

SELECTMEN'S MEETING  
Monday, December 16, 2013  
Selectmen Meeting Room  
7:00 p.m.

**AGENDA**

- 7:00 p.m. PUBLIC COMMENT (10 min.)**
- 7:10 p.m. SELECTMEN CONCERNS AND LIAISON REPORTS (5 min.)**
- 7:15 p.m. TOWN MANAGER REPORT (5 min.)**
- 7:20 p.m. ITEMS FOR INDIVIDUAL CONSIDERATION**
1. Cary Memorial Building Design Committee Report (15 min.)
    - a. Project Update and Funding Request
    - b. Request for Special Town Meeting Article
  2. Community Center Advisory Committee - Revise Charge and Membership (5 min.)
  3. Emergency Shelter Staff Recommendation (5 min.)
  4. Community Center Advisory Committee Status Report (20 min.)
  5. Selectmen Committee Appointments (5 min.)
    - a. Battle Road Scenic Byway Committee
    - b. Town Celebrations Subcommittee
  6. Future Meetings (5 min.)
- 8:15 p.m. CONSENT (5 min.)**
1. One-day Liquor License – J. Vincent Salon
- 8:20 p.m. EXECUTIVE SESSION (15 min.)**
1. Exemption 3: Pending Litigation and Police Negotiations Update
- 8:35 p.m. ADJOURN**

The next regular meeting of the Board of Selectmen is scheduled for Monday, January 6, 2014 at 7:00 p.m. in the Selectmen Meeting Room, Town Office Building, 1625 Massachusetts Avenue.

*Hearing Assistance Devices Available on Request  
All agenda times and the order of items are approximate and subject to change.*



# AGENDA ITEM SUMMARY

## LEXINGTON BOARD OF SELECTMEN MEETING

**DATE:** 12/16/13

**STAFF:** Lynne Pease

**ITEM NUMBER:** I.1

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**SUBJECT:**

Cary Memorial Building Design Committee Report

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**EXECUTIVE SUMMARY:**

Nancy Shepard, Chair of the Cary Memorial Building Design Committee, and Don Mills, Architect, will provide a project update, funding request and also a request for a Special Town Meeting Article.

See attached information.

**FINANCIAL IMPACT:**

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**RECOMMENDATION / SUGGESTED MOTION:**

Motion to support the Cary Memorial Building renovation project as proposed by the Cary Memorial Building Renovation Design Committee, and to recommend said project to the Community Preservation Committee for consideration of CPA funding.

Motion to call for a special town meeting on Monday, March 24, 2014 at 7:45 p.m. for the purpose of presenting an Article for funding of the Cary Memorial Building renovation project.

**STAFF FOLLOW-UP:**

Selectmen's Office

Thanks you for inviting us to address this meeting. We have a short presentation and then we'd be happy to answer any questions you have.

I am here as the Chair of the ad hoc Cary Memorial Building Renovation Design Committee. With me is Don Mills from Mills Whitaker Architects, who is the designer of the project. Other members from the committee present at this meeting are.....

The charge of our committee is to oversee the development of the Cary Memorial Building Renovation Design and Construction Documents. We have been instructed to review the completed study for the Cary Memorial Building Renovation dated January 18, 2013 and to work with the designer to provide feedback on the suitability of the design to achieve the identified improvements from the January 2013 report.

Since July, we have met 6 times and advised the designer on the development process. To insure that we deliver the goals of the project to improve life safety, building infrastructure and usability, there are now refinements to the project. The design has been enhanced and these refinements resulted in an increase of approximately \$625,000. The committee looked for opportunities to decrease costs before voting unanimously to support these changes. The designer will explain these changes.

Don speaks here.

If the Board of Selectmen chooses to further these recommendations, the committee also recommends timing of the appropriation to enable spring bidding and a 15 month construction project that would start in June of 2014. We believe this is in the best interest of the community for 2 reasons- spring bidding will potentially give us more competitive pricing than summer bidding and since the hall will not be usable during construction, this will simplify the normal annual scheduling of the hall. The building would re-open on September 1, 2015.

In order to achieve this schedule, we may want to consider a Special Town Meeting for this article.

Thank you.

Supporting materials: (provided by Don)

Overview of the funding of the project

DD phase- variations in project costs

Time line for the project

Breakdown of which parts of the project are eligible for CPA funds, PEG access, and Town funds.

