

SELECT BOARD MEETING  
Monday, October 3, 2022  
Conducted by Remote Participation\*  
6:30 PM

**AGENDA**

**PUBLIC COMMENTS**

Public comments are allowed for up to 10 minutes at the beginning of each meeting. Each speaker is limited to 2 minutes for comment. Members of the Board will neither comment nor respond, other than to ask questions of clarification. Speakers are encouraged to notify the Select Board's Office at 781-698-4580 if they wish to speak during public comment to assist the Chair in managing meeting times.

**SELECT BOARD MEMBER CONCERNS AND LIAISON REPORTS**

1. Select Board Member Concerns and Liaison Reports

**TOWN MANAGER REPORT**

1. Town Manager Weekly Update

**CONSENT AGENDA**

1. Approve One-Day Liquor License
2. Approve Select Board Report for Fiscal Year 2022 Annual Town Report
3. Accept Fund Terms - Jeffrey Leonard Jazz Musician Award Fund
4. Select Board Committee Appointment & Reappointments
5. Battle Green Use Request - Lexington Minute Men Change of Command Ceremony
6. Water and Sewer Adjustments

**ITEMS FOR INDIVIDUAL CONSIDERATION**

1. Public Hearing and Discussion - Fiscal Year 2023 Water and Sewer Rates 6:40pm
2. Update on Communications Plan 7:00pm
3. Lead and Copper Rule Changes - Update on Proposed Project to Remove Lead Pipes 7:15pm
4. Discussion of Additional Funding Requests Under American Rescue Plan Act (ARPA) 7:25pm
5. Special Town Meeting 2022-3 7:45pm
  - Approve Warrant
  - Select Board Article Discussion and Positions

**ADJOURN**

1. Anticipated Adjournment

8:10pm

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

<https://us06web.zoom.us/j/81913831200?pwd=cmlNbmkvcmlnY29ZTEl5WGhvdUJHZz09>

iPhone one-tap:

+13017158592,,81913831200# or +13126266799,,81913831200#

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 +1 386 347 5053 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833

Meeting ID: 819 1383 1200

Passcode: 941073

\*An Act Relative to Extending Certain State of Emergency  
Accommodations: <https://www.mass.gov/the-open-meeting-law>

The next scheduled work session of the Select Board will be held on Monday, October 17, 2022 at 6:30pm via remote participation.

The next regularly scheduled meeting of the Select Board will be held on Monday, October 24, 2022 at 6:30pm via remote participation.

*Hearing Assistance Devices Available on Request*

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

  
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:**

Please see the attached Select Board Member Concerns and Liaison Reports for the October 3, 2022 meeting. Under this item, Select Board Members can also comment on any additional points and concerns.

### **SUGGESTED MOTION:**

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022

### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Select Board Concerns and Liaison Reports - October 3, 2022	Backup Material

## **Select Board Concerns and Liaison Reports – October 3, 2022**

Jill Hai:

### **Remote Meeting Format**

- This evening's meeting is a trial of a new format – the zoom meeting rather than webinar. This will allow all participants to see who else is present at any point and bring us slightly closer to pre-pandemic protocols. Please feel free to provide feedback or suggestion on how this rolls out.

### **Board/Committee Reappointments**

- As discussed at our last meeting (as well as several prior meetings), any current committee members who did not respond to the multiple requests from the office (regarding interest or providing up-to-date ethics training compliance certification) were not reappointed. They will of course be eligible to apply for openings during the open recruitment, which commences this week. That recruitment is scheduled to begin on Wednesday. Mr. Dugan has a comprehensive outreach plan which will run several weeks. Please help by promoting and reposting these openings. Applications will be due 10/21.

### **Town Report Photo**

- We need a photo of the Board for the Annual Town Report. As we are still not holding our meetings in person, we need to schedule a time and place. Since the debt exclusion vote authorizing the Police Station reconstruction was an FY 22 event, we could use that as our background, but please send any more creative suggestions. Let's get this done while the nice weather holds.

### **Massachusetts Municipal Association (MMA)**

- The MMA is holding a series of legislative breakfasts, providing updates on the state budget, economic development bill, the new climate and energy law, infrastructure spending and more. It will be an opportunity to provide input on local priorities as well as learn about developments. They are hosting one in Lexington on October 21. You should have received an invitation, let me know if you need a registration link.

### **Burlington Water Main Replacement Project**

- The Board has received a number of complaints regarding lack of advance notice or blank notices to abutters, as well as yard and driveway disturbances and damage to private properties. Complaints have been forwarded to the Town Manager who, with the Dept of Public Works, are in contact with their counter parts in Burlington. Please continue to share specific examples that need to be addressed.



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Town Manager Weekly Update

### **PRESENTER:**

Jim Malloy, Town Manager

### **ITEM NUMBER:**

TM.1

### **SUMMARY:**

Attached please find the weekly updates for the weeks ending 9-23-22 and 9-30-22

### **SUGGESTED MOTION:**

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022

### **ATTACHMENTS:**

Description	Type
☐ Weekly Update 9-23-22	Cover Memo
☐ Weekly Update 9-30-22	Cover Memo



# *Town of Lexington*

Town Manager's Office

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

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

## **MEMORANDUM**

TO: Select Board  
FROM: Jim Malloy, Town Manager  
DATE: September 23, 2022  
RE: Weekly Update

The following is an update of activities for the week ending September 23, 2022:

### Land Use Health and Development:

#### *Planning:*

- 95 Hayden Ave. & 128 Spring St./97, 99, 101, & 103 Hayden Ave. – The Site Plan Review application for the recently rezoned Planned Development District for Hobbs Brook Real Estate to construct two new lab and office buildings and a parking garage at Ledgesmont was approved by the Planning Board on September 21. The Applicant will soon be submitting with the Conservation Commission and a Stormwater Permit and then building permits for construction in three phases.
- LexingtonNEXT Comprehensive Plan – After four months this past Summer of public forums on the Draft Comprehensive Plan this past summer, the comments received have been incorporated into the Final Draft. The Final Draft of the Comprehensive Plan will be presented to the Planning Board on Wednesday, September 28 at 6:00 pm during a Zoom meeting. The Planning Board will review this final draft and consider adopting the Comprehensive Plan at this meeting. The [Draft Comprehensive Plan can be found here \(https://www.lexingtonma.gov/816/Draft-Comprehensive-Plan\)](https://www.lexingtonma.gov/816/Draft-Comprehensive-Plan) and the meeting details can be found on the Town's [public meeting calendar here](#).

#### *Economic Development Office:*

- Attached please find the survey results from East Lexington businesses and property owners on the three projects proposed for East Lexington improvements.

### Town Clerk:

- As previously reported to the Select Board, the Town Clerk is holding a “Dog Tag Election” which will be taking place on October 6<sup>th</sup> and 7<sup>th</sup> in elementary grades 3-5 throughout Lexington. The Town Clerk received permission from the Superintendent to move forward and worked in collaboration with Caitlin Ahern, Director of Elementary Education, to make this a reality.

Students will have three (3) tag choices to pick from and the Town Clerk has included some basic election vocabulary and topics for classroom discussion. Please see attached information on this topic.

## East Lexington Improvements

In the Spring of 2020, the Town received a grant from the State's Local Rapid Recovery Program. An excerpts version of the Local Rapid Recovery Plan (RRP) report is attached with this memo for review. The grant was used to study the Minuteman Bike Path in East Lexington and determine how to leverage the bike path users to support businesses in East Lexington. The report states:

"Only a very small percentage of users were found exiting the trail to enter the business districts. The lack of "turn-off" is hardly a surprise because there is no signage or other visual clues to alert Bikeway users that food and retail are available within just a couple hundred feet. While small businesses faced significant challenges as a result of the COVID-19 pandemic, there was an increase in Minuteman Bikeway usage both for commuting (as residents didn't feel safe using public transit) and for recreation purposes. However, while the bikeway has increased usage, users are seemingly unaware of the business districts that are adjacent to the bikeway. "

Three projects ideas have been developed to help achieve the goals of the report and increase traffic to East Lexington Businesses from the bike path.

### 1. Wayfinding Signage Project- State Funding

Strategically place signage along the bike path to inform users how to access the businesses. Place a kiosk with information about types of businesses in East Lexington.

### 2. Store Facade Improvements- ARPA Funding

Provide grants to businesses and property owners to implement front and rear store facades and property improvements.

### 3. Landscape Improvements- Proposed ARPA Funding

Town Funded initiative to remove invasive species along the bike path to increase visibility to businesses from the bike path. The project will also include the creation of seating areas along the bike path, native plantings along the bike path, and formalizing paths to businesses.

How does this Project respond to Key Challenges/Opportunities Identified in Local Rapid Recovery Diagnostic Phase: The "Bikeway User Market Segment," including commuters, recreational cyclists, walkers, joggers, etc., appears to be largely untapped despite the very close proximity of the Bikeway to the Business Districts. According to the counter in Arlington Center, the Bikeway averages 3,000 daily users. This represents a significant market opportunity, but it appears that these customers are not exiting the Bikeway to enter the districts. We completed a field experiment where we counted Bikeway users and observed their turn-off behavior in the three districts. Only a very small percentage of users were found exiting the trail to enter the business districts. The lack of "turn-off" is hardly a surprise because there is no signage or other visual clues to alert Bikeway users that food and retail are available within just a couple hundred feet. While small businesses faced significant challenges as a result of the COVID-19 pandemic, there was an increase in Minuteman Bikeway usage both for commuting (as residents didn't feel safe using public transit) and for recreation purposes. However, while the bikeway

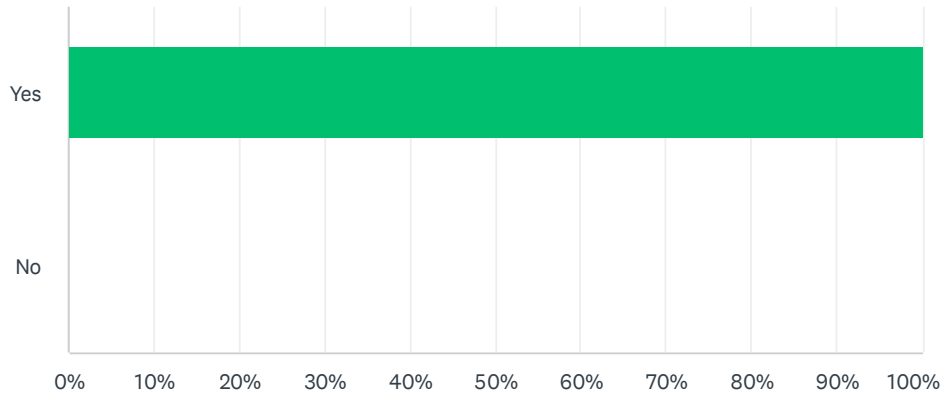
has increased usage, users are seemingly unaware of the business districts that are adjacent to the bikeway. This project will focus on the opportunity of increased cycling and pedestrian activity on the bikeway and try to draw people into the districts as a complement to more traditional wayfinding signage.

We propose landscaping improvements on the Bike path:

- Lexington/Arlington Line to Lexington Toyota
- Wetland delineation
- Surveying
- Permitting/Communication
  - o Conservation Commission
  - o MBTA
  - o DPW
  - o Property Owners/Business Owners
  - o Bike Advisory Committee
- Design
  - o Landscaping Plans
  - o Formalize Paths to businesses
- Implementation
  - o Invasive Species Removal
  - o Plantings (Native plants)
  - o Paths
  - o Seating (Identify outdoor dining locations and bench/rest area/ bike node location)
- Operations and Maintenance
  - o 3 years of invasive species removal
  - o Guide for ongoing maintenance

## Q1 Do you support the concept of increased wayfinding signage to encourage bike path users to visit businesses along the bike path?

Answered: 6 Skipped: 0



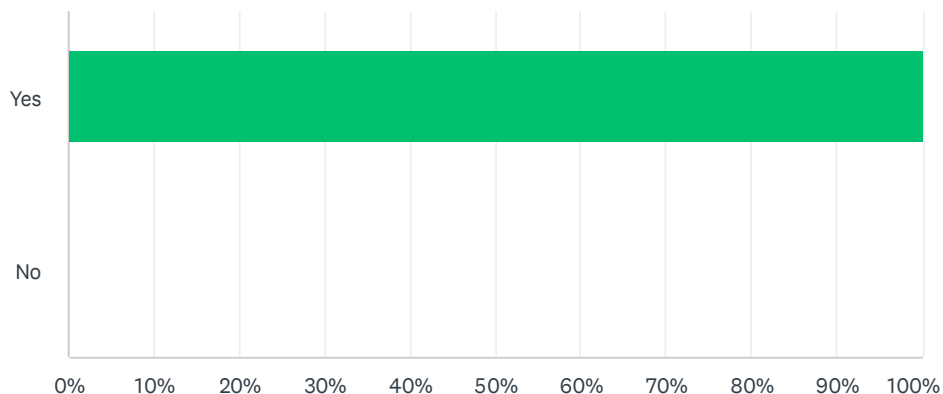
ANSWER CHOICES	RESPONSES	
Yes	100.00%	6
No	0.00%	0
Total Respondents: 6		

#	COMMENTS? :	DATE
1	I love this idea and suggested it before. Perfect way to show where businesses are. Almost like a directory	8/31/2022 11:16 PM
2	I think signs would be a fantastic initial step in increasing visibility and access to the businesses along the bike path.	8/31/2022 4:06 PM

## Q2 Do you support the Store Facade Improvement Project for East Lexington?

Answered: 6 Skipped: 0

## East Lexington Improvements



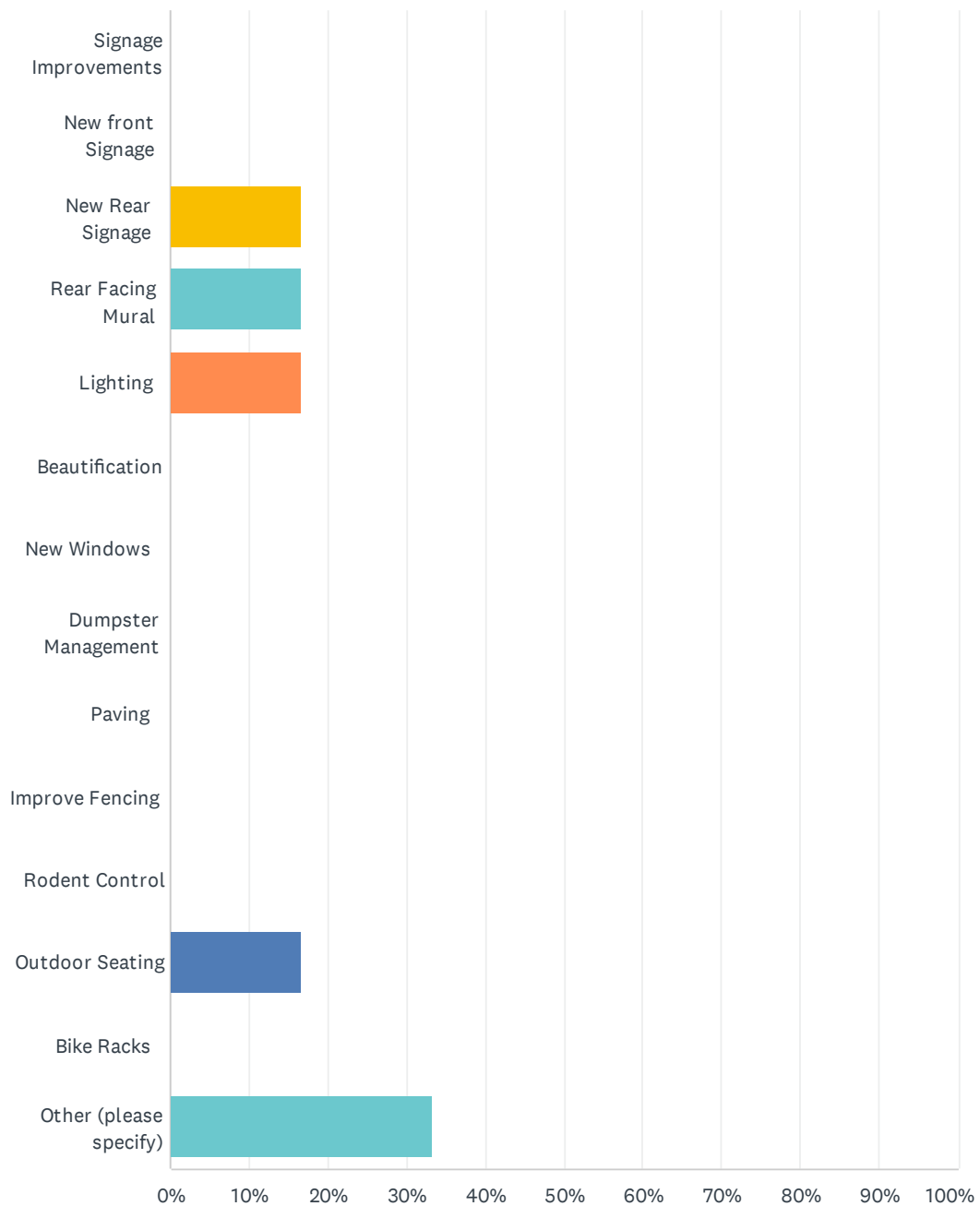
ANSWER CHOICES	RESPONSES	
Yes	100.00%	6
No	0.00%	0
Total Respondents: 6		

#	COMMENTS? :	DATE
1	I feel like these needs to be some "pop" to encourage bikers/walkers to jump off and explore. And to let some opposers know the town supports businesses.	8/31/2022 11:16 PM
2	229 Mass Ave front and rear improvement, siding.	8/31/2022 4:28 PM
3	I think this would be crucial and I'm sure that many businesses would be thrilled to have a little help on this front. We would love to beautify the rear of our shop (Berman's) and any little bit of support from the town would be greatly appreciated. That support could come in many forms (financial, permitting, artwork approval, etc).	8/31/2022 4:06 PM

**Q3 What type of improvements are you interested in doing to the front and rear facade of your business?**

Answered: 6   Skipped: 0

## East Lexington Improvements





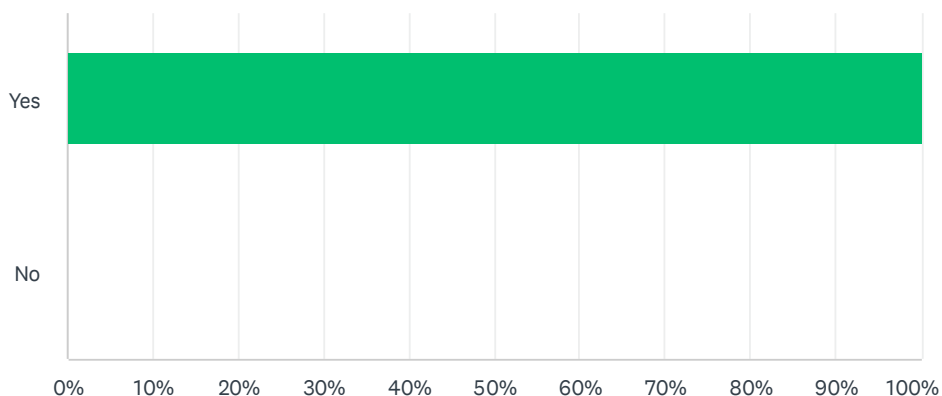
## East Lexington Improvements

ANSWER CHOICES	RESPONSES	
Signage Improvements	0.00%	0
New front Signage	0.00%	0
New Rear Signage	16.67%	1
Rear Facing Mural	16.67%	1
Lighting	16.67%	1
Beautification	0.00%	0
New Windows	0.00%	0
Dumpster Management	0.00%	0
Paving	0.00%	0
Improve Fencing	0.00%	0
Rodent Control	0.00%	0
Outdoor Seating	16.67%	1
Bike Racks	0.00%	0
Other (please specify)	33.33%	2
TOTAL		6

#	OTHER (PLEASE SPECIFY)	DATE
1	I want to choose more than one - outdoor seating, bike racks, rodent control	8/31/2022 11:16 PM
2	All of the above	8/31/2022 4:28 PM

**Q4 Are you supportive of the Town's proposal to improve the landscaping along the bike path in East Lexington to increase visibility to businesses and provide seating areas for users?**

Answered: 6 Skipped: 0



## East Lexington Improvements

ANSWER CHOICES	RESPONSES
Yes	100.00% 6
No	0.00% 0
Total Respondents: 6	

#	OTHER (PLEASE SPECIFY)	DATE
1	Japanese Knotweed ridiculous	8/31/2022 4:28 PM

## Q5 Contact Information

Answered: 6   Skipped: 0

ANSWER CHOICES	RESPONSES
Name	100.00% 6
Company	100.00% 6
Address	100.00% 6
Address 2	100.00% 6
City/Town	100.00% 6
State/Province	100.00% 6
ZIP/Postal Code	100.00% 6
Country	0.00% 0
Email Address	100.00% 6
Phone Number	100.00% 6

#	NAME	DATE
1	Mansi Patel	9/12/2022 4:35 PM
2	Nikul Patel	9/12/2022 4:28 PM
3	Stephanie Allen	9/1/2022 10:49 AM
4	Nicole Caron	8/31/2022 11:16 PM
5	Scott Caron	8/31/2022 4:28 PM
6	Alex Bluhm	8/31/2022 4:06 PM

#	COMPANY	DATE
1	Jamsan Hotel Management	9/12/2022 4:35 PM
2	Jasman Hotel Management	9/12/2022 4:28 PM
3	Allco Donuts DBA Dunkin Donuts	9/1/2022 10:49 AM
4	Great Harvest	8/31/2022 11:16 PM
5	Featherview, LLC	8/31/2022 4:28 PM
6	Berman's Wine & Spirits	8/31/2022 4:06 PM

## East Lexington Improvements

#	ADDRESS	DATE
1	30 winter street	9/12/2022 4:35 PM
2	83 Hartwell Avenue	9/12/2022 4:28 PM
3	10 Woburn Street	9/1/2022 10:49 AM
4	233 Mass Ave	8/31/2022 11:16 PM
5	229 Massachusetts Ave	8/31/2022 4:28 PM
6	55 Massachusetts Avenue	8/31/2022 4:06 PM
#	ADDRESS 2	DATE
1	N/a	9/12/2022 4:35 PM
2	-	9/12/2022 4:28 PM
3	DUnkin	9/1/2022 10:49 AM
4	233 Mass Ave	8/31/2022 11:16 PM
5	Na	8/31/2022 4:28 PM
6	x	8/31/2022 4:06 PM
#	CITY/TOWN	DATE
1	Lexington	9/12/2022 4:35 PM
2	Lexington	9/12/2022 4:28 PM
3	Lexington	9/1/2022 10:49 AM
4	Lexington.	8/31/2022 11:16 PM
5	Lexington	8/31/2022 4:28 PM
6	Lexington	8/31/2022 4:06 PM
#	STATE/PROVINCE	DATE
1	MA	9/12/2022 4:35 PM
2	MA	9/12/2022 4:28 PM
3	MA	9/1/2022 10:49 AM
4	MA	8/31/2022 11:16 PM
5	MA	8/31/2022 4:28 PM
6	MA	8/31/2022 4:06 PM
#	ZIP/POSTAL CODE	DATE
1	02420	9/12/2022 4:35 PM
2	02421	9/12/2022 4:28 PM
3	02420	9/1/2022 10:49 AM
4	02420	8/31/2022 11:16 PM
5	02420	8/31/2022 4:28 PM
6	02420	8/31/2022 4:06 PM
#	COUNTRY	DATE
	There are no responses.	
#	EMAIL ADDRESS	DATE
1		9/12/2022 4:35 PM

# East Lexington Improvements

2	[REDACTED]	9/12/2022 4:28 PM
3	[REDACTED]	9/1/2022 10:49 AM
4	[REDACTED]	8/31/2022 11:16 PM
5	[REDACTED]	8/31/2022 4:28 PM
6	[REDACTED]	8/31/2022 4:06 PM
#	PHONE NUMBER	DATE
1	[REDACTED]	9/12/2022 4:35 PM
2	[REDACTED]	9/12/2022 4:28 PM
3	[REDACTED]	9/1/2022 10:49 AM
4	[REDACTED]	8/31/2022 11:16 PM
5	[REDACTED]	8/31/2022 4:28 PM
6	[REDACTED]	8/31/2022 4:06 PM



# Rapid Recovery Plan

2021

Three Business Districts  
and One Bikeway ...  
Getting Past COVID

Arlington Heights, Arlington  
Bedford Center, Bedford  
E. Lexington Village, Lexington

**EXCERPTS -  
SELECTED PROJECTS**



**FinePoint**  
Associates LLC

**dhcd**  
Massachusetts  
RAPID RECOVERY PLANS

---

# Executive Summary



# Executive Summary

The Arlington Heights, Bedford Center, and East Lexington Business Districts were significantly impacted by COVID-19. Consumer patterns were disrupted, foot traffic plummeted, and sales declined. Two-thirds of the businesses were still not back to operating at full capacity when surveyed in March (2021). Since then, many have faced difficulties hiring employees and bringing customer counts back up, even though vaccine rates have risen dramatically.

The three communities of Arlington, Bedford, and Lexington joined together to apply for assistance from the Rapid Recovery Plan (RRP) program to promote recovery in these Districts. The communities requested particular emphasis on how they could capitalize on their common asset — the Minuteman Bikeway. So, both the [multi-community](#) approach and the [focus on the Bikeway](#) make this a unique RRP project.

The FinePoint Plan Facilitator Team worked with the town staff, community leaders, and residents to: 1) analyze conditions and opportunities in the three Districts and the Bikeway, and 2) develop recommendations to assist the Districts recover from COVID, be more vibrant than ever, and expand their focus on the Bikeway user market segment. An overview of the process and community engagement activity is provided later in Section 3.

The Diagnostic Phase was instrumental in analyzing existing conditions and determining appropriate strategies – the key findings are summarized in Section 1 below. A synopsis of the final RRP Recommendations is provided in Section 2. These recommendations aim to increase vitality and bring customers to the Districts, including improved wayfinding and access between the Bikeway and the businesses, activation and programming of public spaces, an Art Walk installation, mural program, and bike-friendly business district campaign. The rear facade/store-back improvement program will help businesses increase appeal to bikeway users while the proposed revisions to outdoor display and signage regulations will facilitate a variety of high-quality signage and spill-out displays to enliven the Districts.

## 1. Diagnostic Key Findings

### Physical Environment — Bikeway and Bike User Specific

- The Minuteman Bikeway runs close to the three Districts but the businesses are not fully capitalizing on this asset.
- Buildings abutting the trail have blank facades and provide no indication this is a place worth stopping.
- Insufficient wayfinding results in missed opportunities to attract Bikeway users.
- There are physical and visual access issues -- Bikeway users cannot always easily get to businesses or see anything to make them aware of the businesses.
- Bike facilities and amenities in the districts are limited.

### Physical Environment — Districts Overall

- The three Districts have very different settings and development patterns.
- Streetscape treatments and business "spill-outs" are limited, and more storefront elements are needed.
- The 100% Corner in Arlington Heights is mostly inactive.
- All of the Districts have good multi-modal access.
- Informational signage and directories listing business offerings are lacking.
- District branding is limited.

### Business Environment

- The three commercial districts encompass over 1/2 million square feet of first-floor commercial space; 9% of first-floor units are vacant.
- Key opportunity sites include: the Park Ave industrial property and MBTA Bus Depot in Arlington Heights and the former Veterans of Foreign Wars property in Bedford.
- All three districts have a collection of eateries and a few business clusters. Arlington Heights and Bedford Center have "destination/ anchor" businesses.

- COVID-19 impacts were widespread in all districts. Arlington Heights was hit the hardest, followed closely by Bedford Center. The least impacted was East Lexington Village due to the "essential" nature of most businesses.
- The majority of businesses rent their space and are independently-owned, single-location establishments. Only about one-half are open after 6:00 p.m.
- Top priorities for businesses include: more outdoor dining and selling opportunities, more cultural events, and coordinated marketing strategies.

### Customer Base

- The "Resident Market Segments" for all three districts are well-educated, affluent, and older than the state average. Residents in Lexington and Bedford are more likely to have children in the household.
- Sales leakage may point to opportunities. Arlington and Lexington residents spend over \$1.2 billion in stores and restaurants outside their towns each year, and Bedford residents spend over \$458 million outside.
- The "Bikeway User Market Segment," including commuters, recreational cyclists, walkers, and joggers, is largely untapped, despite very close proximity.
- Proactive strategies can be implemented to attract a higher percentage of Bikeway users.
- All three Districts also have an opportunity to attract nearby employees.

### Admin Capacity

- Current zoning focuses primarily on the "Private Realm."
- Regulations governing signage and outdoor display of merchandise are restrictive, especially in Bedford.
- There is no organization currently managing and overseeing recovery efforts in the business districts.

## 2. Summary of Recommendations

<b>Private Realm</b>	Create a Rear Facade/Store-Back Improvement Program to enhance connection between the Business Districts and the Bikeway. [All 3 Districts]
<b>Revenue /Sales</b>	Design and install wayfinding signage and other elements to encourage Bikeway users to patronize the Business Districts. [All 3 Districts]
	Develop additional cultural events/programming; start with a "Bike-Themed Week" with a coordinated schedule of events in each of the Business Districts. [All 3 Districts]
	Implement a Bike & Pedestrian-Friendly Business District (BFBD) campaign. [All 3 Districts]
<b>Public Realm</b>	Connect the Bikeway to the Districts via designated access way improvements (e.g., pavement markings, design elements), especially at Bow Street, Park Ave, and Depot Park to the Narrow Gauge Trail. [All 3 Districts]
	Install additional bike and pedestrian amenities in the Districts. [All 3 Districts]
	Implement sidewalk zones to edit existing streetscape and add new elements. [East Lexington and Arlington Heights]
	Create a well-marked public "at-grade" accessway from the Bikeway through the parking lot at 30 Park Ave. [Arlington Heights]
	Activate Bow Street Park by installing amenities (to complement nearby food businesses and accommodate events) and work with local organizations to develop programming. [East Lexington]
	Activate Veteran's Memorial Park by installing amenities (to complement nearby food businesses and accommodate events) and work with local organizations to develop programming. [Bedford Center]
	Engage with the MBTA to explore ways to activate/revitalize the underutilized Bus Depot property. [Arlington Heights]
<b>Admin Capacity</b>	Revise outdoor display regulations to promote lively, attractive merchandise displays and spill-out elements. [Bedford Center and Arlington Heights]
	Revise the sign bylaw and outdoor display regulations to encourage a variety of high-quality sign types and promote lively, attractive outdoor merchandise displays. [East Lexington]
<b>Culture/ Arts</b>	Create a mural program (especially for public locations and businesses adjacent to the Bikeway. [All 3 Districts]
	Create a Cultural District Art Walk along the Narrow Gauge Trail that would include a series of temporary art installations. [Bedford Center]



### 3. Process and Community Engagement

The FinePoint Associates Team, in the role of "Plan Facilitator," worked in collaboration and partnership with the Economic Development and Planning Staff from Bedford, Arlington, and Lexington. Community meetings and focus group sessions included representatives from cultural organizations, bicycle advisory committees, business and property owners, and community residents.

The FinePoint Associates Team conducted a physical assessment of the Business Districts; collected and analyzed real estate, business, and market data; summarized findings, prepared presentations for several community meetings and completed a diagnostic report; researched best practices and potential approaches to address issues, drafted recommendations, and prepared a project profile for each priority recommendation.

Stakeholders engaged in the process and provided input through several activities and input channels.

