to injuries and fatalities in the event of a traffic collision because they are without the protection of an automobile. As such, the locations of crashes involving pedestrians and bicyclists were mapped to identify where these users are most at risk.

< PEDSTRIAN & BICYCLE CRASH LOCATIONS

Lexington, MA

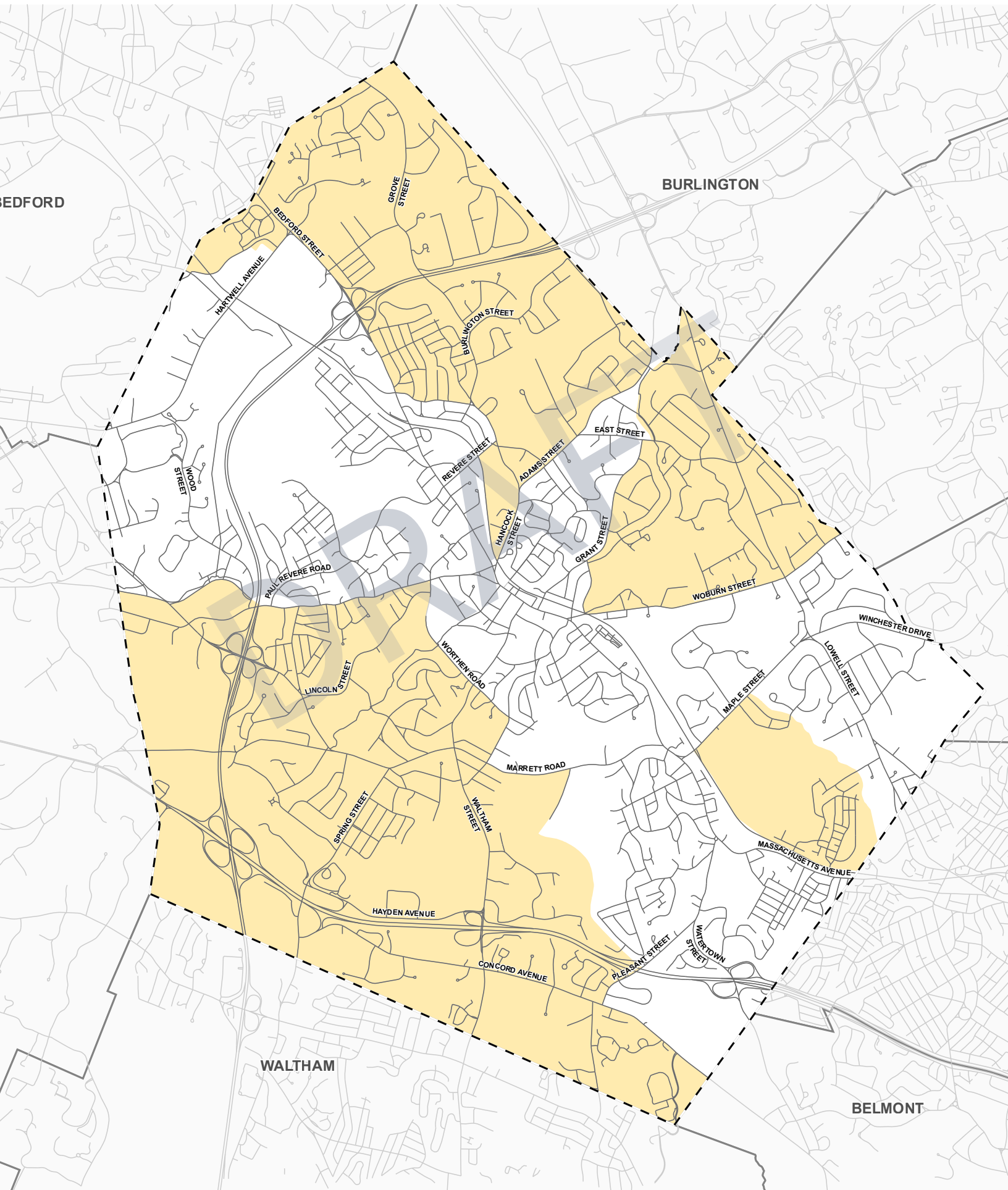
High-Crash Corridors 

 Pedestrian Crash Location

 Low -  High

 Bicycle Crash Location

 Low -  High



COMMUNITIES OF CONCERN

Social equity is at the core of Vision Zero. Lexington is committed to providing safe transportation facilities for all people in the community, especially those areas with historically underserved populations. These geographic areas, generally referred to as “Communities of Concern”, are paid particular attention in transportation safety analysis because compared to people in other neighborhoods, those living in Communities of Concern are more likely to have limited options for getting around and are thus at a higher risk of transportation-related injuries and fatalities.

For the purposes of this Plan, we used Environmental Justice population data from the 2020 Census based on demographic criteria developed by the Massachusetts Executive Office of Energy and Environmental Affairs. A block group is defined as a Community of Concern if one of the following four criteria are true:

- The annual median household income of the block group is not more than 65% of the statewide annual median household income;
- 40% or more of the population identifies as a race other than white;
- 25% or more of the population lacks English language proficiency; or
- 25% or more of the population identifies as a race other than white and the annual median household income of the municipality in which the neighborhood is located does not exceed 150% of the statewide annual median household income.

The adjacent map highlights Communities of Concern within Lexington, which make up approximately 54% of the Town’s geographic area.

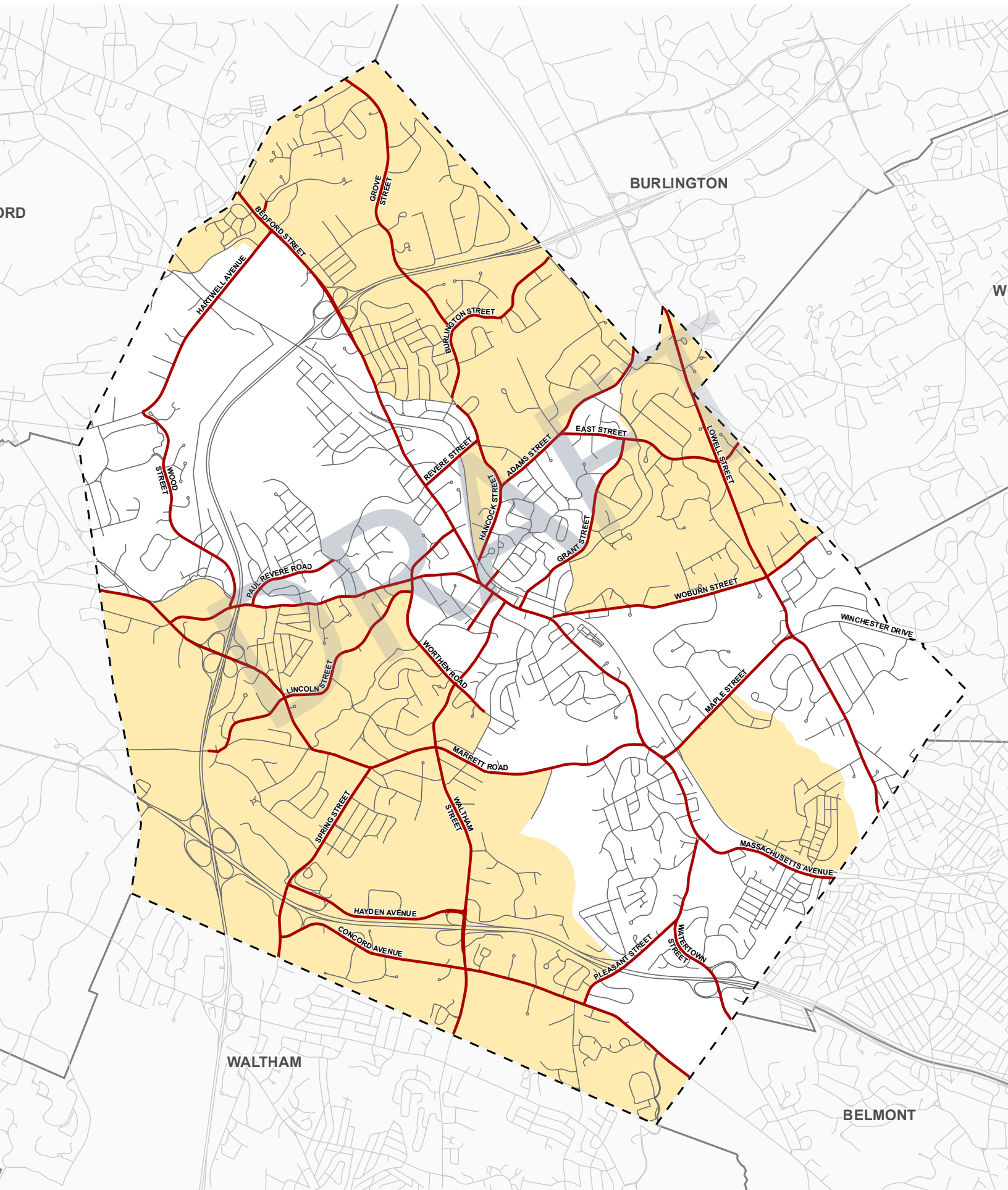


COMMUNITIES OF CONCERN

Lexington, MA



Community of Concern



COMMUNITIES OF CONCERN & THE HIGH-CRASH NETWORK

Approximately 74% of all traffic collisions and 46% of traffic-related injuries and fatalities occurred within Communities of Concern. These areas will be prioritized when implementing safety interventions.

