

SELECT BOARD MEETING

Monday, April 8, 2024

Select Board Meeting Room, 1625 Massachusetts Avenue, Lexington, MA 02420 - Hybrid Participation*
6:00 PM

AGENDA

ITEMS FOR INDIVIDUAL CONSIDERATION

1. 2024 Annual Town Meeting 6:05pm
 - Select Board Article Discussion and Positions
2. Discuss and Approve Prioritized Intersections for Rectangular Rapid Flashing Beacons (RRFBs) Along the Minuteman Bikeway 6:15pm
3. Request to Add Parking Restriction for REV Shuttle Adjacent to Brookline Bank, 1793 Massachusetts Avenue 6:30pm
4. Review and Approve Town Manager Search Screening Committee Charge 6:35pm

EXECUTIVE SESSION

1. Exemption 6: To Consider the Value of Real Property - Muzzey High Condominiums 6:40pm

ADJOURN

1. Anticipated Adjournment 6:55pm

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

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

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

iPhone one-tap:

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

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

Telephone:

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

Meeting ID: 997 3981 3810

Passcode: 153496

An Act Relative to Extending Certain State of Emergency

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

The next regularly scheduled meeting of the Select Board will be held prior to 2024 Annual Town

Meeting on Wednesday, April 10, 2024 at 6:00pm via hybrid participation.

Hearing Assistance Devices Available on Request

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



AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

2024 Annual Town Meeting

PRESENTER:

Board Discussion

ITEM NUMBER:

I.1

SUMMARY:

Category: Informing

2024 Annual Town Meeting

The Select Board will discuss articles and take positions for 2024 Annual Town Meeting.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

4/8/2024

6:05pm

ATTACHMENTS:

Description	Type
❏ Select Board Working Document - Positions 2024 ATM	Backup Material
❏ Moderator's Proposed schedule for ATM 2024 - as of 4-4-2024	Backup Material
❏ Art 48 Revised Amendment S. Kaufman	Backup Material
❏ Art 48 motion	Backup Material

**Select Board Positions
Working Document**

as of April 4, 2024

#	Article Name	ARTICLE UPDATE AT SELECT BOARD MTG	SELECT BOARD PRSNTR	CONSENT	IP	JP	SB	DL	JH	MS
-			-							
-			-							
-										
Financial Articles										
4	Appropriate Fy2025 Operating Budget		JP			Y	Y	Y	Y	Y
5	Appropriate Fy2025 Enterprise Funds Budgets		DL			Y	Y	Y	Y	Y
-			SB	C						
7	Sustainable Capital Projects		MS			Y	Y	Y	Y	Y
8	Accept Tucker Ave (Westernmost Portion)		DL			Y	Y	Y	Y	Y
9	Establish And Continue Departmental Revolving Funds		DL			Y	Y	Y	Y	Y
10	Appropriate The Fy2025 Community Preservation Committee Operating Budget And CPA Projects	1/22/2024	MS							
				C						
				C						
				C						
11	Appropriate For Recreation Capital Projects		SB	C		Y	Y	Y	Y	Y

Note: As Articles are voted on at Town Meeting they are removed from the working document list

**Select Board Positions
Working Document**

as of April 4, 2024

#	Article Name	ARTICLE UPDATE AT SELECT BOARD MTG	SELECT BOARD PRSNTR	CONSENT	IP	JP	SB	DL	JH	MS
-			MS							
				C						
				C						
				C						
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				C						
				C						
				C						
-			MS	C						
-			MS	C						
-			DL	C						

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**Select Board Positions
Working Document**

as of April 4, 2024

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-			MS							
				C						
				C						
				C						
				C						
-			DL	C						
-			JH							
-			SB							
-			SB	C						
21	Amend Fy2024 Operating, Enterprise And CPA Budgets		JH			Y	Y	Y	Y	Y
-			DL	C						
-			MS							
24	Appropriate Funding For Semiquincentennial Commission	2/5/2024	SB							
-			SB			Y	Y	Y	Y	Y
-			JP							
-			JP							
General Articles										
-			DL	C						
-										
-			JH	C						

Note: As Articles are voted on at Town Meeting they are removed from the working document list

**Select Board Positions
Working Document**

as of April 4, 2024

#	Article Name	ARTICLE UPDATE AT SELECT BOARD MTG	SELECT BOARD PRSNTR	CONSENT	IP	JP	SB	DL	JH	MS
31	Prohibit Single-Serve Plastic Water Bottles (Citizen's Petition)	2/12/2024	JH			W	W	W	W	Y
-										
-		2/5/2024	MS							
34	Amend General Bylaws - Tree Bylaw - Tree Protection Plan	1/22/2024	JP			Y	Y	Y	Y	Y
35	Amend General Bylaws - Tree Bylaw - Require Mitigation Planting In Certain Instances	1/22/2024	JP			Y	Y	W	Y	Y
36	Amend General Bylaws - Tree Bylaw - Exemptions	1/22/2024	JP			Y	Y	Y	Y	Y
37	Importance Of Trees Resolution (Citizen Petition)	1/22/2024	JP			Y	Y	W	W	Y
38	Amend Regulation Of Fossil Fuel Infrastructure Bylaw - Meet Department Of Energy Resources (Doer) Requested Changes		JH			Y	Y	N	Y	Y
-			DL							
40	Integrated Pest Management Resolution (Citizen Petition)	2/12/2024	MS			Y	Y	Y	Y	Y
-		3/4/2024	JH							
-										
43	Voting Rights 16 And Older (Citizen Petition)	2/12/2024	DL			Y	W	Y	W	Y
-			SB	C						
45	Indigenous Peoples Day (Citizen Petition)	2/12/2024	JH			Y	Y	W	Y	Y
46	Royal Family Invitation To 250th Celebration - IP		DL		IP	IP	IP	IP	IP	IP
Zoning Articles										
47	Amend Zoning Bylaw - Signs	2/26/2024	JP			Y	W	Y	Y	W

48	Amend Zoning Bylaw - Short Term Rentals	2/26/2024	DL			Y	Y	Y	Y	Y
	- Kaufman Amendment					N	Y	Y	Y	Y

Note: As Articles are voted on at Town Meeting they are removed from the working document list

**Select Board Positions
Working Document**

as of April 4, 2024

#	Article Name	ARTICLE UPDATE AT SELECT BOARD MTG	SELECT BOARD PRSNTR	CONSENT	IP	JP	SB	DL	JH	MS
	- Kaufman + Shiple Amendment					Y	Y	Y	Y	Y
49	Amend Zoning Bylaw - Permitted Uses and Development Standards	2/26/2024	MS			W	Y	W	Y	W
-		2/26/2024	JH							
-		2/26/2024	JH							
-		2/26/2024	SB							
-			JH	C						
-			JH	C						

Note: As Articles are voted on at Town Meeting they are removed from the working document list

Updated schedule for ATM 2024 - published April 4, 2024

Monday, April 8, 2024 (*Deadline has passed for amendments/division requests*)

- Continue Zoning Articles; Amend Zoning Bylaw re:
 - Article 47 - Signs
 - Article 48 - Short Term Rentals
 - Article 49 - Permitted Uses and Development Standards

Wednesday, April 10, 2024 (*Deadline has passed for amendments/division requests*)

- Town Meeting member memorials
- Article 46 - Royal Family Invitation to 250th Celebration (*IP*)
- Article 34 - Amend General Bylaws - Tree Bylaw - Tree Protection Plan
- Article 35 - Amend General Bylaws - Tree Bylaw - Mitigation Planning
- Article 36 - Amend General Bylaws - Tree Bylaw - Exemptions
- Article 37 - Importance of Trees Resolution (Citizen Petition)
- Article 38 - Amend Regulation of Fossil Fuel Infrastructure Bylaw
- Time permitting: unfinished business from previous session

NO SESSIONS school vacation week: Monday April 15 and Wednesday April 17

Monday, April 22, 2024 - NO SESSION (1st night Passover)

Wed. April 24, 2024 (*Proposed amendments/division requests due: 5pm Wed. 4/10*)

- Article 31 - Prohibit Single-Serve Plastic Water Bottles (Citizen Petition)
- Article 40 - Integrated Pest Management Resolution (Citizen Petition)
- Article 43 - Voting Rights 16 and Older (Citizen Petition)
- Article 45 - Indigenous Peoples Day (Citizen Petition)
- Article 21 - Amend FY2024 Operating, Enterprise and CPA Budgets
- Article 24 - Appropriate Funding for Semiquincentennial Commission
- Time permitting: unfinished business from previous sessions

Monday April 29, 2024 *Hold for unfinished business*

Hold for schedule slippage:

- Monday, May 6th
- Wednesday, May 8th

LEXINGTON TOWN MEETING AMENDMENT FORM

ARTICLE NUMBER: 48

DATE: 04/05/2024

I, Steven Kaufman, TMM Precinct 5,

move to Amend the Motion

Move to amend the motion under Article 48 by adding the following Section 6.10.3.13:

6.10.3.13. A short-term rental shall not be used for large indoor or outdoor group events such as luncheons, banquets, parties, weddings, meetings, or seminars. The number of individuals permitted in or at a short-term rental at any time for gatherings shall not exceed 15 (fifteen) people.

Examples of text for amendments may include statements such as:

By striking the words...

By adding the
Following...

By striking in its entirety Section () Paragraph () ...

And by substituting the words...

And by substituting in its place the following Section () Paragraph () ...

Action Taken:

Pass ☐

Fail ☐

Unanimous ☐

Majority ☐

Other

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ARTICLE 48 AMEND ZONING BYLAW – SHORT TERM RENTALS

MOTION:

That the Zoning Bylaw, Chapter 135 of the Code of the Town of Lexington, be amended as follows, where ~~struck through~~ text is to be removed and underlined text is to be added:

1. Amend § 135-6.10 as follows:

6.10 SHORT TERM RENTALS.

6.10.1 PURPOSE.

The purposes of this section are to:

1. Provide a process through which certain ~~residential~~ dwelling units and bedrooms within dwelling units may be registered with the Town of Lexington for use as “short-term rentals”;
2. Provide health and safety standards for short-term rentals; and
3. Provide for the orderly operation of short-term rentals within the Town’s residential neighborhoods.

6.10.2 DEFINITIONS.

Operator-adjacent short-term rental: The short-term rental of a dwelling unit, that is not the ~~primary residence of the operator’s primary residence~~, but is located ~~within a dwelling with~~ on a lot containing a total of four or fewer two dwelling units where one of the dwelling units ~~in the building~~ is the primary residence of the operator.

Operator-occupied short-term rental: The short-term rental of a dwelling unit, or of individual bedrooms within a dwelling unit, that is the primary residence of its operator.

Short-term rental: Any rental of a ~~residential~~ dwelling unit, or of a bedroom within a dwelling unit, in exchange for payment, as residential accommodations for a duration of less than thirty (30) consecutive days, but not a bed-and-breakfast home, hotel, or motel.

Short-term renter: Any person or persons occupying a dwelling unit, or a bedroom within a dwelling unit, ~~as~~ for a short-term rental.

Short-term rental operator: The person or persons offering a dwelling unit or bedroom within a dwelling unit, for short-term rental, with the written permission of the owner,

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condominium association, and homeowners association where applicable.

6.10.3 REQUIREMENTS. Operator-occupied, and operator-adjacent short-term rentals are permitted as an accessory use to a permitted principal residential use, subject to the following requirements:

1. No dwelling unit, or bedroom within a dwelling unit, may be used as a short-term rental except in compliance with this bylaw.
2. The following kinds of dwelling units, and bedrooms within the following kinds of dwelling units, may not be used as short-term rentals:
 - i. Dwelling units designated as affordable or otherwise income-restricted, which are subject to affordability covenants or are otherwise subject to housing or rental assistance under local, state, or federal programs or law;
 - ii. Accessory Apartments as defined in Section 6.7; ~~and~~
 - iii. Dwelling units on lots containing three (3) or more dwelling units.
 - iv. Any dwelling unit in violation of the State Sanitary Code, 105 CMR 410.3.
3. All short-term rental operators shall register with the Building and Zoning Office prior to short-term rental use and occupancy in conformance with Section 6.10.5 below.
4. ~~A short-term rental operator may make available no more than one (1) dwelling unit for operator-occupied short-term rentals, which may include the separate short-term rental of no more than three (3) individual bedrooms, and one (1) dwelling unit for operator-adjacent short-term rentals, which may be rented only as a whole unit to one (1) party of short-term renters at any one (1) time and may not be rented as separate bedrooms to separate parties.~~

A short-term rental operator may make no more than one (1) dwelling unit or two (2) bedrooms available for rent by one (1) party at a time for operator occupied short-term rentals.

A short-term rental operator may make no more than one (1) dwelling unit available for operator-adjacent short term rentals, which dwelling unit may be rented only as a whole unit to one (1) party at a time. Separate bedrooms may not be rented to separate parties in operator-adjacent short term rentals.

No more than two (2) adult guests per bedroom or ten (10) per dwelling, whichever is less, are permitted in a short-term rental.

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5. A short-term rental shall be limited to parking of one (1) vehicle per lawful bedroom in the short-term rental and no more than 4 vehicles on a lot.
6. ~~The short-term rental operator or their agent shall maintain an up-to-date log of all occupants that occupy the short-term rental, which shall contain the occupants' names, ages, and dates of commencement and expiration of each short-term rental period. The log shall be available for inspection by the Town's Board of Health and Department of Public Safety in case of emergency. The purpose of this requirement is to ensure that the Town shall have basic identifying information of all occupants of the short-term rental at all times.~~
7. 6. The short-term rental operator must ensure that the property is be current with all town taxes, water, and sewage charges.
8. 7. All short-term rental operators shall maintain liability insurance appropriate to cover the short-term rental use.
9. 8. During any period of seven (7) or more consecutive days ~~when~~ during which the short-term rental operator is not sleeping overnight at ~~away from~~ the dwelling unit, an operator-occupied short-term rental may be rented only as a whole unit ~~and not rented as separate bedrooms to separate parties.~~
10. 9. The number of bedrooms made available for operator-occupied short-term rentals within a dwelling unit shall not be greater than one less than the number of lawful bedrooms in the dwelling unit.
11. 10. Renting for an hourly rate, or for rental durations of less than ten (10) consecutive hours, shall not be permitted.
12. 11. Short-term rentals shall not exceed in the aggregate, one-hundred-twenty (120) consecutive or nonconsecutive ~~calendar~~ days per calendar year when the short-term rental operator is not occupying the dwelling unit during the entire term of the short-term rental.
12. Short-term rentals may not be located in the same dwelling unit as rooming units.

