

SELECTMEN'S MEETING
Monday, January 22, 2018
Selectmen's Meeting Room
7:00 PM

AGENDA

PUBLIC COMMENTS

Public comments are allowed for up to 10 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Members of the Board will neither comment nor respond, other than to ask questions of clarification. Speakers are encouraged to notify the Selectmen's Office at 781-698-4580 if they wish to speak during public comment to assist the Chairman in managing meeting times.

SELECTMAN CONCERNS AND LIAISON REPORTS

TOWN MANAGER REPORT

ITEMS FOR INDIVIDUAL CONSIDERATION

- | | |
|--|------------|
| 1. Commemorating the 100th anniversary of the ending of WW1 (15 min.) | 7:05 p.m. |
| 2. ATM 2018 Warrant Article Update - Amend Town Bylaw Ban Plastic Bags (Citizen Article) (15 min.) | 7:20 p.m. |
| 3. ATM 2018 Warrant Article Update - Adopt Neighborhood Conservation District: Pierce-Lockwood (15 min.) | 7:35 p.m. |
| 4. ATM 2018 Warrant Article Update - Adopt Neighborhood Conservation District: Turning Mill (15 min.) | 7:50 p.m. |
| 5. Vote the 2018 Annual Town Election Warrant (5 min.) | 8:05 p.m. |
| 6. Review the Annual Town Election Mailing to Households (10 min.) | 8:10 p.m. |
| 7. Town Manager's FY19 Preliminary Budget and Financing Plan (30 min.) | 8:20 p.m. |
| 8. Establish Useful Life of Equipment for Bond Issue (5 min.) | 8:50 p.m. |
| 9. Consider Participation in PACE Energy Efficiency Program (5 min.) | 8:55 p.m. |
| 10. Approve Collective Bargaining Agreement-Lexington Municipal Employees Association (5 min.) | 9:00 p.m. |
| 11. Review Board of Selectmen FY2018-19 Goals and Progress to Date (30 min.) | 9:05 p.m. |
| 12. Ad Hoc Residential Exemption Policy Committee - Revise Charge and Appoint Members (15 min.) | 9:35 p.m. |
| 13. Liquor License - Change of D/B/A Yangtze River Restaurant to Sanyo (5 min.) | 9:50 p.m. |
| 14. Approve Patriots Day Events (5 min.) | 9:55 p.m. |
| 15. Selectmen - Committee Appointment (5 min.) | 10:00 p.m. |

CONSENT AGENDA

1. Approve One-Day Liquor Licenses

2. Use of the Battle Green - Lexington Minute Men
3. Approve Minutes

ADJOURN

1. Anticipated Adjournment 10:10
p.m.

Budget Summit #4 is scheduled for Wednesday January 24, 2018 at 7:00 p.m. in the Cafeteria at the Samuel Hadley Public Services Building, 201 Bedford Street.

The next regularly scheduled meeting of the Board of Selectmen is scheduled for Monday, January 29, 2018 at 7:00 p.m. in the Selectmen's Meeting Room, Town Office Building, 1625 Massachusetts Avenue.

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



AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Commemorating the 100th anniversary of the ending of WW1 (15 min.)

PRESENTER:

Barry Cunha, George Gamota

ITEM NUMBER:

I.1

SUMMARY:

The Lexington Historical Society, Town Celebrations Committee, Bedford VA, Lexington Veterans Association, and The Lexington Minutemen Company are working together to plan a number of events commemorating the 100th anniversary of the ending of WW1, focusing partly on Lexington's role, and the people who participated. This will conclude with a special panel discussion with distinguished WW1 historians on Veterans day in November 2018.

Dr. Cunha & Mr. Gamota will be at your meeting to outline the events that are being planned.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

7:05 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> World War 1 Commemoration preparation document	Backup Material

Commemoration of 100th Anniversary of End of World War 1

Organizers

George Gamota

Barry Cunha

Participating Organizations (as of January 2018)

- **Lexington Historical Society**
- **Town Celebration Committee**
 - **Cary Library**
 - **Lexington Minutemen**
- **Lexington Veterans Association**
- **Bedford VA Research Association**
 - **Lexington VFW Post 3007**
 - **Colonial Singers**

**Commemoration of
100th Anniversary of
End of World War 1**

DRAFT Schedule

100th Year End of World War 1 Commemoration

Sunday November 11 2018 (Veterans Day)

1. Grant Application to the Community Endowment of Lexington 3/1
2. Publicity start (May2018 issue) Colonial Times article Overview Sam Doran
3. Labor Day, hang WW1 banners in Town Center DPW/?
4. Colonial Times & Lexington Minuteman (September) Activity Driven
5. Speaker Series (Depot) – 4-5? (starting mid-September- end of October) LHS Paul O’Shaughnessy?
 - a. Dan Leclerc proposed
 - b. Chris Capozzola MIT prof proposed
 - c. World War One Commission member
6. Cary Library exhibit/books/photos Christine /Elizabeth
7. CVS Display case (change photos/memorabilia every two weeks?) Elizabeth?
8. Colonial Times (October) Short reminder about 11/10-11
9. Saturday November 10th Depot (proposed)
Reception
Entertainment – Colonial Singers, Dances, WW1 Movie +
10. Sunday November 11th
 - a. MC Shirley Stolz, Stanley Hill’s niece
 - b. Parade 2PM Lorain/Sandy?
 - c. Greeters/reenactors at Cary Hall Erica LHS
 - d. Displays at Cary Hall Elizabeth
 - e. HS papers Lex High School
 - f. Panel Discussion George/Barry
 - i. Chair Professor Joseph Nye (Harvard) (confirmed)
 - ii. Lt. General US Army Leonid Kondratiuk (retired) (confirmed)
 - iii. Sam Doran (Lexington history) (confirmed)
 - iv. Q&A from the Audience

World War 1 Commemoration

Name	Telephone	Email	Organization
George Gamota	781 640 1415	ggamota@gmail.com	Lex Historical Society
Barry Cunha	781 863 0345	madoc@verizon.net	Lex Historical Society Lex Minutemen
Bill Kennedy	781 799 8579	Kennedy.w@rcn.com	Lex Veterans Association
Bill Mix	781 862 4120	wmix@logistics.com	TCC & Lex Minutemen
Christine Muir	781 862 6288 X 84412	cmuir@minlib.net	Cary Library
Dawn McKenna	781 264 5999	Dawn.Mckenna@va.gov	The Bedford VA Research Corporation
Ed LoTurco	781 367 5454	eloturco@verizon.net	Lex Veterans Association
Erica Dumont	781 862 1703	director@lexingtonhistory.org	Lex His Soc Ex Director
Gary Culyer	781 862 0474	deb.gary@rcn.com	Self
Gina Rada	781 698 4848	grada@lexingtonma.gov	LCC Veterans Officer
Linda Dixon	781 860 9459	lindadixon70@verizon.net	Lex Veterans Association, chair
Lorain Marquis	781 862 9176	ljmarquis@verizon.net	Town Celebrations Committee
Matt Schuman		mschuman@minlib.net	Cary Library
Paul O'Shaughnessy	617 620 8123	frommage@comcast.net	Colonial Singers
Sam Doran	781 879 3890	lexhistory@gmail.com	Lex Historian
Sandy Podgorski	781 862 0386	wpodgorski@rcn.com	Town Celebrations Committee
Shirley Stolz			Consultant (Stanley Hill's niece)

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

ATM 2018 Warrant Article Update - Amend Town Bylaw Ban Plastic Bags (Citizen Article)
(15 min.)

PRESENTER:

Joyce Grief, Janet Moran

ITEM NUMBER:

I.2

SUMMARY:

Joyce Grief and Janet Moran will present their 2018 Annual Town Meeting Warrant citizen article - Amend Town Bylaw Ban Plastic Bags to the Board.

SUGGESTED MOTION:

N/A

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

7:20 p.m.

ATTACHMENTS:

Description	Type
☐ Citizen Petition - Ban use of plastic bags	Backup Material
☐ Letter	Backup Material
☐ Plastic Bag Ban - Information Sheet	Backup Material
☐ Newspaper Article	Backup Material
☐ Chart - Life of Debris in environment	Exhibit

RECEIVED
NOV 17 2017
SELECTMEN

10:50 AM

TOWN OF LEXINGTON

(Petition for Inserting An Article in the Town Meeting Warrant)

We the undersigned registered voters of the Town Of Lexington do hereby
Petition the Board of Selectmen to insert the following article in the warrant for

the 2018 (Insert Date) Annual Town Meeting.

ARTICLE

(Insert the exact wording in the space below.)

To see whether the Town will vote to amend the Town Bylaws of the Town of Lexington to
ban the use of thin-film single-use plastic bags, or to act in any manner in relation thereto.
The purpose of this bylaw is to ban the use of thin-film (less than 4.0 mil) single-use plastic
checkout bags by business establishments in the town of Lexington.

	Name (signature & print name)	Address	Precinct
✓ 1	Joyce A. Greif	101 Meriam St.	6
✓ 2	Robert Greif	101 Meriam St	6
✓ 3	Debra C. Packard	96 Meriam St	6
✓ 4	John R. Packard	96 Meriam St.	6
✓ 5	Robert Kulpan	105 MERIAM ST	6
✓ 6	Margaret Rawls	9 Winthrop Rd	4
✓ 7	Carol H. Miller	23 Barbary Pl.	
✓ 8	Arthur L. G. Artur	1/2 Spruce road	
✓ 9	Jane Pignatelli	18 Hastings Rd	8
✓ 10	Florence Koplow	9 Sunit Rd	6
✓ 11	Bonnie Neuman	44 Moreland Ave	2
✓ 12	Rachel Rosablen	36 Lerust Ave	2
✓ 13	Brenda Prusak	4 Hilside Terrace	8
✓ 14	Gary Fallick	4 Diehl Rd	6
✓ 15	Patricia Hauck	29 Bloomfield St	4

We certify that ten (10) above signatures checked are names of qualified voters from the Town of Lexington.

BOARD OF REGISTRARS:

John R. D. Jr.
Judith E. Moore
[Signature]

To Whom It May Concern:,,

We would like to inform you of a Citizens Petition in the March 26th town warrant that will request the town of Lexington to decrease the use of plastic by eliminating the use of thin- filmed single-use plastic bags (less than 4 mil.). These are the bags used at the checkout counter with the exception of those listed on the attached information sheet. Reusable bags are encouraged. See attached information sheet for a definition of an acceptable reusable bag.)

This petition, if passed, would be a first step for Lexington to address the alarming speed at which the planet is being impacted by plastic pollution

We would greatly appreciate your signature as an endorsement of this petition to decrease Lexington's "plastic footprint." Thank you so much

Sincerely,
Janet Moran
Joyce Greif
Debra Packard
Judy Pappo
B.Y.O.B LEX (Bring Your Own Bags)

Plastic Bag Ban Information Sheet

1. A group of Lexington residents sent a citizens petition to the Board of Selectman to eliminate the use of single use plastic bags in the Town of Lexington. This petition has been accepted by the Board and will be placed in the March 26th Warrant for the town meeting members to vote on.
2. This single use plastic bag ban is a first but significant step to decrease the plastic footprint in our Town.
3. Single use plastic bags less than(4mil) are those which are used at checkout counters, supermarkets, general department stores, restaurants or takeout retail that offer the sale of/or display merchandise.
4. This ban would not include laundry or dry cleaning bags,newspaper bags ,bags used for loose produce,or bags use to contain moisture or prevent leakage for frozen food, meat or fish.
5. Reusable bags are encouraged. These are multiple use bags with stitched handles made of fabric or thick plastic (excluding polyethylene or polyvinyl chloride). at least 4 mil and are machine washable.
6. The enforcement and penalty for violation of this ban is yet to be determined.

Plastic bags have a detrimental impact on the environment by blocking waterways and sewer systems, hindering the efforts of solid waste collection and recycling facilities, and choking, poisoning and entangling birds, sea life and land animals. High levels of plastic in its many forms contribute to global warming and collect in our bodies interfering with critical biofunctioning

** By 2050 the oceans will by volume contain more plastic than fish

** Plastic takes at least 400 years to decompose continuing to release CO2

Industry has made more than 9.1 billion tons of plastic since 1950 almost three quarters of which lies as waste. thru out the planet Associated Press

Rwanda is one of more than forty countries where it is illegal to produce,import, use or sell plastic packaging or bags with the exception of that used by hospitals and pharmaceuticals. Plastic pollution in the soil has impacted crop production and the food supply for this country. paraphrased New York Times

Speak to a friend, neighbor and/or town meeting members about this most important citizens petition for Lexington to take this first step to decrease plastic use in Lexington

B.Y.O.B. LEX (Bring Your Own Bags) .

Speak to a friend, neighbor and/or town meeting member about this single use plastic bag ban citizen's petition Urge your town meeting members of vote "yes" for this ban.

Study details scope of plastic waste

WASHINGTON — Industry has made more than 9.1 billion tons of plastic since 1950 and there's enough left over to bury Manhattan under more than 2 miles of trash, according to a new global study.

Plastics don't break down like other human-made materials, so three-quarters of the stuff ends up as waste in landfills, littered on land, and floating in oceans, lakes, and rivers, according to the research reported in Wednesday's journal *Science Advances*.

"At the current rate, we are really heading toward a plastic planet," said study lead author Roland Geyer, an industrial ecologist at the University of California, Santa Barbara.

The plastics boom started after World War II, and now plastics are everywhere. They are used in packaging like plastic bottles and consumer goods like cellphones and refrigerators. They are in pipes and other construction material. They are in cars and clothing, usually as polyester.

The study calculated that of the 9.1 billion tons made, nearly 7 billion tons are no longer used. Only 9 percent got recycled and another 12 percent was incinerated, leaving 5.5 billion tons of plastic waste on land and in water.

China makes the most plastic, followed by Europe and North America.

ASSOCIATED PRESS

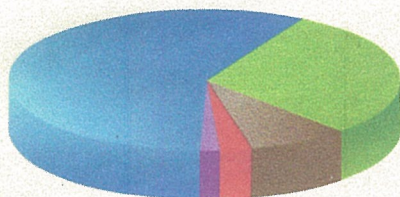


ASSOCIATED PRESS/FILE

Relatively little plastic is recycled worldwide, so much of it ends up as waste in landfills.

Marine debris is everyone's problem

Worldwide Sources of Marine Debris



64% Shoreline & Recreational Activities
 25% Smoking-related Activities
 8% Ocean/Waterway Activities
 2% Dumping Activities
 1% Medical/Personal Hygiene

Top 10 Marine Debris Items

Cigarettes & cigarette filters, plastic bags, food wrappers and containers, caps and lids, plastic beverage bottles, eating utensils, glass beverage bottles, beverage cans, straws and stirrers, paper bags

How long do items remain in the environment?



Paper Towel
2-4 WEEKS

Newspaper
6 WEEKS



Cotton Rope
1-5 MONTHS



Cotton Shirt
1-5 MONTHS

Apple Core
2 MONTHS



Cigarette Butt
1.5 to 10 YEARS



Cardboard Box
2 MONTHS

Waxed Milk Carton
3 MONTHS



Plastic Beverage Holder
400 YEARS



Styrofoam Cup
50 YEARS

Aluminum Cans
200 YEARS



Plastic Grocery Bag
1-20 YEARS

Plastic Bottle
450 YEARS



Monofilament Fishing Line
600 YEARS



Disposable Diaper
450 YEARS



Glass bottles
UNDETERMINED



The National Oceanic and Atmospheric Administration (NOAA) defines marine debris as any manmade object discarded, disposed of or abandoned that enters the coastal or marine environment. Each year, tons of plastic and other litter end up in our oceans, rivers, and beaches. The only way to truly manage the marine debris pollution issue is through prevention - help Woods Hole Sea Grant change behaviors that cause marine debris to enter the environment!
 Reduce, Reuse, Recycle!

Find out more at www.whoi.edu/seagrant



www.facebook.com/woodsholeseagrant



www.twitter.com/woodsholeseagnt



www.youtube.com/woodsholeseagrant



Sources: NOAA Marine Debris Program, Ocean Conservancy, SC Sea Grant
 Design: Linnephot.com

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

ATM 2018 Warrant Article Update - Adopt Neighborhood Conservation District: Pierce-Lockwood (15 min.)

PRESENTER:

Richard Canale

ITEM NUMBER:

I.3

SUMMARY:

An update will be provided to the Board regarding the ATM 2018 Warrant Article - Adopt Neighborhood Conservation District: Pierce-Lockwood.

SUGGESTED MOTION:

N/A

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

7:35 p.m.

