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Town of Lexington
Policy Manual Committee
DRAFT Minutes, Meeting of September 20, 2019

Committee Members: Suzie Barry, Scott Burson, Jeanne Krieger, Hank Manz, Joseph Pato

Members Absent: Laurie Peck

The meeting was called to order at 8:00 AM.

- 1) The Committee reviewed and approved the meeting minutes of January 14, 2019 by a vote of 3-0-2.
- 2) Review Integrated Building Design Policy – a replacement for the Sustainable Design Policy

The committee reviewed the final Integrated Building Design Policy and found that the policy and appendix adequately capture lexington goals. Further that there was a proper separation between the policy statement and the checklist appendix.

The committee voted 5-0 to recommend approval by the Board of Selectmen with appropriate grammatical changes as outlined in the marked-up copy.

- 3) Discuss revision process for selectmen's procedures manual

Mr. Pato indicated that the Selectmen's Procedures Manual had numerous out-of-date references and should be revised. He will work on a set of recommended changes to bring to the next meeting and will consult with Ms Barry.

- 4) Review status on pending policy reviews

Mr. Pato reminded members of the committee that they should look over the policy inventory and identify policies in need of review. He will send out a spreadsheet with the policy inventory and assignments for review.

Meeting Adjourned at 8:40 AM.

Minutes submitted by Joseph Pato, chair.
Approved XX/XX/2020