6.10.4 REGULATIONS. The Building Commissioner shall have the authority to promulgate regulations to carry out and enforce the provisions of this Section 6.10 "Short-Term Rentals."

6.10.5 REGISTRATION, INSPECTION AND FEES.

1. The short-term rental operator or the short-term rental operator's agent shall register with the Town. ~~All dwelling units, or bedrooms within a dwelling unit, offered for~~

Town of Lexington

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~~short-term rentals shall register with the Town,~~ secure a Certificate of Registration according to standards set forth by the Building Commissioner, and pay all associated fees for all dwelling units, or bedrooms within a dwelling unit, offered for short-term rental. The Certificate of Registration shall require the short-term rental operator to agree to abide by the requirements of this Section 6.10.

2. ~~It is the responsibility of t~~ The short-term rental operator must ~~to~~ renew its Certificate of Registration on an annual basis and ~~or~~ upon change of operator or owner.

3. Prior to issuing or renewing a ~~e~~-Certificate of ~~r~~-Registration, the Building and Zoning Office shall conduct an inspection to verify that each dwelling unit, or bedroom within a dwelling unit, to be rented to short-term renters meets the requirements of this Section 6.10.

4. Units shall be annually recorded in the Short-Term Rental Registry for a fee set by the Select Board.

(03/01/2024)

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Discuss and Approve Prioritized Intersections for Rectangular Rapid Flashing Beacons (RRFBs) Along the Minuteman Bikeway

PRESENTER:

John Livsey, Town Engineer; Ross
Morrow, Assistant Town Engineer

ITEM NUMBER:

I.2

SUMMARY:

Category: Decision-Making

Below are the Rectangular Rapid Flashing Beacon (RRFB) rankings from the Town's design consultant TEC in order of the highest (1) priority to lowest (8) priority intersections with the bikeway (note the Lexington Bicycle Advisory Committee indicated Revere St should rank higher as more students use it). The following are explanations for acronyms/abbreviations:

HSIP – Highway Safety Improvement Program (identifies high crash locations)

ADT – Average Daily Traffic

AC – Alternating Current (meaning the RRFB may require a power connection, not just solar)

FHWA – Federal Highway Administration

1. Meriam Street – This location is within the HSIP Bicycle Crash Cluster. In addition, its position within Lexington Center is key for movements next to the parking lot. This location also provides ease of installation with no significant obstruction and a clear southern sky for solar-powered RRFB as preference to the Town.
2. Hancock Street – The proximity of the crossing to Lexington Center, as well as the ADT on the roadway, the potential for other distractions, and the potential for increased speed leaving the congestion of Route 4 and the Mass Ave corridors presents this location as a high priority. This includes potential distractions for the bikeway users who, for many, of just entered the bikeway from the center parking areas and Hancock Street represents the first major roadway crossed. Location is candidate for solar-powered RRFB with certain alignment of solar panels.
3. Fletcher Avenue – Similar to Meriam, the location is within a separate HSIP Bicycle Crash Cluster and also a key location adjacent to parking. The similarity has ease of installation as a solar-powered unit with the clear southern sky. One challenge is a need for tree trimming north of the cross walk to get visibility to the beacon southbound.
4. Woburn Street – On the edge of the HSIP cluster, the location is across a mainline roadway and directly adjacent to a cross-street. The higher ADT on Woburn lends itself to the installation and there is sufficient room to install with ease. This would be an AC-power location as the tree cover to the south is substantial.
5. Westview Street – Although on the outskirts of Town, the location of the crossing is on a curve with an abrupt change in direction of the Bikeway. The installation will help with visibility as the tree cover in the area is very heavy and therefore somewhat dark even during the day. Location would need to be AC-powered.
6. Revere Street – Cut-through traffic roadway with traffic attempting to get through fast. Location lends itself to higher priority as focus may be on the speed of travel being a straight-a-way road. Location is an AC-powered location based on tree cover to the south.

7. Bow Street – ADT at this location is expected to be low (comparatively) entering the residential area. Most likely would not meet the FHWA uncontrolled ped crossing guidance for RRFB installation; however, the location is still beneficial based on the curvature of Bow Street just north of the crossing (location is a solar-powered candidate with clear southern sky).

8. Fottler Avenue - ADT at this location is expected to be low (comparatively) entering the residential area. Most likely would not meet the FHWA uncontrolled ped crossing guidance for RRFB installation; however, the location is still beneficial based on the low visibility / darkness with adjacent tree cover. Solar-powered candidate as the south sky only needs some tree trimming, particularly the west side.

The Board voted to approve \$250,000 to install as many RRFBs at street crossings along the bikeway as possible. The Town has engaged an independent engineer to design and prioritize the intersections based on need. Once the Board approves the locations, DPW and Engineering and finalize the design and move this project from the Participatory Budgeting forward. Keeping in mind the 12/31/24 deadline to have this under contract means that a decision needs to be made if the RRFBs will be installed based on priority locations or if the Select Board wants the staff to forego some intersections.

Attached is a memo from Ross Morrow, Assistant Town Engineer and the design plans for each intersection.

SUGGESTED MOTION:

Move to approve the installation of the RRFBs at the intersections as prioritized (if the board chooses to except some intersections the motion can read, "with the exception of the following intersection(s): _____).

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

4/8/2024

6:15pm

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Memo from Ross Morrow, Assistant Town Engineer	Cover Memo
<input type="checkbox"/> Design Plans	Cover Memo
<input type="checkbox"/> Presentation	Cover Memo



Town of Lexington

Department of Public Works
Engineering Division

John R. Livsey, P.E., Town Engineer
Ross Morrow, P.E., Assistant Town Engineer

Tel: (781) 274-8305
Fax: (781) 274-8323

MEMORANDUM

TO: Select Board Office
FROM: Ross Morrow, P.E., Assistant Town Engineer
DATE: April 4, 2024
RE: Pedestrian Crossing Beacons along Minuteman Commuter Bikeway

- **Agenda Item/Title**

Pedestrian Crossing Beacons along Minuteman Commuter Bikeway

- **Whether a Vote of the Select Board is being requested, whether this is an update on a previous item or if it is for informational purposes only and what you need from the Select Board (directional guidance, approval, etc).**

No vote is being requested. This is an informational presentation for an update on the project and directional guidance is welcome.

- **A summary explanation of what is being presented including costs and funding source, plan for public outreach, impact on department work/goals and any alignment with the Select Board goals.**

A summary explanation of what is being presented

Through the Participatory Budget process, funding was approved to design and install pedestrian crossing beacons at roadway intersections along the Minuteman Commuter Bikeway (MMCB). There are 8 unsignalized roadway crossings (the Seasons 4 driveway was not considered as the driveway approaches are under stop control, the Depot parking lot driveway as also not considered as there are several other projects that may affect that crossing). The design consists of installing rectangular rapid flashing beacons (RRFBs) powered by solar where feasible, or a hardwired power connection when necessary, on a black sign post. The beacons will be push button activated.

Below is the prioritized list of the locations, which also defines the order of the locations to be approved for construction. This ranking is based on the recommendations of the design consultant and input from the Lexington Bicycle Advisory Committee (LBAC).

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AC – Alternating Current (meaning the RRFB may require a power connection, not just solar)

FHWA – Federal Highway Administration

1. Hancock Street – The proximity of the crossing to Lexington Center, as well as the ADT on the roadway, the potential for other distractions, and the potential for increased speed leaving the congestion of Route 4 and the Mass Ave corridors presents this location as a high priority. This includes potential distractions for the bikeway users who, for many, of just entered the bikeway from the center parking areas and Hancock Street represents the first major roadway crossed. Location is candidate for solar-powered RRFB with certain alignment of solar panels. (Note, this crossing was ranked as 3rd most difficult to cross for the full length of the MNCB, after Arlington Center and Lake Street, in the 2014 Toole Design Group Report *Navigating the Bikeway*)
2. Meriam Street – This location is within the HSIP Bicycle Crash Cluster. In addition, its position within Lexington Center is key for movements next to the parking lot. This location also provides ease of installation with no significant obstruction and a clear southern sky for solar-powered RRFB as preference to the Town.
3. Revere Street – Cut-through traffic roadway with traffic attempting to get through fast. Location lends itself to higher priority as focus may be on the speed of travel being a straight-a-way road. Location is an AC-powered location based on tree cover to the south.
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Pros/Cons:

Pros: Crossing beacons, and specifically RRFBs significantly increase the safety for crosswalk users. Per Federal Highway Administration (FHWA), RRFBs can reduce pedestrian crashes up to 47% and increase motorist yielding rates up to 98% (see attached pamphlet for more detail).

Cons: There will be a minor increase to DPW operating costs to pay for the power (where solar power only beacons are not a viable option) and the future maintenance of the beacons.

Costs and funding source

\$250,000 was previously approved for this project. \$24,000 has been allocated for the design and the remainder is available for the construction of the beacons. The construction contract will be structured to include the first 4 locations based on the prioritized list, with the option of adding more locations (in the prioritized order) as funding allows.

Impact on department work/goals and any alignment with the Select Board goals.

This project increases the safety and accessibility for the users of the MMCB.

- **Timeline summary**

The project is in the final design stage. We anticipate completing design and advertising for construction in May 2024. Lead time on the beacon equipment is unknown but we expect installation of the beacons to happen this calendar year.

- **For items where action of the Board is being requested, a statement of the implications of taking the action vs. not taking the action.**

No action is necessary.

Thank you



Safety Benefits:

RRFBs can reduce crashes up to:

47%

for pedestrian crashes.⁴

RRFBs can increase motorist yielding rates up to:

98%

(varies by speed limit, number of lanes, crossing distance, and time of day).³



RRFBs used at a trail crossing.
Source: LJB

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-06/techSheet_RRFB_2018.pdf.

Rectangular Rapid Flashing Beacons (RRFB)

A marked crosswalk or pedestrian warning sign can improve safety for pedestrians crossing the road, but at times may not be sufficient for drivers to visibly locate crossing locations and yield to pedestrians. To enhance pedestrian conspicuity and increase driver awareness at uncontrolled, marked crosswalks, transportation agencies can install a pedestrian actuated Rectangular Rapid Flashing Beacon (RRFB) to accompany a pedestrian warning sign. RRFBs consist of two, rectangular-shaped yellow indications, each with a light-emitting diode (LED)-array-based light source.¹ RRFBs flash with an alternating high frequency when activated to enhance conspicuity of pedestrians at the crossing to drivers.

Transportation agencies should refer to the *Manual on Uniform Traffic Control Devices (MUTCD)* for information on the application of RRFBs.¹

Applications

The RRFB is applicable to many types of pedestrian crossings but is particularly effective at multilane crossings with speed limits less than 40 miles per hour.² Research suggests RRFBs can result in motorist yielding rates as high as 98 percent at marked crosswalks, but varies depending on the location, posted speed limit, pedestrian crossing distance, one- versus two-way road, and the number of travel lanes.³ RRFBs can also accompany school or trail crossing warning signs.

RRFBs are placed on both sides of a crosswalk below the pedestrian crossing sign and above the diagonal downward arrow plaque pointing at the crossing.¹ The flashing pattern can be activated with pushbuttons or passive (e.g., video or infrared) pedestrian detection, and should be unlit when not activated.

Considerations

Agencies should:²

- Install RRFBs in the median rather than the far-side of the roadway if there is a pedestrian refuge or other type of median.
- Use solar-power panels to eliminate the need for a power source.
- Reserve the use of RRFBs for locations with significant pedestrian safety issues, as over-use of RRFB treatments may diminish their effectiveness.

Agencies shall not:²

- Use RRFBs without the presence of a pedestrian, school or trail crossing warning sign.
- Use RRFBs for crosswalks across approaches controlled by YIELD signs, STOP signs, traffic control signals, or pedestrian hybrid beacons, except for the approach or egress from a roundabout.

¹ Manual on Uniform Traffic Control Devices (MUTCD), Chapter 4L. FHWA, (2023).

² "Rectangular Rapid Flash Beacon" in PEDSAFE: Pedestrian Safety Guide and Countermeasure Selection System. FHWA, (2013).

³ Fitzpatrick et al. "Will You Stop for Me? Roadway Design and Traffic Control Device Influences on Drivers Yielding to Pedestrians in a Crosswalk with a Rectangular Rapid-Flashing Beacon." Report No. TTI-CTS-0010. Texas A&M Transportation Institute, (2016).

⁴ (CMF ID: 9024) NCHRP Research Report 841 Development of Crash Modification Factors for Uncontrolled Pedestrian Crossing Treatments, (2017).