ATTACHMENTS:

Description	Type
▣ Neighborhood Conservation Districts	Presentation
▣ Pierce-Lockwood NCD District Map	Backup Material
▣ Pierce-Lockwood NCD Study Area Map	Backup Material

Neighborhood Conservation Districts

Richard Canale, Planning Board; Marilyn Fenollosa, Historical Commission

NCD Bylaw Adopted by Town Meeting in 2016:

- Preserve Lexington's unique and distinctive neighborhoods

NCD Bylaw Designation Process

- Open and Transparent Public Process
- By-right Opt Out.
- 100 % of Home owners in an NCD agree to Regulation, Protection, and Review



Neighborhood Conservation Districts

Following the process set out in the NCD Bylaw,
The joint Planning Board and Historical Commission
unanimously recommend that the proposed

**Pierce-Lockwood Neighborhood Conservation District, and
Turning Mill Neighborhood Conservation District**
be approved by the 2018 Town Meeting



Neighborhood Conservation Districts

Two Applications (Overseen by Joint Planning Board and Historical Commission)

- *two Study Committees*
- *two Study Committee Reports*
- *unanimous recommendations to accept Reports and hold public hearings*
- *Opt Out process*
- *Redraw Study Area to see if integrity holds*
- *Unanimous vote to recommend each NCD for approval @ 2018 TM*



Neighborhood Conservation Districts

Pierce-Lockwood NCD

- Study Area = 21 Properties
- Opt Outs = 6 Properties (29 % of Study Area)
- NCD = 15 Properties (75 % of Revised Area [- 1])

Turning Mill NCD

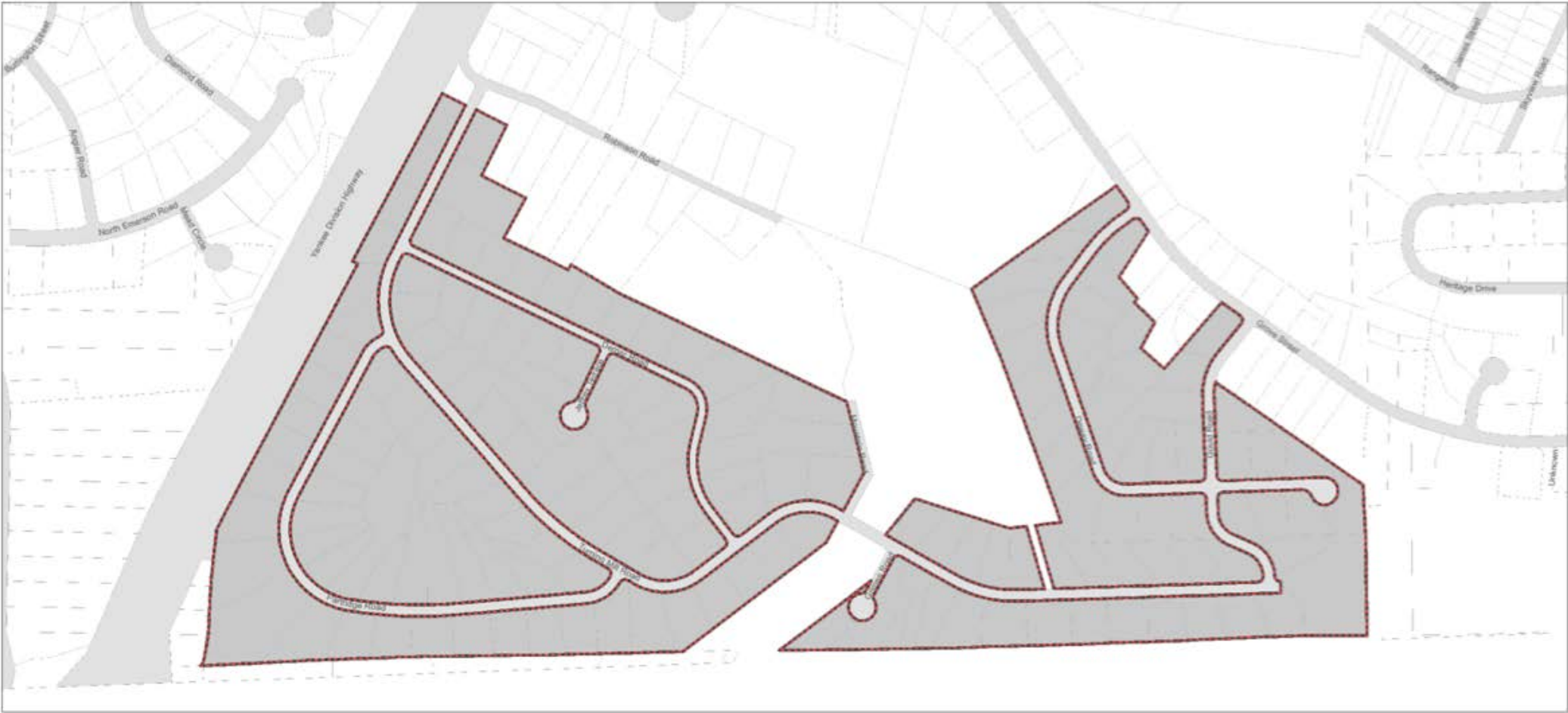
- Study Area = 162 Properties
- Opt Outs = 53 Properties (33 % of Study Area)
- NCD = 109 Properties (75 % of Revised Area [-17])



Turning Mill Area



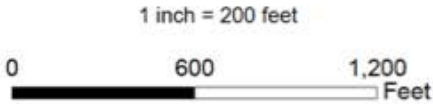
Turning Mill NCD Study Area



Legend

-  Turning Mill Study Area (Original)
-  Parcels

This map displays the proposed Neighborhood Conservation District for Turning Mill.



The information shown on this map is from the Lexington Geographic Information System (GIS) database and MassGIS and is intended for informational purposes only. The Town of Lexington has made reasonable efforts to ensure accuracy of the content, but does not guarantee the accuracy of the information. Users are responsible for determining its suitability for their intended use or purpose.

Map for planning purposes only, created by the Lexington Planning Office, last update Friday, January 19, 2018

Data Sources: Town of Lexington, Mass GIS

Turning Mill NCD District



Legend

- Turning Mill NCD District
- Parcels

This map displays the proposed Neighborhood Conservation District for Turning Mill.

1 inch = 200 feet

0 600 1,200 Feet

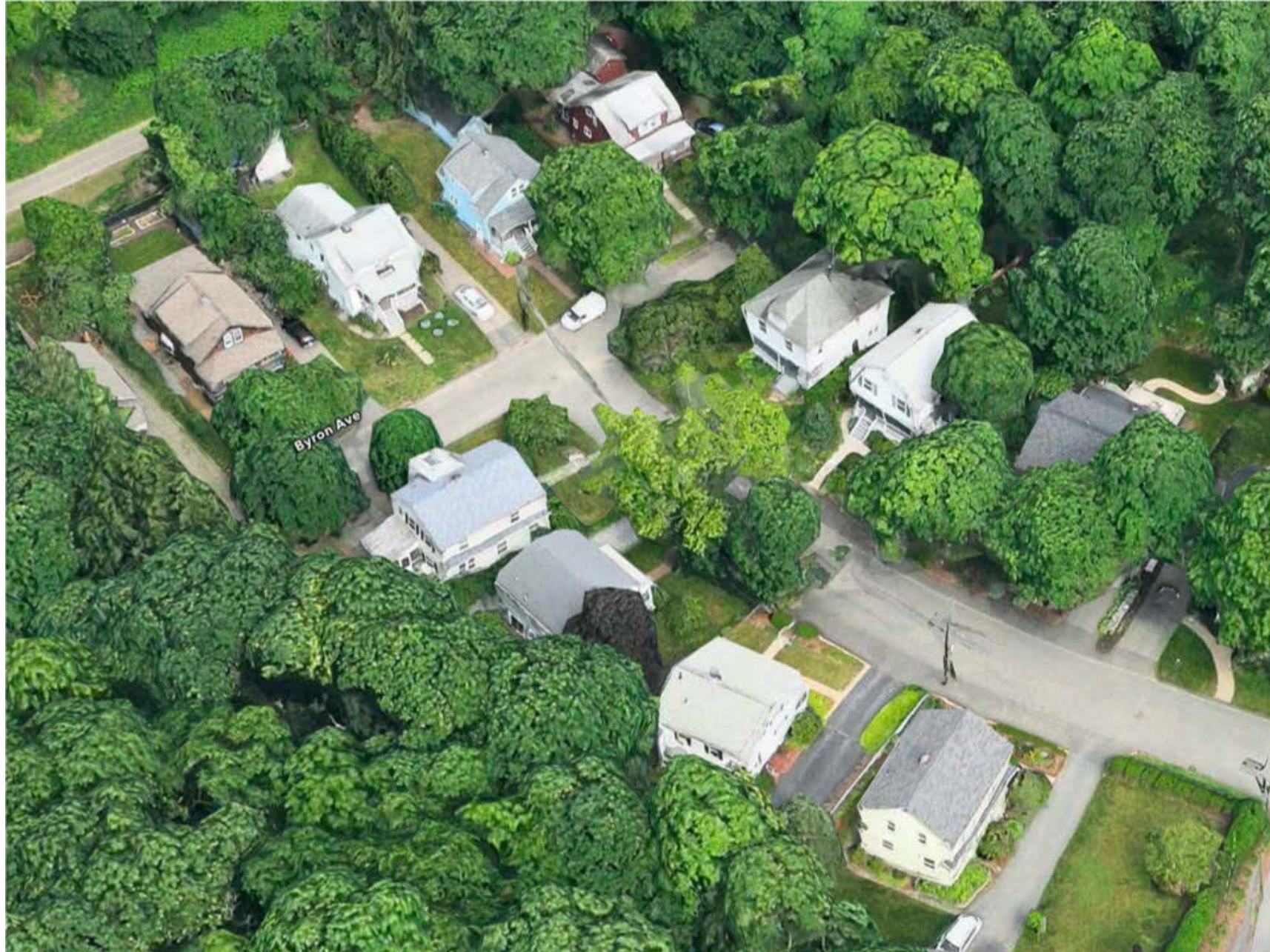


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Bryant and Lockwood Area





Pierce-Lockwood NCD Study Area

Legend

-  Pierce-Lockwood Study Area
-  Historic District
-  Parcels

This map displays the proposed Neighborhood Conservation District for Turning Mill. In addition, parcels in residential zones that are greater than or equal to the required zoning for their designated zoning district are shown for planning purposes.

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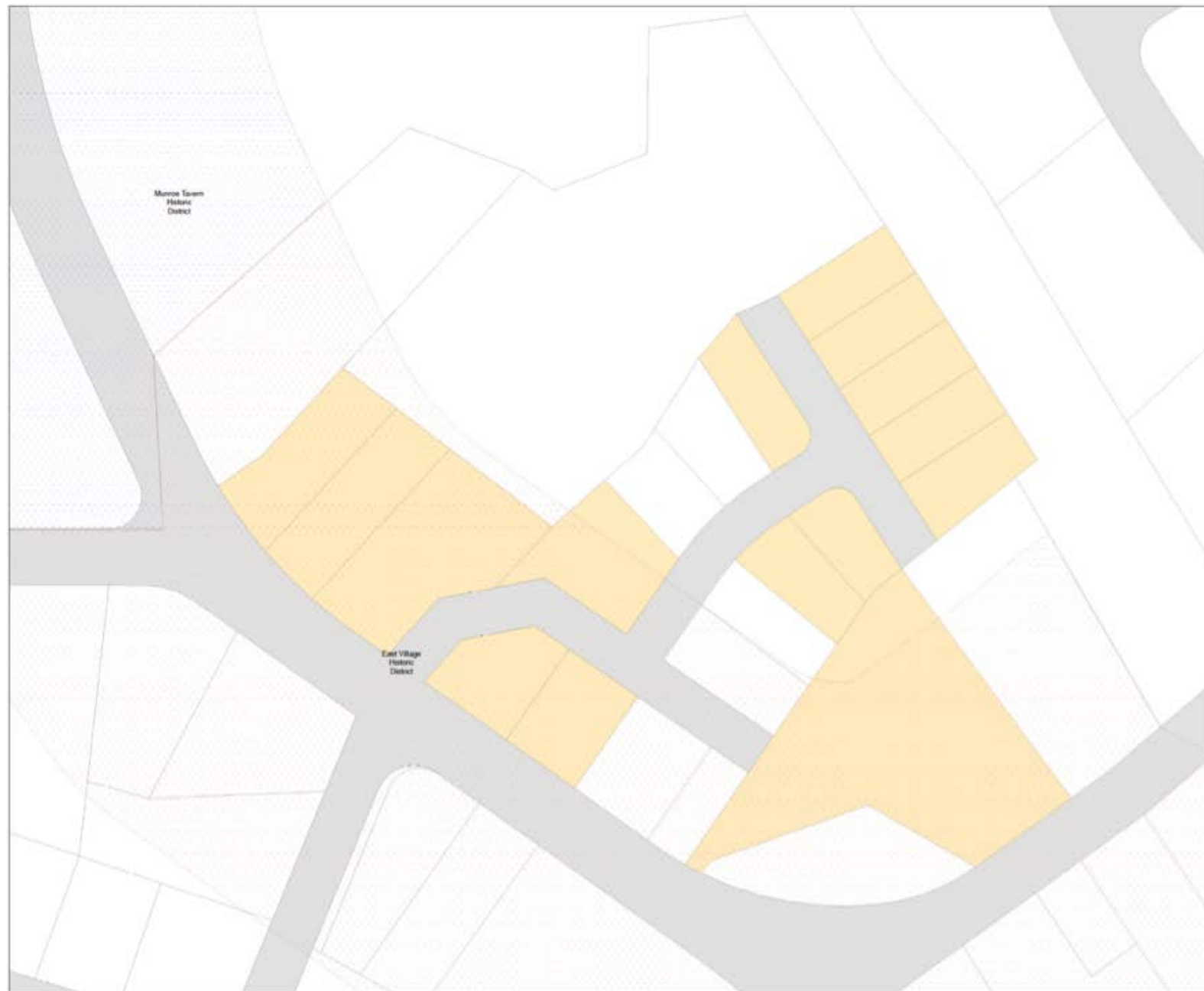
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1 inch = 35 feet

0 75 150
Feet



Data Sources: Town of Lexington/Mass GIS



Pierce-Lockwood NCD District

Legend

- East Village Historic District
- Munroe Tavern Historic District
- Pierce Lockwood NCD District
- Parcels

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1 inch = 40 feet

0 87.5 175
Feet

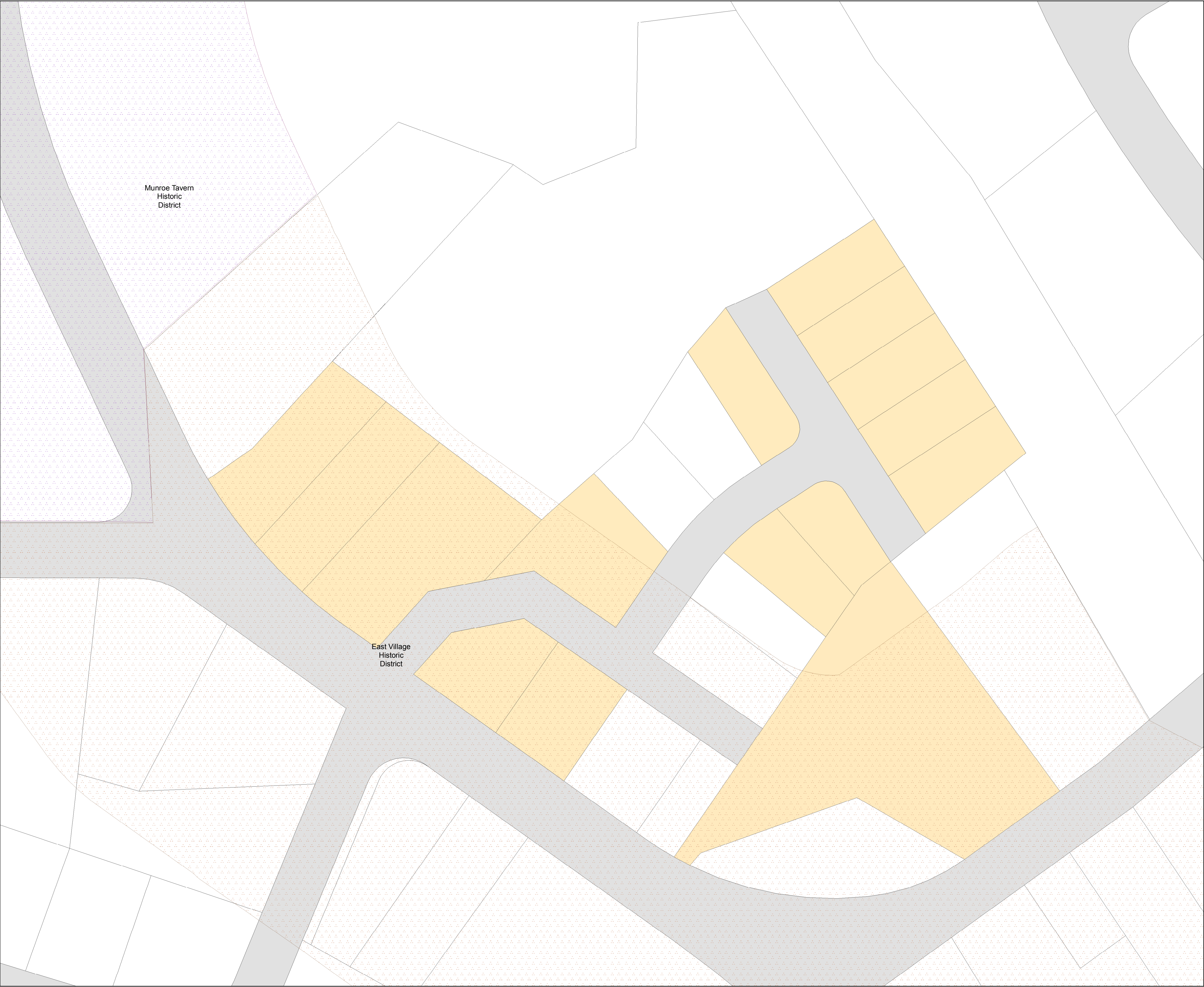


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Neighborhood Conservation Districts

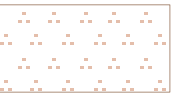
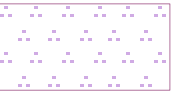


Questions & Comments





Pierce-Lockwood NCD District

Legend

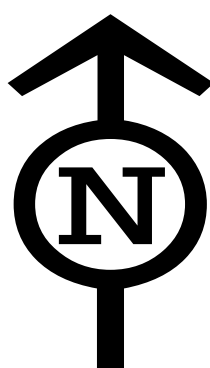
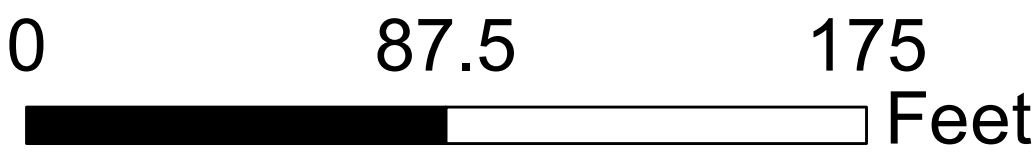
-  East Village Historic District
-  Munroe Tavern Historic District
-  Pierce Lockwood NCD District
-  Parcels

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1 inch = 40 feet






Data Sources: Town of Lexington;Mass GIS



Pierce-Lockwood NCD Study Area

Legend

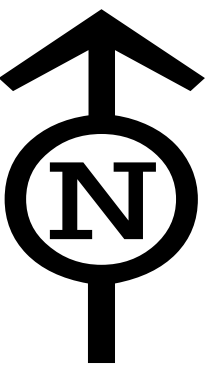
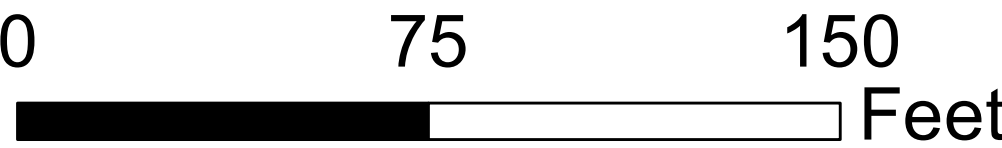
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AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

ATM 2018 Warrant Article Update - Adopt Neighborhood Conservation District: Turning Mill (15 min.)