< COMMUNITIES OF CONCERN & THE HIGH-CRASH NETWORK

Lexington, MA

High-Crash Corridors 

 Community of Concern







DEVELOPING THE PLAN

This development of this Action Plan was a collaborative effort among key stakeholders and the community. Input gathered from this meaningful collaboration informed the plan goals, identification of opportunities, and the development of actions.

TRANSPORTATION SAFETY GROUP

The Lexington Transportation Safety Group (TSG) is a seven-member working group with advisors from four resident committees appointed by the Town Manager that evaluates issues and concerns relative to traffic, transit, pedestrian, bicycle, and parking safety. Members of the group met monthly during the summer of 2022 to establish the Town's Vision Zero goals and identify strategies for eliminating traffic fatalities and serious injuries in Lexington by 2035.

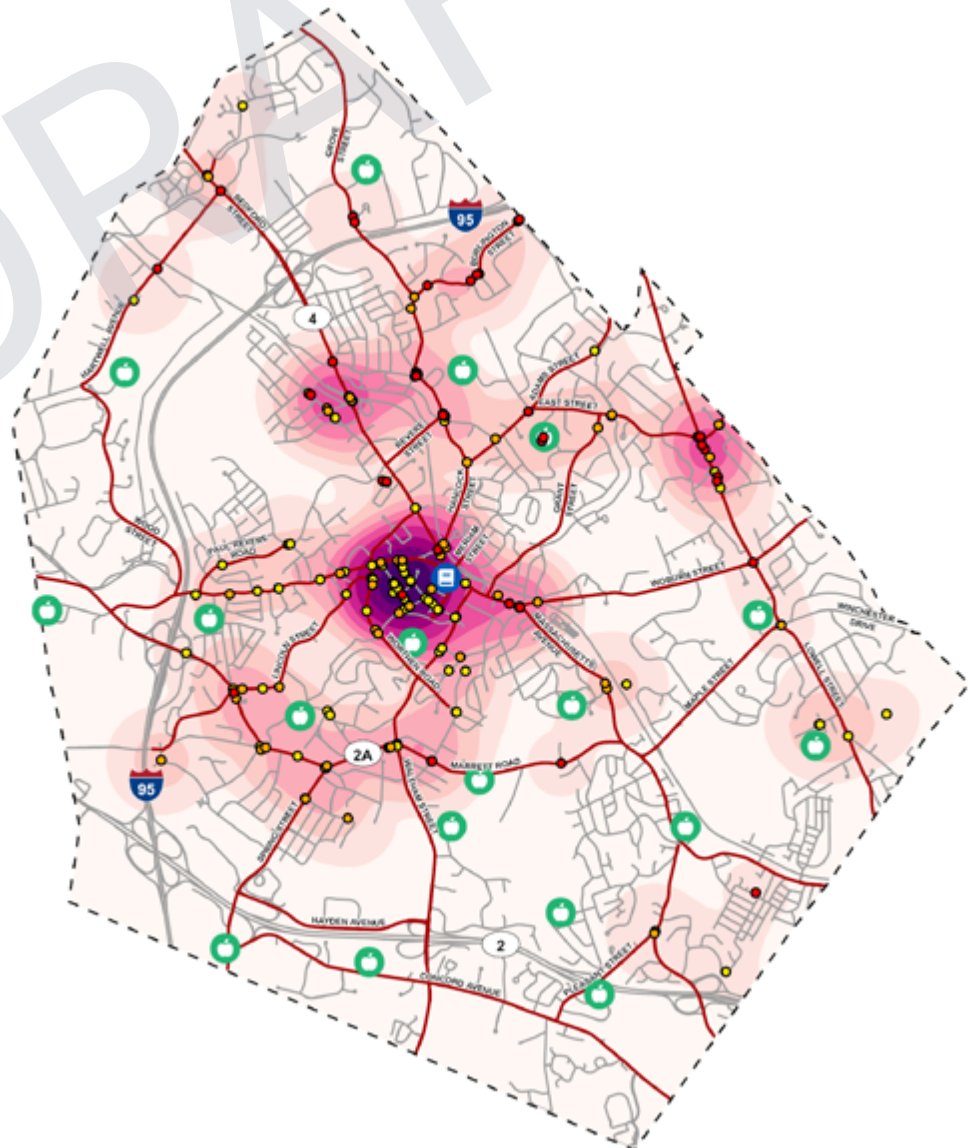
PUBLIC OUTREACH MEETING

On May 18th, 2022, the Town held a virtual public outreach meeting consisting of a presentation followed by a question and answer session. The presentation, which can be found in Appendix A, provided an introduction to the Transportation Safety Group and consulting team, an overview of the Vision Zero initiative and Safe System approach to traffic safety, traffic safety trends in Lexington, and the process being employed to develop the Action Plan.

VISION ZERO

> PUBLIC COMMENTS: DRIVING HAZARDS

Lexington, MA



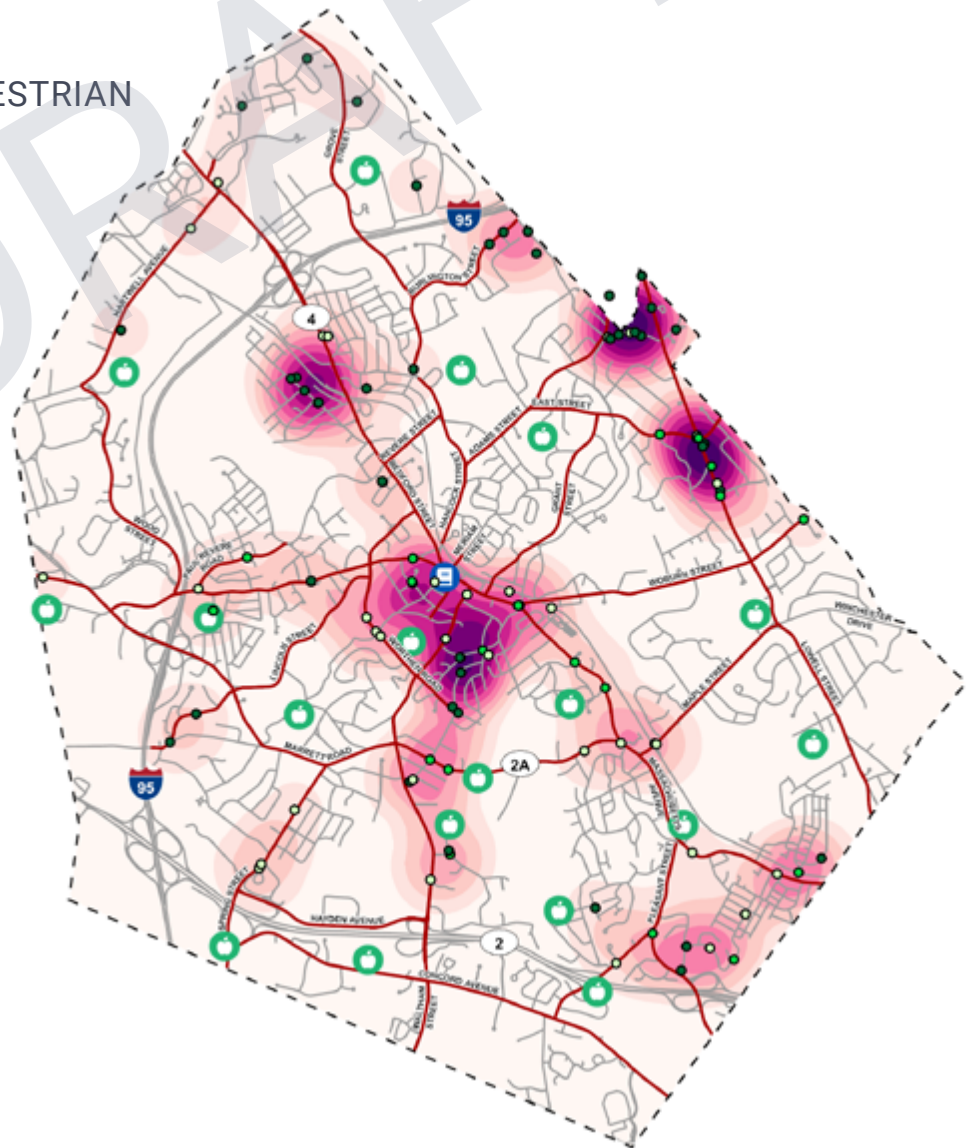
The public was invited to pinpoint locations where they observed safety issues, including near misses, dangerous driving behaviors, and missing bicycle or pedestrian infrastructure, via an online interactive mapping outreach tool. The public was encouraged to participate via the Town website and various news bulletins. Responses were also solicited during a tabling event on May 20, 2022 during Bike, Walk, and Bus Week.

the current safety challenges that people who travel in Lexington experience and what improvements they want to see.