Hancock St



Hancock St



Meriam St



Meriam St



Revere St



Revere St



Woburn St



Woburn St



Fletcher Ave



Fletcher Ave



Westview St



Westview St



Bow St



Bow St



Fottler Ave



Fottler Ave



SHEET NO.	DESCRIPTION
1	TITLE SHEET & INDEX
2 TO 9	GENERAL PLANS
10	TRAFFIC SIGN SUMMARY & CONSTRUCTION DETAILS

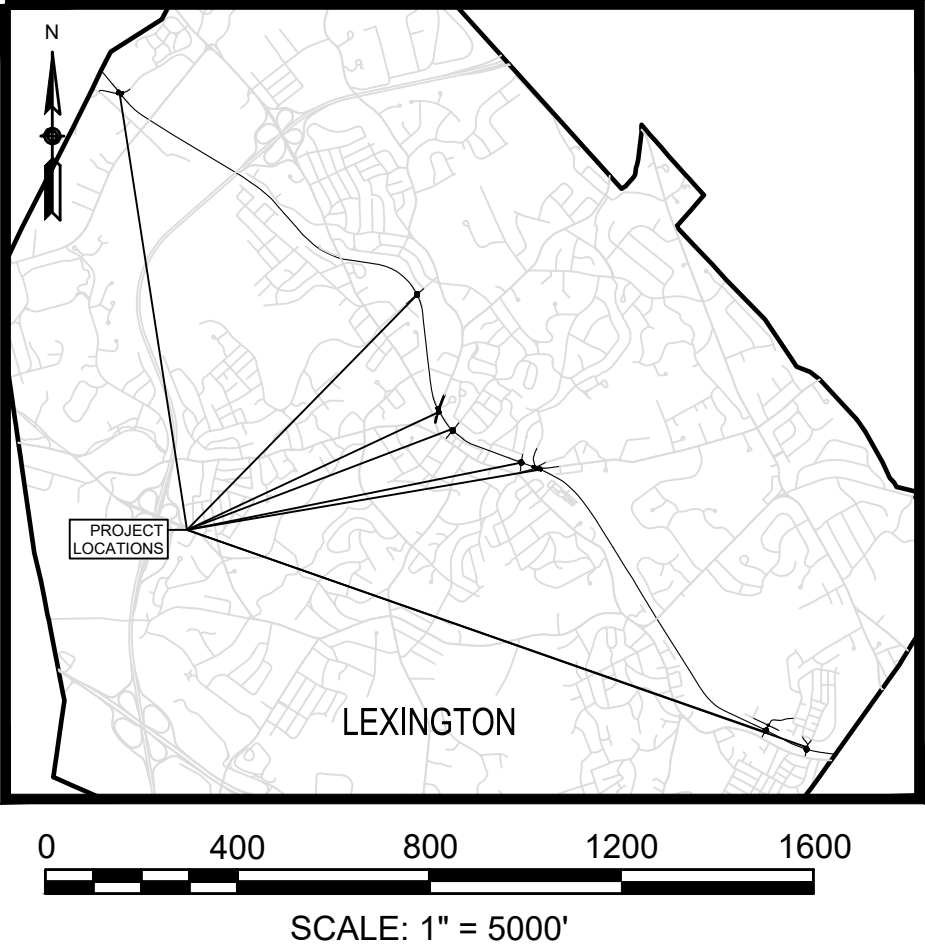
CONSTRUCTION NOTES:

- THE CONTRACTOR SHALL CONTACT DIGSAFE (1-888-DIGSAFE) A MINIMUM OF 72 HOURS PRIOR TO ANY CONSTRUCTION TO VERIFY THE LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
- PLANS ARE BASED ON AERIAL IMAGERY AND FIELD OBSERVATIONS.
- WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR, AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.
- ALL MUNICIPALLY OWNED UTILITY STRUCTURES (CATCH BASINS, DRAIN MANHOLES, WATER GATES, ETC.) SHALL BE RETAINED BY THE CONTRACTOR UNLESS DIRECTED OTHERWISE.
- ALL PRIVATELY OWNED UTILITY STRUCTURES (GAS GATES, ELECTRIC /TELEPHONE MANHOLES, ETC.) SHALL BE RETAINED BY THE CONTRACTOR UNLESS DIRECTED OTHERWISE. THE CONTRACTOR SHALL COORDINATE WITH PRIVATE UTILITY COMPANIES FOR THE ALTERATION AND ADJUSTMENT, AS NECESSARY.
- AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED BY THE CONTRACTOR TO THEIR ORIGINAL CONDITION AT THE CONTRACTORS EXPENSE.
- THE TERM "PROPOSED" (PROP) MEANS WORK TO BE CONSTRUCTED USING NEW MATERIALS OR, WHERE APPLICABLE, RE-USING EXISTING MATERIALS IDENTIFIED AS "REMOVE AND RESET" (R&R), AS APPROVED BY THE ENGINEER.
- THE TERM "MEET EXIST" MEANS TO MEET BOTH THE EXISTING ALIGNMENT AND ELEVATION.
- ALL EXISTING TREES WITHIN THE PROJECT LIMITS SHALL BE RETAINED AND PROTECTED WITH TREE PROTECTION UNLESS INDICATED OTHERWISE ON THE DRAWINGS. ALL PROVIDED DIMENSIONS REFER TO THE DIAMETER AT BREAST HEIGHT.
- AN UNOBSTRUCTED PATH OF TRAVEL WITH A MINIMUM WIDTH OF 3'-0" (EXCLUDING THE WIDTH OF CURB) SHALL BE MAINTAINED PAST ALL OBSTRUCTIONS (UTILITY POLES, LIGHT POLES, SIGNS, MAILBOXES, ALONG DRIVEWAY OPENINGS, ETC.)
- ALL AREAS BETWEEN THE BACK OF SIDEWALK OR CURB TO THE LIMIT OF GRADING, OR AREAS DISTURBED BY THE CONTRACTORS OPERATIONS SHALL BE RESTORED WITH 4 INCHES OF LOAM AND SEED.

TOWN OF LEXINGTON
RRFB AT ROADWAY CROSSINGS

PLAN OF
MINUTEMAN COMMUTER BIKEWAY AT VARIOUS LOCATIONS
IN THE TOWN OF
LEXINGTON
MIDDLESEX COUNTY

PRELIMINARY PLANS



THESE PLANS ARE SUPPLEMENTED BY THE MASSDOT OCTOBER 2017 CONSTRUCTION STANDARD DETAILS, MASSDOT TRAFFIC MANAGEMENT PLANS AND DETAIL DRAWINGS, THE 1990 STANDARD DRAWINGS FOR SIGNS AND SUPPORTS, AND THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK.

LEXINGTON
MINUTEMAN BIKEWAY CROSSINGS
TITLE SHEET & NOTES
SHEET 1 OF 10

03-18-2024	PRELIMINARY PLANS	-
DATE	DESCRIPTION	REV #

TEC, Inc.

282 Merrimack Street
2nd Floor
Lawrence, MA 01843
978-794-1792

311 Main Street
2nd Floor
Worcester, MA 01608
508-868-5104

169 Ocean Blvd, Unit 3
PO Box 249
Hampton, NH 03842
603-601-8154

www.TheEngineeringCorp.com

GENERAL SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		POST CIRCULAR
		HYDRANT
		UTILITY POLE
		TREE
		TRASH BIN
		WATER FOUNTAIN W/ CEMENT CONCRETE FOUNDATION

TRAFFIC SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		RRFB FLASHER ASSEMBLY
		SIGN AND POST
		PULL BOX 12"x12" (OR AS NOTED)
		3" SCHEDULE 80 PVC CONDUIT

ABBREVIATIONS

GENERAL

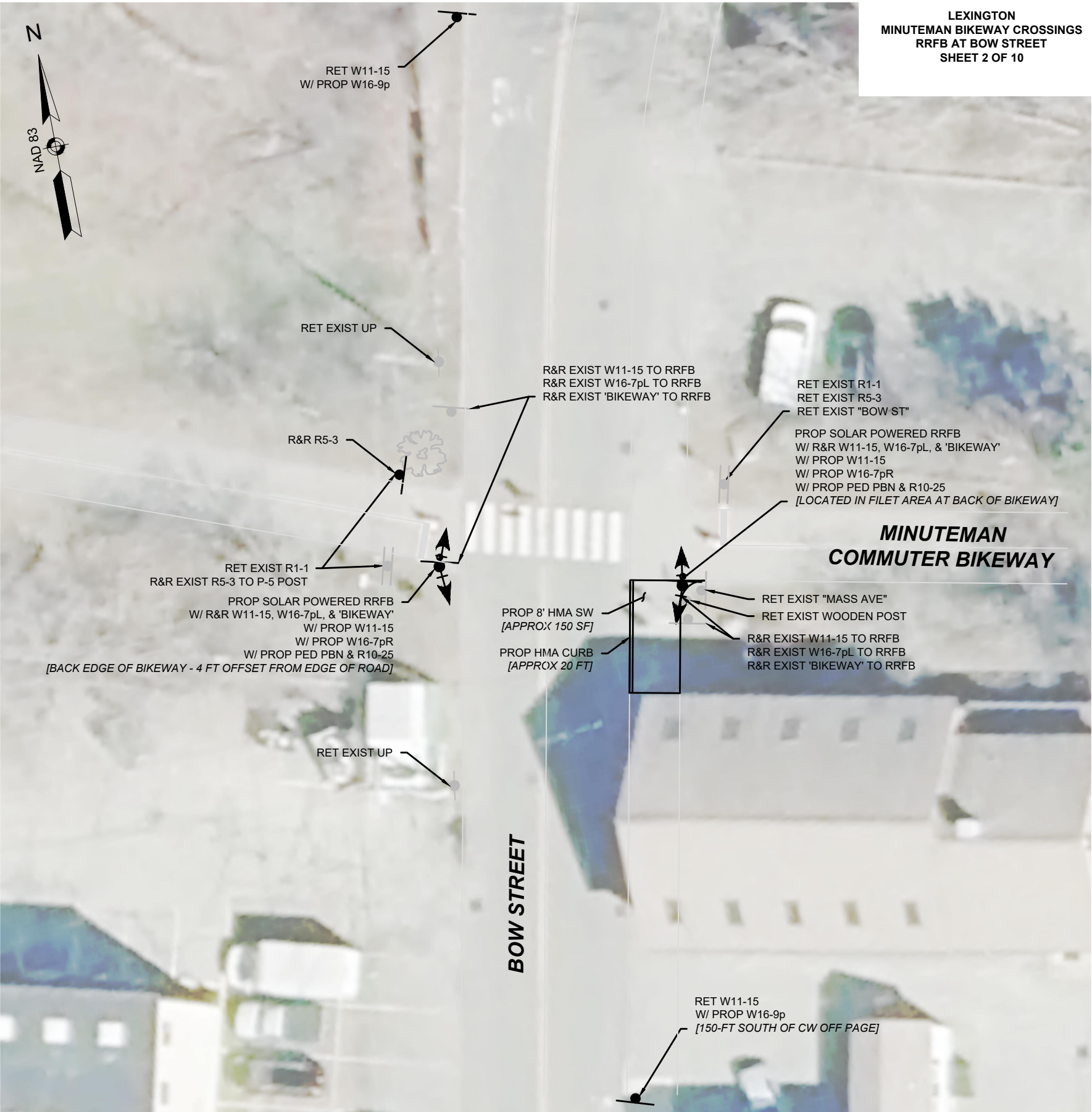
CEM	CEMENT
CONC	CONCRETE
CW	CROSSWALK
EXIST	EXISTING
FND	FOUNDATION
HMA	HOT MIX ASPHALT
PBN	PUSH BUTTON
PED	PEDESTRIAN
PROP	PROPOSED
REM	REMOVE
RET	RETAIN
R&R	REMOVE AND RESET
R&S	REMOVE AND STACK
RRFB	RECTANGULAR RAPID FLASHING BEACON
SL	STOP LINE
ST	STREET
SW	SIDEWALK
TYP	TYPICAL
UP	UTILITY POLE

NOTES:

- RRFB FOUNDATIONS SHALL BE POSITIONED AT THE IMMEDIATE EDGE OF BIKEWAY TO MAINTAIN 10-INCH ADA REACH FROM THE BIKEWAY TO THE PUSH BUTTON.
- THE RRFB INDICATIONS SHALL BE ROTATED AS NECESSARY TO BE VIEWED IN THE CENTER OF THE LANE UPSTREAM.
- ALL PAVEMENT MARKINGS SHALL BE THERMOPLASTIC.
- ALL PAVEMENT MARKINGS DAMAGED BY SAWCUT OR WORK SHALL BE REPLACED IN FULL BY THE CONTRACTOR.
- LIMIT OF GRADING / AREAS OF LOAM & SEED NOT SHOWN. ASSUME XX SF BASED ON LOCATIONS OF RRFB AND CONDUIT.



SCALE: 1" = 20'



LEXINGTON
MINUTEMAN BIKEWAY CROSSINGS
RRFB AT BOW STREET
SHEET 2 OF 10

GENERAL SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		POST CIRCULAR HYDRANT
		UTILITY POLE
		TREE
		TRASH BIN
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TRAFFIC SYMBOLS