PRESENTER:

Richard Canale

ITEM NUMBER:

I.4

SUMMARY:

An update will be provided to the Board regarding the ATM 2018 Warrant Article - Adopt Neighborhood Conservation District: Turning Mill.

SUGGESTED MOTION:

N/A

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

7:50 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Neighborhood Conservation Districts	Presentation
<input type="checkbox"/> Turning Mill NCD District Map	Backup Material
<input type="checkbox"/> Turning Mill NCD Study Area Map	Backup Material

Neighborhood Conservation Districts

Richard Canale, Planning Board; Marilyn Fenollosa, Historical Commission

NCD Bylaw Adopted by Town Meeting in 2016:

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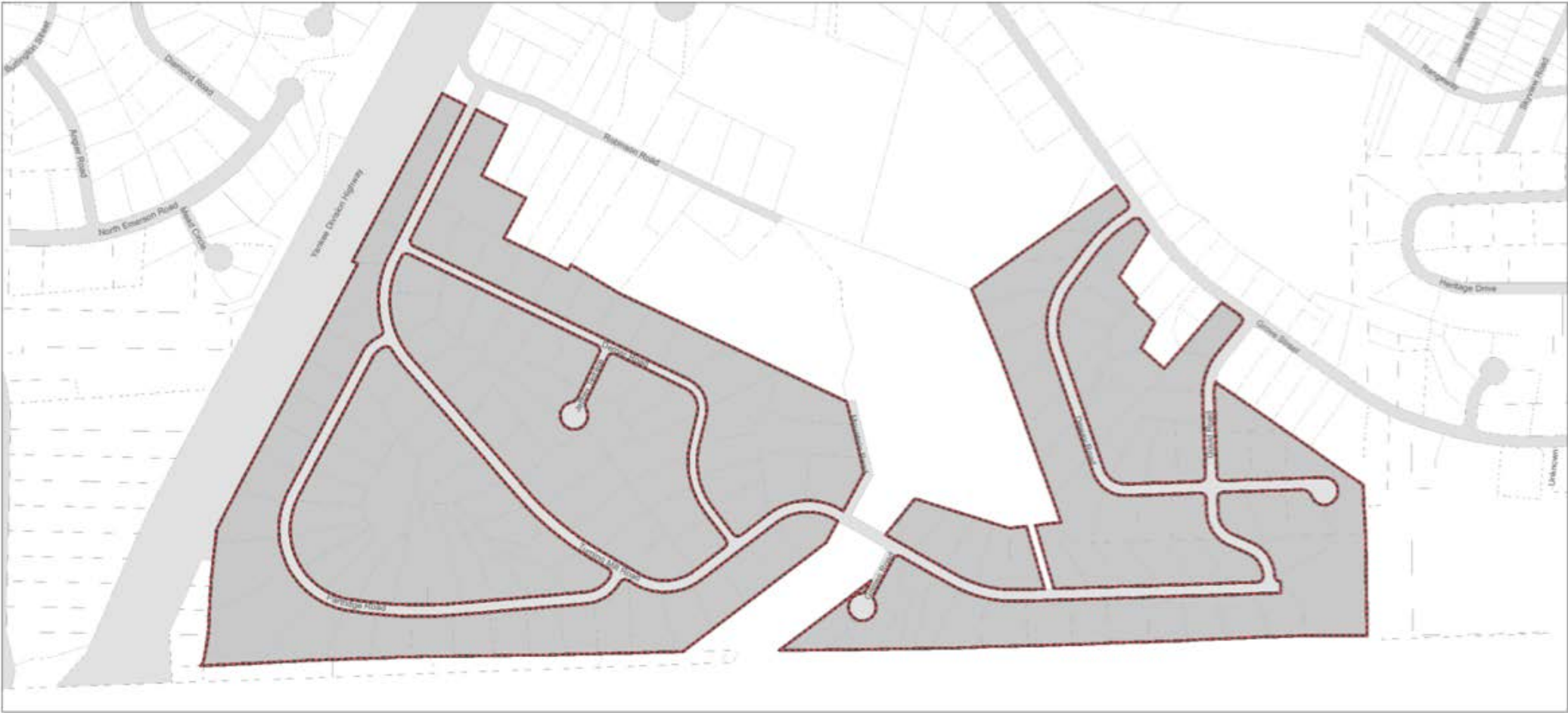
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Turning Mill Area



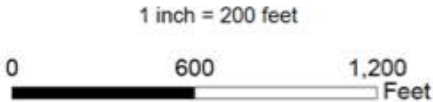
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Map for planning purposes only, created by the Lexington Planning Office, last update Friday, January 19, 2018

Data Sources: Town of Lexington, Mass GIS

Turning Mill NCD District



Legend

- Turning Mill NCD District
- Parcels

This map displays the proposed Neighborhood Conservation District for Turning Mill.

1 inch = 200 feet

0 600 1,200 Feet

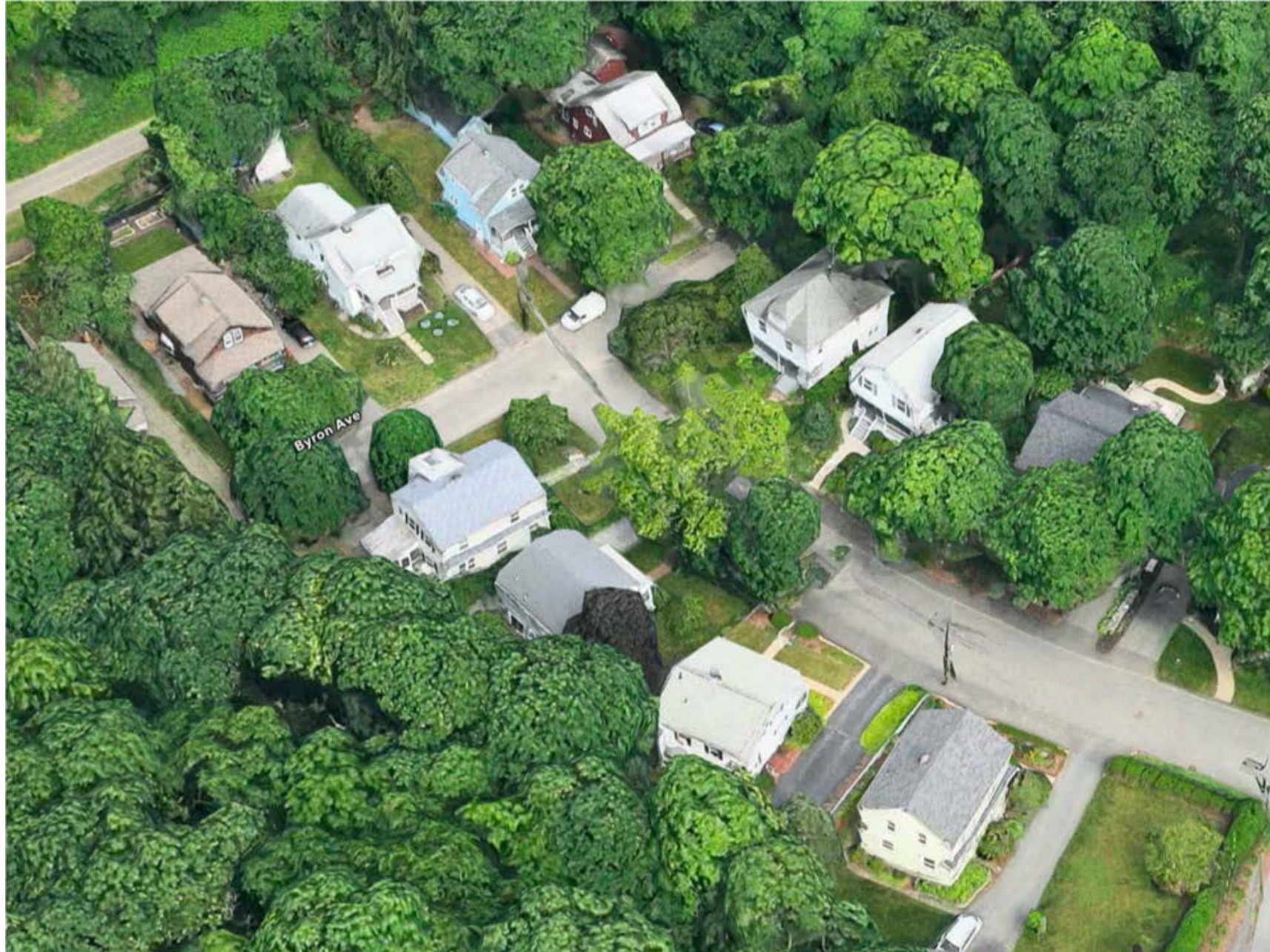


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Data Sources: Town of Lexington, Mass GIS

Bryant and Lockwood Area





Pierce-Lockwood NCD Study Area

Legend

-  Pierce-Lockwood Study Area
-  Historic District
-  Parcels

This map displays the proposed Neighborhood Conservation District for Turning Mill. In addition, parcels in residential zones that are greater than or equal to the required zoning for their designated zoning district are shown for planning purposes.

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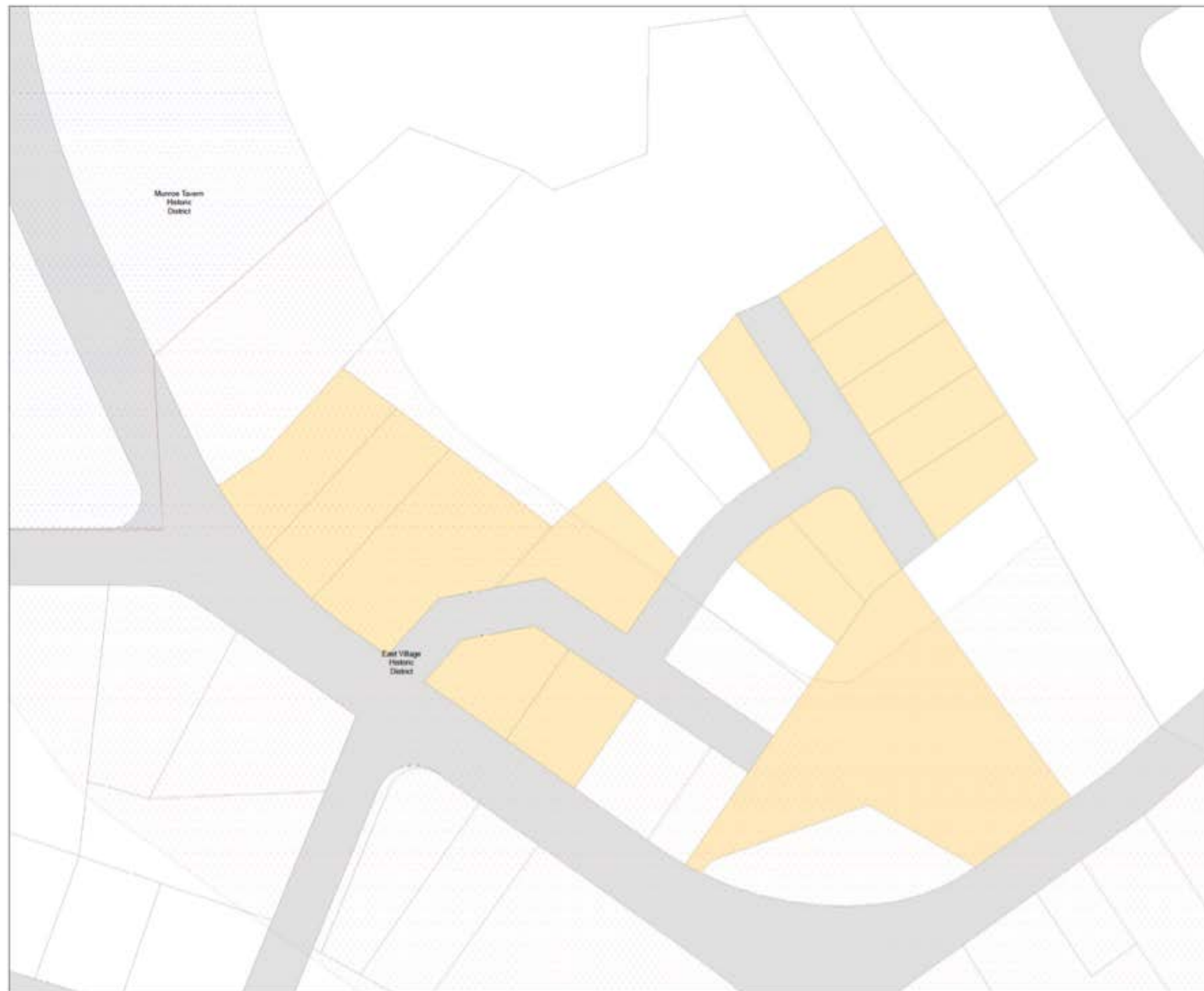
Map for planning purposes only, created by the Lexington Planning Office, last update Friday, January 19, 2018

1 inch = 35 feet

0 75 150
Feet



Data Sources: Town of Lexington/Mass GIS



Pierce-Lockwood NCD District

Legend

- East Village Historic District
- Munroe Tavern Historic District
- Pierce Lockwood NCD District
- Parcels

This map displays the proposed Neighborhood Conservation District for Turning Mill. In addition, parcels in residential zones that are greater than or equal to the required zoning for their designated zoning district are shown for planning purposes.