- Walk About Tours with Community Leaders, Business Owners, and Residents
- Initial Assessment Presentation and Listening Session
- Business Survey of Owners and Representatives
- Focus Group with Bikeway/Biking Organizations from each Community
- Interviews and Work Sessions with Community Project Leaders
- Community Forum — Diagnostic Findings and Discussion
- Community Feedback Sessions to Develop Draft Recommendations

#### Walk About Tours



*Arlington Heights: Kelly Lynema, Senior Planner; Allison Carter, Economic Development Coordinator; Daniel Amstutz, Senior Transportation Planner. Photo: FinePoint Associates*



*Bedford: Tony Fields, Planning Director; Alyssa Sandoval, Economic Development Director. Photo: FinePoint Associates*



*East Lexington Village: Casey Hagerty, Economic Development Coordinator; Sheila Page, Assistant Planning Director; Sandhya Iyer, Economic Development Director. Photo: FinePoint Associates*



*Walk About Tour Participants at Depot Square in Bedford. Photo: FinePoint Associates*

#### 4. Business District Study Area Maps



**Arlington Heights Business District  
Study Area Map**

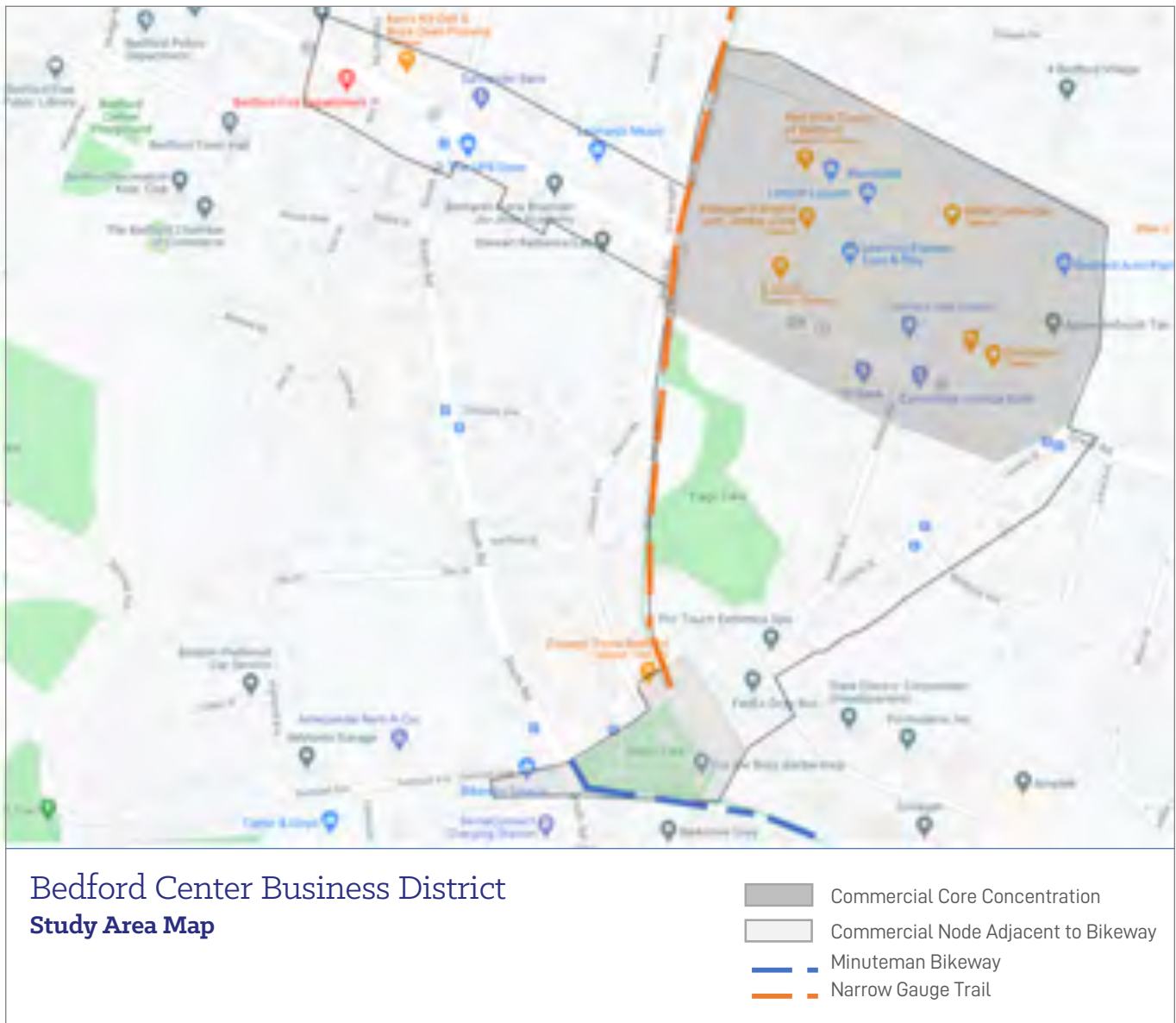
Commercial Core Concentration  
Minuteman Bikeway



**East Lexington Village Business District  
Study Area Map**

Commercial Core Concentration  
Minuteman Bikeway

#### 4. Business District Study Area Maps (cont'd)



---

# Selected Projects

# Create a Rear Façade/Store-Back Improvement Program to enhance connection between the Business Districts and the Bikeway. [All 3 Districts]

Category



Private Realm

Location

Arlington Heights (CT 3566.0), East Lexington Village (CT 3581), Bedford Center (CTs 3593.03 and 3591).

Origin

Contributors to Project Idea: Economic Development Staff in all 3 Communities, Bike Focus Group Participants and Consulting Team.

Champions: Economic Development Staff and Bike Advisory Committees in all 3 Communities.

Budget and Sources of Funding



Medium Budget ( approximately \$200k)

Costs will depend on the final program design, the number of projected projects, and what tasks can be accomplished by existing staff. The following is a list of general cost item categories and ballpark ranges.

<b>1. Program Design and Material Development</b> - Program design, written policies and procedures, application forms, marketing materials, agreement template, "call" documents, electronic content for town website, etc.	\$0 – \$15,000
<b>2. Financial Assistance Fund</b> - Will depend on the number of projects to be done in the first phase and maximum award for each business and each building in the case of multi-tenant properties - Starting amount should have adequate funding to complete enough projects to have an impact.	\$100,000 – 150,000
<b>3. Program Staffing/Administration</b> - Might be accomplished by existing staff or part-time temporary coordinator.	\$30,000 – \$40,000

## Potential funding sources:

- MA Downtown Initiative (MDI), DHCD Community One Stop for Growth
- Possibly State ARPA funds (depending on legislature decisions about allocation)
- EDA travel, tourism, and outdoor recreation grant program — Competitive Tourism Grant

Timeframe



Short Term (<5 years)

## Approximate Schedule

Month 1 – 3	Research Funding & Models, Program Design
Month 3 – 6	Secure Funding, Program Development
Month 6 – 24	Program Marketing/Admin, Renovation Project Completions
2 Years	Evaluate Program Operations & Impacts, Determine Continuation/Revision



---

## Risk



### Low Risk

Risk: There is a risk that physical improvements on buildings that face the Bikeway might be inhibited by regulations and/or building owners not being interested/willing to make improvements.

## Key Performance Indicators

The following indicators could be measured to assess impacts.

- Increase in the number of people exiting the Bikeway at the 3 Business Districts.
- Greater awareness of the offerings available in the 3 Business Districts.
- Number of business customers making purchases on their way to or from the Bikeway.
- Increased business sales revenue in the Districts.

These indicators could be measured through a variety of methods including: 1) installing a counter at the Bikeway exists, 2) implementing an “in-field” user count data gathering activity, 3) conducting a Consumer Survey to determine increased awareness of offerings and propensity to return to the Districts, and 4) conducting a Business Survey to evaluate sales and perception about customers.

## Partners and Resources

- Bike Advisory Committees in the 3 communities
- Arlington, Bedford and Lexington Chambers of Commerce
- Planning Departments in the 3 communities
- Town Managers and Select Boards would need to be supportive
- Business and property owners would have to be interested and willing to make improvements
- Bedford Cultural District Partnership and Arts Councils in the 3 Districts, especially if there is a decision to go with a “pARTnership” type program in lieu of a more traditional façade improvement program.

## Diagnostic

### How this Project Responds to Key Challenges/Opportunities

**Identified in Diagnostic Phase:** The building façades that face the Bikeway are very nondescript. Most are somewhat bland, industrial-looking, and do not provide visual clues that they contain cafés or restaurants. Most do not have rear-facing entrances, nor do they indicate that there is a business district worth stopping at.

The “Bikeway User Market Segment,” including commuters, recreational cyclists, walkers, joggers, etc., appears to be largely untapped, despite the very close proximity of the Bikeway to the Business Districts. According to the counter in Arlington Center, the Bikeway averages 3,000 daily users. This represents a significant market opportunity, but it appears that these customers are not exiting the Bikeway to enter the Districts. We completed a field experiment where we counted Bikeway users and observed their turn-off behavior in the three districts. Only a very small percentage of users were found exiting the trail to enter the business districts.

The lack of “turn-off” is hardly a surprise because there is no signage or other visual clues to alert Bikeway users that food and retail are available within just a couple hundred feet.

## Background on Existing Conditions



*Businesses that back up to the Minuteman Bikeway.  
Photo: FinePoint Associates*

## Existing Condition

The Business Districts in the 3 communities are within very close proximity to the Minuteman Bikeway, and in fact, many businesses back up to the Bikeway. However, these businesses do not have attractive Bikeway-facing façades or entrances.

Many properties look semi-industrial with very little, if any, façade or signage treatments or welcoming features and therefore, are not likely to pique the curiosity of passersby. Bikeway users would have no indication that these properties contain desirable food and retail options.



## Diagnostic (cont'd)

**COVID-19 Impacts Addressed by this Project:** The Arlington Heights, Bedford Center, and E. Lexington Business Districts were significantly impacted by COVID-19. Consumer patterns were disrupted, foot traffic plummeted, and sales declined. According to our business survey in March/April 2021, 69% of businesses in the three districts reported that foot traffic was substantially lower compared to before COVID. For 50% of businesses, on-site customer traffic was down by 25% or more.

It is this decline in foot traffic and sales that the “Rear Façade/Store-Back” improvements intend to address. By improving the backs of the businesses that abut the Bikeway, it would create an awareness of the business districts, which would help businesses capitalize on the largely untapped “Bikeway User” market segment (a segment that has grown over the last year as more people turned to bicycles and other public transport alternatives).

**How did COVID Create or Exacerbate the Issue Addressed by this Project:** Many of the businesses were forced to close or operate at reduced hours/capacity due to COVID-19. During this time, consumer patterns were severely disrupted. Consumers became accustomed to online purchasing and not going out to eat. Consumer behavior in the business districts has still not returned. The proposed strategy will help to open up new market opportunities for district businesses as old customers hopefully find their way back.

## Action Item

Develop a “Rear Façade/Store-Back” improvement program that would encourage business and property owners to make improvements to building façades that face the Minuteman Bikeway. This would significantly increase the awareness about the Business Districts and offerings available. Currently, the building sides that face the Bikeway are very non-interesting blank façades that provide no indication this would be an area to stop and get a bite to eat or do any shopping.

This could be accomplished with one of two options focused on Bikeway facing façades/storebacks.

### “Traditional” Façade Improvement Program

This option includes a financial incentive provided to business/property owners typically in the form of a matching grant provided at the completion of the renovation. These programs can be administered by the municipality or a non-profit. Programs often include the following elements:

- Application form
- Design guidelines/standards
- Financial assistance, maximum grant amount
- Funding match requirement
- Eligibility requirements (e.g., geographic area, Bikeway facing, tenants and/or owners, potential impact).

### “Art-Inspired” Façade Improvement Program

This option involves matching interested local businesses/property owners with local artists who create and execute façade/storeback design improvement. A financial incentive is provided to cover some or all of the costs usually in the form of payment to the artist. This type of program was piloted in Atlanta for businesses near the Atlanta BeltLine. (More information is provided in the Best Practice section). This type of program may include the following elements:

- Application form and selection process
- Eligibility requirements (e.g., geographic area, Bikeway facing, tenants and/or owners)
- Financial assistance, maximum award
- Call for interested business/property owners
- Call for proposals from interested artists/makers
- Committee and business/property owner involvement in art partner selection.



1. **Research and clarify regulations** that might restrict building improvements and create rear entrances and signage on private property facing the Bikeway.
2. **Review program models from other communities.** The “Best Practices” provided makes for a good start; however, many communities have experience with façade improvement programs, and it may be worthwhile to interview program managers to get their advice and “lessons learned.”
3. **Conduct preliminary conversations with businesses and property owners** to get a read on their interest level and willingness to participate in the program.
4. **Research potential funding opportunities and secure funding**  
Potential sources include MA Downtown Initiative (for planning phase), State ARPA funds and EDA travel, tourism, and outdoor recreation grants through the Competitive Tourism Grant Program.
5. **Create a program advisory committee** comprised of Town staff (e.g., planning and economic development department representatives) and stakeholders (e.g., bicycle advisory committees, cultural councils).
6. **Determine the most appropriate program design** and requirements based on the results of an in-depth review of the regulations in each community, review of program models, and available funding.
  - “Traditional” or “Art-inspired” program
  - Application Form and Selection Process
  - Eligibility Criteria for Applicants
  - Maximum Amount and Form of Financial Assistance
  - Allowable Use of Funds (façade only or all exterior Bikeway-facing improvements such as outdoor seating)
  - Design Standards/Guidelines
  - Other requirements.
7. **Develop program policies, procedures, forms, and materials**  
Formalize requirements and develop a written set of documents needed (e.g., program guidelines, application form, agreement form template, “call” documents if needed, etc.). Prepare electronic content for town website.
8. **Consider providing illustrative examples of desirable improvements**  
This might be possible by soliciting assistance from university architecture or other programs to provide some illustrative examples of desirable improvements.
9. **Market the program**  
Create a marketing initiative to promote the program and encourage business/property owners to make improvements.
10. **Administer the program** (based on the program design)  
Accept applications, finalize agreements, monitor renovation projects, provide finance assistance payments according to policies.
11. **Evaluate program operations and impacts** after approximately 12 to 18 months (earlier if necessary). Determine revisions or continuation as warranted.

## Best Practice Example

### Atlanta, GA

#### Atlanta BeltLine (example of “art Inspired” program)

#### Business Façade pARTnership Grant Program

The Atlanta BeltLine, Inc. (ABI) Business Façade pARTnership Grant program partners local artists and maker professionals with the local business community to complete capital improvements to the façade of a business site. The program is designed to catalyze business growth within the BeltLine Tax Allocation District (TAD) that spans the 22-mile BeltLine corridor.

#### Business Façade pARTnership Grant Program Objectives

1. Stimulate growth of business through capital improvements.
2. Provide work opportunities for Atlanta’s artist and maker community through the implementation of the transformative designs they create.
3. Catalyze revitalization of commercial districts within the TAD.

Source: <https://beltline.org/the-project/economic-development-commercial-real-estate/business-facade-partnership-grant-program>

#### Phase 1: Call For Businesses

- Call for businesses to submit an application to participate in the 2020-2021 program
- Businesses submit an application outlining their façade improvement needs
- Using established standards and criteria, select three to four businesses
- Grants vary depending on the cost to implement the capital improvement design selected and approved during the process but will not exceed \$40,000 per business site. A 5% match will be required by the business participants.

#### Phase 2: Call For Artist Partners & Makers

- Call for artists featuring the façade improvement project opportunities — Artists invited to submit proposals that showcase the business’ proximity to the BeltLine by providing a new BeltLine-facing façade
- Artist proposals reviewed by subject-matter experts from ABI and input from business participant received
- Artist partners selected based on proposal’s ability to meet the needs of the business’ request and ABI’s stated objectives.

#### Phase 3: Façade Improvement

- Finalize project agreement.
- Kick-off meeting with business owner, artist partner & ABI staff
- Business participant fee of 5% is collected
- Grant is paid directly to the artist partner by ABI.



A/C Clutch Façade Renovation, Artist Partners: Rose Smith & Morgan Myles.  
Source: <https://beltline.org/the-project/economic-development-commercial-real-estate/business-facade-partnership-grant-program/#past-projects>

PUBLIC  
REALM

## Best Practice Example

### Cambridge, MA

#### **Storefront Improvement Program (example of “traditional” program)**

This Storefront Improvement Program provides financial assistance to property owners or tenants seeking to renovate or restore commercial building exterior façades. The Program seeks to improve the physical appearance of independent businesses, increase accessibility into businesses, and enhance the commercial districts of Cambridge. Reimbursement grants range from \$2,500 to \$35,000 based on the scope of work. Some sample projects include the Lamplighter Brewing Co., Sumona Restaurant, Thazar Hair Salon, and Hanaya Flora.

Source:  
<https://cityofkaukauna.com/2019/12/02>

The Cambridge Storefront Improvement Program provides financial assistance to property owners or tenants seeking to renovate or restore commercial building exterior façades. The Program seeks to increase accessibility into storefronts, improve the physical appearance of independent businesses, and enhance the commercial districts of Cambridge. Architectural design fees may be included in the total cost of eligible improvements (but cannot exceed \$5,000).

Retail tenants can participate in the program if they have written approval from the property owner and a current lease that is at least one-year-long with an option for renewal.

This Cambridge Storefront Improvement Program provides:

- Ninety per cent (90%) matching grants up to \$20,000 for ADA improvements to entrance, including ramps, lifts, doors hardware and automatic openers, accessible parking, and signage.
- Fifty per cent (50%) matching grants up to \$15,000 for other façade improvements, including better windows, paneling, architectural details, and restoration of historic features.
- Fifty per cent (50%) matching grants up to \$2,500 for signage, lighting, and awning improvements.

The full Cambridge Storefront Improvement Program Guidelines and Application Form can be obtained from the following link:

<https://www.cambridgema.gov/CDD/econdev/smallbusinessassistance/smallbusinessprograms/storefront>



*Baraka Mediterranean Cafe installed bright new signage and painting to communicate their brand at their new location. Source: City of Cambridge*

# Design and install wayfinding signage and elements to encourage Bikeway users to patronize the Business Districts. [All 3 Districts]

Category



Revenue/Sales

Location

Arlington Heights (CT 3566.0), East Lexington Village (CT 3581), Bedford Center (CTs 3593.03 and 3591).

Origin

Contributors to Project Idea: Economic Development Staff in all 3 Communities, Bike Focus Group Participants and Consulting Team.

Champions: Economic Development Staff and Bike Advisory Committees in all 3 Communities, Bedford Cultural District Partnership for Narrow Gauge Archway.

Budget and Sources of Funding



Low (Under \$50,000) for initial items. If all items are implemented depending on number of elements installed, could be Medium.



Medium Budget (\$50k - \$200k)  
Costs will depend on the extent of the design process, how simple or elaborate the elements are, and which aspects can be accomplished by Town Departments (e.g., DPW installation). The following is a list of general cost item categories and ballpark ranges.

<b>1. Business District Destination Signs on the Bikeway</b> <ul style="list-style-type: none"> <li>- Design and location mapping</li> <li>- Printing/fabrication and Installation</li> <li>- (e.g., 4 - 6 double-sided arrival signs, 4 or more approach signs)</li> </ul>	\$5,000 -8,000 (3 Districts)
<b>2. Wayfinding Signage at the Bedford Terminus of the Bikeway</b> <ul style="list-style-type: none"> <li>- Design and location mapping</li> <li>- Printing/fabrication and Installation</li> </ul>	\$1,000
<b>3. Entry Archway to Narrow Gauge Trail in Bedford</b> <ul style="list-style-type: none"> <li>- Design competition and Artist commission (if artistic arch)</li> <li>- Installation</li> </ul>	TBD
<b>4. District Welcome Signage &amp; Business District Information/Directories</b> <ul style="list-style-type: none"> <li>- Design and location mapping</li> <li>- Design and Production of Business District Map/Business Listing Information (if included)</li> <li>- Printing/fabrication and Installation</li> </ul>	\$1,000 - \$7,000 per element (low estimate = signage only with minimal information and graphics)
<b>5. Map Kiosks near major Bikeway access points to Business Districts</b> <ul style="list-style-type: none"> <li>- Design and location mapping</li> <li>- Design and Production of Business District Map/Business Listing Information (if included)</li> <li>- Printing/fabrication and Installation</li> </ul>	\$3,000 - \$7,000 per element

## Potential funding sources:

- Conservation Preservation Act (CPA) funds
- MA Office of Travel and Tourism (the FY21 deadline for Recovery Grant was 2/21/21 but there may be another round for FY22)
- MA Downtown Initiative (MDI) through DHCD Community One Stop for Growth
- MassTrails Grant
- Business owners may be willing to contribute as this will directly benefit their business
- Possibly State ARPA funds (depending on legislature decisions about allocation)

## Timeframe



Short Term (<5 years)

### Approximate Time Estimates

6 – 9 months	Business District Signs on the Bikeway
6 – 9 months	Wayfinding Signage Bedford
2 – 3 years	Artistic Entry Arch to Narrow Gauge Trail
1 – 3 years	District Welcome Signage/Business Information
1 – 3 years	Map Kiosks near Bikeway access points

## Risk



Low Risk

Risk: There is a risk that signage might not be approved for the Bikeway; however, we propose using the basic standards provided in the 2014 Plan regarding color, font, and icons to lower this risk. Another risk is not being able to find funding. Element # 1 is low cost, could be accomplished quickly, and could have immediate benefits. Getting this done quickly may help to raise enthusiasm and make it easier to fund other elements.

## Key Performance Indicators

The following indicators could be measured to assess impacts.

- Increase in the number of people exiting the Bikeway at the 3 Business Districts
- Greater awareness of the offerings available in the 3 Business Districts
- Number of business customers making purchases on their way to or from the Bikeway
- Increased business sales revenue in the districts.

These indicators could be measured through a variety of methods including: 1) installing a counter at the Bikeway exists, 2) implementing an “in-field” user count data gathering activity, 3) conducting a Consumer Survey to determine increased awareness of offerings and propensity to return to the districts, and 4) conducting a Business Survey to evaluate sales and perception about customers.

## Partners and Resources

- Bike Advisory Committees in the 3 communities
- Arlington, Bedford, and Lexington Chambers of Commerce
- Planning Departments and Departments of Public Works (DPW) in the 3 communities
- Town Managers and Select Boards would need to be supportive
- Bedford Cultural District Partnership
- Arlington Heights Neighborhood Association

## Diagnostic

**How this Project Responds to Key Challenges/Opportunities Identified in Diagnostic Phase:** The “Bikeway User Market Segment,” including commuters, recreational cyclists, walkers, joggers, etc., appears to be largely untapped despite the very close proximity of the Bikeway to the Business Districts. According to the counter in Arlington Center, the Bikeway averages 3,000 daily users. This represents a significant market opportunity, but it appears that these customers are not exiting the Bikeway to enter the districts. We completed a field experiment where we counted Bikeway users and observed their turn-off behavior in the three districts. Only a very small percentage of users were found exiting the trail to enter the business districts.

The lack of “turn-off” is hardly a surprise because there is no signage or other visual clues to alert Bikeway users that food and retail are available within just a couple hundred feet.



---

## Diagnostic (cont'd)

**COVID-19 Impacts Addressed by this Project:** The Arlington Heights, Bedford Center, and E. Lexington Business Districts were significantly impacted by COVID-19. Consumer patterns were disrupted, foot traffic plummeted, and sales declined. According to our business survey in March/April 2021, 69% of businesses in the three districts reported that foot traffic was substantially lower compared to before COVID. For 50% of businesses, on-site customer traffic was down by 25% or more.

It is this decline in foot traffic and sales that the wayfinding improvements intend to address. The signage and other wayfinding elements will help businesses capitalize on the largely untapped “Bikeway User” market segment (a segment that has grown over the last year as more people turned to bicycles and other public transport alternatives).

**How did COVID Create or Exacerbate the Issue Addressed by this Project:** Many of the businesses were forced to close or operate at reduced hours/capacity due to COVID-19. During this time, consumer patterns were severely disrupted. Consumers became accustomed to online purchasing and not going out to eat. Consumer behavior in the business districts has still not returned. The proposed strategy will help to open up new market opportunities for district business as old customers hopefully find their way back.

## Action Item

- 1. Install Business District Destination Signs on the Bikeway** at major access points near the business districts to make Bikeway users aware of potential food and retail offerings and direct them to the districts. Two types of signs are suggested: 1) directional signs located at the primary exits to the Business Districts, and 2) approach signs located in advance of the exits (e.g., 1 mile or more). Simple blue signs could be used that would be compatible with the existing signs and the 2014 “Navigating the Minuteman Commuter Bikeway” plan. (See example of proposed signs vs. existing signs).
- 2. Evaluate and Improve Wayfinding Signage at the Bedford Terminus of the Bikeway** to get users to the Narrow Gauge Trail.
- 3. Develop Highly-Visible Entry Archway to Narrow Gauge Trail in Bedford** to entice bikeway users to continue to Bedford Center.
- 4. Provide Business District Welcome Signage and Business District Information/Directories** at points where the access ways meet each business district.
- 5. Install Map Kiosks near major Bikeway access points to Business Districts** that include the Minuteman Bikeway map and information about businesses located in the nearby districts.

*We have also made a related recommendation to “Provide Designated Access Way Improvements” (addressed in a separate plan recommendation).*

## Existing Conditions and Previous Planning



*Park Ave — There is no signage to indicate that Arlington Heights District and many other eateries and businesses are less than 200 feet away (e.g., Abbotts' Ice Cream, D'Agostino's, Heights Pu, Cookie Time Bakery, etc.). Upper photo: Park Ave entry east of the overpass (at-grade). Lower photo: Park Ave entry west of the overpass (grade change with staircase). Photo: FinePoint Associates*



*Existing Signage at Park Ave. There is no mention of the Business District. (This sign deviates slightly from the 2014 proposed sign standards because it employs a serif font.) Photo: FinePoint Associates*

### Existing Condition

There is no signage on the Bikeway identifying any of the three business districts.

### Background — Previous Planning

In 2014, the three communities worked with Toole Design Group to develop a plan entitled "Navigating the Minuteman Commuter Bikeway." This plan recommends infrastructure improvements, programs, and policies to ensure the Minuteman Bikeway retains its attractiveness as a commuter bikeway and continues to accommodate new users in the future.

One of the sections of this plan addresses wayfinding signage. The plan laid out the following principles.

- Establish consistency in signage along the Bikeway
- Direct Bikeway users to Town Centers
- Improve location signage, including at intersections and Bikeway connections
- Provide consistent Minuteman branding along the Bikeway
- Avoid over-signing the Bikeway

### Issues with 2014 Plan:

- While the "Navigating the Minuteman Commuter Bikeway" Plan was well done and did mention directional signs to Town Centers (e.g., Lexington Center, Arlington Center), it did not address Arlington Heights and E. Lexington Village Business Districts or Bedford Center.
- The plan was only partially implemented and followed.



*Existing Signage at Depot Park - The placement and content of existing signage makes it difficult to understand how to get to the Narrow Gauge Trail from the terminus of the Minuteman Bikeway (which would bring users to Bedford Center). Great Road is listed instead of Bedford Center, which is a missed branding opportunity. (This sign deviates slightly from the 2014 proposed sign standards in that a different shopping icon is used). Photo: FinePoint Associates*

*Signage/Wayfinding Information at Bow Street — Although there are maps at this E. Lexington Village location, there is no signage to alert Bikeway users that they can find Wicked Bagel, Dunkin' Donuts, a bakery cafe, liquor store, Mexican restaurant, and more just on the other side of the buildings. Photo: FinePoint Associates*

## Proposed Wayfinding Signage Examples

### Suggested Bikeway Signage to Announce Business Districts:

The proposed signs incorporate the Minuteman logo, an arrow, suggested icons, and sans-serif font compatible with the proposed 2014 standards. They also clearly identify the area as a business district where restaurants and retail (and bike parking) can be found. If Bikeway signage is consistent with the 2014 proposed standards, it is more likely to be quickly approved and implemented.



*Example of proposed directional signage to be located at Business District exits (such as Park Ave). (For Illustrative Purposes Only). Source: FinePoint Associates*



*Example of approach sign located in advance of the exits (e.g., 1 mile). (For Illustrative Purposes Only). Source: FinePoint Associates*

## Business District Approach Sign



### **Install Business District Destination Signage on the Bikeway**

This is the most imperative of the wayfinding items because currently, there is no signage to alert users about the business districts and the availability of food and retail in such close proximity.

1. Form a small working group representing the three communities (e.g., Economic Development staff and perhaps representatives from Bicycle Advisory Committees and/or businesses)
2. Work together to agree on the contents of the Destination Signage. Determine if miles or travel time will be used. Decide on consistent icons to be used. (Currently, Bedford signs use a shopping cart icon for retail while the Toole Design Group suggested a logo showing 2 shopping bags to denote retail for Lexington signage).  
Suggested Sign Contents:
  - Minuteman Bikeway logo
  - Arrow directing users to the Business Districts
  - Icons indicating food and retail
  - Distance in miles (or travel time by bike/ foot)
3. Determine ideal placement for signs.  
Suggested Possible Locations:
  - Arlington Heights
    - Sunrise Senior Living
    - Park Ave
  - Lexington Village
    - Bow Street
  - Bedford Center
    - Beginning of Narrow Gauge Trail
4. Work with appropriate parties to get approvals for signage installation.
5. Determine sign and post printer/fabricator, get final cost estimates, and determine funding sources for each community.
6. Work with DPW in each community to install signs at specified locations.

**Evaluate and Improve Wayfinding Signage at Bedford Bikeway Terminus** to guide users to the Narrow Gauge Trail (NGT). As noted, in the Diagnostic Report, the existing signage does not provide clear direction to the NGT and it does not emphasize Bedford Center as a destination.

1. Evaluate contents and location of wayfinding signage at Bikeway terminus.  
Suggestions:
  - Make it easier to understand how to get to the Narrow Gauge Trail (NGT)
  - Include Bedford Center via NGT on the sign rather than Great Road to help reinforce branding/identification for the Business District.
2. Make necessary revisions, fabricate sign changes, and work with DPW to install.

**Develop Highly-Visible Entry Archway to Narrow Gauge Trail** to entice bikeway users to continue to Bedford Center. The current entrance is fairly nondescript and could easily be overlooked.

1. Bedford Economic Development Director should work with Bedford Cultural District Partnership to raise funds for Artistic Arch Design and Installation.
2. Implement Design Competition/Call for Artists to solicit entries from sculptures, architects, artists, etc. to create the arch. Develop a budget, selection/eligibility criteria, theme (e.g., historic theme, connection to commercial center) and schedule.

**Provide Welcome Signage and Business District Information/Directories** at points where the access ways meet each district. At a minimum, signage should be provided to welcome users into the district and provide basic directional arrows to food and retail. This would also be a good location for a map of the district and/or business directory and other information (see Best Practice Examples provided).

---

## Process (cont'd)

1. Design Welcome and Business Information signage — Since the signage will be located in the business districts, each community could **make their own decision regarding the type of signage and how extensive the information provided will be**. However, some consistency and common elements among the three communities could help to reinforce common branding as a Bikeway community. It may be helpful to **engage a wayfinding/design consultant** that could collaborate with the working group and design a menu of options for 1) a basic welcome and directional sign, 2) sign with business district map, 3) business district/community information kiosk, 4) Bikeway map kiosk for near the Bikeway etc. with a way to customize any of the above for each community. Then each community could select and customize to meet their needs and budget.
2. If a business directory will be included, the design should be easily updated. In lieu of, or in addition to, a directory, the signage could provide a QR code that would direct users to an electronic business directory or other landing page with information about the Business District.
3. Determine Locations — General suggested locations include the following.
  - Park Ave and Massachusetts Avenue
  - Sunrise Parking Lot and Massachusetts Avenue
  - Bow Street and Massachusetts Ave
  - Great Road and Narrow Gauge Trail Terminus.
4. Each community should **determine the specific location** for their signage/informational elements.
5. Identify funding.
6. Each community should work with appropriate parties (e.g., planning department, DPW, etc.) to arrange for fabrication and installation.

### Install Bikeway Map Kiosks at major Business District access points

These kiosks could accommodate the Minuteman Bikeway map plus information about businesses located in the nearby districts. The Bikeway Map will help entice users to stop, and once they've stopped, they may find useful information about nearby businesses and events.

1. Design the Map Kiosk — This item could be designed by the **wayfinding/design consultant** at the same time as the Business District Welcome signs and Business Maps/Directories. Since these elements will be located close to the trail, it will be important for them to be consistent from community to community.
2. These elements should have a space for the Minuteman Bikeway Map and a place where the community could provide information about local business offerings and community events.
3. Mobile technology could be implemented and referenced. QR codes that provide access to Business District Directories and/or other information could be provided. The Minuteman Bikeway Map is available on the mobile application "Maplets." This information could be included in the Map kiosk.
4. Determine Locations — General suggested locations include the following.
  - Park Ave
  - Bow Street
  - Depot Park
5. Each community should **determine the specific location** for their Bikeway Map Kiosk.
6. Identify funding.
7. Each community should work with appropriate parties (e.g., planning department, DPW, etc.) to arrange for fabrication and installation.