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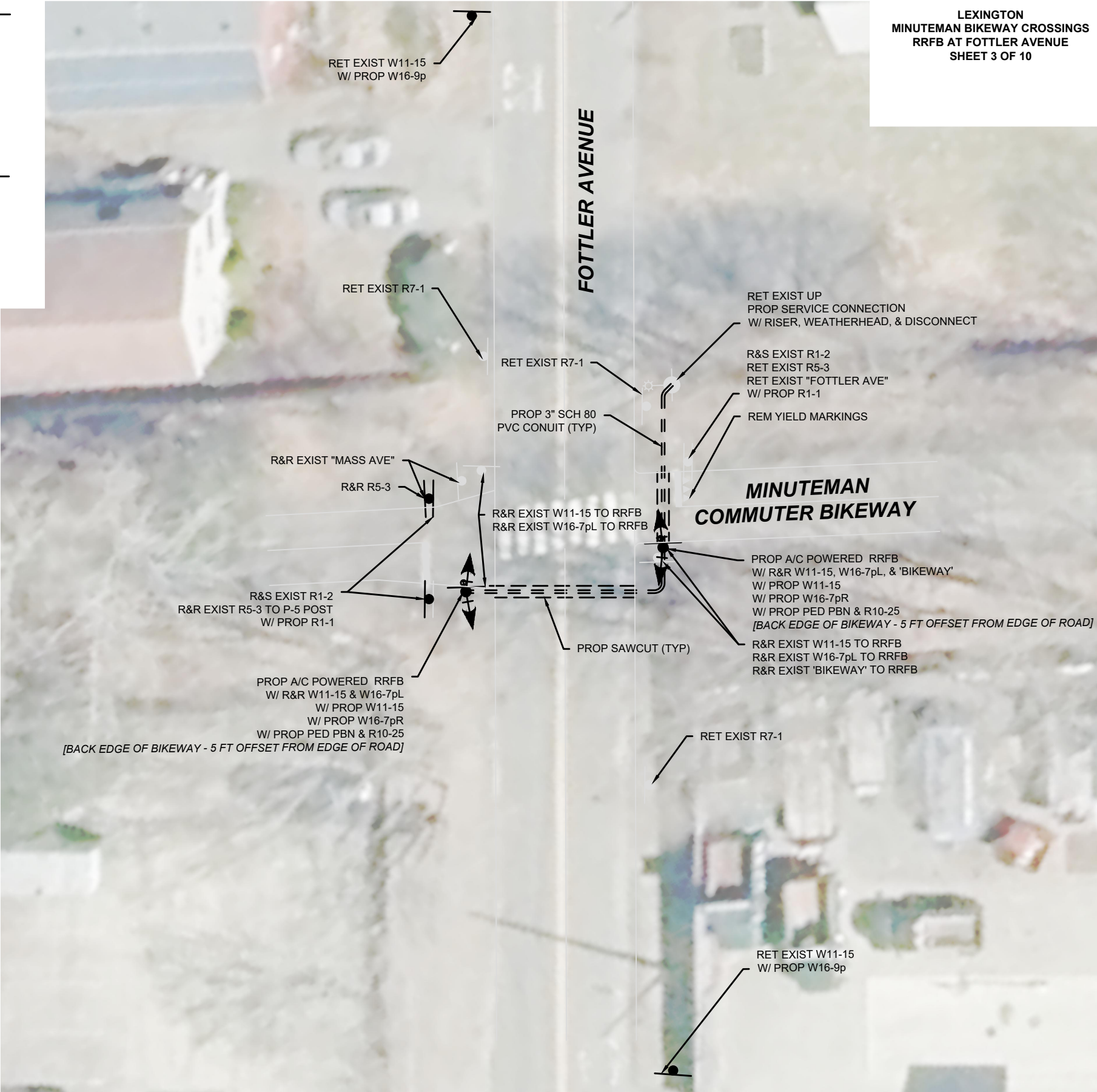
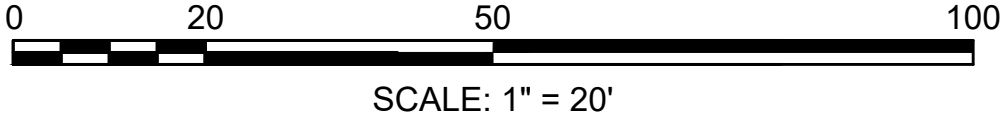
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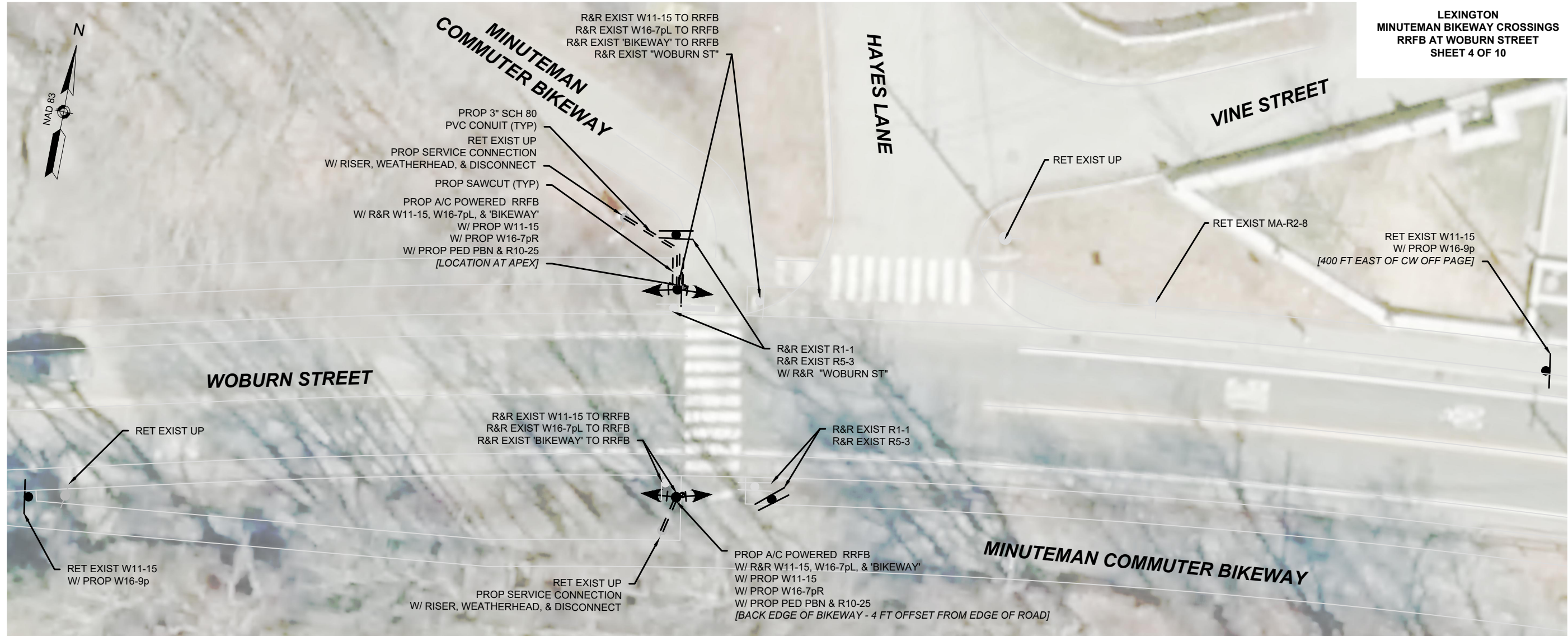
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EXISTING	PROPOSED	DESCRIPTION
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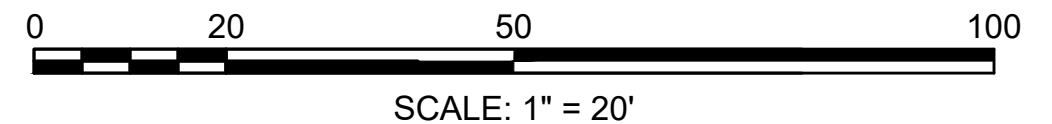
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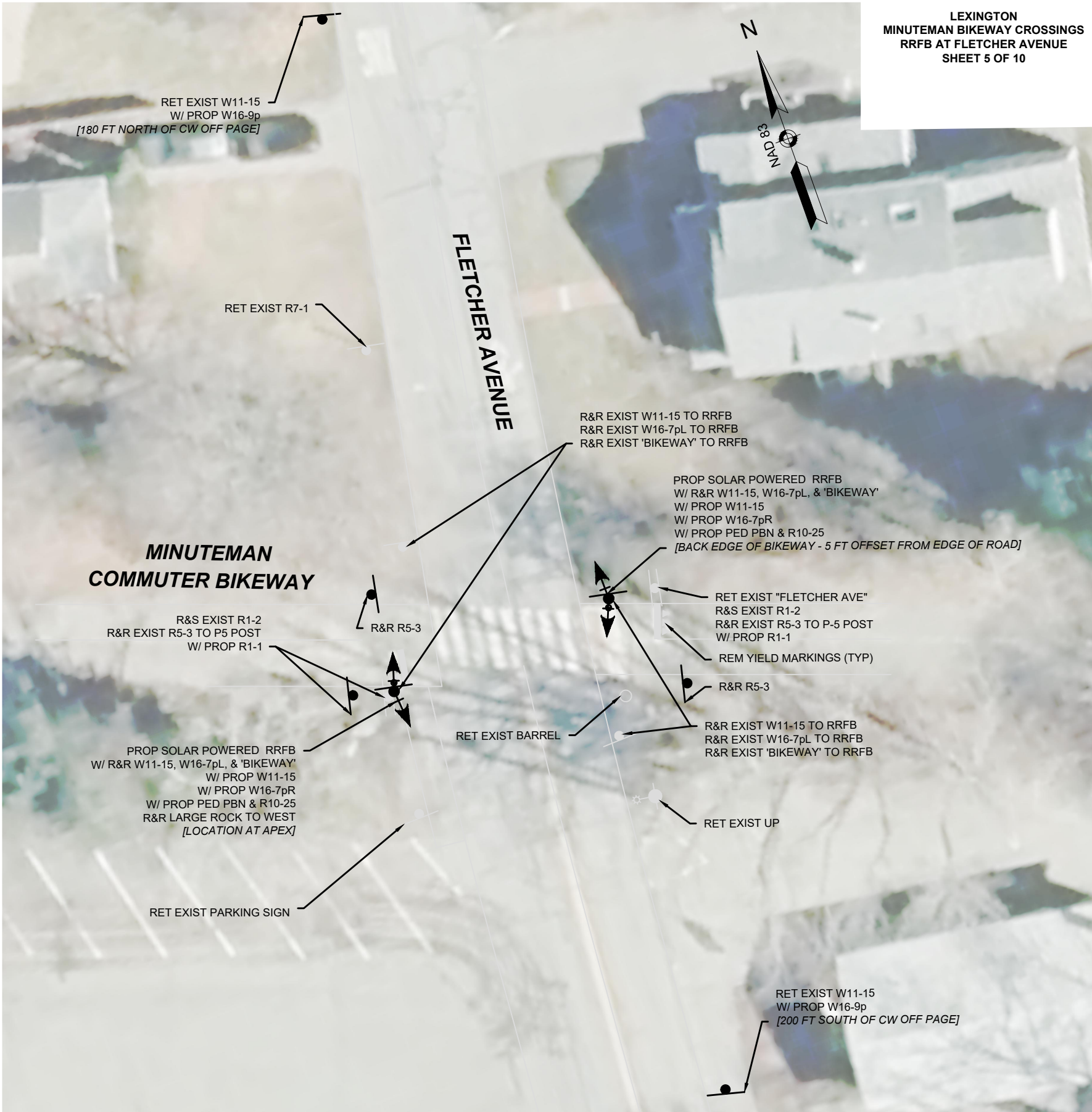
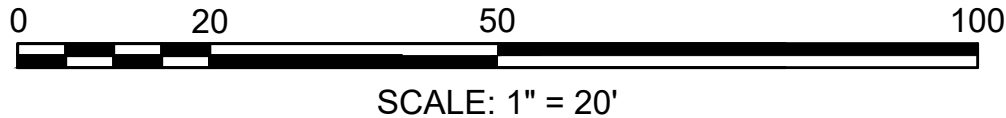
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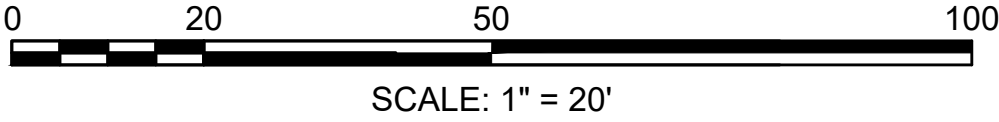
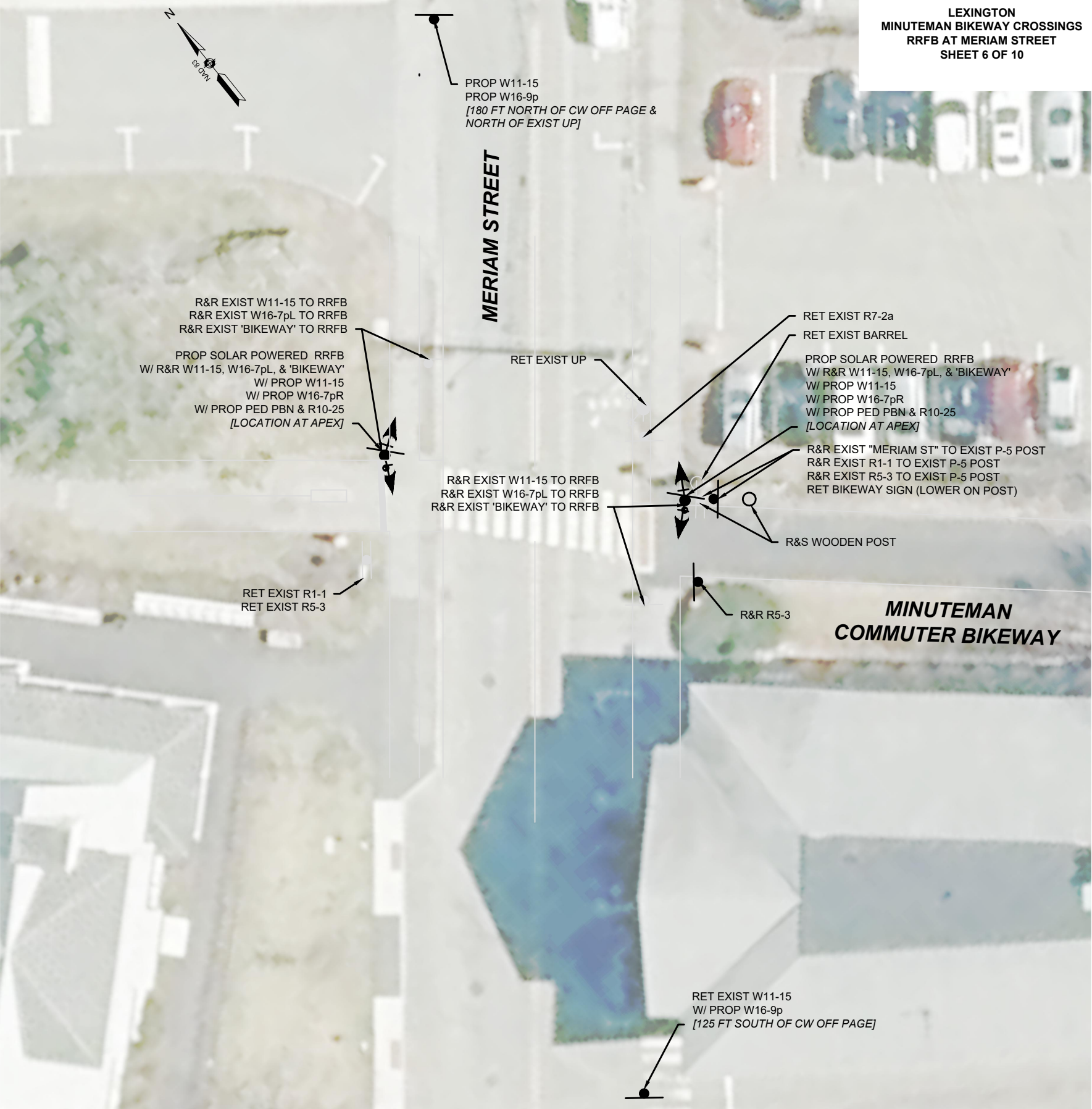
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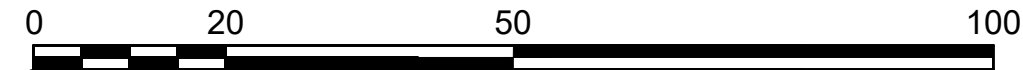
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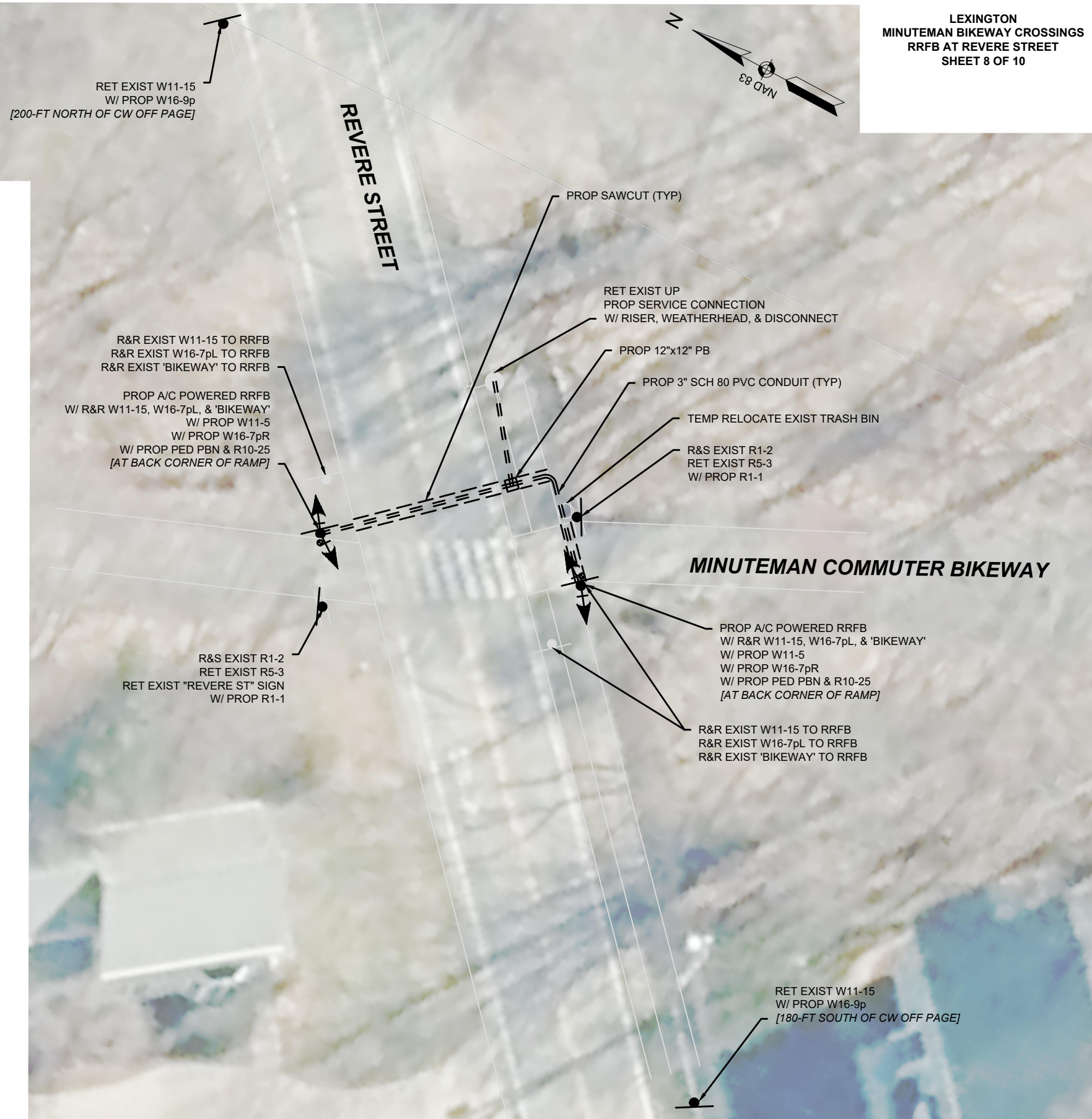
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SCALE: 1" = 20'