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Map for planning purposes only, created by the Lexington Planning Office, last update Monday, January 22, 2018

1 inch = 40 feet

0 87.5 175 Feet



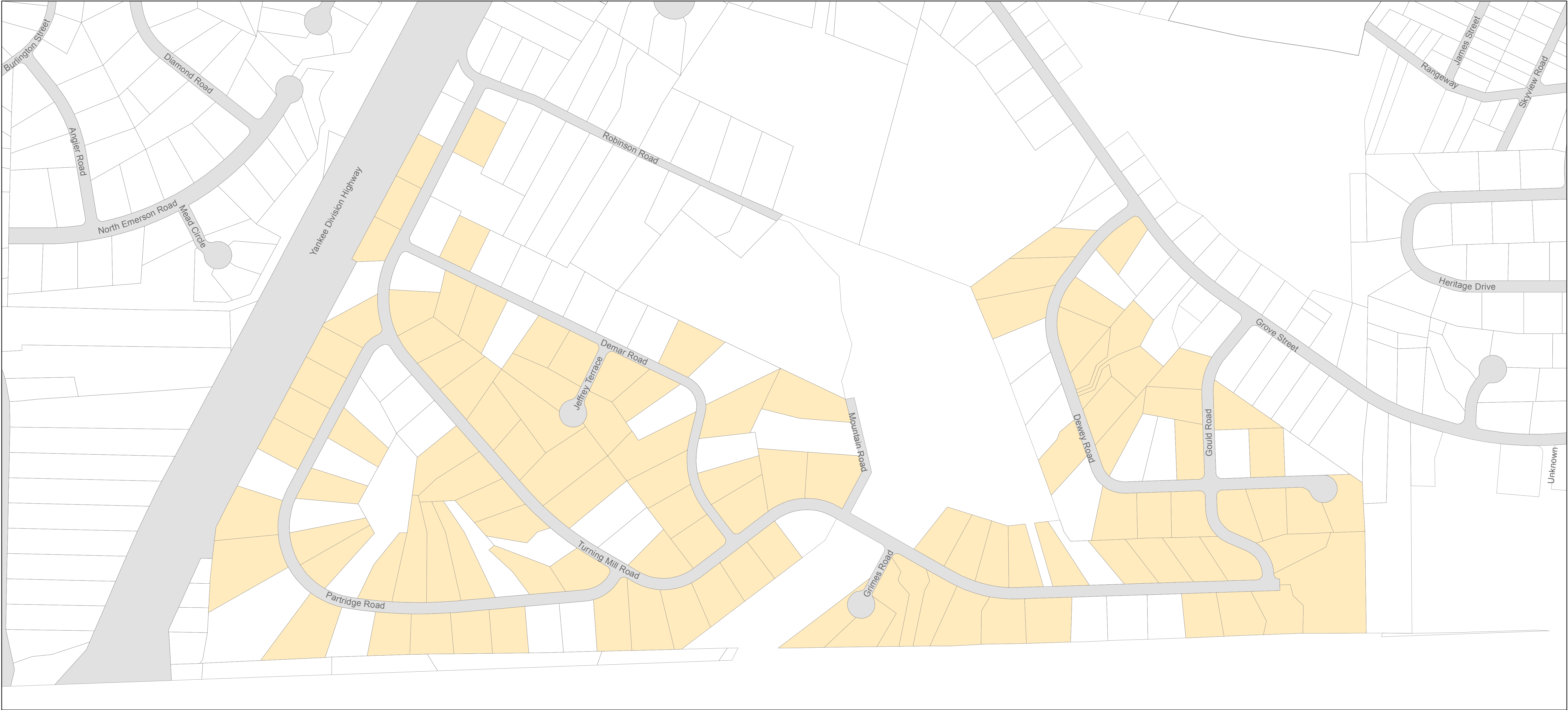
Data Sources: Town of Lexington, Mass GIS

Neighborhood Conservation Districts

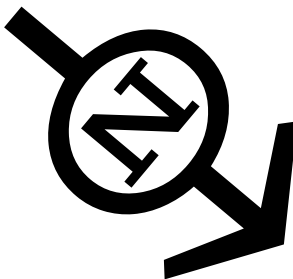
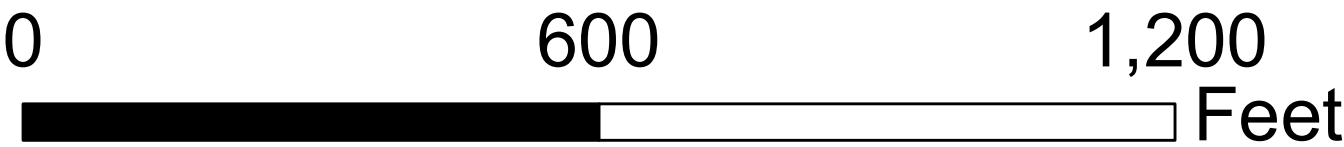
Questions & Comments



Turning Mill NCD District



1 inch = 200 feet



Legend

-  Turning Mill NCD District
-  Parcels

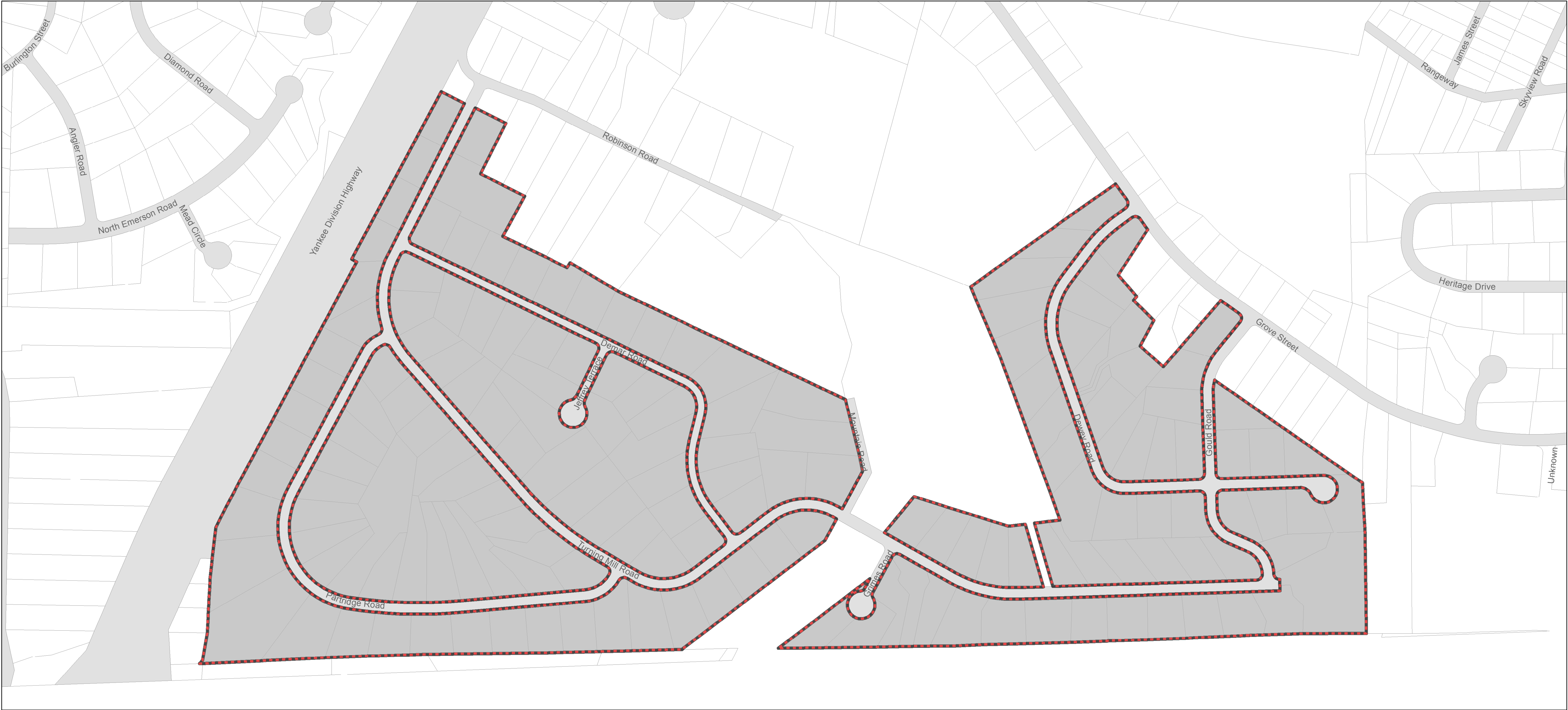
This map displays the proposed Neighborhood Conservation District for Turning Mill.

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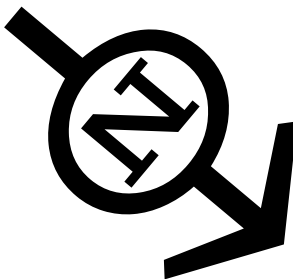
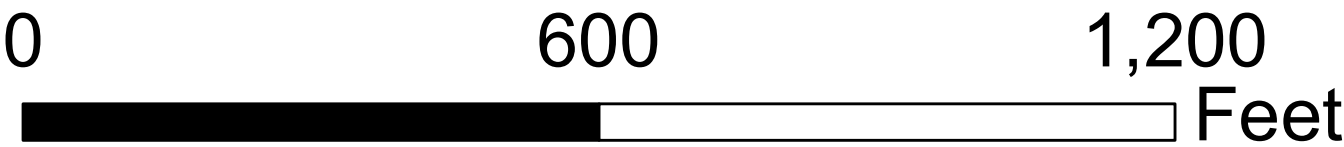
Map for planning purposes only, created by the Lexington Planning Office, last update Friday, January 19, 2018

Data Sources: Town of Lexington;Mass GIS

Turning Mill NCD Study Area



1 inch = 200 feet



Legend

-  Turning Mill Study Area (Original)
-  Parcels

This map displays the proposed Neighborhood Conservation District for Turning Mill.

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Map for planning purposes only, created by the Lexington Planning Office, last update Friday, January 19, 2018

Data Sources: Town of Lexington;Mass GIS

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Vote the 2018 Annual Town Election Warrant (5 min.)

PRESENTER:

Nathalie Rice, Town Clerk

ITEM NUMBER:

I.5

SUMMARY:

A vote is requested for this agenda item.

The Town Clerk will present the Annual Town Election Warrant, for review and approval by the Board.

SUGGESTED MOTION:

Move to approve and sign the Annual Town Election Warrant.

FOLLOW-UP:

Staff will have the Warrant posted by the Constable.

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

8:05 p.m.

ATTACHMENTS:

Description

Type

2018 Annual Election Warrant

Backup Material



**2018
TOWN OF LEXINGTON
ANNUAL TOWN MEETING – ELECTION WARRANT**

Commonwealth of Massachusetts

Middlesex, ss.

To either of the Constables of the Town of Lexington, in said County,

Greetings:

In the name of the Commonwealth of Massachusetts, you are directed to notify the inhabitants of the Town of Lexington qualified to vote in elections and in Town affairs to meet in their respective voting places in said Town.

PRECINCT ONE, SCHOOL ADMINISTRATION BUILDING; PRECINCT TWO, BOWMAN SCHOOL; PRECINCT THREE, LEXINGTON COMMUNITY CENTER; PRECINCT FOUR, CARY MEMORIAL BUILDING; PRECINCT FIVE, SCHOOL ADMINISTRATION BUILDING; PRECINCT SIX, CARY MEMORIAL BUILDING; PRECINCT SEVEN, ESTABROOK SCHOOL; PRECINCT EIGHT, SAMUEL HADLEY PUBLIC SERVICES BUILDING; PRECINCT NINE, MARIA HASTINGS SCHOOL,

On Monday, the Fifth Day of March, 2018

From 7:00 a.m. to 8:00 p.m., then and there to act on the following article:

NOTICE OF ELECTION (ARTICLE 1)

To choose by ballot the following Officers:

One Selectmen for a term of three years;

One Moderator for a term of one year;

Two members of the School Committee; for a term of three years.

Two members of the Planning Board for a term of three years;

Seven Town Meeting Members in Precinct One, the seven receiving the highest number of votes to serve for terms of three years;

Eight Town Meeting Members in Precinct Two, the seven receiving the highest number of votes to serve for terms of three years; the one receiving the next highest number of votes to fill an unexpired term ending in March 2019;

Seven Town Meeting Members in Precinct Three, the seven receiving the highest number of votes to serve for terms of three years;

Seven Town Meeting Members in Precinct Four, the seven receiving the highest number of votes to serve for terms of three years;

Eight Town Meeting Members in Precinct Five, the seven receiving the highest number of votes to serve

for terms of three years; the one receiving the next highest number of votes to fill an unexpired term ending in March 2020;

Seven Town Meeting Members in Precinct Six, the seven receiving the highest number of votes to serve for terms of three years;

Eight Town Meeting Members in Precinct Seven, the seven receiving the highest number of votes to serve for terms of three years; the one receiving the next highest number of votes to fill an unexpired term ending in March 2020;

Eight Town Meeting Members in Precinct Eight, the seven receiving the highest number of votes to serve for terms of three years; the one receiving the next highest number of votes to fill an unexpired term ending in March 2020;

Seven Town Meeting Members in Precinct Nine, the seven receiving the highest number of votes to serve for terms of three years.

And you are directed to serve this warrant seven days at least before the time of said meeting as provided in the Bylaws of the Town.

Hereof fail not, and make due return on this warrant, with your doings thereon, to the Town Clerk, on or before the time of said meeting.

Given under our hands at Lexington this 22nd day of January 2018.

A true copy, Attest:

Constable of Lexington

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Review the Annual Town Election Mailing to Households (10 min.)

PRESENTER:

Nathalie Rice, Town Clerk

ITEM NUMBER:

I.6

SUMMARY:

No vote is requested for the agenda item.

The Town Clerk will review the draft of the mailing of the Annual Town Election. Per the Board's request, this draft includes:

- Notice of the Election (required)
- Preliminary List of Annual Town Meeting Warrant Articles (supplemental information)
- List of Town Meeting Members and Candidates (supplemental information)

SUGGESTED MOTION:

NA

FOLLOW-UP:

Based on the Board's comments, this draft document will be updated, for final approval of the Board on January 29, with the anticipated mailing the week of February 12.

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

8:10 p.m.

ATTACHMENTS:

Description

Type



Draft - Annual Town Election Mailing to Households

Backup Material



2018

TOWN OF LEXINGTON

ANNUAL TOWN MEETING - ELECTION WARRANT

To the Residents of Lexington,

This year, you will be receiving two separate mailings to provide timely notification of the Annual Town Election being held on March 5, 2018 and the Annual Town Meeting, starting March 26, 2018. In the Election Warrant, you will find Notice of the Election (previously known as Article 1 in the Warrant), along with a Preliminary listing of Warrant Articles for the Annual Town Meeting and a listing of current Town Meeting Members. In the Annual Town Meeting Warrant (to be mailed at a later date), you will find more detailed information about each Article that will be presented at Town Meeting.

Shape Tomorrow by Voting
Your Vote Matters

VOTE on MONDAY MARCH 5, 2018



**2018
TOWN OF LEXINGTON
ANNUAL TOWN MEETING - ELECTION WARRANT**

Commonwealth of Massachusetts

Middlesex, ss.

To either of the Constables of the Town of Lexington, in said County,

Greetings:

In the name of the Commonwealth of Massachusetts, you are directed to notify the inhabitants of the Town of Lexington qualified to vote in elections and in Town affairs to meet in their respective voting places in said Town.

PRECINCT ONE, SCHOOL ADMINISTRATION BUILDING; PRECINCT TWO, BOWMAN SCHOOL; PRECINCT THREE, LEXINGTON COMMUNITY CENTER; PRECINCT FOUR, CARY MEMORIAL BUILDING; PRECINCT FIVE, SCHOOL ADMINISTRATION BUILDING; PRECINCT SIX, CARY MEMORIAL BUILDING; PRECINCT SEVEN, ESTABROOK SCHOOL; PRECINCT EIGHT, SAMUEL HADLEY PUBLIC SERVICES BUILDING; PRECINCT NINE, MARIA HASTINGS SCHOOL,

On Monday, the Fifth Day of March, 2018

From 7:00 a.m. to 8:00 p.m., then and there to act on the following article:

NOTICE OF ELECTION (ARTICLE 1)

To choose by ballot the following Officers:

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Seven Town Meeting Members in Precinct Three, the seven receiving the highest number of votes to serve for terms of three years;

Seven Town Meeting Members in Precinct Four, the seven receiving the highest number of votes to serve for terms of three years;

Eight Town Meeting Members in Precinct Five, the seven receiving the highest number of votes to serve for terms of three years; the one receiving the next highest number of votes to fill an unexpired term ending in March 2020;

Seven Town Meeting Members in Precinct Six, the seven receiving the highest number of votes to serve for terms of three years;

Eight Town Meeting Members in Precinct Seven, the seven receiving the highest number of votes to serve for terms of three years; the one receiving the next highest number of votes to fill an unexpired term ending in March 2020;

Eight Town Meeting Members in Precinct Eight, the seven receiving the highest number of votes to serve for terms of three years; the one receiving the next highest number of votes to fill an unexpired term ending in March 2020;

Seven Town Meeting Members in Precinct Nine, the seven receiving the highest number of votes to serve for terms of three years.

And you are directed to serve this warrant seven days at least before the time of said meeting as provided in the Bylaws of the Town.

Hereof fail not, and make due return on this warrant, with your doings thereon, to the Town Clerk, on or before the time of said meeting.

Given under our hands at Lexington this 22nd day of January 2018.

Suzanne E. Barry, Chairman
Peter C.J. Kelley
Joseph N. Pato
Michelle L. Ciccolo
Douglas M. Lucente

Selectmen
of
Lexington

A true copy, Attest:

Michael R. Barry
Constable of Lexington

SUPPLEMENTAL INFORMATION

Preliminary* Warrant Articles for 2018 Annual Town Meeting

*An Annual Town Meeting Warrant containing finalized articles will be mailed separately to all households.

