

MINUTES
Town of Lexington
Executive Session and
Council Work Session

May 20, 2019

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Town Council held an Executive Session followed by a Council Work Session on May 20, 2019 at 6:00 p.m. in the Eli Mack Sr. Room located at 111 Maiden Lane, Lexington, South Carolina. The meetings were attended by: Mayor Steve MacDougall, Mayor Pro-Tem Hazel Livingston, Councilmembers Kathy Maness, Todd Carnes, Ron Williams, Steve Baker and Todd Lyle.

Staff members present were: Town Administrator Britt Poole, Assistant Town Administrator Stuart Ford, Municipal Attorney Brad Cunningham, Transportation Director Randy Edwards, Planning, Building and Technology Director John Hanson, Community and Economic Development Johnny Jeffcoat, Utilities and Engineering Director Allen Lutz, Finance Director Kathy Pharr, Assistant Parks and Sanitation Director Johnny Dillard, Special Projects Manager Wesley Crosby, Downtown Venue Promoter Walker Brewer, Events and Media Coordinator Jennifer Dowden and Municipal Clerk Becky Hildebrand.

There were approximately nine (9) Boy Scouts present, one (1) citizen, and no members of the news media were present.

OPENING STATEMENT

Mayor MacDougall welcomed everyone to the Council Work Session. He read an opening statement to explain the procedures of a Council Work Session which stated: *“Work Sessions are less formal business meetings that enable Council to obtain and discuss information regarding Town issues from Staff members and/or consultants. Like Regular Council Meetings, citizens are encouraged to attend and observe Work Sessions; however, they do not include Public Hearings, but do allow for public comment at the end of the Work Session unless otherwise called on by Council. Council does not take an action vote on items during a Work Session other than to vote to place an item on Council’s next Regular Council Meeting agenda for consideration and an official vote. Council Work Sessions are taped for use by the Municipal Clerk only and Minutes are taken and posted on the Town’s web page following approval of Council.”*

INVOCATION, PLEDGE AND CALL TO ORDER

Councilmember Carnes gave the invocation. Mayor MacDougall called on one of the Boy Scouts to lead in the Pledge of Allegiance. Mayor MacDougall called the Council Work Session to order at 6:09 p.m.

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EXECUTIVE SESSION REPORT

Mayor MacDougall reported that the *Executive Session* was called to order at 5:30 p.m. after a motion was made by Councilmember Baker and seconded by Councilmember Carnes to go into *Executive Session*. The motion was unanimously carried by all those present. Councilmembers Maness and Lyle were absent for the vote.) Council adjourned from *Executive Session* at 6:03 p.m. after a motion was made by Councilmember Carnes and seconded by Mayor Pro-Tem Livingston. The motion was unanimously carried. Mayor MacDougall reported that pursuant to SC Code §30-4-70(a) (1) and (2), Council met in *Executive Session* to discuss: two legal issues regarding pending litigation and advice regarding agenda items and two contractual items regarding a downtown economic development issue and an issue regarding sewer contracts. No vote was taken. A motion was made by Mayor Pro-Tem Livingston and seconded by Councilmember Williams to ratify the Mayor's report. The motion was unanimously carried.

DELETIONS ON AGENDA: None.

APPROVAL OF MINUTES: A motion was made by Councilmember Maness and seconded by Councilmember Baker to approve the minutes as submitted from Council's Regular meeting held April 1, 2019 and Council's Work Session held on April 15, 2019. The motion was unanimously carried.

BUSINESS ITEMS: (For Discussion and Recommendation for Council's June 3, 2019 Regular Council Meeting.)

Mayor MacDougall requested to hear Item # 5 (Accommodations Tax) first because Councilmember Maness needed to leave early to deliver two scholarships at Lexington High School.

5. **Accommodations Tax – Special Projects Manager Wesley Crosby:** The Accommodations Tax Advisory Committee met on May 1, 2019, to review Accommodations Tax projects requesting funds from the Fiscal Year 2018, 65% fund allocation. A spreadsheet was provided to Council listing the requests and the Accommodations Tax Committee's award recommendations. (Copy attached.) Award amounts equal this year's available funds of \$124,867. Additionally, a budget provided by the Greater Lexington Chamber and Visitor Center regarding the designation of FY 2018 30 % Advertising and Promotion Special Fund was provided. (Copy attached.) The FY 2018 Chamber designated 30% amount was \$57,357.60.

