

SELECTMEN'S MEETING
Monday, January 27, 2014
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. Traffic Safety Advisory Committee Recommendations (15 min.)
 - a. Diamond Roundabout
 - b. Pearl Street Stop Sign
 - c. Prospect Hill Crosswalk
 2. Petition for Sidewalk on Prospect Hill Road (15 min.)
 3. Approve Recommended Recreation Committee Fee Increases (10 min.)
 4. Community Center Advisory Committee Update (20 min.)
 5. Article Presentations (after 7:45 p.m.) (15 min.)
 - a. Article 27 – Amend Zoning By-Law – Allow For-Profit Educational Uses in the Neighborhood Business and Residential Districts
 - b. Article 28 – Amend Zoning By-Law – Allow For-Profit Educational Uses in the Neighborhood Business District and Remove Size Limitation
 - c. Article 29 – Amend Zoning By-Law – Allow For-Profit Educational Uses in the Neighborhood Business District
 6. FY2015 Budget Discussion (20 min.)
 7. Authorize 10-Year Term for Issuance of Bonds for High School Modular Classroom Construction (5 min.)
 8. Approve MWRA Loans (5 min.)
 9. Approve License Agreement for Lexington Animal Shelter (5 min.)
 10. Appointments – Historic Districts Commission, Tourism Committee and Town Celebrations Committee (5 min.)
 11. Town Manager Appointment – Commission on Disability (5 min.)
 12. Sign 2014 Special Town Meeting and Annual Town Meeting Warrant (5 min.)
- 9:25 p.m. CONSENT (5 min.)**
1. Approve Water and Sewer Commitments and Adjustments
 2. Approve Annual Little League Parade
 3. Approve Town Manager Vacation Request
 4. Approve One-day Liquor Licenses – Spectacle Management
 5. Approve Minutes
 6. Approve Executive Session Minutes
- 9:30 p.m. EXECUTIVE SESSION (15 min.)**
1. Exemption 3 and 6: 430 Concord Road
 2. Exemption 6: Purchase of Real Property
- 9:45 p.m. ADJOURN**

The next regular meeting of the Board of Selectmen is scheduled for Monday, February 3, 2014 at 7:00 p.m. in the Selectmen Meeting Room, Town Office Building, 1625 Massachusetts Avenue.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

January 27, 2014

STAFF:

William P. Hadley, Director

ITEM NUMBER:

I.1a

SUBJECT:

Traffic Safety Advisory Committee Recommendation –

Reconstruction of Diamond School Traffic island into a Modern Roundabout

EXECUTIVE SUMMARY:

The traffic circle near the Diamond Middle school has been redesigned to make it conform to a Modern Roundabout Design. Currently this circle encourages pedestrians to access the center of the circle causing significant vehicular/pedestrian conflicts. The current design has some approaches operating as high speed bypasses and some approaches operation under stop control. There is poor sight distance at all approaches.

The new design includes the following improvements:

- Realignment of all approaches to provide proper sight distance
- All approaches will be yield conditions
- Provides approach deflection to reduce all speeds to 20 MPH
- Relocate pedestrian traffic from the center of the circle to the perimeter reducing vehicular/pedestrian conflicts.

Site inspection by Police and Engineering staff support this project. Traffic safety staff members comprised of the Police, Engineering, School Administration and Transportation Services reviewed and support establishing and maintaining this roundabout

FINANCIAL IMPACT:

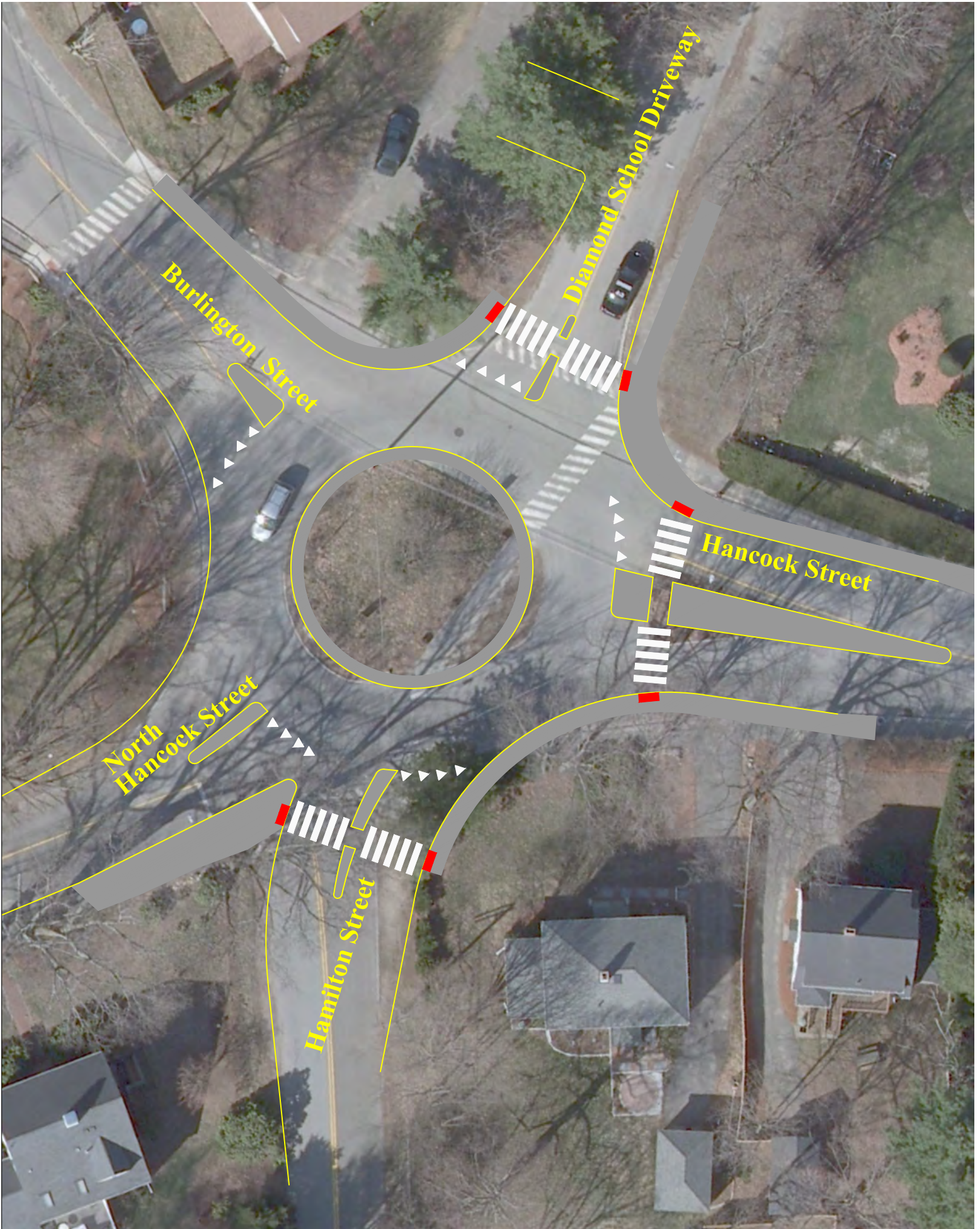
The total cost of this project is estimated at \$90,000; however this area is due for pavement maintenance which would be estimated at \$50,000; the incremental cost to do this work in conjunction with the annual pavement management program is approximately \$40,000

RECOMMENDATION / SUGGESTED MOTION:

Reconstruction of Diamond School Traffic island into a Modern Roundabout as shown. The regulatory changes at this location would be converting three stop sign to yield signs, at the North Hancock, Hamilton and Diamond School approaches.

STAFF FOLLOW-UP:

If approved, the DPW Highway Dept will install and maintain this Roundabout.



VOTED: IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 689 OF 1986 OF THE GENERAL LAWS, THE TRAFFIC RULES AND ORDERS OF LEXINGTON, ADOPTED BY THE BOARD OF SELECTMEN ON NOVEMBER 13, 1967, NOW CHAPTER 192 OF THE CODE OF LEXINGTON, ARE HEREBY AMENDED AS FOLLOWS:

BY ADDING TO CHAPTER 192-67 SCHEDULE 7 THE FOLLOWING:

LOCATION	REGULATION
North Hancock north bound at Burlington St	YIELD
Hamilton Street north bound at North Hancock	YIELD
Diamond School Driveway southbound at Hancock	YIELD

DATE OF PASSAGE

BOARD

OF

ATTEST TOWN CLERK

SELECTMEN

VOTED: IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 689 OF 1986 OF THE GENERAL LAWS, THE TRAFFIC RULES AND ORDERS OF LEXINGTON, ADOPTED BY THE BOARD OF SELECTMEN ON NOVEMBER 13, 1967, NOW CHAPTER 192 OF THE CODE OF LEXINGTON, ARE HEREBY AMENDED AS FOLLOWS:

BY ADDING TO CHAPTER 192-67 SCHEDULE 7 THE FOLLOWING:

LOCATION	REGULATION
North Hancock north bound at Burlington St	Rescind STOP
Hamilton Street north bound at North Hancock	Rescind STOP
Diamond School Driveway southbound at Hancock	Rescind STOP

DATE OF PASSAGE

BOARD

OF

ATTEST TOWN CLERK

SELECTMEN

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

January 27, 2014

STAFF:

William P. Hadley, Director

ITEM NUMBER:

I.1b

SUBJECT:

Traffic Safety Advisory Committee Recommendation –

Stop Sign

Pearl Street West Bound at Bartlett Ave

EXECUTIVE SUMMARY:

Stop Sign - Concerns of residents and Police in the Bartlett neighborhood over pedestrian and vehicular safety. Traffic exiting The Christian Academy via Pearl Street onto Bartlett Ave has been increasing and causing minor accidents as well as several close calls.

Site inspection by Police and Engineering staff support installation of a stop control on Pearl Street at Bartlett Ave. Traffic safety staff members comprised of the Police, Engineering, School Administration and Transportation Service reviewed and support establishing and maintaining this regulatory sign.

FINANCIAL IMPACT:

Cost of materials including installation of a sign and post and painting the stop line is approximately \$280

RECOMMENDATION / SUGGESTED MOTION:

Motion to approve the proposed stop control.

STAFF FOLLOW-UP:

If approved, the DPW Highway Dept will install and maintain the proposed sign.



BARTLETT AVE

PEARL STREET

STOP

VOTED: IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 689 OF 1986 OF THE GENERAL LAWS, THE TRAFFIC RULES AND ORDERS OF LEXINGTON, ADOPTED BY THE BOARD OF SELECTMEN ON NOVEMBER 13, 1967, NOW CHAPTER 192 OF THE CODE OF LEXINGTON, ARE HEREBY AMENDED AS FOLLOWS:

BY ADDING TO CHAPTER 192-67 SCHEDULE 7 THE FOLLOWING:

LOCATION	REGULATION
Pearl Street	West Bound at Bartlett Ave
	STOP

DATE OF PASSAGE

BOARD

OF

ATTEST TOWN CLERK

SELECTMEN

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

January 27, 2014

STAFF:

William P. Hadley, Director

ITEM NUMBER:

I.1c

SUBJECT:

Traffic Safety Advisory Committee Recommendation –

New Crosswalk

Prospect Hill Road near Wachusett Drive

EXECUTIVE SUMMARY:

New Crosswalk - Concerns of the Bridge School Community and the residents of Prospect Hill Road area over pedestrian safety. A significant number of school children walk down Wachusett Drive and cross Prospect Hill Road to access the sidewalk on the westerly side of Prospect Hill Road. Currently there is no crosswalk near this area. Engineering inspected the area and feel that installation of a crosswalk at this location will let the pedestrians know where the best crossing location is and provide more than adequate sight distance to motor vehicles.

Site inspection by Police and Engineering staff support installation of a new crosswalk at this location. Traffic safety staff members comprised of the Police, Engineering, School Administration and Transportation Services reviewed and support establishing and maintaining this regulatory sign.

FINANCIAL IMPACT:

Cost of materials and installation of the ADA Compliant pedestrian ramps, warning signing and pavement marking is estimated at \$2500

RECOMMENDATION / SUGGESTED MOTION:

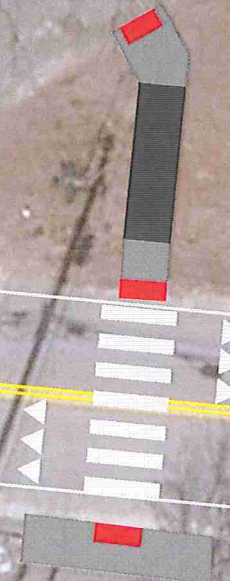
Motion to approve the installation of a new crosswalk on Prospect Hill Road as shown

STAFF FOLLOW-UP:

If approved, the DPW Highway Dept will install and maintain this Crosswalk as shown.