Article 2	Election of Deputy Moderator and Reports of Town Boards, Officers, and Committees
Article 3	Appointments to Cary Lecture Series
FINANCIAL ARTICLES	
Article 4	Appropriate FY2019 Operating Budget
Article 5	Appropriate FY2019 Enterprise Funds Budgets
Article 6	Appropriate for Senior Service Program
Article 7	Appropriate for Advice and Analysis-Getting to Net Zero
Article 8	Appropriate for Diversity Task Force
Article 9	Authorize Departmental Revolving Fund Budgets
Article 10	Appropriate for Community Preservation Committee Operating Budget and CPA Projects <ul style="list-style-type: none"> a. Conservation Land Acquisition- TBD b. Community Center Sidewalk- TBD c. Archives & Records Management/Records Conservation & Preservation - \$20,000 d. 9 Oakland Street- Renovation and Adaptive Re-Use - \$200,000 e. Public Grounds Irrigation Improvements - \$40,000 f. Playground Replacement Program- Bowman School - \$302,000 g. Athletic Facility Lighting - \$975,000 h. Center Track and Field Reconstruction - \$2,829,000 i. Old Reservoir Bathhouse Renovation - \$75,000 j. Lowell Street/Farmview Affordable Housing Supplemental Funds - TBD k. CPA Debt Service - TBD l. Administrative Budget - \$150,000
Article 11	Appropriate for Westview Cemetery Building Construction
Article 12	Appropriate for Lexington Children's Place Construction
Article 13	Appropriate for 45 Bedford Street, Fire Station Replacement
Article 14	Appropriate for Lexington Police Station Design
Article 15	Appropriate for Recreational Capital Projects and Equipment
Article 16	Appropriate for Municipal Capital Projects and Equipment
Article 17	Appropriate for Water System Improvements
Article 18	Appropriate for Wastewater System Improvements
Article 19	Appropriate for School Capital and Equipment
Article 20	Appropriate for Public Facilities Capital Projects and Equipment
Article 21	Appropriate to Reimburse Resident for Sewer Backup (Citizen Article)
Article 22	Appropriate for Visitors Center (Citizen Article)
Article 23	Appropriate to Post Employment Insurance Liability Fund
Article 24	Appropriate Bonds and Notes Premiums
Article 25	Rescind Prior Borrowing Authorizations
Article 26	Establish and Appropriate to and From Specialized Stabilization Funds
Article 27	Appropriate to Stabilization Fund
Article 28	Appropriate from Debt Service Stabilization Fund
Article 29	Appropriate for Prior Years' Unpaid Bills
Article 30	Amend FY2018 Operating, Enterprise, and CPA Budgets
Article 31	Appropriate for Authorized Capital Improvements
GENERAL ARTICLES	
Article 32	Amend General Bylaw Regarding Financial Committees (Citizen Article)
Article 33	Amend Town Bylaw Ban Plastic Bags (Citizen Article)
Article 34	Amend General Bylaw Make Lexington a "Welcoming, Inclusive, Safe Community" (Citizen Article)
Article 35	Resolution to Request Warrant Articles to be Accompanied by Financial Projections (Citizen Article)
Article 36	Amend General Bylaw: Medical and Recreational Marijuana Establishments (Citizen Article)
Article 37	Accept MGL Chapter 59, clause 5c ½
ZONING/LAND USE ARTICLES	
Article 38	Re-Zoning Bylaw-331 Concord Ave for AL/Senior Res Facility (Property Owner)
Article 39	Amend Zoning Bylaw-Marrett/Spring CN and CS District (Citizen Article)
Article 40	Amend Chapter 78 of General Bylaws: Create Neighborhood Conservation District: Pierce-Lockwood
Article 41	Amend Chapter 78 of General Bylaws: Create Neighborhood Conservation District: Turning Mill
Article 42	Amend Wright Farm Parcel Split
Article 43	Amend Zoning Bylaw/Special Permit Residential Developments (Citizen Article)
Article 44	Amend Zoning Bylaw, Chapter-135 Medical Marijuana Cultivation Centers, Medical Marijuana Processing Centers, Medical Marijuana Distribution Centers, and/or Recreational Marijuana Establishments (Citizen Article)
Article 45	Amend General Bylaw-Demolition Delay
Article 46	Accept MGL Chapter 40C
Article 47	Amend Chapter 447 of the Acts of 1957 Establish a Historic District Commission

**Town Meeting Member Information
as of January 19, 2018**

AT-LARGE			
Michael J. Barrett	7 Augustus Road	Deborah J. Brown	47 Robinson Road
Suzanne E. Barry	159 Burlington Street	Jay R. Kaufman	1 Childs Road
Michelle L. Ciccolo	50 Shade Street	Douglas M. Lucente.....	17 Vine Brook Road
Peter C.J. Kelley	24 Forest Street	Joseph N. Pato	900 Massachusetts Avenue
PRECINCT 1			
Term Expires 2020			
Nancy M. Adler	22 Village Circle	John C. Bartenstein.....	46 Sanderson Road
Ellen Basch.....	3 South Rindge Avenue	Margaret Muckenhoupt.....	19 Whipple Road
John F. Rossi	40 Arcola Street	Albert P. Zabin	1 Page Road
Leslie A. Zales.....	7 Page Road		
Term Expires 2019			
Dirk Armstrong	15 Haskell Street	Jonathan G. Cole.....	23 Whipple Road
Brian E. Heffernan.....	223 Lowell Street	Janet M. Kern	72 Lowell Street
Hongbin Luo.....	1 Cherry Street	Eric Jay Michelson	45 Circle Road
Barry E. Sampson.....	8 Brandon Street		
Term Expires 2018			
Joel A. Adler.....	22 Village Circle	Jean W. Cole.....	23 Whipple Road
Robert W. Cunha.....	10 Stevens Road	Mary Ann Stewart.....	24 Rawson Avenue
Bella D. Tsvetkova	42 Lowell Street	Judith L. Zabin.....	1 Page Road
*Sandhya Beebee.....	10 Page Road	*Sudhir Ranjan	50 Emerson Gardens
PRECINCT 2			
Term Expires 2020			
S. Bijan Afshartous.....	5 Green Lane	Paul H. Lapointe.....	224 Follen Road
Michael A. Andriolo.....	29 Lawrence Lane	Barry Orenstein.....	132 Follen Road
Susan Leigh London.....	7 Carville Avenue	Jonathan E. Suber	56 Taft Avenue
Juan Matias Stella.....	5 Moon Hill Road		
Term Expires 2019			
Laurel Carpenter	94 Pleasant Street	Kathryn Mayes Fields.....	9 Lexington Avenue
Matthew P. Daggett	11 White Pine Lane	Ricki Pappo	16 Blossomcrest Road
Rita B. Goldberg.....	10 Independence Avenue		
Betsey Weiss	8 Dover Lane		
Term Expires 2018			
Marian A. O. Cohen	8 Plymouth Road	Peter B. Lee	770 Waltham Street
Michael J. O'Sullivan	12 Aerial Street	Margaret Ouellette	23 Tucker Avenue
Syed A. Rizvi	237 Worthen Road East	Kenneth J. Shine.....	7 Ellis Street
*Jason D. Denoncourt.....	18 Lawrence Lane		
PRECINCT 3			
Term Expires 2020			
Narain D. Bhatia.....	1010 Waltham St	Bonnie E. Brodner	8 Trodden Path
Dan H. Fenn, Jr.	59 Potter Pond	Steven P. Heinrich	11 Potter Pond
Vineeta Kumar	14 Munroe Road	Henry S. Lau.....	1 Burns Road
Stanley Yap	30 April Lane		
Term Expires 2019			
Courtney McCollum Apgar	31 Barberry Road	Nancy L. Hubert	1010 Waltham Street
Kevin Johnson	283 Concord Avenue	Jeanne K. Krieger	44 Webster Road
Michael J. Martignetti	37 Barberry Road	Glenn P. Parker.....	186 Spring Street
Franklin E. Smith.....	7 Potter Pond		
Term Expires 2018			
Shirley Raouson Frawley.....	68 Potter Pond	Sarah J. Nathan	95 Bridge Street
Letha M.S. Prestbo	470 Concord Avenue	Robert Rotberg	14 Barberry Road
Michael J. Schanbacher	516 Concord Avenue	Margaret B. Storch.....	330 Concord Avenue
*David L. Kaufman	1010 Waltham Street	*Martin Adam Lessem.....	6005 Main Campus Drive
*Amit Srivastava	16 April Lane		

* New Candidates for the March 2018 Annual Election

Precinct 4			
Term Expires 2020			
Alessandro A. Alessandrini	32 Slocum Road	Michael P. Boudett	39 Prospect Hill Road
Norman P. Cohen	33 Forest Street #309	Kathryn R. Colburn	49 Forest Street
Katie Ponty Cutler	115 Kendall Road	Nancy Ann Shepard	2 Baskin Road
Ruth S. Thomas	10 Parker Street		
Term Expires 2019			
Nyles Nathan Barnert	142 Worthen Road	Anoop Garg	34 Sherburne Road
Thomas V. Griffiths	1364 Massachusetts Avenue	David C. Kluchman	1984 Massachusetts Avenue
Susan A. McLeish	33 Forest Street #205	Gerald Paul	43 Highland Avenue
Sandra J. Shaw	51 Wachusett Drive		
Term Expires 2018			
Gloria J. Bloom	17 Loring Road	Robert N. Cohen	10 Grassland Street
Peter David Enrich	35 Clarke Street	Jill I. Hai	6 Highland Avenue
Eileen S. Jay	191 Waltham Street	Kathleen M. Lenihan	60 Bloomfield Street
Claire B. Sheth	22 Vine Brook Road	*Lawrence Chan	10 Hilltop Avenue
*Charles W. Lamb	55 Baskin Road	*Lisa M. O'Brien	1454 Massachusetts Avenue
PRECINCT 5			
Term Expires 2020			
Judith Crocker	5 Currier Court	Nancy Corcoran-Ronchetti	344 Lowell Street
Pamela B. Lyons	51 Grant Street	Anthony G. Galatsis	7 Burroughs Road
Lily Manhua Yan	46 Courtyard Place	Jennifer L. Ray	6 Fulton Road
Term Expires 2019			
Irene M. Dondley	22 Leonard Road	Marilyn M. Fenollosa	10 Marshall Road
Andrew J. Friedlich	22 Young Street	Ginna Johnson	23 Ridge Road
Jerold S. Michelson	3 Clyde Place	Rita Pandey	102 Maple Street
M. Masha Traber	106 Maple Street		
Term Expires 2018			
Anil A. Ahuja	7 Leonard Road	John Hayward	358 Woburn Street
Aneesha Karody	38 Maple Street	Marc A. Saint Louis	5 Brookwood Road
Sam Silverman	18 Ingleside Road	Lisa L. Smith	40 Webb Street
David G. Williams	1505 Massachusetts Avenue #10	*Jyotsna Kakullavarapu	16 Doran Farm Lane
*Richard L. Neumeier	1 Doran Farm Lane		
PRECINCT 6			
Term Expires 2020			
Christian L. Boutwell	20 Flintlock Road	Morton G. Kahan	44 Hancock Street
Jonathan A. Himmel	66 Hancock Street	Stephen W. McKenna II	9 Hancock Street
Bridger E. McGaw	89 Meriam Street	Frank Sandy	353 North Emerson Road
Dinesh Patel	22 Brent Road		
Term Expires 2019			
Margaret L. Counts-Klebe	8 Hancock Avenue	Frederic S. Johnson	4 Stetson Street
Andrea J. Fribush	61 East Street	Trisha Perez Kennealy	4 Brent Road
Ann M. Kelly	15 Brent Road	Deborah Strod	10 Thoreau Road
Dawn E. McKenna	9 Hancock Street		
Term Expires 2018			
Mark V. Andersen	2 Thoreau Road	Bebe H. Fallick	4 Diehl Road
Todd J. Cataldo	168 Grant Street	Edmund C. Grant	27 Grove Street
Jane Pagett	10 Oakmount Circle	Brian P. Kelley	44 Grant Street
*Deepika Sawhney	6 Porter Lane	*Vinita Verma	3 Graham Road
*Ramin Taraz	1 Whitman Circle		
PRECINCT 7			
Term Expires 2020			
Elizabeth DeMille Barnett	19 Eldred Street	Harry C. Forsdick	46 Burlington Street
Robert K. Creech	2 Grimes Road	David G. Kanter	48 Fifer Lane
Pam Hoffman	4 Rangeway	Taylor Carroll Singh	80 Burlington Street
Term Expires 2019			
George A. Burnell	4 Eaton Road	Mary Burnell	4 Eaton Road
Patricia Elen Costello	9 Preston Road	Catherine Woodward Gill	43 Bertwell Road
Mary C. Hamilton	2 Grove Street	Vikas Kinger	13 Douglas Street
Geoffrey G. Xiao	46 Eldred Street		

* New Candidates for the March 2018 Annual Election

Term Expires 2018			
Marsha E. Baker	46 Burlington Street	Philip K. Hamilton.....	23 Fifer Lane
Stacey A. Hamilton	25 Robinson Road	Ravish Kumar	7 Calvin Street
Raul Marques-Pascual	4 John Benson Road	Benjamin L. Moroze	5 Marvin Street
*Ethan Handwerker	17 Pine Knoll Road	*Christine Noelle Southworth.....	65 Turning Mill Road
PRECINCT 8			
Term Expires 2020			
Robert M. Avallone	21 Constitution Road	Shailesh Chandra	10 Childs Road
Elizabeth R. Barrentine.....	100 Bedford Street	Charles Hornig.....	75 Reed Street
Gang Chen	24 Bellflower Street	Wendy S. Reasenberg.....	16 Garfield Street
Term Expires 2019			
Margaret Bradley	48 Bellflower Street	Margaret S. Enders	11 Kimball Road
David C. Horton	68 Paul Revere Road	Alan Mayer Levine	54 Reed Street
Andrei Radulescu-Banu.....	86 Cedar Street	William A. Ribich.....	18 Revere Street
Melinda M. Walker	14 Larchmont Lane		
Term Expires 2018			
Ingrid H. Klimoff.....	75 Reed Street	Lisa J. Mazerall.....	8 Park Street
James A. Osten	8 Revere Street	Sanjay Padaki	46 Ward Street
Jessie Steigerwald.....	143 Cedar Street	Weidong Wang	59 Reed Street
*Lin D. Jensen.....	133 Reed Street	*Andrew F. March.....	15 Columbus Street
*Brielle A.M. Meade	17 Manning Street		
Precinct 9			
Term Expires 2020			
Alice J. Adler.....	10 Nickerson Road	Victoria C. Buckley	18 Bates Road
Jeanne P. Canale.....	29 Shade Street	Mark P. Maguire.....	249 Lincoln Street
Hank Manz	14 Ellison Road	Wendy Manz.....	14 Ellison Road
Lisah S. Rhodes	482 Marrett Road		
Term Expires 2019			
Victoria Lawrence Blier	41 Shade Street	Rodney Cole	80 School Street
Margaret E. Coppe.....	12 Barrymeade Drive	Thomas O. Fenn	15 Shade Street
Pamela Kumari Joshi	88 Middle Street	Christina M. Murray	66 School Street
Janet M. Perry.....	16 Ellison Road		
Term Expires 2018			
Hemaben P. Bhatt.....	8 Jean Road	Scott A. Bokun	15 Middleby Road
Richard L. Canale.....	29 Shade Street	Mollie K. Garberg.....	16 Cary Avenue
Philip T. Jackson	50 Shade Street	Justine A. Wirtanen	37 Fairbanks Road
*Thomas R. Shiple	18 Phinney Road		

* New Candidates for the March 2018 Annual Election

Town of Lexington, MA
02420

**PRESORTED
STANDARD
U.S. Postage
PAID
Boston, MA
Permit No. 3011**

Warrant - Annual Town Election – Monday, March 5, 2018

ECRWSS
Residential PATRON
LEXINGTON, MA

ELECTION INFORMATION Local Election – Monday, March 5, 2018 Polling Hours - 7 a.m. to 8 p.m.

Polling Locations

Precinct 1	School Administration Building, 146 Maple Street (enter via 328 Lowell Street driveway)
Precinct 2	Bowman School, 9 Philip Road
Precinct 3	Lexington Community Center, 39 Marrett Road
Precinct 4	Cary Memorial Building, 1605 Massachusetts Avenue
Precinct 5	School Administration Building, 146 Maple Street (enter via 328 Lowell Street driveway)
Precinct 6	Cary Memorial Building, 1605 Massachusetts Avenue
Precinct 7	Estabrook School, 117 Grove Street
Precinct 8	Samuel Hadley Public Services Building, 201 Bedford Street
Precinct 9	Maria Hastings School, 7 Crosby Road (enter via 2618 Massachusetts Avenue)

For further information, call the Town Clerk's Office 781-698-4558; or email Clerk@lexingtonma.gov

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Town Manager's FY19 Preliminary Budget and Financing Plan (30 min.)

PRESENTER:

Carl F. Valente, Town Manager;
Carolyn Kosnoff, Assistant Town
Manager for Finance; Jennifer Hewitt

ITEM NUMBER:

I.7

SUMMARY:

No vote is requested for this agenda item.

Staff will present the preliminary FY2019 operating and capital budget recommendations (i.e., the White Book). The recommendations in this preliminary budget document will be the basis of the Summit IV discussion on January 24th.

SUGGESTED MOTION:

NA

FOLLOW-UP:

The Board of Selectmen will continue to review the White Book, and will vote on February 26 a recommended FY19 budget to Town Meeting and the financial committees.