# CARY MEMORIAL BUILDING RENOVATION

## *INTEGRATED PROJECT SCOPE*

### **A. LIFE SAFETY IMPROVEMENTS**

...Code Issues, Accessibility, Etc...

### **B. BUILDING SYSTEM IMPROVEMENTS**

...Upgrading of Aging Systems...

### **C. FACILITY USABILITY IMPROVEMENTS**

...Enhancements to Support Use...

# Design Development Phase - Summary of Estimated Project Costs

Mills Whitaker Architects - 6 December 2013

<b>BUDGET</b>	<b>DESIGN DEVELOPMENT PROJECT ESTIMATE</b>
6,444,800	Construction Cost (Net Trades + 10% Pricing Contingency)
935,000	General Conditions, Bonds, Insurance, OH+P
206,000	Pricing Escalation Allowance to Construction Start Date
<b>7,585,800</b>	<b>Approximate Cost of Construction Contract</b>
11,100	Alternate A: Extend Sanitary Replacement to Mass Ave
61,500	Alternate B: Terrazzo Flooring Enhancements
	\$16,100: Re-grout Men/Women Toilet Rooms
	\$45,400: Re-grout Lower Lobby
150,000	Owner's Expenses: Clerk of Works, FFE, Testing, NSTAR
230,000	Allowance for A/E Bidding & Contract Administration
575,000	Project Contingency for Unforeseen Conditions (7.5%)
<b>8,613,400</b>	<b>PROJECT BUDGET (incl. \$75.6k in Alternates)</b>

# Cary Memorial Building / Lexington MA

Design Development Phase - Variation in Project Costs

Mills Whitaker Architects - 6 December 2013

<b>BUDGET</b>	<b>ITEMS DIFFERING FROM PREVIOUS PHASE</b>
38,600	Provide Accessible Route from Green Room to Estabrook
7,000	Upgrade Accessibility of Pre-Existing Accessible Toilet
81,500	Upgrade Foodservice Equipment in Serving Areas
22,500	Repair Concealed Deterioration at Basement Columns
30,000	Provide Exterior Storage for Snow Equipment & Gasoline
12,900	Remove Redundant Stair & Provide Storage Room
82,600	Allowance for Removal of HazMats & Contaminated Soils
217,924	HVAC System Refinements
8,250	Restore Original Stone Drinking Fountains to Full Use
33,000	Provide Enhanced Stage Lighting
92,000	Terrazzo Flooring Restoration (incl. \$61.5k in Alternates)
<b>626,274</b>	<b>Approximate Cost Increase for Selected Items</b>

<b>\$8,537,126</b> (\$550,000)	<b>SCHEMATIC PROJECT COST ESTIMATE - Dec 2012</b> Current Expenditure for Construction Documents
<b>\$7,987,126</b> \$626,274	<b>ANTICIPATED DES. DEV. PROJECT COST</b> Approximate Cost Increase for Selected Items
<b>\$8,613,400</b>	<b>DESIGN DEVELOPMENT PROJECT COST - Nov 2013</b>

\$8,177,350	CPA FUNDS
\$235,230	GENERAL FUND \$15,000: Loose Fixtures, Furnishings and Equipment \$30,000: Exterior Storage for Snow Equip. + Gasoline \$190,230: Portion of AV System (\$391,050 total)
\$200,820	PEG ACCESS: Remaining Portion of AV System
<b>\$8,613,400</b>	<b>TOTAL APPROPRIATION REQUEST</b>

# **CARY MEMORIAL BUILDING RENOVATION**

## *PROPOSED PROJECT SCHEDULE*

### **BIDDING & CONTRACTOR SELECTION**

April 1 – May 30, 2014

*More Competitive Bidding During Spring*

### **CONSTRUCTION PERIOD**

June 1, 2014 – August 30, 2015

*Lessens Impact on Event Scheduling*



# AGENDA ITEM SUMMARY

## LEXINGTON BOARD OF SELECTMEN MEETING

**DATE:** 12/16/13

**STAFF:** Lynne Pease

**ITEM NUMBER:** I.2

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**SUBJECT:**

Community Center Advisory Committee – Revise Charge and Membership

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**EXECUTIVE SUMMARY:**

The Committee has requested that the Permanent Building Committee Liaison position become a voting member of the Committee. See attached revised charge.

**FINANCIAL IMPACT:**

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**RECOMMENDATION / SUGGESTED MOTION:**

Motion to approve the proposed changes to the Community Center Advisory Committee to make the Permanent Building Committee Liaison a member.