**Provide Designated Access Way Improvements** [Addressed in a separate Plan Recommendation].

## Best Practice Examples

### Business District Information Signage

#### Arlington Heights, IL

The Walk Arlington initiative in the Village of Arlington Heights, Illinois, emphasizes the health and ecological benefits of walking and shows how quickly a short walk in Downtown Arlington Heights transports you to entertainment venues, stores, and restaurants. The Village's Bicycle and Pedestrian Advisory Commission participated in the development of the various walking courses.

In the Downtown area, the Village has created eight Walk Arlington **Business Directories** that are placed in large kiosks located at Harmony Park, the Downtown Train Station, North School Park, mid-block on Dunton Avenue, and other Downtown locations. The directories show Downtown business locations as well as suggested walking routes to various destinations.

Source: [www.vah.com](http://www.vah.com)

#### Bennington, VT

The Town of Bennington, VT, installed four corner Community Kiosk structures in their downtown area. These elements display information on local businesses, community events, and history.

Another kiosk is planned for this fall. According to Shanon Barsotti, Community Development Director, the cost for the kiosk will be "around \$5,000 for the kiosk itself, installation, and graphic design and panels."



*Business District Directories placed in strategic locations in the Village of Arlington Heights, IL. Source: [www.vah.com](http://www.vah.com)*



*Community Kiosk at the main intersection of downtown Bennington. Photo: Brovitz Community Planning and Design*

# Create a mural program especially for public locations and businesses adjacent to the bikeway. [All 3 districts]

Category



Culture/Arts

Location

Arlington Heights (CT 3566.0), East Lexington Village (CT 3581), Bedford Center (CTs 3593.03 and 3591).

On walls and fences along the Minuteman Bikeway that serve as connection points to the business districts of Arlington Heights, Bedford Center and E. Lexington Village, and within the districts.

Origin

Contributors to Project Idea: Economic Development staff in the 3 communities, RRP Process participants, and consulting team.

Potential Champions: Bedford Cultural Council, Bedford Cultural District Partnership, Lexington Cultural Council, Arlington Commission for Arts and Culture Grants Committee.

Budget



Low: The following are estimates for a Mural Program run by Arlington, Bedford, or Lexington.

Artist stipend and materials (if one artist) — \$2,000 – \$10,000 (Depending on size of mural)

Additional Installation materials — \$300 – \$1000

Event Promotion Materials and Digital Outreach — \$200

Total = \$2,500 – \$11,200 per mural (depending on size)

## Potential funding sources:

- Local businesses and/or corporate sponsors
- Hometown Grant
- Patronicity Crowdfunding Program
- Cultural Projects Grant, Massachusetts Cultural Council
- National Funders — National Endowment for the Arts “Our Town Grant”
- Possibly State ARPA funds (depending on legislature decisions about allocation).



*Example of blank walls that could be considered for potential mural sites.*

*Left: Berkshire Grey, Bedford, Photo: Town of Bedford, Right: Trader Joes, Arlington. Photo: FinePoint Associates*

## Timeframe



Short Term (<5 years)

Project Task	Month				
	1	2	3	4	5
Identify partners, form committee	x				
Identify top sites with potential for murals	x				
Narrow site list to 2-3 locations		x			
Put out Call for Artists			x		
Select artist(s)				x	
Coordinate mural installation					x
Publicize new artwork and evaluate					x

## Risk



Low Risk

There is low risk in hiring artists to paint murals along the Minuteman Bikeway.

Since art is subjective, not everyone may like the finished artwork, but overall, the addition of public art will have a positive affect on both the Bikeway, and the business district.

## Key Performance Indicators

Performance indicators that might be used to measure anticipated impacts of the project after implementation include the following:

- Increased pedestrian and cyclists turns from Minuteman Bikeway into the three business districts
- Increased visitors and foot traffic in the business districts
- Positive qualitative experience of the public art by passersby.

## Partners and Resources

- Local businesses (especially those who have mural spaces)
- Local artist and arts organizations
- Mass Cultural Council
- Arlington Commission For Arts and Culture Grants Committee
- Arlington Center for the Arts
- Bedford Cultural Council
- Lexington Council for the Arts
- Munroe Center for the Arts



---

## Diagnostic

### **How this Project Responds to Key Challenges/Opportunities Identified in Diagnostic Phase:**

The Mural Program seeks to further create a sense of place at the connection points between the Minuteman Bikeway and the three business districts of Arlington Heights, Bedford Center, and E. Lexington Village as well as in the business districts themselves. While small businesses faced significant challenges as a result of the COVID-19 pandemic, there was an increase in Minuteman Bikeway usage both for commuting (as residents didn't feel safe using public transit) and for recreation purposes. However, while the bikeway has increased usage, users are seemingly unaware of the business districts that are adjacent to the bikeway. This project will focus on the opportunity of the increased cycling and pedestrian activity on the bikeway and try to draw people into the districts as a complement to more traditional wayfinding signage.

**COVID-19 Impacts Addressed by this Project:** A total of 69% of businesses in the three districts indicated a reduction in foot traffic in January and February 2021 compared to the previous year before COVID. For 50% of businesses, on-site customer traffic was down by 25% or more.

**How did COVID Create or Exacerbate the Issue Addressed by this Project:** The COVID-19 pandemic placed a strain on small businesses in each of the districts as they closed or adapted to new safety restrictions.

At the same time, COVID-19 also caused an increase in cycling and pedestrian activity on the Minuteman since public transit became viewed as unsafe for commuting, and many sought outdoor recreation opportunities.

## Action Item

The Mural Program aims to enhance the vibrancy of Arlington Heights, Bedford Center, and E. Lexington Village with public art, while also creating stronger connections between the Minuteman Bikeway and the three districts. The murals would be complementary to our recommendation for more traditional wayfinding as they would informally create a sense of place and destination at the connection points between the bikeway and the districts. Sites adjacent to the bikeway would be prioritized first, and then the program could expand to the districts.

Local partners would be engaged in the coordination from start the finish, and a committee would be formed to oversee the process. Sites would be identified to maximize the opportunity to bring tourists and residents into the districts, while artists would be given a set of parameters to match the goals of the organizing committee. A description of action items is below.

**1. Identify partners and form Mural Program committee (or hire coordinator)**

The best mural programs are those that partner with community members and organizations to ensure that the artwork is representative of the community and is visually appealing to those who will view it. It is recommended to have one key (part-time) staff person dedicated to the mural program (and other public art initiatives). However, if this isn't possible, then a committee will need to be formed to oversee the process and provide oversight and coordination. The committee should be composed of key municipal staff members, local business owners (particularly if they own the buildings being painted), leadership from local arts organizations, and engaged volunteers dedicated to the arts.

**2. Identify top sites with potential for murals**

This mural program should prioritize the connection points between the Minuteman Bikeway and the business districts but could also include sites within the business districts. Fences may also be considered. While the program will likely start with only 1–3 murals, it may be helpful to compile a list of all possible sites so that the program could be expanded. To gather possible sites, program staff could do an audit of all sites that meet the agreed-upon criteria. Another way of gathering sites is to put out a “Call for Walls and Fences.” This would involve publicizing the program and the types of sites you are looking for and asking for building (or fence) owners to respond with their information (either digitally, or via other means).

**3. Narrow site list to 2–3 locations**

Not all sites will be ideal for murals. Some of those identified may have significant barriers regarding the surface type, or the amount of cleaning and preparation needed in order to paint. An experienced muralist would be the best person to help narrow down the sites to ensure that the project will be doable.

**4. Put out Call for Artists**

Once the top 1–3 sites are selected, a “Call for Artists” will need to be put out. The committee will need to discern if there is a specific type of mural the community would benefit from, or if there is a theme that the artist should adhere to (such as history, nature, etc.). It should be noted, that the best murals come out of processes where the artist is able to use their artistic freedom of expression rather than adhere too specifically to prescriptive guidelines.

The Call for Art process can be formal with specifications outlined and a due date, or more informal through word of mouth. In either type, it is recommended to ask only for previous artwork and a rough sketch for the mural rather than a full design.

**5. Select artist(s)**

Once artists have submitted to your process, whether formally or informally, the committee should gather to discuss top entries and make the selection.

**6. Coordinate mural installation/painting with partners**

The selected artist should decide if they are wanting volunteer support in the preparation of the mural wall and the painting. Depending on the level of skill required, kids, teens, or adult volunteers may be able to assist the artist. School groups, or youth organizations could be recruited. When the mural is completed, it will need to be sealed to protect it from the elements and ensure it lasts for as long as possible.

---

## Action Item (cont'd)

### 7. Publicize and evaluate new artwork

When the artwork is complete, partners may want to hold an “unveiling” event or celebration. At the very least, a press release should be created to share this new attraction with the community. Gather qualitative input on the mural by asking for feedback on the process and design so you can use this for future murals.

## Process

### 1. Identify partners and form Mural Program committee

- Form list of potential partners/staff to join committee
- Confirm participation of participating committee members
- Hold initial meeting to outline goals and discuss roles
- Seek funding via grants or private sponsors.

### 2. Identify top sites with potential for murals

- Look for sites with proximity to connections from the Minuteman Bikeway to the business districts
- Draft a “Call for Walls and Fences” to business owners
- Publicize “Call for Walls and Fences.”

### 3. Narrow site list to 2-3 locations

- Meet with Committee to select 1 – 3 sites to include in the “Call for Art” (consider the condition of the wall and any cleanup or prep needed)
- If site is privately owned, invite the owner to the Mural Program Committee
- Continue to seek funding via grants and private sponsors.

### 4. Put out Call for Artists

- Meet with committee to decide on mural theme and any requirements for the Call for Art
- Draft “Call for Art” and revise with feedback from partners. Make sure to include:
  - Site details
  - Request for portfolio
  - Request for rough sketch of mural (not full design)
  - Note if you will be prioritizing local residents or any other scoring methods
- Put out final “Call for Art,” publicize via social media, press, printed materials.

### 5. Select artist(s)

- Meet with Committee to score or vote on entries
- Communicate with winning artist and plan details of schedule, wall prep, volunteers, etc.

### 6. Coordinate mural installation/painting with partners

- If artist agrees, work with partners to engage volunteers in the painting.

### 7. Publicize and evaluate new artwork

- Plan unveiling event or similar celebration to share the new mural
- Invite press contacts and community partners
- Ask the artists, residents, and viewers what their experience was so that you can incorporate that feedback into future mural processes.



## Best Practice Example

### Maynard, MA

#### "Maynard as a Canvas"

In April 2021 The Maynard Cultural Council, along with local partners, launched a Mural Initiative called Maynard as a Canvas. They sought to leverage the focus on public space during the pandemic and create a public art mural that would celebrate the past, present and future of the town.

#### Program Management

- Coordinated by Maynard Cultural Council.

#### Choosing Sites

- Selected site was highly visible courtyard in the revitalization of the area.

#### Artists/RFP Process

- Open to Massachusetts' artists with previous mural painting experience.
- One site was selected, and details were given to artists.

#### Partners

- Local mural curator
- Jury made up of representatives of the community, local artists, and the Maynard Cultural Council will choose the winning design.

#### Funding

- Maynard Cultural District (in support of Massachusetts COVID impacted artists)
- Maynard Sesquicentennial Committee
- Maynard Community Enhancement Fund
- Local crowdfunding
- Time and material donated by artists.

Source: [townofmaynard-ma.gov](https://townofmaynard-ma.gov)



Artist Anna Dugan poses in front of her mural at Naylor Court in Maynard. *"[I wanted to] just show each person is their own color but then when you come together with other people it kind of overlaps to create a new color and then all together it creates this really joyful explosion of color."* — Anna Dugan. Source: <https://www.wickedlocal.com/story/beacon-villager/2021/07/26/maynard-mural-naylor-court-part-maynard-canvas-project/8070980002/>

### Excerpt from Maynard's Call for Artists

We will give special considerations to artists that:

1. Engage the local community in some way.
2. Make clever use of our 150<sup>th</sup> year as a town.
3. Can complete this project in early summer.

We encourage a theme that is not strictly historical. Think, "Past, Present and Future."

Please consider the following ideas for our future as a town:

- the basis of the town's emphasis is developing culture/arts
- make the downtown more active by driving more people to visit
- use and develop our water sources, the river and mill pond, for recreation, celebration, picnicking.

Source: [https://artist.callforentry.org/festivals\\_unique\\_info.php?ID=8809](https://artist.callforentry.org/festivals_unique_info.php?ID=8809)

Dear Students,

This year, State elections will be taking place on November 8, 2022.

These elections will decide who will be our next Governor, Lieutenant Governor, Attorney General and many other positions within our State government.

As you may know, the United States has three types of governing bodies: local, state and federal.

It is often the elections at a local level that can make the biggest direct impact to where you live.

Today, each of you will be given an opportunity to vote and let your voice be heard!

Every year, Massachusetts Law requires dog owners to license their dogs. Anyone who does so receives a tag in a unique shape for that year.

Today, you can make a difference at the local level by choosing to vote.

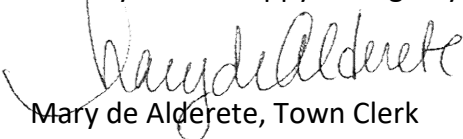
You will have three (3) shapes to select from: a car; a rosette; or fire hydrant.

You will each receive a ballot. Think carefully about what shape you would most like to be the winner for 2023 and then put an "X" in the box next to the shape that matches your choice. Remember – your ballot is private, so you shouldn't show it to anyone unless you need some assistance filling it out. When you're finished, your teacher will explain where you should place it. Then it's time to receive an "I voted" sticker!

The Town Clerk's Office will collect and count all ballots and a winner will be chosen and announced after all the votes are counted. The winning shape will be used for all licensed dogs in Lexington in 2023.

Your voice has a vote and your vote can make a difference!

Thank you and Happy Voting Day!



Mary de Alderete, Town Clerk

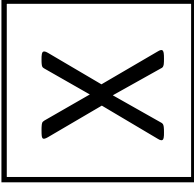
OFFICIAL ELECTION BALLOT

**October 6 and 7, 2022**

TOWN OF LEXINGTON DOG TAG FOR 2023

**DIRECTIONS:** Place an "X" in the box for  
your choice of dog tags.

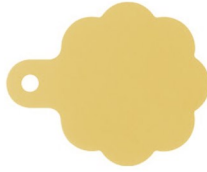
Choose **ONLY ONE**.



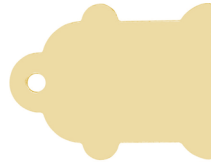
**CAR**



**ROSETTE**



**FIRE HYDRANT**



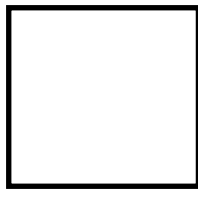
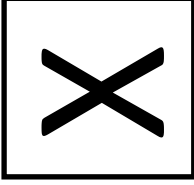
OFFICIAL ELECTION BALLOT

**October 6 and 7, 2022**

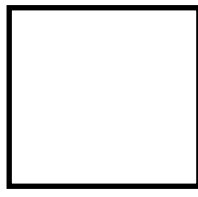
TOWN OF LEXINGTON DOG TAG FOR 2023

**DIRECTIONS:** Place an "X" in the box for  
your choice of dog tags.

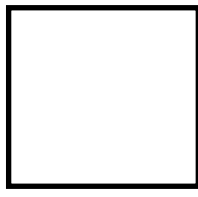
Choose **ONLY ONE**.



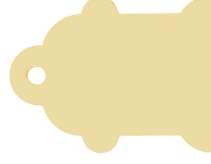
**CAR**



**ROSETTE**



**FIRE HYDRANT**



## **Discussion Topic: What is a Law**

Laws are a set of rules. Games have rules. Your parents or caregivers may give you rules you have to follow. But some rules are so important that are made into laws. Laws made by a government are rules that everyone affected by those laws must follow. You've probably heard the expression "It's the law!" In government, most laws are created to protect people and property. Those laws have a great deal to do with our daily life. You've probably seen a stop sign posted by the side of road, or a sign that swings open on the side of school bus that says STOP. These are pictures of laws that must be obeyed.

## **Why is it important to vote?**

Voting allows people to tell the government what they want it to do.

Increasing the number of people that vote in each election means better representation and more funding to communities. When people vote as a community, it sends the message to state and national legislators to help them better understand its needs. Education, healthcare, infrastructure, the economy, etc. are all affected by voting.

## **Every Vote Counts**

**Here are some important events in U.S. history that were decided by just a few votes:**

- Richard Nixon, not John F. Kennedy, would have become President of the U.S. in 1960 if one person from each voting place had voted differently.
- If just one U.S. Senator had voted differently, U.S. President Andrew Johnson would have been removed from office in 1867.
- Texas might not have become part of the United States in 1845 if one U.S. Senator had voted differently. The vote in the U.S. Senate was 27-25 to invite Texas to become a state. If it had been a tie, Texas would not have been asked to become part of the Union.

## **Early Democracy**

Democracy, the form of government used in the United States, began as an idea by early Athenians. They decided that a community should choose its own leaders.

In the year 507 B.C., the Athenian leader Cleisthenes introduced a system of political reforms that he called *demokratia*, or “rule by the people” (from *demos*, “the people,” and *kratos*, or “power”). It was the first known democracy in the world.

## **Types of Democracy**

There are two main types of democracies: direct and representative.

Direct - A direct democracy is one in which every citizen votes on all important decisions. One of the first direct democracies was in Athens, Greece. All of the citizens would gather to vote in the main square on major issues. A direct democracy becomes difficult when the population grows. Imagine the 300 million people of the United States trying to get together in one place to decide an issue. It would be impossible.

Representative - The other type of democracy is a representative democracy. This is where the people elect representatives to run the government. Another name for this type of democracy is a democratic republic. The United States is a representative democracy. The citizens elect representatives such as the president, members of congress, and senators to run the government.

## **What characteristics make up a democracy?**

Most democratic governments today have certain characteristics in common. We list a few of the major ones below:

Citizens rule - We've already discussed this in the definition of democracy. The power of the government must rest in the hands of the citizens either directly or through elected representatives.

Free elections - Democracies conduct free and fair elections where all citizens are allowed to vote how they want.

## **Election Day Vocabulary**

Absentee ballot: Used to vote when someone cannot physically be at the polling place on election day.

Ballot: a sheet of paper used to cast a vote.

Bill: a proposed law.

Bipartisan: supported by both political parties.

Campaign: a race between candidates for elective office.

Congress: legislative body of the United States.

Constituent: A person represented by an elected official.

Delegate: one sent to act as a representative for a group.

Democracy: government in which the people hold the ruling power.

Enfranchise: to grant the vote to.

Grass roots: the common people at a local level.

Incumbent: someone currently holding an office.

Law: A set of rules.

Nominate: to name as a candidate for an election.

Petition: a written request signed by many people demanding an action from an authority or government.

Platform: a document stating the aims and principals of a particular party.

Poll: the place where votes are cast and registered, or a survey of the public.

Primary: an election for choosing the candidates who will run in the final election.

Veto: to prevent a bill from becoming law.



# *Town of Lexington*

Town Manager's Office

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

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

## **MEMORANDUM**

TO: Select Board  
FROM: Jim Malloy, Town Manager  
DATE: September 30, 2022  
RE: Weekly Update

The following is an update of activities for the week ending September 30, 2022:

### Various Administrative Issues:

- There are several additional ARPA requests that the Board will be asked to consider on Monday night as follows:
  1. Derek Sencabaugh has inquired about the original 3-2 poll on the ATV Ambulance which has not come back for discussion (at the Select Board meeting when this was considered there were four Select Board members and it came back as a 2-2 split vote).
  2. Dave Pinsonneault and I have discussed adding a permanent electronic sign at the entrance of 203 Bedford that would be used for regular announcements. Attached are quotes for a hard-wired sign (\$52,000) and a solar sign (\$90,000). This would free up the portable sign boards for emergencies and construction work.
  3. As the Board is aware, the Town currently provide the INTERFACE referral service to Lexington residents. With the current demand so high and the waitlist we have, it would be beneficial to continue to provide the INTERFACE service. Their price is going to be increasing in the next contract year that starts in November, based upon our usage from this year multiplied by their cost per referral rate. The total cost will be \$35,000 for the next year, which is up from \$20,000 for our current year. The Town and Schools split this evenly each year and we would like to request that the additional \$15,000 (beyond the current \$20,000) to pay for the upcoming contract year come from ARPA funds instead of increasing our individual budgets so significantly. COVID caused a significant increase in mental health needs as well as a decrease in provider availability.
- The High School Building Committee held it's first meeting and Kathleen Lenihan was selected as the Chair and Mike Cronin as the Vice Chair.

### Land Use Health and Development:

- On September 28<sup>th</sup> the Planning Board unanimously adopted LexingtonNEXT. LexingtonNEXT will serve as the Town's long-range master plan to guide development over the next 10-15 years. This was a five-year effort led by the Comprehensive Plan Advisory Committee (CPAC) that

worked with the community to bring forward a plan to the Planning Board. A special thanks to everyone that participated from CPAC members, Planning Board members, Select Board member liaisons, town staff, residents, and many other members of various boards and committees that provided valuable input throughout the five-year process. LexingtonNEXT can be found on the Town's website at <https://www.lexingtonma.gov/816/Draft-Comprehensive-Plan>

- At the October 12 Planning Board Meeting, the Town's Consultant Nelson/Nygaard will be presenting the draft plan and recommendations to update the Hartwell Area Transportation Management Overlay District Plan (TMO-1 Plan). The final Plan will include some infrastructure improvements, since we are looking ahead to 2030 and the full reconstruction of the corridor the plan also includes programmatic recommendations.



**ARPA FUNDING REQUEST BY DEPARTMENTS - UPDATED 9-28-22**

**Projects/Programs Previously Approved:**

Department	Funding Request	Estimated Cost	Approved 2022	Notes	Balance
Committee/ Community Requests	Lex Retailer's Association: Discovery Day, Halloween Walk, Holiday Lighting, Taste of Lexington	Grant basis - amount TBD	\$ 50,000		\$ 45,000
Committee/ Community Requests	LCA, Symphony, Munroe Center: Non-profit and Small Business Sustainability Fund for cultural sector	Grant basis - amount TBD	\$ 50,000		\$ 25,000
DPW	Picnic Tables for Center	\$24,000	\$ 24,000		\$ (1,620)
DPW	Bikeways – 6 replacement bottle filling stations (\$6K each)	\$36,000	\$ 36,000		\$ 2,865
DPW	Two additional electronic sign boards for communications (\$15-\$20K each)	\$ 40,000	\$ 43,600	Previously removed from consideration	\$ -
Economic Dev/DPW	Parklet – needs to be replaced	\$ 75,000	\$ 75,000	Center Streetscape - planned for FY23	\$ 75,000
Economic Development	Pop Up Business Incubator	\$100,000	\$ 110,000		\$ (4,600)
Economic Development	Visitor Center website rebuild	\$25,000	\$ 50,000	Increased by \$25K	\$ 50,000
Economic Development	Non-Profit Business Assistance	\$ 50,000	\$ 50,000		\$ 50,000
Economic Development	Additional Small Business Assistance	\$ 300,000	\$ 300,000		\$ 70,959
Economic Development	Store back/ storefront improvement plan	\$ 100,000	\$ 100,000		\$ 100,000
Economic Development	Small Business Assistance	Grant basis - amount TBD (\$250,000+)	\$ 600,000	Program to be determined	\$ -
Fire Department	Fire Pumper Overage	\$ 82,882	\$ 100,991		\$ 100,991
Fire Department	Salaries	\$ 80,188	\$ 80,188		\$ 37,572
Human Resources	Administrative Assistant	\$ 26,609	\$ 26,609		\$ 26,609
Human Services	Mental Health Services/ Health Clinician	\$80,000- \$100,000 annually	\$ 90,000	Operational	\$ -
Human Services/Sustainability	Bike Racks for E. Lexington	\$ 7,200	\$ 7,200	New	\$ 7,200
IT	Remote/Hybrid Meeting Solution	\$40,000	\$ 40,000		\$ 40,000
LexHab	Lexhab - Vine Street Design Funding		\$ 115,000	Lexhab Request	\$ 34,635
LexHab	Lexhab Request to buy houses		\$ 315,000		\$ 315,000
LUHD	Develop a proposal for a Municipal Affordable Housing Trust & Development Corporation	\$20,000	\$ 20,000		\$ 20,000
LUHD	Take Home Rapid Test Kits	\$25,000	\$ 25,000		\$ 2,137
LUHD	Ongoing Support for Lexington Health Department (contact tracing, food inspections, health nurse)	\$281,000	\$ 100,000	3 years but should end when pandemic ends	\$ 43,876
LUHD	Community COVID testing events	\$150,000	\$ 175,000		\$ 28,000
Police Dept	Lifepak AED devices	\$22,200	\$ 22,200		\$ 10
Recreation	Bottle Fillers - at 3 locations	\$24,000	\$ 44,000		\$ 16,939
Recreation	Outside shelters for programming	\$80,000- \$160,000	\$ 235,000	Funded at high estimate, only the actual would be spent	\$ 235,000
Recreation	Basketball Hoops (7)	\$ 10,500	\$ 10,500	New	\$ 10,500

Department	Funding Request	Estimated Cost	Approved 2022	Notes	Balance
Select Board	Fund SPRD Consultant	\$25,000	\$ 25,000		\$ 18,000
Select Board	Food Insecurity	\$ 150,000	\$ 50,000	Estimate as no actual amount was discussed	\$ 20,000
Select Board	N95 Masks	\$25,000	\$ 25,000		\$ 25,000
Town Manager	Participatory Budget set-aside	\$500,000	\$ 520,000	Add \$20,000 for community engagement tool	\$ 507,100
Fire	ATV Ambulance	\$93,876		Board polled 3-2 but vote was 2-2 due to one member being absent	n/a
DPW	Permanent Electronic Sign Board	\$90,000		Request at solar powered level	n/a
Human Services	Interface	\$15,000			n/a

Total Amount Approved to Date:	\$ 3,515,288	\$ 1,901,174
Total ARPA Funds:	\$ 9,903,381	
2023 & 2024 Participatory Budgeting:	\$ 1,000,000	
ARPA Available Balance	\$ 5,388,093	
Total New Requests (highlighted in yellow above):	\$ 198,876	
Revised ARPA Balance:	\$ 5,189,217	

# BainCor, Inc.

763 South Street

Suite A

Holbrook, MA 02343

## Estimate

Date	Estimate #
9/21/2022	2578

Name / Address
Lexington DPW 201 Bedford St Lexington, MA 02420

Project

Description	Qty	Rate	Total
"Daktronics" Galaxy® Outdoor Electronic Message Center - GS6 Series - 15.85mm RGB; 2V - two one sided displays - same content Model; GS6-60X150-15.85-RGB-2V  Cabinet Dimensions: 3' 8" H X 8' 1" W X 0' 5" D  Daktronics Verizon Lifetime 4G Cellular Data Plan Per Modem, for Venus Control Suite on Displays Up to 100,000 pixels. Excludes streaming data feeds and diagnostics  Installed in front of Lexington DPW building on two steel post  With: Solar Powered Option  MassDOT State Wide Contract INTF0000K03C00111753	1	90,000.00	90,000.00
MassDOT State Wide Contract INTF0000K03C00111753		<b>Subtotal</b>	\$90,000.00
This estimate/quote is valid for 30 days.		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	\$90,000.00

Phone #	Fax #	E-mail	Web Site
339-987-5525	339-987-5528	wbainter@baincor.com	www.baincor.com

# BainCor, Inc.

763 South Street

Suite A

Holbrook, MA 02343

## Estimate

Date	Estimate #
9/14/2022	2567

Name / Address
Lexington DPW 201 Bedford St Lexington, MA 02420

Project

Description	Qty	Rate	Total
"Daktronics" Galaxy® Outdoor Electronic Message Center - GS6 Series - 15.85mm RGB; 2V - two one sided displays - same content Model; GS6-60X150-15.85-RGB-2V  Cabinet Dimensions: 3' 8" H X 8' 1" W X 0' 5" D  Daktronics Verizon Lifetime 4G Cellular Data Plan Per Modem, for Venus Control Suite on Displays Up to 100,000 pixels. Excludes streaming data feeds and diagnostics  Installed in front of Lexington DPW building on two steel post  120vac power will be from ground mounted transformer "right side front of building"  MassDOT State Wide Contract INTF0000K03C00111753	1	52,000.00	52,000.00
MassDOT State Wide Contract INTF0000K03C00111753		<b>Subtotal</b>	\$52,000.00
This estimate/quote is valid for 30 days.		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	\$52,000.00

Phone #	Fax #	E-mail	Web Site
339-987-5525	339-987-5528	wbainter@baincor.com	www.baincor.com

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve One-Day Liquor License

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

C.1

### **SUMMARY:**

#### **Category: Decision-Making**

#### **Spectacle Management:**

Spectacle Management has requested a One-Day Liquor License to serve beer and wine in the lobby of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of one event on the following date:

- Chris Isaak Concert, Friday, November 25, 2022 7:00pm to 11:00pm

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

### **SUGGESTED MOTION:**

To approve a One-Day Liquor License for Spectacle Management to serve beer and wine in the lobby of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of one event as follows: Chris Isaak Concert on Friday, November 25, 2022 from 7:00pm to 11:00pm.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office

### **DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022





## **AGENDA ITEM SUMMARY**

### **LEXINGTON SELECT BOARD MEETING**

#### **AGENDA ITEM TITLE:**

Approve Select Board Report for Fiscal Year 2022 Annual Town Report

#### **PRESENTER:**

Jill Hai, Select Board Chair

#### **ITEM NUMBER:**

C.2

#### **SUMMARY:**

##### **Category: Decision-Making**

The submission of reports for the Fiscal Year 2022 Annual Town Report were due to the Town Report Coordinator in early September. The draft version of the report was discussed at the Select Board meeting on Monday, September 12, 2022.

The Select Board is being asked to review and approve the attached final version of the Select Board Report submission for the Fiscal Year 2022 (July 1, 2021 - June 30, 2022) Annual Town Report.

#### **SUGGESTED MOTION:**

To approve the attached final version of the Select Board Report for submission to the Fiscal Year 2022 Annual Town Report.

Move to approve the consent.


#### **FOLLOW-UP:**

Select Board Office

#### **DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022

## ATTACHMENTS:

Description	Type
 Select Board Report Annual Town Report 2022 - updated 10-3-22	Backup Material

## **SELECT BOARD**

Five members, elected by the voters at-large to overlapping 3-year terms: Jill I. Hai, Chair, Douglas M. Lucente, Vice-Chair, Joseph N. Pato, Suzanne E. Barry, and Mark D. Sandeen. In March 2022, Mr. Pato and Ms. Barry were re-elected to three-year terms.

While FY2022 continued many of the challenges faced since FY2020, there was a resumption of some pre-pandemic activity, and some significant new activity, including the launch of the Center Streetscape Project and the initial deployment of American Rescue Plan Act (ARPA) funds. The State of Emergency in the Commonwealth due to the outbreak of COVID-19, which was issued on March 10, 2020 was continued again, through July 15, 2022. Special Town Meeting in the fall of 2021 and the Annual Town Meeting in spring of 2022 were both held virtually. Public meetings continued in a virtual format, accessible by the public using the application Zoom, though some committees chose to begin meeting in person. Town Celebrations and events began to resume, following the lifting of the State of Emergency at the end of FY 21. A full Veterans' Day parade and celebration was held and widely enjoyed. All municipal buildings re-opened to the public. The Town continued to monitor each building for safe and continued operations and services to residents. Initial ARPA funds were used to further the health and safety of the community, and to improve the economic situation of our local businesses and non-profits through direct grant assistance.

The Select Board held its biannual goal setting retreat, establishing five goals for the coming years: Community Compass, Livable Lexington, Quality Services, Fiscal Stewardship and Thriving Local Economy. The full report can be found at <https://www.lexingtonma.gov/DocumentCenter/View/4497/Select-Board-Goals-FY2022---FY2023>. These goals continue to guide the work of the Board as FY22 comes to a close.

### **Select Board Priorities for American Rescue Plan Act (ARPA) Spending**

The American Rescue Plan Act of 2021 (ARPA) was passed by the federal government to support communities across the country in responding to and recovering from the COVID-19 pandemic. Federal funds from ARPA are intended to address the negative health and economic impacts caused by the pandemic. Lexington is receiving \$9,903,381 in ARPA funding. The allocation for Lexington, which is distributed through the Massachusetts Department of Revenue, is based on the Town population.