DATE AND APPROXIMATE TIME ON AGENDA:

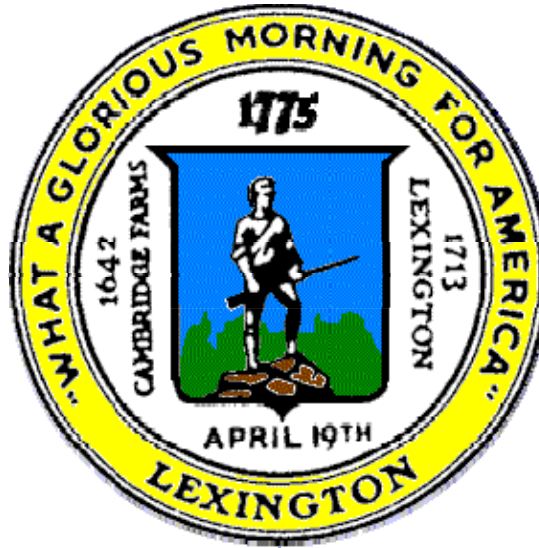
1/22/2018

8:20 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Budget Presentation	Backup Material
<input type="checkbox"/> FY2019 Preliminary Budget (White Book)	Backup Material

Town of Lexington



FY2019 Preliminary Budget & Financing Plan

Presented to the Board of Selectmen

January 22, 2018

Carl F. Valente, Town Manager
Carolyn Kosnoff, Assistant Town Manager for Finance
Jennifer Hewitt, Budget Officer
And the
Senior Management Team



Town of Lexington

FY2018 Preliminary Budget & Financing Plan

Municipal and School Departments: Operating and Capital Budgets



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

***The Proposed Budgets
Recommended by the
Town Manager and
Superintendent of Schools
provide for a
Balanced Town Budget***



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Key Operating, Capital and Reserve Recomm.:

- ***Address Selectmen's Key Service Goals and Priorities***
- ***Address Selectmen's Key Capital Projects***
- ***Appropriate \$3.5 million into Capital Stab. Fund***
- ***Appropriate \$380,000 from Capital Stab. Fund for within-levy debt service***
- ***Appropriate \$3.6 million from Capital Stab. Fund for excluded debt service to provide property tax relief***
- ***Provide Unallocated Revenue of \$371,000***



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Part 1:

General Fund Revenue Projections

Increase in Revenues Over Prior Year	\$ Chg.	% Chg.
FY2019 Projected	\$ 7,715,137	3.6%
FY2018 Estimated	\$ 9,427,551	4.6%
FY2017	\$ 6,526,145	3.3%
FY2016	\$12,569,390	6.8%
FY2015	\$ 4,748,051	2.6%
FY2014	\$ 9,671,248	9.4%
FY2013	\$ 7,273,503	4.7%
FY2012	\$ 5,547,158	4.6%



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Revenue Allocation Model

	Schools	Municipal	Total *
FY2019 Revenue Allocation	\$ 108,655,461	\$ 37,940,843	\$ 146,596,304
FY2019 Recommended Budget	\$ 108,614,663	\$ 37,437,719	\$ 146,052,382
Difference	\$ 40,798	\$ 503,124	\$ 543,922

**For the purpose of the Revenue Allocation Model, this total excludes Shared Expenses, Capital and Appropriations to Reserves.*



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Proposed New Revenue Sources

- 1. Adjust Plumbing and ZBA Permit Fees**
 - 2. Consider Visitor/Tourist Based Fees and Fundraising Options for Visitors Center**
-

- *Consider Stormwater Management Fee*



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Visitors Center Fundraising Options

	Fund Description	Potential One Time Revenue	Potential Annual/Ongoing Revenue
1	Cultural Facilities Fund*	\$675,000	
2	Fee Increases		\$11,800
3	Additional Fundraising		\$9,000
4	Partner Contributions	TBD	
	Estimated Total	\$675,000	\$20,800
<i>*Grant awardees will be announced June, 2018.</i>			



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Summary of Townwide Solar Credits and Expenses

	FY2017 Actual	FY2018 Estimate	FY2019 Projection
Rooftop Solar Bill Credits	\$ 279,665	\$ 291,500	\$ 291,500
Rooftop PILOT*	\$ 30,000	\$ 30,000	\$ 30,000
Rooftop Solar Payments	\$ (162,343)	\$ (165,000)	\$ (165,000)
<i>Net Revenue subtotal</i>	<i>\$ 147,322</i>	<i>\$ 156,500</i>	<i>\$ 156,500</i>
Hartwell Net Metering Credits		\$ 600,000	\$ 600,000
Hartwell PILOT*		\$ 55,400	\$ 55,400
Hartwell Solar payments		\$ (410,000)	\$ (410,000)
<i>Net Revenue subtotal</i>	<i>\$ -</i>	<i>\$ 245,400</i>	<i>\$ 245,400</i>
Overall Net Revenue	\$ 147,322	\$ 401,900	\$ 401,900

**Per MA DOR, solar PILOTs are deposited as Personal Property taxes rather than under a PILOT category of revenue.*



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Part 2:

Recommended FY2019 Operating Budget



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Selectmen's Goals/Priorities

- **Police Facility Design**
- **Pedestrian, Bicycle, Vehicle Safety**
- **Implementation of 20/20 Report on Diversity Advisory Task Force**
- **Improving Public Information/Citizen Outreach**
- **Community Mental Health Programs**
(*BOS and SC*)



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Continuing Financial/Budget Priorities

- **Continue/Update Plan for Financing Capital**
 - **Within the Tax Levy**
 - **Excluded Debt**
- **Limit Operating Budget Increases**
- **Continue Funding of Capital Stabilization Fund**
- **Continue Funding of Post Employment Benefits Liability**



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

FY2019 Budget Summary

	FY2018 Appropriated	FY2019 Recommended Budget	\$ Change	% Change
Lexington Public Schools	\$ 101,655,183	\$ 108,614,663	\$ 6,959,480	6.85%
Minuteman High School	\$ 1,670,351	\$ 2,149,281	\$ 478,930	28.67%
Shared Expenses	\$ 56,999,638	\$ 58,922,490	\$ 1,922,853	3.37%
Municipal Departments	\$ 35,485,563	\$ 37,437,719	\$ 1,952,156	5.50%
Cash Capital-Tax Levy and Available Funds	\$ 6,421,619	\$ 6,948,893	\$ 527,274	8.21%
Other	\$ 10,133,271	\$ 6,200,306	\$ (3,932,965)	-38.81%
Total - General Fund Only	\$ 212,365,625	\$ 220,273,352	\$ 7,907,728	3.7%

LPS Recommended Budget for FY2019 includes benefits for new proposed positions which, if approved, become a Shared Expense



Town of Lexington

FY2019 Recommended Budget & Financing Plan

Shared Expenses

Shared Expenses	FY2018 Restated Budget	FY2019 Recommended Budget	\$ Change	% Change
Contributory Retirement	\$ 5,755,537	\$ 6,005,537	\$ 250,000	4.3%
Non-Contributory Retirement	\$ 14,620	\$ 15,070	\$ 450	3.1%
Employee Benefits	\$ 27,773,351	\$ 28,013,213	\$ 239,862	0.9%
Unemployment	\$ 200,000	\$ 200,000	\$ -	0.0%
Workers Compensation	\$ 807,136	\$ 867,059	\$ 59,923	7.4%
Property & Liability Insurance	\$ 738,893	\$ 769,839	\$ 30,946	4.2%
Uninsured Losses	\$ 250,000	\$ 250,000	\$ -	0.0%
Solar Producer Payments	\$ 410,000	\$ 410,000	\$ -	0.0%
Within-Lewy Debt Service ¹	\$ 9,557,115	\$ 10,775,744	\$ 1,218,629	12.8%
Reserve Fund	\$ 900,000	\$ 900,000	\$ -	0.0%
Facilities Department	\$ 10,592,986	\$ 10,716,027	\$ 123,042	1.2%
Total	\$ 56,999,638	\$ 58,922,490	\$ 1,922,853	3.4%

¹ This is gross within-levy debt service, excluding any use of the Capital Projects Stabilization Fund and other reserve accounts.



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Town Manager's Recommended Municipal Program Improvements

		General Fund	Non General Fund	Total
DPF	Owner's Agent, Solar Design and Contracting	\$ 25,000		
Fire	Ambulance Staffing, 2 FTE's	\$ 91,371		
Human Services	Mental Health Services (preliminary)	\$ 99,391		
Land Use	Administrative Assistant	\$ 93,027		
Town Manager	Public Information Officer	\$ 120,112		
Town Manager	Diversity Advisory Task Force Support	\$ 15,000		
All Other PIR's	See <i>White Book Appendix</i>	\$ 149,418	\$ 58,855	
Sub-Total ^{1, 2}		\$ 593,319	\$ 58,855	\$ 652,174

¹ Total of General Fund Program Improvement Requests is \$888,653

² Total of Non General Fund Program Improvement Requests is \$58,855



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Part 3

Reserves and Unallocated Revenue



Town of Lexington *FY2019 Preliminary Budget & Financing Plan*

Appropriate Into Reserve Funds

- **Post-Employ. Benefits Fund \$ 1,842,895**
 - Current Balance \$12.091 million
 - Updated Liability thru 2047 \$ 200 million

- **Capital Stabilization Fund \$ 3,500,000***
 - Current Balance : \$28.3 million

** Recommendation is to Appropriate \$3,980,000 from CSF*



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Unallocated Revenue

\$371,000



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Part 4:

Capital Budget



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Significant Capital Projects-General Fund

- **Center Track & Field Lights** **\$ 4,315,000**
- **Road Improvements/Construction** **\$ 2,600,000**
- **Sidewalk Improvements** **\$ 800,000**
- **LCP Construction** **\$11,798,000**
- **Police Station Design** **\$ 1,163,000**
- **Fire Station Construction** **\$18,821,000**
- **Pelham Road/Sidewalk Improve.** **\$ 1,400,000**
- **Westview Cemetery Bldg. Design** **\$ 3,040,000**
- **Visitors Center Design** **\$ 200,000**
- **Center Streetscape Design** **\$ 450,000**



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

CAPITAL BUDGET: ALL FUNDS - APPROPRIATED ¹

	FY14	FY15	FY16	FY17	FY18	FY19
General Fund Debt ²	\$ 7,424,482	\$ 12,999,656	\$ 7,569,025	\$ 6,672,507	\$ 8,094,626	\$ 6,565,800
Exempt Debt	\$ -	\$ -	\$ 9,466,000	\$ 63,697,200	\$ 69,095,718	\$ 32,481,164
Water Debt/Cash Capital	\$ 1,095,500	\$ 1,166,500	\$ 1,015,500	\$ 220,500	\$ 1,095,000	\$ 1,480,000
Sewer Debt/Cash Capital	\$ 1,445,500	\$ 1,840,500	\$ 2,590,500	\$ 1,945,500	\$ 1,820,000	\$ 2,175,000
Recreation Enterprise Capital	\$ 261,750	\$ 240,000	\$ 261,500	\$ 65,000	\$ 55,000	\$ -
Compost Revolving Fund	\$ -	\$ -	\$ 190,000	\$ -	\$ 725,000	\$ -
Cash Capital/Other Available Funds	\$ 5,515,202	\$ 5,138,114	\$ 4,827,405	\$ 5,474,789	\$ 6,421,619	\$ 7,043,693
State Grant Funding ²	\$ 924,164	\$ 1,161,925	\$ 961,105	\$ 7,523,165	\$ 971,016	\$ 969,936
Total	\$ 16,666,598	\$ 22,546,695	\$ 26,881,034	\$ 85,598,661	\$ 88,277,979	\$ 50,715,593
CPA-Town Projects Only	\$ 12,185,500	\$ 9,705,875	\$ 1,639,611	\$ 667,000	\$ 3,767,030	\$ 4,241,000

¹ Excludes privately funded capital projects

² FY19 General Fund net of Cemetery Bldg, but includes Police Station Design (prospective exempt debt and included in the exempt debt category)

³ For FY17, includes Mass. Ave. intersection project and Chapter 90 funding



Town of Lexington

FY20189 Preliminary Budget & Financing Plan

Total Levy Supported Debt Service		
	Amount	Chg. Prior Yr.
FY11 Actual	\$ 4,669,173	
FY12 Actual	\$ 5,002,111	7%
FY13 Actual	\$ 5,269,343	5%
FY14 Actual	\$ 5,409,996	3%
FY15 Actual	\$ 5,811,641	7%
FY16 Actual ¹	\$ 6,111,960	5%
FY17 Actual ²	\$ 6,327,701	4%
FY18 Estimated ³	\$ 6,870,008	9%
FY19 Projected ⁴	\$ 7,213,737	5%
¹ Net of \$620,567 in debt service mitigation for H.S. Modulares		
² Net of \$751,000 in debt service mitigation for H.S Modulares, Amt. budgeted @ \$6,489,000		
³ Net of \$324,500 in debt service mitigation, \$11,120 for projects supported by non-tax revenue and \$2,351,487 to retire notes for 173 Bedford St. and 20 Pelham Rd. land purchases.		
⁴ Net of \$380,000 in debt service mitigation, \$132,007 for projects supported by non-tax revenue and \$3,050,000 to retire notes for 173 Bedford St. and 20 Pelham Rd. land purchases.		



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Total Cash Capital Funding			
	Free Cash	Tax Levy/ Other	Total
FY10	\$ 850,000	\$ 695,719	\$ 1,545,719
FY11	\$ 1,270,000	\$ 713,112	\$ 1,983,112
FY12	\$ 1,370,000	\$ 1,012,174	\$ 2,382,174
FY13	\$ 1,467,315	\$ 1,849,011	\$ 3,316,326
FY14 *	\$ 4,474,222	\$ 4,446,526	\$ 8,920,748
FY15	\$ 1,975,000	\$ 3,983,117	\$ 5,958,117
FY16	\$ 2,190,082	\$ 2,452,905	\$ 4,642,987
FY17	\$ 2,760,625	\$ 2,842,143	\$ 5,474,789
FY18	\$ 3,350,000	\$ 2,737,640	\$ 6,087,640
FY19	\$ 4,150,000	\$ 2,893,693	\$ 7,043,693
FY18-19 \$Change	\$ 800,000	\$ 156,053	\$ 956,053
FY18-19 %Change	23.9%	5.7%	28.8%

* includes Free Cash used toward Community Center Purchase.



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Total Proposition 2 1/2 Excluded Debt Service				
	Gross Excluded Debt Service	General Fund/Debt Service Tax Relief	Net Excl. Debt Service	% Change
FY12	\$ 5,751,833	\$ -	\$ 5,751,833	
FY13	\$ 6,599,081	\$ 400,000	\$ 6,199,081	7.8%
FY14	\$ 8,527,654	\$ 1,600,000	\$ 6,927,654	11.8%
FY15	\$ 8,373,222	\$ 950,000	\$ 7,423,222	7.2%
FY16	\$ 8,539,697	\$ 215,000	\$ 8,324,697	12.1%
FY17	\$ 8,330,185	\$ -	\$ 8,330,185	0.1%
FY18	\$ 10,692,689	\$ 2,400,000	\$ 8,292,689	-0.5%
FY19	\$ 13,648,527	\$ 3,600,000	\$ 10,048,527	21.2%



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Paydown of Land Purchases

Fiscal Year	Total Purchase Amount	BAN Paydown	Remaining Balance
FY17	12,443,000	\$ -	\$ 12,443,000
FY18		\$ 2,351,487	\$ 10,091,513
FY19		\$ 3,050,000	\$ 7,041,513



Town of Lexington
FY2019 Preliminary Budget & Financing Plan

**FY 2019 Residential Tax Bill Impact
of Excluded Debt
With Capital Stabilization Fund Mitigation**

3.2% - 3.7%



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Part 5:

Continuing Policy Issues

- **Planning for Large Capital Projects**
- **Continued Use of Capital Stabilization Fund**
- **Appropriation into Capital Stabilization Fund**
- **Continued OPEB Funding**
- **Provide Reserve for Contingencies**
- **Consider New Potential Revenue Sources**



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

FY2018 Budget Goals

- Continuing to Build the Capital Stabilization Fund to Mitigate the Debt Service of Future Capital Projects
- Managing Operating Budget Increases, Given Projected Increases in Student Enrollments
- Additional Funding for Pedestrian and Bicycle Safety



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Budget History-Selectmen/Summit Priorities

- **2005-2010:** Building Operating Reserves
- **2010-2015:** Invest/Address Deferred Maintenance in Existing Buildings and Roads
- **2014-2016:** *Community Center: Purchase and Programming*
- **2015-2020:** Planning and Implementation for Significant Capital Projects due to School Enrollment Growth and Public Safety Needs
- **2020–2025:** **New Five-Year Capital Master Plan (School Facilities, Community Center)**



Town of Lexington

FY2019 Preliminary Budget & Financing Plan

Next Steps

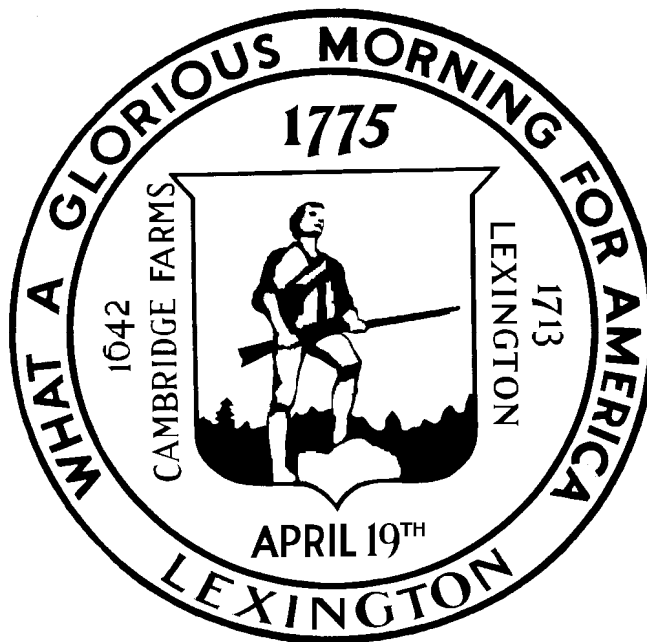
Staff to:

- Respond to questions on Operating and Capital Budget
- Assist the Board with Policy Issues
- Transmit budget to financial committees/town meeting members -
March 5

Selectmen to:

- Approve Final Recommended Operating and Cap. Budget – **Feb. 26**
- Earliest Date for Town Meeting to Consider Financial Articles – April 2

TOWN OF LEXINGTON, MASSACHUSETTS



**FISCAL YEAR 2019
TOWN MANAGER'S PRELIMINARY
BUDGET & FINANCING PLAN
JANUARY 22, 2018**

Table of Contents



The budget document outlines the Town's financial plan as recommended by the Town Manager. Both the operating and capital budgets are contained in this document. The effective period of this budget is from July 1, 2018 to June 30, 2019.