Respondents placed more than 500 pins during the month of June 2022. The responses from this effort, as well as feedback received during the public outreach meeting, helped us understand

> PUBLIC COMMENTS: MISSING BIKE & PEDESTRIAN INFRASTRUCTURE

Lexington, MA





LEXINGTON

work Redesign
Public Meeting

We're
SWAP
Be...

2020
MAY MODE SWAP
CHALLENGE

The Burning Question
What if all transportation
was free?



LET'S TAKE ACTION

Lexington's goal of eliminating traffic-related deaths and serious injuries by 2035 is ambitious and will require ambitious actions by the entire community.

This Action Plan outlines an initial set of actions that Lexington will take to work toward this goal. The plan is intended to be a living document that evolves over time; as we implement action items, we will review the outcomes and identify next steps in an iterative and collaborative process.

OUR VISION

People of all ages and abilities will be able to travel safely and comfortably on Lexington's streets using any mode of travel, and traffic-related deaths and serious injuries will be eliminated by 2035.

OBJECTIVES

- 1 Make Streets Safer for Everyone
- 2 Decrease Travel Speeds
- 3 Promote a Culture of Safety
- 4 Implement Vision Zero Actions in an Equitable Manner
- 5 Use Data to Inform Priorities and Measure Progress
- 6 Create an Institutional Commitment to Vision Zero

OUR TIMELINE

Some actions can be implemented relatively quickly, whereas others will take more time. The actions have been categorized into three timelines:

- Short Term <2 years
- Medium Term 2-5 years
- Long Term 5+ years

Objective 1

Make Streets Safer for Everyone

A Safe Systems approach to transportation safety involves designing transportation infrastructure to accommodate human mistakes and injury tolerances in an effort to reduce the severity of crashes that do occur. Given limited resources, the implementation of proven safety treatments within intersections and along corridors in the High Crash Network will be prioritized.

Strategy 1.1 - Make Intersections Safer

Although intersections are a necessary component of any transportation network, they create points of conflict where crashes can occur. In fact, nearly one-quarter of traffic fatalities and one-half of traffic injuries occur at intersections. Thus, intersection safety should be proactively improved using treatments that have been proven effective to achieve the goal of zero traffic fatalities and serious injuries.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Update the Town's inventory of traffic signal equipment town-wide and create a plan for upgrading equipment to comply with the latest accessibility guidelines if not already compliant				DPW
Implement signal and/or operational modifications proven to prevent serious crashes at one or more intersection annually				DPW
Implement geometric intersection safety treatments with proven safety benefits at one or more intersection annually				DPW

Strategy 1.2 - Make Mid-Block Crossings Safer

Aside from intersections, mid-block crossings represent another point of conflict between motorists and non-motorists that should be proactively addressed to avoid future crashes. There are several tools available for enhancing the visibility of both crosswalks and pedestrians/cyclists at mid-block crossings, with the most appropriate countermeasure for a particular location depending on the roadway width, traffic volume, and speed limit.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Inventory existing mid-block crossings and identify priority locations for improvements using best practices				DPW
Implement safety improvements at two or more mid-block crossings annually				DPW

Strategy 1.3 Expand the Town's Bicycle and Pedestrian Networks

Lexington is committed to expanding the Town's bicycle and pedestrian infrastructure to provide safe, comfortable facilities for non-motorists. Expanding infrastructure for alternative modes of travel not only increases the safety of those already walking and biking but also encourages a reduction in single-occupancy vehicle trips, which is inherently beneficial from a safety perspective. Research has also shown that bicyclists and pedestrians benefit from safety in numbers; when there are more bicyclists and walkers on the streets, drivers are more attuned to their presence.

Efforts to expand the Town's pedestrian and bicycle networks include identifying major corridors on which space can be reallocated within the existing right-of-way to accommodate dedicated pedestrian and bicyclist infrastructure as well as identifying low-speed residential roadways that can comprise a "low-stress network" for non-motorists.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Identify at least two corridors on which dedicated bicycle facilities can be installed within the existing right-of-way in coordination with the Town's Bicycle and Pedestrian Plan, prioritizing corridors within the High-Crash Network				Planning, DPW
Develop a Town-wide Bicycle and Pedestrian Plan to determine priorities for bicycle and pedestrian infrastructure improvements and create a "low stress network" for people to safely get where they want to go.				Planning
Begin implementing the low-stress bicycle network and phase implementation to ensure connectivity				Planning
Construct dedicated bicycle facilities on at least two corridors to encourage low-impact travel modes				DPW

Objective 2

Decrease travel speeds

Promoting safe and context-appropriate vehicle speeds is a core component of the Safe System approach. Across all modes of transportation, both the risk of a crash occurring and the risk of a crash resulting in serious injury or death increase significantly with travel speed. As a result, evidence has shown that even small reductions in speed can result in significant safety benefits.

Strategy 2.1: Design or redesign roads and intersections to manage travel speeds
One of the most effective ways to reduce travel speeds is through traffic calming measures, or physical road design elements intended to reinforce the desired operating speed of a facility and increase driver attentiveness. Traffic calming measures can include narrowing the actual or apparent width of a roadway or introducing horizontal and/or vertical deflections into the roadway.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Review Town's Traffic Calming Policy and update as appropriate to include additional traffic calming measures based on current best practices				DPW
Re-evaluate typical cross-sections for various street types and widths to promote safe speeds based on best practices	ongoing			DPW
Implement traffic calming measures within intersections and along key corridors within High Crash Network based on best practices	ongoing			DPW

Strategy 2.2: Use traffic management measures to reduce neighborhood cut-through traffic

Many neighborhoods within Lexington have experienced an increase in cut-through traffic due to navigation apps, such as Waze. Excessive cut-through traffic can represent a safety issue for neighborhood streets both due to the increased volume of traffic and given that such traffic tends to operate at a higher speed than local traffic. Traffic management measures, such as the application of turn restrictions, can be used in certain situations in combination with traffic calming techniques to keep regional traffic on the right roads.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Develop methodology for determining the neighborhoods in which traffic studies should be conducted to reduce cut-through traffic				TSG
Conduct traffic studies for at least two neighborhoods for which cut-through traffic presents a safety concern and implement measures for reducing cut-through traffic as appropriate based on study findings				Planning
Collaborate with nearby communities regarding best practices to reduce cut through traffic				Planning, Police

Strategy 2.3: Reduce speed limits

Although lower speed limits do not inherently prevent dangerous behavior, they provide a cue to motorists that caution is warranted. As the Town implements traffic calming measures and expands infrastructure for non-motorists, the speed limits on roadways where multimodal activity and crossing conflicts occur should be decreased to fit the context.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Evaluate posted speed limits town-wide and identify key corridors for which engineering studies should be performed to lower the posted speed limit or establish a safety zone				Planning
For corridors on which traffic calming measures have been implemented, measure new travel speeds and evaluate whether the speed limit should be lowered				Planning

Strategy 2.4: Enforce safe speeds

For some motorists, the most effective way to encourage safe behaviors is through enforcement. Vision Zero communities use evidence-based enforcement techniques, including both automated tactics and police officers.

Although automated enforcement is not currently legal in Massachusetts, several bills have been introduced into legislation to allow municipalities to opt into installing cameras that would issue tickets for speeding, failure to stop at a red light, failure to stop at a school bus stop arm, blocking the box, and parking or driving in a dedicated bus lane. The Massachusetts Vision Zero Coalition has publicly supported these bills due to the proven effectiveness of automated enforcement in reducing speeding and enforcing traffic laws in an equitable manner⁴.

Enforcement efforts should be combined with education efforts to maximize impact and promote equitable outcomes.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Conduct high-visibility targeted enforcement actions that address speeding, distractions, and impairment, particularly within the High-Crash Network, in school zones, and near activity areas with high pedestrian activity	ongoing			Police
Consider publicly supporting and advocating for legislation to allow municipalities to opt into automated enforcement to address excessive speeds and traffic light violations.				Select Board
Collaborate with nearby communities regarding best practices for enforcement and update standard protocols as appropriate based on findings				Police

Objective 3

Promote a Culture of Safety

Infrastructure improvements will be most effective when supported by good user behavior. The Town will engage the public in a variety of engagement and educational activities to promote a culture of safety in both residents and visitors.