Wachusett Drive

Prospect Hill Road



AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 1/27/14

STAFF: Lynne Pease

ITEM NUMBER: I.2

SUBJECT:

Petition for Sidewalk on Prospect Hill Road

EXECUTIVE SUMMARY:

Sarah McSweeney and other proponents of a sidewalk for Prospect Hill Road will be at your meeting.

Attached information includes a letter Sarah sent to her neighbors, a Sidewalk Request Form, a list of supporters so far and two Lexington GIS maps of the area around Prospect Hill Road.

Also attached is an email from Bob Stone regarding his concerns about a Prospect Hill Road sidewalk.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

STAFF FOLLOW-UP:

Selectmen's Office

Sarah Chamberlain
29 Prospect Hill Rd
Lexington, Ma 02421

November 12, 2013

This is the letter I hand delivered to all abutters on Prospect Hill. I attached the sidewalk guidelines.

Dear Neighbors and Friends

A group of concerned parents in our neighborhood recently submitted a petition to the Town of Lexington Sidewalk Committee to request a new sidewalk be constructed on Prospect Hill Road from the corner of Marrett Road to the corner of Wachusett Circle to meet with the existing sidewalk. Prospect Hill Road has seen an increasing volume of traffic in recent months since the installation of traffic lights at the Spring Street intersection. The construction around the Old Res & related traffic restrictions has meant that our street has become a cut through to avoid the traffic delays.

It is particularly dangerous in the mornings when families are walking their children to Bridge with school buses also using this street. It is a narrow street, on a steep hill, with a blind corner & sees much pedestrian traffic, particularly in the Spring & Fall. Middle school children walk down the hill to Clarke from the Middleby Rd., Wachusett & Outlook Dr. neighborhoods. Elementary school children & their parents walk up the hill to Bridge. For many this route has become too dangerous & those in the Marrett Rd., Waltham St., Bridge St., Farmcrest Ave., Kendall Rd. & Hilltop Ave. neighborhoods are choosing to drive their children to school or cut through private property at 341 Marrett Rd., rather than walk with their children.

Many drivers complain that the sun is directly in their eyes as they drive towards Marrett Rd on Prospect Hill Rd. This makes it even more dangerous for pedestrians walking to Bridge in the mornings. There have already been a number of close calls.

The option of speed restricting ramps has been considered but would not work on such a steep hill, particularly in the winter when snow & ice make it difficult to drive on Prospect Hill Rd as it is right now.

The Sidewalk Committee in town is holding its next meeting on **Monday, December 2nd at 9am at the Town Hall offices on the 2nd Floor, last door on the left.** We need you there! The committee has made it clear that they need to see the level of interest in this project and want more than signatures. They also want signatures, but this meeting, as we see it, is to push for a feasibility study to be done by our Engineering Division. If we get approved, the Engineers will coordinate the feasibility study and develop a cost projection for the project. This **can't happen** without a huge show of support. Please email Sarah at smpsyd@gmail.com to let us know if you will be able to attend. The meeting should not be longer than 1 hour. We truly appreciate your help in getting this project done!

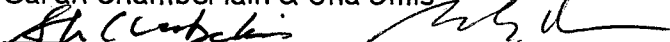
For those who want more information as to the Sidewalk Committee's needs please see this link: <http://www.lexingtonma.gov/committees/sidewalk/NewSidewalkInstallationGuidelinesAug2011.pdf>

This sidewalk impacts all of us in the many neighborhoods who walk to Bridge or would walk if the route were not so dangerous!

Please note that sidewalk work may involve the removal or trees, walls, landscaping & shortening of driveways. Work may also result in the need for land taking permanent and/or temporary easements and right of way entries. For questions or concerns please contact the Sidewalk Committee at www.lexsidewalkcom@gmail.com

This is long overdue! We need to follow through on this before someone gets hurt. Thank you!
Sincerely,

Sarah Chamberlain & Una Gillis



Resident Guidelines for Requesting New Sidewalks

The Lexington Sidewalk Committee offers the following guidelines to help interested citizens successfully engage in the process of requesting new sidewalks. Other venues for new sidewalk construction do exist, but they generally involve external funding where the entire project is handled through Town engineering. In either case, this is a lengthy process that can take several years and requires input from numerous town boards and committees. At any point along the process, the petitioners may drop their request for a sidewalk or the project may lose the support of committees, abutters, and Town Meeting.

1. Download a copy of the New Sidewalk Request Form from the Town Website or pick up a copy at the Selectmen's office. Contact the Sidewalk Committee at lexsidewalkcom@gmail.com to set up a meeting with the Sidewalk Committee for a preliminary discussion. At this first meeting, only a few proponents need be present to outline the request. If the project seems feasible, the Committee will work with residents and town departments to initiate the process and will also be a point of contact for the residents.

2. Obtain signatures from as many neighbors in the area as possible. The petition should focus on pedestrian activity in the area, vehicular traffic, and potential connectivity to existing sidewalks and footpaths. Proponents should try to contact all the abutters to the proposed sidewalk as well as people in the wider neighborhood who might use the proposed sidewalk. (The side of the road chosen for the sidewalk should be deferred because this will depend on engineering analysis later in the process.) If the residents cannot get enough support from the neighbors and schools in the area, the proposal should be dropped until enough support can be gathered.

3. Request a second meeting with the Sidewalk Committee to discuss the request in more detail. Abutters for and against the project should try to attend the meeting. Proponents should bring a map of the proposed project area if available. This presentation will be a prelude for a similar presentation to be given at a Selectmen's meeting soon thereafter. At that time, the Selectmen will ask for the opinion of the Sidewalk Committee and then decide whether the project is to move forward.

4. Stay in contact with the Sidewalk Committee. The Sidewalk Committee will follow the process and will keep the petition organizers informed of the status of the request.

5. Be prepared to address Town Meeting. If the request for funding a feasibility study is brought forward at Town Meeting, someone representing the neighbors requesting the sidewalk should be prepared to speak at Town Meeting to explain the importance of having a sidewalk installed. If the funds are not approved, the proposal will not move forward.

6. Await completion of the study. The Engineering Division will coordinate the feasibility study and develop a cost projection for the project. Once the study is complete and a cost estimate is assigned to the project, it will be up to the Selectmen and Town Meeting to determine if the project is financially feasible.

7. Continue to gather neighborhood support. The petitioners should meet again with the Selectmen in order to gather and demonstrate public support for the project. It may also be necessary to again address Town Meeting to gain their support.

8. Anticipate funding. If Town Meeting approves funding for the design and construction of the sidewalk project, the project will be designed, bid out and scheduled for installation.

Supporters of the Project

Name:

Address:

Robert Puopolo	35 Prospect Hill Road
Erangelme Puopolo	35 Prospect Hill Rd
Michael Boudett	39 Prospect Hill Rd.
Janet Tracy	40 Prospect Hill Rd.
Matthew Fraser	46 Prospect Hill Rd.
April Austin	50 Prospect Hill Rd
Theresa Worsing	69 Prospect Hill Rd
Yara Nj	43 Wachusett Dr
Sarah Sadfield	40 Wachusett Dr
Kalpana Sotharadkan	22 Prospect Hill
Beth Macneogan	34 Wachusett Drive
Melanie Antonos	30 Wachusett Drive
Erangelme Puopolo	35 Prospect Hill Rd
Robert Puopolo	35 Prospect Hill Rd
Mary Alice Haddad	25 Wachusett Dr
Maureen Gaines	9 HIGHLAND AVE
Milah Atkinson	↑ Prospect Hill Road
Charme Atkinson	9 Prospect Hill Road
Ellen Lacomis	4 Malt Lane

Use another page if needed.

Cathy Collins	72 Prospect Hill Rd.
Hamed Karamaty	31 Wachusett Dr.
Liza Connolly	21 Prospect Hill Rd.
Jill O'Reilly	

Note:

Sidewalk projects are subject to available funding and to review by the Town Engineering Division. Work may involve the removal of trees, walks, landscaping, and shortening of driveways. Work may also result in the need for land taking, permanent and/or temporary easements, and right of way entries.

For questions or concerns please contact the Sidewalk Committee at www.lexsidewalk.com@gmail.com

Supporters of the Project

Name:	Address:
Nirensini	368 Prospect Rd. Lexington MA 02421
Charlie Atkinson	9 Prospect Hill Road, Lexington MA 02421
David Mayes	65 Prospect Hill Rd Lexington, MA 02421
DELIATH ATKINSON	9 PROSPECT HILL ROAD LEXINGTON, MA 02421
JILL; CHARLIE O'REILLY	21 PROSPECT HILL RD LEXINGTON MA 02421
KAUPANA: BANA CHANDHAR	20 Prospect Hill Road Lexington MA 02421
John and Sarah Chamberlain Michael + Claire Cronin	39 Prospect Hill Rd. 33 Prospect Hill Rd.
Guorong Zhu Use another page if needed. Wesley Smith KIRSTEN OATES Heather Tashjian	367 Waltham St. 439 Waltham St 57 STATE ST 435 Waltham St

Note:
Sidewalk projects are subject to available funding and to review by the Town Engineering Division. Work may involve the removal of trees, walls, landscaping, and shortening of driveways. Work may also result in the need for land taking, permanent and/or temporary easements, and right of way entries.

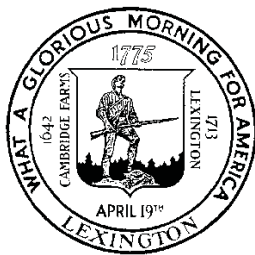
For questions or concerns please contact the Sidewalk Committee at www.lexsidewalk.com@gmail.com



Town of Lexington



Property ID 33-251
Address 35 PROSPECT HILL RD
Owner PUOPOLO ROBERT M &

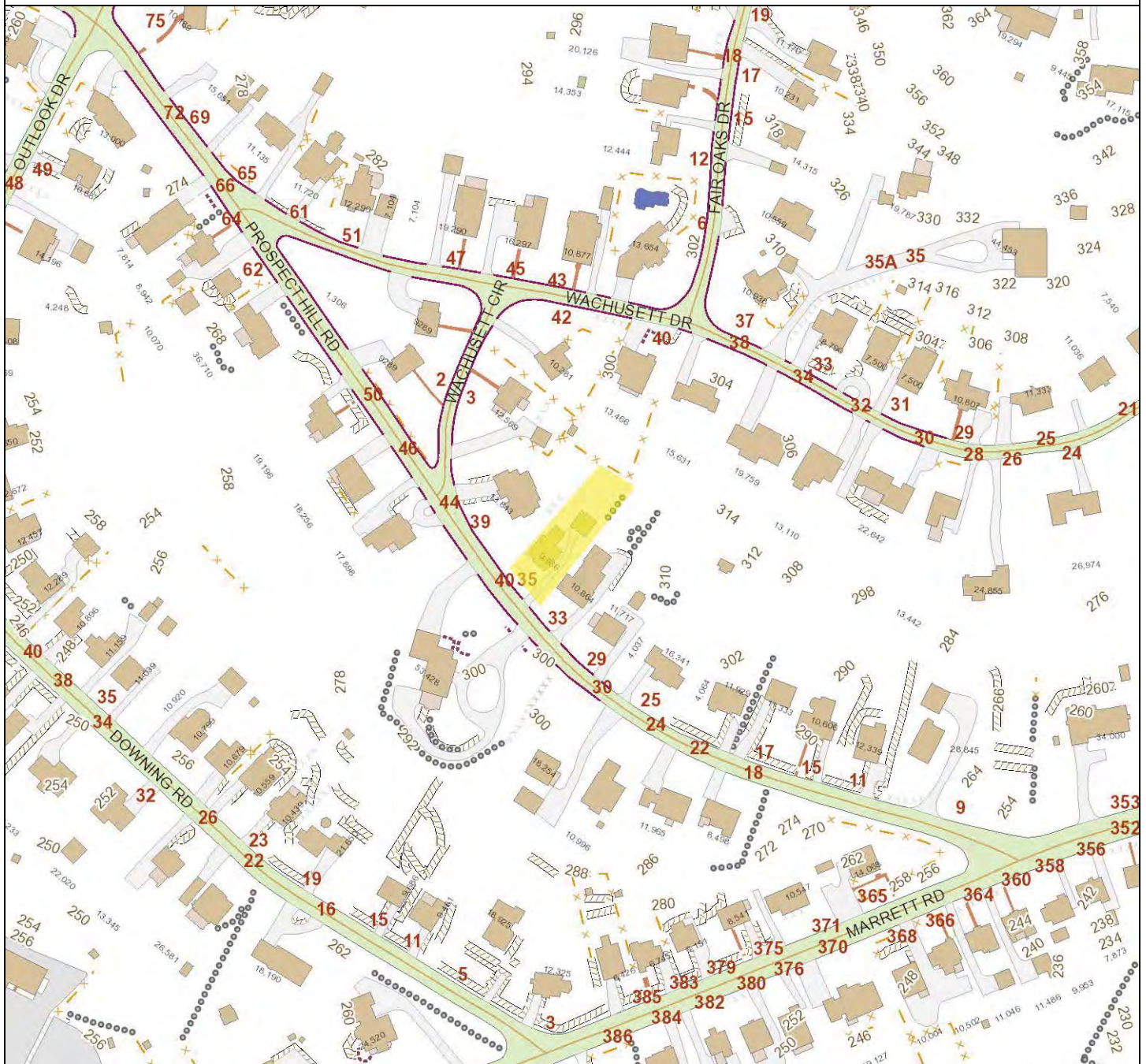


MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

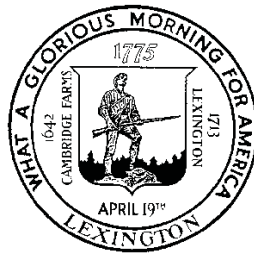
The Town of Lexington makes no claims and no warranties, concerning the validity, expressed or implied, of the accuracy of the GIS data presented on this map.