Budget-In-Brief

Report of the Town Manager

The Budget Message is a letter to the Board of Selectmen from the Town Manager in support of the enclosed budget recommendations. The letter provides an overview of the operating and capital budget, identifies significant budget issues, and explains the Town Manager's rationale for budget recommendations.

Section I: Budget Overview

The Budget Overview contains several summary tables, which display the schedule of the FY2019 budget process, expenditure and revenue history, and a detailed summary of proposed appropriations for the coming fiscal year.

Budget Process	
Summary of Revenues and Expenditures	I-1
Program Summary	I-2

Section II: Revenues

The Revenue section contains a narrative description of revenue sources followed by a series of tables that displays a detailed summary of actual and projected revenues.

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-------------------------	------

Detailed Budget Information

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FY2019 Capital Improvement Budget & Financing Plan

Section XI: Capital Investment

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Section XII: Appendices

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Acknowledgements

Preparing a budget document with this level of detail is a significant undertaking. I would like to express my appreciation to Superintendent of Schools Mary Czajkowski, Assistant Superintendent for Finance and Administration Ian Dailey, as well as the Senior Management Team and board and committee members who contributed to the development of this budget. I would like to specifically acknowledge Director of Assessing Robert Lent, Management Fellow Rajon Hudson, Human Resources Director Anne Kostos, and Assistant Town Manager Kelly Axtell for their work in preparing the many facets of this document. In addition, the completion of this Preliminary Budget and Financing Plan is due directly to the analysis and extraordinary efforts of Assistant Town Manager for Finance/Comptroller Carolyn Kosnoff and Budget Officer Jennifer Hewitt.

Carl F. Valente, Town Manager



Town of Lexington Town Manager's Office

Carl F. Valente, Town Manager
Kelly Axtell, Assistant Town Manager

Tel: (781) 698-4545
Fax: (781) 861-2921

January 22, 2018

The Honorable Board of Selectmen, Appropriation Committee and Capital Expenditures Committee:

I am hereby submitting the FY2019 Town Manager's Preliminary Budget and Financing Plan.

A Sustainable Budget Reflecting Board of Selectmen Goals and Priorities

Theodore Roosevelt said, "It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes up short again and again, because there is not effort without error and shortcomings; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat." (With apologies for Roosevelt's gender specific prose.)

In presenting this FY2019 Preliminary Budget, the Senior Management Team and I are committed to working with the Board of Selectmen and financial committees in striking a balance in the allocation of projected revenues for Town services, educational programs and capital improvements in a manner that will be sustainable for the community, as has been articulated through the leadership actions, behaviors and visions of the Selectmen and various policy and advisory committees who have demonstrated 'great enthusiasm and devotion'.

A Sustainable Budget: The budget decisions you will have to make are not easy ones, particularly in light of the many important capital projects facing the Town in the coming years. The previous policy decisions by the Board of Selectmen to establish reserve funds have placed the Town in a sound financial condition. We must continue to be vigilant in our financial planning, however, as our school population continues to increase, placing increasing demands on operating and capital budgets.

The Operating and Capital budgets are about priorities. These budgets should be strategic in explaining what we do, why we do it, when we do it, and how we propose to invest the

resources of our taxpayers to achieve the results our community desires. While focusing on long-term priorities sometimes takes a back seat to the immediate demands placed on Town officials, it is important to strike a balance among these competing demands. We hope this document is helpful in this regard.

A Transparent Budget: In preparing this Preliminary Budget, Town and School department staff strived to create a document that presents the budget in a manner that meets the requirements and expectations of our boards, committees, Town Meeting members and residents. The best way to explain Town operations, in depth and for the critical eye, is for Town officials to be transparent in everything we do. This FY2019 Preliminary Budget proposes close to \$220,000,000 in General Fund spending, \$25,000,000 in Enterprise Fund spending, \$4,000,000 in Revolving and Special Revenue Funds spending and \$58,000,000 in capital projects. We hope this document is comprehensive enough so that the readers understand where Town revenue comes from and what it is spent on, yet succinct enough that the details are not overwhelming. Each year I challenge myself and the staff to improve this budget document, but know we can always do better and welcome comments to do so.

Roosevelt's View on Governance is Apparent in Lexington: As I submit my 13th preliminary operating and capital budget to the Board of Selectmen I continue to witness and appreciate the Board of Selectmen's commitment to our residents through transparency and integrity in policy setting and management of Town affairs. This commitment is also seen by the dedication and actions of the hundreds of volunteers, committee members and Town Meeting Members whose primary desire is to preserve Lexington as a quality community.

The Board of Selectmen can be proud of the standard it has set that we are **one** Community, not a series of unrelated entities and constituent groups. As noted in Roosevelt's remarks, "... it is not the critic who counts..... the credit belongs to the man who is actually in the arena..." The Lexington Board of Selectmen has distinguished itself in the long-term sustainability of its policy decisions rather than what is politically expedient. The operating and capital budget the Board recommends to Town Meeting is the single most important policy document considered each year. It reflects many competing interests, but in the end has been and should continue to be a reflection on what is best for the Town as a whole. I look forward to working with the Selectmen to address the Town's challenges in the coming years, as the one community we are.

Special Thanks to Selectman Peter Kelley: The Senior Management Team wants to recognize the extraordinary contributions of 'retiring' Selectman Peter Kelley. Many know Selectman Kelley for his passion for Lexington's place in history and for his admiration for those that came before us; the residents that made Lexington the community it is today. He has so many other dimensions, however. Selectman Kelly has an uncanny knack for understanding all of the moving parts of the Town's operations. His questions and observations regarding the Town's finances were always insightful and constructive. Selectman Kelley helped us all to understand and see the 'forest and the trees' when it came to construction projects, recognizing those aspects of a project that brought long-term value to the community. He was a champion of the businesses in town, small and large, and to that end was an important voice in the Town's economic

development efforts. And, in a more behind the scenes manner, Selectman Kelley was also a champion and supporter of Lexington's seniors and our most vulnerable residents. As Lexington's longest continuously-serving Selectman in recent decades his viewpoint, judgment and recommendations stood the test of time, for which there is no more important measure when evaluating the impact of policy actions. Other than his wife Beverly, who is similarly passionate about Lexington, few residents will ever realize or appreciate the dedication Selectman Kelley has had for Lexington and his tireless efforts in this regard. He will be missed!

Very truly yours,

Carl F. Valente

Town Manager

Preliminary Budget - In Summary

This budget, as submitted, is **balanced** given the revenue assumptions shown in Section II of this document and presented at Financial Summit II and subsequently updated.

Town Manager's Overall Recommendations

In light of the goals and priorities of the Board of Selectmen and the discussions at Financial Summits I-III, this preliminary budget includes the following key recommendations:

- Municipal and School Department Revenue Allocations – The Superintendent of Schools and Town Manager's recommended budgets are \$449,000 less than the amounts allowable per the Revenue Allocation Formula presented at Financial Summit III and subsequently revised by the Board of Selectmen on December 18, 2017.
- Municipal Program Improvement Requests (PIR's) – \$622,174 (\$563,319 general fund only) of a total of \$947,508 in municipal PIR's requested are being recommended.
- Capital Budget – This Preliminary Budget includes recommendations for \$58,000,000 in funding for those capital projects identified as priorities by the Selectmen as well as the typical capital projects presented on a regular basis in the capital plan in order to maintain the Town's infrastructure.
- Capital Stabilization Fund – Given the capital projects recently approved and those anticipated to be funded within and outside of the property tax levy limit over the next five years, every effort has been made to continue to appropriate funds to the Capital Stabilization Fund. \$3,500,000 is recommended to be added to this fund.
- Unallocated Revenues – In planning the proposed operating and capital budget, there are unknowns in revenue projections (e.g., State Aid), proposed operating budgets (e.g., employee benefits/health insurance), certain capital project estimates, as well as potentially competing priorities of the Board of Selectmen, School Committee and the financial committees. This preliminary budget provides for \$370,000 in unallocated funds that can be directed towards any of these purposes during the review and vetting process.

Board of Selectmen Priorities

This preliminary FY2019 budget is responsive to many of the priorities identified by the Board of Selectmen during its annual goal-setting meetings, including:

- **Design Funds for the Police Station Facility** (Goal 1): \$1,862,622 is recommended for schematic and design development for the renovation/expansion of the Police Station.
- **Pedestrian, Bicycle and Vehicle Safety on Town Roads** (Goals 10 and 11): \$6,350,000 is recommendation for the Center Streetscape Design; Sidewalk Improvements; Townwide Signalization Improvements; Pelham Road Sidewalk and Roadway Improvements-Design; and Street Improvements.
- **Implementation of the 20/20 Subcommittee Report** (Goal 18): \$15,000 is recommended for support of the Diversity Advisory Task Force. An additional \$15,000 for this Task Force is included in the Superintendent of Schools' proposed budget.
- **Public Information/Citizen Outreach** (Goal 9): \$120,112 is recommended for the funding of a Public Information Officer and related expenses.
- **Community Mental Health Programs** (Goal 13 and School Committee goal): \$99,391 is recommended for funding for additional mental health staff or support related programs.

Budget Highlights

This document includes General Fund operating budgets, the Capital budget, Enterprise Fund budgets and proposed Community Preservation Act funded projects.

A comparison of the FY2018 appropriated budget to the FY2019 recommended General Fund budget is shown below:

	FY2018 Appropriated	FY2019 Recommended Budget	\$ Change	% Change
Lexington Public Schools	\$ 101,655,183	\$ 108,614,663	\$ 6,959,480	6.85%
Minuteman High School	\$ 1,670,351	\$ 2,149,281	\$ 478,930	28.67%
Shared Expenses	\$ 56,999,638	\$ 58,922,490	\$ 1,922,853	3.37%
Municipal Departments	\$ 35,485,563	\$ 37,437,719	\$ 1,952,156	5.50%
Cash Capital-Tax Levy and Available Funds	\$ 6,421,619	\$ 6,948,893	\$ 527,274	8.21%
Other	\$ 10,133,271	\$ 6,200,306	\$ (3,932,965)	-38.81%
Total - General Fund Only	\$ 212,365,625	\$ 220,273,352	\$ 7,907,728	3.7%

LPS Recommended Budget for FY2019 includes benefits for new proposed positions which, if approved, become a Shared Expense

Preliminary Budget and Financing Plan

To facilitate review of this document, some of the salient aspects of this budget are highlighted below:

1. FY2019 Projected Revenues

- **Revenue Projections (Section II)** – General Fund operating revenues are projected to increase by \$7,715,137 or 3.6 percent over FY2018 projected revenues.

Lexington's projected and actual revenue growth for prior years is shown below:

	<u>Projected</u>	<u>Actual</u>
FY2018	4.6%	NA
FY2017	2.8%	3.3%
FY2016	4.2%	6.2%
FY2015	3.6%	2.7%
FY2014	6.9%	9.0%
FY2013	4.7%	5.1%
FY2012	4.0%	4.6%
FY2011	3.9%	5.3%
FY2010	3.4%	4.6%
FY2009	5.8%	4.7%

- **Revenue Allocation Model** – Each year, the Town Manager recommends the allocation of projected revenues that can be applied to fund the operating budget in the next fiscal year. This model was developed in 2006 by the Town Manager, Assistant Town Manager for Finance and Superintendent of Schools and was reviewed by the Selectmen, financial committees and School Committee at Financial Summit III. Subsequent to that discussion, the Board of Selectmen made a modification to the model, moving the general fund support of the Community Center from a gross revenue offset to the Municipal Operating Budget.

The amounts shown in this Preliminary Budget and Financing Plan represent the Town Manager's and Superintendent of School's recommended FY2019 budget, inclusive of benefits for new employees. The Superintendent's budget is pending review and adoption by the School Committee. All budgets are pending review by the Board of Selectmen. The proposed municipal and school budgets compare to the revenue allocation as follows:

	Schools	Municipal	Total*
FY2019 Revenue Allocation	\$ 108,644,540	\$ 38,166,056	\$ 146,810,596
FY2019 Recommended Budget	\$ 108,614,663	\$ 37,746,832	\$ 146,361,495
Difference	\$ 29,877	\$ 419,224	\$ 449,101

* Totals do not include Shared Costs.

- ***Potential New Revenue Sources for Future Consideration*** – The Town Manager is proposing the evaluation of two additional revenue sources targeted for specific capital projects or program enhancements:
 - **Visitor/Tourist-Based Fees and Fundraising Options to Support Visitors Center Project.** Staff is recommending a variety of fee increases, fundraising, partner contributions and grant applications to raise funds that will be dedicated to offset the cost of the proposed Visitors Center construction project. If supported by the Board of Selectmen, it is recommended that these revenues be placed in a dedicated reserve/Stabilization account and used to offset the debt service for this project, should it be approved for funding by Town Meeting.
 - **Miscellaneous Plumbing and ZBA Application Fees.** Staff is recommending modest increases in certain plumbing permits and ZBA application fees. These increases are estimated to generate \$71,000 annually and will offset the \$63,000 increase in the Land Use, Health and Development budget to add an Administrative Assistant to the Department to help with the increasing workload.
- ***Future Revenue Considerations*** – While not included in this preliminary Budget, staff continues to examine options for creating a **Stormwater Management Fee**. The Town is now expending nearly \$1,000,000 annually as part of the capital budget to comply with its National Pollution Discharge Elimination system (NPDES) permit and the Town's stormwater regulations, in addition to approximately 1.7 FTE of Engineering staff time. Stormwater management is an important community, State and national concern and while Lexington's NPDES permit was renewed in April 2016 with an effective date of July 1, 2017, it has since been placed on-hold pending further federal review. These capital and operating budget impacts will continue and increase once the NPDES permit is finalized. In anticipation of this mandated program, a number of municipalities nationwide including some in Massachusetts have instituted a Stormwater Management Fee to offset capital costs of managing stormwater emanating from private properties. Later this year, staff will be presenting financing/fee options for consideration by the Board of Selectmen regarding this federal program.

2. Departmental Budget Summary

- **Section III** of this document reflects the School Department operating budget proposed by the Superintendent of Schools and summarized in the table shown below:

	FY2018	FY2019		
Lexington Public Schools	Appropriation	Superintendent's Recommended Budget ¹	\$ Change	% Change²
Compensation/Expenses	\$101,655,182	\$108,614,663	\$6,959,481	6.8%

¹ Includes \$443,025 in employee benefit costs for proposed new positions which, if approved, will be transferred to the Employee Benefits budget.

² The percent increase from FY2018, excluding the \$443,025 in benefit costs, is 6.41 percent.

The Superintendent's proposed budget, presented to the School Committee on January 2, 2018, can be found on the School Department Website at <https://lps.lexingtonma.org/Page/10461>

- **Section IV** of this document includes all Shared Expenses. Overall, Shared Expenses are increasing by \$1,922,853 or 3.4 percent.

A summary table of Shared Expenses is shown below:

Shared Expenses	FY2018 Restated Budget	FY2019 Recommended Budget	\$ Change	% Change
Contributory Retirement	\$ 5,755,537	\$ 6,005,537	\$ 250,000	4.3%
Non-Contributory Retirement	\$ 14,620	\$ 15,070	\$ 450	3.1%
Employee Benefits	\$ 27,773,351	\$ 28,013,213	\$ 239,862	0.9%
Unemployment	\$ 200,000	\$ 200,000	\$ -	0.0%
Workers Compensation	\$ 807,136	\$ 867,059	\$ 59,923	7.4%
Property & Liability Insurance	\$ 738,893	\$ 769,839	\$ 30,946	4.2%
Uninsured Losses	\$ 250,000	\$ 250,000	\$ -	0.0%
Solar Producer Payments	\$ 410,000	\$ 410,000	\$ -	0.0%
Debt Service ¹	\$ 9,557,115	\$ 10,775,744	\$ 1,218,629	12.8%
Reserve Fund	\$ 900,000	\$ 900,000	\$ -	0.0%
Facilities Department	\$ 10,592,986	\$ 10,716,027	\$ 123,042	1.2%
Total	\$ 56,999,638	\$ 58,922,490	\$ 1,922,853	3.4%

¹ This is gross within-levy debt service, excluding any use of the Capital Projects Stabilization Fund and other reserve accounts.

- **Sections V to X** of this document include the recommended budgets for each municipal department. Municipal department managers initially submit level-service budget requests. A level-service budget is defined as the funds necessary to replicate the current level of services provided and to meet all legal requirements, including collective bargaining requirements and State or federal mandates. Any increases proposed beyond level-service are shown in each departmental budget as Program Improvement Requests (PIR) submitted by the Department manager for evaluation by the Town Manager. A table of all Program Improvements Requests can be found in the Appendix, located in Section XII of this document.