	<u>Requested</u>	<u>Committee Recommended</u>
Capital City Lake Murray Country Columbia Metro Convention & Visitors Bureau	\$ 20,000	\$ 5,000.00
Columbia Museum of Art	\$ 15,000	\$ 6,000.00
	\$ 10,000	\$ 2,867.00

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Columbia Regional Sports Council	\$ 3,000	\$ 3,000.00
Crossover Athletics/Run Hard	\$ 20,000	\$10,000.00
Lexington Chamber & Visitor Center	\$ 15,000	\$15,000.00
Lexington County Museum	\$ 10,000	\$10,000.00
Lex County Recreation (equipment).	\$ 15,000	\$15,000.00
Lex County Recreation (marketing)	\$ 10,000	\$10,000.00
MTC Foundation Harbison Theatre	\$ 15,000	\$ 0
The River Alliance/Tartan Day	\$ 10,000	\$10,000.00
Town of Lexington/Amphitheater	\$ 40,000	\$35,000.00
Town of Lexington/Snowball Festival	<u>\$ 5,000</u>	<u>\$ 3,000.00</u>
	\$188,000	\$124,867.00

Councilmember Maness asked if the Icehouse could request Lexington County Beverage Tax funds which was listed as a funding source by the Tartan Day event. Mr. Poole stated that the Town receives Beverage Fund Taxes but it is used to purchase property and the County may distribute the funds differently, but he would check into it. She asked for the locations of the Snowball billboards paid by Experience Columbia under the Columbia Metropolitan Convention and Visitors Bureau. Events and Media Coordinator Dowden stated that the billboards were in Aiken, downtown Greenville, Charleston, Asheville and Charlotte. She added that the Columbia Convention and Visitors Bureau can get better marketing rates so the Town can designate how the funds are spent on marketing for the Town. Councilmember Maness requested a copy of the billboards because as much as she travels she would like to know where they are located. Mr. Crosby stated that a copy was shown during the committee meeting along with other social media marketing. Mr. Poole requested that a copy be scanned and sent to Council. Councilmember Maness asked why the two Town projects were not recommended for full funding by the A-Tax Committee. Mr. Crosby stated that the committee did not have an issue with funding the Town projects, they just chose to distribute the money in other ways. He added that they did discuss the Amphitheater and if it needed that much money from Accommodations Tax and how it was disbursed back. Councilmember Maness stated that the Amphitheater did need the money and if it didn't receive this "free" money, funding would have to come from taxpayers money or other funds in the Town's General Fund and that concerned her.

Mayor MacDougall called for a motion if there were no further questions. A motion was made by Councilmember Williams and seconded by Councilmember Carnes to place the item on Council's June 3, 2019 agenda for consideration. The motion was unanimously carried.

- Leadership Lexington County Project Funding Request – Municipal Clerk Becky Hildebrand:** The Leadership Lexington County Class of 2019 raised funds for a project benefitting the Central Midlands Transitional Retreat, a 501(c)(3) organization in the Town of Lexington supported by

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Christ Central Ministries, which provides housing specifically for United States Veterans. They requested a \$5,000 *Command Sergeant Major Sponsorship* donation towards the cost of constructing a pavilion recreation area and making improvements to the entrance of the facility. A plaque honoring the Town at the facility and two 8 x 8 bricks with the Town logo at the pavilion would be provided with this sponsorship level. (Copies attached.)

Town Administrator Poole added that Police Officer Norris is in this year's Leadership Lexington class and he submitted the request letter for Council's consideration. Chief Green confirmed that the veterans' facility is located on Duffie Drive.

Councilmember Baker stated that his class had received funding in the past and he thought this year's project would be a good partnership in the Town. He asked if Council had the funds available. Municipal Clerk Hildebrand stated that Council had \$4,680 remaining in the Contribution Budget. He asked if it could be added to next year's budget. Mr. Poole suggested that instead of doing a budget adjustment, make the donation this year since they had almost all the funding assuming there were no other contributions to be made by the end of June.