LEXINGTON
MINUTEMAN BIKEWAY CROSSINGS
RRFB AT REVERE STREET
SHEET 8 OF 10



ABBREVIATIONS

GENERAL

CEM	CEMENT
CONC	CONCRETE
CW	CROSSWALK
EXIST	EXISTING
FND	FOUNDATION
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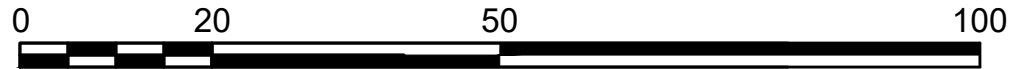
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GENERAL SYMBOLS

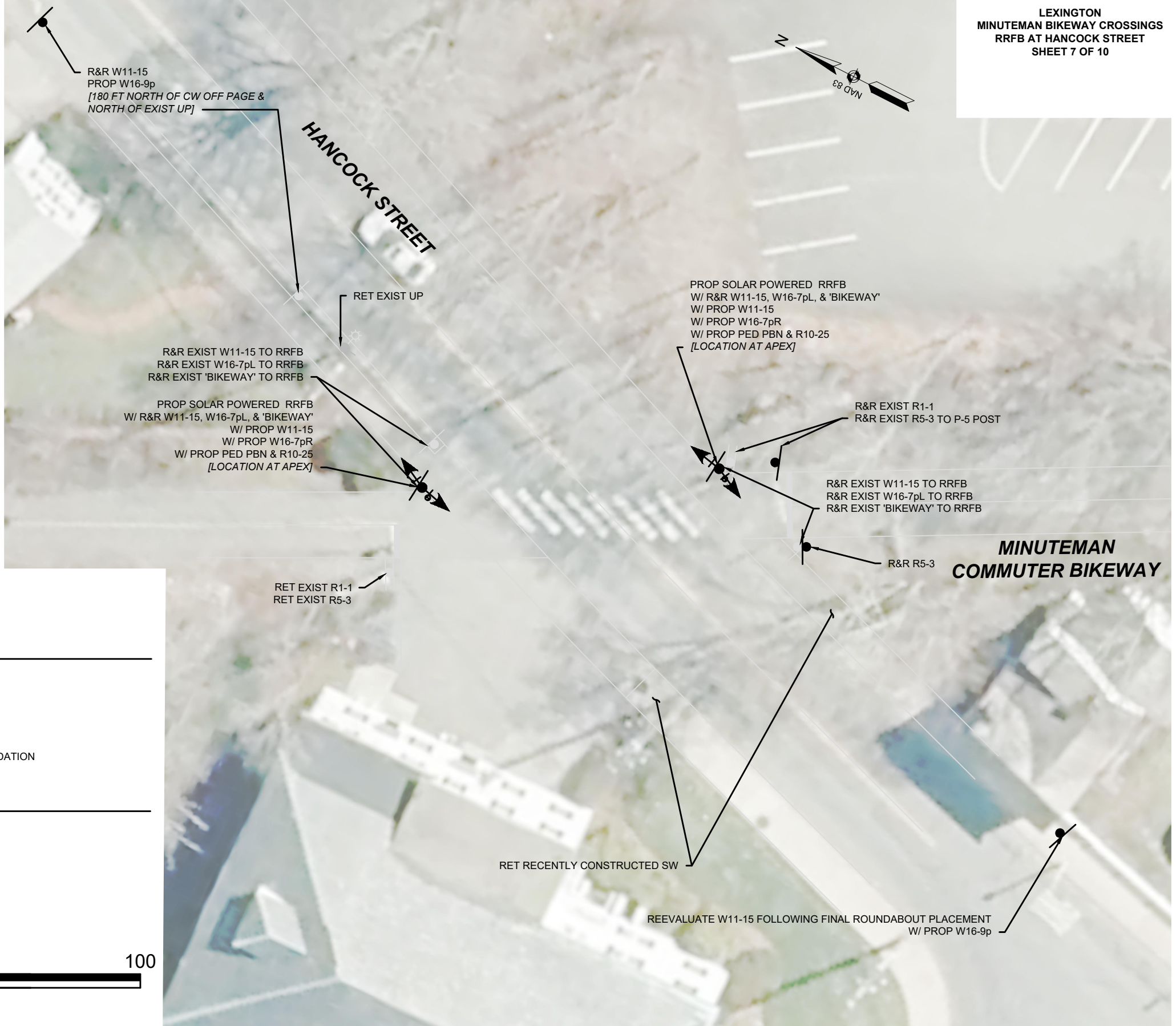
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TRAFFIC SYMBOLS

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SCALE: 1" = 20'



GENERAL SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		POST CIRCULAR HYDRANT
		UTILITY POLE
		TREE
		TRASH BIN
		WATER FOUNTAIN W/ CEMENT CONCRETE FOUNDATION

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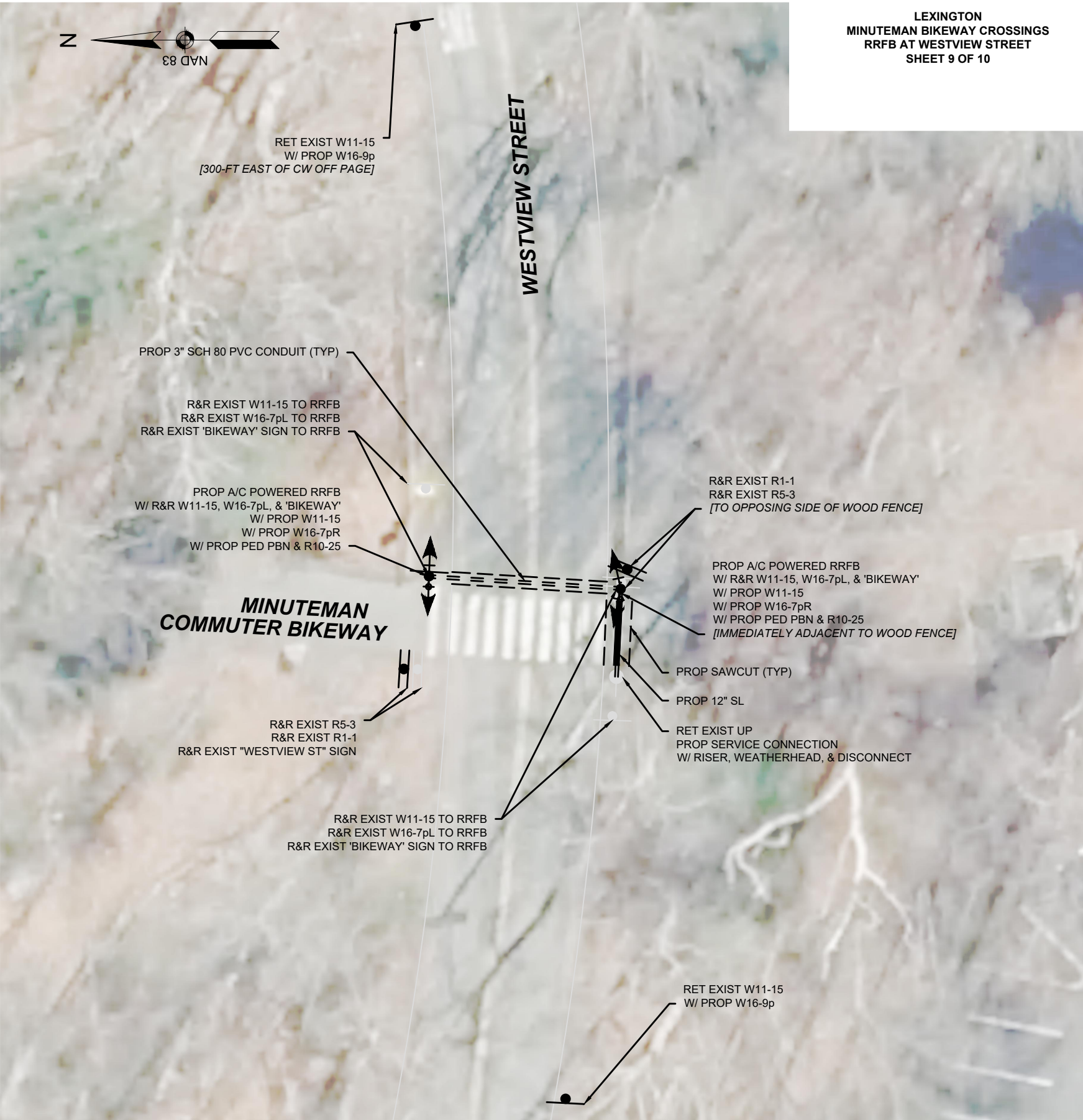
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NOTES:

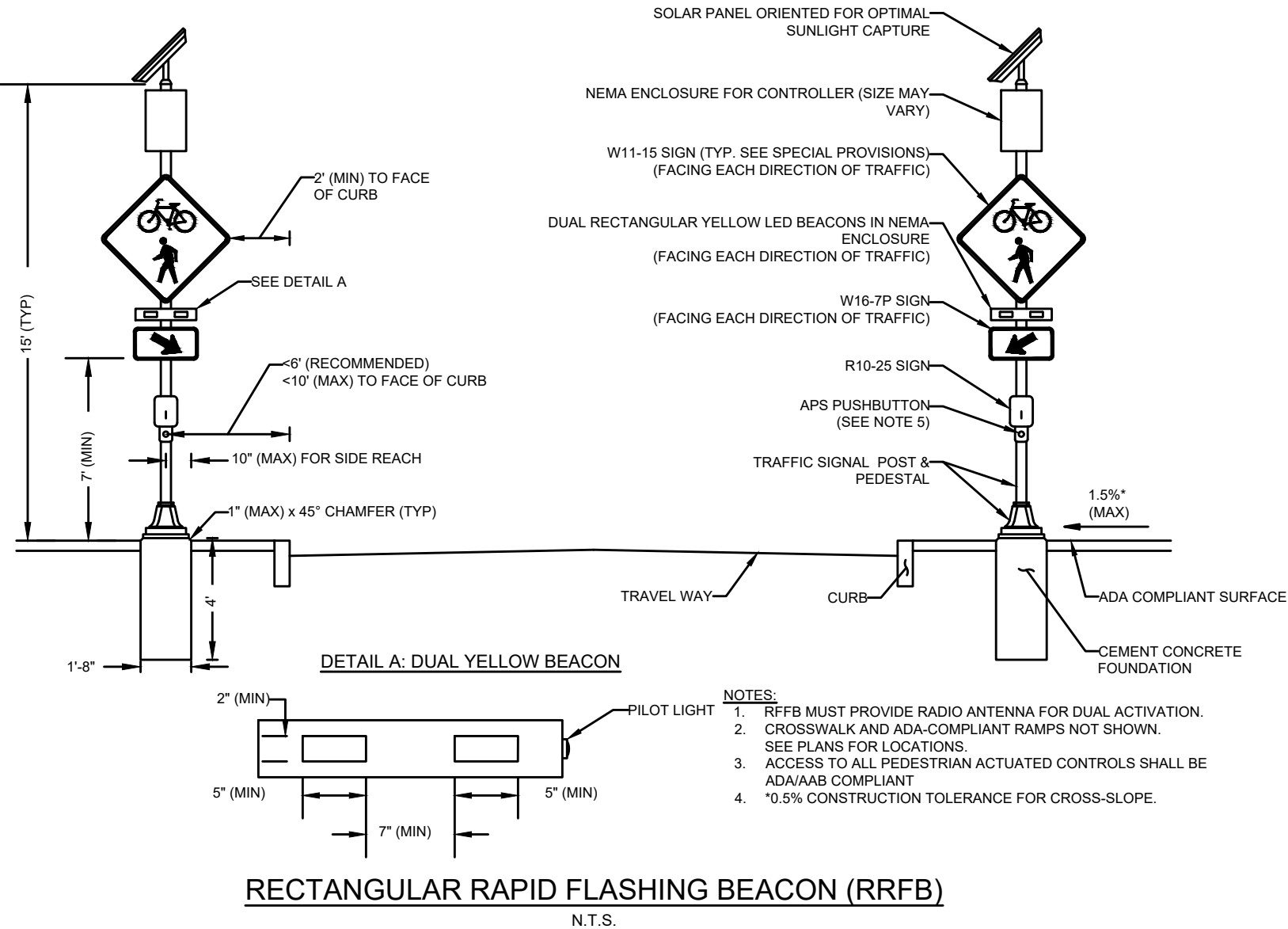
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SCALE: 1" = 20'



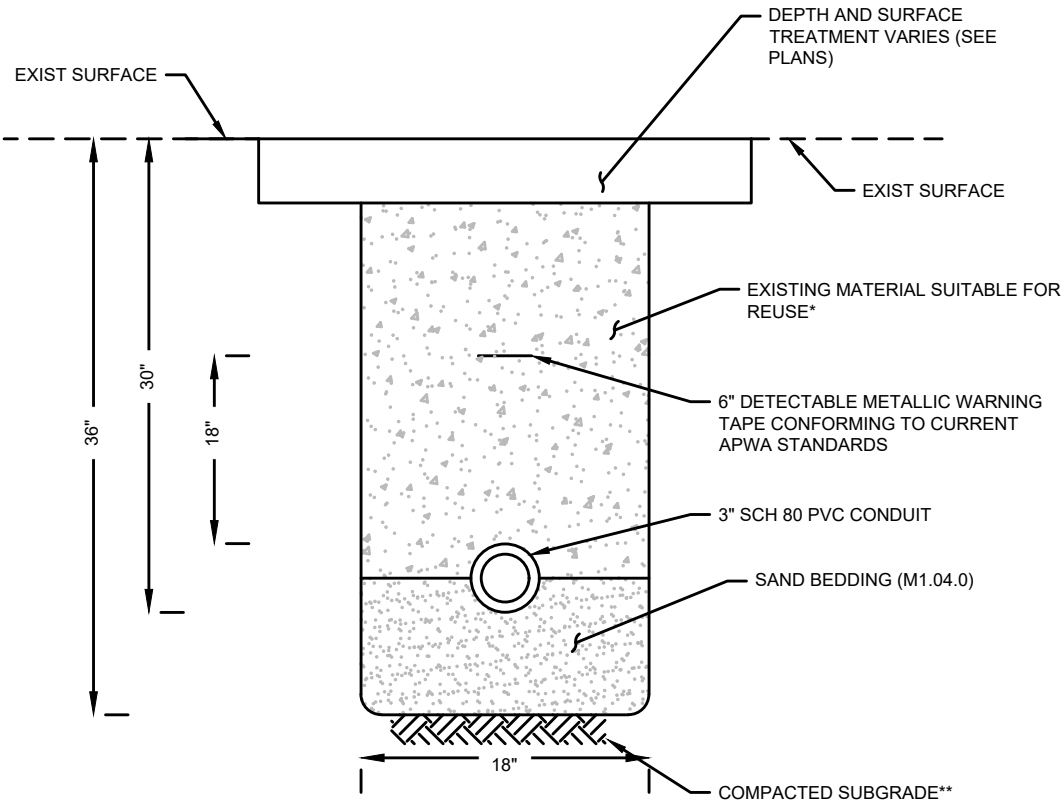
TRAFFIC SIGN SUMMARY													
IDENTIFICATION NUMBER	SIZE OF SIGN (in)		LEGEND	TEXT DIMENSIONS (in)			NUMBER OF SIGNS REQUIRED	COLOR			NUMBER OF POSTS REQUIRED	UNIT AREA (SF)	TOTAL AREA (SF)
	WIDTH	HEIGHT		LETTER HEIGHT	VERTICAL SPACING	ARROW RTE. MKR		BACK-GROUND	LEGEND	BORDER			
R1-1	30	30		①			8	RED	WHITE	WHITE	3 (5 ON EXIST POST)	6.25	50.00
R10-25	9	12					16	WHITE	BLACK	BLACK	0 (16 MOUNT W/ RRFB)	0.75	12.00
W11-15	30	30					17	FLUORESCENT YELLOW-GREEN	BLACK	BLACK	1 (16 MOUNT W/ RRFB)	6.25	106.25
W16-7pR	24	12					16	FLUORESCENT YELLOW-GREEN	BLACK	BLACK	0 (16 MOUNT W/ RRFB)	2.00	32.00
W16-9p	24	12					16	FLUORESCENT YELLOW-GREEN	BLACK	BLACK	1 (14 W/ EXIST W11-15 & 1 W/ PROP W11-15)	2.00	32.00



LEXINGTON
MINUTEMAN BIKEWAY CROSSINGS
SIGN SUMMARY & CONSTRUCTION DETAILS
SHEET 10 OF 10

NOTES:

- ① SEE 2009 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS FOR TEXT AND LEGEND DIMENSIONS.
- THE MINIMUM MOUNTING HEIGHT OF POST-MOUNTED SIGNS, MEASURED VERTICALLY FROM THE BOTTOM OF THE SIGN TO THE TOP OF CURB OR SIDEWALK, OR THE ELEVATION OF THE NEAR EDGE OF TRAVEL WAY, SHALL BE 7 FEET UNLESS OTHERWISE SPECIFIED.
- A MINIMUM OF 3'-0" PATH OF TRAVEL CLEARANCE, EXCLUDING CURB, IS REQUIRED WHEN PLACING SIGNS.



NOTES:

*EXISTING MATERIAL OBTAINED FROM EXCAVATION THAT IS DETERMINED TO BE SUITABLE, AND APPROVED BY THE ENGINEER SHALL BE USED. BACKFILL SHALL BE PLACED IN LAYERS NO MORE THAN 6" IN DEPTH AND THOROUGHLY COMPACTED. BACKFILLING TO A POINT 2' OVER THE PIPE SHALL CONTAIN NO STONES LARGER THAN 3".

** SOFT OR UNSUITABLE MATERIAL EXISTING BELOW THE REQUIRED BEDDING GRADE SHALL BE REMOVED AS DIRECTED AND REPLACED WITH SAND, GRAVEL, CRUSHED STONE OR OTHER SUITABLE MATERIAL AND THOROUGHLY COMPACTED.

EXAMPLE RECTANGULAR RAPID FLASHING BEACON
MARRETT ROAD AT CARY AVENUE AND MIDDLE STREET
(INSTALLED BY MASSDOT)

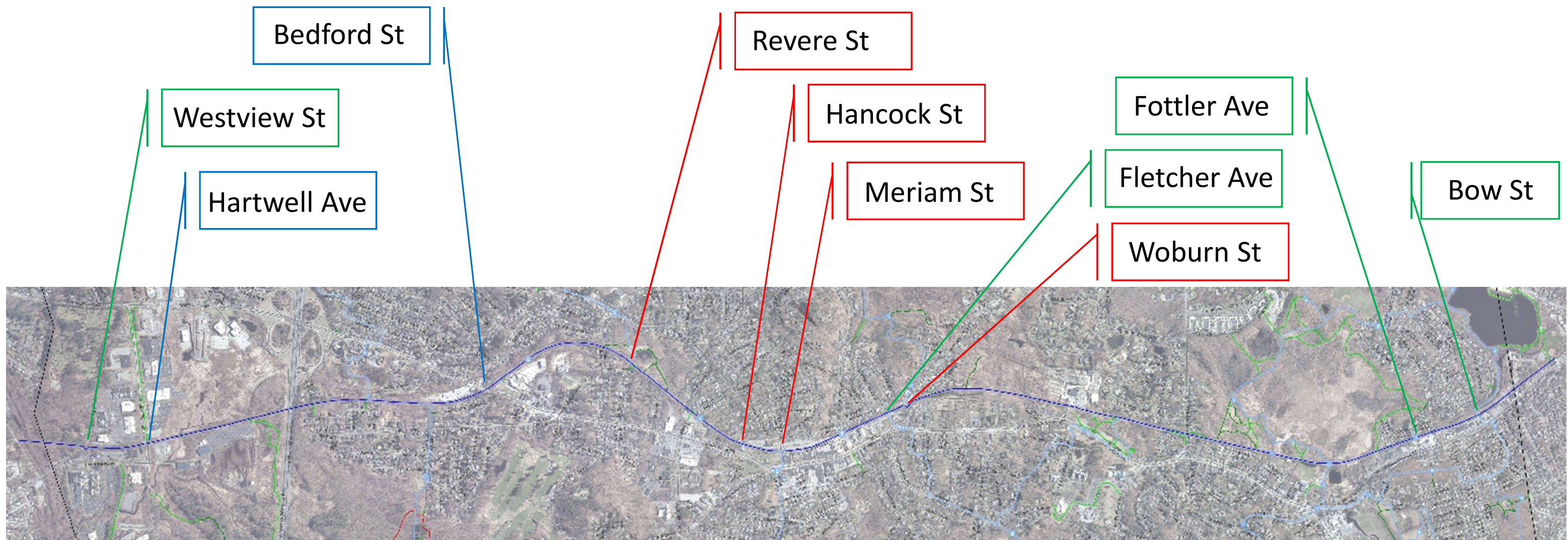


Base Bid Locations:

1. Hancock Street
2. Meriam Street
3. Revere Street
4. Woburn Street

Additional Locations:

5. Fletcher Avenue
6. Westview Street
7. Bow Street
8. Fottler Avenue



GENERAL SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		POST CIRCULAR
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		WATER FOUNTAIN W/ CEMENT CONCRETE FOUNDATION

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ABBREVIATIONS

GENERAL

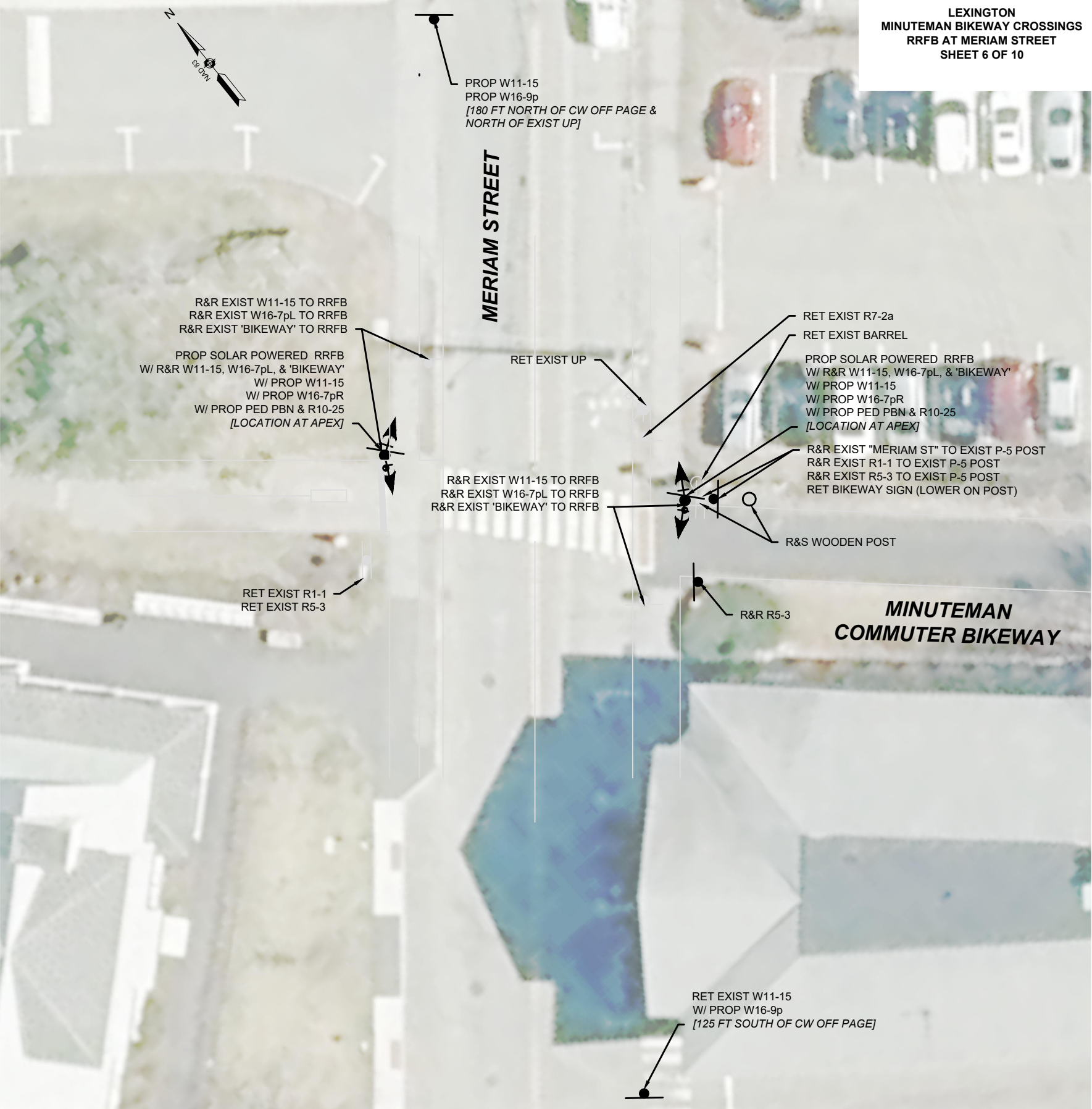
CEM	CEMENT
CONC	CONCRETE
CW	CROSSWALK
EXIST	EXISTING
FND	FOUNDATION
HMA	HOT MIX ASPHALT
PBN	PUSH BUTTON
PED	PEDESTRIAN
PROP	PROPOSED
REM	REMOVE
RET	RETAIN
R&R	REMOVE AND RESET
R&S	REMOVE AND STACK
RRFB	RECTANGULAR RAPID FLASHING BEACON
SL	STOP LINE
ST	STREET
SW	SIDEWALK
TYP	TYPICAL
UP	UTILITY POLE