Town of Lexington

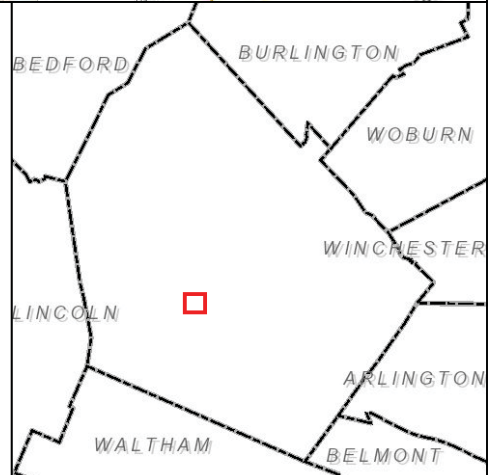


Property ID 33-251
Address 35 PROSPECT HILL RD
Owner PUOPOLO ROBERT M &



MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

The Town of Lexington makes no claims and no warranties, concerning the validity, expressed or implied, of the accuracy of the GIS data presented on this map.



Lynne Pease

From: Bob Stone [REDACTED]
Sent: Thursday, January 23, 2014 1:27 AM
To: dmauger@lexingtonma.gov
Cc: Sarah McSweeney; selectmen's; Bob Stone
Subject: Concerns about a Prospect Hill Road Sidewalk
To: Deb Mauger, Chairman, Board of Selectman
RE: Proposed Prospect Hill Road Sidewalk

Proponents of a sidewalk for Prospect Hill Road, led by my neighbor Sarah McSweeney, sent out an email today, which reads:

"The town [Selectmen's Office](#) has invited us to present to them this coming [Monday evening, January 27th at 7:15pm](#). **We need you there!!** The Selectmen's Office has made it clear that they need to see the level of interest in this project and want more than signatures. They also want signatures, but this meeting, as I see it, is to decide whether or not this project will move forward to be considered at Town Meeting as a budgetary issue. This [can't happen](#) without a huge show of support."

Perceptions about Prospect Hill Road traffic are:

- 1) The street has become a cut-through to avoid traffic delays,
- 2) There is an increasing volume of traffic,
- 3) There is much pedestrian traffic, particularly in the Spring and Fall,
- 4) There is a particular danger in the mornings due to school buses, and
- 5) There have been several close calls.

There is no data to support these perceptions. If there is a problem, then data is necessary to document the scope of the problem; for example, how many cut-through cars are there? how fast are they going? This data sometimes shows that there is a perception problem, not an actual problem. The data may lead to a redefining of the problem.

Collecting data was suggested by Board of Selectmen in 1987, when the Board of Selectmen, after reviewing engineering's design for a Prospect Hill Road sidewalk, suggested other traffic calming measures, usage studies, and further review was warranted.

I do not understand why the proponents of a sidewalk for Prospect Hill Road are being invited to the Selectmen's meeting, as if retrofitting Prospect Hill Road with a sidewalk is a foregone conclusion. My understanding is that Hank Manz supports this project, and I am questioning what data he is using, since a previous assessment by Selectmen has already determined that retrofitting Prospect Hill road with a sidewalk was not appropriate without further study.

The Town of Lexington is committed to:

- *Improving the livability and safety of Lexington neighborhoods by mitigating the impacts of traffic and promoting safer conditions for residents, motorists, bicyclists, and pedestrians;*

- *Installing traffic calming measures on streets where their implementation will reduce traffic speeds, minimize cut-through traffic where appropriate, or improve the safety of movements by pedestrians and bicyclists;*
- *Implementing traffic calming techniques that are both effective and compatible with the character of the affected neighborhoods and improve public safety without jeopardizing emergency response needs, creating hazards, or reducing mobility beyond acceptable levels;*

All the neighbors who would be negatively affected by the proposed Prospect Hill sidewalk have a right to:

- Be heard, and have our concerns adequately addressed
- Have real data documenting the problem
- Ask for options that apply to our street
- Ask for an analysis to identify the benefits and impacts of any proposed solution, so that the community understands all of the ramifications.

I am concerned that the Selectmen appear to be bypassing a fair and reasonable process in favor of a demonstration of support by the proponents of a sidewalk for Prospect Hill Road, which is not supported by real data.

I am concerned that the Selectmen might be willing to fund a sidewalk in the name of safety without even exploring alternative methods of traffic calming measures and techniques.

At this time, I am asking the Board to consider delaying moving forward with this sidewalk proposal until actual data is collected.

Sincerely,
Bob Stone
25 Prospect Hill Road

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

January 27, 2014

PRESENTER:

Karen Simmons

ITEM NUMBER:

I.3

SUBJECT:

Approve Recommended Recreation Fee Increases

EXECUTIVE SUMMARY:

On January 15, 2014, the Recreation Committee approved fee increases at their monthly meeting. The last fee increase was in 2011. The Recreation Department continues to strive to provide high-quality and enriching recreational programs to the community. After examining our projected revenue and expenses, it was determined that fee increases are necessary as the cost of doing business continues to rise. Specifically, these increases include projected minimum wage increases for seasonal staff, rising utility costs, rising indirect costs, and higher costs for expenses such as program supplies. It is important to note that in addition to our internal exercise, we always complete a market survey to ensure we remain competitive.

If approved the fee increases would begin in the spring of 2014, with full implementation by fall 2014.

FINANCIAL IMPACT:

Approximately \$60,000 on a budget of \$2,075,000 (see attached).

RECOMMENDATION / SUGGESTED MOTION:

Move to approve the proposed increase in recreation fees as recommended by the Recreation Committee and Recreation Director.

STAFF FOLLOW-UP:

Recreation Dept.



MEMORANDUM

TO: Board of Selectmen

FROM: Karen Simmons *Karen*
Director of Recreation

DATE: January 22, 2014

SUBJECT: Recreation Fee Increase

On January 15, 2014, the Recreation Committee approved fee increases at their monthly meeting. What follows is a written executive summary of the fee increases. In December, Recreation staff presented the Recreation Department FY15 operating budget of \$2,074,534. This is an increase of \$60,094 from fiscal year 2014. The Recreation Department is self-supporting and when determining a program fee, staff must calculate the direct expenses, indirect expenses, and administrative fees necessary to operate. Each program area is carefully reviewed for efficiencies, trying to minimize the impact to the community while looking at the big picture and the bottom line. In addition to programs run directly by Recreation staff, we contract some services to private vendors. The fees charged for vendor classes and clinics are determined by a per person fee charged by the vendor, plus the Recreation administrative fee.

The last fee increase was in 2011. The Recreation Department continues to strive to provide high-quality and enriching recreational programs to the community. After examining our projected revenue and expenses, it was determined that fee increases are again necessary as the cost of doing business continues to rise. Specifically, these increases include projected minimum wage increases for seasonal staff, rising utility costs, rising indirect costs, and higher costs for expenses such as program supplies. It is important to note that in addition to our internal exercise, we always complete a market survey to ensure we remain competitive.

The attached 2014 recommended fee increases, if approved by the Board of Selectmen, would begin in the spring of 2014, with full implementation by fall 2014. Overall, if attendance remains at the current level and the weather cooperates, it is estimated that the recommended fee increases will generate approximately \$135,000 in new revenue. I have summarized each program area impacted by the recommended increase.

Aquatics: (+\$30,000)

Swim tag fees were last increased in 2011. The recommended new fees, if approved, will be implemented for this swimming season. The estimated increase in revenue for swim tags is approximately \$30,000. The cost of doing business at the aquatics facilities continues to increase. The increase in facility and equipment repairs and higher utility costs are the main reasons why expenses have increased. Additionally, the projected increase in the minimum wage for seasonal staff will increase the operating cost of the aquatic facilities.

Non resident Family tags	\$375
Non-resident Individual Tags	\$150 (offered for the first time)
Resident Family tags	\$225
Individual Resident Tag	\$ 75

I do not recommend the rates for Senior Tags, replacement tags, daily admission, American Red Cross swim lessons, or Swim Team increase this summer.

Tennis: (+\$4,000)

- Summer Youth Tennis lessons are recommended to increase by \$5.00 per week for ages 5&6, 7&8, 9&10 and 11+. It is recommended that the fall and spring youth tennis lessons also increase by \$5.00 per session. The fees will range from \$35 - \$80 depending on the age and length of the program.
- The Adult lessons fees are recommended to increase by \$5.00 per session (6 weeks). The new fee will be \$85.
- The recommended fee for a Resident Tennis ID Card increases to \$60.00 (+\$10) and the Senior ID card to \$45.00 (+\$10).

These recommended increases will generate approximately \$4,000 in new revenue and will help offset the increase in hourly wages for adult and youth instructors. It will also offset the

increased program supply costs and annual court maintenance including the net and center strap replacement program.

Summer Camps and Clinics: (+\$6,500)

The fee for the Minuteman Sports Clinics is recommended to increase by \$10.00 per week. The range for the Minuteman Clinics will be \$110 to \$170. The weekly fee for Discover the Fun Day Camp and Teddy Bear Picnic Preschool Program will increase by \$5.00 per week. Again, these recommended increases are necessary to offset the rising costs of program supplies and equipment, as well as projected increases in the minimum wage for seasonal staff.

Adult Gym: (+\$1,000)

The fee for the annual Gym/Field House pass will increase by \$20.00. The new rates will be \$95 for residents and \$115 for non-residents. The fee for the evening Field House pass will increase by \$10.00. The new rates will be \$60 for residents and \$85 for non-residents. These recommended increases will help offset the increased program supply costs and the increase in hourly wages for staff.

Adult & Youth Leagues: (+\$3,500)

Youth Leagues: (+\$3,500)

The Recreation Department has been very pleased with participation in our NFL FLAG Football League. This program was first offered back in 2008 and in 2013, a total of 280 children participated in the league. The per person fee charged by the NFL for jerseys and equipment increased by \$5.00 on July 1, 2013, so the recommended registration fee for 2014 will be \$90.00 (+\$5), which will generate an additional \$1,400. The last fee increase for the Winter Basketball programs was in 2011. Next winter, the recommended fees for these programs will increase by \$5.00 per person. This recommended increase will offset the increase in supplies, school custodian fees, and projected increases in the minimum wage for seasonal staff. The estimated increase in revenue is \$2,100.

Adult Leagues:

The Adult Co-Ed Softball League fee and the Moms on the Mound fee will remain the same for 2014. I recommend the Men's Summer Basketball League fee decrease by \$50.00 per team in an attempt to get this league back up and running again as the last year that it was offered was 2011.