Councilmember Williams suggested that the Town hold a concert and designate a portion of the proceeds go to the project or split concession proceeds for the project. Mr. Brewer responded that probably would not be allowed in most performers' contracts and if the ticket price was raised he would have to go back to renegotiate the contract. He added that each concert typically has two food vendors at \$50 each and two beverage vendors at \$25 each plus 25% of beverage sales.

A motion was made by Councilmember Williams and seconded by Councilmember Baker to place the item on Council's June 3, 2019 agenda for consideration. The motion was unanimously carried.

- 2. Reappointments to Boards and Commissions – Municipal Clerk Becky Hildebrand:** The following Boards and Commissions members' term will expire June 30, 2019. Reappointments must be approved by Council.

Advisory Committee: Edith Harmon, Mary Stokes-Clark, Lauren Palkowski, Bill Reese, and Latoya Reed. (Mr. Reese has not responded to any communications in the last year.)

Historic Preservation Board: Chuck Corley, Jan Westmoreland

Planning Commission: John Bartlett

Traffic Committee: Susan Ruinen, Clyde Smith, Mark Churchill, Bob Ferrell, Jim Wigglesworth, Rosemary Wilson

Current Boards and Commissions Vacancies:

Advisory Committee: two vacancies

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Board of Zoning Appeals: two vacancies
Building Code Board of Appeals: two vacancies
Historic Preservation: one vacancy
Traffic Committee: two resident vacancies

A motion was made by Mayor Pro-Tem Livingston and seconded by Councilmember Williams to place the item on Council's June 3, 2019 agenda for consideration. Councilmember Baker confirmed the number of vacancies and encouraged citizens to apply and get involved with one of the Boards. The motion was unanimously carried.

3. **Boards and Commissions Applications – Municipal Clerk Becky Hildebrand:** A Boards and Commissions Application was received from Ms. Asheley N. Holmes who expressed an interest in serving on either the Advisory Committee or the Traffic Committee. Ms. Holmes is a Town resident. (Copy of application attached.)

A Boards and Commissions Application was received from Mr. Adam DeLoach who expressed an interest in serving on the Advisory Committee. Mr. DeLoach is a Town resident. (Copy of application attached.)

Staff recommended placing Ms. Holmes and Mr. DeLoach on the Advisory Committee which has just begun work as the Complete Count Committee for Census 2020.

A motion was made by Councilmember Lyle and seconded by Councilmember Williams to place the item on Council's June 3, 2019 agenda for consideration. Councilmember Lyle applauded the people who are serving on the Advisory Committee and added that they are doing a good job and now that they are actively involved in a project it was great to see that other citizens want to be involved. The motion was unanimously carried.

4. **Mutual Aid Agreement, Pine Ridge Police Department – Police Chief Terrence Green:** The Lexington Police Department is entering into a Mutual Aid Agreement with the Pine Ridge Police Department. (Copy of proposed agreement attached.)

A motion was made by Councilmember Baker and seconded by Mayor Pro-Tem Livingston to place the item on Council's June 3, 2019 agenda for First Reading. The motion was unanimously carried.

- 6. **FY 2019-2020 Budget Discussion – Finance Director Kathy Pharr:** Council indicated that they would like to have further discussion on the budgeted Social Media position and possibly providing additional help for

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the Parks Department. The following options were presented to Council for consideration:

- (1) Leave everything as currently budgeted. Hire a Social Media position and do not add funding for part time or temporary help in the Parks Department.
- (2) Contact out the Social Media work. (\$50,000 to be funded half from the Enterprise fund and half from Vision Plan.)
And allow the Parks Department to hire some part time or temporary help on an as needed basis. (\$30,000 funded by the elimination of the Social Media position.)
- (3) Contract out the Social Media work. (\$50,000 to be funded half from the Enterprise fund and half from Vision Plan.)
And hire a Grade 6 for the Parks Department with two options for funding the Grade 6:
 - (A) Transfer \$19,000 from the Façade Grant Fund leaving approximately \$27,500 in the fund.
 - (B) Delay the hire of the Project Engineer position to October 1, 2019.