NOTES:

- RRFB FOUNDATIONS SHALL BE POSITIONED AT THE IMMEDIATE EDGE OF BIKEWAY TO MAINTAIN 10-INCH ADA REACH FROM THE BIKEWAY TO THE PUSH BUTTON.
- THE RRFB INDICATIONS SHALL BE ROTATED AS NECESSARY TO BE VIEWED IN THE CENTER OF THE LANE UPSTREAM.
- ALL PAVEMENT MARKINGS SHALL BE THERMOPLASTIC.
- ALL PAVEMENT MARKINGS DAMAGED BY SAWCUT OR WORK SHALL BE REPLACED IN FULL BY THE CONTRACTOR.
- LIMIT OF GRADING / AREAS OF LOAM & SEED NOT SHOWN. ASSUME XX SF BASED ON LOCATIONS OF RRFB AND CONDUIT.

02050100

SCALE: 1" = 20'



GENERAL SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		POST CIRCULAR
		HYDRANT
		UTILITY POLE
		TREE
		TRASH BIN
		WATER FOUNTAIN W/ CEMENT CONCRETE FOUNDATION

TRAFFIC SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		RRFB FLASHER ASSEMBLY
		SIGN AND POST
		PULL BOX 12"x12" (OR AS NOTED)
		3" SCHEDULE 80 PVC CONDUIT

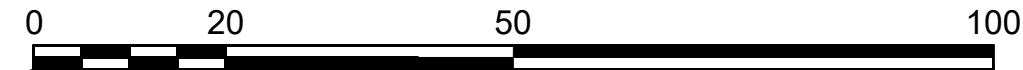
ABBREVIATIONS

GENERAL

CEM	CEMENT
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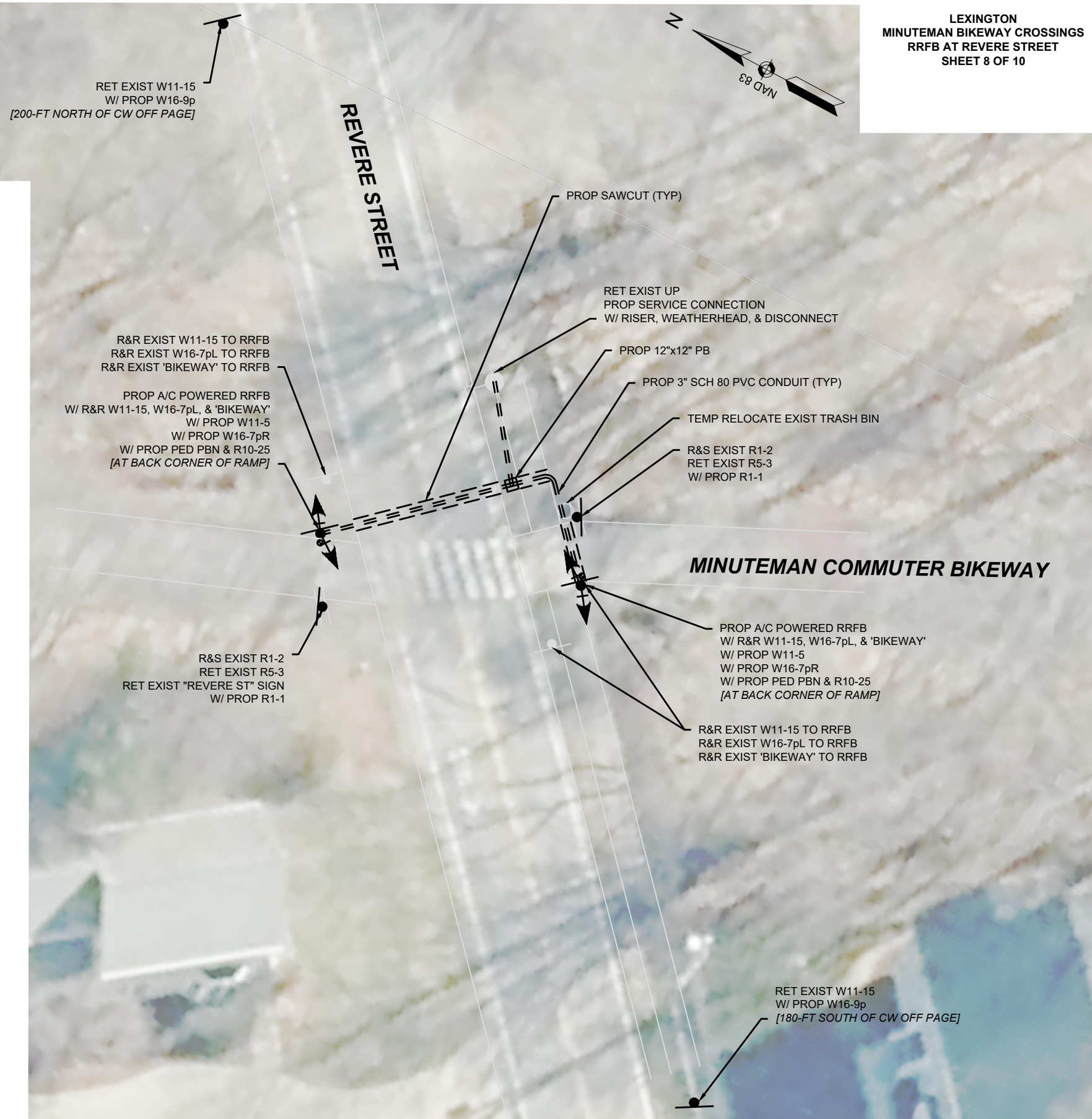
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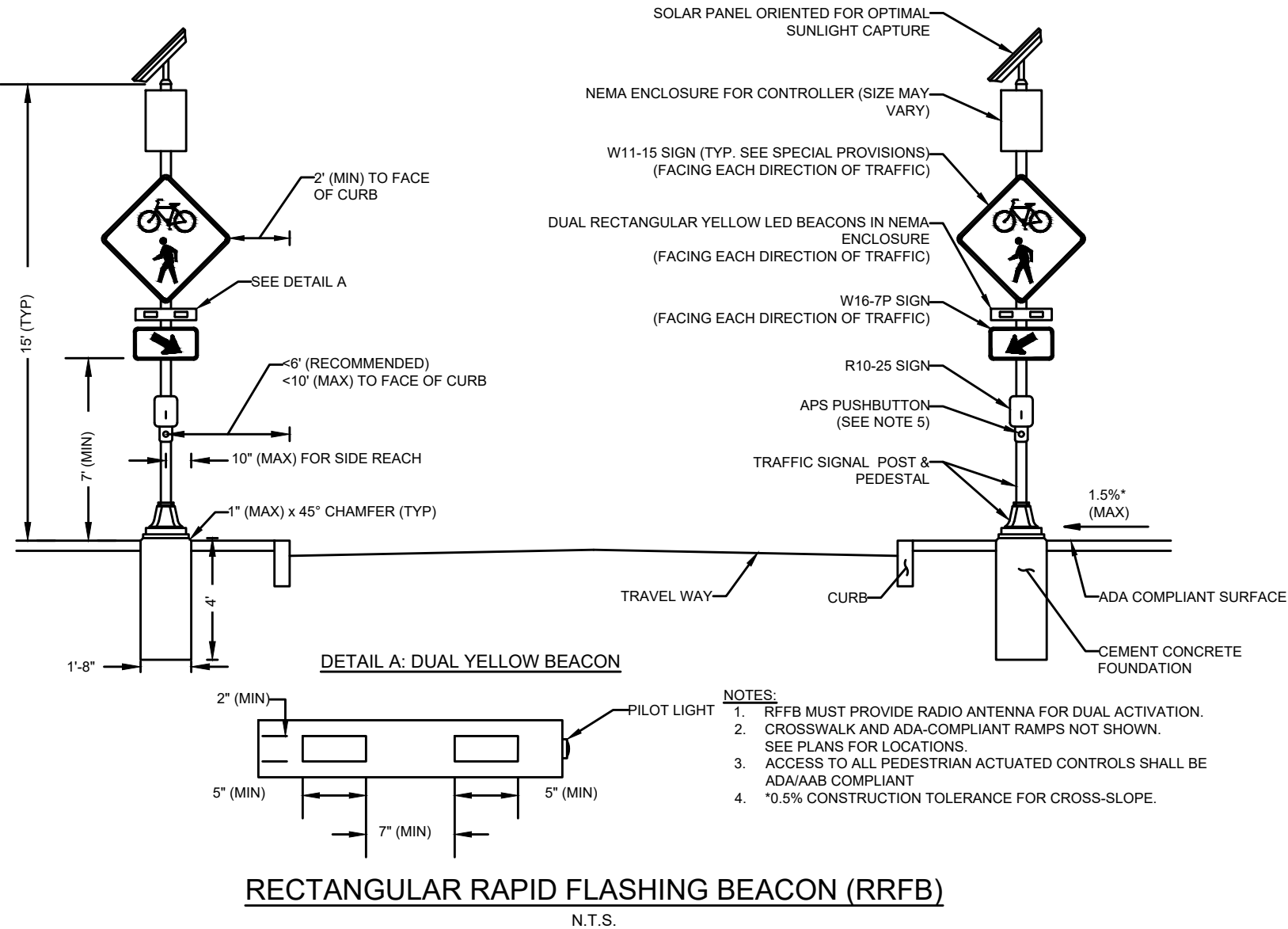


SCALE: 1" = 20'

LEXINGTON
MINUTEMAN BIKEWAY CROSSINGS
RRFB AT REVERE STREET
SHEET 8 OF 10



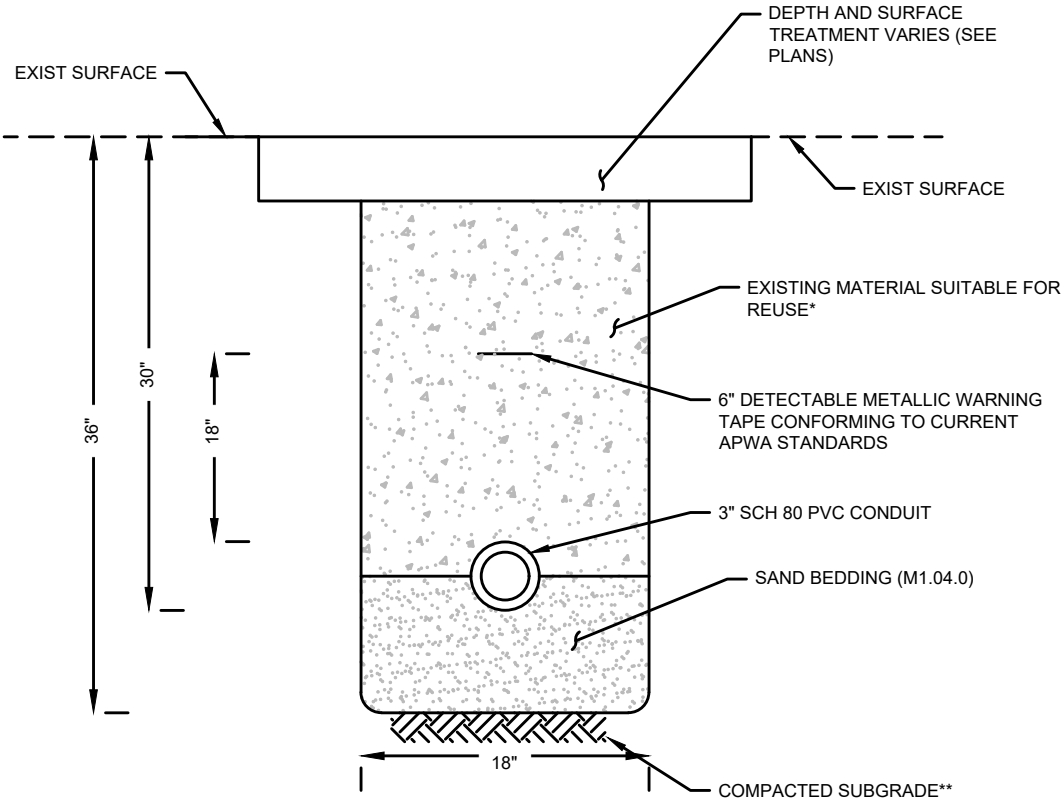
TRAFFIC SIGN SUMMARY													
IDENTIFICATION NUMBER	SIZE OF SIGN (in)		LEGEND	TEXT DIMENSIONS (in)			NUMBER OF SIGNS REQUIRED	COLOR			NUMBER OF POSTS REQUIRED	UNIT AREA (SF)	TOTAL AREA (SF)
	WIDTH	HEIGHT		LETTER HEIGHT	VERTICAL SPACING	ARROW RTE. MKR		BACK-GROUND	LEGEND	BORDER			
R1-1	30	30		①			8	RED	WHITE	WHITE	3 (5 ON EXIST POST)	6.25	50.00
R10-25	9	12					16	WHITE	BLACK	BLACK	0 (16 MOUNT W/ RRFB)	0.75	12.00
W11-15	30	30					17	FLUORESCENT YELLOW-GREEN	BLACK	BLACK	1 (16 MOUNT W/ RRFB)	6.25	106.25
W16-7pR	24	12					16	FLUORESCENT YELLOW-GREEN	BLACK	BLACK	0 (16 MOUNT W/ RRFB)	2.00	32.00
W16-9p	24	12					16	FLUORESCENT YELLOW-GREEN	BLACK	BLACK	1 (14 W/ EXIST W11-15 & 1 W/ PROP W11-15)	2.00	32.00