Golf Course: (+\$50,000)

The largest single program of the Recreation Enterprise is the golf course. This program has not seen a fee increase since 2011, although expenses to operate continue to rise. Bill Harrison, President of New England Golf Corporation and the owner of the current golf course management company, has recommended a fee increase effective at the start of the 2014 golf season. The golf fee request is for \$1.00 per round and \$2.00 per electric golf cart, which will generate approximately \$50,000. The rounds of golf played over the past few years have averaged 35,000 rounds per year. In 2009, we began to offer a loyalty player discount card and offering a re-play Monday –Thursday between 11:00am-2:00pm. We will continue to offer “special program” discounts that have been successful over the past 3 years. During slow periods, with the approval of the Director of Recreation, New England Golf Corporation will advertise discounts through various outlets including social media websites. For example, we may offer a \$5.00 discount in March to kick start the season or in the middle of the summer on a slow hot day, advertise a discount for a 3 hour period. As long as the weather holds, I remain optimistic for the 2014 golf season. The course is in excellent condition, it is in a great location, and it is very affordable, even with the fee increases. The recommended increases are as follows:

Resident 9 Holes (M-F)	\$19.00
Resident 9 Holes Junior/Senior (M-TH before 3 pm)	\$16.00
Resident 9 Hole (Weekend)	\$21.00
Non Resident 9 Holes (M-F)	\$22.00
Non Resident 9 Holes Junior/Senior (M-TH before 3 pm)	\$18.00
Non Resident 9 Hole (Weekend)	\$24.00
Golf Cart Rental	\$18.00

Ballfields and Playgrounds: (+\$40,000)

One of the most time-consuming and challenging tasks for staff is administrative field permitting. Including schools, we permit approximately 50,000 hours to youth and adults each year... and everyone wants priority. We try very hard to be fair, but Lexington schools and

youth organizations continue to have priority for permits. If approved, the increase will go into effect after July 1st, 2014.

The recommended field permit fees are as follows:

- Lincoln Park (+\$20,000)
 - Tier One - no change
 - Tier Two (95% residency) - \$5.00 increase per hour
 - Tier Three (60%+ residency) - \$10.00 per hour increase
 - Tier Four (under 60% residency) - \$10.00 increase per hour
 - Tier Five (private clinic and/or camp) - \$500 increase per field per week/\$1,000 increase for all 3 fields.
 - Tier Five (tournament) - \$300 per day increase for Lexington youth sports organizations and \$500 per day increase for all other organizations.
- Grass Fields (+\$15,500)
 - Tier One - no change
 - Tier Two Youth - \$2.00 increase in the per participant fee
 - Tier Two Adult/One Time Use - \$5.00 per hour increase
 - Tier Three - \$5.00 per hour increase
 - Tier Four - \$5.00 per hour increase
 - Tier Five (private clinic and/or camp) - \$150 per field increase per week
- Center # 1 Baseball Light/Field Administrative Fees (+\$4,000)
 - Tier One through Tier Five - \$15.00 per hour increase (baseball lights fee)
 - Tier Three through Tier Five - \$10.00 increase (field administrative fee)
- Center # 2 Softball Field Administrative Fees (+\$500)
 - Tier Three through Tier Four - \$10.00 increase (field administrative fee)

In recent years, the cost of capital improvement projects, combined with the increase in our indirect costs and administrative fees, has resulted in the retained earnings balance in the Recreation Enterprise Fund to slowly decrease. It is important to maintain a healthy Enterprise Fund in planning for the future. The synthetic turf replacement project at Lincoln Park is a three-phase project with Phase 1 being approved for FY2014 and Phase 2 and Phase 3 will be proposed for FY2015 and FY2016, respectively. The synthetic turf is not eligible for CPA funding, meaning that along with the tax levy, the Enterprise Fund will pay for a portion of the turf cost. Enterprise Fund money will also be allotted towards capital improvement projects at Pine Meadows over the next five years. Between FY2012 and FY2013 alone, the retained earnings in the Recreation Enterprise Fund decreased by more than \$223,000. Given that the CPA fund can now be used for many recreation capital improvement projects, the Recreation

Committee will be working the Assistant Town Manager of Finance to determine the appropriate level of Retained Earnings necessary for future capital projects.

In wrapping up, I believe it is important for all residents to have the opportunity to participate in municipal recreation programs. Lexington Recreation offers financial assistance to families that are in financial need. Last year, the department provided 35 families with 77 individual program scholarships.

Our goal is to provide a quality service at an affordable price while remaining competitive in the market and ensuring the financial stability of the Recreation Enterprise Fund. I believe the recommended fee increases are sufficient to support the Recreation FY2015 operating budget. If you have any questions, please feel free to give me a call. Thank you for your continued support.



Lexington Recreation Recommended Fee Schedule

Program Area	Specific Program	2011	2012	2013	2014
Aquatics	Non-Resident Family Tag	\$365.00	\$365.00	\$365.00	\$375.00
	Non-Resident Individual Tag	n/a	n/a	n/a	\$150.00
	Resident Family Tag	\$200.00	\$200.00	\$200.00	\$225.00
	Resident Individual Swim Tag	\$60.00	\$60.00	\$60.00	\$75.00
	Resident Senior Tag	\$50.00	\$50.00	\$50.00	\$50.00
	Replacement tag	\$25.00	\$25.00	\$25.00	\$25.00
	Daily admission Youth/Adult	\$5.00	\$5.00	\$5.00	\$5.00
	Non-resident Daily - Old Res	\$6.00	\$6.00	\$6.00	\$6.00
	Swim Lesson Youth	\$40.00	\$40.00	\$40.00	\$40.00
	Swim Lesson Adult	\$50.00	\$50.00	\$50.00	\$45.00
	Tennis	Youth Lessons	\$30 - \$75	\$30 - \$75	\$30 - \$75
Adult Lessons		\$80.00	\$80.00	\$80.00	\$85.00
Tennis ID Cards		\$50.00	\$50.00	\$50.00	\$60.00
Tennis ID Cards - Senior		\$35.00	\$35.00	\$35.00	\$45.00
Tennis ID Cards - Non Resident		\$100.00	\$100.00	\$100.00	\$100.00
Reservations-hr/w/ID		free	free	free	free
Reservations-hr/w/ID-lights		\$10.00	\$10.00	\$10.00	\$10.00
Reservations-hr/no ID		\$10.00	\$10.00	\$10.00	\$10.00
Reservations-hr/no ID-lights		\$20.00	\$20.00	\$20.00	\$20.00
Summer Camps	Discover the Fun	\$200 - \$225	\$200 - \$225	\$200 - \$225	\$210 - \$235
	Teddy Bear - per week	\$90 - \$100	\$90 - \$100	\$90 - \$100	\$95 - \$125
	Minuteman Sports Clinics	\$90 - \$170	\$90 - \$170	\$90 - \$170	\$100 - \$170
Adult Gym	Resident Annual Gym/FH Pass	\$75.00	\$75.00	\$75.00	\$95.00
	NR Annual Gym/FH Pass	\$95.00	\$95.00	\$95.00	\$115.00
	Resident Evening FH Pass	\$50.00	\$50.00	\$50.00	\$60.00
	Non Resident Evening FH Pass	\$75.00	\$75.00	\$75.00	\$85.00
	Daily admission Res/NR	\$3.00/\$5.00	\$3.00/\$5.00	\$3.00/\$5.00	\$3.00/\$5.00
Adult Leagues	Co-Ed Softball	\$450.00	\$450.00	\$450.00	\$450.00
	Men's Summer Basketball	\$450.00	\$450.00	\$450.00	\$400.00
Youth Leagues	Fall Flag Football	\$75 - \$85	\$75 - \$85	\$75 - \$85	\$80 - \$90
	Winter Youth Basketball Clinic	\$90 - \$100	\$90 - \$100	\$90 - \$100	\$95 - \$105
	Winter In-Town Basketball League	\$150 - \$160	\$150 - \$160	\$150 - \$160	\$155 - \$165
	Winter High School Basketball League	\$125 - \$135	\$125 - \$135	\$125 - \$135	\$130 - \$140
Pine Meadows*	Res. Golf ID Card 2wk tee time	\$10.00	\$10.00	\$10.00	\$10.00
	Resident 9 holes M-F	\$18.00	\$18.00	\$18.00	\$19.00
	Resident 9 holes senior M-TH <3	\$15.00	\$15.00	\$15.00	\$16.00
	Resident 9 holes Weekend	\$20.00	\$20.00	\$20.00	\$21.00
	Non res M-F	\$21.00	\$21.00	\$21.00	\$22.00
	Non res Senior M-Th before 3	\$17.00	\$17.00	\$17.00	\$18.00
	Non res Weekend	\$23.00	\$23.00	\$23.00	\$24.00
	Golf Cart Rental 9 holes	\$16.00	\$16.00	\$16.00	\$18.00
Field Permits	see attached Tier fee sheet				

Ballfield Permits - In 2003 the Recreation Department instituted a "Tier System" for assessing field permit rates. Where two daily fees are listed for adult gym, resident fee is shown first.

* With permission from the Director, NE Golf will be allowed to offer periodic "specials" during slow non-peak times.

Approved by the Recreation Committee on 1/15/14.

Lexington Recreation Field Permit Fee Schedule

Administrative Fees: These fees apply to all Town grass fields. Use of the Center 1 lights, the Center 2 lights and the 3 multi-purpose in-filled synthetic turf fields at Lincoln Park is subject to additional fees. Recommended Fee Increase to Recreation Committee 1/15/14

Fees are based on one-hour reservations unless otherwise noted.

	Youth Permit Non-Lighted	Adult Permit Non-Lighted	League* Blanket Fees Non-Lighted	Center 1 Lights & Permit Fee	Center 2 Lights & Permit Fee	Lincoln Park Youth	Lincoln Park Adult
Tier 1 Lexington Recreation and Public School Programs	No Charge	No Charge	N/A	\$65.00 per hour light fee (was \$50.00 T 1-3)	\$25.00 per hour light fee	No Charge	No Charge
Tier 2 95% of participants are Lexington Residents. (Includes Lexington based Youth Sports Organizations and single use one day permits)	No Charge with \$15.00 per participant fee (was \$13.00)	\$25.00 (was \$20.00)	N/A	\$65.00 per hour light fee plus \$40.00 Administrative permit fee Except**	\$25.00 per hour light fee plus \$40.00 Administrative permit fee Except**	\$30.00 (was \$25.00)	N/A
Tier 3 60% and over Lexington Residents (Includes Youth and Adult Sports Leagues and Teams)	\$35.00 (was \$30.00)	\$35.00 (was \$30.00)	\$250.00 per team ≤ 20 games \$300.00 per team ≥ 20 games	\$65.00 per hour light fee plus \$40.00 Administrative permit fee (admin fee was \$30.00 Tier 2-5)	\$25.00 per hour light fee plus \$40.00 Administrative permit fee (admin fee was \$30.00 Tier 2-5)	\$70.00 (was \$60.00)	\$70.00 (was \$60.00)
Tier 4 Under 60% Lexington residents	\$50.00 (was \$45.00)	\$50.00 (was \$45.00)	\$300.00 per team ≤ 20 games \$350.00 per team ≥ 20 games	\$75.00 per hour light fee plus \$40.00 Administrative permit fee (was \$60.00)	\$30.00 per hour light fee plus \$40.00 Administrative permit fee	\$100.00 (was \$90.00)	\$100.00 (was \$90.00)
Tier 5 Private Clinics, Camps and Tournaments	\$1,200/week (was \$1,050.00)	\$1,200/week (was \$1,050.00)	N/A	\$90.00 per hour light fee plus \$40.00 Administrative permit fee (was \$75.00)	\$50.00 per hour light fee plus \$40.00 Administrative permit fee	\$3,000/week/field \$6,500 for all 3 fields <u>Weekend Tourn.</u> LYSO - \$1,500/day Others - \$3,000/day	\$3,000/week/field \$6,500 for all 3 fields <u>Weekend Tourn.</u> \$3,000 per day

* Only existing grandfathered Lexington-based adult leagues qualify for the blanket permit fees.

** Youth organizations paying a per person fee will not pay an additional administrative fee.

NOTE: Field fees are for a one-hour reservation unless otherwise noted. The Administrative Fee is charged to the lighted fields only one time per evening per organization (reservations from 6:00-10:30 P.M.). Tier 5 Use/Fees are 8 A.M. – 4 P.M. Monday through Friday per field. Weekend fee at Lincoln is for the 3 synthetic turf fields from 8 A.M. – 8 P.M. Private camps and tournaments may be required to rent portable toilets and pay police details and DPW overtime for their event.