Strategy 3.1: Educate residents about safe travel habits and the implications of unsafe behaviors

A comprehensive safety education campaign that targets all street users—including drivers, pedestrians, and bicyclists—will help raise awareness of the importance of safe behaviors regardless of travel mode.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Initiate public information campaign to educate residents of the dangers of distracted and impaired driving, walking, and biking and the correlation between speed and crash severity				TSG
Continue implementing bicycle safety campaigns in coordination with the Safe Routes to School Program	ongoing			Transportation Services, Schools
Consider implementing a “wait & wave” program that uses pavement markings to encourage pedestrians to wait before crossing the road and wave to motorists after stopping				DPW

Strategy 3.2: Expand and support Safe Routes to School activities

Safe Routes to School is an important program for promoting walking and bicycling to school through infrastructure improvements, tools, and safety education. Although elementary schools in Lexington already participate in this program, there are potential benefits from aligning the Town’s Safe Routes to School and Vision Zero initiatives ⁵. For instance, Safe Routes to School advocates can draw upon best practices from Vision Zero communities to develop a list of recommendations to advocate for in their own community’s Vision Zero undertaking, and the Safe Routes to School program can be leveraged by Vision Zero advocates to create a culture of traffic safety in school-aged children, parents, and caregivers ⁶.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Through the Safe Routes to School Program, support and expand hands-on bicycle and pedestrian education programs for children and caregivers				Transportation Services, Schools
Through the Safe Routes to School Program, support and expand walk- and bike-to-school events				Transportation Services, Schools

Strategy 3.3: Encourage a reduction in vehicle miles traveled throughout Lexington

Reducing the number of cars on the road – in addition to having an environmental benefit – also has an inherent safety benefit that aligns with the goal of eliminating traffic fatalities and serious injuries. First, fewer cars means fewer opportunities for a collision involving a car to occur. Second, as noted under Strategy 1.2, bicyclists and pedestrians benefit from safety in numbers. Efforts to reduce vehicle miles travelled with target school-related travel, general travel, and delivery preferences to reduce the number of delivery vehicles on the road.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Review existing school busing policies and fees to increase school bus usage				School Committee
Consider a shared Lexpress and School Bus pass program				Transportation Services, School Committee
Expand amenities for bicyclists, such as bike racks, in activity centers, around schools, and near other points of interest to encourage bicycling				Transportation Services
Identify ways to discourage single-occupancy vehicle travel to and from schools, including requiring permits to park at school and changes to the School Handbook language, and establish joint meetings with School Committee and Select Board members to spearhead effort				School Committee, SB
Encourage a reduction in vehicle miles travelled within Lexington by initiating public information campaigns about the benefits of using lower-impact travel modes and changing e-commerce habits				TSG
Consider stronger transportation demand management (TDM) measures to incentivize a reduction in single-occupancy vehicle trips				Planning

Objective 4

Implement Vision Zero Actions in an Equitable Manner

Social equity is a core component of Vision Zero. Low-income households, people with disabilities, the elderly and youth, people of color, and people with limited English proficiency often have face greater barriers to safe transportation than the general population. Lexington is committed to eliminating and preventing any disparate effects that our policies and actions may have on different members of the community and to ensuring that engagement efforts reach all vulnerable populations.

Strategy 4.1: Implement safety improvements equitably

Traffic safety problems are the result of patterns of disinvestment and underinvestment in certain communities ⁷. Accordingly, these communities deserve to be prioritized when making new investments in traffic safety.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Use Census data and other equity-related indicators, overlaid with crash data, to identify top transportation safety issues within Communities of Concern				TSG
Ensure safety improvements within Town are implemented in a geographically equitable manner while still prioritizing locations within High-Crash Network				Planning, DPW
Consider vulnerable road users and all travel modes when prioritizing safety improvements				Planning, DPW

Strategy 4.2: Engage with all stakeholders when performing public outreach

Communities of concern have been historically left out of transportation planning conversations. We'll use a variety of tactics to make sure that Vision Zero engagement includes all stakeholders.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Prioritize engagement with vulnerable stakeholders in transportation safety-related efforts, including making sure all engagement materials are available in different languages and to people of different abilities	ongoing			Planning

Objective 5

Use Data to Inform Priorities and Measure Progress

Our knowledge of safety issues is only as good as the data and information available to us. In order to continuously learn about safety issues in Lexington and respond to them appropriately, we need to improve both the quantity and quality of information available. Furthermore, data regarding Vision Zero actions and progress will be made public to promote transparency and build trust with stakeholders and residents.

Strategy 5.1: Expand Crash and Speed Data Records

Comprehensive and detailed information on both crashes and dangerous driving behaviors, such as speeding and distracted driving, will be critical for understanding traffic safety priorities moving forward.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Update the Town's crash documentation system to retain crash records for at least 10 years				Police
Develop a method for stakeholders to anonymously report unreported collisions and near-misses				TSG, Police
Invest in "smart" equipment that allows for the collection of data through daily operations (e.g., speed feedback signs that collect speed data)				DPW
Generate new High-Crash Network mapping every 5 years and analyze the factors contributing to crashes using latest crash data				TSG

Strategy 5.2: Routinely evaluate the performance of Vision Zero actions and report progress to the public

To understand what safety projects are most beneficial for reducing crashes, fatalities, and serious injuries, the impacts of safety interventions must be regularly studied. Successes and challenges will be shared with stakeholders and the public to promote transparency.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Create a webpage on the Town website that will act as the central source for traffic safety information in Lexington, including project updates and key resources and a method to report safety issues in a streamlined manner				TSG
Conduct before-and-after studies on the impacts of Vision Zero actions, including safety projects installed within the High-Crash Network				TSG
Publish available data regarding Police Department's traffic stop activities on Town website				Police
As part of TSG's annual reporting, provide an annual Vision Zero Status Report that documents the implementation status of the Action Plan, tracks progress toward reducing serious injuries and fatalities, and summarizes the effects of implemented safety interventions				TSG

Objective 6

Create an Institutional Commitment to Vision Zero

Achieving the goal of zero traffic fatalities and serious injuries requires the participation of all levels of government as well as the public. Early-adopter cities of Vision Zero in the United States have found that creating an institutional commitment to Vision Zero is a critical component for building a strong base for Vision Zero success⁸.

Strategy 6.1: Update Town Processes to Prioritize Safety

Although Lexington has long prioritized traffic safety, Town processes can be updated to institutionalize that commitment. A public commitment to the goal of zero traffic fatalities and serious injuries by elected officials will, in combination with annual reporting, provide accountability toward achieving our Vision Zero goal, and dedicating Town funds for the implementation of Vision Zero-related transportation projects and coordination will give us the resources to make that goal a reality.

ACTION	TIMELINE (YEARS)			LEAD
	1-2	3-4	5+	
Encourage all elected officials and Town department leaders to commit to collaborating toward the goal of zero traffic fatalities and serious injuries by 2035				Select Board
Consider the establishment of a dedicated Vision Zero fund for implementation of Action Plan and coordination among departments if it is determined that existing Capital and operations budgets cannot support the plan				Select Board
Continue holding regular Transportation Safety Group meetings to review data and ongoing traffic safety performance and identify strategies for improvement				TSG



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TRACKING OUR PROGRESS

Several performance measures have been identified to track progress toward achieving the Action Plan goals.

The Town will provide annual updates on the Vision Zero plan that will report on these measures.

- Number of crashes by mode, normalized by the population
- Number of traffic injuries and fatalities by mode, normalized by the population
- Percentage of the High Crash Network with new street safety improvements
- Percentage of street safety improvements made in communities disproportionately impacted by traffic fatalities and serious injuries
- Miles of sidewalk and bike infrastructure constructed and maintained
- Commute mode share

DRAFT

We can do this.
Together.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Presentation - Town Organizational Assessment Project Report

PRESENTER:

Julia Novak, Raftelis

ITEM NUMBER:

I.3

SUMMARY:

Attached please find the presentation from Raftelis on the Organizational Assessment. This information has been shared with the Senior Management Team and the Select Board. Feedback from the Senior Management Team has been shared with the consultant. After this presentation, the Town Manager will develop a implementation plan, which will likely include (a) items that can be implemented without further action; (b) items that will be implemented as part of the FY24 budget cycle; (c) items that will be implemented as part of the FY25 budget cycle; and (d) items that either will not be implemented or will be considered further at some point in the future.

SUGGESTED MOTION:

No motion is necessary.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

8/15/2022

6:35pm

ATTACHMENTS:

Description	Type
□ Presentation	Cover Memo

Town of Lexington

Organizational Assessment

August 15, 2022





Agenda

1. **Project Goals**
2. **Staffing and Organizational Structure Recommendations**
3. **Other Recommendations**
4. **Questions & Answers**

Project Goals



Project Goals

- Review Town organization structure and reporting relationships
- Review adjacencies for mission and customers
- Review potential sharing with Schools
- Recommend structural changes for the future