LEXINGTON
MINUTEMAN BIKEWAY CROSSINGS
SIGN SUMMARY & CONSTRUCTION DETAILS
SHEET 10 OF 10

NOTES:

- ① SEE 2009 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS FOR TEXT AND LEGEND DIMENSIONS.
2. THE MINIMUM MOUNTING HEIGHT OF POST-MOUNTED SIGNS, MEASURED VERTICALLY FROM THE BOTTOM OF THE SIGN TO THE TOP OF CURB OR SIDEWALK, OR THE ELEVATION OF THE NEAR EDGE OF TRAVEL WAY, SHALL BE 7 FEET UNLESS OTHERWISE SPECIFIED.
3. A MINIMUM OF 3'-0" PATH OF TRAVEL CLEARANCE, EXCLUDING CURB, IS REQUIRED WHEN PLACING SIGNS.



CONDUIT TRENCH
N.T.S.

Hancock St



Hancock St



Meriam St



Meriam St



Revere St



Revere St



Woburn St



Woburn St



Fletcher Ave



Fletcher Ave



Westview St



Westview St



Bow St



Bow St



Fottler Ave



Fottler Ave



AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Request to Add Parking Restriction for REV Shuttle Adjacent to Brookline Bank, 1793 Massachusetts Avenue

PRESENTER:

Susan Barrett, Transportation
Manager

ITEM NUMBER:

I.3

SUMMARY:

Category: Decision-Making

Attached please find the presentation explaining the need to move the Rev Shuttle drop off spot from in front of the Depot Building to a spot in front of the Brookline Bank. The request is to reserve these two parking spots only on Monday through Friday from the hours of 7 AM to 9 AM. At all other times, the parking would be open to general parking. Susan Barrett will be attending the meeting to present this item and has prepared sample signage.

SUGGESTED MOTION:

Move to approve reserving two parking spaces for The Rev Shuttle, adjacent to Brookline Bank on Depot Square for the hours of 7:00 AM to 9:00 AM Monday through Friday.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

4/8/2024

6:30pm

ATTACHMENTS:

Description

Type

□ Presentation

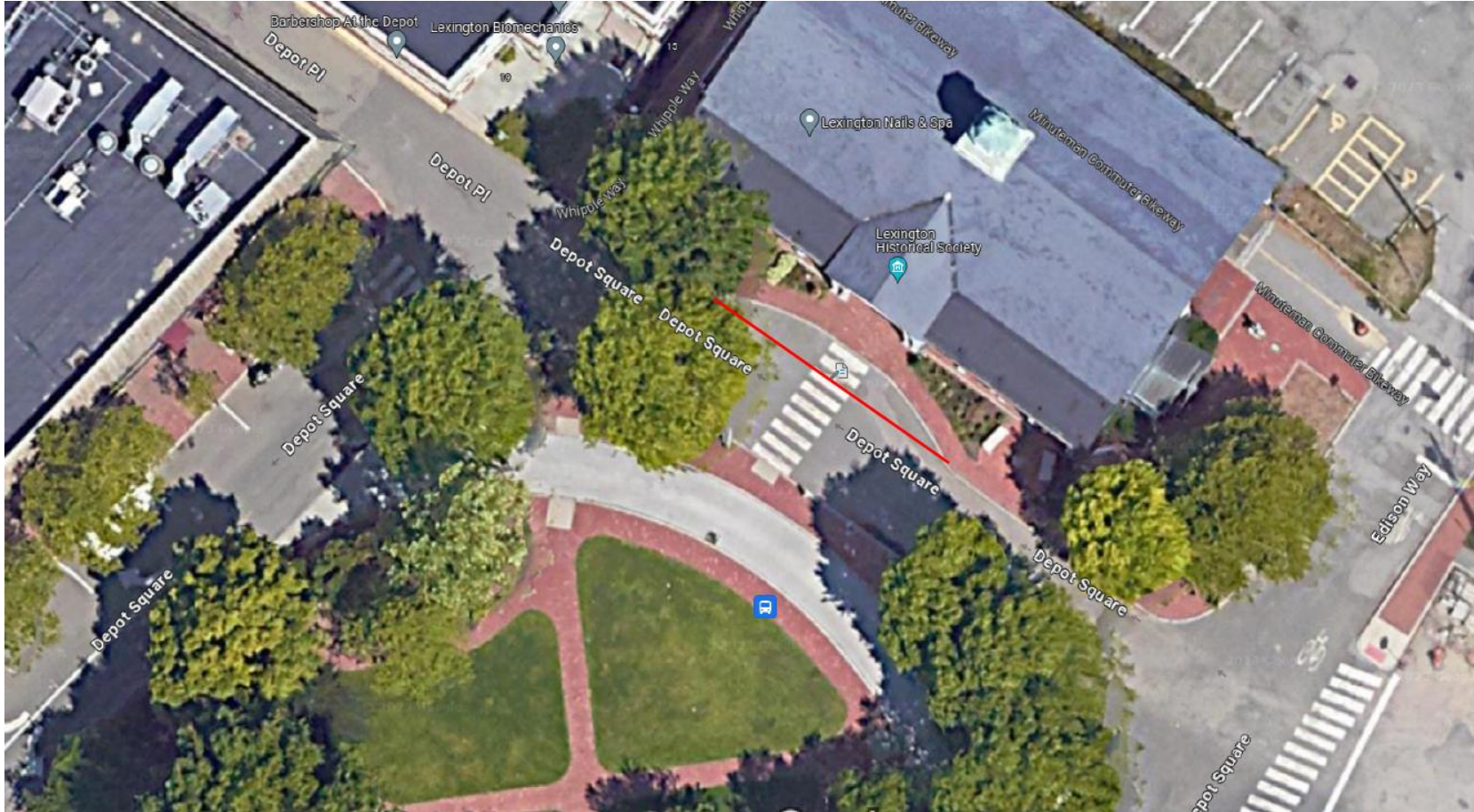
Cover Memo

Request to restrict metered parking
at Brookline Bank
Monday-Friday 7AM-9AM
for REV Alewife Shuttle

Presented by Susan Barrett, Transportation Manager
to Select Board

April 8, 2024

Current REV Parking Location



The REV currently parks in the carved out area in front of the Depot Building.

Proposed new REV parking location



Proposal is to park shuttle in these two metered parking spaces alongside Brookline Bank only in the AM. Currently, the REV is scheduled for pick-ups in Lexington Center at 7:20AM and 8:45AM Mon-Fri. Those times will not always be constant, but would occur between 7AM-9AM Mon-Fri.

Draft of Possible Signage



AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Review and Approve Town Manager Search Screening Committee Charge

PRESENTER:

Board Discussion

ITEM NUMBER:

I.4

SUMMARY:

Category: Decision-Making

The Select Board is being asked to review and approve the proposed Town Manager Search Screening Committee Charge and allow for any non-substantive edits to be made if needed.

SUGGESTED MOTION:

Move to approve Town Manager Search Screening Committee Charge (as proposed/as amended) allowing staff to make non-substantive edits as necessary.

FOLLOW-UP:

Select Board Office

DATE AND APPROXIMATE TIME ON AGENDA:

4/8/2024

6:35pm

ATTACHMENTS:

Description	Type
❑ Proposed TM Search Screening Committee Charge	Backup Material
❑ Proposed TM Search Screening Committee Charge - Redlined	Backup Material

Town Manager Search Screening Committee Charge

Authority	The Town Manager Search Screening Committee is an ad hoc committee appointed by the Select Board.
Membership	<p>The Town Manager Search Screening Committee will have nine (9) members composed as follows:</p> <ul style="list-style-type: none">• 2 Select Board Members• 1 Planning Board Member• 1 Business Representative• 5 Community Representatives/ Town Meeting/Committee members <p>The Screening Committee should represent a diversity of lived experience, relevant expertise and community involvement.</p>
Liaisons	The Town Manager Search Screening Committee will have one liaison from the Appropriation Committee and one from the Capital Expenditures Committee.
Purpose	<p>The purpose of the Committee will be to recommend to the Select Board, finalists for consideration for appointment as Lexington's next Town Manager.</p> <p>Consistent with State law, the meetings and deliberations of the Committee shall be subject to the Open Meeting law, but the names of applicants and candidates interviewed by the Committee shall not be made public and Screening Committee interviews shall be in Executive Session under Exemption 8.</p>
Responsibilities	<p>The Committee's responsibilities shall be to:</p> <ol style="list-style-type: none">1. Assist the Executive search consultant(s) in outlining and promoting community listening and discussion sessions with Town Boards and Committees, Town employees, citizens and other community stakeholders, as outlined in the timeline; in order to help inform the Select Board on the qualities, strengths, and characteristics of candidates they envision for the Town Manager.2. Review the Board of Selectmen-Town Manager Act and understand the Town Manager's role.3. Work with the executive search consultant(s) to review community input and feedback regarding the traits and management style desired for the next Town Manager and develop selection criteria for evaluating the candidates.4. Review candidates' resumes and application materials. Evaluate resumes and application materials recommended for interview based upon the established selection criteria. Approve recommended list of applicants for interview.

5. Work with the consultant to develop interview questions for the Screening Committee interviews.
6. Conduct interviews of the recommended candidates in executive session.
7. Review background and references as appropriate.
8. Recommend to the Select Board a minimum of three final candidates, who best match the selection criteria, unless a lesser number is agreed upon by the Select Board.
9. Work with the Consultant to provide a report of the key attributes of each candidate recommended.

Deliverable

It is expected that Committee shall begin its work by mid-May and shall submit its list of recommended finalists to the Select Board by August 14, 2024, unless another date is agreed to by the Select Board.

COMMITMENTS

The time commitment for the search screening committee will span mid-May through mid-August with frequent regularly scheduled meetings, including several half day or longer sessions, to include community listening sessions, resume reviews, screening interviews and evaluation sessions. It is expected that any appointed member will attend all evaluative sessions.

Town Manager Search Screening Committee Charge

Authority The Town Manager Search Screening Committee is an ad hoc committee appointed by the Select Board.

Membership The Town Manager Search Screening Committee will have nine (9) members composed as follows:

- 2 Select Board Members
- 1 Planning Board Member
- 1 Business Representative
- 5 ~~Town Meeting/Committee~~/Community Representatives/ Town Meeting/Committee members

The Screening Committee should represent a diversity of lived experience, relevant expertise and community involvement.

Liaisons The Town Manager Search Screening Committee will have one liaison from the Appropriation Committee and one from the Capital Expenditures Committee.

Purpose The purpose of the Committee will be to recommend to the Select Board, finalists for consideration for appointment as Lexington's next Town Manager.

Consistent with State law, the meetings and deliberations of the Committee shall be subject to the Open Meeting law, but the names of applicants and candidates interviewed by the Committee shall not be made public and Screening Committee interviews shall be in Executive Session under Exemption 8.

Responsibilities The Committee's responsibilities shall be to:

1. ~~Oversee and guide~~Assist the Executive search consultant(s) in outlining and promoting community listening and discussion sessions with Town Boards and Committees, Town employees, citizens and other community stakeholders, as outlined in the timeline; in order to help inform the Select Board on the qualities, strengths, and characteristics of candidates they envision for the Town Manager.
2. Review the Board of Selectmen-Town Manager Act and understand the Town Manager's role.-
3. Work with the executive search consultant(s) to review community input and feedback regarding the traits and management style desired for the next Town Manager and develop-

~~4. Review and approve the executive search consultants' proposed~~ selection criteria for evaluating the candidates.

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5. Review candidate's resumes and application materials. Evaluate resumes and application materials recommended for interview based upon the established selection criteria. Approve recommended list of applicants for interview.
6. Work with the consultant to develop interview questions for the Screening Committee interviews.
7. Conduct interviews of the recommended candidates in executive session.
8. Review background and references as appropriate.
9. Recommend to the Select Board a minimum of three final candidates, who best match the selection criteria, unless a lesser number is agreed upon by the Select Board.
10. Work with the Consultant to provide a report of the key attributes of each candidate recommended.

~~11. Assist the Select Board, collectively and individually, in preparing for interviews in executive session and in open session under the Massachusetts Open Meeting law.~~

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Deliverable

It is expected that Committee shall begin its work by mid-May and shall submit its list of recommended finalists to the Select Board by August 7¹⁴, 2024, unless another date is agreed to by the Select Board. _

COMMITMENTS

The time commitment for the search screening committee will span mid-May through mid-August with frequent regularly scheduled meetings, including several half day or longer sessions, to include community listening sessions, resume reviews, screening interviews and evaluation sessions. It is expected that any appointed member will attend all evaluative sessions.