Private Camps, Clinics, and Tournaments: A non-refundable deposit of **\$100 per field** is due when the field permit application is submitted. Full payment must be received at least 30 days before the date of the event. If the event is cancelled, a refund will be issued depending on the amount of notification given to the Recreation Department **prior to the event:**

- 0-30 days: No Refund
- 30-60 days: 50% Refund (excluding non-refundable deposit)
- 60 or more days: Full Refund (excluding non-refundable deposit)

Approved by the Recreation Committee on 1/15/14.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 1/27/14

STAFF: Lynne Pease

ITEM NUMBER: I.4

SUBJECT:

Community Center Advisory Committee Update

EXECUTIVE SUMMARY:

Michelle Ciccolo, Chair of the Community Center Advisory Committee, will be at your meeting to provide an update on the Community Center.

See attached information.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

STAFF FOLLOW-UP:

Selectmen's Office



TOWN OF LEXINGTON
Ad hoc Community Center Advisory Committee (AhCCAC)

DATE: January 24, 2014

FROM: Michelle Ciccolo, Chair, AhCCAC

TO: Lexington Board of Selectmen

SUBJECT: Status Report, with Recommendations Regarding Future Phased Build-out of the Lexington Community Center

AhCCAC MEMBERS: Michelle Ciccolo, Chair; Linda Vine, Staff Vice Chair, ex-officio; Mary Ellen Alessandro; Elizabeth Borghesani; Harry Forsdick; Jonathan Himmel; Laura Hussong; Florence Koplow; Leslie Zales.

For your reference, prior presentations before your Board, relative to the work of this Committee, have occurred on September 23, 2013, October 17, 2013, and on December 16, 2013. This report is a further refinement of our recommendations made at the December meeting, and incorporates specific Selectmen suggestions made that evening along with direction provided to the Committee through the Board's liaisons.

We understand there are many competing needs for capital funding requiring the Town's attention, and this limits the immediate availability of funding for future Community Center phases. For this reason, we are now proceeding forward with the Phase 1 design with the assumption that Phase 2 may be several years away. Furthermore, many have expressed the view that it would be helpful to occupy the new center for a year or so to gain experience in participation rates and demand. Some area community centers and senior centers have seen exponential growth in citizen participation once new facilities have opened. Observing and documenting demand at our new facility will help us properly size the Phase 2 expansion the Town might seek to pursue in the future.

We remain committed to our full vision of the Lexington Community Center. Important to achieving this vision is the reminder of our mission:

To enhance the quality of life for all Lexington residents by creating a warm, welcoming, and inclusive environment.

Functionally, to achieve this mission, we believe the facility should ultimately include a large multi-purpose banquet room (seating 250 or more) with a commercial kitchen, and a regulation sized gymnasium. We have not yet had a chance to evaluate what, if anything, can be done with the Carriage House building, and expect to have recommendations to your Board on that, once Steffian Bradley Architects (SBA) and the Committee have reviewed options for that portion of the site.

At the December presentation, we acknowledged the deficiencies of the multipurpose room resulting from the desire to preserve the existing bathrooms in their current location and not undergo major structural modifications to that portion of the building. That prior plan depicted an L-shaped room that would have compromised circulation, functioning, and audio-visual presentations of the room when fully occupied. At the suggestion of the Board, and in light of the probable timing of funding for Phase 2, we revisited the

layout of this area and will provide a revised drawing for the board to view. This revised layout now provides for a rectangular floor-plan and increases seating capacity from 80 to 100 in a banquet-style seating arrangement. When the banquet tables are moved aside, this rectilinear space will also be more suitable for large assemblies or activities like light, senior exercise or dancing. However, after relocating the bathrooms, and providing space needed to process the meals-on-wheels program, the multipurpose room could not accommodate a commercial kitchen, nor the ultimately desired 250+ person seating. Nonetheless, we think this is a great improvement on the prior floor plan and essential to include, given it may be several years before we can bring the larger multipurpose facility on-line. There are additional costs associated with moving the bathrooms, the structural sheer walls, and building the basic kitchen that are included in the updated cost figures that will soon be provided to the Board [Note: The kitchen equipment, while shown as a line item in the budget, is not included in the cost figures]. There will also be a minimal delay in bidding of the project while these new changes are incorporated. The Phase 1 project is now expected to be bid on March 5, 2014, and occupancy of the building is projected for mid December of this year.

Because the original direction we had been given was to expedite occupancy and to defer improvements that may change in Phase 2, earlier plans for this facility did not assume a comprehensive upgrade to the mechanical systems beyond basic improvements and code compliance. The strategy and belief at the start of the project was that the Town would be better off waiting to size HVAC equipment until the square footage of the anticipated expansion was known. Thus, the idea was to size the major HVAC units to accommodate future build-out. Under these assumptions, such HVAC improvements were originally anticipated to be incorporated into Phase 2. Now that the Phase 2 expansion timeline is uncertain, it seems more prudent to go ahead and upgrade the HVAC systems to meet the current needs of the Phase 1. We recommend, that funding for that work, now being referred to as Phase 1B, be sought at the 2014 Annual Town Meeting.

Phase 1A: Increased scope beyond the previously approved Phase 1 scope

We are now recommending that a Phase 1A supplement be considered for funding at the March 24, 2014, Special Town Meeting. An amendment to the scope of the original October 2013 construction article may be necessary to allow for an expanded HVAC design. This Phase 1A supplement incorporates the following elements:

- Cost increases resulting from the modification of the multipurpose room (e.g. moving the bathrooms; and accommodating removal of the sheer wall)
- Cost increases revealed during the further refinement of the plans
- Additional furniture, fixtures, and equipment (FF&E) as required to be able to deliver the desired program
- The potential for accelerated and expanded HVAC design and construction (extent to be decided) if that is determined to be desirable at this stage (Hard and Soft Costs to enhance ventilation, improve air quality, and increase energy efficiency.) The purpose of this expanded scope is to do anticipatory work in program space so disruptions will be minimized when the balance of the HVAC scope is accomplished in Phase 1B. The SBA team is working diligently to help us understand this issue and will complete the preliminary work in next few weeks.

Phase 1B:

- Construction of the sidewalk to implement the design that was funded by the Fall 2013 Special Town Meeting

- Building envelope extraordinary repairs not incorporated in the original Phase 1A cost estimate. There are several examples of separation and delaminating of the metal panel system installed around the windows in the 2000 addition.
- Design through construction documents, and then the construction funding for the HVAC upgrades (or the balance of the upgrades if the portions are pre-positioned under Phase 1A) to provide enhanced ventilation, improved air quality, and to increase energy efficiency
- Design of site work improvements including building egress modifications to provide accessible routes exiting from the mansion and around the grounds, parking and transportation modifications if necessary, and any additional vehicular access modifications that may be required.

Regarding the Master Plan/Schematics prepared by SBA for Phase 2, it is still highly preliminary for us to project how to break out the future expansion into appropriate phases. Nonetheless, there are some important factors we think worth noting. Below are a set of considerations which should be evaluated when making phasing decisions:

- Both the gym and the multipurpose facility will likely need to be funded by the General Fund through either and/or borrowing. It appears that few, if any, elements of these building expansion parts will be eligible under the Community Preservation Act as they will be built outside the existing building footprint. This makes it less likely that both the gym and multipurpose facility will be able to be built in one phase due to the Town's fiscal constraints.
- If the gym is built first, along with the commercial kitchen to allow large functions, and the multipurpose facility is built second, then the food service would have to be brought up in a dumb waiter to get to the multipurpose room (built later) – a very poor arrangement. This point requires reference to the Phase 2 Sketch Plans (on the Town's Website under CCAC) which show that the gym will sit lower than the multipurpose facility, at grade with the present building's basement. Locker rooms and the kitchen would be at this same level in order to service the gym.
- If the multipurpose facility is built first, the commercial kitchen can be located adjacent to the banquet facility at grade with the parking lot easily accessible to where food is actually being served, in a far superior location for the kitchen.
- Many fitness activities can actually take place in a multipurpose facility such as dance, yoga, aerobics, tai chi, etc. However, other activities necessitate a gym such as basketball, indoor soccer, volleyball, and other sports requiring regulation sized courts.
- There is no place in Town for a large public banquet seating more than 140 people in one space (Battin Hall at 2,100 sq. ft. can seat around 140 but presently lacks parking and kitchen facilities). This obviously forces functions larger than 140 to seek other facilities for the time being.
- Based on the knowledge gathered by the Community Center Task Force prior to this Committee, it appears that an on-site gym is an essential component of a successful teen center.
- A gym, and the opportunities it opens up for a wide variety of activities is a central component of our vision for this Community Center for its obvious ability to serve all ages and this remains a frequently requested feature the public wishes to see incorporated in an expansion.

The Committee wholeheartedly believes that an expansion of the present facility will be needed in the near future. Most active community centers will often run multiple large programs simultaneously. Having a large multipurpose facility and/or a gym with a divider will help provide both the large function space, and the multiple large rooms the Town will need to run the comprehensive programs the Town envisions. We know today's Senior Center often is over subscribed for its large events and people have to be turned away. While the Phase 1 multipurpose room will have a slightly larger banquet seating capacity than Muzzey (100 vs. 80), we are transitioning from a Senior Center for one age group to a Community Center for all ages, and we are expecting tremendous growth in the senior demographic group as baby-boomers age. If Lexington's Community Center experiences the same uptick in participation rates that other communities have experienced when they built new facilities, we may need to prepare for 3 times the number of participants than we have today. We also know many groups from the PTAs to the cultural organizations are looking for banquet seating in excess of 250 people in Town.

While many have expressed the desire to put a teen center into the Carriage House, this building has not yet been evaluated. Once the SBA team provides us with a greater understanding of that facility, we will be in a better position to recommend whether or not a teen center could go there.

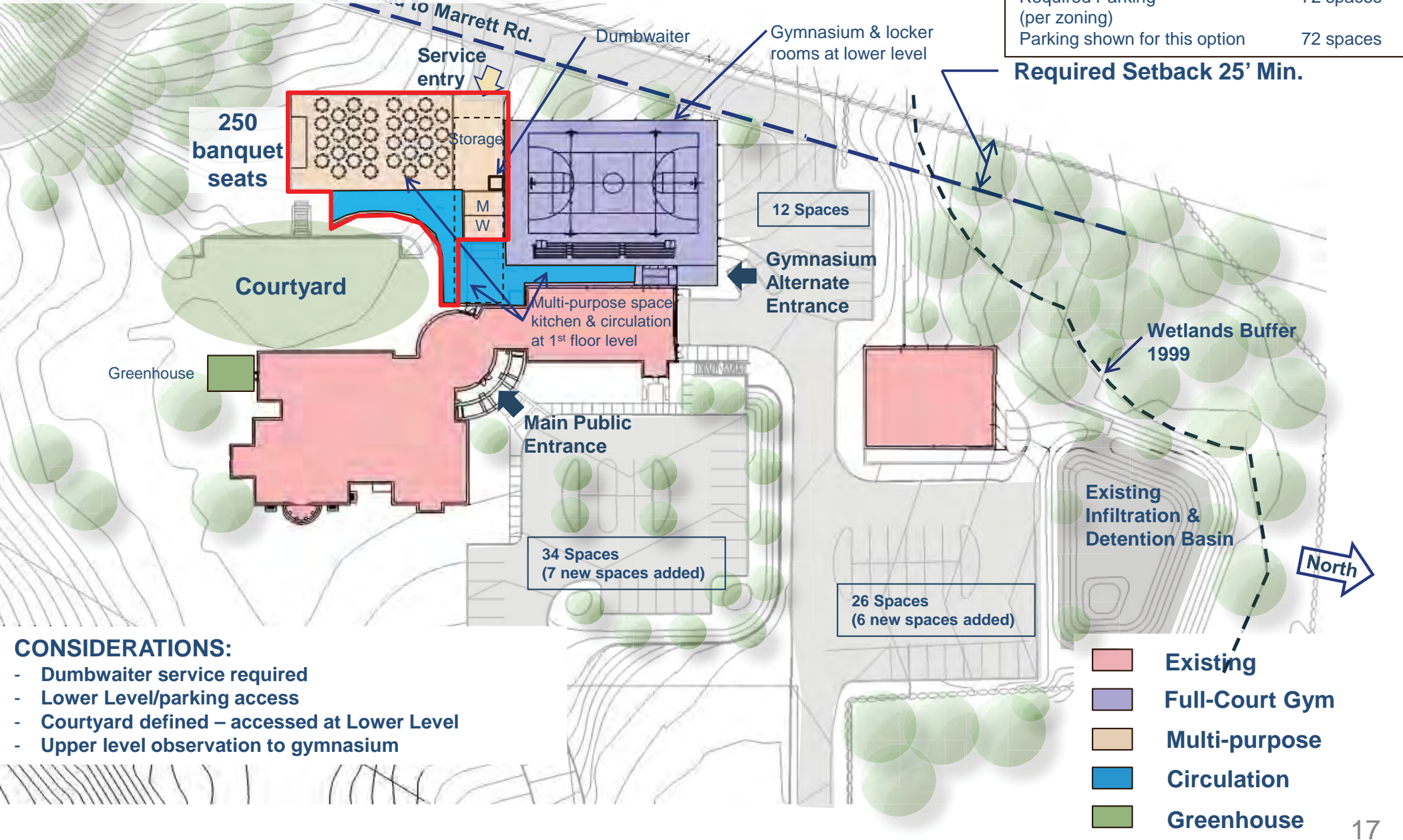
In conclusion, we are asking the Selectmen to consider the following course of action:

- Develop two Warrant articles for the Special Town Meeting to
 - Supplement the previous Phase 1 scope (which we are referencing as Phase 1A funding) appropriation, and potentially to expand the previously approved scope of Phase 1 to incorporate that which is discussed as Phase 1B above.
- Develop a Warrant article, for the Annual Town Meeting, that would allow for construction of a new sidewalk and design development and construction documents for Phase 1B scope of work for the above purposes. (In the future we anticipate we will likely be asking that the Selectman support a Phase 1C for the construction of the items beyond the sidewalk contained in Phase 1B.)