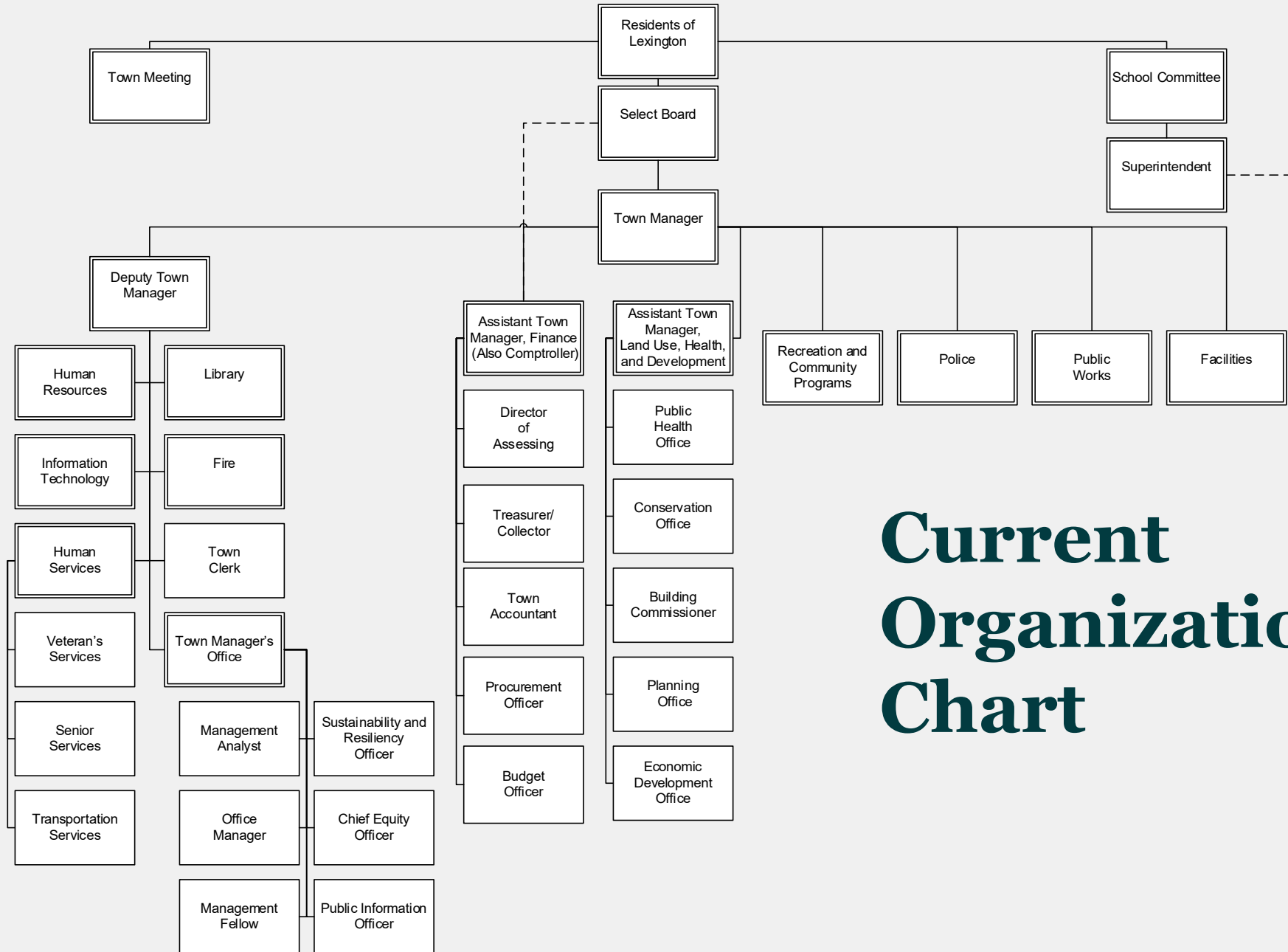


Strengths to Build Upon



- Strong culture of resident engagement and volunteerism
- Dedicated, professional staff
- Department operations are clear and functional
- Future-facing priorities such as equity and sustainability
- A Town rich in history but moving into the future...





Current Organizational Chart

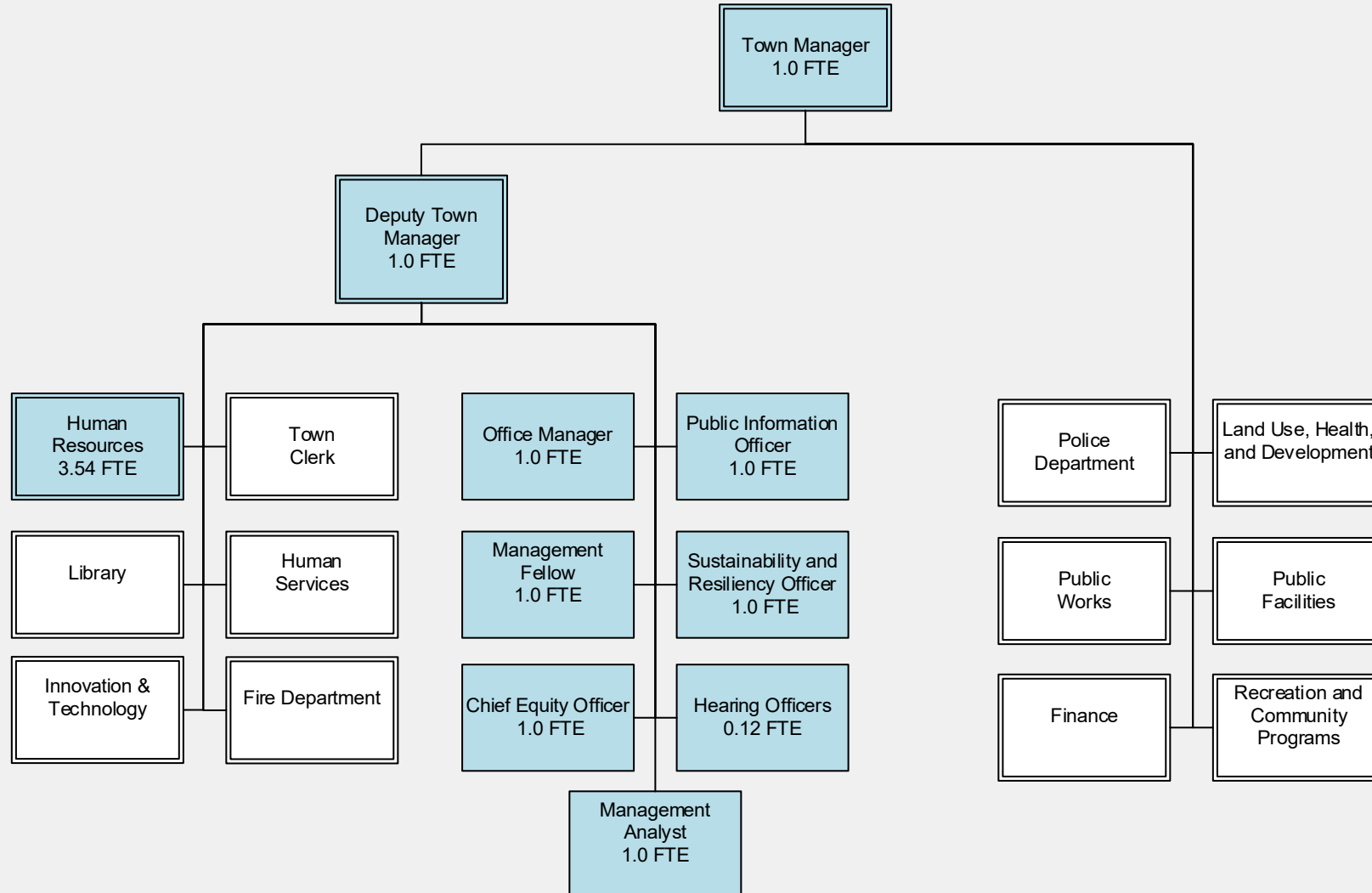
Staffing & Org. Structure

Observations and Recommendations



Town Manager's Office

Current TMO Structure



Town Manager's Office Observations

- Town Manager and Deputy Town Manager have large spans of control
- Sustainability and Chief Equity Officers are new and require additional time for supervision
- Use of Assistant Town Manager titles for individuals who function as department directors is confusing
- Town Manager and Select Board Offices have separate and distinct support staff, a lost opportunity for cross-training, back-up, and efficiency



TMO Recommendations



Create a new Assistant Town Manager position to oversee Town Manager's Office staff

- Reduces Deputy Town Manager direct reports
- Enhances supervision and direction for Sustainability and Chief Equity officers



Clarify the roles of the Sustainability Officer and Chief Equity Officer positions

- Makes clear that these positions serve both internal and external roles



Eliminate the use of the Assistant Town Manager title for the Director of Finance and Director of Land Use, Health, and Development (LUHD)