ARPA funding must be obligated by the end of 2024 and fully expended by the end of 2026. The federal government has outlined the primary objectives for the use of these funds:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control

- Replace lost revenue for eligible state, local, territorial, and Tribal governments to strengthen support for vital public services and help retain jobs
- Support immediate economic stabilization for households and businesses
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic.
- Provide premium pay for essential workers - offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
- Invest in water, sewer, and broadband infrastructure - making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet:

The federal government specifically noted uses of funds that are NOT eligible such as: contributions to Pension Fund; contributions or replenishment of reserves or 'rainy day' funds; direct or indirect application of funds to reduce tax revenues/tax rate; Payments for legal settlements; payments for debt service; general infrastructure spending (above amount identified as lost revenue).

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

As of June 30, 2022, the Select Board has approved using \$3,156,388 in ARPA funds in the following areas:

- Public Health \$567,200: \$100,000 for ongoing support for the Public Health Office; \$175,000 for community COVID Testing Events; \$25,000 for purchasing of rapid at home tests; \$36,000 six replacement bottle filling stations on the bikeway; \$22,200 AED Devices for the Lexington Police Department; \$24,000 bottle filling stations for Recreation Department; \$160,000 outdoor shelters for programming-Recreation Department; \$25,000 for N95 masks.
- Affordable Housing \$475,000: \$115,000 for design work on the LexHAB Vine Street project; \$315,000 for down payment on affordable housing units; \$20,000 to assist in the development of an Affordable Housing Trust; \$25,000 to assist in the development of the Special Permit Residential By-Law.
- Economic Development \$1,374,000: Grants for small businesses that have been impacted by COVID \$900,000; Grants for cultural (music/ arts) organizations that have been impacted by COVID \$50,000; Picnic tables for Center \$24,000; Pop up business incubator \$100,000; Accessibility ramp \$25,000; Visitors Center website \$75,000; Grants for non-profits that have been impacted by COVID \$50,000; Lexington Retailer's Association for Center programming \$50,000; Store back/store front improvement plan \$100,000.
- Human Services \$140,000; mental health clinician services \$90,000; local food insecurity programs \$50,000.

- Salaries \$80,188 for increase in Fire Department overtime due to COVID related illness.
- Participatory Budgeting (PB) \$520,000 - a democratic process through which community members directly decide how to spend public funds, aimed to increase equity and access, foster civic engagement and community spirit, and ensure that public money targets real community needs.

The Select Board will continue to prioritize addressing the urgent needs of the community and will work with the Town Manager to determine how the remainder of the Town's ARPA funds should be allocated.

### **Fiscal Resiliency**

FY22 closed with the Town continuing in a strong financial position. Real-estate tax collections and other revenue sources remain strong. Residential real-estate growth continues, and new commercial projects are progressing on Hartwell Avenue and Hayden Avenue commercial districts. While the Select Board remains committed to avoiding the need for proposition 2½ operating budget overrides, the continuing effects of the COVID-19 pandemic and the need for major capital investment in obsolete buildings present a continuing challenge for the community.

### **New Capital Stabilization Funding Framework**

In November 2021, the Select Board approved a new Capital Stabilization Funding Framework. In anticipation of the need for a Lexington High School construction project, the largest capital project the Town of Lexington has ever seen, we sought a long-term, financially sustainable funding mechanism to provide dedicated funding for the Capital Stabilization Fund (CSF). This is meant to ensure that larger capital projects and future debt service do not place an unmanageable burden on taxpayers.

The framework recognizes the effort by the Town of Lexington to simultaneously identify and attract opportunities for commercial development and accommodate the substantial need for capital project funding. Rather than having "New Growth," from significant commercial developments be allocated between the Town and School departments via the Revenue Allocation Model, any additional incremental property tax revenue generated from certain new commercial developments shall be dedicated and annually appropriated to the CSF. Projects affected will be commercial developments which:

- Go through the Preliminary Site Development and Use Plan (PSDUP) process and have an approved project Memorandum of Understanding to create a Planned Development District;
- Are developed through the zoning changes approved at the 2020 Special Annual Town Meeting for the Hartwell Avenue area.

### **Economic Development and Commercial Growth**

The Select Board has continued to prioritize economic development and commercial growth in an effort to enhance our commercial tax base, and take advantage of opportunities for growth. With the passage of zoning changes in the Hartwell Avenue/ Bedford Street corridor in both 2020 and 2021, the Town is beginning to see new development projects brought forth.

Commercial growth is not limited to the Hartwell Avenue/ Bedford Street corridor. At Annual Town Meeting 2022, Article 38 passed by a vote of 169-6-2 which proposed changes to the existing zoning and zoning district at 128 Spring Street and 95 Hayden to expand the existing lab / office campus by razing and modernizing existing buildings and adding an additional 314,812 square feet of lab / office space with structured parking. The proposed project brings additional jobs and tax revenue and bolster's Lexington's reputation as a biolab hub.

Tourism remains an important component of our Lexington economy. The Lexington Visitors Center's Official Grand Opening and Ribbon-Cutting Ceremony took place on October 7, 2021. The new Visitors Center is an inviting, inclusive and accessible modern facility which helps to inform visitors and residents with a wide range of interests on where to spend their time while visiting Lexington. Further, at Annual Town Meeting 2022, Article 12n passed by a vote of 167-2-4 which sought \$4,975,000 to fund design, construction and project management for the roadways and intersections around the Lexington Battle Green, known as the Battle Green Streetscape Improvements. This project will allow for any construction to be completed in advance of the 250th Anniversary of the Battle of Lexington in the year 2025. This project includes improvements to the sidewalks and roadway infrastructure with a focus on safety, accessibility and improved connectivity to our tourist attractions.

### **Town Meeting Use of Virtual Technology**

With the continuation of the COVID-19 pandemic, most public meetings continued to be held virtually. Both the fall 2021 special town meeting and the 2022 annual town meeting, including two special town meetings held during the spring annual meeting, were successfully conducted as fully remote meetings. Town Meeting members were polled by the Town Meeting Member Association to determine preferences for holding meetings remotely and a large majority favored having remote attendance option for future meetings. Based on that preference, and reflecting on the substantially increased participation rate in remote meetings, the Select Board recommended instituting a permanent remote attendance option. Town Meeting passed Article 3, to amend our bylaws to permanently allow remote participation at town meeting, at the Special Town Meeting 2022-3 by a vote of 166 in favor and 10 opposed with 5 abstaining. This article included a home rule petition to the legislature to request permission to hold these hybrid meetings without statewide emergency legislation as had been provided for since the onset of COVID-19. As of the end of FY22 the amended bylaw has not yet been approved by the Attorney General's Office, as the home rule petition awaits action by the legislature.



## **Housing Options**

One element the Select Board defined as part of its goal to further a “Livable Lexington” was ‘Actively seeking development of affordable and accessible housing’. In furtherance of that goal, in September 2021, the Select Board created the Affordable Housing Trust Study Committee. The committee was charged with creating proposals for both an Affordable Housing Trust and a non-profit Housing or Community Development Corporation. The former can hold and deploy funds from sources beyond municipal funds and the latter would be eligible for participation in community investment tax credit programs. Together, the two-prong approach is aimed to improve the opportunity for and creation of affordable housing in Lexington.

The Select Board’s Special Permit Residential Development (SPRD) Zoning Bylaw Amendment Ad Hoc Committee continued its work to create incentives for creation of more diverse housing stock. The nine- member committee was charged with gathering stakeholder input, reviewing housing data and drafting a statement of values, to inform the drafting of a zoning bylaw amendment and warrant article to either revise or replace the current Special Permit Residential Development Zoning Bylaw. Data, drafts and other documents are all available on the webpage at <https://www.lexingtonma.gov/special-permit-residential-development-zoning-bylaw-amendment-committee-sprd-ad-hoc> and the meetings are available on LexMedia on demand. The committee has begun workshops on target proposals, drafting actual plans and visual representations and has worked to review the proposals with a variety of stakeholders

## **Center Streetscape and Battle Green Streetscape Projects**

The Center Streetscape project broke ground in the spring of 2021 and is focused on: improving pedestrian safety, accommodating bicycle traffic, making sidewalks and crosswalks more accessible and safer for people with disabilities and renewal of the mid-century modern landscape. In the summer and fall of 2021 work was focused on the easterly end of the project near the post office and the Town Office Building. In the spring and summer of 2022, the work shifted more to the west and the core of the center as sidewalks were dug up, a modular suspended planting system was installed to allow for proper tree planting, new lighting was installed and amenities such as benches, bike racks and some trees were planted prior to the drought. Communication with direct abutters and the community continues to take place through a variety of means including: weekly project emails, updates in Town e-newsletters, a dedicated page and updates on the Town’s website, a dedicated email and phone number and direct one on one outreach. It is anticipated that the project will be substantially complete in the Fall of 2022 with a few items being held over to the spring of 2023.

The Battle Green Streetscape project advanced as the Select Board gave their support for a roundabout to be located at the Harrington Road/Bedford Street/Hancock Street intersection. The project was then brought to the 2022 Annual Town Meeting under Article 12n-Appropriate for Municipal Capital Projects and Equipment-Battle Green Streetscape Improvements where it received a vote of 167-2-4 for \$4,975,000 in funding.

It is anticipated the project will start in 2023 and be completed by fall 2024 in anticipation of the 2025 Town Celebration.

### **Bedford Street/Hartwell Avenue Update**

Traffic issues in the Hartwell Avenue corridor are one of the key concerns cited by residents and business owners. 2019 Special Town Meeting appropriated \$1.5 million for the 25% design of the Bedford Street/Hartwell Avenue/Wood Street Corridor. The Town formed a 25% design working group in November 2020, and hired an engineering and planning firm in January 2021 to develop 25% design level plans for complete streets reconstruction that addresses safety, traffic flow and pedestrian, bicycle, transit, and alternative modes of transportation.

The Town's consultant has substantially completed the data collection task, the environmental permitting task, the land use & development build out analysis, and has made significant progress on the transportation analysis, concept development, and public outreach tasks.

The Town's consultant has identified that the roadway capacity will begin to be exceeded at approximately 60% of the "likely" redevelopment as properties within the project area are redeveloped to current zoning limits. The Town's consultant has recommended several options to address this concern. Based on input from the Select Board, the consultant will be revising the build out and traffic analysis to include future residential development. In addition, Town staff and the consultant are coordinating with MassDOT to acquire state funding to expand the study limits to include the I-95 northbound half of the interchange.

The project is expected to culminate in a formal Massachusetts Department of Transportation public hearing targeted for FY24.

### **Municipal and School Buildings**

The Board continues to address the issues of maintaining and improving our municipal and school building infrastructure.

- Lexington High School - With severe overcrowding, outdated building systems, and spaces that do not adequately support the academic program, Lexington High School needs replacement or renovation and expansion. To that end, the Superintendent, with the support of the School Committee and Select Board, submitted a Statement of Interest to the Massachusetts School Building Authority (MSBA) requesting state support for a future high school building project.

The MSBA invited the Lexington High School Project into the MSBA's eligibility period, which started on June 1, 2022 and will conclude on February 27, 2023. During this time, the Town must complete the preliminary requirements defined by the MSBA.

In April 2022, Lexington Special Town Meeting 2022-2 appropriated \$1,825,000 for a Lexington High School Feasibility Study. Moving forward in the MSBA's process requires collaboration with the MSBA, and an invitation to Feasibility Study will require a further vote of the MSBA Board of Directors.

- The Westview Cemetery Building replacement project was approved at 2020 Annual Town Meeting with an appropriation of \$3,290,000. The initial Westview Cemetery construction bids came in higher than the appropriated amount. As a result, Special Town Meeting 2021-1 approved additional construction funding of \$770,000. The second round of construction bids came in within the updated project budget. The Westview Cemetery Building construction work started in April 2022 and is expected to be complete in early 2023.
- The Lexington Police Station building project is in the construction phase. Special Town Meeting 2022-1 approved an appropriation of \$32,400,000 for the design and construction of a new Police Station building to be located at 1575 Massachusetts Avenue. On June 6, 2022 in a Special Town election, Lexington voters approved a Proposition 2 ½ debt exclusion for the borrowing for the Police Station Project. Town staff expects construction to start in September 2022 and be complete by June 2024. (see more detail below)
- The Select Board and School Committee authorized the installation of 2.6 MW of solar energy systems at Hastings Elementary School, Lexington Children's Place, Diamond Middle School, Clarke Middle School, Harrington Elementary School, Bridge Elementary and Bowman Elementary School. Final interconnection approval from the utility is expected by the end of 2022. When fully operational, the solar installations will enable Hastings School and Lexington Children's Place to be net zero schools. When combined with the Town's previous solar installations, they will generate approximately 64% of the Town's municipal and school electricity.
- 2020 Annual Town Meeting approved \$100K in design funds for the Center Recreation Bathroom complex. At the 2021 Annual Town Meeting, the Select Board recommended indefinite postponement of a warrant article requesting \$915K in construction funding. 2022 Annual Town Meeting approved \$680,000 in construction funds appropriated from the Community Preservation Fund. Town staff expects to open construction bids in September 2022.
- The Old Reservoir Bathhouse renovation project was approved at 2019 Annual Town Meeting with an appropriation of \$610,000. The bathhouse construction bids came in higher than expected and over the appropriated amount. Town staff was in the redesign and rebidding stage for this project as of June 2022.

## **Diversity, Equity and Inclusion**

The Select Board recognizes that social and racial injustice has deep roots. The Select Board has adopted Diversity, Equity & Inclusion as one of the Town's top priority goals, including a commitment to develop and implement a comprehensive racial equity plan, consider racial and other equity impacts in all decisions and planning processes, and incorporate the goals of Town Meeting's systemic racism resolution in each department's goals and objectives. The Select Board recognizes that accomplishing these goals will require an ongoing staffing and budgetary commitment to continuous improvement.

The Board has made a proactive and ongoing commitment to engage in comprehensive and ongoing community conversations to better understand community needs and to consider diversity, equity, and inclusion in policies and plans, all with the goal of making Lexington a truly safe, equitable, and just community for all.

The following steps were taken toward furthering that goal:

The Town of Lexington hired a Chief Equity Officer (CEO) reporting to the Deputy Town Manager to lead the Town in achieving these goals while prioritizing community engagement.

The CEO has focused on expanding the applicant pool for Town staff positions, with the goal of hiring and retaining staff of diverse backgrounds and identities. The Town has adopted a diversity hiring policy and enhanced the existing hiring process to include an equity lens. The CEO published the results of an employee demographics survey based on race, gender, age, salary and length of service and compared that data to historical hiring trends.

The CEO initiated a series of community engagement and communication programs including:

- Forming the Strategic Equity Advisory Team (SEAT) with representatives from as many communities within Lexington as possible,
- Participating on the COVID-19 Effects on Persons with Disabilities working group, in consultation with the Human Rights Committee and the Commission on Disability, and
- Launching the Coffee with the [Police] Chief program to foster better understanding and communications between the community and the Police Department.
- Created a centralized resource page on the Town website for links to all equity-related resources, discussion, and learning opportunities: [LexingtonMA.gov/DEI](https://lexingtonma.gov/DEI)

The Police Department has completed the implementation of 30 of the 32 policy change recommendations to remove any unintended bias or discriminatory policies presented in Lexington's Town Counsel (Anderson & Kreiger LLP) report on Lexington Police Department policies. The Police Department is in the process of implementing the remaining 2 policy change recommendations. The Police Chief has expressed the department's commitment to implementing the recommendations of the report and to continuous and ongoing improvement in this area.

## **Police Station Project**

The Lexington Police Station, originally built in 1955, became inadequate in both size and condition to serve the needs of the Police Department and Lexington residents. Project planning to replace the building began in 2011. Town Meeting appropriated funding for a feasibility study in 2016, and design in 2018. In the wake of a national debate on policing in 2020, the Select Board paused further funding and design development to allow the Lexington community to have additional comprehensive conversations about the future of policing.

Select Board Members Joe Pato and Doug Lucente presented the “Report on Community Feedback on Police Station Project and Policing in Lexington”. The report was initially presented in two parts. Part one (July 2021) focused on community feedback specific to the construction of a replacement police station. Part two (October 2021) examined feedback focused on how the police operate in Lexington. The report represented the compilation of comments by Lexington community members collected over a three-month period. While some direct concerns were addressed, generally, community members were very supportive of our Police Department and of proceeding with replacing the Police Station. Feedback specific to replacing the Police Station was varied, however, participants were clear that they wanted a Police Station that serves both the Police Department and the entire community.

In light of the findings in the report, and the specifics of the first presentation in July 2021, the Select Board voted to authorize the Town Manager to re-engaged the architectural firm, Tecton Architects, to proceed into the Design Development Phase of the project. In October 2021, the Select Board stated its preference for proceeding with a building designed that is flexible, inclusive and welcoming.

In March 2022 Town Meeting passed Article 2 of the 2022-1 Special Town Meeting for construction of a new police station. On June 6, 2022, 12.5% of Lexington’s voters turned out for a Debt Exclusion override vote to construct a new police station. 56.7% of the voters supported the project. Construction is expected to start in late summer of 2022, and will likely continue for about 18 months. The Lexington Police Department will operate out of temporary headquarters at 173 Bedford St. during demolition and construction.

Several attempts were made to relocate the Hosmer House from its current location because it is in the way of the new Police Station construction. In the Spring of 2022, the Town issued a Request for Proposals (RFP) for the sale and move of the Hosmer House. In May 2022, the Town opened the one bid from the RFP issued to move the Hosmer House offsite. The bid proposed to move the house to a property located on Waltham Street adjacent to Route 2 and for the house to be renovated with an 800 square foot addition. The Select Board unanimously supported the proposal. The final project plan for the Hosmer House is expected to be reviewed by the Historic District Commission, the Historical Commission, the Zoning Board of Appeals and the Planning Board for further approvals.



## **AGENDA ITEM SUMMARY**

### **LEXINGTON SELECT BOARD MEETING**

#### **AGENDA ITEM TITLE:**

Accept Fund Terms - Jeffrey Leonard Jazz Musician Award Fund

#### **PRESENTER:**

Jill Hai, Select Board Chair

#### **ITEM NUMBER:**

C.3

#### **SUMMARY:**

##### **Category: Decision-Making**

The Select Board is being asked to accept the terms of the Jeffrey Leonard Jazz Musician Award Fund, which will be managed by the Trustees of Public Trusts. The purpose of the fund is to honor the teaching legacy of Jeff Leonard and the opportunities he has created for those studying jazz in the Lexington Public School system. The award will recognize and honor a graduating senior at Lexington High School who has demonstrated strong jazz and interpersonal skills.

#### **SUGGESTED MOTION:**

To accept the terms of the Jeffrey Leonard Jazz Musician Award Fund, which will be managed by the Trustees of Public Trusts.

Move to approve the consent.

#### **FOLLOW-UP:**

Select Board Office

#### **DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022

#### **ATTACHMENTS:**



Description	Type
 Jeffrey Leonard Jazz Musician Award Fund Terms	Backup Material

September 26, 2022

Mr. Alan Fields, Chair  
Trustees of Public Trusts  
Town of Lexington  
Lexington, MA 02420

Subject: The Jeffrey Leonard Jazz Musician Award

This letter is to set forth the terms on which the Trustees of Public Trusts hold the Jeffrey Leonard Jazz Musician Award Fund. The purpose of this fund is to honor Jeff's legacy of teaching excellence, and particularly his leadership in overseeing the creation of outstanding academic and performance opportunities for those studying jazz in the Lexington Public School system. This award will recognize and honor a graduating senior at Lexington High School, who, like Jeff, has demonstrated strong jazz and interpersonal skills.

1. The Trustees will hold and invest the fund as part of the Endowment Fund administered by and for the benefit of the Town of Lexington.
2. Each year the Trustees will transfer a fixed amount of \$1000 to Lexington High School, if the Trustees deem it appropriate.
3. By signing this letter, we acknowledge that contributions to the Jeffrey Leonard Jazz Musician Award fund are irrevocable and any changes to the terms of the fund must be approved by The Trustees of Public Trusts and/or the Select Board or their successors.
4. Each year Lexington High School shall award one award to be known as The Jeffrey Leonard Jazz Musician Award. To be eligible, the recipient must meet the following criteria:
  - 1, Be a graduating senior at Lexington High School who has participated in jazz study and performance at LHS for at least two years.
  2. Be well respected as a musician and as an individual by their LHS faculty and peers.
  3. Be determined to continue their jazz studies at an accredited 4-year college or university.
  4. This award may be used for books, tuition, room/Board and fees
5. The K-12 Performing Arts Coordinator for the Lexington Public Schools will present the award at an appropriate venue. It is our strong desire that the LHS jazz faculty participate in this presentation, and that Jeff Leonard, and Stephen and Gail Leichtman (or our children shall we not be able) will be invited to attend.

Sincerely,

Stephen E Leichtman  
Gail P Leichtman

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Select Board Committee Appointment & Reappointments

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

C.4

### **SUMMARY:**

#### **Category: Decision-Making**

#### **Appointment:**

*Zoning Board of Appeals*

- The Select Board is being asked to appoint Jim Osten to the Zoning Board of Appeals as a full member for a five-year term set to expire on September 30, 2027. Mr. Osten has been as associate member of the Zoning Board of Appeals for the past nine years. He would be filling the seat left vacant by a member who met their term limit as of September 30, 2022. State Conflict of Interest Law Online Training is up-to-date.

#### **Reappointments:**

*Economic Development Advisory Committee*

- The Select Board is being asked to reappoint Lisa Murray to the Economic Development Advisory Committee, whose three-year term expired on September 30, 2022. State Conflict of Interest Law Online Training is up-to-date.

*Lexington Center Committee*

- The Select Board is being asked to reappoint Jeffrey Lyon to the Lexington Center Committee, whose three-year term expired on September 30, 2022. State Conflict of Interest Law Online Training is up-to-date.

*Sustainable Lexington Committee*

- The Select Board is being asked to reappoint Paul Chernick to the Sustainable Lexington Committee, whose three-year term expired on September 30, 2022. State Conflict of Interest Law Online Training is up-to-date.

*Tourism Committee*

- The Select Board is being asked to reappoint Kerry Brandin to the Tourism Committee, whose one-year term expired on September 30, 2022. State Conflict of Interest Law Online Training is up-to-date.

## *Trustee of Public Trusts*

- The Select Board is being asked to reappoint Alan Fields to the Trustees of Public Trusts, whose six-year term expired on September 30, 2022. State Conflict of Interest Law Online Training is up-to-date.

### **SUGGESTED MOTION:**

To appoint Jim Osten as a full member of the Zoning Board of Appeals for a five-year term set to expire on September 30, 2027.

To reappoint Lisa Murray to the Economic Development Advisory Committee for a three-year term set to expire on September 30, 2025.

To reappoint Jeffrey Lyon to the Lexington Center Committee for a three-year term set to expire on September 30, 2025.

To reappoint Paul Chernick to the Sustainable Lexington Committee for a three-year term set to expire on September 30, 2025.

To reappoint Kerry Brandin to the Tourism Committee for a one-year term set to expire on September 30, 2023.

To reappoint Alan Fields to the Trustees of Public Trusts for a six-year term set to expire on September 30, 2028.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office

### **DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022

### **ATTACHMENTS:**

Description	Type
2022 Zoning Board of Appeals Application - J. Osten	Backup Material

## APPLICATION FOR BOARD OR COMMITTEE MEMBERSHIP

*Applicants are encouraged to also include a letter of interest or current resume along with their submission of this application.*

Board/Committee Name (one application per Committee): ZONING BOARD OF APPEALS

Would you like your application kept on file for up to one year? Yes: X No:       

Full Name: JAMES ARTHUR OSTEN

Nickname: JIM Preferred Title:       

Home Address: 8 Revere St City: Lexington Zip: MA 02420

Length of Residence in Lexington (note: ZBA requirement is a minimum of 8 years): 34 years

Occupation: retired

Work Address:        City:        Zip:       

Phone: Home:        Cell:       

Email: Primary:        Secondary:       

Special Training and/or Qualifications:       

Associate for 9 years

30 year member of Town Meeting

What is your interest in this Committee?       

How did you hear about the Committee?       

Have you recently attended any meetings of the Committee? Yes: X No:       

Have you confirmed your availability to attend the Committee's meetings? Yes: X No:       

(For questions regarding the meeting schedule, please contact the Board/Committee via the Town website.)

Do you currently serve on another Board/Committee? Yes: X No:

If Yes, please list Board/Committee Name(s): Water Sewer Abatement Board

If Yes, please list date of most recent Conflict of Interest Law Training\*: Oct 2020

Signature:

James K. Eden

Date:

8/10/2022

***\*If currently serving on another Board/Committee, please attach a copy of your State Conflict of Interest Law Online Training Certificate, which can be obtained from the Town Clerk's Office.***



# **Certificate of Completion Conflict of Interest Law**

**James Osten**

Associate, Board Member

Board of Appeals, Water and Sewer Abatement Board

Town of Lexington

**has completed the Conflict of  
Interest Law  
online training program on  
10/9/2020**



**Print  
Certificate**

**Return to Data Form**



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Battle Green Use Request - Lexington Minute Men Change of Command Ceremony

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

C.5

### **SUMMARY:**

#### **Category: Decision-Making**

The Lexington Minute Men, Inc. have requested permission to use the middle of the Battle Green on the Harrington Road side by the flagpole on Sunday, October 23, 2022 from 1:00pm to 4:30pm for the purpose of their 2022 Change of Command Ceremony as follows:

- 1:00pm Setup
- 3:00-4:00pm Ceremony
- 4:00-4:30pm Cleanup

There will be two tables, two 12x12 tents for shade and a dozen chairs. There will be one cannon of artillery that will fire 6-12 rounds during the ceremony.

The Police Department, Department of Public Works, and the Fire Department have no objections to this request. The Police Department directed the applicant to work with the Traffic Bureau to secure parking spot reservations within the area of the Battle Green. The Fire Department will be issuing a permit for the cannon.

### **SUGGESTED MOTION:**

To approve the request from Lexington Minute Men, Inc. to use the middle of the Battle Green on the Harrington Road side by the flagpole on Sunday, October 23, 2022 from 1:00pm to 4:30pm for the purpose of their 2022 Change of Command Ceremony.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office

**DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Use of the Battle Green Regulations	Backup Material

## BOARD OF SELECTMEN REGULATION

### *USE OF THE BATTLE GREEN*

Date Approved by BOS:  
November 19, 2018

Signature of Chair:  
*Suzanne E. Barry*

The following rules and regulations have been adopted in accordance with the Code of the Town of Lexington, Chapter 100-10, as amended. Any otherwise legal activities not explicitly prohibited by these regulations, including the gathering of groups on the Battle Green for the sole purpose of exploring its history and which do not remain for more than four hours, are allowed. If these regulations, or portions thereof, conflict with the Code, the Code shall take precedence.

#### 1. Definitions

- a. "Audio device" means any electronic or amplified radio, television set, computer, telephone, electronic music player, musical instrument, or other device that produces sound.
- b. "Battle Green Reenactment Organization" is a chartered group, dedicated to the reenactment of the events that occurred on the Battle Green on April 19, 1775, using historically accurate period appropriate weapons and costumes.
- c. "Compromised turf" shall mean any condition that would make the Battle Green vulnerable to excessive damage by heavy wear or use; for example, heavy rains, reseeding, and drought conditions.
- d. "Disorderly conduct" means any action intended to cause inconvenience, annoyance or alarm, or which recklessly creates a risk thereof; which includes, but is not necessarily limited to, fighting, threatening or violent behavior; unreasonable noise; abusive language directed toward any person present; wrestling in vicinity of others; throwing of breakable objects; malicious throwing of dangerous objects or stones; open fires, burning objects or spitting.
- e. "Powerless flight" means any device used to carry persons or objects through the air; for example, sailplanes, gliders, balloons, body kites, hang gliders.
- f. "Public use limit" means the maximum number of people or the amount, size, or type of equipment permitted on the Battle Green at one time, as established by the Board of Selectmen.
- g. "Responsible Party" is a person filing an application for a permit for an activity on the Battle Green, who shall be responsible for compliance with these rules and regulations.
- h. "Special event" means demonstrating, picketing, speechmaking, marching, holding of vigils, and all other similar forms of conduct which involve the active communication or expression of opinions or grievances, engaged in by one or more persons, the conduct of which has the effect, intent, or propensity to draw a crowd of onlookers.

- i. “Weapon” is an instrument or device that can inflict serious bodily injury and includes but is not limited to: firearms, rifles, shotguns and antiques as defined by MGL Chapter 140, §121; air rifles and BB-guns as regulated by MGL Chapter 269, §12B; paintball guns; edged weapons; explosive material or devices; muskets and weapons that discharge an arrow or bolt.

## 2. Permit Required Activities

- a. The purpose for requiring permits for certain activities is to promote the use of the Battle Green in a manner consistent with its nature and history; to protect the Battle Green from harm; to ensure adequate notice of the event so that arrangements can be made to protect the public health and safety and to minimize interference with the event by the public.
- b. Permits are required for any of the following activities, singly or in combination:
  - i. Any group activity reasonably likely to exceed the public use limit established by the Board of Selectmen.
  - ii. Special events, public meetings, assemblies, gatherings, demonstrations, parades and other similar activities, not to exceed four hours in duration.
  - iii. Pageants, reenactments, entertainments or other public spectator attractions.
  - iv. Structures and/or signs in connection with special events and limited in duration to the period required for such events.
  - v. Use of public address systems, electrical lighting, or other electrical or amplified devices.
  - vi. Distribution of non-commercial printed matter.
  - vii. Possession and/or use of unconcealed weapons, in compliance with all federal, state and local laws, at events conforming to the following:
    - a) Events and ceremonies conducted by United States Armed Forces and/or law enforcement agencies;
    - b) Reenactments of the events on the Battle Green on April 19, 1775, honor guard ceremonies or related activities conducted by a Battle Green Reenactment Organization; and
    - c) The applicant shall provide evidence of training and competency in the display and use of such weapons to the satisfaction of the Board of Selectmen.
  - viii. Use or possession of fireworks or firecrackers.
  - ix. Planting of any trees/plants.
  - x. Parked or moving vehicles on any grassy areas, except those necessary for Town maintenance activities.
  - xi. Use of powered models.

## 3. Impermissible Activities

The following activities are strictly prohibited:

- a. Destruction, injury, defacement, removal, or disturbance of any building, sign, equipment, monument, statue, marker, animal or plant.

- b. Distribution or display of commercial advertising; or soliciting of business; or any other commercial transactions.
- c. Remaining on the Battle Green for more than four hours.
- d. Abandonment of any vehicle or personal property.
- e. Unreasonably loud operation of audio devices.
- f. Delivery of any person or thing by parachute or helicopter.
- g. Powerless flight activities.
- h. Operation, launching, or landing of an Unmanned Aerial System (UAS) or drone aircraft, except for emergency landings, unless authorized by municipal staff as designated by the Town Manager.
- i. Disorderly conduct.
- j. Use or display of unconcealed weapons, except as provided in 2b.
- k. Use of metal detecting devices.
- l. Gambling of any form or operation of gambling devices.
- m. Picnicking in groups exceeding seven people.
- n. Consumption of alcoholic beverages, marijuana, or use of unlawful substances.
- o. Use of rollerblades, scooters and skateboards.
- p. Placement on the Battle Green of any unattended structure or commemorative planting of any trees/plants by a private party.
- q. Posting signs on poles including telephone or light poles.
- r. Climbing on the Minuteman Statue, Hayes Fountain, its base, or any public monument or structure.
- s. Bicycle riding.
- t. Use of grills, open flames or any other type of cooking devices.
- u. Placement of portable restrooms.

#### 4. Permit Process

- a. Application for permit to conduct activities on the Battle Green, specified in 2, above, shall be filed no later than two weeks prior to the requested date. Late and/or incomplete applications will be considered at the discretion of the Board of Selectmen.
- b. Permit applications shall include the following information:
  - i. Name and phone number of the Responsible Party to serve as contact
  - ii. Date and time of event.
  - iii. Nature of event.
  - iv. Expected number of participants, spectators, and vehicles.
  - v. Duration of event.
  - vi. Statement of equipment and facilities to be used.
  - vii. Section of the Battle Green desired.
- c. The Responsible Party is to keep the permit, a copy of which must be available for inspection upon request. The Responsible Party may be required by the Board of Selectmen, as a condition of issuing the permit, to pay for detail police officers if the Board determines that such officers are necessary for public safety.
- d. Permits are issued upon express condition that the Battle Green is to be left in a clean and orderly condition.