Phase 2 Study – Option 3 Two Level Program at West Site – Final Phase

- Multi-purpose Facility is built later with with service by dumbwaiter (or relocate kitchen near multipurpose facility)

Existing Parking	80 spaces
Required Parking (per zoning)	72 spaces
Parking shown for this option	72 spaces



Required Setback 25' Min.

CONSIDERATIONS:

- Dumbwaiter service required
- Lower Level/parking access
- Courtyard defined – accessed at Lower Level
- Upper level observation to gymnasium

- Existing
- Full-Court Gym
- Multi-purpose
- Circulation
- Greenhouse

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 1/27/14

STAFF: Lynne Pease

ITEM NUMBER: I.5

SUBJECT:

Article Presentations for the Annual Town Meeting

EXECUTIVE SUMMARY:

Inga Magid has submitted three citizen zoning articles. She will be at your meeting to make a presentation on the following articles:

1. Article 27 – Amend Zoning By-Law – Allow For-Profit Educational Uses in the Neighborhood Business and Residential Districts
2. Article 28 – Amend Zoning By-Law – Allow For-Profit Educational Uses in the Neighborhood Business District and Remove Size Limitation
3. Article 29 – Amend Zoning By-Law – Allow For-Profit Educational Uses in the Neighborhood Business District

See attached information.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

STAFF FOLLOW-UP:

Selectmen's Office

Fact Sheet on Articles 27, 28, & 29

What is the goal of Articles 27, 28, and 29?

The goal of the articles is to expand the areas where small-scale arts and music education businesses can locate within the town to help retain and expand local businesses. Currently for-profit educational uses are not allowed in the neighborhood business district or the town's residential areas.

Who is the proposer?

Inga Magid is the longtime Lexington resident and Lexington Keys for Kids Music School business owner.

A few images are attached.

Why three articles?

The proposed articles were written at separate times. Each article was an effort to establish the most appropriate legal parameters to achieve to the goal of the zoning amendment. Article 29 was the first article submitted (although the Warrant numbered the articles in the reverse); it requests a change in the zoning to permit for-profit educational uses to operate in the neighborhood business districts. However, after the first article was submitted there was additional consideration given to the limit on the size of a business in the neighborhood district. Subsequently Article 28 was submitted. It too, requested for-profit educational uses be permitted in the neighborhood businesses districts, but it also added a request to remove the 1,500 SF limitation to allow for more flexibility. In addition, Article 27 was submitted which included the request that for-profit educational uses be allow in both the neighborhood business *and* residential districts to allow for the most flexibility in location searches.

Ultimately, Articles 27 & 28 alone will be the two to consider, given they provide the best frame work to achieve the goals of the zoning amendment. Article 29 will not be considered and be request postponed indefinitely.

ZONING/LAND USE ARTICLES

ARTICLE 27

AMEND ZONING BY-LAW – ALLOW FOR-PROFIT EDUCATIONAL USES IN THE NEIGHBORHOOD BUSINESS AND RESIDENTIAL DISTRICTS

To see if the Town will vote to amend Chapter 135 of the Code of the Town of Lexington to permit schools not exempt by statutes in the RO, RS, RT, and CN districts; or act in any other manner in relation thereto.

(Inserted by Inga Magid and nine or more registered voters)

DESCRIPTION: This article requests a change in the zoning to permit for-profit educational uses to operate in a neighborhood business district *and* residential districts. Currently state law allows certain non-profit educational facilities and day-care uses to locate in residential districts; this request would expand the types of educational uses permitted in the residential districts. However, this article did not include removing the square footage restriction for uses in the neighborhood business district.

ARTICLE 28

AMEND ZONING BYLAW – ALLOW FOR-PROFIT EDUCATIONAL USES IN THE NEIGHBORHOOD BUSINESS DISTRICT AND REMOVE SIZE LIMITATION

To see if the Town will vote to amend the Zoning By-Law for Neighborhood Commercial (“CN”) uses, to allow for profit educational uses and removal of the associated development standard from the same zone; or act in any other manner in relation thereto.

(Inserted by Inga Magid and nine or more registered voters)

DESCRIPTION: This article requests a change in the zoning to permit for-profit educational uses to operate in the neighborhood businesses districts. In addition, this article also requests that the size or square footage limit be removed. The current zoning restricts the size of a business located in the neighborhood business district to 1,500SF; this article requests that the square footage limitation be removed to allow a business more flexibility.

**ARTICLE 29 AMEND ZONING BY-LAW – ALLOW FOR-PROFIT EDUCATIONAL
USES IN THE NEIGHBORHOOD BUSINESS DISTRICT**

To see if the Town will vote to amend the Zoning By-Law for Neighborhood Commercial (“CN”) uses, to allow for-profit educational uses within this designation.

(Inserted by Inga Magid and nine or more registered voters)

DESCRIPTION: This article requests a change in the zoning to permit for-profit educational uses to operate in the neighborhood business districts. This request adds to the types of uses that would be allowed in a district created to provide resident-serving uses, such as convenience stores, dental offices, and hardware stores.



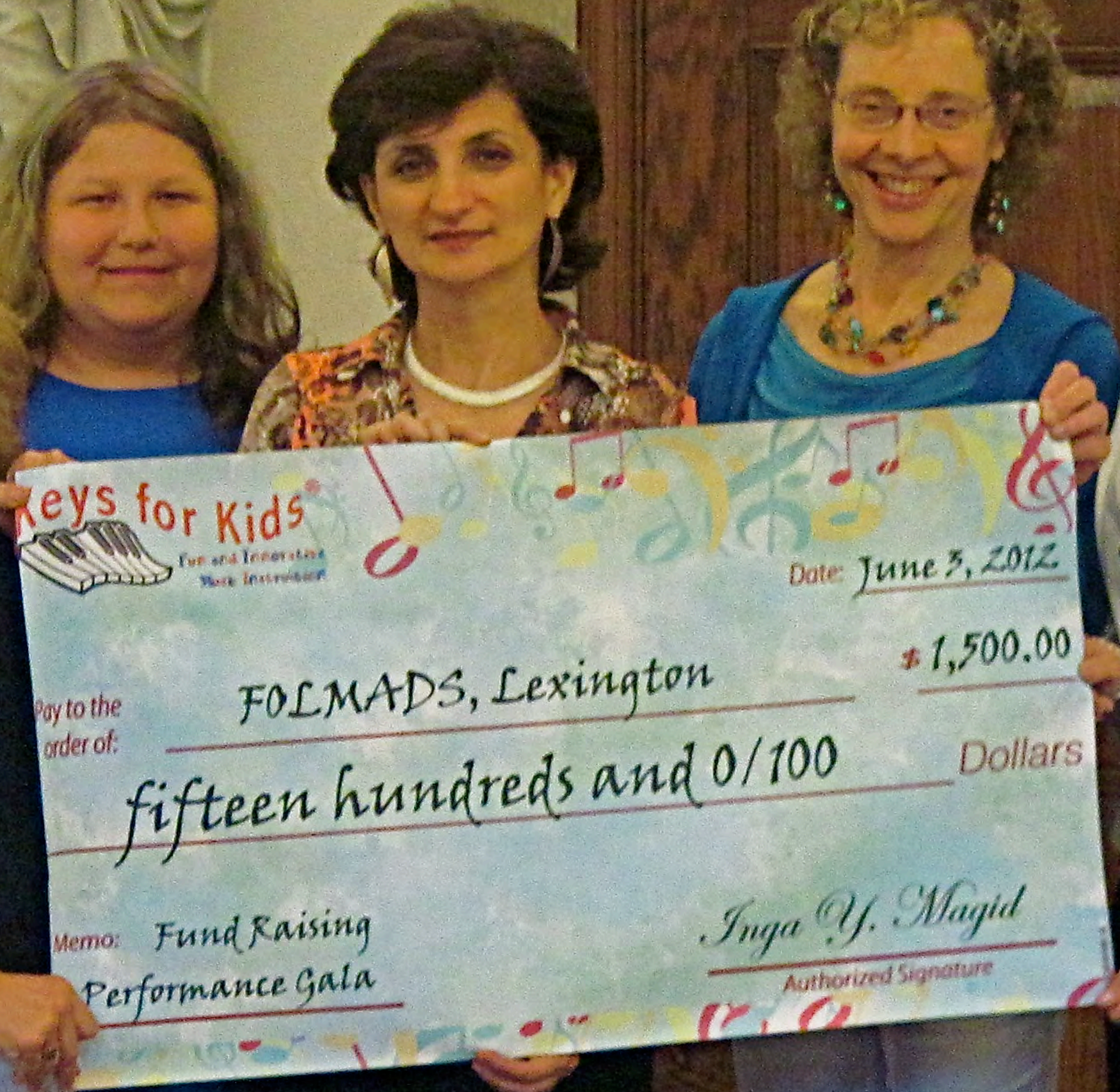
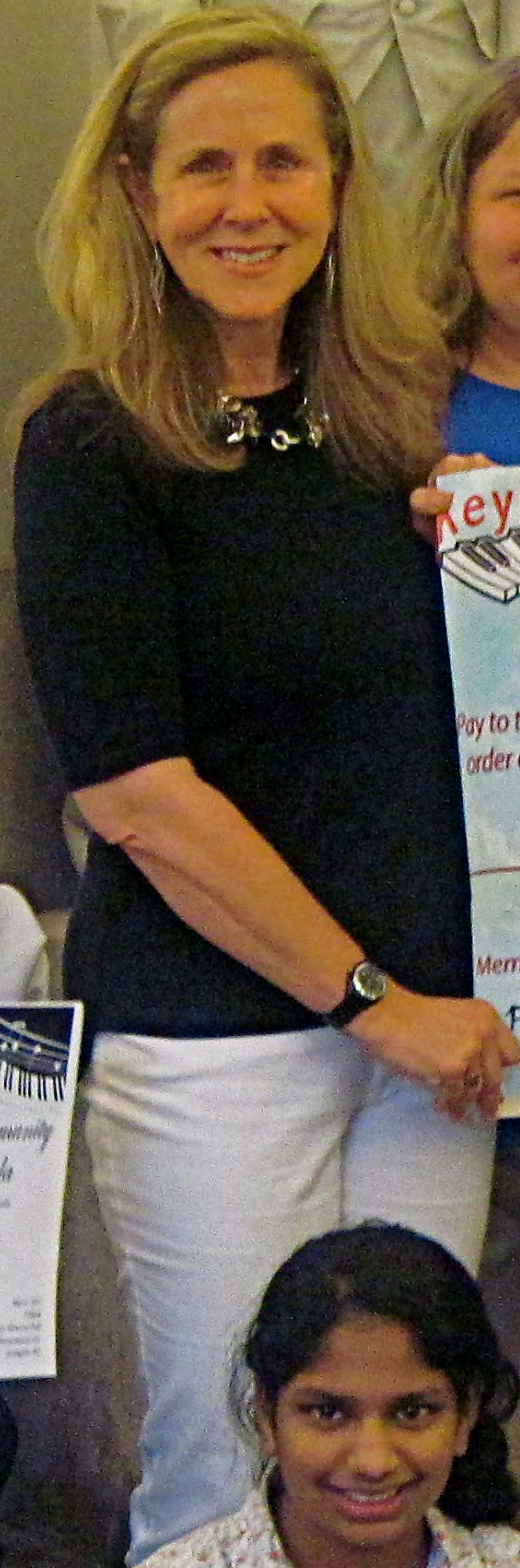
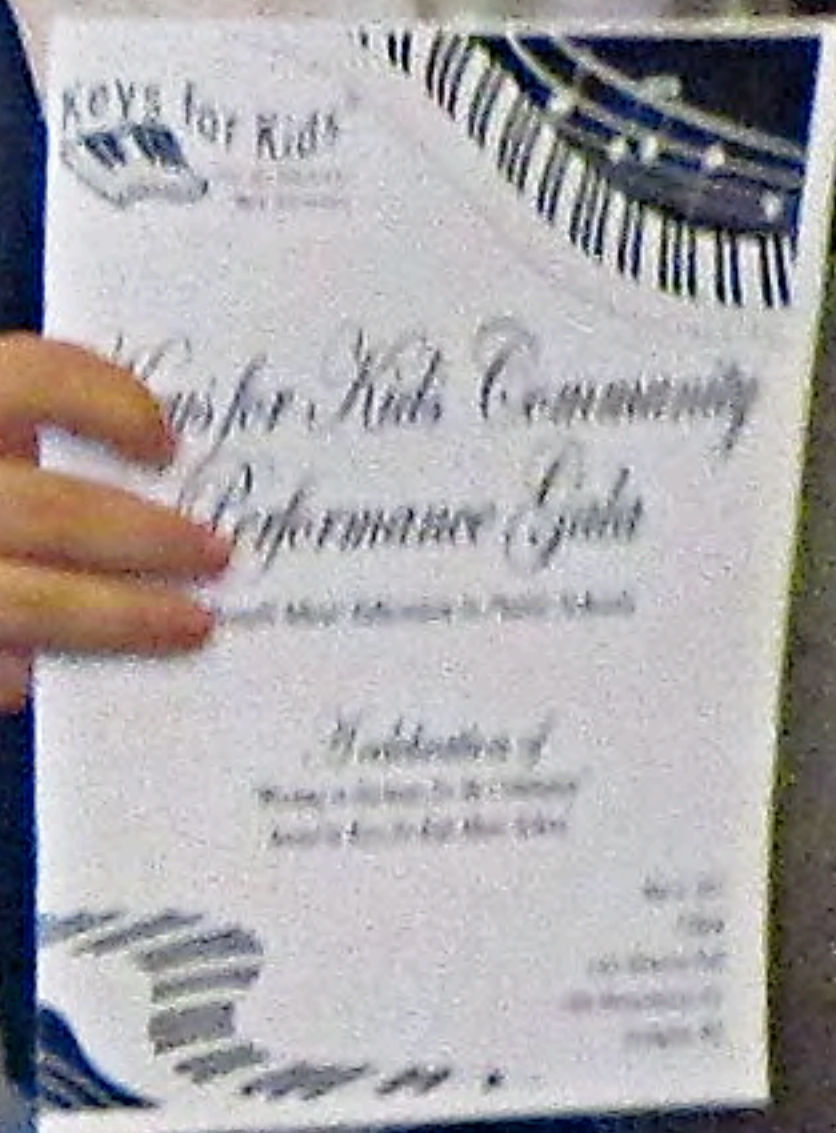