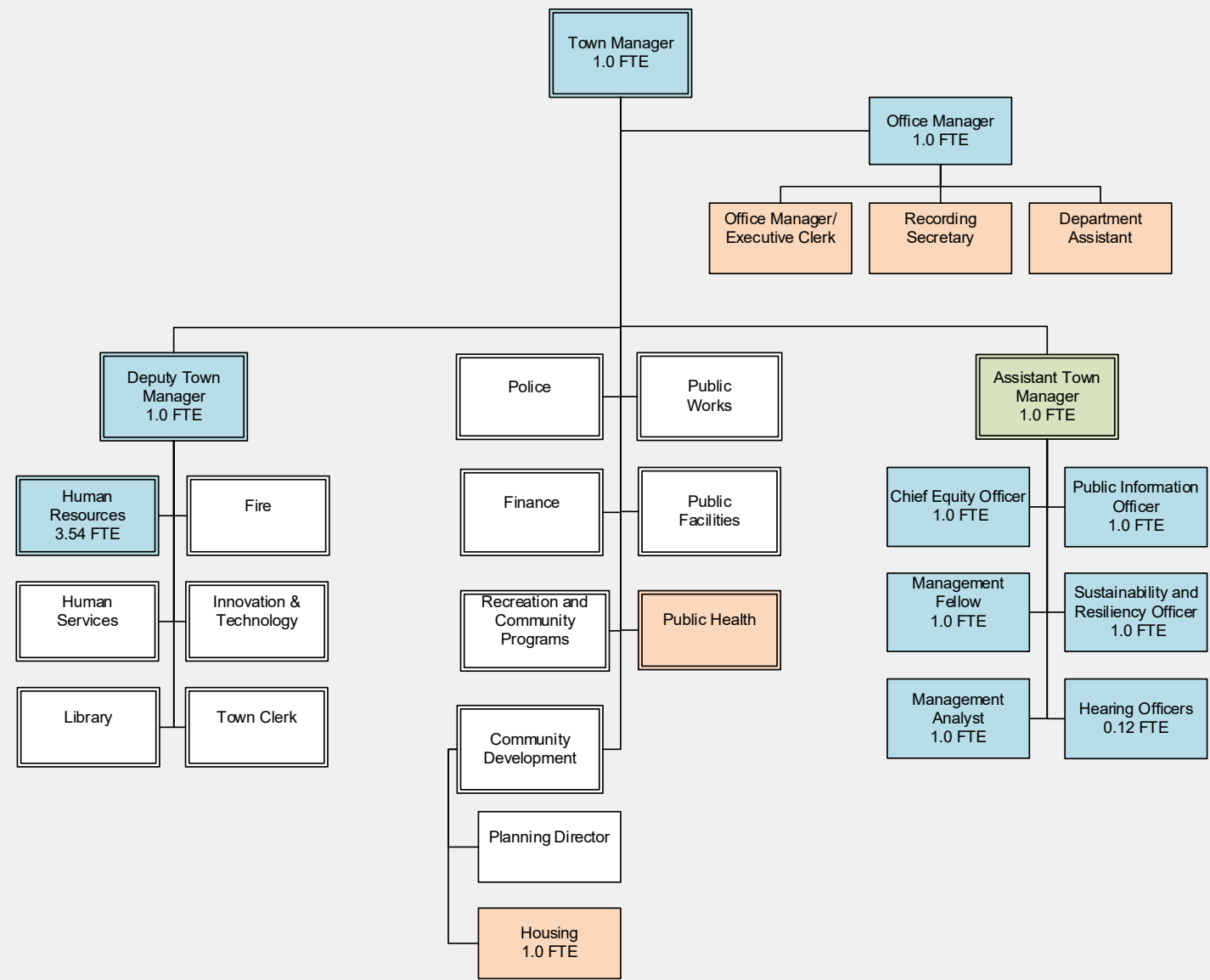
- Reflects that both positions currently act as Department Directors



Consolidate support functions for the Select Board within the Town Manager's Office

- Pool valuable administrative staff capacity to improve efficiency

Recommended New TMO Structure

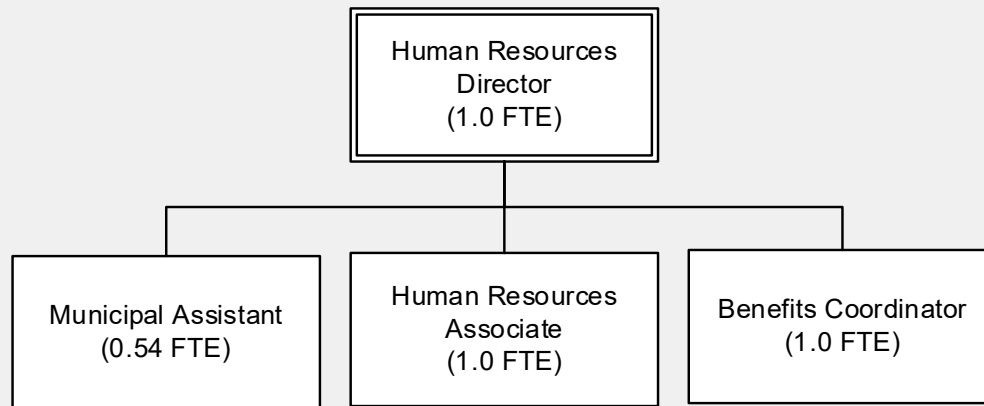


Creates an even split of supervisory responsibilities. Please note this chart also shows **Public Health Office** separated into a stand-alone department and a new housing position added to **Community Development**.

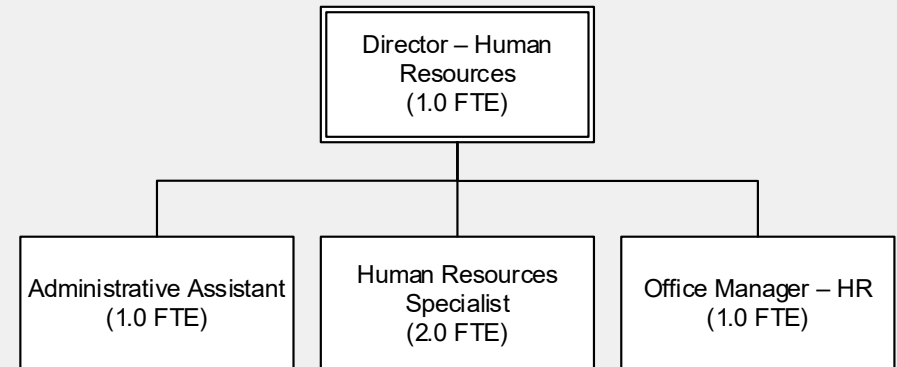
Human Resources

Current HR Staffing

Lexington Municipal HR



Lexington Public Schools HR



Human Resources Observations

- Human Resources is largely decentralized as Town staff spend the majority of time processing benefits for almost 1,500 Town and School staff members
- Insufficient staffing to address Town strategic priorities and human resources needs
- Departments take on HR work, resulting in variability across the Town



HR Recommendations



Make the part-time Human Resources Municipal Assistant position full-time and add limited-term Human Resources staff to assist with benefits administration.

- Creates additional capacity

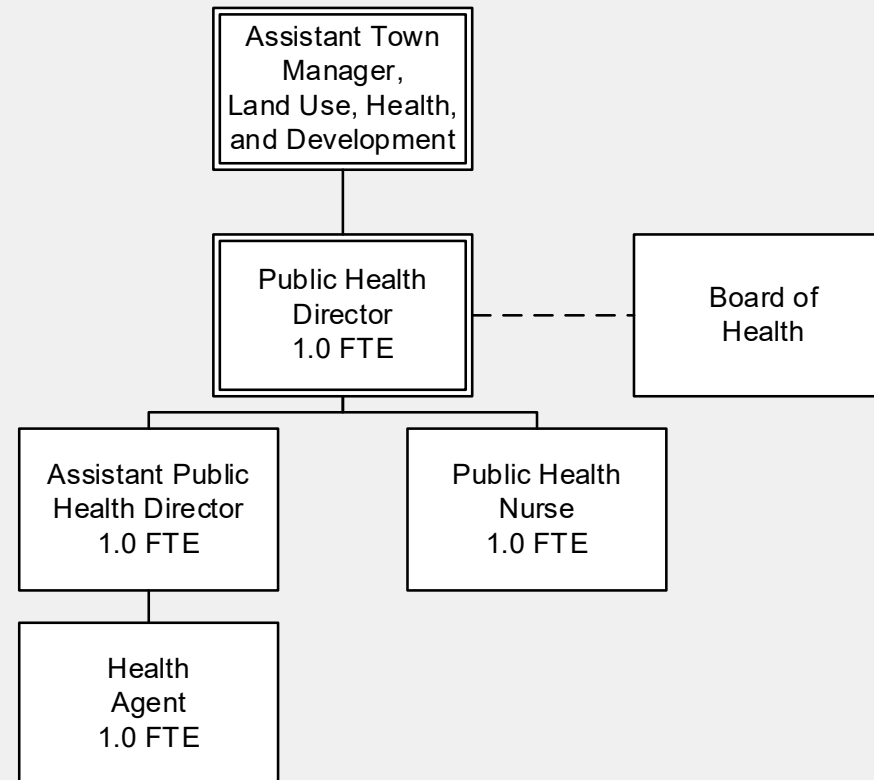


Re-orient the Town's Human Resources Department to focus upon Town strategic priorities.

- Focus on ensuring long-term operational success through recruitment, retention, training and development, positive work culture, and fair and equitable performance evaluation and discipline

Public Health

Current Public Health Staffing



Public Health Observations

- Coordination required with other Town departments on both permit/regulatory and programmatic/outreach sides
- Additional reporting layers between Director and Town Manager can complicate communication during an emergency
- Some difficulty in recruiting staff in recent years



Public Health: Recommendations

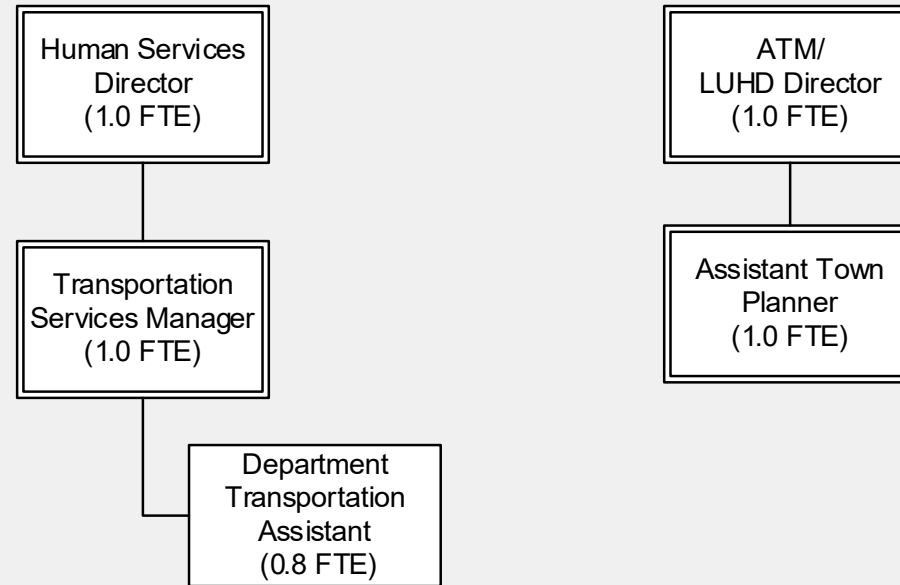


Remove the Office of Public Health from LUHD and have the Director report directly to the Town Manager.