- e. The responsible party will be charged by the Board of Selectmen, as a condition of issuing the permit, for any damages directly resulting from the permitted activity.
- f. Permits are non-transferable and are only valid for date and time specified. For cause, the Police Chief or the Chief's designee may extend a permit for up to 2 hours.
- g. The Board of Selectmen may set reasonable permit conditions and restrictions, including but not limited to duration and area occupied, as are necessary for protection of the Green and public use thereof.

5. Grounds for Revocation of Permit

- a. At the discretion of the Board of Selectmen, a permit may be revoked or further conditioned upon a finding of compromised turf of the Battle Green.
- b. The Selectmen may suspend or revoke a permit to use the Battle Green based on reasonable expectations that there may be an imminent threat to public safety because of a weather or man-made event.
- c. A permit shall be revoked if a sanctioned event includes impermissible activities and may be revoked if the permit group engages in activities that are not within the specifications of the permit.

6. Grounds for Denial of Permit Request

Permit requests may be denied if an:

- a. Application creates a scheduling conflict with a previously filed application by another person or group.
- b. Event presents a clear and present danger to public health or safety.
- c. Event is of such nature or duration that it cannot reasonably be accommodated in the area applied for; or the expected number of participants exceeds the public use limit.
- d. Event will, in the opinion of the Board of Selectmen, cause unacceptable interference with use and enjoyment of the Battle Green by the general public.
- e. Event is requested for a date that conflicts with official Town events by Battle Green Reenactment organizations.
- f. Event is more appropriately held at other available Town facilities, such as recreational facilities.

7. Patriots' Day

Other than official Town-sponsored activities and permitted activities by Battle Green Reenactment Organizations, no activity or event otherwise requiring a permit shall be scheduled to take place at, nor shall any other permit be issued for use of, the Battle Green from April 1 through April 30 of each year. During such time, the Battle Green is reserved for Town activities and events, permitted activities conducted by Battle Green Reenactment Organizations and for activities for which no permit is required under Section 2.

8. Penalties

Penalties for violations of these regulations shall be in accordance with Chapter 1, Article II, Sections 1-4 and 1-6 of the Code of the Town of Lexington.

9. Severability

If any section, paragraph or part of these regulations be for any reason declared invalid or unconstitutional by any court, every other section, paragraph and part shall continue in full force and effect.

Approved by the Board of Selectmen July 15, 1986.

Amended July 24, 2000.

Amended December 21, 2009.

Amended August 1, 2011.

Revisions to the Use of the Battle Green Regulation were approved by the Board of Selectmen on February 3, 2014.

Selectmen approved minor revisions to the Use of the Battle Green Regulation on March 10, 2014.

Revisions to the Use of the Battle Green Regulation were approved by the Board of Selectmen on November 19, 2018.



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Water and Sewer Adjustments

### **PRESENTER:**

Jill Hai, Select Board Chair

### **ITEM NUMBER:**

C.6

### **SUMMARY:**

#### **Category: Decision-Making**

The Select Board is being asked to approve the attached Water & Sewer Adjustments as recommended by the Water and Sewer Abatement Board (WSAB) on September 9, 2022 for interest only at 3 Idylwilde Road.

### **SUGGESTED MOTION:**

To approve the attached Water & Sewer Adjustments as recommended by WSAB on September 9, 2022.

Move to approve the consent.

### **FOLLOW-UP:**

Treasurer/Collector

### **DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022

### **ATTACHMENTS:**

Description	Type
❑ Interest only Idylwilde Rd	Cover Memo
❑ WSAB Abatement Interest-Only Letter - 3 Idylwilde Road	Backup Material



FY 2023  
ADJUSTMENTS TO WATER/ SEWER  
AS RECOMMENDED BY THE WATER AND SEWER ABATEMENT BOARD

WSAB SEPTEMBER 9, 2022 SELECT BOARD 10/3/22

ACCOUNT	NBR	STREET	WATER	SEWER	TOTAL	BILL	YEAR	NOTES
0300875400	3	IDYLVILDE ROAD	NA	NA	NA	1043490	2022	INTEREST ONLY
			\$ -	\$ -	\$ -			

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

WATER	SEWER	TOTAL
\$ -	\$ -	\$ -

 9-27-22

DIRECTOR OF PUBLIC WORKS

SELECT BOARD 10/3/22

# Town of Lexington Department of Public Works

*Water/Sewer Division*

*Samuel Hadley Public Services Building*

*201 Bedford Street*

*Lexington, MA 02420*



September 9, 2022

LIN & YAN WANG

3 IDYLWILDE ROAD

LEXINGTON, MA 02421

RE: Location: 3 IDYLWILDE ROAD

Acct #: [REDACTED]

Bill #: 1043490

## **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 September 9, 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](mailto: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](mailto:vwalsh@lexingtonma.gov)

781-274-8370

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Public Hearing and Discussion - Fiscal Year 2023 Water and Sewer Rates

### **PRESENTER:**

Carolyn Kosnoff, Assistant Town  
Manager for Finance

### **ITEM NUMBER:**

I.1

### **SUMMARY:**

#### **Category: Informing**

Staff will present FY2023 proposed water and sewer rates and supporting information on the Water and Wastewater Enterprise funds.

The Select Board and staff will also receive public comments on recommended water and sewer rates for FY2023.

### **SUGGESTED MOTION:**

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022

6:40pm

### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Water and Sewer Rate Calculation Memo	Cover Memo
<input type="checkbox"/> Water and Sewer Rate Presentation	Presentation



## ***Town of Lexington Memoranda***

To: James Malloy, Town Manager  
From: Carolyn Kosnoff, Assistant Town Manager for Finance  
Date: September 30, 2022  
Subject: Proposed FY2023 Water and Wastewater Rates

The attached packet contains information in support of the proposed FY2023 water and wastewater rates. The following reports are included for your reference:

- a. FY2022 Operating Results for the water and wastewater operations
- b. Water consumption history and chart for FY2016 to FY2022, and estimates of FY2023 usage used for calculating proposed FY2023 water and wastewater rates
- c. Water consumption graphs provided by MWRA- MWRA system wide CY2020 - CY2022; and Lexington CY2020 - CY2022
- d. Water and wastewater expenditure history including amendments to the FY2023 budgets proposed for the 2022 Fall Special Town Meeting-3 to serve as the basis for proposed FY2023 rates
- e. Proposed FY2023 water and wastewater rates
- f. A history of water purchased from the MWRA, by month, from 2000 through August, 2022
- g. A presentation of the combined impact of FY2023 water and wastewater rates at various levels of annual usage
- h. Community comparison of water and sewer charges and assessments from MWRA Advisory Board's 2021 Annual Water and Wastewater Retail Rate Survey

### **FY2022 Water and Wastewater Enterprise Operating Results**

The Water Enterprise ended FY2022 with an operating loss of approximately \$(979,000). This loss was due to a shortfall in estimated water revenues of approximately \$(1,238,000), partly offset by a turn-back of \$259,000 in expenditures. The Water Enterprise Retained Earnings balance as of June 20, 2022 was sufficient to cover the FY2022 operating loss.

The shortfall in FY2022 Water revenue was largely due to user charges coming in under estimates, particularly a dramatic drop-off in usage at Hanscom Air Force Base (AFB) for the second year in a row. Usage at the Base was estimated to be 207,000 HCF in FY2022, but came in at 69,641 HCF - a shortfall of 137,359 HCF or approximately (\$975,000). FY2022 usage at Hanscom AFB was down 68% compared to the average of the preceding 5-years, including FY2021 which was the height of the pandemic. Staff are working to understand if this decrease in water consumption is related to long-term operational changes at the Base resulting from the pandemic, if our existing meters are not correctly registering usage, or a combination of these two issues. Town

Management has been in contact with the Base to discuss this change and better understand what should be expected going forward.

In addition, the total tiered usage came in \$(228,000) under estimates, and irrigation was \$(372,000) under estimates. These revenue shortfalls were partly offset by usage from the Town of Bedford which exceeded estimates by approximately \$299,000, and strong collections of non-rate revenue.

Water Enterprise expenses were under budget in several areas including compensation, contractual services, supplies and debt service. Detailed operating results for FY2022 can be found on page [8](#).

A review of FY2022 billed water use versus budgeted estimates (page 10) shows a shortfall in most categories, as well as overall lower usage compared to prior years. Domestic usage across tiers 1, 2 and 3 came in (34,726) HCF under projections, resulting in the deficit of approximately \$(228,000) noted above. Overall, FY2022 water consumption across the three primary tiers was Lexington's lowest recorded usage in the last 15 years. FY2022 results continue to reflect a downward trend in domestic consumption that began in FY2018 (with the exception of FY2021 which reflected a change in behaviors related to the pandemic.)

The Sewer Enterprise ended FY2022 with an operating income of \$482,440, which reflects a \$98,358 revenue surplus and turn-back of \$384,082 in expenditures. As with the Water Enterprise, Wastewater usage was down across all three tiers, but the shortfall in tiered rates was offset by collections of liens and other non-rate revenue. Expenses were favorable in compensation, debt service, contractual services and supplies.

### **FY2023 Water and Wastewater Enterprise Fund Budgets**

On a combined basis, Lexington's water and wastewater budgets are increasing 2.6% from FY2022 to FY2023. Detailed budgets for the enterprise funds are on pages [13](#) and [14](#).

<b><i>FY2023 Enterprise Budgets</i></b>					
	<b>FY2022 Budget</b>	<b>FY2023 Budget*</b>	<b>\$ Change</b>	<b>% Change</b>	
Water Enterprise	\$ 12,624,466	\$ 12,707,237	\$ 82,771	0.7%	
Wastewater Enterprise	\$ 11,203,270	\$ 11,731,877	\$ 528,607	4.7%	
<b>Combined Enterprise Budgets</b>	<b>\$ 23,827,736</b>	<b>\$ 24,439,114</b>	<b>\$ 611,378</b>	<b>2.6%</b>	

\*Reflects proposed wastewater budget adjustments at 2022 Fall STM for final MWRA assessment.

The FY2023 Water Enterprise budget is \$12,707,237 inclusive of indirect costs, which represents a \$82,771 increase, or 0.7%, from the final FY2022 budget. The Town's FY2023 MWRA assessment is decreasing by \$(250,445) or (2.9)% compared to FY2022. This decrease is being offset by the addition of \$200,000 in cash capital into

the operating budget, an increase in indirect expenses, and a modest increase in debt service (page [13](#)).

The FY2023 Wastewater Enterprise budget is \$11,731,877 inclusive of indirect costs, which represents a \$528,607 increase, or 4.7%, over the final FY2022 budget. This increase is attributable to a \$255,579, or 3.1% increase in the MWRA assessment compared to the FY2022 budget, the addition of \$100,000 in cash capital, and a \$130,904 increase in debt service (page [14](#)).

The largest expense in both the water and wastewater budgets is our annual assessment from the MWRA, which represents 66.8% and 71.9% of the total budgets, respectively. Several factors impact the Town's assessments from year-to-year, and they are largely driven by changes in the MWRA's annual budget. Our water assessment will also fluctuate based on Lexington's consumption of water during the previous calendar year, and our Town's percent share of consumption in relation to the total MWRA system. Our share of the overall MWRA system consistently increased from calendar years 2018-2020 which added to our assessment for the past three fiscal years. This trend reversed in calendar year 2021, which resulted in a lower FY2023 assessment. For wastewater, our assessment will fluctuate based on our Town's average sewer flows from the past three calendar years and our Town's wastewater contamination levels.

### Proposed FY2023 Water and Wastewater Rates

Preliminary water and wastewater rates are proposed to increase 6.5%, on a combined basis. This average increase reflects an 6.8% increase in water rates and a 6.4% increase in wastewater rates. The proposed rate calculations are based on budgeted expenses and estimated water and wastewater consumption for fiscal year 2023. Detailed rate calculations are on pages [15](#) and [16](#).

PROPOSED FY2023 RATES						
Residential / Commercial / Industrial	FY22 Water Rates	Proposed FY23 Water Rates	% Change	FY22 Wastewater Rates	Proposed FY23 Wastewater Rates	% Change
Tier 1	\$4.75	\$5.07	6.7%	\$8.77	\$9.33	6.4%
Tier 2	\$7.12	\$7.60	6.7%	\$14.32	\$15.24	6.4%
Tier 3	\$9.40	\$10.04	6.8%	\$22.77	\$24.23	6.4%
Irrigation	\$9.40	\$10.04	6.8%	NA	NA	NA
Municipal	\$3.27	\$3.46	5.8%	\$3.68	\$3.68	0.0%
Hanscom/Lincoln Labs	\$7.00	\$7.48	6.9%	NA	NA	NA
VA Hospital	\$8.37	\$8.94	6.8%	NA	NA	NA
Bedford	\$3.30	\$3.49	5.8%	NA	NA	NA
Flat Sewer Rate (annual)	NA	NA	NA	\$401.38	\$427.01	6.4%

\*\* Rounding on % change may differ slightly compared to pages 15 & 16 due to rates being rounded to the whole penny.

The proposed 6.8% increase in water rates is attributable to the 0.7% increase in the FY2023 water budget and a decrease in projected usage across several categories including Hanscom AFB and the 3 tiered rates. Hanscom's assumed usage in this scenario is assumed to be approximately 50% of pre-pandemic levels, however this assumption may need to be modified depending on operations at the Base. Irrigation for FY2023 is level compared to the prior year's budget and is expected to meet or exceed projections due to the drought conditions experienced in the summer of 2022. The proposed 6.4% increase in wastewater rates is attributable to the 4.7% increase in the FY2022 wastewater budget and an overall (1.5)% decrease in projected wastewater production for the coming year.

The estimated consumption used to build the preliminary FY2023 rates is shown on page [10](#), which reflects a decrease increase in the overall projected usage for the both the water and wastewater funds when compared to the prior year estimated amounts.

#### ***Projected FY2023 Water and Sewer Consumption for Rate Calculation***

	<b>Estimates for FY2022 Rates</b>	<b>Estimates for FY2023 Rates</b>	<b>\$ Change</b>	<b>% Change</b>
Total Water Consumption	2,215,000	2,121,000	\$ (94,000)	-4.2%
Total Sewer Consumption	938,000	924,000	\$ (14,000)	-1.5%

Staff estimated consumption from review and analysis of the data shown on pages 10 and [17](#), including 5 and 10 year averages of the Town's usage by category. These estimates were further adjusted for the actual trend experienced from FY2018 through FY2022 which may be reflective of future consumption levels. Behavior changes that were seen in FY2021, likely as a result of the pandemic, are included in averages, however in making adjustments this year was discounted as pre-pandemic trends seem to have continued in FY2022. Total water purchased from the MRWA increased significantly in July and August 2022 which may be attributed to excess lawn irrigation during the summer's drought conditions.

Water trends can vary depending on weather, and in an effort to show wet year versus dry year variations, the history of water purchased from the MWRA by month and fiscal year from 2000 to 2022 is presented on page [17](#).

### **Wholesale Water and Sewer Rates**

Bedford's contractual rate and the rate charged to municipal operations is based on Lexington's wholesale water rate. The wholesale rate for any given year is calculated by dividing the Town's current MWRA assessment by our total consumption from the previous calendar year (the FY2023 MWRA assessment is a function of the Town's calendar year 2021 purchases of water from the MWRA). Lexington's MRWA assessment decreased by (2.9)% year-over-year, and our water purchased from MWRA in calendar year 2021 decreased by 8.2%. The decrease in our usage was greater than



the decrease in our assessment, resulting in an increase of 5.8% in the wholesale cost of water (lower consumption results in a higher cost per unit of water).

Staff is recommending that our municipal wastewater rate remain flat for FY2023 as the calculated wholesale rate remains lower than the 2019 rate we have carried forward for the past two fiscal years. The wholesale sewer rate is calculated by dividing the Town's current MWRA sewer assessment by an average of the past three calendar years of sewer flows (the FY2023 assessment is a function of the Town's calendar years 2019-2021 sewer flows to the MWRA).

### **Historical Rate Increases: Cost Impact on Household of Average Consumption**

For the period FY2009 to FY2023, the table below depicts the cost impact of annual changes in water and wastewater rates on a household consuming 120 hundred cubic feet (HCF) annually, which is the MWRA's determination of average household usage throughout its system. As noted above, the FY2023 proposed rates would increase the annual combined cost of water and sewer for an average household by 6.5% or approximately \$126.40 per year.

<b>Annual Water/Sewer Charges for Household Using 120 HCF/Year</b>					
	<b>Water</b>	<b>Sewer</b>	<b>Total</b>	<b>\$ Change from Prior Year</b>	<b>% Change from Prior Year</b>
FY2023	<b>\$709.60</b>	<b>\$1,356.00</b>	<b>\$2,065.60</b>	<b>\$126.40</b>	<b>6.5%</b>
FY2022	\$664.80	\$1,274.40	\$1,939.20	\$112.00	6.1%
FY2021	\$615.60	\$1,211.60	\$1,827.20	\$69.60	4.0%
FY2020	\$573.60	\$1,184.00	\$1,757.60	\$120.00	7.3%
FY2019	\$554.00	\$1,083.60	\$1,637.60	\$96.40	6.3%
FY2018	\$544.40	\$996.80	\$1,541.20	\$20.80	1.4%
FY2017	\$526.40	\$994.00	\$1,520.40	\$40.77	2.8%
FY2016	\$501.96	\$977.67	\$1,479.63	\$(28.37)	-1.9%
FY2015	\$483.20	\$1,024.80	\$1,508.00	\$27.20	1.8%
FY2014	\$463.60	\$1,017.20	\$1,480.80	\$24.00	1.6%
FY2013	\$448.00	\$1,008.80	\$1,456.80	\$49.48	3.5%
FY2012	\$436.79	\$970.52	\$1,407.32	\$157.28	12.6%
FY2011	\$411.60	\$838.44	\$1,250.04	\$9.64	0.8%
FY2010	\$407.60	\$832.80	\$1,240.40	\$(48.80)	-3.8%
FY2009	\$415.60	\$873.60	\$1,289.20		

**Average Annual Change: FY2009 to FY2022**

**3.2%**

Recent staff analysis on actual meter data indicates that the average consumption for a single family household in Lexington is approximately 70 HCF/year, significantly lower than the 120 HCF/year as defined by the MWRA. Based on consumption of 70 HCF/year, proposed FY2023 rates would increase the annual combined cost of water and sewer by \$61.60 per year.

**Annual Water/Sewer Charges for Household Using 70 HCF/Year**

	Water	Sewer	Total	\$ Change from Prior Year	% Change from Prior Year
<b>FY2023</b>	<b>\$ 354.90</b>	<b>\$ 653.10</b>	<b>\$ 1,008.00</b>	<b>\$61.60</b>	<b>6.5%</b>
FY2022	\$ 332.50	\$ 613.90	\$ 946.40	\$54.60	6.1%
FY2021	\$ 308.00	\$ 583.80	\$ 891.80	\$34.30	4.0%
FY2020	\$ 287.00	\$ 570.50	\$ 857.50		

The impact of the proposed FY2023 rates on a low (50 HCF), average (120 HCF) and high user (240 HCF) is shown on page [18](#). Also shown is the impact on an average single family home in Lexington and a hypothetical commercial user of 1000 HCF per year.

### Enterprise Fund Retained Earnings History

The retained earnings history of both the Water and Wastewater Enterprise funds as of June 30th are in the table below. The retained earnings balance will fluctuate from year-to-year and will increase by surplus revenue collected and unexpended appropriations. It will decrease due to annual operating losses, appropriations for capital improvements or to mitigate rate increases.

**Retained Earnings History**

	Certified as of 6/30/2019	Certified as of 6/30/2020	Certified as of 6/30/2021	Projected Retained Earnings as of 6/30/2022
<b>Water Enterprise</b>	\$ 1,346,448	\$ 1,737,914	\$ 3,537,851	\$ 769,999
<b>Wastewater Enterprise</b>	\$ 995,546	\$ 1,297,665	\$ 2,565,157	\$ 1,807,854

Water retained earnings as of June 30, 2021 was \$3,537,851 and is projected to be approximately \$770,000 as of June 30, 2022. The year-over year decrease reflects \$1,820,000 in cash capital appropriations in the FY2023 budget as well as the FY2022 operating loss noted in the Operating Results section above.

Wastewater retained earnings as of June 30, 2021 was \$2,565,157, and is projected to be approximately \$1,808,000 as of June 30, 2022. The decrease in wastewater retained earnings reflects \$1,365,000 in cash capital appropriations in the FY2023 budget, partly offset by the FY2022 operating surplus as noted in the Operating Results section above.

It has been the practice of the Town to maintain a balance in retained earnings for a variety of reasons including the funding of unanticipated emergency spending; to cover potential revenue shortfalls; and, to serve as a source of working capital so that General Fund cash does not have to be used for water and wastewater fund operations. It is

proposed that this practice continue and any amounts in excess retained earnings be applied to finance capital projects.

### **Community Comparisons**

Finally, included is a comparison of Lexington's proposed rates with those of the other MWRA member communities based on the MWRA Advisory Board's Annual Water and Wastewater Retail Rate Survey for 2021 (pages 19 and 20) and a comparison of assessments for all member communities that purchase water and wastewater services from the MWRA (page 20).

## Water Enterprise Operating Results - FY2022

Revenues	FY2022 Budget	FY2022 Actuals	Favorable/ (Unfavorable)
User Charges	\$ 12,316,466	\$ 10,892,419	\$ (1,424,047)
<b>Non-Rate Revenue</b>			\$ —
Penalties & Interest Late Charges	\$ 35,000	\$ 74,465	\$ 39,465
Tax Liens/Titles Redeemed		\$ 9,148	
2021 & Prior Water Liens		\$ 59,608	
2022 Water Lien		\$ 182,260	
Total Tax Titles/Water Liens	\$ 165,000	\$ 251,016	\$ 86,016
New Meter Charge	\$ 35,000	\$ 84,872	\$ 49,872
Misc. Dept Revenue	\$ 15,000	\$ 26,161	\$ 11,161
Backflow Testing	\$ 50,000	\$ 46,553	\$ (3,447)
Interest Earned	\$ 8,000	\$ 11,196	\$ 3,196
Sub-total Non-rate Revenue	\$ 308,000	\$ 494,264	\$ 186,264
Retained Earnings	\$ —	\$ —	\$ —
Water Enterprise Total Revenues	\$ 12,624,466	\$ 11,386,683	\$ (1,237,783)
<b>Expenses - Direct Costs</b>			
Compensation	\$ 865,454	\$ 823,447	\$ 42,007
Expenses:			
Contractual Services	\$ 269,800	\$ 248,643	\$ 21,157
Utilities	\$ 17,000	\$ 21,545	\$ (4,545)
Supplies	\$ 202,500	\$ 109,252	\$ 93,248
Small Equipment	\$ 25,000	\$ —	\$ 25,000
Cash Capital	\$ 400,000	\$ 400,000	\$ —
Debt	\$ 1,179,794	\$ 1,097,696	\$ 82,098
MWRA	\$ 8,743,912	\$ 8,743,912	\$ —
OPEB	\$ 2,761	\$ 2,761	\$ —
Total Direct Costs	\$ 11,706,221	\$ 11,447,256	\$ 258,965
<b>Indirect Costs</b>			
Equipment Maintenance and Depreciation	\$ 36,369	\$ 36,369	\$ —
Auto Insurance	\$ 6,114	\$ 6,114	\$ —
Indirect Departmental Expenses	\$ 296,339	\$ 296,339	\$ —
Workers' Compensation	\$ 18,038	\$ 18,038	\$ —
Employee Benefits	\$ 208,331	\$ 208,331	\$ —
Retirement Costs	\$ 174,971	\$ 174,971	\$ —
Indirect Town Expenses	\$ 173,468	\$ 173,468	\$ —
General Insurance	\$ 4,615	\$ 4,615	\$ —
Total Indirect Costs	\$ 918,245	\$ 918,245	\$ —
Water Enterprise Total Expenses	\$ 12,624,466	\$ 12,365,501	\$ 258,965
<b>FY2022 Surplus/(Deficit)</b>	\$ —	\$ (978,818)	\$ (978,818)

## Wastewater Enterprise Operating Results - FY2022

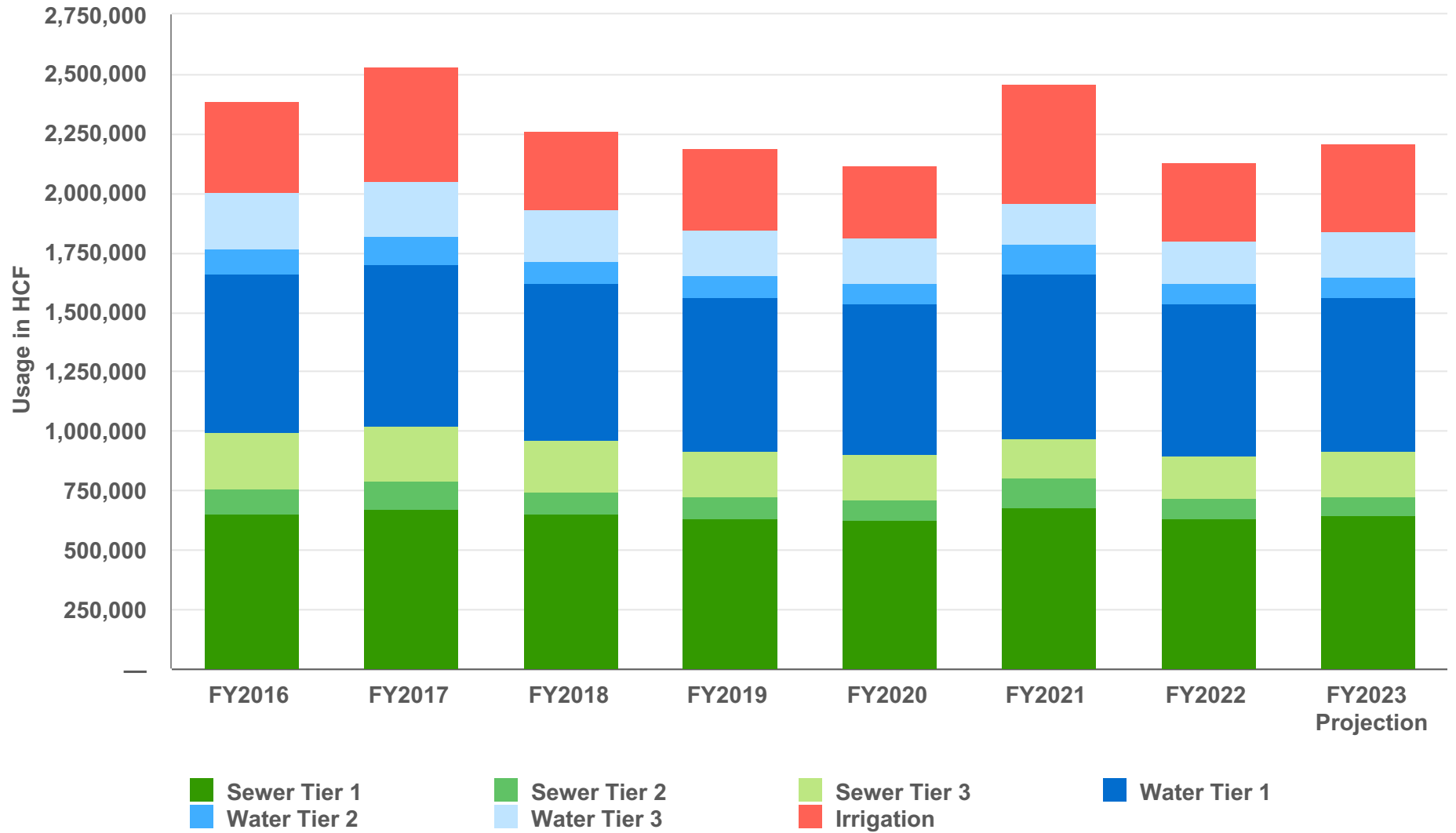
Revenues	FY2022 Revised Budget	FY2022 Actuals	Favorable/ (Unfavorable)
User Charges	\$ 10,841,270	\$ 10,831,707	\$ (9,563)
<b>Non-Rate Revenue</b>			
Penalties & Interest	\$ 60,000	\$ 114,595	\$ 54,595
Tax Liens/Titles Redeemed		\$ 18,306	
2021 & Prior Sewer Liens		\$ 117,140	
2022 Sewer Lien		\$ 198,037	
Total Tax Titles/Sewer Liens	\$ 282,000	\$ 333,483	\$ 51,483
Previous Connection Charges	\$ 0	\$ 1,824	\$ 1,824
Misc. Dept Revenue	\$ 12,000	\$ 14,193	\$ 2,193
Interest Earned	\$ 8,000	\$ 5,827	\$ (2,173)
sub-total Non-Rate Revenue	\$ 362,000	\$ 469,921	\$ 107,921
Retained Earnings	\$ 0	\$ 0	\$ 0
Wastewater Enterprise Total Revenues	\$ 11,203,270	\$ 11,301,628	\$ 98,358
<b>Expenses - Direct Costs</b>			
Compensation	\$ 389,779	\$ 279,417	\$ 110,362
Expenses:			
Contractual Services	\$ 207,400	\$ 119,436	\$ 87,964
Supplies	\$ 103,250	\$ 28,811	\$ 74,439
Utilities	\$ 130,000	\$ 145,003	\$ (15,003)
Small Equipment	\$ 14,000	\$ 0	\$ 14,000
Cash Capital	\$ 200,000	\$ 200,000	\$ 0
Debt	\$ 1,464,513	\$ 1,352,192	\$ 112,321
MWRA	\$ 8,177,213	\$ 8,177,213	\$ 0
OPEB	\$ 3,004	\$ 3,004	\$ 0
Total Direct Costs	\$ 10,689,159	\$ 10,305,077	\$ 384,082
<b>Expenses - Indirect Costs</b>			
Equipment Maintenance and Depreciation	\$ 27,231	\$ 27,231	\$ 0
Auto Insurance	\$ 4,058	\$ 4,058	\$ 0
Indirect Departmental Expenses	\$ 243,416	\$ 243,416	\$ 0
Workers' Compensation	\$ 6,388	\$ 6,388	\$ 0
Employee Benefits	\$ 36,297	\$ 36,297	\$ 0
Retirement Costs	\$ 51,756	\$ 51,756	\$ 0
Indirect Town Expenses	\$ 134,714	\$ 134,714	\$ 0
General Insurance	\$ 10,251	\$ 10,251	\$ 0
Total Indirect Costs	\$ 514,111	\$ 514,111	\$ 0
Wastewater Enterprise Total Expenses	\$ 11,203,270	\$ 10,819,188	\$ 384,082
<b>FY2022 Surplus/(Deficit)</b>	\$ —	\$ 482,440	\$ 482,440