Town Administrator Poole stated that he had only received two proposals for contractual Social Media as requested by Council. He added that the budget item is estimated at \$50,000 based on a low estimate of \$32,000 and a high estimate of \$48,000. He has meetings setup with two more companies and should have that information by Council's June 3rd meeting. Mr. Poole stated that he had discussed part-time versus full time employees in the Parks Department with Mr. Walker and Mr. Dillard and they indicated that they preferred part-time employees.

Mayor Pro-Tem Livingston stated that she understood that the Parks Department wanted full-time employees. Mr. Poole stated that Mr. Walker had to leave for a family emergency, but Mr. Dillard was here and could answer questions. Mr. Dillard responded that he was good with either way. He added that following the meeting with Mr. Poole he had talked to Finance Director Pharr about the pros and cons of part-time and full time and it did not turn out the way Mr. Walker had explained it. Mr. Poole asked what had changed since they were in his office. Ms. Pharr responded that Mr. Dillard had asked about hiring someone temporary yet full-time because it would be easier to schedule, but that would include retirement and health insurance.

Mayor Pro-Tem Livingston wished to argue for full-time from a different perspective since she is in that field of work. She stated that it would be very hard to find the quality of workers needed if they were hired as temporary/full-time. She added that you might could find them during the summer, which would miss the busiest growing season, but you could not find them for all year. Mr. Poole stated that he and Mr. Walker had discussed it and Mr. Walker talked to several of the horticultural programs at the high school and he did not feel that staffing would be a problem. Mayor

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Pro-Tem Livingston stated that was true, but only in the summer. She added that she does all the hiring for their company and she knew it would be hard to find the quality worker they needed during the busiest seasons. Mr. Poole explained that when the Town hires a temporary employee, it is done through an agency to get around those issues because it does not make sense to pay retirement for a temporary employee. He stated that it may cost \$15 an hour but \$2 may go to the agency. Mayor Pro-Tem Livingston stated that she has watched for the past three years at how the Parks Department has changed and how they do such a great job of taking care of the parks and sidewalks and the Town has a different feel about it because it is green and clean. She added that even the one-way pair near the Elementary School is beautifully landscaped. Mayor Pro-Tem Livingston stated that you cannot hire temporary help and get them trained in the way you would do things. She had one of her new employees at her house last week who trimmed a tree incorrectly. She stated that her vote for item #6 is option 3 with option A.

Councilmember Lyle stated that it appeared they had a misunderstanding about seasonal employees versus part-time employees. Mr. Poole stated that it was with temporary but not full-time employees because if you bring someone in for 20 hours per week there are certain requirements that you don't have to meet but you do under State employment. He added that if you hire a temporary employee through a temporary agencies then you are hiring the agency. Councilmember Lyle asked if that would be considered a contract. Mr. Poole responded yes, it would be a contract. Councilmember Lyle confirmed that you could fill a 40 hour employee with two temporary employees. Mr. Poole added that the Town has hired temporary employees then hired them full time after a probationary period. Mayor Pro-Tem Livingston confirmed that the Town could hire part-time employees but not temporary full-time unless benefits are paid.

Mayor MacDougall asked Mr. Dillard what he envisioned part-time personnel doing. Mr. Dillard responded that part-time or temporary employees would probably assist the maintenance crew with the bathrooms and trash in the parks. He added that they might also assisting with mowing because you would not want to put them in an area that would get you in trouble and they would be under supervision. Mr. Dillard stated that it takes approximately six months to train a new employee in any capacity.

Councilmember Williams asked Mr. Dillard if he would prefer to have two part-time employees that could come in and mow from 7:00 a.m. to 12:00 p.m. and go home instead of working all day in the heat. Mr. Dillard stated that they could use employees that way, but the problem is scheduling because if they are out mowing then they have to get back to the building to leave, etc. and it can be a scheduling nightmare with stopping and starting which can result in a loss of time.

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Town Administrator Poole confirmed that under option 3 it is either or, A or B. He added that under A there is the assumption that the Town will only have two Façade Grant requests in the next year which compares to past years. He added that by taking money out of that fund it would still leave enough funds to handle 2 2/3 grants. Councilmember Lyle asked if the Town had a duty to fulfil a Façade Grant request if there are no funds. Mr. Poole responded no, if it runs out a request cannot be granted until it is funded again.