Motion to appoint Jon Himmel as the Permanent Building Committee representative to the Community Center Advisory Committee.

**STAFF FOLLOW-UP:**

Selectmen's Office

## AD HOC COMMUNITY CENTER ADVISORY COMMITTEE

Members:	<del>8</del>	Deleted: 7
Appointed by:	Board of Selectmen	
Length of term:	The Committee tasks should be completed in 3 or fewer years	
Staff:	Public Facilities	
Liaisons:	Selectmen, Departments (Recreation, Human Services, Cary Library, Town Manager, MIS, Police, Fire, Public Facilities, Public Works, School); Committees (Appropriations and Capital Expenditures)	Deleted: Permanent Building.

**Description:** To provide recommendations to the Board of Selectmen of how to best serve the intellectual, physical, cultural and social needs of our diverse community by identifying services to be delivered in the Community Center, to be located at 33 Marrett Road and as voted at the March 18, 2013 Special Town Meeting. Consideration must be given to the timing and sequencing of providing these services, along with the implications for staffing. Proposals to upgrade the facility should be made in a manner which is sensitive to the historic nature of the site and to maintain the Town's relationship with the immediate abutter(s).

Recommendations for buildings upgrades and/or renovations to accommodate such services may be referred at a future time to the Permanent Building Committee.

Recommendations by the Committee may be organized by:

- Programmatic components;
- Organizational and staffing needs;
- Impact on other municipal departments; and
- Facility and space needs driven by the programs,

Interim recommendations to the Board of Selectmen that will allow the initial operation of the Community Center and relocation of appropriate Town departments, shall be provided. The Committee will have completed its charge when the Community Center is fully operational as defined by the Board of Selectmen.

Any and all recommendations of the Committee, including funding recommendations for facility upgrades or in support of the Committee's work, shall be made only to the Board of Selectmen unless the Selectmen direct otherwise. The Board of Selectmen may choose whether to further these recommendations, including presenting the request to Town Meeting, based on the Board's determination of what is in the best interests of the community.

**Criteria for Membership:** The Committee shall consist of citizens with sufficient background to understand the delivery of human services, recreation services and continuing education. ~~It will also include a member of the Permanent Building Committee. Further, they should have sufficient understanding of facility and operational management and its impact on delivering said services.~~ The Chair shall be selected by the Board of Selectmen and the Town Manager will select a non-voting staff member to serve as Vice Chair.

Prior to serving as a member of this Committee, appointees are required to:

1. Acknowledge receipt of the Summary of the Conflict of Interest Statute. Further, to continue to serve on the Committee the member must acknowledge annually receipt of the summary of the Conflict of Interest Statute. Said summary will be provided by and acknowledged by the Town Clerk.
2. Provide evidence to the Town Clerk that the appointee has completed the on-line training requirement required by the Conflict of Interest Statute. Further, to continue to serve on the Committee, the member must acknowledge every two years completion of the on-line training requirement.

**Ref:** Charge adopted by the Board of Selectmen on April 22, 2013.  
Board of Selectmen voted to designate members as Special Municipal Employees on April 22, 2013.  
Selectmen revised the charge to include a Selectmen liaison on June 3, 2013.  
Selectmen revised the charge to include a liaison from MIS and appointment of a Vice Chair on July 1, 2013.

## AD HOC COMMUNITY CENTER ADVISORY COMMITTEE

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# AGENDA ITEM SUMMARY

## LEXINGTON BOARD OF SELECTMEN MEETING

**DATE:**

December 16, 2013

**PRESENTER:**

Carl F. Valente

**ITEM NUMBER:**

I.3

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**SUBJECT:**

**Emergency Shelter - Staff Recommendation**

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**EXECUTIVE SUMMARY:**

The Community Center Advisory Committee is looking for guidance regarding whether the new Community Center should function as the Town's emergency shelter.

Currently, the high school serves as the emergency shelter. It has sufficient space, restrooms with showers, sufficient parking and access to food storage and preparation equipment. It is also on an emergency generator although not all parts of the building are served by this generator. Its layout permits the 'registration' of residents who may be in need of a shelter during an emergency event as well as segregated common and sleeping areas. While the high school could benefit from certain upgrades for shelter purposes, it clearly has benefits in terms of size, function and location that the Community Center could not provide. The Fire Chief, who is the Director of Emergency Management, recommends that the emergency shelter remain at the high school.

