

SELECTMEN'S MEETING
Wednesday, March 26, 2014
Selectmen Meeting Room
6:00 p.m.

AGENDA

- 6:00 p.m. PUBLIC COMMENTS (10 min.)**
- 6:10 p.m. SELECTMEN CONCERNS AND LIAISON REPORTS (5 min.)**
- 6:15 p.m. TOWN MANAGER REPORT (5 min.)**
- 6:20 p.m. ITEMS FOR INDIVIDUAL CONSIDERATION**
1. Request from Lexington Minuteman for Use of Battle Green (10 min.)
 2. Article Positions/Article Presenters (30 min.)
 3. Approve Charge and Members to the Monuments and Memorials Committee (5 min.)
 4. Approve Request for Discovery Day Street Fair (5 min.)
 5. Communications Advisory Committee Recommendations on Municipal WiFi (5 min.)
 6. Request of the Tourism Committee to Make Report to the Annual Town Meeting (5 min.)
- 7:20 p.m. CONSENT AGENDA (5 min.)**
1. Sign Battle Green Flag Certificate for Retiring Marine Tirone
- 7:25 p.m. ADJOURN**

The next meeting of the Board of Selectmen is scheduled for Monday, March 31, 2014 at 6:00 p.m. in the Selectmen's Meeting Room, 1625 Massachusetts Avenue.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 3/26/14

STAFF: Lynne Pease

ITEM NUMBER: I.1

SUBJECT:

Request from Lexington Minuteman for Use of Battle Green

EXECUTIVE SUMMARY:

Bill Poole will be at your meeting to request permission for the Lexington Minute Men to use the Battle Green for occasional drilling through the summer and fall.

See attached email request and comments from Police and Public Works. If the Board approves this request it would be helpful if the Lexington Minute Men check with the Selectmen's Office (by phone or email) prior to their drilling exercises to make sure the Battle Green has not been requested by someone else and so we can let the Police know in case they receive any calls.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

STAFF FOLLOW-UP:

Selectmen's Office

Lynne Pease

From: William Poole [REDACTED]
Sent: Thursday, March 20, 2014 2:33 PM
To: Lynne Pease
Subject: Re: Drilling on the Common

Lynne,

Yes, I can be there before 6:00 pm. The drills would be planned some days if not a week or so in advance and would depend of course on the availability of the Common. Someone from the Company would notify you in a timely fashion to determine availability. Meeting in Selectmen's Room?

Bill

From: [Lynne Pease](#)
Sent: Thursday, March 20, 2014 2:13 PM
To: 'William Poole'
Subject: RE: Drilling on the Common

Can you be there at 6 PM. I will put you first on the agenda. If the Board is OK with your request, we will have to figure a way for you to check with me to make sure no one has reserved the Battle Green for another purpose on particular day and it would be helpful for you to let me know when you plan to use the Battle Green even if it is the day before.

Lynne A. Pease

Selectmen's Office
 Town of Lexington
 1625 Massachusetts Avenue
 Lexington, MA 02420
 email selectmen@lexingtonma.gov
 phone 781-698-4580
 fax 781-863-9468

From: William Poole [REDACTED]
Sent: Tuesday, March 18, 2014 4:34 PM
To: Lynne Pease
Subject: Re: Drilling on the Common

Lynne,

I will be able to attend. The problem is that we do not have any set schedule and would have to draw one up after consulting with our members.

This was a conjectural proposal to see if it were possible for us to make use of the Common occasionally as a drill site. The requests from the police and DPW are very reasonable and would be adhered to. I am very grateful for the consideration and will be glad to talk with the Selectmen on the 26th.

Thank you very much for your help with this Lynne, it is greatly appreciated. Do you have a scheduled time when I should be at the meeting?

Bill

From: [Lynne Pease](#)
Sent: Tuesday, March 18, 2014 3:03 PM
To: 'William Poole'
Subject: RE: Drilling on the Common

Bill,

Would you be available to attend the March 26 Selectmen's Meeting to discuss your request to have drills on the Battle Green. The comments I received from staff include:

1. The Police request that you assemble on the Green and not march on the public ways.
2. DPW requests you not do drills on Friday evenings when the Chamber has concerns and when you use the Battle Green to do the drilling in different locations on the Green so you don't wear out certain areas.

If you are available to come on March 26, please provide a more detailed plan to discuss with the Selectmen. If March 26 is not good for you we can schedule it for another meeting. Let me know if you have any questions.