Love for Kids
WILLIAMSON COUNTY
SCHOOL DISTRICT
OFFICE OF PERFORMANCE







06/05/2012 16:07







AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

January 27, 2014

PRESENTER:

Carl F. Valente
Rob Addelson

ITEM NUMBER:

I.6

SUBJECT:

FY2015 Budget Discussion

EXECUTIVE SUMMARY:

Staff will be available to answer the Selectmen's questions regarding the FY15 Preliminary Budget and Financing Plan. Two clarifications/changes for the Board's consideration:

1. Consider adding \$100,000 to the Street Improvements capital account (currently funded at \$2,154,924) to offset a portion of the costs for the Shade Street traffic calming project.
2. Clarify for the Board that the \$878,000 proposed for the Salary Adjustment Account includes approximately \$40,000 for program staff that may be required at the new Community Center.

FINANCIAL IMPACT:

NA

RECOMMENDATION / SUGGESTED MOTION:

NA

STAFF FOLLOW-UP:

TMO and Finance

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

January 27, 2014

STAFF:

Rob Addelson, Asst. Town Mgr. for Finance

ITEM NUMBER:

I.7

SUBJECT:

Authorize a 10 year term for the issuance of bonds for High School Modular Classroom Construction

EXECUTIVE SUMMARY:

On February 5, 2014, the Town will issue bonds to finance 45 different capital projects authorized at prior town meetings. Included among these projects is the construction of the Lexington High School Modular Classrooms, which was authorized at the November 2013 special town meeting. Massachusetts General Laws considers modular classrooms to be departmental equipment for which debt can be issued for a term no greater than 5 years, unless the Selectmen determine that these classrooms have a useful life of more than 5 years. In modeling the financing impacts of this project on general fund debt service, we assumed that debt would be issued for a term of 10 years based on discussions with Director of Public Facilities about the economic life of the classrooms. To enable the issuance of a bond for the modular classrooms for a 10 year term, the Selectmen, pursuant to MGL c. 44, section 7(9), must make a formal determination of the useful life of the modular classrooms.

FINANCIAL IMPACT: Issuance of a bond for the modular classroom for a 10 year term, along with the proposed appropriation of \$919,000 from the Capital Projects/Debt Service Reserve/Building Renewal Stabilization Fund to mitigate debt service, will result in limiting the FY15 increase in debt service to 5%, the stated goal when modeling the debt service impacts of the financing of modular classroom construction last fall.

RECOMMENDATION / SUGGESTED MOTION: To approve the determination of the maximum useful life of modular classrooms to be 10 years as described in the attached motion prepared by Bond Counsel.

STAFF FOLLOW-UP:

Finance Department

VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Lexington, Massachusetts, certify that at a meeting of the board held January 27, 2014, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the borrowing authorized by the vote of the Town listed below is hereby determined pursuant to G.L. c.44, §7(9) to be as follows:

<u>Vote</u>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
November 4, 2013 (Article 4)	School Departmental Equipment (Modular Classrooms)	\$7,700,000	____ years

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: _____, 2014

Clerk of the Board of Selectmen

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

January 27, 2014

STAFF:

Rob Addelson, Asst. Town Mgr for Finance

ITEM NUMBER:

I.8

SUBJECT:

Approval of MWRA Loan

EXECUTIVE SUMMARY:

The Massachusetts Water Resources Authority is making a zero interest loan to the Town of Lexington in the amount of \$1,145,015 which will be used for permanent financing of water system improvements completed on Bedford Street from Worthen Road to North Hancock Street. Loan proceeds will be delivered 2/13/14 subject to approval and acceptance by the Board of Selectmen. Debt service payments on the loan will be over a 10 year term in equal payments with the first payment coming due 2/15/15 in the amount of \$114,501.50.

The Board of Selectmen needs to vote to accept the loan. A motion to this effect is attached.

FINANCIAL IMPACT:

The FY2015 debt service costs associated with this note will be included in the recommended budgets of the water fund.

RECOMMENDATION / SUGGESTED MOTION:

See attached

STAFF FOLLOW-UP:

none

I, the Clerk of the Board of Selectmen of the Town of Lexington, Massachusetts, certify that at a meeting of the board held January 27, 2014, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$1,145,015 Water Bond of the Town dated February 10, 2014, to the Massachusetts Water Resources Authority (the "Authority") is hereby approved and the Treasurer is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on February 15 of the years and in the principal amounts as follows:

<u>Year</u>	<u>Installment</u>	<u>Year</u>	<u>Installment</u>
2015	\$114,501.50	2020	\$114,501.50
2016	114,501.50	2021	114,501.50
2017	114,501.50	2022	114,501.50
2018	114,501.50	2023	114,501.50
2019	114,501.50	2024	114,501.50

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing vote.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the bond were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: January 27, 2014

Clerk of the Board of Selectmen

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

January 27, 2014

PRESENTER:

Carl F. Valente

ITEM NUMBER:

I.9

SUBJECT:

Approve License Agreement for Lexington Animal Shelter

EXECUTIVE SUMMARY:

The Facilities Department has recently completed the repairs and upgrades to the Town's Animal Shelter on Westview Street. Some of the area Town's have expressed an interest in using the shelter from time to time. Working with the MAPC, a license agreement between the Town of Lexington and other Town's has been developed under the requirements of MGL Chapter 40 section 4A. This statute requires the Board of Selectmen to approve this intergovernmental agreement.

FINANCIAL IMPACT:

NA

RECOMMENDATION / SUGGESTED MOTION:

Move to authorize the Town Manager to enter into a Revocable License Agreement with other municipalities for the use of the Lexington Animal Shelter.

STAFF FOLLOW-UP:

TMO to process Agreements.

Police-Animal Control to manage shelter and coordinate with other municipal users.

REVOCABLE LICENSE AGREEMENT

By and Between

The Town of Lexington

and

The **Town of Y**

For the Use of

The Lexington Animal Shelter

This Revocable License Agreement ("Agreement") is entered into by and between the Town of Lexington, Massachusetts, ("Licensor"), a municipal corporation, and the **Town of Y**, Massachusetts, ("Licensee"), a municipal corporation.

WHEREAS the Licensor operates public buildings and makes such buildings available for use by individuals and organizations to benefit the citizens of the Town of Lexington; and

WHEREAS the Licensor operates the Lexington Animal Shelter ("Shelter") located at 15 Westview Street, in Lexington, Massachusetts; and

WHEREAS the Shelter has excess capacity; and

WHEREAS the Licensee desires to license space in the Shelter from Licensor, subject to terms described below;

NOW THEREFORE, the Licensor and Licensee hereby agree as follows:

1. Licensed Premises

- a. The Licensed Premises are located within the Shelter and includes dog runs, office space, bathroom, storage area, and parking.
- b. The Licensee shall also have access, in common with others, to the corridors, lobbies, and entrances to the Shelter for access to Licensed Premises.
- c. Licensee accepts Licensed Premises in its present condition, "as is", without any representations or warranties of any kind.

2. Permitted Use

- a. During the Term, as defined in Section 5 below, the Licensee shall have use of the Licensed Premises for the temporary sheltering of dogs, and associated feeding, watering, exercising, kennel cleaning, and provision of veterinary care. For the purposes of this section, "temporary sheltering" is defined as not more than ten (10) consecutive nights per animal, unless Licensor allows additional days.
- b. Licensor shall permit Licensee to store animal feed and other supplies required for the provision of animal care at the Licensed Premises in a manner consistent with Licensor's operational procedures.
- c. Private boarding and routine quarantining are not permitted.
- d. Non-routine quarantining, i.e., in an emergency situation, may be permitted with the advance approval of Licensor.

3. Access

- a. The Licensee shall be permitted to enter the Licensed Premises at any time.
- b. Access to the Licensed Premises by Licensee shall be limited to those officials, employees, and agents of the Licensee authorized by Licensor.
- c. Access to the Licensed Premises shall be controlled by a security system administered by Licensor, at the sole discretion of Licensor.
- d. Licensor shall have priority as to placement of animals in the Shelter at all times.
- e. Licensee agrees to exercise its rights under this paragraph in such manner as to prevent, or minimize to the extent practicable, any unreasonable interference with the Licensor's use of the Licensed Premises.

4. Fees

- a. Licensee shall pay to the Licensor \$10.00 per animal per 24 hour period or any portion thereof to offset the utility and maintenance costs of the facility, subject to appropriation.
- b. Licensor shall bill Licensee by written invoice on a monthly basis. Payment of such fees are due within 30 days of the date of the invoice.
- c. Licensee shall retain the right to charge impound and/or daily care fees, at its sole discretion, to the owner of an animal placed in the Shelter and cared for by Licensee's staff, contractors, or other representatives. In such a case, Licensor shall not charge any such fees to the owner.

5. Terms and Termination

- a. The term of this license ("Term") shall commence on [date], ("Commencement Date") and, unless sooner terminated as described herein, shall continue through [date]. Said term shall not exceed 25 years.
- b. Notwithstanding anything contained herein to the contrary, Licensor may terminate this License immediately in the event any circumstances which cause the Licensed Premises to become uninhabitable as an animal shelter, including but not limited to fire, flood, or other casualty, as determined by the Licensor in its sole discretion.
- c. Either party may terminate this License for any reason upon 15 days prior written notice to the other party.