Mayor MacDougall stated that it worried him because the hotel is slated to break ground in the third quarter of this year and he would not want four people to apply for Façade Grants because the hotel is coming and the Town not have the funds because they robbed it to fund something else.

Councilmember Williams asked if the Project Engineer position is fully funded when would it be advertised and when would it be hired. Mr. Poole responded that he hoped it would be hired in July and may be the first part of July. He added that as soon as Council finalized the budget, he would start advertising unless Council requested to hold off until October. Mayor MacDougall confirmed that the Project Engineer position would also help with Transportation projects.

Councilmember Carnes stated that there are a few people on Council that are very interested in a Community Communications Liaison and some are interesting in adding full-time staff to the Parks Department. He added that they could both be legitimate, but he thought a good way to perceive it is to hedge on both of those and figure out a way for \$30,000 for a year to contract with an outside agency for both positions and see how it works. Councilmember Carnes stated that if after a year it did not work out it would validate that the Town needs a full-time person in those positions and then the Town could do something else. Mayor Pro-Tem Livingston stated that the Parks Department is an established department with 13 people and it is different for the social media side. Councilmember Williams wished to confirm Councilmember Carnes suggestion which he understood to be option 3 and drop the \$50,000 to \$30,000 for social media. Councilmember Carnes stated that his suggestion was for option 2. Mr. Poole confirmed that he meant option 2 with \$50,000 for outsourcing social media and \$30,000 for outsourcing a temporary Parks Department person. Councilmember Carnes stated that they were probably late in the game but it seemed that you could test a Parks person for four months and know if it was going to work or not.

Mayor Pro-Tem Livingston wished to be politically correct in saying, but she deals with it every day and there is not a qualified pool of people to pull from out there on a temporary basis and Mr. Dillard needs the opportunity to hire full-time so they can be trained. She added that people are hiring and even Chick-fil-A is hiring at \$13 an hour and they work in air conditioning. Mr. Poole stated that the only thing he can rely on is he asked Mr. Walker to look

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into it and he said temporary people could be hired for the summer and then using what was left use his own people to modify his overtime. Mayor Pro-Tem Livingston stated that it would only be for the summer.

Councilmember Williams asked what if they cut option #3 to \$40,000 and take \$9,000 from the Façade Grant. Mr. Poole responded that to move from \$50,000 to \$40,000 would save \$5,000 because half is from the Enterprise Fund and half is coming from the General Fund and only the General Fund can apply to the Parks Department's position. Mayor MacDougall asked what if the employee was cutting a sewer right-of-way. Mr. Poole stated the Utilities Director would love that because he has right-of-way crews, but if the goal is to help Parks by adding sewer right-of-ways, it is not going to do it, plus we have more sewer right-of-ways than we have parks. Mayor Pro-Tem Livingston asked about the hourly rate for a Grade 6 and she added that Ms. Dowden is doing a great job. Mr. Poole responded that a Grade 6 is \$16 an hour before taxes. Mayor Pro-Tem Livingston asked why it could not be dropped to \$14 an hour because they would get raises. Councilmember Baker stated that you would have the problem of people moving to other departments for a higher salary. Mr. Poole responded that you could but that is not what we hire at in the Parks Department and at part-time, after taxes, etc., their take home pay would be greater. Mayor MacDougall suggested taking all the money from the Social Media contract and don't contract it out and let Ms. Dowden keep doing what she is doing and give the \$55,000 savings to Mr. Dillard to hire someone. Mr. Poole explained that there is a difference between the Social Media position in the budget and the Parks position of \$18,626, which could be taken out of the Vision Plan.

Mayor Pro-Tem Livingston asked Council for their thoughts on the job that Ms. Dowden has been doing because she thought she was doing a great job and people are interacting through social media. Councilmember Carnes stated that this was not the place for a review.

Councilmember Baker asked if one position could be filled this year and the other one next year. Mr. Poole responded that it would depend on which option Council wanted to do. He explained that the way the budget was presented it included the Social Media position which is funded half from the Enterprise Fund and half from the General Fund. Mr. Poole stated if Council approved the budget as presented, they would not have to do anything. He added that if Council wanted to do a full-time person, Grade 6, in Parks and eliminate the Social Media position, they would need to come up with \$18,626 which is the difference between Parks 100% General Fund and it represents how much is not in the General Fund for that option. He stated that they could draw on the Vision Plan Fund, which was suggested for the Social Media position and balance it out and at the end of the day you would be spending \$7,000 less than any of the options presented, other than option #1 which is do nothing.