Lynne A. Pease

Selectmen's Office
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
email selectmen@lexingtonma.gov
phone 781-698-4580
fax 781-863-9468

From: William Poole [REDACTED]
Sent: Sunday, January 26, 2014 8:36 AM
To: Lynne Pease
Cc: eboard@lexingtonminutemen.com
Subject: Drilling on the Common

Lynne,

I would like to seek the thoughts of the Selectmen on the possibility of the Lexington Minute Men occasionally drilling on the Common without firing. It would be only a very few times through the summer and fall on Saturdays or perhaps some weekday evenings. Would it be an attraction for tourists?

We would not require any services from the Town as we would just march over from St. Brigid's or gather individually on the Common whichever the Selectmen would prefer and then drill for an hour or so.

What notification would the Selectmen ask for? Would they consider each drill as a "formal" request for use of the Common and require individual permissions be sought, or could we simply find out ahead of time if the Common is available and notify the Selectmen's office ahead of time of our intention to drill?

We do not have any schedule of such drills and it would be whenever we can get enough members to participate.

I know that this quite nebulous, but the members really like the idea of using the Common as they would have in 1774-75. If the Selectmen think this is possible and would be of any benefit to the Town or tourism, then we would love to carry them out.

Sincerely,
Bill Poole
Captain Commanding Lexington Minute Men

3/24/2014

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 3/26/14

STAFF: Lynne Pease

ITEM NUMBER: I.2

SUBJECT:

Article Positions

EXECUTIVE SUMMARY:

Continue to take positions on the Annual Town Meeting warrant articles. I will update the list after your Monday meeting and have it at your places on Wednesday.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

STAFF FOLLOW-UP:

Selectmen's Office

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 3/26/14

STAFF: Lynne Pease

ITEM NUMBER: I.3

SUBJECT:

Approve Charge and Members to the Monuments and Memorials Committee

EXECUTIVE SUMMARY:

Attached is the proposed charge for the Monuments and Memorials Committee for your approval. The proposed members and who they are representing are:

Sam Doran (Historical Society)
Gerry McCarthy (VFW)
Linda Dixon (Town Celebrations Committee and Vets Association)
Mike DaRu (Lexington Minute Men and Town Historical)
Charlie Price (Lexington Minute Men and Veteran)

Ryan Lennon would be the Veterans Office staff.

Questions that need to be decided are whether the Selectmen representative should be a voting member or liaison. Also when you discussed this item previously, Mrs. McKenna asked if a Tourism Committee member should be included as a liaison. The Board is also responsible for appointing a Chair for this committee.

The motions below are based on staggered appointment dates.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

Motion to adopt the Monuments and Memorials Committee charge, as presented.

Motion to appoint Sam Doran and Gerry McCarthy to the Monuments and Memorials Committee for a three year term to expire September 30 2016.

Motion to appoint Linda Dixon and Mike DaRu to the Monuments and Memorials Committee for a two-year term to expire September 30, 2015.

Motion to appoint Charlie Price to the Monuments and Memorials Committee for a one-year term to expire September 14, 2014.

Motion to appoint _____ as Chair of the Monuments and Memorials Committee.

STAFF FOLLOW-UP:

Selectmen's Office

Monuments and Memorials Committee

Membership: Seven
Appointed by: Selectmen
Length of Term: 3 years, September 30 appointments, staggered
Meeting Times: As needed

Description: The Committee will develop and publish an inventory of existing public and private memorials within Lexington, assess the condition of these public memorials, and recommend to the Board of Selectmen an annual maintenance and restoration plan.

The Committee will be charged with identifying the need for new public memorials for veterans and/or other persons or events and recommend possible design and locations for such memorials. All records pertaining to actions of the Monuments and Memorials Committee shall be filed with the Town Clerk for archiving purposes.

Criteria for Membership: The Committee seeks members with one or more of the following backgrounds:

1. Is a military veteran or represents a veterans' organization;
2. Is knowledgeable about Lexington's history;
3. Has knowledge and expertise in design, construction and preservation of statuary and monuments.

The Chair will be appointed by the Board of Selectmen.

A liaison shall be identified from each of the following: Town Celebrations Committee, Department of Public Facilities, Department of Public Works, and the Lexington Historical Society.

The Veterans' Services Office shall provide staff support.

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 to 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 _____.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 3/26/14

STAFF: Lynne Pease

ITEM NUMBER: I.4

SUBJECT:

Approve Request for Discovery Day Street Fair

EXECUTIVE SUMMARY:

Lexington Retailers Association has requested permission to have exclusive use of the Muzzey Street/Waltham Street parking lot on Saturday, May 24, 2014 (rain date May 31) from 5:00 a.m. to 5:00 p.m. for the 35th annual Discovery Day Street Fair. They also request the following permissions: erect seven temporary signs; park flat bed trailer in Lexington Center; and provide free parking. Police and Fire will work out any necessary details with the Lexington Retailers. Use of Depot Square has been approved by the Town Manager.