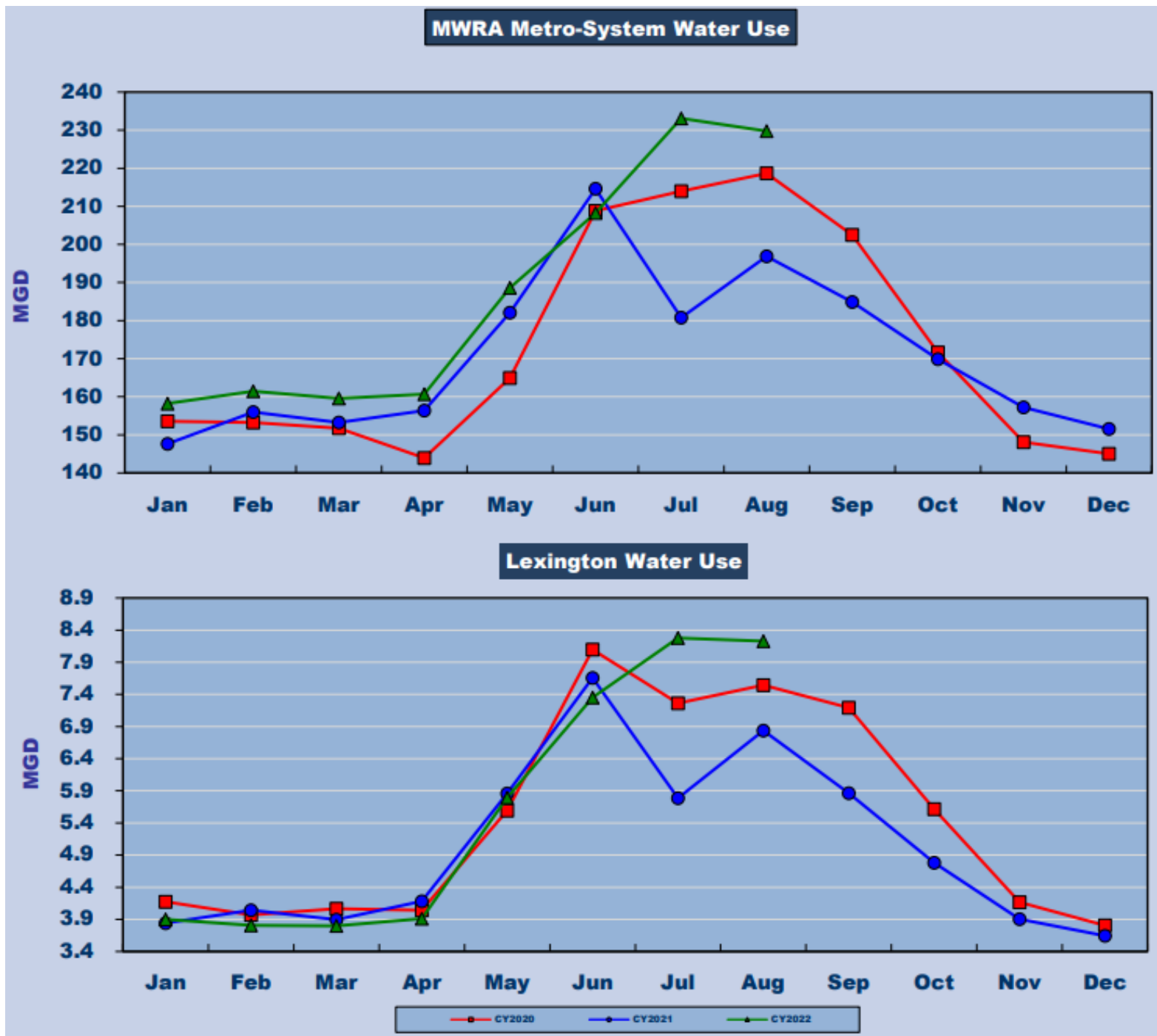
**TOWN OF LEXINGTON  
WATER CONSUMPTION HISTORY FY2016 thru FY2022**

(in hundred cubic feet(HCF))

(1)	DESCRIPTION	TIER	HCF RANG E							A				B	(B-A)/A
				FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Estimates for FY22 Rates	10 Year Average	5 Year Average	Estimates for FY23 Preliminary Rates	% change FY23 vs FY22 Budget
(2)	WATER	TIER 1	0-40	664,407	678,913	660,903	644,456	635,458	688,356	642,648	660,000	664,763	654,364	650,000	(1.5)%
(3)		TIER 2	41-80	107,531	120,883	91,895	90,091	84,705	124,119	82,313	90,000	101,669	94,625	87,000	(3.3)%
(4)		TIER 3	80+	237,070	231,490	221,151	194,533	190,371	172,745	180,313	190,000	209,975	191,823	188,000	(1.1)%
(5)		TOTAL		1,009,008	1,031,286	973,949	929,080	910,534	985,220	905,274	940,000	976,407	940,811	925,000	(1.6)%
(6)	WATER - MUNICIPAL	FLAT RATE		38,600	63,263	29,825	31,826	23,641	35,908	23,634	30,000	31,380	28,967	29,000	(1.6)%
(7)	WATER- IRRIGATION	TIER 3		386,065	477,864	326,750	339,772	306,548	504,998	330,409	370,000	351,248	361,695	370,000	—%
(8)	WATER BEDFORD	FLAT RATE		687,019	696,163	616,099	657,483	756,890	772,132	750,662	660,000	700,342	710,653	680,000	3.0%
(9)	WATER - VA HOSPITAL	FLAT RATE		29,404	32,893	28,756	24,444	11,349	5,913	14,809	8,000	25,045	17,054	10,000	25.0%
(10)	HANSCOM/ LINCOLN LABS	110+111		227,665	248,605	238,436	234,333	227,734	167,408	69,641	207,000	213,995	187,510	107,000	(48.3)%
(11)	WATER- BURLINGTON	FLAT RATE		—	10,936	4,595	—	2,883	—	—	—	2,971	1,496	—	
(12)	TOTAL WATER			2,377,761	2,793,638	2,218,410	2,216,938	2,239,579	2,471,579	2,094,429	2,215,000	2,301,388	2,248,187	2,121,000	(4.2)%
(13)	SEWER	TIER 1	0-40	655,115	670,008	652,510	636,342	627,872	680,647	635,775	652,000	655,727	646,629	643,000	(1.4)%
(14)		TIER 2	41-80	105,028	118,482	90,185	88,283	83,318	121,881	80,865	88,000	99,442	92,906	85,000	(3.4)%
(15)		TIER 3	80+	234,697	232,394	217,533	192,973	189,217	170,119	178,642	188,000	207,697	189,697	186,000	(1.1)%
(16)		TOTAL		994,840	1,020,884	960,228	917,598	900,407	972,647	895,282	928,000	962,867	929,232	914,000	(1.5)%
(17)	SEWER- MUNICIPAL	FLAT RATE		14,724	14,168	11,558	10,511	11,349	8,683	11,808	10,000	12,099	10,782	10,000	—%
(18)	TOTAL SEWER			1,009,564	1,035,052	971,786	928,109	911,756	981,330	907,090	938,000	974,965	940,014	924,000	(1.5)%
(19)	GRAND TOTAL			3,387,325	3,828,690	3,190,196	3,145,047	3,151,335	3,452,909	3,001,519	3,153,000	3,276,353	3,188,201	3,045,000	(3.4)%

## Water & Wastewater Consumption Trends







# Water Enterprise Fund - Town of Lexington

## Budget and Spending History: FY2019 to FY2023

	FY2019 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Final Budget	FY2022 Actuals	FY2023 TM Budget	FY2023 Revised Budget (Proposed)*	\$ Change	% Change
<b>Direct Costs</b>									
Compensation	\$ 684,682	\$ 660,929	\$ 834,114	\$ 865,454	\$ 823,447	\$ 875,670	\$ 875,670	\$ 10,216	1.2 %
Expenses									
Contractual Services	\$ 174,029	\$ 183,763	\$ 171,836	\$ 269,800	\$ 248,643	\$ 279,800	\$ 279,800	\$ 10,000	3.7 %
Utilities	\$ 12,831	\$ 18,143	\$ 14,104	\$ 17,000	\$ 21,545	\$ 17,000	\$ 17,000	\$ —	— %
Supplies	\$ 189,527	\$ 192,234	\$ 133,964	\$ 202,500	\$ 109,252	\$ 211,700	\$ 211,700	\$ 9,200	7.3 %
Small Equipment	\$ 3,443	\$ 26,296	\$ 77,198	\$ 25,000	\$ —	\$ 25,000	\$ 25,000	\$ —	— %
Cash Capital	\$ —	\$ —	\$ 200,000	\$ 400,000	\$ 400,000	\$ 600,000	\$ 600,000	\$ 200,000	50.0 %
Debt	\$ 1,436,995	\$ 1,192,000	\$ 1,192,910	\$ 1,179,794	\$ 1,097,696	\$ 1,224,746	\$ 1,224,746	\$ 44,952	3.8 %
MWRA	\$ 7,128,006	\$ 7,413,364	\$ 8,006,399	\$ 8,743,912	\$ 8,743,912	\$ 8,493,467	\$ 8,493,467	\$ (250,445)	(2.9)%
OPEB	\$ 9,089	\$ 2,761	\$ —	\$ 2,761	\$ 2,761	\$ 2,761	\$ 2,761	\$ —	
Total Direct Costs	\$ 9,638,601	\$ 9,689,490	\$ 10,630,525	\$ 11,706,221	\$ 11,447,256	\$ 11,730,144	\$ 11,730,144	\$ 23,923	0.2 %
<b>Indirect Costs</b>									
Equipment Maintenance and Depreciation	\$ 37,736	\$ 34,405	\$ 38,616	\$ 36,369	\$ 36,369	\$ 31,024	\$ 31,024	\$ (5,345)	(14.7)%
Auto Insurance	\$ 7,184	\$ 7,646	\$ 8,673	\$ 6,114	\$ 6,114	\$ 6,644	\$ 6,644	\$ 530	8.7 %
Indirect Departmental Expenses	\$ 310,491	\$ 300,818	\$ 314,776	\$ 296,339	\$ 296,339	\$ 308,018	\$ 308,018	\$ 11,679	3.9 %
Workers' Compensation	\$ 17,420	\$ 15,717	\$ 15,914	\$ 18,038	\$ 18,038	\$ 16,406	\$ 16,406	\$ (1,632)	(9.0)%
Employee Benefits	\$ 184,330	\$ 184,415	\$ 201,181	\$ 208,331	\$ 208,331	\$ 225,513	\$ 225,513	\$ 17,182	8.2 %
Retirement Costs	\$ 133,348	\$ 160,050	\$ 179,301	\$ 174,971	\$ 174,971	\$ 200,990	\$ 200,990	\$ 26,019	14.9 %
Indirect Town Expenses	\$ 174,375	\$ 186,536	\$ 167,154	\$ 173,468	\$ 173,468	\$ 183,671	\$ 183,671	\$ 10,203	5.9 %
General Insurance	\$ 4,949	\$ 4,986	\$ 4,386	\$ 4,615	\$ 4,615	\$ 4,827	\$ 4,827	\$ 212	4.6 %
Total Indirect Costs	\$ 869,833	\$ 894,573	\$ 930,001	\$ 918,245	\$ 918,245	\$ 977,093	\$ 977,093	\$ 58,848	6.4 %
<b>Water Enterprise Total Expenses</b>	<b>\$ 10,508,434</b>	<b>\$ 10,584,063</b>	<b>\$ 11,560,526</b>	<b>\$ 12,624,466</b>	<b>\$ 12,365,501</b>	<b>\$ 12,707,237</b>	<b>\$ 12,707,237</b>	<b>\$ 82,771</b>	<b>0.7 %</b>

# Wastewater Enterprise Fund - Town of Lexington

## Budget and Spending History: FY2019 to FY2023

	FY2017 Actuals	FY2019 Actuals	FY2021 Actuals	FY2022 Final Budget	FY2022 Actuals	FY2023 TM Budget	FY2023 Revised Budget (Proposed)*	\$ Change	% Change
<b>Direct Costs</b>									
Compensation	\$ 631,564	\$ 684,682	\$ 239,392	\$ 389,779	\$ 279,417	\$ 399,848	\$ 399,848	\$ 10,069	2.6 %
Expenses									
Contractual Services	\$ 174,211	\$ 174,029	\$ 24,020	\$ 207,400	\$ 119,436	\$ 207,400	\$ 207,400	\$ —	— %
Utilities	\$ 13,159	\$ 12,831	\$ 15,980	\$ 130,000	\$ 145,003	\$ 131,000	\$ 131,000	\$ 9,300	7.9 %
Supplies	\$ 179,027	\$ 189,527	\$ 8,190,356	\$ 103,250	\$ 28,811	\$ 105,900	\$ 105,900	\$ 2,650	2.6 %
Small Equipment	\$ 36,174	\$ 3,443	\$ —	\$ 14,000	\$ —	\$ 14,100	\$ 14,100	\$ 100	0.7 %
Cash Capital				\$ 200,000	\$ 200,000	\$ 300,000	\$ 300,000	\$ 100,000	50.0 %
Debt	\$ 1,374,696	\$ 1,436,995	\$ —	\$ 1,464,513	\$ 1,352,192	\$ 1,595,417	\$ 1,595,417	\$ 130,904	8.9 %
MWRA	\$ 7,376,976	\$ 7,128,006	\$ 663	\$ 8,177,213	\$ 8,177,213	\$ 8,499,573	\$ 8,432,792	\$ 255,579	3.1 %
OPEB	\$ —	\$ 9,089	\$ —	\$ 3,004	\$ 3,004	\$ 3,004	\$ 3,004	\$ —	
Total Direct Costs	\$ 9,785,807	\$ 9,638,601	\$ 8,699,406	\$10,689,159	\$10,305,077	\$11,256,242	\$11,189,461	\$ 500,302	4.7 %
<b>Indirect Costs</b>									
Equipment Maintenance and Depreciation	\$ 40,917	\$ 37,736	\$ 26,939	\$ 27,231	\$ 27,231	\$ 24,459	\$ 24,459	\$ (2,772)	(10.2)%
Auto Insurance	\$ 7,106	\$ 7,184	\$ 6,633	\$ 4,058	\$ 4,058	\$ 3,853	\$ 3,853	\$ (205)	(5.1)%
Indirect Departmental Expenses	\$ 305,894	\$ 310,491	\$ 246,480	\$ 243,416	\$ 243,416	\$ 245,603	\$ 245,603	\$ 2,187	0.9 %
Workers' Compensation	\$ 16,556	\$ 17,420	\$ 5,717	\$ 6,388	\$ 6,388	\$ 6,028	\$ 6,028	\$ (360)	(5.6)%
Employee Benefits	\$ 187,445	\$ 184,330	\$ 60,133	\$ 36,297	\$ 36,297	\$ 50,323	\$ 50,323	\$ 14,026	38.6 %
Retirement Costs	\$ 124,525	\$ 133,348	\$ 57,307	\$ 51,756	\$ 51,756	\$ 60,219	\$ 60,219	\$ 8,463	16.4 %
Indirect Town Expenses	\$ 191,260	\$ 174,375	\$ 128,871	\$ 134,714	\$ 134,714	\$ 141,053	\$ 141,053	\$ 6,339	4.7 %
General Insurance	\$ 3,707	\$ 4,949	\$ 9,583	\$ 10,251	\$ 10,251	\$ 10,878	\$ 10,878	\$ 627	6.1 %
Total Indirect Costs	\$ 877,410	\$ 869,833	\$ 541,663	\$ 514,111	\$ 514,111	\$ 542,416	\$ 542,416	\$ 28,305	5.5 %
<b>Wastewater Enterprise Total Expenses</b>	<b>\$10,663,217</b>	<b>\$10,508,434</b>	<b>\$ 9,241,069</b>	<b>\$11,203,270</b>	<b>\$10,819,188</b>	<b>\$11,798,658</b>	<b>\$11,731,877</b>	<b>\$ 528,607</b>	<b>4.7 %</b>

**PRELIMINARY FY2022 WATER RATES**

	FY23 Budget	FY22 Budget	FY21 Budget	FY20 Budget	FY19 Budget	FY18 Budget	FY17 Budget	FY16 Budget
Water Budget	\$12,107,237	\$12,224,466	\$11,522,329	\$10,881,995	\$10,749,241	\$10,722,659	\$10,766,291	\$10,022,950
Capital/ Infrastructure	\$600,000	\$400,000	\$200,000					
Less: Estimated Non-Rate Revenue	\$(310,000)	\$(308,000)	\$(308,000)	\$(292,500)	\$(272,920)	\$(314,675)	\$(308,773)	\$(299,000)
Less: Use of Retained Earnings	\$—	\$—	\$—	\$—	\$(61,000)	\$(168,100)	\$(248,900)	\$(275,000)
<b>Net Revenue to be Raised from Water Charges</b>	<b>\$12,397,237</b>	<b>\$12,316,466</b>	<b>\$11,414,329</b>	<b>\$10,589,495</b>	<b>\$10,415,321</b>	<b>\$10,239,884</b>	<b>\$10,208,618</b>	<b>\$9,448,950</b>

	a	b	c	d	e	f
Final FY2021 RATES	Tier	Tier Range (HCF)	Tier as % of Subtotal	Estimated Consumption (HCF)	Rate/ HCF	
Residential/ Commercial/ Industrial	Tier 1	0-40	70.2%	660,000	\$ 4.75	
Residential/ Commercial/ Industrial	Tier 2	41-80	9.6%	90,000	\$ 7.12	
Residential/ Commercial/ Industrial	Tier 3	80+	20.2%	190,000	\$ 9.40	
Subtotal				940,000		
Irrigation	All @ Tier 3 Rate			370,000	\$ 9.40	
Municipal	Flat Rate			30,000	\$ 3.27	
Hanscom/ Lincoln Labs	Flat Rate			207,000	\$ 7.00	
VA Hospital	Flat Rate			8,000	\$ 8.37	
Bedford Water Agreement	Flat Rate			660,000	\$ 3.30	
Subtotal				1,275,000		
Total				2,215,000		

PROPOSED FY2022 RATES			Tier as % of Subtotal	Estimated Consumption (HCF)	Rate/ HCF	Revenue	% Rate Increase
Residential/ Commercial/ Industrial	Tier 1	0-40	70.3%	650,000	\$5.07	\$ 3,295,500	6.8%
Residential/ Commercial/ Industrial	Tier 2	41-80	9.4%	87,000	\$7.60	\$ 661,200	6.8%
Residential/ Commercial/ Industrial	Tier 3	80+	20.3%	188,000	\$10.04	\$ 1,887,520	6.8%
Subtotal				925,000		\$5,844,220	
Irrigation	All @ Tier 3 Rate			370,000	\$10.04	\$ 3,714,800	6.8%
Municipal	Flat Rate			29,000	\$3.46	\$ 100,340	5.8%
Hanscom/ Lincoln Labs	Flat Rate			107,000	\$7.48	\$ 800,360	6.8%
VA Hospital	Flat Rate			10,000	\$8.94	\$ 89,400	6.8%
Bedford Water Agreement	Flat Rate			680,000	\$3.49	\$ 2,373,200	5.8%
Subtotal				1,196,000		\$7,078,100	
Total				2,121,000		\$12,922,320	

Estimated Gross Water Charges	\$12,922,320
Collection Rate	96%
Estimated Net Revenue	\$12,405,427
<b>Revenue Target</b>	<b>\$12,397,237</b>
Surplus/ (Deficit)	\$ 8,190

**PRELIMINARY FY2022 WASTEWATER RATES**

	FY23 Budget	FY22 Budget	FY20 Budget	FY19 Budget	FY18 Budget	FY17 Budget	FY16 Budget	FY15 Budget
Wastewater Budget	\$11,431,877	\$11,003,270	\$10,453,931	\$10,057,978	\$9,682,514	\$9,396,747	\$9,151,553	\$9,511,297
Investment in Capital/ Infrastructure	\$300,000	\$200,000	\$100,000					
Estimated Non-Rate Revenue	\$(370,000)	\$(362,000)	\$(362,000)	\$(365,000)	\$(363,000)	\$(363,000)	\$(320,000)	\$(322,000)
Use of Retained Earnings	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$(50,000)
<b>Net Revenue to be Raised from Wastewater Charges</b>	<b>\$11,361,877</b>	<b>\$10,841,270</b>	<b>\$10,091,931</b>	<b>\$9,692,978</b>	<b>\$9,769,360</b>	<b>\$9,033,747</b>	<b>\$8,831,553</b>	<b>\$9,139,297</b>

	a	b	c	d	e	f
<b>FINAL FY2021 RATES</b>	Tier	Tier Range (HCF)	Tier as % of Subtotal	Estimated Consumption (HCF)	Rate/ HCF	
Residential/ Commercial/ Industrial	Tier 1	0-40	67.3%	652,000	\$ 8.77	
Residential/ Commercial/ Industrial	Tier 2	41-80	10.3%	88,000	\$ 14.32	
Residential/ Commercial/ Industrial	Tier 3	80+	22.4%	188,000	\$ 22.77	
Municipal	Flat Rate			10,000	\$ 3.50	
<b>Total</b>				<u><u>938,000</u></u>		

<b>PROPOSED FY2022 RATES</b>			Tier as % of Subtotal	Estimated Consumption (HCF)	Rate/ HCF	Revenue	% Rate Increase
Residential/ Commercial/ Industrial	Tier 1	0-40	70.4%	643,000	\$9.33	\$5,999,190	6.4%
Residential/ Commercial/ Industrial	Tier 2	41-80	9.3%	85,000	\$15.24	\$1,295,400	6.4%
Residential/ Commercial/ Industrial	Tier 3	80+	20.4%	186,000	\$24.23	\$4,506,780	6.4%
Municipal	Flat Rate			10,000	\$3.68	\$ 36,800	5.1%
<b>Total</b>				<u><u>924,000</u></u>		<u><u>\$11,838,170</u></u>	

Estimated Gross Wastewater Charges	\$11,838,170
Collection Rate	96%
Estimated Net Revenue	\$11,364,643
<b>Revenue Target</b>	<b>\$11,361,877</b>
Surplus/ (Deficit)	\$ 2,766

### Water Purchased from the MWRA by Month and Fiscal Year: 2003 to 2022

MG	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY2003	229.6	255.8	195.0	159.4	130.1	147.2	153.4	141.0	137.7	139.4	156.1	161.0	2,005.7
FY2004	222.5	179.0	164.8	140.1	117.4	126.9	126.6	120.4	118.7	123.1	152.0	185.7	1,777.2
FY2005	191.9	181.2	168.9	138.7	116.0	117.8	116.5	107.3	118.0	121.2	136.2	196.2	1,709.9
FY2006	219.9	224.4	196.1	143.3	119.1	121.0	122.1	109.3	123.2	129.4	148.6	157.3	1,813.7
FY2007	201.3	203.9	159.5	135.3	109.7	109.0	117.0	107.8	115.5	111.7	158.9	208.7	1,738.3
FY2008	216.9	225.2	202.7	141.5	102.1	107.9	111.5	103.8	121.3	122.2	149.6	185.2	1,789.9
FY2009	190.0	167.6	162.5	131.0	115.3	125.0	135.4	118.3	129.4	130.3	160.6	163.6	1,729.0
FY2010	160.5	189.3	171.5	122.0	106.7	115.4	120.9	106.1	116.9	113.3	157.3	181.4	1,661.3
FY2011	241.7	231.1	192.6	139.2	112.5	115.8	117.6	108.3	125.6	117.8	142.2	180.1	1,824.5
FY2012	231.1	186.1	154.0	129.2	99.9	104.8	106.7	104.3	107.7	123.4	147.9	165.1	1,660.2
FY2013	236.3	239.1	176.8	135.6	118.0	113.6	120.9	109.7	124.1	112.8	148.6	179.0	1,814.5
FY2014	227.4	235.8	203.6	163.2	121.9	115.9	123.5	104.1	107.5	119.8	151.1	207.9	1,881.7
FY2015	229.1	231.6	215.6	177.7	125.1	126.5	131.5	122.8	129.3	154.4	245.5	239.6	2,128.7
FY2016	237.0	246.7	226.1	156.1	115.8	112.1	115.3	108.8	116.1	118.5	173.5	243.1	1,969.1
FY2017	283.0	270.8	212.1	153.8	118.9	117.0	118.1	103.4	116.2	116.2	146.9	184.6	1,941.0
FY2018	194.8	223.8	190.1	164.8	123.0	116.9	136.5	103.8	116.1	111.8	158.5	205.2	1,845.3
FY2019	246.1	217.9	192.1	149.5	114.9	116.9	116.8	105.2	128.0	123.7	148.7	181.1	1,840.9
FY2020	223.2	222.8	196.9	156.3	129.2	136.5	129.4	115.1	126.0	121.3	173.4	242.9	1,973.0
FY2021	225.1	233.9	215.7	174.1	124.9	118.0	119.1	113.2	120.7	125.5	181.6	229.7	1,981.5
FY2022	179.3	211.9	175.9	148.2	117.1	113.0	120.9	106.6	117.7	117.4	179.6	220.6	1,808.2
FY2023	256.6	255.1	TBD										
<b>Average FY00-FY21</b>	<b>218.1</b>	<b>216.7</b>	<b>187.5</b>	<b>147.9</b>	<b>118.7</b>	<b>120.6</b>	<b>125.1</b>	<b>113.2</b>	<b>122.6</b>	<b>123.9</b>	<b>160.5</b>	<b>192.7</b>	<b>1,847.4</b>
<b>10 Year Average FY12-FY21</b>	<b>228.4</b>	<b>229.1</b>	<b>196.3</b>	<b>155.3</b>	<b>119.0</b>	<b>117.4</b>	<b>121.7</b>	<b>108.8</b>	<b>119.0</b>	<b>122.3</b>	<b>168.7</b>	<b>209.0</b>	<b>1,894.9</b>
<b>5 Year Average FY17-FY21</b>	<b>225.3</b>	<b>230.2</b>	<b>197.1</b>	<b>157.8</b>	<b>121.3</b>	<b>119.7</b>	<b>123.5</b>	<b>107.9</b>	<b>120.8</b>	<b>119.3</b>	<b>164.8</b>	<b>210.7</b>	<b>1,898.3</b>
<b>Summer 2020</b>	<b>875.3</b>												
<b>Summer 2021</b>					<b>802.5</b>								
<b>Summer 2022</b>									<b>911.9</b>				

## Combined Water/Wastewater Bill for Low, Average & High Users: Impact of Proposed Rate Changes

50 HCF (low user)			
	FY2022		FY2023 Proposed
Water	\$	237.50	\$ 253.50
Wastewater	\$	438.50	\$ 466.50
Combined	\$	676.00	\$ 720.00
\$ Change from FY21			\$ 44.00
% Change from FY21			6.5%

70 HCF (Average Lexington Single Family Home)			
	FY2022		FY2023 Proposed
Water	\$	332.50	\$ 354.90
Wastewater	\$	613.90	\$ 653.10
Combined	\$	946.40	\$ 1,008.00
\$ Change from FY21			\$ 61.60
% Change from FY21			6.5%

120 HCF (average user)			
	FY2022		FY2023 Proposed
Water	\$	664.80	\$ 709.60
Wastewater	\$	1,274.40	\$ 1,356.00
Combined	\$	1,939.20	\$ 2,065.60
\$ Change from FY21			\$ 126.40
% Change from FY21			6.5%

240 HCF (high user)			
	FY2022		FY2023 Proposed
Water	\$	1,701.60	\$ 1,816.80
Wastewater	\$	3,668.80	\$ 3,904.00
Combined	\$	5,370.40	\$ 5,720.80
\$ Change from FY21			\$ 350.40
% Change from FY21			6.5%

1000 HCF			
	FY2022		FY2023 Proposed
Water	\$	8,845.60	\$ 9,447.20
Wastewater	\$	20,974.00	\$ 22,318.80
Combined	\$	29,819.60	\$ 31,766.00
\$ Change from FY21			\$ 1,946.40
% Change from FY21			6.5%

***Rates for Communities Receiving Water and Sewer Services from MWRA\****

<b>Community</b>	<b>Water</b>		<b>Sewer</b>		<b>Combined</b>
Everett	\$	291.60	\$	793.20	\$ 1,084.80
Waltham	\$	407.28	\$	715.32	\$ 1,122.60
Malden	\$	682.08	\$	797.76	\$ 1,479.84
Boston	\$	735.58	\$	1,010.01	\$ 1,745.59
Chelsea	\$	656.40	\$	1,136.40	\$ 1,792.80
Brookline	\$	667.04	\$	1,135.76	\$ 1,802.80
Norwood	\$	765.24	\$	1,041.12	\$ 1,806.36
Watertown	\$	618.00	\$	1,213.20	\$ 1,831.20
Medford	\$	860.40	\$	1,073.28	\$ 1,933.68
<b>Lexington</b>	<b>\$</b>	<b>664.80</b>	<b>\$</b>	<b>1,274.40</b>	<b>\$ 1,939.20</b>
Revere	\$	487.20	\$	1,470.00	\$ 1,957.20
Arlington	\$	939.92	\$	1,094.12	\$ 2,034.04
Framingham	\$	900.36	\$	1,134.72	\$ 2,035.08
Quincy	\$	866.40	\$	1,232.28	\$ 2,098.68
Stoneham	\$	834.00	\$	1,320.00	\$ 2,154.00
Somerville	\$	733.52	\$	1,500.12	\$ 2,233.64
Melrose	\$	931.60	\$	1,439.12	\$ 2,370.72
Milton	\$	894.48	\$	1,481.04	\$ 2,375.52
Newton	\$	967.80	\$	1,486.20	\$ 2,454.00
Belmont	\$	877.88	\$	1,622.20	\$ 2,500.08
Reading	\$	1,308.00	\$	1,308.00	\$ 2,616.00
Winthrop	\$	1,419.00	\$	1,419.00	\$ 2,838.00

\*Data from MWRA Advisory Board's 2021 Annual Rate Survey, based on average annual household use of 120 HCF (FY2022 or most recently published).