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Councilmember Carnes asked if Council had \$50,000 or \$60,000 in their budget, take \$20,000 from it so everyone has some skin in the game. Mr. Poole stated that Council could do it that way. Councilmember Williams stated that it would depend how much was left over in Council's budget. Mr. Poole stated that it would not be left over because the new budget would be brand new. Mr. Poole confirmed that in 2019 Council's operational budget is \$117,453 which represented the General Fund half and the total operating expenditures is \$234,905, but General Fund is what matters in this case. Mayor Pro-Tem Livingston asked if there was anything that could be cut in the Utilities Department to justify it. Mr. Poole responded that he always tells Council he can go along with any decision if it is ethical, legal and the Town can afford, but that would not be ethical.

Councilmember Williams asked Mayor Pro-Tem Livingston if she would be okay to hire a full-time Parks person through an agency. Mayor Pro-Tem Livingston stated that would cost more. Councilmember Williams understood that the Town would pay \$16 an hour and the agency would get \$2 plus the Town would not have to pay the benefits. Mr. Poole confirmed that you do not have to hire a temporary person as full-time if you do not want to, but he would have to compare the cost difference. Councilmember Carnes asked if it would be a 30% premium. Mr. Poole responded that it would be less for the Town since the position would be unskilled.

Mayor MacDougall recommended that Council do option #3 and instead of taking the money from the Façade Grant program, transfer it from the Vision Plan. Mr. Poole stated that could be an option. Mayor Pro-Tem Livingston stated that she would be good with that option. Mayor MacDougall added that with that option everyone is happy, Parks gets a full-time employee and the Town gets a Social Media contract. Mr. Poole confirmed that \$100,000 was transferred to the Vision Plan budget and there is probably \$20,000 to \$45,000 left after all outstanding invoices are paid. He added that the Vision Plan is a separate account and you do not lose funds at the end of the year, it is carried over, plus \$100,000 is added to it every year. Mr. Poole stated the Vision Plan budget is used for various items including the Impact Study that Council recently approved, the design work for the Virginia Hylton Park, and outstanding projects. Councilmember Carnes agreed that the Vision Plan fund would be a good source to pay for it since it is a discretionary fund. Mayor MacDougall stated that it certainly is the cause of what they are dealing with now because the Vision Plan instructed them to beautify the Town and now that it is beautified it needs to be kept up and the Vision Plan money can be used to keep it up.

Mayor MacDougall called for a motion if there were no further questions. Mayor Pro-Tem Livingston made a motion to direct Staff to use option #3 for the Second Reading of the budget and instead of taking the money from the Façade Grant program, transfer it from the Vision Plan. She confirmed that option #3

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would now be to contract out the Social Media work (\$50,000 funded half from the Enterprise Fund and half from the Vision Plan) which removes the Social Media position from the budget and hire a Grade 6 full-time employee for the Parks Department with funding option (A) to transfer \$19,000 from the Vision Plan. The motion was seconded by Councilmember Lyle. The motion was unanimously carried by all those present. (Councilmember Maness was not present for the vote.)

COUNCIL/STAFF COMMENTS

PUBLIC COMMENTS: Mayor MacDougall welcomed Ms. Constance Flemming and the Boys Scouts from Troop 332. He asked if any of the Scouts wanted to speak for their communications badge. A Boy Scout suggested that the floor in the Eli Mack Room be more colorful because the room was kind of plain. Mayor MacDougall thanked him for the suggestion and added that the room had just been painted white and it used to be yellow.

ADJOURNMENT: There being no objection from Council, Mayor MacDougall adjourned the Council Work Session at 7:00 p.m.

Respectfully submitted by:

Becky P. Hildebrand, CMC

APPROVED BY:

Steve MacDougall
Mayor

FOIA COMPLIANCE – Public notification of this meeting was published, posted and mailed in compliance with the Freedom of Information Act and the Town of Lexington requirements.