See attached letter from the Lexington Retailers Association dated March 14, 2014. A copy of the letter was given to the Town Managers Office for them to approve the request to use the Depot Square for a concert.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

Motion to approve the request of the Lexington Retailers Association detailed in a letter dated March 14, 2014 to have exclusive use of the Muzzey Street/Waltham Street parking lot on Saturday, May 24, 2014 (rain date May 31) from 5:00 a.m. to 5:00 p.m. for the 35th annual Discovery Day Street Fair, to erect seven temporary signs, park a flat bed trailer in Lexington Center and provide free parking, subject to having a pre-event meeting with staff from Police, Fire, DPW and to work out the details.

STAFF FOLLOW-UP:

Selectmen's Office

LEXINGTON RETAILERS ASSOCIATION

1780 Massachusetts Avenue

781 862-1034

March 14, 2014

Board of Selectmen, Town of Lexington:

Deborah Mauger, Chair
Peter Kelley
Michelle Ciccolo
Norman Cohen
Joseph Pato

Dear Board Members,

The Lexington Retailers Association (LRA) requests permission to have exclusive use of the Muzzey St./ Waltham St. parking lot on Saturday May 24, 2014 (with a rain date of May 31) from 5 a.m. to 5 p.m., for the purpose of hosting the 35rd annual **Discovery Day Street Fair**. In addition we request the use of Emery Park, from 3:00 p.m. to 6 p.m. for an **Outdoor Concert** by the *NoWheremen*, a Lexington based "Beatles cover band".

During Discovery Day the LRA will be placing portable toilet facilities in the Waltham/Muzzey St. parking lot, and temporarily convert the parking spaces at either entrance to handicapped parking for the duration of the event. We also want to work with the DPW to provide temporary bike racks for the event.

For the purpose of event publicity we request permission to:

-erect seven temporary signs at the following locations:

- 1) on Emery Park, starting May 8 and ending at the conclusion of the event;
- 2) on Massachusetts Avenue sidewalk near the Police Booth, during the event;
- 3) on Massachusetts Avenue sidewalk at Waltham Street, during the event ;
- 4) on Massachusetts Avenue sidewalk at Muzzey Street, during the event;
- 5) on Massachusetts Avenue sidewalk at the Alley between #'s 1776-1780, during the event,
- 6) on Waltham Street sidewalk at the Alley between #'s 11-25, during the event;
- 7) at the Bike-path, in the area by the crossover behind 1775 Mass Ave, during the event.

-park a flat bed trailer in Lexington Center on Massachusetts Avenue in two metered parking spaces in front of Depot Square starting on Friday May 16 and ending on the morning of Discovery Day. A banner publicizing Discovery Day would be hung on the trailer.

-provide Free parking by placing bags over the parking meters in the Central Business District, and not charging in the Depot Lot on Discovery Day. The LRA would be responsible for placing and removing the bags. They would be attached late in the evening prior to Discovery Day and removed after the event. The bags are printed to publicize the event, and most importantly work in conjunction with the above sidewalk signs.

Last year, over 80 of Lexington's businesses, civic organizations and municipal departments transformed the Waltham /Muzzey St. parking lot into a fun filled, family oriented street fair. We appreciate the cooperation the Town provided last year, and look forward to working with you again.

The enclosed page is designed to address questions you may have about **Discovery Day**.

Sincerely,

Richard Michelson, President
Lexington Retailers Association

Q & A - Discovery Day 2014 - Saturday May 24

Q. What will occur during Discovery Day?

A. Discovery Day consist of two events located in different venues. There is a street fair in the Waltham St/Muzzey St parking lot and an outdoor concert in Emery Park.

Q. How will the Muzzey St./ Waltham St. parking lot be used?

A. The parking lot will be closed to all vehicular traffic at Muzzey Street and Waltham Street, parking will be prohibited, and a pedestrian mall will be created. Participants will be assigned specific locations. The following is a tentative schedule:

5 a.m.	Close the parking lot to public vehicular traffic Participants begin set-up
10 a.m.	Participants open to public
3 p.m.	Participants close to public Participants breakdown and cleanup
5 p.m.	Parking lot reopened to public vehicular traffic

Q. Who will be allowed to participate?

A. Lexington retail and service businesses; Lexington community organizations; and Town of Lexington departments and committees

Q. What will occur at the street fair?

The Participants will be allowed to conduct the following activities:

Businesses - promote their businesses and sell merchandise

Community organizations - promote their organization (fundraise with LRA approval)

Town Departments/Committees – promote their groups (fundraise with LRA approval)

In addition, the LRA will provide family oriented entertainment in the parking lot. This may include, but may not be limited to live music performances and live dancing performances.