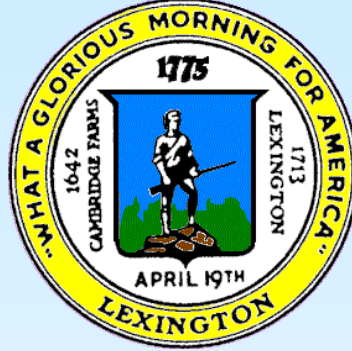
Massachusetts Water Resources Authority  
Final FY23 Water and Sewer Assessments

5-Jun-22

MWRA Fully Served Water and Sewer Customers	Final FY22 Water Assessment	Final FY23 Water Assessment	Percent Change from FY22	Final FY22 Sewer Assessment	Final FY23 Sewer Assessment	Percent Change from FY22	Final FY22 Combined Assessment	Final FY23 Combined Assessment	Dollar Change from FY22	Percent Change from FY22
ARLINGTON	\$5,958,052	\$5,648,095	-5.2%	\$9,124,432	\$9,392,510	2.9%	\$15,082,484	\$15,040,605	(\$41,879)	-0.3%
BELMONT	3,321,668	3,134,847	-5.6%	5,482,714	5,677,766	3.6%	8,804,382	8,812,613	8,231	0.1%
BOSTON (BWSC)	93,962,296	99,390,501	5.8%	148,872,321	149,691,861	0.6%	242,834,617	249,082,362	6,247,745	2.6%
BROOKLINE	8,011,141	8,018,472	0.1%	13,660,245	14,277,389	4.5%	21,671,386	22,295,861	624,475	2.9%
CHELSEA	5,460,223	5,460,876	0.0%	8,986,504	9,362,783	4.2%	14,446,727	14,823,659	376,932	2.6%
EVERETT	6,272,641	6,422,774	2.4%	9,618,364	10,050,685	4.5%	15,891,005	16,473,459	582,454	3.7%
FRAMINGHAM	9,287,668	9,531,024	2.6%	13,764,605	13,631,736	-1.0%	23,052,273	23,162,760	110,487	0.5%
LEXINGTON	8,743,912	8,493,467	-2.9%	8,177,213	8,432,792	3.1%	16,921,125	16,926,259	5,134	0.0%
MALDEN	8,378,155	8,758,033	4.5%	13,820,322	14,707,650	6.4%	22,198,477	23,465,683	1,267,206	5.7%
MEDFORD	7,360,071	7,666,268	4.2%	12,538,844	13,036,794	4.0%	19,898,915	20,703,062	804,147	4.0%
MELROSE	3,511,330	3,499,715	-0.3%	6,842,727	7,179,811	4.9%	10,354,057	10,679,526	325,469	3.1%
MILTON	3,884,900	4,022,582	3.5%	5,910,238	6,075,106	2.8%	9,795,138	10,097,688	302,550	3.1%
NEWTON	13,717,608	14,157,661	3.2%	22,344,621	22,803,628	2.1%	36,062,229	36,961,289	899,060	2.5%
NORWOOD	4,409,127	4,502,690	2.1%	8,482,434	8,789,282	3.6%	12,891,561	13,291,972	400,411	3.1%
QUINCY	13,440,835	13,856,502	3.1%	21,473,437	22,536,755	5.0%	34,914,272	36,393,257	1,478,985	4.2%
READING	2,831,288	2,807,828	-0.8%	5,376,119	5,378,338	0.0%	8,207,407	8,186,166	(21,241)	-0.3%
REVERE	5,756,009	6,348,919	10.3%	11,066,469	12,301,594	11.2%	16,822,478	18,650,513	1,828,035	10.9%
SOMERVILLE	8,973,256	9,471,778	5.6%	17,020,189	17,021,558	0.0%	25,993,445	26,493,336	499,891	1.9%
STONEHAM	3,561,396	3,289,382	-7.6%	5,585,497	5,652,293	1.2%	9,146,893	8,941,675	(205,218)	-2.2%
WALTHAM	10,338,346	11,044,210	6.8%	14,299,920	14,787,237	3.4%	24,638,266	25,831,447	1,193,181	4.8%
WATERTOWN	4,166,126	4,147,401	-0.4%	6,806,903	6,800,246	-0.1%	10,973,029	10,947,647	(25,382)	-0.2%
WINTHROP	2,074,166	1,918,276	-7.5%	3,831,735	3,970,822	3.6%	5,905,901	5,889,098	(16,803)	-0.3%
<b>TOTAL</b>	<b>\$233,420,214</b>	<b>\$241,591,301</b>	<b>3.5%</b>	<b>\$373,085,853</b>	<b>\$381,558,636</b>	<b>2.3%</b>	<b>\$606,506,067</b>	<b>\$623,149,937</b>	<b>\$16,643,870</b>	<b>2.7%</b>



# *Town of Lexington*



---

## **Water and Wastewater Rate Setting – Public Hearing**

*Fiscal Year 2023*

**October 3, 2022**



### *FY2022 Budget - Operating Results - Water Fund*

	2022 Budget	2022 Actuals	Favorable/ (Unfavorable)
<b>Revenues</b>			
User Charges	\$ 12,316,466	\$ 10,892,419	\$ (1,424,047)
Non-Rate Revenue	\$ 308,000	\$ 494,264	\$ 186,264
<b>Water Enterprise Total Revenues</b>	<b>\$ 12,624,466</b>	<b>\$ 11,386,683</b>	<b>\$ (1,237,783)</b>
<b>Expenses</b>			
Total Direct Costs	\$ 11,706,221	\$ 11,447,256	\$ 258,965
Total Indirect Costs	\$ 918,245	\$ 918,245	\$ -
<b>Water Enterprise Total Expenses</b>	<b>\$ 12,624,466</b>	<b>\$ 12,365,501</b>	<b>\$ 258,965</b>
<b><i>FY2022 Surplus (Deficit)</i></b>			<b>\$ (978,818)</b>

### *Retained Earnings History*

	Certified as of 6/30/2018	Certified as of 6/30/2019	Certified as of 6/30/2020	Certified as of 6/30/2021	Projected Retained Earnings as of 6/30/2022
<b>Water Enterprise</b>	\$ 1,612,998	\$ 1,346,448	\$ 1,737,914	\$ 3,537,851	\$ 769,999



### *FY2022 Budget - Operating Results - Wastewater Fund*

	<u>2022 Budget</u>	<u>2022 Actuals</u>	<u>Favorable/ (Unfavorable)</u>
<b>Revenues</b>			
User Charges	\$ 10,841,270	\$ 10,831,707	\$ (9,563)
Non-Rate Revenue	\$ 362,000	\$ 469,921	\$ 107,921
<b>Wastewater Enterprise Total Revenues</b>	<b>\$ 11,203,270</b>	<b>\$ 11,301,628</b>	<b>\$ 98,358</b>
<b>Expenses</b>			
Total Direct Costs	\$ 10,689,159	\$ 10,305,077	\$ 384,082
Total Indirect Costs	\$ 514,111	\$ 514,111	\$ -
<b>Wastewater Enterprise Total Expenses</b>	<b>\$ 11,203,270</b>	<b>\$ 10,819,188</b>	<b>\$ 384,082</b>
<b><i>FY2022 Surplus (Deficit)</i></b>			<b>\$ 482,440</b>

### *Retained Earnings History*

	<u>Certified as of 6/30/2018</u>	<u>Certified as of 6/30/2019</u>	<u>Certified as of 6/30/2020</u>	<u>Certified as of 6/30/2021</u>	<u>Projected Retained Earnings as of 6/30/2022</u>
<b>Wastewater Enterprise</b>	<b>\$ 1,521,373</b>	<b>\$ 995,546</b>	<b>\$ 1,297,665</b>	<b>\$ 2,565,157</b>	<b>\$ 1,807,854</b>



# Town of Lexington

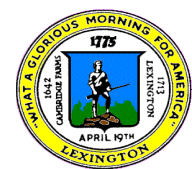
Select Board— October 3, 2022

## Consumption History and Estimates

### WATER CONSUMPTION HISTORY FY2016 thru FY2022

(in hundred cubic feet(HCF))

(1)	DESCRIPTION	TIER	HCF RANG E	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	A		10 Year Average	5 Year Average	B	(B-A)/A % change FY23 vs FY22 Budget
										FY2022	Estimates for FY22 Rates			Estimates for FY23 Preliminary Rates	
(2)	WATER	TIER 1	0-40	664,407	678,913	660,903	644,456	635,458	688,356	642,648	660,000	664,763	654,364	650,000	(1.5)%
(3)		TIER 2	41-80	107,531	120,883	91,895	90,091	84,705	124,119	82,313	90,000	101,669	94,625	87,000	(3.3)%
(4)		TIER 3	80+	237,070	231,490	221,151	194,533	190,371	172,745	180,313	190,000	209,975	191,823	188,000	(1.1)%
(5)		TOTAL		1,009,008	1,031,286	973,949	929,080	910,534	985,220	905,274	940,000	976,407	940,811	925,000	(1.6)%
(6)	WATER - MUNICIPAL	FLAT RATE		38,600	63,263	29,825	31,826	23,641	35,908	23,634	30,000	31,380	28,967	29,000	(1.6)%
(7)	WATER- IRRIGATION	TIER 3		386,065	477,864	326,750	339,772	% change FY23 vs FY22 Budget	504,998	330,409	370,000	351,248	361,695	370,000	—%
(8)	WATER BEDFORD	FLAT RATE		687,019	696,163	616,099	657,483		772,132	750,662	660,000	700,342	710,653	680,000	3.0%
(9)	WATER - VA HOSPITAL	FLAT RATE		29,404	32,893	28,756	24,444		5,913	14,809	8,000	25,045	17,054	10,000	25.0%
(10)	HANSCOM/ LINCOLN LABS	110+111		227,665	248,605	238,436	234,333	227,734	167,408	69,641	207,000	213,995	187,510	107,000	(48.3)%
(11)	WATER- BURLINGTON	FLAT RATE		—	10,936	4,595	—	2,883	—	—	—	2,971	1,496	—	
(12)	TOTAL WATER			2,377,761	2,793,638	2,218,410	2,216,938	2,239,579	2,471,579	2,094,429	2,215,000	2,301,388	2,248,187	2,121,000	(4.2)%
(13)	SEWER	TIER 1	0-40	655,115	670,008	652,510	636,342	627,872	680,647	635,775	652,000	655,727	646,629	643,000	(1.4)%
(14)		TIER 2	41-80	105,028	118,482	90,185	88,283	83,318	121,881	80,865	88,000	99,442	92,906	85,000	(3.4)%
(15)		TIER 3	80+	234,697	232,394	217,533	192,973	189,217	170,119	178,642	188,000	207,697	189,697	186,000	(1.1)%
(16)		TOTAL		994,840	1,020,884	960,228	917,598	900,407	972,647	895,282	928,000	962,867	929,232	914,000	(1.5)%
(17)	SEWER- MUNICIPAL	FLAT RATE		14,724	14,168	11,558	10,511	11,349	8,683	11,808	10,000	12,099	10,782	10,000	—%
(18)	TOTAL SEWER			1,009,564	1,035,052	971,786	928,109	911,756	981,330	907,090	938,000	974,965	940,014	924,000	(1.5)%
(19)	GRAND TOTAL			3,387,325	3,828,690	3,190,196	3,145,047	3,151,335	3,452,909	3,001,519	3,153,000	3,276,353	3,188,201	3,045,000	(3.4)%



DESCRIPTION	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	A FY2022 Estimates for FY22 Rates	10 Year Average	5 Year Average	B Estimates for FY23 Preliminary Rates	(B-A)/A % change FY23 vs FY22 Budget
HANSCOM/ LINCOLN LABS	227,665	248,605	238,436	234,333	227,734	167,408	69,641	207,000	213,995	187,510	107,000 (48.3)%
TOTAL WATER	2,377,761	2,793,638	2,218,410	2,216,938	2,239,579	2,471,579	2,094,429	2,215,000	2,301,388	2,248,187	2,121,000 (4.2)%
Hanscom % of System	10%	9%	11%	11%	10%	7%	3%	9%	9%	8%	5%

- The average consumption at Hanscom AFB from 2011-2020 was approximately 240,000 HCF, or 9% of the total Lexington water system.
- During FY2021, the year primarily impacted by the pandemic, water usage at Hanscom was down 30% from pre-pandemic usage.
- In FY2022 usage dropped an additional 58%, to 69,641 HCF. This is an overall decrease of 70% compared to the pre-pandemic average, and represents only 3% of the total Lexington water system.

Massachusetts Water Resources Authority

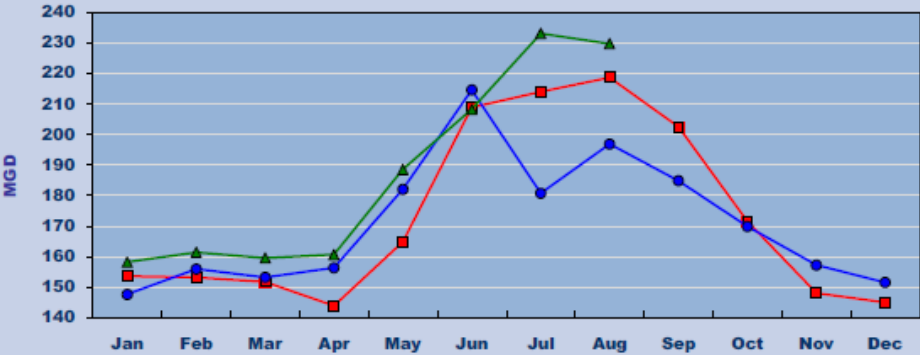
Town of Lexington Water Use

Lexington Water Use						
	CY2020		CY2021		CY2022	
	MG	MGD	MG	MGD	MG	MGD
Jan	129.4	4.17	119.1	3.84	120.9	3.90
Feb	115.1	3.97	113.2	4.04	106.6	3.81
Mar	126.0	4.06	120.7	3.89	117.7	3.80
Apr	121.3	4.04	125.5	4.18	117.4	3.91
May	173.4	5.59	181.6	5.86	179.6	5.80
Jun	242.9	8.10	229.7	7.66	220.6	7.35
Jul	225.1	7.26	179.3	5.78	256.6	8.28
Aug	233.9	7.54	211.9	6.84	255.1	8.23
Sep	215.7	7.19	175.9	5.86	0.0	0.00
Oct	174.1	5.61	148.2	4.78	0.0	0.00
Nov	124.9	4.16	117.1	3.90	0.0	0.00
Dec	116.0	3.81	113.0	3.64	0.0	0.00
YTD Total*	1,367.0		1,281.1		1,374.5	
Annual Total	1,999.7		1,835.2		1,374.5	
YTD Average*		6.42		6.04		5.66
Annual Average		5.46		5.03		5.66

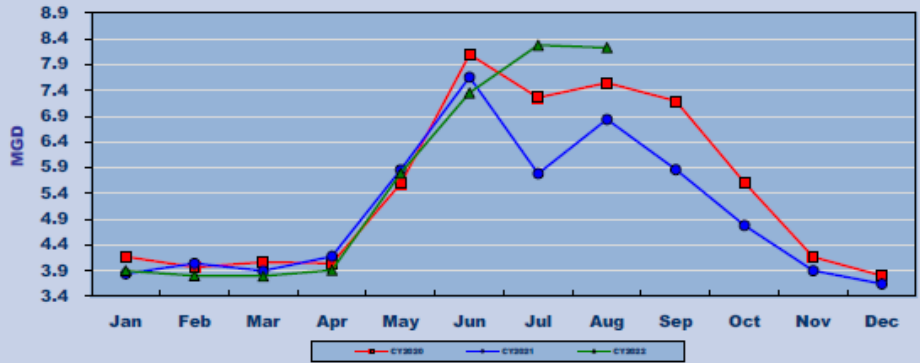
Flow Change from Prior Year	CY2020		CY2021		CY2022	
	YTD*	Annual	YTD*	Annual	YTD*	Annual
	9.4%	7.0%	-6.3%	-8.2%	7.3%	TBD

MWRA Metro System Water Use (MG)	43,016	63,348	42,176	62,404	45,637	45,637
Lexington's Share of System Water Use	3.18%	3.16%	3.04%	2.94%	3.01%	TBD

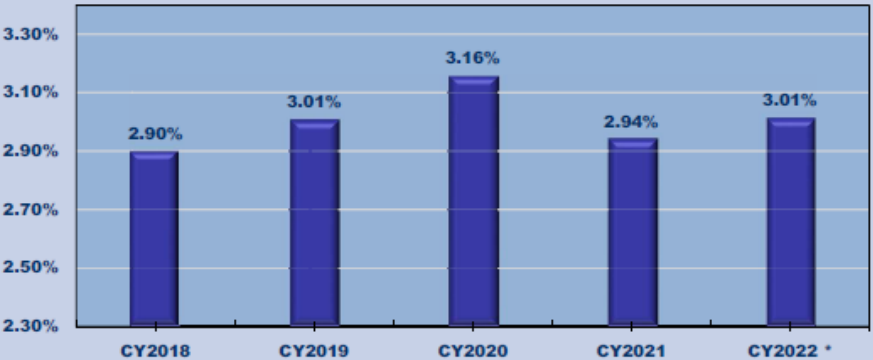
MWRA Metro-System Water Use



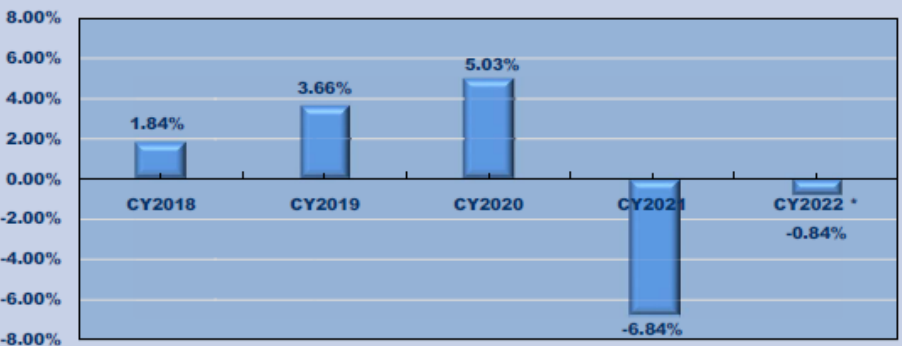
Lexington Water Use



Lexington System Share



Change in System Share



\* Based on YTD water use through August. FY2024 water assessments will be based on share of water use through December 2022. All flows are preliminary and subject to change following MWRA and community review.



$$\text{Proposed 2023 rates} = \frac{\text{FY2023 Water Enterprise Budget}}{\text{FY2023 Projected Water Usage}}$$

### Water Enterprise Budget Summary

	FY2022 Final Budget	FY2023 Revised Budget (Proposed)*	\$ Change	% Change
Compensation	\$ 865,454	\$ 875,670	\$ 10,216	1.2 %
Operating Expenses	\$ 514,300	\$ 533,500	\$ 19,200	3.7 %
Cash Capital	\$ 400,000	\$ 600,000	\$ 200,000	50.0 %
Debt	\$ 1,179,794	\$ 1,224,746	\$ 44,952	3.8 %
MWRA	\$ 8,743,912	\$ 8,493,467	\$ (250,445)	(2.9)%
OPEB	\$ 2,761	\$ 2,761	\$ —	
Indirect Costs	\$ 918,245	\$ 977,093	\$ 58,848	6.4 %
Water Enterprise Total Expenses	\$ 12,624,466	\$ 12,707,237	\$ 82,771	0.7 %

\* There are no proposed changes to the FY2023 Water Enterprise budget for the Fall 2022 STM– the MWRA assessment remains unchanged from the preliminary estimate approved at ATM.

Budget Sensitivity: +/- \$100K = approx. 1%



$$\text{Proposed 2023 rates} = \frac{\text{FY2023 Wastewater Enterprise Budget}}{\text{FY2023 Projected Wastewater Output}}$$

**Wastewater Enterprise Budget Summary**

	FY2022 Final Budget	FY2023 Revised Budget (Proposed)*	\$ Change	% Change
Compensation	\$ 389,779	\$ 399,848	\$ 10,069	2.6 %
Operating Expenses	\$ 454,650	\$ 458,400	\$ 3,750	0.8 %
Cash Capital	\$ 200,000	\$ 300,000	\$ 100,000	50.0 %
Debt	\$ 1,464,513	\$ 1,595,417	\$ 130,904	8.9 %
MWRA	\$ 8,177,213	\$ 8,432,792	\$ 255,579	3.1 %
OPEB	\$ 3,004	\$ 3,004	\$ —	
Indirect Costs	\$ 514,111	\$ 542,416	\$ 28,305	5.5 %
Wastewater Enterprise Total Expenses	\$ 11,203,270	\$ 11,731,877	\$ 528,607	4.7 %

\* Reflects proposed budget adjustment at Fall 2022 STM for final MWRA assessment

Budget Sensitivity: +/- \$100K = approx. 1%





### PROPOSED FY2023 RATES

Residential / Commercial / Industrial	FY22 Water Rates	Proposed FY23 Water Rates	% Change	FY22 Wastewater Rates	Proposed FY23 Wastewater Rates	% Change
Tier 1	\$4.75	\$5.07	6.7%	\$8.77	\$9.33	6.4%
Tier 2	\$7.12	\$7.60	6.7%	\$14.32	\$15.24	6.4%
Tier 3	\$9.40	\$10.04	6.8%	\$22.77	\$24.23	6.4%
irrigation	\$9.40	\$10.04	6.8%	NA	NA	NA
municipal	\$3.27	\$3.46	5.8%	\$3.68	\$3.68	0.0%
Hanscom/Lincoln Labs	\$7.00	\$7.48	6.9%	NA	NA	NA
VA Hospital	\$8.37	\$8.94	6.8%	NA	NA	NA
Bedford-water	\$3.30	\$3.49	5.8%	NA	NA	NA
Flat Sewer Rate (annual)	NA	NA	NA	\$401.38	\$427.01	6.4%

### Annual Impact of Proposed Rates on Low/Average/High Users

	\$ Change- Combined Water/ Wastewater	% Change
50 HCF (low user)	\$44.00	6.5%
70 HCF (Average Lexington SFH)	\$61.60	6.5%
120 HCF (average user)	\$126.40	6.5%
240 HCF (high user)	\$350.40	6.5%



### Annual Water/Sewer Charges for Household Using 120 HCF/Year

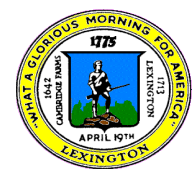
	Water	Sewer	Total	\$ Change from Prior Year	% Change from Prior Year
FY2023	\$ 709.60	\$ 1,356.00	\$ 2,065.60	\$ 126.40	6.5%
FY2022	\$ 664.80	\$ 1,274.40	\$ 1,939.20	\$ 112.00	6.1%
FY2021	\$ 615.60	\$ 1,211.60	\$ 1,827.20	\$ 69.60	4.0%
FY2020	\$ 573.60	\$ 1,184.00	\$ 1,757.60	\$ 120.00	7.3%
FY2019	\$ 554.00	\$ 1,083.60	\$ 1,637.60	\$ 96.40	6.3%
FY2018	\$ 544.40	\$ 996.80	\$ 1,541.20	\$ 20.80	1.4%
FY2017	\$ 526.40	\$ 994.00	\$ 1,520.40	\$ 40.77	2.8%
FY2016	\$ 501.96	\$ 977.67	\$ 1,479.63	\$ (28.37)	-1.9%
FY2015	\$ 483.20	\$ 1,024.80	\$ 1,508.00	\$ 27.20	1.8%
FY2014	\$ 463.60	\$ 1,017.20	\$ 1,480.80	\$ 24.00	1.6%
FY2013	\$ 448.00	\$ 1,008.80	\$ 1,456.80	\$ 49.48	3.5%
FY2012	\$ 436.79	\$ 970.52	\$ 1,407.32	\$ 157.28	12.6%
FY2011	\$ 411.60	\$ 838.44	\$ 1,250.04	\$ 9.64	0.8%
FY2010	\$ 407.60	\$ 832.80	\$ 1,240.40	\$ (48.80)	-3.8%
FY2009	\$ 415.60	\$ 873.60	\$ 1,289.20		

**Average Annual Change: FY2009 to FY2022**

3.2%

### Annual Water/Sewer Charges for Household Using 70 HCF/Year

	Water	Sewer	Total	\$ Change from Prior Year	% Change from Prior Year
FY2023	\$ 354.90	\$ 653.10	\$ 1,008.00	\$ 61.60	6.5%
FY2022	\$ 332.50	\$ 613.90	\$ 946.40	\$ 54.60	6.1%
FY2021	\$ 308.00	\$ 583.80	\$ 891.80	\$ 34.30	4.0%
FY2020	\$ 287.00	\$ 570.50	\$ 857.50		



### Rates for Communities Receiving Water and Sewer Services from MWRA\*

Community	Water		Sewer		Combined
Everett	\$	291.60	\$	793.20	\$ 1,084.80
Waltham	\$	407.28	\$	715.32	\$ 1,122.60
Malden	\$	682.08	\$	797.76	\$ 1,479.84
Boston	\$	735.58	\$	1,010.01	\$ 1,745.59
Chelsea	\$	656.40	\$	1,136.40	\$ 1,792.80
Brookline	\$	667.04	\$	1,135.76	\$ 1,802.80
Norwood	\$	765.24	\$	1,041.12	\$ 1,806.36
Watertown	\$	618.00	\$	1,213.20	\$ 1,831.20
Medford	\$	860.40	\$	1,073.28	\$ 1,933.68
<b>Lexington</b>	<b>\$</b>	<b>664.80</b>	<b>\$</b>	<b>1,274.40</b>	<b>\$ 1,939.20</b>
Revere	\$	487.20	\$	1,470.00	\$ 1,957.20
Arlington	\$	939.92	\$	1,094.12	\$ 2,034.04
Framingham	\$	900.36	\$	1,134.72	\$ 2,035.08
Quincy	\$	866.40	\$	1,232.28	\$ 2,098.68
Stoneham	\$	834.00	\$	1,320.00	\$ 2,154.00
Somerville	\$	733.52	\$	1,500.12	\$ 2,233.64
Melrose	\$	931.60	\$	1,439.12	\$ 2,370.72
Milton	\$	894.48	\$	1,481.04	\$ 2,375.52
Newton	\$	967.80	\$	1,486.20	\$ 2,454.00
Belmont	\$	877.88	\$	1,622.20	\$ 2,500.08
Reading	\$	1,308.00	\$	1,308.00	\$ 2,616.00
Winthrop	\$	1,419.00	\$	1,419.00	\$ 2,838.00

\*Data from MWRA Advisory Board's 2021 Annual Rate Survey, based on average annual household use of 120 HCF (FY2022 or most recently published).

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Update on Communications Plan

### **PRESENTER:**

Sean Dugan, Director of  
Communications and Special Projects

### **ITEM NUMBER:**

I.2

### **SUMMARY:**

#### **Category: Informing**

Attached please find the presentation that Sean Dugan, Director of Communications and Special Projects will be presenting to the Select Board on the status of the Communications Plan he has been working on. We anticipate this plan to be completed in the near future.

### **SUGGESTED MOTION:**

No motion required.

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022

7:00pm

### **ATTACHMENTS:**

Description

Type

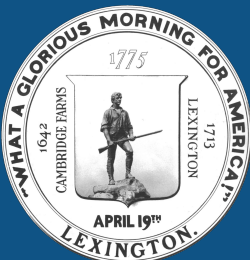
☐ Communications Plan Presentation

Cover Memo

# Strategic Communications Plan Update

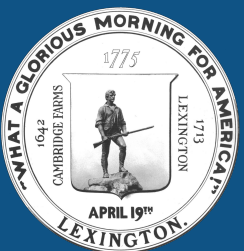
Sean Dugan,

Director of Communications/  
Special Projects Coordinator



# Background

- Communications plans in other Massachusetts communities
- Worked with other local government communicators to develop a framework
- Using results from 2021 Communications Survey to inform the development of the plan



# Elements of the Plan

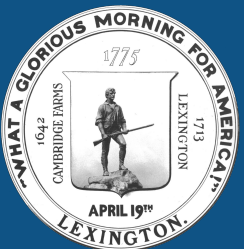
- **Executive Summary**
  - Introduction to the plan
  - Purpose of the plan
- **Goals of the Plan**
  - Guiding principles
- **Audiences**
- **Communication Tools**
- **Key Performance Indicators**



# Goals of the Plan

Developed based on results from  
2021 Communications Survey and Select Board goals

- Improve two-way communications
- Employ a blended communications approach, with both digital and non-digital outreach
- Make communications more accessible to all residents
- Encourage community engagement

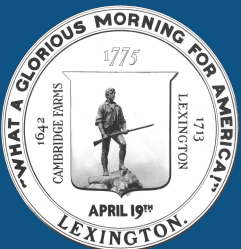




# Audiences



- The community (primary audience)
- Partner organizations
- Visitors
- Internal stakeholders
- Key influencers



# Communications Tools



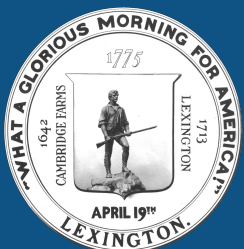
- Digital communications



- Non-digital communications



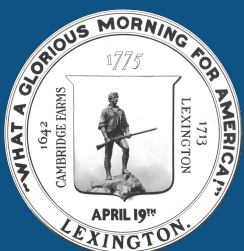
- Expectation on how certain tools are used



# Key Performance Indicators (KPI)

Measuring the progress of our goals

- Examples:
  - Website traffic
  - Implementation of a two-way communications system
  - Board/committee recruitment numbers

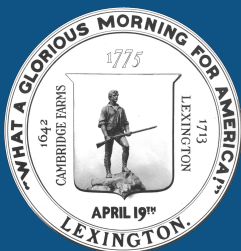


# Next Steps

- Collect feedback
- Finish draft plan
- Peer review with municipal communications partners
- Finalize plan



# Questions?



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Lead and Copper Rule Changes - Update on Proposed Project to Remove Lead Pipes

### **PRESENTER:**

Tyler Schmidt & Robert Rafferty,  
Environmental Partners; Dave Pavlik,  
Supt. of Water/Sewer

### **ITEM NUMBER:**

I.3

### **SUMMARY:**

#### **Category: Informing**

The DPW is working on a proposed project to identify any existing lead pipes in the Town's water system and systematically replace them over the next 2-3 years through a loan program established by the MWRA. This presentation will provide information to the Select Board on the approach the Public Works Department is taking.

### **SUGGESTED MOTION:**

No motion required at this time.

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022

7:15pm

### **ATTACHMENTS:**

Description

Type

□ Presentation

Cover Memo



# Proposed Lead Service Line Replacement Project

Town of Lexington, MA



# Project Objective

- Remove all the lead pipe from the Lexington Water System.

# Project Need

- The main driver is the revision to the existing Lead & Copper Rule.
- Lexington is taking a proactive approach to the new regulations
  - EPA's Lead and Copper Rule Revisions require a complete Water System Inventory by October 2024
- Lexington is pursuing an interest-free loan through the Massachusetts Water Resource Authority (MWRA)'s Lead Loan Program (LLP).





# Public Understanding

- THERE IS NO CURRENT HEALTH RISK OF LEAD IN THE TOWN'S WATER.
- The Town's longstanding corrosion control measures prevent lead dissolution from the pipes into the drinking water.
- No changes are proposed to the Town's existing corrosion control measures.
- The project will replace the lead pipe from the water main to the building.

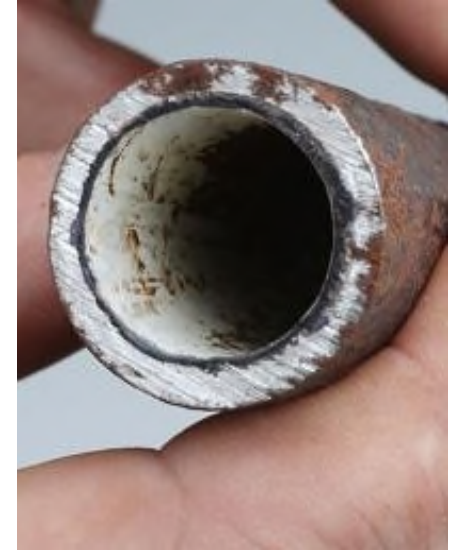
# Sources of Lead in Water Systems



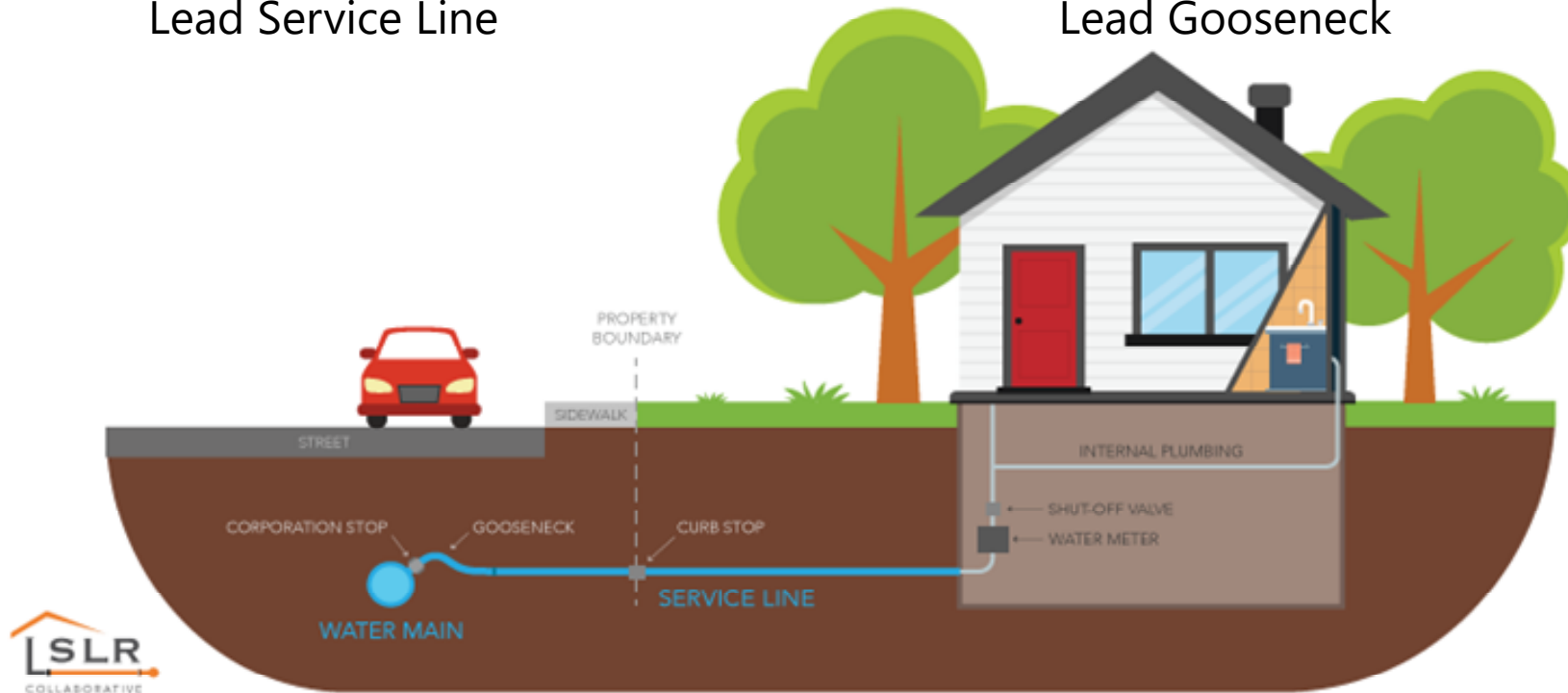
Lead Service Line



Lead Gooseneck



Lead-Lined Iron Service Line



# Project Phases

- Phase 0 – MWRA Loan Application
  - Current Phase
- Phase 1 – Inventory
  - Review Tie Cards, GIS Database, Record Drawings
- Phase 2 – Public Outreach
  - Reach out to residents, ensure effective communication throughout the project.
- Phase 3 – Prepare Contract Documents
  - Prepare documents for public bidding (MA Chapter 30)
- Phase 4 – Permitting
  - MassDOT, MassDCR, MWRA, Lexington Conservation Commission
- Phase 5 – Bidding
  - Public Bidding Process under Massachusetts General Laws (Chapter 30)
- Phase 6 – Construction
  - Contractor completes the service replacements



# Schedule

Schedule	2022			2023												2024								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
MWRA LLP Loan Application															Winter Shutdown									
LSL Inventory																								
Public Outreach																								
Prepare Contract Documents																								
Permitting																								
Bidding																								
Construction																								



# Proposal & Deliverables

- The Department of Public Works requests Select Board approval of an interest-free loan through the MWRA Lead Loan Program (LLP) for the complete design and construction cost of \$4,209,580.00.
  - Cost includes Engineering, Construction, and 15% construction contingency.
  - Replacement of 300 known lead, or lead-lined, services throughout Town.
  - Complete inventory of all water services throughout Town.
  - Ensures continued compliance with the US EPA Lead & Copper Rule.