6. Insurance

- a. The Licensee agrees to carry insurance with a licensed insurance company, acceptable to the Licensor. Such insurance shall name Licensor as an additional insured.
- b. The policies shall include, at minimum, the coverage and limits as indicated below:
 - i. Commercial general liability insurance, written on an occurrence basis, and including contractual liability coverage to cover any liabilities assumed under this Agreement, for bodily or personal injury or death of persons or damage to property on or about the Licensed Premises. The limit to such liability insurance shall not be less than \$1 million per occurrence and \$3 million in the aggregate.
 - ii. Worker's compensation insurance as required by the laws of the Commonwealth of Massachusetts covering person employed by the Licensee.
 - iii. Automobile liability insurance, covering owned, hired and non-owned vehicles, combined single limit of \$2 million.

- c. Prior to commencement of the term of the Agreement, the Licensee will provide to the Licensor certificates of insurance evidencing such coverage. Such insurance shall not be cancelled or modified without 30 days written notice to the Licensor.

7. Indemnification

To the extent provided by law, the Licensee agrees to indemnify and hold harmless the Licensor, respective servants, agents, employees, and representatives against any and all injury and expenses arising out of any act or omission of the Licensee or its servants, agents, employees, and representatives on or about the Licensed Premises.

8. Force Majeure

In no event shall the Licensor be liable to the Licensee for any indirect or consequential damages to the Licensee if the Licensee is delayed in or prevented from using the Licensed Premises as permitted under this Agreement by reason of any cause beyond the Licensor's reasonable control, including, without limitation, acts of God, strikes, lockouts, labor troubles, failure of power or other utility services, riots, insurrection, war, or the requirements of any regulations (herein "Force Majeure Events"). The failure of either party hereto to perform its obligations, covenants and agreements hereunder shall be excused during such period as the party failing to perform is unable to so perform by reason of Force Majeure Events.

9. Non-Assignment

The Licensee shall not assign or otherwise transfer this Agreement or any interest therein or permit any other person to use or occupy the Licensed Premises or any portion thereof except with the prior written consent of the Licensor, which consent the Licensor expressly reserves the right to withhold in its sole discretion. This Agreement shall be binding upon the parties' respective successors, assigns, and legal representatives.

10. Notices

Any notice required or permitted hereunder shall be in writing and shall be hand delivered or sent by registered or certified mail, postage prepaid, return receipt requested, and addressed as follows:

If to the Licensor, to:

The Town of Lexington
Police Department
Attention: X
1575 Massachusetts Ave
Lexington, MA 02420

If to the Licensee, to:

The Town of [REDACTED]
Department [REDACTED]
Attention [REDACTED]
Street [REDACTED]
Town, MA, ZIP [REDACTED]

11. Other Conditions

- a. Licensee agrees to not harm the Licensed Premises, or commit or permit waste, or create any nuisance or disturbance, or make any use of the Licensed Premises other than the Permitted Use.
- b. During the Term of this Agreement, the Licensee shall comply in all material respects, at its own cost and expense, with all applicable laws, by-laws, ordinances, codes, rules, regulations, orders and other lawful requirements of the governmental bodies having jurisdiction ("Regulations"), which are applicable to the Licensees' particular use of the Licensed Premises or to the fixtures and equipment therein (including but not limited to the zoning code and other ordinances of Lexington, Massachusetts; Regulations governing hazardous substances or waste; and Regulations governing animal control) and the requirements of all policies of a public liability, fire and all other types of insurance at any time in force with respect to the Licensed Premises, or the Shelter and the fixtures and equipment therein.
- c. Licensors shall be responsible for all maintenance and repairs of the Licensed Premises and the surrounding grounds.
- d. The Licensee shall be solely responsible for the humane treatment of any animals placed in the Shelter by Licensees' staff, contractors, or other representatives, approved by Licensors. Humane treatment includes feeding, watering, exercising, kennel cleaning, and veterinary care, if necessary. Licensee will also be required to provide for care, owner contact and discharge for all days during which an animal is placed by the Licensee in the Shelter, including weekends and holidays.
- e. Licensors and Licensee may agree to provide mutual aid in the form of weekend/holiday animal care and maintenance, animal pick-up and sheltering, emergency duty, or other services. Such aid will be provided based on determinations made by the individual Animal Control Officers for each party or their respective departments, and no such aid is presumed in this Revocable License Agreement.

12. Miscellaneous

- a. The failure of either the Licensee or Licensors to insist upon the strict performance of any provision of this Agreement shall not constitute a waiver of compliance with the remaining provisions of this Agreement.
- b. In the event any provision of this Agreement is found by a court of appropriate jurisdiction to be unlawful or invalid, the remainder of the Agreement shall remain and continue in full force and effect.
- c. This Agreement shall constitute the only agreement between the Licensee and the Licensors relative to the use of the Licensed Premises, and no oral statements and no prior written matter not specifically incorporated herein shall be of any force and effect. In entering into this Agreement, the Licensee relies solely upon the representations and agreements contained herein.
- d. By this Agreement, the Licensors grants the Licensee a license only. To the extent permitted by law, this Agreement does not create the relationship of landlord and tenant and is not subject to the laws of the Commonwealth of Massachusetts relating to leasing or the landlord-tenant relationship.

- e. This Agreement may be amended only by written agreement of both the Licensee and the Licensor.
- f. This Agreement is executed in three copies, each of which shall have the force and effect of any original.

The balance of this page left blank intentionally.

Approved by:

Town of Lexington

Town Manager
As authorized by the Board of Selectmen
On _____

Town of _____

Approved for Availability of Funds

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 1/27/14

STAFF: Lynne Pease

ITEM NUMBER: I.10

SUBJECT:

Appointments – Historic Districts Commission, Tourism Committee and Town Celebrations Committee

EXECUTIVE SUMMARY:

The Historical Society has submitted a nomination for their representative for the Associate position on the Historic Districts Commission. See attached information.

The Tourism Committee has requested that Willem Nijenberg be appointed.

The Town Celebrations Committee has requested that Karen Gaughan be appointed to the Subcommittee.

See attached information.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

Motion to appoint Jon Wardwell to the Historic Districts Commission as an Associate Member representing the Historical Society to fill the unexpired term of Lynn Hopkins until December 31, 2017.

Motion to appoint Willem Nijenberg to the Tourism Committee for a term to expire September 30, 2014.

Motion to appoint Karen Gaughan to the Town Celebrations Subcommittee for a term to expire June 30, 2014.

STAFF FOLLOW-UP:

Selectmen's Office



LEXINGTON HISTORICAL SOCIETY

January 3, 2014

Ms. Deborah Mauger
Chair, Board of Selectmen
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

Dear Deb:

I am writing on behalf of the Lexington Historical Society to forward the Society's nomination for the vacant Associate position on the Historic Districts Commission. We are nominating Jon Wardwell, principal in JW Construction, general contractor specializing in the restoration and renovation of period homes in the Boston area. Jon grew up in Lexington and lives in Lexington center. He would bring to the Commission expertise in appropriate materials and techniques for the modification and updating of homes and buildings in the Historic Districts. He is passionate about maintaining historic fabric and the mission of the HDC.

I have attached background information on Jon. Please let us know if you have any questions regarding this nomination. Thank you.

With best regards,

Kevin McGuire
President



Town of Lexington, Massachusetts

OFFICE OF SELECTMEN

DEBORAH N. MAUGER, CHAIRMAN
PETER C.J. KELLEY
NORMAN P. COHEN
HANK MANZ
JOSEPH N. PATO

TEL: (781) 862-0500 x208
FAX: (781) 863-9468

September 10, 2013

Kevin McGuire, President
Lexington Historical Society
P.O. Box 514
Lexington, MA 02420

Dear Mr. McGuire:

In April 2013 the Selectmen appointed Lynn Hopkins to the Historic Districts Commission as a full member representing the Historical Society. Unfortunately we did not fill the vacancy she left as an associate member. Please provide a nomination to fill the unexpired term of the associate position (until December 31, 2017).

Pursuant to Section 4 of Chapter 447, Acts of 1956, the Selectmen request that two nominations be submitted to fill the full membership and one nomination be submitted to fill the associate member position. Please send us a letter with your recommended nominees, including a resume, at your earliest convenience so that appointments can be made before the end of December.

Do not hesitate to contact the Selectmen's Office if you have any questions.

Very truly yours,

Lynne A. Pease

Lynne A. Pease
Executive Clerk

lap
cc: Susan Bennett

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

January 27, 2014

STAFF:

Carl Valente

ITEM NUMBER:

I.11

SUBJECT:

Appointment: Commission on Disability

EXECUTIVE SUMMARY:

I am requesting that the Board approve the Town Manager's appointment of Nathaniel Finch to the Commission on Disability. Mr. Finch will be a new member.

FINANCIAL IMPACT:

None

RECOMMENDATION / SUGGESTED MOTION:

Move to approve the Town Manager's appointment of Nathaniel Finch to the Commission on Disability.

STAFF FOLLOW-UP:

TMO to send appointment letter.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 1/27/14

STAFF: Lynne Pease

ITEM NUMBER: I.12

SUBJECT:

Approve and Sign Final Warrant for the 2014 Special Town Meeting and Annual Town Meeting

EXECUTIVE SUMMARY:

Attached is a final draft of the 2014 Special Town Meeting and Annual Town Meeting Warrants for you to approve and sign tonight.

Still some work to do before it is final: revise letter to residents if needed; funds requested for financial articles; description for Article 3 on the STM for the Community Center; and wording for Article 26 (Amend Chapter 130, Wetland Protection) and description.

Please review and give any comments to me on Monday morning.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

Motion to sign the 2014 Special Town Meeting and Annual Town Meeting Warrants allowing for minor changes as recommended by Town Counsel.

STAFF FOLLOW-UP:

Selectmen's Office

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

January 27, 2014

STAFF:

William P. Hadley, Director



ITEM NUMBER:

Consent

SUBJECT:

Commitments and Adjustments of Water and Sewer Charges

EXECUTIVE SUMMARY:

Commitment of Water and Sewer Charges Dec 2013 Cycle 9	\$214,213.94
Commitment of Water and Sewer Charges Dec 2013 Finals	\$ 2,096.63
Adjustment of Water and Sewer charges as recommended by WSAB	\$ (113.01)

FINANCIAL IMPACT:

Allows the reconciliation with the General Ledger.

RECOMMENDATION / SUGGESTED MOTION:

Motion to approve the Water and Sewer adjustments as noted above.

STAFF FOLLOW-UP:

Revenue Officer



Department of Public Works
Town of Lexington
Water and Sewer Enterprise Funds
FISCAL YEAR 2014

	FINALS	GRAND TOTALS
	DECEMBER 2013	
WATER	\$864.63	\$864.63
SEWER	\$1,232.00	\$1,232.00
TOTAL:	\$2,096.63	\$2,096.63

To the Collector of Revenue for the Town of Lexington:

You are hereby authorized and required to levy and collect of the persons named in the list of water/sewer charges herewith committed to you and each one of his/her respective portion herein set down of the sum total of such list. Said sum being:

Two thousand ninety-six dollars and 63/100

And pay the same into the treasury of the Town of Lexington and to exercise the powers conferred by law in regard thereto.



DIRECTOR OF PUBLIC WORKS

BOARD OF SELECTMEN

Treasurer/Collector; Director Public Works, Water/Sewer Billing

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 1/27/14

STAFF: Lynne Pease

ITEM NUMBER: C.2-6

SUBJECT:

Consent

EXECUTIVE SUMMARY:

2. Approve the Annual Little League Parade Plans for Saturday, May 3, 2014 from 8:30 a.m. to approximately 11:00 a.m. as stated in a letter dated January 21, 2013. Police, Fire, DPW and Town Manager have reviewed and approved this request.
3. Approve Town Manager's vacation request.
4. Approve a one-day liquor license for the Spectacle Management to serve beer and wine in the Cary Memorial Building Lobby at three (3) concerts: Saturday, February 1, 2014, from 7:30 p.m. to 10:30 p.m.; Sunday, March 23, 2014 from 2:00 p.m. to 5:00 p.m.; and Thursday, April 10, 2014, from 7:00 p.m. to 10:30 p.m.
5. Approve the Minutes of November 18, 2013, December 2, 2013, December 3, 2013, December 4, 2013, December 5, 2013, December 16, 2013, December 18, 2013 and January 6, 2014.
6. Approve the Executive Session minutes of November 18, 2013, December 2, 2013 and December 16, 2013.

See attached information.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

Motion to approve the Consent Agenda.

STAFF FOLLOW-UP:

Selectmen's Office