- Department status will assist in recruiting and retaining qualified Directors and other positions
- Increases flexibility of leadership to rapidly respond to public health crises
- Would not impact the coordination of activities between internal governmental departments or outside agencies

Transportation

Current Transportation Staffing



Transportation Observations

- Lack of role clarity between Planning transportation efforts and Human Services transportation division efforts
- Transportation an emerging regional and planning role that goes beyond Town programs like Lexpress and Lexconnect



Transportation Restructuring Options



OPTION 1: Maintain Current Placements But Clarify Duties

- Leave current positions in their respective locations within the organization
- Retitle Assistant Planning Director to Assistant Planning Director/Transportation Planner to help align job title and functions
- Clarify the role of Human Services Transportation staff to focus on programming and partner with Assistant Planning Director/Transportation Planner on long-range planning items related to programming

Transportation Restructuring Options



OPTION 2: Create a Transportation Division in LUHD

- Assistant Planning Director/Transportation Planner could manage the division
- Transportation Services Manager from Human Services could report to the Assistant Planning Director/Transportation Planner
- Gain a cohesive and well-coordinated focus to long-range transportation planning and regionalization issues
- Customer service aspects would remain with Human Services

Transportation: Restructuring Options



OPTION 3: Change the Reporting Relationship of the Transportation Division from the Human Services Department to the LUHD

- Hybrid approach is to maintain the physical arrangements of all parties
- Create a Transportation Division in LUHD and change the reporting relationships of the Transportation Division
- Transportation Services Manager would report to the Assistant Town Planner/Transportation Planner

Transportation Recommendations



Change the Reporting Relationship of the Transportation Division from the Human Services Department to the LUHD.

- Option Three provides a means to address the Town's evolving transportation needs with the least disruption
- Staff would not need to be physically moved, and the two-person Transportation Services Division would remain unchanged as a work unit

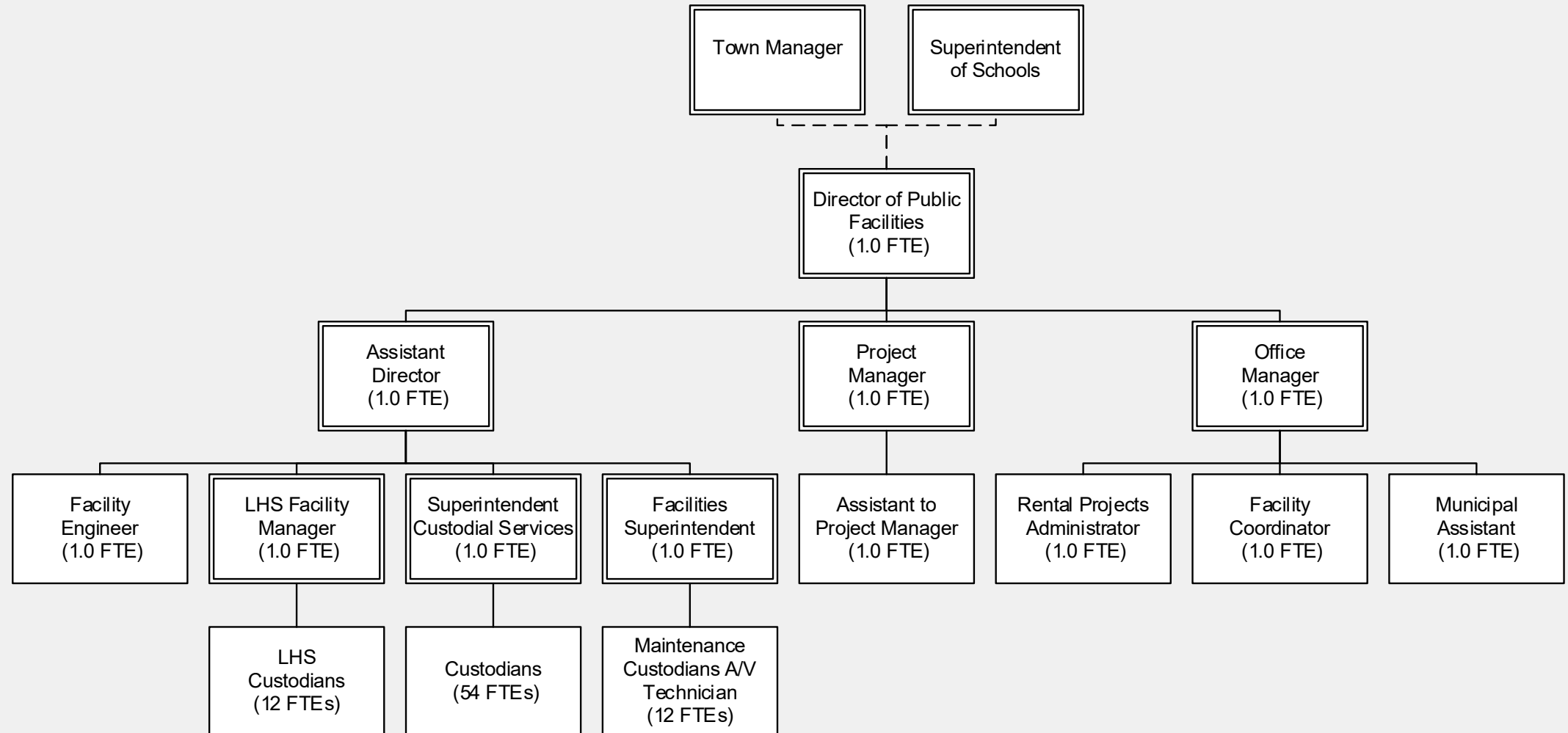


Rename LUHD as the “Community Development Department.”

- Without Public Health in LUHD, the remaining divisions are more accurately represented by “Community Development”

Facilities

Current Facilities Staffing



Facilities Observations

- Director of Public Facilities reports to both Town Manager and School Superintendent
 - Unique in Town
 - Limits performance evaluation input
 - Creates potential for conflict
- Roles of Public Works and Facilities require clarification to enhance efficiency of operations and improve customer service
 - Internal customers not always clear on who does what
 - Crews can show up twice at one site



Facilities: Recommendations



Clarify responsibility for structural and non-structural maintenance between Facilities and Public Works.

- Facilities staff should be responsible for vertical construction and the repairs and maintenance of the interior and exterior of all physical structures (buildings)
- Public Works should be responsible for all mowing, landscaping, snow removal, and paving
- Public Facilities Department should manage the construction of new structures but should include stakeholder departments in the planning process
- All Town buildings should be “owned” by Facilities once built



Change the organization structure so that the Director of Public Facilities reports solely to the Town Manager and establish a formal service level agreement for facilities maintenance at the Schools.

- Removes potential conflicting priorities
- Creates a consistent focus on goals or performance from one year to the next

Housing

Housing Observations

- Housing is an emerging issue for the community and region
- Town has multiple boards and committees associated with housing concerns
- Town has no current staff solely devoted to housing issues