Q&A

# THANK YOU



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Discussion of Additional Funding Requests Under American Rescue Plan Act (ARPA)

### **PRESENTER:**

Jim Malloy, Town Manager

### **ITEM NUMBER:**

I.4

### **SUMMARY:**

#### **Category: Decision-Making**

Attached please find a spreadsheet updating the total amount approved to date and the impact of the three additional requests explained further below:

1. Derek Sencabaugh has inquired about the original 3-2 poll on the ATV Ambulance which has not come back for discussion (at the Select Board meeting when this was considered there were four Select Board members and it came back as a 2-2 split vote).
2. Dave Pinsonneault and I have discussed adding a permanent electronic sign at the entrance of 203 Bedford that would be used for regular announcements. Attached are quotes for a hard-wired sign (\$52,000) and a solar sign (\$90,000). This would free up the portable sign boards for emergencies and construction work.
3. As the Board is aware, the Town currently provide the INTERFACE referral service to Lexington residents. With the current demand so high and the waitlist we have, it would be beneficial to continue to provide the INTERFACE service. Their price is going to be increasing in the next contract year that starts in November, based upon our usage from this year multiplied by their cost per referral rate. The total cost will be \$35,000 for the next year, which is up from \$20,000 for our current year. The Town and Schools split this evenly each year and we would like to request that the additional \$15,000 (beyond the current \$20,000) to pay for the upcoming contract year come from ARPA funds instead of increasing our individual budgets so significantly. COVID caused a significant increase in mental health needs as well as a decrease in provider availability.

### **SUGGESTED MOTION:**

Should the Board approve of these requests, the motion would be:

Move to approve additional ARPA Spending for \$93,876 for the ATV Ambulance, \$52,000 (or \$90,000) for the permanent electronic signboard and \$15,000 for mental health services.

Or modified as the Board finds appropriate.



**FOLLOW-UP:**

**DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022                      7:25pm

**ATTACHMENTS:**

Description		Type
<input type="checkbox"/>	ARPA Updated Report 10-3-22	Cover Memo
<input type="checkbox"/>	Permanent Sign Board Example	Cover Memo

**ARPA FUNDING REQUEST BY DEPARTMENTS - UPDATED 9-1-22**

**Projects/Programs Previously Approved:**

Department	Funding Request	Estimated Cost	2022	Notes	Balance
Committee/ Community Requests	Lex Retailer's Association: Discovery Day, Halloween Walk, Holiday Lighting, Taste of Lexington	Grant basis - amount TBD	\$ 50,000		\$ 45,000
Committee/ Community Requests	LCA, Symphony, Munroe Center: Non-profit and Small Business Sustainability Fund for cultural sector	Grant basis - amount TBD	\$ 50,000		\$ 30,000
DPW	Picnic Tables for Center	\$24,000	\$ 24,000		\$ (1,620)
DPW	Bikeways – 6 replacement bottle filling stations (\$6K each)	\$36,000	\$ 36,000		\$ 2,865
DPW	Two additional electronic sign boards for communications (\$15-\$20K each)	\$ 40,000	\$ 43,600	Previously removed from consideration	
Economic Dev/DPW	Parklet – needs to be replaced	\$ 75,000	\$ 75,000	Center Streetscape - planned for FY23	
Economic Development	Pop Up Business Incubator	\$100,000	\$ 100,000		\$ -
Economic Development	Fund Accessibility Ramp	\$10,000	\$ 10,000		\$ 10,400
Economic Development	Visitor Center website rebuild	\$25,000	\$ 50,000	Increased by \$25K	\$ 50,000
Economic Development	Non-Profit Business Assistance	\$ 50,000	\$ 50,000		\$ 5,000
Economic Development	Additional Small Business Assistance	\$ 300,000	\$ 300,000		\$ 300,000
Economic Development	Store back/ storefront improvement plan	\$ 100,000	\$ 100,000		\$ 100,000
Economic Development	Small Business Assistance	Grant basis - amount TBD (\$250,000+)	\$ 600,000	Program to be determined	\$ -
Fire Department	Fire Pumper Overage	\$ 82,882	\$ 82,882		
Fire Department	New Hose for Fire Pumper	\$ 18,109	\$ 18,109		
Fire Department	Salaries	\$ 80,188	\$ 80,188		\$ 15,751
Human Resources	Administrative Assistant	\$ 26,609	\$ 26,609		
Human Services	Mental Health Services/ Health Clinician	\$80,000- \$100,000 annually	\$ 90,000	Operational	\$ -
Human Services/Sustainability	Bike Racks for E. Lexington	\$ 7,200	\$ 7,200	New	
IT	Remote/Hybrid Meeting Solution	\$40,000	\$ 40,000		\$ 40,000
LexHab	Lexhab - Vine Street Design Funding		\$ 115,000	Lexhab Request	\$ 48,250
LexHab	Lexhab Request to buy houses		\$ 315,000		\$ 315,000
LUHD	Develop a proposal for a Municipal Affordable Housing Trust & Development Corporation	\$20,000	\$ 20,000		\$ 20,000
LUHD	Take Home Rapid Test Kits	\$25,000	\$ 25,000		\$ 2,137
LUHD	Ongoing Support for Lexington Health Department (contact tracing, food inspections, health nurse)	\$281,000	\$ 100,000	3 years but should end when pandemic ends	\$ 44,416
LUHD	Community COVID testing events	\$150,000	\$ 175,000		\$ 28,000
Police Dept	Lifepak AED devices	\$22,200	\$ 22,200		\$ 10
Recreation	Bottle Fillers - at 3 locations	\$24,000	\$ 24,000		\$ 4,939
Recreation	Outside shelters for programming	\$80,000- \$160,000	\$ 160,000	Funded at high estimate, only the actual would be spent	\$ 160,000
Recreation	Outside Shelters (Cost Increase)	\$ 75,000	\$ 75,000	New/Revised Cost	
Recreation	Water Fountain Replacement (Center & Lincoln)	\$ 20,000	\$ 20,000	New	
Recreation	Basketball Hoops (7)	\$ 10,500	\$ 10,500	New	
Select Board	Fund SPRD Consultant	\$25,000	\$ 25,000		\$ 18,000
Select Board	Food Insecurity	\$ 150,000	\$ 50,000	Estimate as no actual amount was discussed	\$ 20,000
Select Board	N95 Masks	\$25,000	\$ 25,000		\$ 25,000
Town Manager	Participatory Budget set-aside	\$500,000	\$ 520,000	Add \$20,000 for community engagement tool	\$ 520,000

Department	Funding Request	Estimated Cost	2022	Notes	Balance
	Total Amount Approved to Date:	\$	3,515,288		
	Total ARPA Funds:	\$	9,903,381		
	ARPA Balance:	\$	6,388,093		

#### Other Projects

250th Committee	Website and Promotion	\$ 40,000	\$ 40,000	New
250th Committee	Penny Imprint Machine	\$ 7,000	\$ 7,000	New
DPW	Water tower replacement	TBD (\$1,000,000-\$5,000,000+)	\$ 1,000,000	Water, Sewer, Broadband Infrastructure
Economic Development	Store Façade Improvement Guidelines	\$ 100,000	\$ 100,000	New
Economic Development	Visitor Center/Tourism Study	\$ 75,000	\$ 75,000	New
Economic Development	East Lexington Bike Path Landscape Improvements	\$ 400,000	\$ 400,000	New
Fire Department	ATV Ambulance	\$ 93,876	\$ 93,876	
Fire Department	ATV Forestry	\$ 60,562	\$ 60,562	
Fire Department	Ambulance Replacement	\$ 400,000	\$ 400,000	
Human Services	Increase affordable housing stock - Providing short-term incentives for larger rental property owners (we've been hearing of the significant burden market rate apartments are having on residents, as well as even longer waitlists for subsidized/affordable housing.)	Grant basis - limit TBD (\$150,000 - \$200,000 annually)	\$ 200,000	Address negative economic impacts
Human Services	Lexpress Buses	\$ 827,562	\$ 827,562	New - Fund portion that MADOT does not fund
Human Services	Blue Bikes	\$ 263,000	\$ 263,000	New (may be funded by earmark)
Human Services	Uber Gift Cards	\$ 46,000	\$ 46,000	Fund portion if Mass Development Grant is received
Human Services	Welcome to Lexington Packets	TBD	TBD	New
IT	Interactive Touch Monitors	\$ 20,000	\$ 20,000	Parker/Robbins or Hudson
LUHD - Econ Dev	Bike Node/Technical Assistance grant – expand Downtown initiative to increase ridership to East Lexington- bikeway, wayfinding, lighting	TBD - evaluation needed	\$ 100,000	Address negative economic impacts
Public Facilities	Bridge Roof	\$ 1,525,100	\$ 1,525,100	Obtained price at the request of Select Board
Human Services	Muzzey Re-Use - Adult Day Health Center	\$ 500,000	\$ 500,000	
Recreation	Sustainable financial aid efforts	Grant basis - annual amount TBD	\$ 10,000	Previously removed from consideration
Recreation	Replace Carpeting	TBD	TBD	New
Recreation	Benches & Storage Shed	\$ 40,000	\$ 40,000	New
Recreation	Broadband infrastructure to Pool and Old Res, Lincoln Field	\$120,000-\$225,000	\$ 225,000	High Expense/Operational - Not initially recommended by SMT
Recreation	Replace fabric furniture in Community Center	\$ 75,000	\$ 75,000	New
Town Manager	Participatory Budget set-aside - 2023	\$500,000	\$ 500,000	Address negative economic impacts
Town Manager	Participatory Budget set-aside - 2024	\$500,000	\$ 500,000	Address negative economic impacts
TMO	Lawn games, Adirondack chair, etc. to encourage outdoor community building	\$3,000	\$ 3,000	Replace public sector revenue
Town Manager	First Floor Info Screen/Photos	\$ 10,000	\$ 10,000	Replace 1980's static

Balance Forward: \$ 6,388,093  
 Total Other Projects (above): \$ 7,021,100  
 Remaining Balance: \$ (633,007) (Includes 2 Additional Years of Participatory Budgeting)

Department	Funding Request	Estimated Cost	2022	Notes	Balance
------------	-----------------	----------------	------	-------	---------

Items Not currently being requested

Human Services	Increase affordable housing stock - Providing short-term incentives for larger rental property owners (we've been hearing of the significant burden market rate apartments are having on residents, as well as even longer waitlists for subsidized/affordable housing.)	Grant basis - limit TBD (\$150,000 - \$200,000 annually)	\$ 200,000	\$80K Remaining in Takeda Funds could be used in 2022
LUHD - Econ Dev	Women and minority businesses promotion and retention (MAPC)	\$30,000	\$ 30,000	
LUHD - Econ Dev	Financial support for Visitor Center and Liberty Ride	\$100,000	\$ 100,000	
Sustainability	Add solar to affordable housing (LexHAB, LHA)	\$100,000	\$ 100,000	
TMO	Improving Communication - sandwich boards, town-wide mailings (2)	\$11,000	\$ 11,000	
Library	Building disease resistant bathroom fixtures	TBD - evaluation needed	\$ 50,000	
Recreation	Install fitness equipment for Community Center (outdoor) – add pour-in-place surface ~\$70K	\$70,000	\$ 70,000	

**ARPA FUNDING REQUEST BY DEPARTMENTS - UPDATED 9-28-22**

**Projects/Programs Previously Approved:**

Department	Funding Request	Estimated Cost	Approved 2022	Notes	Balance
Committee/ Community Requests	Lex Retailer's Association: Discovery Day, Halloween Walk, Holiday Lighting, Taste of Lexington	Grant basis - amount TBD	\$ 50,000		\$ 45,000
Committee/ Community Requests	LCA, Symphony, Munroe Center: Non-profit and Small Business Sustainability Fund for cultural sector	Grant basis - amount TBD	\$ 50,000		\$ 25,000
DPW	Picnic Tables for Center	\$24,000	\$ 24,000		\$ (1,620)
DPW	Bikeways – 6 replacement bottle filling stations (\$6K each)	\$36,000	\$ 36,000		\$ 2,865
DPW	Two additional electronic sign boards for communications (\$15-\$20K each)	\$ 40,000	\$ 43,600	Previously removed from consideration	\$ -
Economic Dev/DPW	Parklet – needs to be replaced	\$ 75,000	\$ 75,000	Center Streetscape - planned for FY23	\$ 75,000
Economic Development	Pop Up Business Incubator	\$100,000	\$ 110,000		\$ (4,600)
Economic Development	Visitor Center website rebuild	\$25,000	\$ 50,000	Increased by \$25K	\$ 50,000
Economic Development	Non-Profit Business Assistance	\$ 50,000	\$ 50,000		\$ 50,000
Economic Development	Additional Small Business Assistance	\$ 300,000	\$ 300,000		\$ 70,959
Economic Development	Store back/ storefront improvement plan	\$ 100,000	\$ 100,000		\$ 100,000
Economic Development	Small Business Assistance	Grant basis - amount TBD (\$250,000+)	\$ 600,000	Program to be determined	\$ -
Fire Department	Ambulance	\$ 400,000	\$ 400,000		\$ -
Fire Department	Fire Pumper Overage	\$ 82,882	\$ 100,991		\$ 100,991
Fire Department	Salaries	\$ 80,188	\$ 80,188		\$ 37,572
Human Resources	Administrative Assistant	\$ 26,609	\$ 26,609		\$ 26,609
Human Services	Mental Health Services/ Health Clinician	\$80,000- \$100,000 annually	\$ 90,000	Operational	\$ -
Human Services/Sustainability	Bike Racks for E. Lexington	\$ 7,200	\$ 7,200	New	\$ 7,200
IT	Remote/Hybridge Meeting Solution	\$40,000	\$ 40,000		\$ 40,000
LexHab	Lexhab - Vine Street Design Funding		\$ 115,000	Lexhab Request	\$ 34,635
LexHab	Lexhab Request to buy houses		\$ 315,000		\$ 315,000
LUHD	Develop a proposal for a Municipal Affordable Housing Trust & Development Corporation	\$20,000	\$ 20,000		\$ 20,000
LUHD	Take Home Rapid Test Kits	\$25,000	\$ 25,000		\$ 2,137
LUHD	Ongoing Support for Lexington Health Department (contact tracing, food inspections, health nurse)	\$281,000	\$ 100,000	3 years but should end when pandemic ends	\$ 43,876
LUHD	Community COVID testing events	\$150,000	\$ 175,000		\$ 28,000
Police Dept	Lifepak AED devices	\$22,200	\$ 22,200		\$ 10
Recreation	Bottle Fillers - at 3 locations	\$24,000	\$ 44,000		\$ 16,939
Recreation	Outside shelters for programming	\$80,000- \$160,000	\$ 235,000	Funded at high estimate, only the actual would be spent	\$ 235,000
Recreation	Basketball Hoops (7)	\$ 10,500	\$ 10,500	New	\$ 10,500
Select Board	Fund SPRD Consultant	\$25,000	\$ 25,000		\$ 18,000

Department	Funding Request	Estimated Cost	Approved 2022	Notes	Balance
Select Board	Food Insecurity	\$ 150,000	\$ 50,000	Estimate as no actual amount was discussed	\$ 20,000
Select Board	N95 Masks	\$25,000	\$ 25,000		\$ 25,000
Town Manager	Participatory Budget set-aside	\$500,000	\$ 520,000	Add \$20,000 for community engagement tool	\$ 507,100
Fire	ATV Ambulance	\$93,876		Board polled 3-2 but vote was 2-2 due to one member being absent	n/a
DPW	Permanent Electronic Sign Board	\$90,000		Request at solar powered level	n/a
Human Services	Interface	\$15,000			n/a

Total Amount Approved to Date:	\$ 3,915,288	\$ 1,901,174
Total ARPA Funds:	\$ 9,903,381	
2023 & 2024 Participatory Budgeting:	\$ 1,000,000	
ARPA Available Balance	\$ 4,988,093	
Total New Requests (highlighted in yellow above):	\$ 198,876	
Revised ARPA Balance:	\$ 4,789,217	





Image capture: Aug 2022 © 2022 Google

Westborough, Massachusetts

Google

Street View - Aug 2022



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Special Town Meeting 2022-3

### **PRESENTER:**

Kelly Axtell, Deputy Town Manager

### **ITEM NUMBER:**

I.5

### **SUMMARY:**

#### **Category: Decision-Making**

The Select Board is being asked to review and approve the Special Town Meeting Warrant 2022-3.

### **SUGGESTED MOTION:**

Move to approve and sign the Special Town Meeting 2022-3 Warrant and authorize staff to make non-substantive edits as necessary or as recommended by Town Counsel or Bond Counsel.

### **FOLLOW-UP:**

Deputy Town Manager/Select Board Office

### **DATE AND APPROXIMATE TIME ON AGENDA:**

10/3/2022

7:45pm

### **ATTACHMENTS:**

Description	Type
❑ Special Town Meeting 2021-3 Warrant FINAL	Backup Material
❑ STM 2022-3 Working Document Select Board Positions	Backup Material



**TOWN OF LEXINGTON WARRANT  
SPECIAL TOWN MEETING 2022-3**

Commonwealth of Massachusetts

Middlesex, ss.

To either of the Constables or Town Clerk of the Town of Lexington, in said County,

Greetings:

In the name of the Commonwealth of Massachusetts, you are directed to notify the inhabitants of the Town of Lexington qualified to vote in elections and in Town affairs to meet by means of the audio/video conferencing platform described more particularly below on November 1, 2022 at 7:30pm, at which time and place the following articles are to be acted upon and determined exclusively by the Town Meeting Members in accordance with Chapter 215 of the Acts of 1929, as amended, and subject to the referendum provided for by Section eight of said Chapter, as amended.

Pursuant to Chapter 92 of the Acts of 2020, as amended, the Town Meeting shall be held remotely by the means requested by the Moderator as follows:

Town Meeting members will attend and vote by logging into: (1) the Zoom videoconferencing platform, (2) the online VVoter module provided by our electronic voting vendor, Option Technologies OR comparable online voting tool developed by Select Board member Joe Pato, and (3) an online queuing function developed by Select Board member Joe Pato to facilitate the process of debate. Other Town residents who wish to follow the proceedings may do so via LexMedia at <https://www.youtube.com/user/LexMediaMATV>. Other residents who wish to participate in the Meeting may contact the Town Clerk's Office at [clerk@lexingtonma.gov](mailto:clerk@lexingtonma.gov) and by completing the online form at [www.LexingtonMA.gov/Fall2022STM](http://www.LexingtonMA.gov/Fall2022STM).

For more information, please see the Moderator's letter dated September 6, 2022 to the Select Board attached to this warrant as Appendix A.

## **ARTICLE 1                      REPORTS OF TOWN BOARDS, OFFICERS AND COMMITTEES**

To receive the reports of any Board or Town Officer or of any Committee of the Town; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

DESCRIPTION: This article remains open throughout Town Meeting and reports may be presented at any Town Meeting session by boards, officers, or committees.

**ARTICLE 2** **APPROPRIATE FOR PRIOR YEARS' UNPAID BILLS**

To see if the Town will vote to raise and appropriate money to pay any unpaid bills rendered to the Town for prior years; to determine whether the money shall be provided by the tax levy, by transfer from available funds, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This is an annual article to request funds to pay bills after the close of the fiscal year in which the goods were received or the services performed and for which no money was encumbered.

**ARTICLE 3                      ESTABLISH, AMEND, DISSOLVE AND APPROPRIATE TO AND FROM  
SPECIFIED STABILIZATION FUNDS**

To see if the Town will vote to create, amend, dissolve, rename and/or appropriate sums of money to and from Stabilization Funds in accordance with Massachusetts General Laws, Section 5B of Chapter 40 for the purposes of: (a) Section 135 Zoning By-Law; (b) Traffic Mitigation; (c) Transportation Demand Management/Public Transportation; (d) Special Education; (e) Center Improvement District; (f) Debt Service; (g) Transportation Management Overlay District; (h) Capital; (i) Payment in Lieu of Parking; (j) Visitor Center Capital Stabilization Fund; (k) Affordable Housing Capital Stabilization Fund; (l) Water System Capital Stabilization Fund; and (m) Ambulance Stabilization Fund; determine whether such sums shall be provided by the tax levy, by transfer from available funds, from fees, charges or gifts or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

**FUNDS REQUESTED:** Unknown at press time

DESCRIPTION: This is an annual article to establish, dissolve, and/or fund Stabilization Funds for specific purposes and to appropriate funds therefrom. Money in those funds may be invested and the interest may then become a part of the particular fund. These funds may later be appropriated for the specific designated purpose by a two-thirds vote of an Annual or Special Town Meeting, for any lawful purpose.

## ARTICLE 4 AMEND FY2023 OPERATING, ENTERPRISE AND CPA BUDGETS

To see if the Town will vote to make supplementary appropriations, to be used in conjunction with money appropriated under Articles 4, 5, 9 and 10 of the warrant for the 2022 Annual Town Meeting to be used during the current fiscal year, or make any other adjustments to the current fiscal year budgets and appropriations that may be necessary; to determine whether the money shall be provided by tax levy, by transfer from available funds including the Community Preservation Fund, or by combination of any of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

**FUNDS REQUESTED:** Unknown at press time

DESCRIPTION: This is an annual article to permit adjustments to current fiscal year (FY2023) appropriations.

**ARTICLE 5** **APPROPRIATE FOR CENTER PLAYGROUND BATHROOMS**  
**AND MAINTENANCE BUILDING**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee and, pursuant to the recommendations of the Community Preservation Committee, to appropriate from the Community Preservation Fund a supplemental sum of money for renovation of the Center Playground bathrooms and maintenance building; and determine whether the money shall be provided by the tax levy,

from the Undesignated Fund Balance of the Community Preservation Fund, by transfer from other available funds, including enterprise funds, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Community Preservation Committee)*

FUNDS REQUESTED: Center Playground Bathrooms and Maintenance Building Renovation - Supplemental- Unknown at press time

DESCRIPTION: This article requests that Community Preservation funds and other funds, as necessary, be appropriated for renovating the bathroom and maintenance building located near the playground at the center recreation complex. This appropriation request is supplemental to the \$680,000 authorized for the Center Playground Bathrooms and Maintenance Building under Article 10e of the 2022 Annual Town Meeting.

**ARTICLE 6** **APPROPRIATE FOR AUTHORIZED CAPITAL IMPROVEMENTS**

To see if the Town will vote to make supplementary appropriations to be used in conjunction with sums appropriated in prior years for the installation or construction of water mains, sewers and sewerage systems, drains, streets, buildings, recreational facilities or other capital improvements and equipment; determine whether the sums shall be provided by the tax levy, by transfer from the balances in other articles, by transfer from available funds, including enterprise funds and the Community Preservation Fund, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

**FUNDS REQUESTED:** Unknown at press time

DESCRIPTION: This is an annual article to request funds to supplement existing appropriations for certain capital projects in light of revised cost estimates that exceed such appropriations.

**ARTICLE 7** **APPROPRIATE TO POST EMPLOYMENT INSURANCE**  
**LIABILITY FUND**

To see if the Town will vote to appropriate a sum of money to the Town of Lexington Post Retirement Insurance Liability Fund, as established by Chapter 317 of the Acts of 2002; determine whether the money shall be provided by the tax levy, by transfer from available funds, including enterprise funds, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This article will allow the Town to continue to fund its liability for post-employment benefits for Town of Lexington retirees. Beginning with the FY2007 audit, the Town has been required to disclose this liability. Special legislation establishing a trust fund for this purpose was enacted in 2002.

**ARTICLE 8**

**APPROPRIATE FOR 250th ANNIVERSARY OF THE BATTLE OF  
LEXINGTON CELEBRATION**

To see if the Town will vote to raise and appropriate a sum of money for the celebration of the 250<sup>th</sup> Anniversary of the Battle Of Lexington, including the planning, promotion and advertising thereof, as

coordinated by the Semiquincentennial Commission-Lex250 with the approval of the Select Board; and determine whether the money will be provided by the tax levy, by transfer from available funds, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Semiquincentennial Commission-Lex250)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: The amount requested is to fund initial startup costs of planning and coordinating the events for the yearlong celebration of the 250th Anniversary of the Battle of Lexington which will take place in 2025. Time frame for events is anticipated to be Fall of 2024 through Fall of 2025.

## **ARTICLE 9**

## **OPIOID SETTLEMENT**

To see if the Town will vote to appropriate amounts received from Statewide Opioid Settlements between the Massachusetts Attorney General and non-bankrupt opioid industry participants, for the funding of prevention, harm reduction, treatment and recovery programs as further detailed in the Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements, or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This article will allow the Town to spend abatement funds received from the Statewide Opioid Settlement for purposes and programs outlined in the settlement agreement, including supplementing and strengthening community resources available to residents and families for substance use disorder prevention, education, harm reduction, treatment, and recovery programs.

## **ARTICLE 10**

## **APPROPRIATE FOR PUBLIC FACILITIES CAPITAL PROJECTS (TOWN POOL DOMESTIC HOT WATER HEATER)**

To see if the Town will vote to raise and appropriate a sum of money for the purchase and installation of a domestic hot water heater at the Town Pool facility, including the payment of costs of demolition, architectural and engineering services, original equipment, construction, landscaping, paving and other site improvements, or other costs incidental or related to such installation, and to determine whether the money shall be provided by the tax levy, by transfer from available funds, including enterprise funds, by borrowing, or by any combination of these methods, or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: At the 2022 Annual Town Meeting, the funding was appropriated for engineering and design work for a new domestic hot water heater to be installed in the bath house at the Town Pool facility. This article is a request to move forward for the purchase and installation as approved by the Select Board.

## **ARTICLE 11**

## **APPROPRIATE FOR CENTER STREETSCAPE SIDEWALK EXTENSION**

To see if the Town will vote to appropriate a sum of money to replace brick sidewalks in and around the Town center; and determine whether the money shall be provided by the tax levy, by transfer from available funds, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$700,000

DESCRIPTION: The Center Streetscape Project was approved at the Spring 2020 Annual Town Meeting. The project focused on storefront to storefront along Massachusetts Ave and did not include sidewalks extending from the center. DPW has identified 3 areas that are in need of new sidewalks for both safety and aesthetics. These areas include:

- a. The sidewalks on Meriam Street from Mass Ave to the Alley (from Abbotts to Pinots Palette and from Mass Ave to the Visitor's Center). Approximately 315 lineal feet.
- b. The sidewalks on both sides of the Emery Park driveway along the storefronts (from Eastern Bank to Sanyo and from Brookline Bank to Lexington Liquors). Approximately 316 lineal feet.
- c. The brick sidewalk on Edison Way from Mass Ave to the first driveway (from Beijing to the end of the building). Approximately 120 lineal feet.

## ARTICLE 12

## CREATION OF HOUSING TRUST

To see if the Town will vote to:

- a. establish a municipal affordable housing trust pursuant to Massachusetts General Laws Chapter 44, Section 55C; and
- b. add a new Chapter to the Town's Code of Bylaws to govern said municipal affordable housing trust; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

DESCRIPTION: This article, Lexington would join 128 Massachusetts towns and cities that have adopted Massachusetts General Laws Chapter 44, Section 55C, to create a municipal Affordable Housing Trust. The Affordable Housing Trust would be a Town of Lexington municipal entity and fund, with fiscal oversight by the Finance Department. The Select Board would appoint the Trust's Board, and a member of the Select Board could be required to be a member of the Trust Board by bylaw. An Affordable Housing Trust is a municipal funding entity that can help fund the construction of new affordable homes, help fund the rehabilitation of affordable homes, increase the affordability of income-restricted homes in new developments, and preserve affordable homes whose affordability restrictions are expiring. The Affordable Housing Trust can also act quickly to acquire or hold land for affordable housing when opportunities arise.

## ARTICLE 13

## TECHNICAL CORRECTION-GENERAL BYLAW (FOSSIL FUEL)

To see if the Town will vote to make technical corrections to the Town's Fossil Fuel Bylaw, adopted pursuant to Article 29 of the 2021 Spring Town Meeting, to be consistent with Chapter 179 of the Acts of 2022 authorizing a demonstration program for municipal regulation of fossil fuels in new construction; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Sustainable Lexington Committee)*

DESCRIPTION: The state's Climate Bill passed this summer includes authorization to implement a pilot project that authorizes ten communities to regulate fossil fuels in buildings if they have passed a Home Rule Petition (which Town Meeting passed in 2021). Technical changes are needed to the bylaw adopted in 2021 to conform it to the state's requirements for participation in this program.

## ARTICLE 14

## LEXHAB REORGANIZATION

To see if the Town will vote to authorize the Select Board to petition the General Court for legislation reorganizing the Lexington Housing Assistance Board (LexHAB) as an independent nonprofit housing corporation; and further to authorize the Select Board to approve amendments to said act before its enactment by the General Court that are within the scope of the general objectives of the petition; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

DESCRIPTION: The purpose of this article is to allow the Select Board to petition the General Court for special legislation that will reorganize the Lexington Housing Assistance Board (LexHAB) as an independent, nonprofit housing corporation. This will allow LexHAB to more efficiently and effectively carry out its mission of developing, managing and preserving affordable housing in Lexington.

In the name of the Commonwealth of Massachusetts, you are directed to notify the inhabitants of the Town of Lexington qualified to vote in elections and in Town affairs to meet via Zoom videoconferencing platform, the online VVoter module provided by our electronic voting vendor, Option Technologies or comparable online voting tool and online queuing function beginning on Monday, November 1, 2022 at 7:30pm., at which time and place the following articles are to be acted upon and determined exclusively by the Town Meeting Members in accordance with Chapter 215 of the Acts of 1929, as amended, and subject to the referendum provided for by Section eight of said Chapter, as amended.

A true copy, Attest:  
Constable of Lexington

Jill Hai, Chair  
Joseph N. Pato  
Suzanne E. Barry  
Douglas M. Lucente  
Mark D. Sandeen

Select Board  
of  
Lexington



## *Town of Lexington*

**MODERATOR  
DEBORAH BROWN**

September 6, 2022

DELIVERED BY EMAIL

Dear Select Board Members,

In view of the ongoing COVID-19 pandemic, I request approval to conduct the 2022-3 Special Town Meeting through remote participation. I propose to use a combination of: (1) the Zoom videoconferencing platform, (2) the online VVoter module provided by our electronic voting vendor, Option Technologies OR comparable online voting tool developed by Select Board member Joe Pato, and (3) an online queuing function developed by Select Board member Joe Pato to facilitate the process of debate.

I certify that all components of the system described above have been fully tested and utilized successfully for prior Town Meetings, and I am satisfied that this system enables our meetings to be conducted in substantially the same manner as if they had occurred in person at a physical location. I certify that the system (i) allows the moderator, town meeting members, town officials and any other interested members of the public to identify and hear the moderator and each town meeting member who attends and participates in the remote meeting, as well as any other individuals who participate in the meeting; (ii) provides the ability to determine whether a quorum is present; (iii) allows participants to request recognition by the moderator and makes such requests visible to the meeting participants and the public; (iv) allows the moderator to determine when a town meeting member wishes to be recognized to speak, make a motion, or raise a point of order or personal privilege; (v) enables the moderator to recognize a town meeting member, town official or other individual and enable that person to speak; (vi) provides the ability to conduct a roll call or electronically recorded vote; (vii) allows any interested members of the public to access the meeting remotely through LexMedia for purposes of witnessing the deliberations and actions taken at the town meeting; (viii) allows members of the public to participate in debate through the submission of statements for or against a motion; and (ix) provides for the town meeting to be recorded and available for future viewing. I further confirm that I have consulted with Lexington's Commission on Disability regarding system accessibility.

Sincerely,

Deborah Brown  
Town Moderator  
617-512-7901





[illegible]