Q. What is happening in Emery Park?

A. A family oriented outdoor concert from 3:30 p.m to 6 p.m, by the *NoWheremen*, a Lexington based Beatles cover band.

Q. What will the charges to participate be?

A. Charges will be assessed to cover the expenses involved in promoting and implementing Discovery Day. Those expenses will include mailings, advertising, entertainment, rental costs, and town services, as examples. Businesses will be charged a set fee to participate. Lexington community organizations will be charged a highly discounted nominal fee, and Town of Lexington departments and committees will be allowed to participate for free.

Q. What town services will be required?

A. As in the past, we will work with the Police Department for detail officers required for closing the lot for the event. In addition, the DPW assists with site set-up, recycling and rubbish bins, trash disposal and site cleanup. We will again pay the costs for LEXPRESS to operate during the event allowing the public to ride for free.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 3/26/14

STAFF: Lynne Pease

ITEM NUMBER: I.5

SUBJECT:

Communications Advisory Committee Recommendations on Municipal WiFi

EXECUTIVE SUMMARY:

Attached is a recommendation from the Communications Advisory Committee on providing wireless internet communications in town buildings. Mr. Pato will give a brief explanation and discuss next steps.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

STAFF FOLLOW-UP:

Selectmen's Office

Town of Lexington

Recommended Direction on Providing Wireless Internet Communications in Town Buildings

Communications Advisory Committee

DRAFT of February 2014

Reference: *Municipal WiFi in Lexington*, Communications Advisory Committee, May 2012

The Communications Advisory Committee (CAC) endorses the concept of free, Town-provided wireless Internet communications ("Wi-Fi") in municipal buildings for use by both Town employees and the general public. The purpose of this service is to increase effectiveness of users in the modern environment, where timely communications and access to stored data are increasingly important in both business and personal lives.

Most members of the public visit municipal buildings either to transact business in Town offices or to support the Town through meetings and committee work. It is in the Town's interest to support these activities.

The CAC requests that the Board of Selectman task the CAC to develop, in consultation with the Information Technology (IT) Department, a service definition for approval by the Board. The approved service will be implemented in Town buildings as funding becomes available, with priority given to buildings with the largest number of potential users. It is anticipated that the initial installation will be in one or more buildings of the Town's center complex.

Policy principles:

1. The Town should not guarantee communications privacy for non-employees.
2. The IT Department will provide necessary security protection for Town employees' official use of the wireless communications system.
3. Certain public safety-related departments may elect not to permit, or to limit, wireless communications in the buildings they occupy. In other buildings, wireless communications may be curtailed or turned off in emergency conditions at the discretion of public safety officials.

4. The system should be designed to be highly available and to be flexible in accommodating new technology and changes in usage patterns. In particular, it should be straightforward to increase the number of users in a building and provide a greater level of service and to accommodate temporary or permanent redistribution of Town personnel or the hosting of special functions in the building.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 3/26/14

STAFF: Deb Mauger

ITEM NUMBER: I.6

SUBJECT:

Request of the Tourism Committee to Make Report to the Annual Town Meeting

EXECUTIVE SUMMARY:

Mrs. McKenna is requesting permission from the Selectmen to make a Tourism Report under Article 2 (Reports of Committees) of the Annual Town Meeting.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

STAFF FOLLOW-UP:

Selectmen's Office

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 3/26/14

STAFF: Lynne Pease

ITEM NUMBER: C.1

SUBJECT:

Consent

EXECUTIVE SUMMARY:

1. Sign a Certificate that a flag was flown on the Battle Green in honor of retiring Major Michael G. Tirone of the United States Marine Corps. on March 20, 2014.

See attached information.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

Motion to approve the Consent Agenda.

STAFF FOLLOW-UP:

Selectmen's Office



Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

DEBORAH N. MAUGER, CHAIRMAN
PETER C.J. KELLEY
NORMAN P. COHEN
JOSEPH N. PATO
MICHELLE L. CICCULO

TEL: (781) 698-4580
FAX: (781) 863-9468

**Presented
to**

**MAJOR MICHAEL G. TIRONE
The
United States National Ensign**

On behalf of the United States Marine Corps, including those who have made the supreme sacrifice, I wish to present to you what is known as the military man's most honored and cherished possession, the United States National Ensign, the flag which you have so proudly and so honorably defended. The flag which we honor and serve under is the true emblem of our unity, our thoughts, our power and purpose as a nation. Accept it, protect it, guard it, and ever remember that the young men and women you have trained, guided, and inspired will follow in your footsteps and defend it with equal pride. Flown in your honor over LEXINGTON BATTLE GREEN on the 20th Day of March, 2014.

Deborah N. Mauger
Chairman