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**FINANCIAL IMPACT:**

NA

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**RECOMMENDATION / SUGGESTED MOTION:**

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**STAFF FOLLOW-UP:**

TMO



*Town of Lexington*  
Fire Department

John A Wilson  
Chief of Department

Tel: (781) 862-0272  
Fax: (781) 861-2791

December 9, 2013

Michelle Ciccolo  
Chair, AhCCAC

RE: Emergency Shelter

Dear Ms. Ciccolo,

As the Emergency Management Director for the Town, I wanted to address the use of the new Community Center as an emergency shelter. When we plan a site for a shelter we look at several key areas; central location, expandable area, having a food prep area, separate toilet and shower facilities, and emergency power. This is why our primary emergency shelter is located at the High School. The High School also has the added benefit of always having food on the premises. I do not see the Community Center having any advantages over our current shelter, and we would not want to divide our resources having multiple shelters.

I certainly agree that the community center would be ideal as a warming/cooling/charging center, much like the Library, and would benefit from an emergency generator. I do not however recommend using it as an overnight shelter.

Respectfully,

John A Wilson  
Chief of Department

# AGENDA ITEM SUMMARY

## LEXINGTON BOARD OF SELECTMEN MEETING

**DATE:** 12/16/13

**STAFF:** Lynne Pease

**ITEM NUMBER:** I.4

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**SUBJECT:**

Community Center Advisory Committee Status Report

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**EXECUTIVE SUMMARY:**

Michelle Ciccolo will be at your meeting to present a status report on the Community Center Advisory Committee's recommendations.

**FINANCIAL IMPACT:**

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**RECOMMENDATION / SUGGESTED MOTION:**

**STAFF FOLLOW-UP:**

Selectmen's Office

# AGENDA ITEM SUMMARY

## LEXINGTON BOARD OF SELECTMEN MEETING

**DATE:** 12/16/13

**STAFF:** Lynne Pease

**ITEM NUMBER:** I.5

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**SUBJECT:**

Selectmen Committee Appointments:

- Battle Road Scenic Byway Committee
- Town Celebrations Subcommittee

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**EXECUTIVE SUMMARY:**

Rick Abrams has agreed to become a member of the Battle Road Scenic Byway Committee.

The Town Celebrations Committee has requested that Geetha Padaki be appointed to the Town Celebrations Subcommittee.

**FINANCIAL IMPACT:**

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**RECOMMENDATION / SUGGESTED MOTION:**

Motion to appoint Rick Abrams to the Battle Road Scenic Byway Committee for a term to expire September 30, 2015.

Motion to appoint Geetha Padaki to the Town Celebrations Subcommittee for a term to expire June 30, 2015.

**STAFF FOLLOW-UP:**

Selectmen's Office

# AGENDA ITEM SUMMARY

## LEXINGTON BOARD OF SELECTMEN MEETING

**DATE:** 12/16/13

**STAFF:** Lynne Pease

**ITEM NUMBER:** I.6

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**SUBJECT:**

Future Meetings

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**EXECUTIVE SUMMARY:**

Attached are calendars for January 2014 through April 2014 showing holidays, vacations I am aware of and current meetings scheduled.

Please bring your calendars. Suggested meeting dates are:

January 13 (BOS)	January 27	
February 3	February 10	February 24
March 10	March 17	

Town Meeting begins:

Monday, March 24	Wednesday, March 26
Monday, March 31	Wednesday, April 2
Monday, April 7	Wednesday, April 9
	Wednesday, April 16
Monday, April 28	Wednesday, April 30

No Town Meeting or BOS Meeting on April 14 (Passover) or the week of School Vacation (April 21 to 25).

**FINANCIAL IMPACT:**

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**RECOMMENDATION / SUGGESTED MOTION:**

**STAFF FOLLOW-UP:**

Selectmen's Office



# AGENDA ITEM SUMMARY

## LEXINGTON BOARD OF SELECTMEN MEETING

**DATE:** 12/16/13

**STAFF:** Lynne Pease

**ITEM NUMBER:** C.1

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**SUBJECT:**

Consent Agenda

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**EXECUTIVE SUMMARY:**

Approve a one-day liquor license for J. Vincent Salon to serve beer and wine on Friday, January 10, 2014, from 5:30 p.m. to 8:30 p.m. for a one year anniversary party at the Salon located at 1666 Mass. Avenue.

See attached information.

**FINANCIAL IMPACT:**

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**RECOMMENDATION / SUGGESTED MOTION:**

Motion to approve the Consent Agenda.

**STAFF FOLLOW-UP:**

Selectmen's Office