Housing: Recommendations

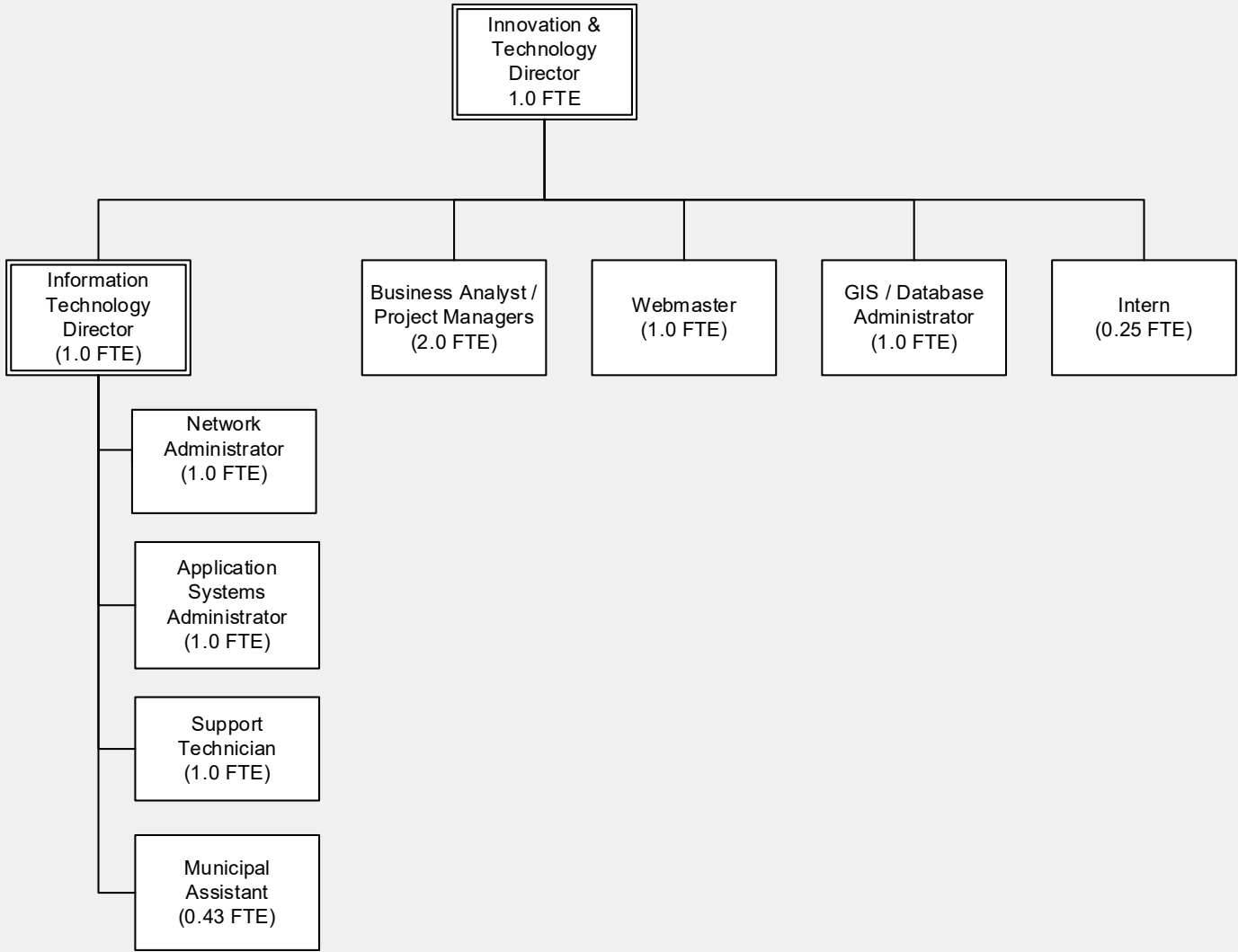


Create 1.0 FTE Housing position within Planning to focus upon housing issues.

- Would be Town's regional housing representative
- Can staff housing-related boards and committees

Information Technology

Current Information Technology Staffing



Information Technology Observations

- High level of customer service provided
- Comparisons with other agencies show on high side of staff numbers
- Two staff in department have Director titles, which is confusing
- Informal communication with Lexington Public Schools on IT efforts



Information Technology: Recommendations



Eliminate the Town webmaster position through attrition and reassign this function to the Public Information Officer in the Town Manager's Office.

- Consolidates communication services under the PIO



Retitle the Information Technology Director position as Assistant Director - Technology Infrastructure.

- Eliminates confusion of having two "Director" titles in one department
- More clearly aligns title to roles and responsibilities



Have the Municipal Assistant in the Innovation & Technology Department report to the Innovation & Technology Director.

- Can better support staff across the Department

Information Technology: Recommendations (2)



Formalize information sharing between Town and LPS Technology Departments.

- Should meet at regular intervals
- Encourages collaboration to enhance efficiency



Task the Innovation & Technology Director with a review of service provision methods and use of in-house versus contracted providers.

- Department staffing higher than benchmarked communities
- Assess potential for contracting services

Finance

Finance Observations

- Use of Comptroller title is a vestige of a Special Act that creates a dual reporting relationship between the Select Board and Town Manager
 - Some municipalities no longer use the Comptroller title
- Finance staffing levels lean and some processes are not automated



Finance Recommendations



Amend Town bylaws to delete Special Act Chapter 777, eliminate use of the Comptroller title, and retitle the position as Finance Director

- Comptroller duties have been included in Finance Director's job
- Using both titles has the potential for conflict



Prioritize automating the Town's payroll process

- Limited staff resources to process payroll
- Automation could save significant time and reduce immediate need to add staff

Boards and Committees



Boards and Committees

- Town has over 70 boards and committees, each requiring staff support in some form
- Some boards and committees create their own agendas
 - In a vacuum, they will create work
 - No linkage to a strategic plan or Select Board priorities makes staff focus difficult
- Those staff interviewed report between 10-33% of their time spent supporting boards and committees; large draw on Town staff capacity
 - At 10% (conservative), for just the 13 Senior Management Team (SMT) members, this equals 2,366 hours of staff time or 67 weeks of work, more than 1 FTE
- High demand on staff; often multiple night meetings on top of regular workweek
 - Impact on staff retention and recruitment



Boards & Committees: Recommendations



Make streamlining the number of boards and committees a Town priority and consider using outside resources to accomplish this.

- Town has a considerable number of boards and committees
- Lack of internal staff capacity to conduct the review – should consider contracting



Provide formal onboarding for new board and committee members.

- Current onboarding practice vary
- Formal onboarding sets expectations for the role and ensures consistent processes

QA

Contact:

Julia Novak, Project Director

513.221.0500 / jnovak@raftelis.com

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Noise Bylaw Special Permit Amendment Request - Night Work for Water Main Replacement on Lowell Street

PRESENTER:

Amy Coppers Constantino, Wright-
Pierce Lead Eng; Steve Hildreth, Sen.
Civil Eng., Town of Burlington

ITEM NUMBER:

I.4

SUMMARY:

Due to unforeseen utility conflicts, the Contractor was delayed in the work towards installing 24" water main to the intersection of Woburn Street and Lowell Street.

The applicant respectfully requests an amendment of the dates from the weeks of August 8th and August 15th to now be the weeks of August 22, 2022 and August 29, 2022, Monday through Friday from 7:00pm to 5:00am (4 nights each week) on the Noise Bylaw Special Permit, which was originally approved at the July 25, 2022 for nighttime work on the Water Main Replacement Project at the intersection of the Lowell and Woburn Streets in Lexington.

SUGGESTED MOTION:

Move to amend the dates on the Noise Bylaw Special Permit originally approved on July 25, 2022 for the Water Main Replacement Project at the intersection of the Lowell and Woburn Streets in Lexington for night work to now be the weeks of August 22, 2022 and/or August 29, 2022, Monday through Friday from 7:00pm to 5:00am (4 nights each week) with notification to all abutters by mail and by hand required before commencement of the night work.

FOLLOW-UP:

Select Board Office

DATE AND APPROXIMATE TIME ON AGENDA:

8/15/2022

7:05pm

ATTACHMENTS:

Description		Type
	Request Letter	Backup Material

August 10, 2022

Kim Katzenback, Executive Clerk
Town of Lexington Select Board
1625 Massachusetts Avenue
Lexington, MA 02420

SUBJECT: Noise Bylaw Special Permit – Town of Burlington Water Replacement Project

Dear Miss Katzenback,

On behalf of the Town of Burlington, we request an amended change to the Noise Bylaw Special Permit approved on July 25, 2022 for the Water Main Replacement Project at the intersection of the Lowell and Woburn Streets in Lexington. Due to unforeseen utility conflicts, the Contractor was delayed in installing 24" water main to the intersection of Woburn Street and Lowell Street. The nightwork is scheduled to take place the weeks of August 22, 2022 and August 29, 2022, Monday through Friday from 7:00pm to 5:00am (4 nights each week). We are requesting the permit be amended to reflect the change in schedule. Notifications to abutters by mail or by hand will take place before commencement of the night work. For clarification, we anticipated the delay based on construction activities and utility conflicts and notifications were not sent to abutters previously. Therefore, there will be no confusion from multiple and conflicting notices. We will also coordinate with the Lexington Police Department for police detail coverage for this work.

We appreciate your attention and assistance in this regard.

Sincerely,

WRIGHT-PIERCE



Amy Coppers Costantino, PE
Lead Project Engineer
amy.coppers@wright-pierce.com

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Discuss Potential Special Town Meeting

PRESENTER:

Board Discussion

ITEM NUMBER:

I.5

SUMMARY:

Outline of proposed scheduled for Special Town Meeting 2022-2:

9/12 - Select Board calls Special Town Meeting

9/23 - Citizen petitions are due. 100 signatures are due for STM. Petitions can be picked up at TCO after the Select Board calls the meeting and returned by 1pm on Friday, September 23, 2022 with qualifying signatures, along with a draft motion on a separate document.

**As the Citizen petitions come in James Robinson will contact those petitioners to help them through the process.

9/19 - draft warrant will be shared at the Select Board meeting (this may not contain all articles as some citizen articles may come in as late as 9/23. They will be added to the warrant as received.

10/3 - final warrant presented and signed by Select Board on this evening. At this time all citizens petitions will be included in the final warrant.

10/4 - Warrant must be sent to the printer in order to make the window of time that they need to print and get it to the Post office in time for the 14 day window of time that we need for STM. The warrant will be mailed no later than 10/18.

Proposed first day of potential Special Town meeting would be November 1, 2022.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

8/15/2022

7:10pm