Key PIR recommendations in the FY2019 municipal department budgets include:

1. Add \$25,000 to the Department of Facilities budget for an owner's agent for solar design and contracting. These funds will help the Town evaluate the new Hastings School, new Lexington Children's Place, new Fire Station and areas at the Hartwell Compost Facility for additional solar arrays.
2. The addition of two firefighter/paramedics to the Fire Department. This will allow the Department to staff the second ambulance 24/7 and not cross-staff the second ambulance with the ladder truck personnel on weekends, which has effectively taken that vehicle out-of-service when the second ambulance is responding to a call. Given the amount of time necessary for filling positions in the Fire Department, the \$91,371 added to the budget is assuming these positions will be filled no earlier than January 2019.
3. The addition of \$99,391 for a social worker or other appropriate staff or services for the Human Services Department. The use of these funds are pending the review of mental health services and programs, currently underway by the Board of Selectmen, School Committee and Human Services Committee.
4. The addition of \$35,000 to begin phase 1 of evaluating Town programs and services under the Age-Friendly program, a collaborative process that recognizes the value of planning for a community that is accessible and supportive to all residents, regardless of age. This first phase will be for the Town to retain the services of the UMass Boston Gerontology Institute to conduct a community needs assessment on the well-being of Lexington residents.
5. The addition of an Administrative Assistant in the Land Use, Health and Development Department. This \$63,027 cost will be offset by \$72,000 in proposed permit fee adjustments.
6. The addition of \$10,000 in funding for the design of a 'gateway' sign for the Hartwell Avenue commercial district.
7. The addition of \$15,000 in funding to support the Diversity Advisory Task Force. An additional \$15,000 is recommended by the Superintendent of Schools in the proposed FY2019 School Department budget.
8. The addition of \$6,900 in funding for the Council on the Arts to support a wide variety of cultural programs in the community.

The following table provides a summary of the FY2018 to FY2019 municipal department budget requests, as recommended by the Town Manager:

Municipal Budgets	FY2018 Restated Budget	FY2019 Recommended Budget	\$ Change	% Change
Public Works	\$ 9,402,640	\$ 9,954,459	\$ 551,819	5.9%
Police	\$ 7,247,576	\$ 7,246,566	\$ (1,010)	0.0%
Fire	\$ 6,577,294	\$ 6,950,710	\$ 373,415	5.7%
Library	\$ 2,534,144	\$ 2,581,502	\$ 47,358	1.9%
Human Services	\$ 1,302,971	\$ 1,465,284	\$ 162,313	12.5%
Land Use Departments	\$ 2,370,369	\$ 2,437,636	\$ 67,267	2.8%
Selectmen	\$ 648,580	\$ 635,596	\$ (12,984)	-2.0%
Town Manager	\$ 808,043	\$ 901,243	\$ 93,200	11.5%
Salary Adjustment Account	\$ 171,759	\$ 483,030	\$ 311,271	181.2%
Town Committees	\$ 57,880	\$ 60,780	\$ 2,900	5.0%
Finance	\$ 1,902,941	\$ 1,888,060	\$ (14,882)	-0.8%
Town Clerk	\$ 494,665	\$ 521,000	\$ 26,336	5.3%
Information Services	\$ 1,966,701	\$ 2,311,853	\$ 345,151	17.5%
Total	\$ 35,485,563	\$ 37,437,719	\$ 1,952,156	5.5%

Proposed Appropriations Into Reserves/Trust Funds

The Town maintains a variety of reserve funds. Those reserve funds that are for unforeseen purposes (General Stabilization Fund, SPED Stabilization Fund, Operating Budget Reserve Fund) are generally adequate at the current levels.

The proposed budget also includes recommendations to increase certain reserves/trusts that are for targeted purposes, as shown in the tables below:

OPEB Trust Fund – The purpose of this Trust fund is to continue to fund the Town’s Retiree Health Insurance Liability. The present value (Town’s liability) of these future benefits is approximately \$200 million.

Recent Appropriations into the OPEB Trust Fund

Trust Fund	FY2013 Appropriated	FY2014 Appropriated	FY2015 Appropriated	FY2016 Appropriated	FY2017 Appropriated	FY2018 Appropriated	FY2019 Recommended
Other Post Employment Benefits Trust Fund	\$500,000	\$775,000	\$1,119,000	\$1,200,000	\$1,512,318	\$1,842,895	\$1,842,895

The current balance in the OPEB Trust Fund is \$12,090,759 as of 12/31/2017

Capital Stabilization Fund (CSF) – The Town is planning for a number of significant capital projects over the next five years including a new Hastings Elementary School, a new facility for the Lexington Children’s Place (LCP), a new main fire station, a renovated or new police station, Center Streetscape improvements, Hartwell Avenue infrastructure improvements, and a new Visitors Center. On December 4, 2017, Lexington voters approved a Proposed 2½ debt exclusion, for approximately \$85,000,000, for a new Hastings School, a new LCP and a new main fire station. The Board of Selectmen have supported a plan to use a portion of the

Capital Stabilization Fund to materially reduce the property tax impact of these projects on taxpayers.

Below is the current plan for the use of the CSF to mitigate the property tax impact of these three projects and the two middle school additions/renovations and elementary school modular classrooms previously approved by the voters in May 2016.

**Capital Stabilization Fund
Proposed Appropriation Into and Uses Of**

Capital Stabilization Fund	FY2015 Appropriated	FY2016 Appropriated	FY2017 Appropriated	FY2018 Appropriated	FY2019 Proposed Allocation
Appropriation Into Stabilization Fund	\$ 5,910,726	\$ 9,447,832	\$ 6,991,205	\$ 7,690,398	\$ 3,500,000
Prior Year Balance	\$ 3,990,704	\$ 8,048,466	\$ 16,725,947	\$ 23,203,209	\$ 28,282,416
Investment Income	\$ 16,036	\$ 65,216	\$ 196,057	\$ 113,308	
Subtotal - Available for Appropriation	\$ 9,917,466	\$ 17,561,514	\$ 23,913,209	\$ 31,006,916	\$ 31,782,416
Appropriation From Stabilization Fund					
Excluded Debt Service Tax Relief	\$ 950,000	\$ 215,000	\$ -	\$ 2,400,000	\$ 3,600,000
Within Levy Debt Service	\$ 919,000	\$ 620,567	\$ 710,000	\$ 324,500	\$ 380,000
Subtotal	\$ 1,869,000	\$ 835,567	\$ 710,000	\$ 2,724,500	\$ 3,980,000
Projected Balance of Fund	\$ 8,048,466	\$ 16,725,947	\$ 23,203,209	\$ 28,282,416	\$ 27,802,416

Capital Budget (Section XI)

Consistent with the 2009 recommendations of the Selectmen's *Fiscal Task Force*, the proposed capital budget continues to make important progress in addressing the Town's list of planned capital projects. The capital budget recommendations include nearly \$58 million for a variety of capital projects for FY2019.

Capital Requests Summary					
	Free Cash/ Tax Levy	Other Funding Sources ¹	Debt ³	Total	Other ⁴
General Fund	\$ 6,948,893	\$ -	\$ 10,130,545	\$ 17,079,438	\$ -
Proposed Excluded Debt Projects	\$ -	\$ -	\$ 32,481,164	\$ 32,481,164	\$ -
Chapter 90/Other Funding	\$ -	\$ 94,800	\$ -	\$ 94,800	\$ 969,936
Water Enterprise	\$ -	\$ 105,000	\$ 1,375,000	\$ 1,480,000	\$ -
Sewer Enterprise	\$ -	\$ -	\$ 2,175,000	\$ 2,175,000	\$ -
Recreation Enterprise	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ -
Compost Revolving Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Community Preservation Act ²	\$ -	\$ 1,612,000	\$ 2,829,000	\$ 4,441,000	\$ -
Total (all Funds)	\$ 6,948,893	\$ 1,871,800	\$ 48,990,709	\$ 57,811,402	\$ 969,936
¹ Other Funding includes \$50,000 from the TMOD Stabilization Fund for the Hartwell Area TMOD Plan Update and \$44,800 from the PEG Access Special Revenue Fund for the SMR High Definition Broadcasting Upgrade.					
² Includes both Town and non-Town CPA funded projects.					
³ General Fund debt of \$10,130,545 (from Table I - FY2018 Recommended Projects -General Fund Debt) is net of \$1,862,622 for the Police Station design which is a potential candidates for debt exclusion. This amount is included in the \$32,481,164 of Proposed Excluded Debt Projects (Table V - FY2018 Recommended Projects - Funding Through Proposition 2 1/2 Debt Exclusion).					
⁴ Other represents Chapter 90 Aid for street improvements. This item does not require a Town Meeting appropriation.					

Policy Issues

Policy issues to be reaffirmed or addressed by the Board of Selectmen in finalizing this preliminary budget include:






- **Appropriate into the Capital Stabilization Fund (CSF)** – Whether to support the appropriation of \$3,500,000 into the CSF. The Board of Selectmen has approved an overall plan to use this fund, in FY2019 and future years, to offset debt service for planned capital projects funded both within the tax levy and excluded from the limits of Proposition 2½.
- **Appropriate from the Capital Stabilization Fund for Within-Levy Debt Service** – Whether to continue to use funds from the CSF in order to limit the budgetary impact of within-levy debt service to 5 percent annually. For FY2019, \$380,000 is recommended for this purpose; in FY2018, \$324,500 was used.
- **Appropriate from the Capital Stabilization Fund for Excluded Debt Service** Whether to appropriate \$3,600,000 from the CSF to mitigate excluded debt service. This recommendation is consistent with previous discussions at Financial Summits. If this amount is appropriated by Town Meeting, the financial model developed by staff estimates that the total residential property tax increase in FY2019, for a home valued at \$831,000, will increase by 3.2 percent (includes the 2.5% increase permitted under Proposition 2½). This percentage may increase beyond this amount if residential property values increase faster than commercial property values.
- **Appropriate into the Other Post-Employment Benefits (OPEB)** – Whether to support the appropriation of \$1,829,721 into the OPEB Trust Fund. This amount is comprised of \$1,079,721 from free cash and \$750,000 made available from the Health Insurance Claims Trust Fund.
- **Unallocated Revenues for Contingencies** – This recommended budget includes approximately \$370,000 in unallocated revenues, primarily for three potential purposes:
 1. Funding for programs, service, capital projects or reserves not currently proposed in this Preliminary Budget;
 2. To balance the budget if State Aid is less than projected. The Governor’s proposed FY2019 budget will be presented on January 24, 2018, providing a first indication of State Aid for FY2019. The Legislature will likely approve the FY2019 State budget, however, after the conclusion of Town Meeting; and/or
 3. To balance the budget if the GIC health insurance premiums are greater than estimated. The Town’s health insurance rates, as established by the Group Insurance Commission (GIC), will not be known until early March.

Budget Schedule

This is a comprehensive budget, including both the Town Manager's recommendations and the Superintendent of School's proposed budget. In keeping with the schedule established by the Board of Selectmen, the key FY2019 budget dates are:

- **January 24, 2018** – Summit IV to review this Preliminary budget;
- **February 13, 2018** – Summit V, if needed, to discuss outstanding FY2019 operating and capital budget issues;
- **February 26, 2018** – Board of Selectmen to vote recommended FY2019 budget;
- **March 5, 2018** – The recommended budget will be forwarded, electronically, to the Appropriation Committee, Capital Expenditures Committee and Town Meeting Members. Printed copies to follow the week of March 12th.
- **April 2, 2018** – Earliest date Town Meeting may consider financial articles.

FY2019 Budget Process

	July	August	September	October	November	December	January	February	March	April	May	June
Elections												
Town Meeting												
Town Manager												
Summit				I	II	III	IV	V				
BOS												
School Cmte.												
Calendar Year 2017						Calendar Year 2018						

Important Dates

August 2017

Issuance of Capital and Operating Budget Guidelines

October 2017

- I** Summit I - Financial Indicators & Projections October 5th
 Discuss Guidelines and Drivers
 Town Manager Review of Capital Budget Requests


November 2017

- II** Summit II - Revenue Projection and Allocation November 16th
 Town Manager Review of Operating Budget Requests

December 2017

- Municipal Budget Workshops with Selectmen
 School Committee Hearings on Budget
III Summit III - Revenue Allocation December 7th





January 2018

-  Submittal of FY2018 Superintendent's Recommended Budget to SC TBD
 Submittal of FY2018 Manager's Recommended Budget to BOS January 22nd
IV Summit IV - Review of FY2018 Town Manager's Preliminary Budget January 24th

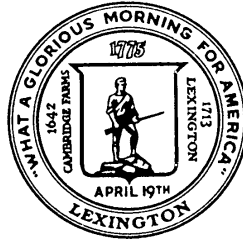
February 2018

- V** Summit V - Comment and Budget Deliberations February 13th
 Board of Selectmen Vote on the FY2018 Recommended Budget
 Budget Decisions and Deliberations Concluded February 26th

March 2018

-  FY2018 Recommended Budget submitted to Town Meeting March 2nd
 Municipal Election March 5th
 Town Meeting Commences March 26th
 Budget Presentations by Town Manager and Superintendant TBD
 Town Meeting Begins Budget Deliberations TBD

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Section I Budget Overview

Town of Lexington, Massachusetts

Summary of Revenues and Expenditures

The summary below shows revenues & expenditures for the Town of Lexington for FY2016-2019. It reflects actual results of FY2016 and FY2017, FY2018 estimated revenues and budgeted expenditures submitted to the Department of Revenue for the certification of the FY2018 tax rate, and the budget recommendations of the Town Manager and School Superintendent for FY2019 budget and projected revenues to support those recommendations.

Revenue Summary	FY2016 Actual	FY2017 Actual	FY2018 Recap	FY2019 Projected
Tax Levy	\$ 154,750,150	\$ 161,865,816	\$ 169,332,125	\$ 176,100,641
State Aid	\$ 11,573,854	\$ 13,308,489	\$ 15,712,062	\$ 15,925,173
Local Receipts	\$ 15,319,541	\$ 15,270,864	\$ 12,561,852	\$ 13,736,600
Local Receipts not shown on Recap	\$ -	\$ -	\$ 192,600	\$ -
Available Funds	\$ 15,654,839	\$ 11,995,171	\$ 14,842,963	\$ 14,600,058
Other Available Fund: Use of Capital Stabilization Fund	\$ 620,567	\$ 710,000	\$ 324,500	\$ 380,000
Revenue Offsets	\$ (2,938,339)	\$ (1,648,811)	\$ (2,081,997)	\$ (2,098,833)
Enterprise Funds (Indirect)	\$ 1,623,908	\$ 1,629,135	\$ 1,674,111	\$ 1,629,714
Total General Fund	\$196,604,519	\$203,130,665	\$212,558,216	\$220,273,353
General Fund Expenditure Summary				
Education				
Lexington Public Schools	\$ 89,077,401	\$ 97,293,299	\$ 101,655,183	\$ 108,614,663
Minuteman Regional School	\$ 1,172,736	\$ 1,377,449	\$ 1,670,351	\$ 2,149,281
<i>Subtotal Education</i>	\$ 90,250,137	\$ 98,670,748	\$ 103,325,534	\$ 110,763,944
Municipal Departments	\$ 32,998,094	\$ 33,848,822	\$ 35,485,563	\$ 37,437,719
Shared Expenses				
Benefits & Insurance	\$ 28,531,425	\$ 30,301,191	\$ 34,550,644	\$ 35,100,880
Property Insurance & Solar	\$ 759,885	\$ 731,949	\$ 1,398,893	\$ 1,429,839
Debt (within-levy)	\$ 6,740,537	\$ 7,037,701	\$ 9,557,115	\$ 10,775,744
Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000
Facilities	\$ 9,820,000	\$ 10,119,930	\$ 10,592,986	\$ 10,716,027
<i>Subtotal Shared Expenses</i>	\$ 45,851,847	\$ 48,190,772	\$ 56,999,638	\$ 58,922,490
Capital				
Cash Capital (designated)	\$ 4,642,987	\$ 5,619,429	\$ 6,421,619	\$ 6,948,893
<i>Subtotal Capital</i>	\$ 4,642,987	\$ 5,619,429	\$ 6,421,619	\$ 6,948,893
Other				
Other (allocated)	\$ 10,904,668	\$ 8,826,530	\$ 10,133,271	\$ 5,829,013
Other (unallocated)	\$ -	\$ -	\$ -	\$ 371,293
<i>Subtotal Other</i>	\$ 10,904,668	\$ 8,826,530	\$ 10,133,271	\$ 6,200,306
Total General Fund	\$ 184,647,733	\$ 195,156,301	\$ 212,365,625	\$ 220,273,352
Surplus/(Deficit)	\$ 11,956,786	\$ 7,974,364	\$ 192,591	\$ 0

Section I Budget Overview

Town of Lexington, Massachusetts

Program Summary		A	B	C	D	E	F	G	H
								(F-C)	(G/C)
Element	Description	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	FY2019 Add/Delete	FY2019 Recommended	Change \$	Change %
Operating Budget- General Fund Expenses									
<u>Program 1000: Education</u>									
	1100 Lexington Public Schools	\$ 89,077,401	\$ 97,293,299	\$ 101,655,183	\$ 108,614,663	\$ -	\$ 108,614,663	\$ 6,959,480	6.85%
	1200 Regional Schools	\$ 1,172,736	\$ 1,377,449	\$ 1,670,351	\$ 2,149,281	\$ -	\$ 2,149,281	\$ 478,930	28.67%
Total Education		\$ 90,250,137	\$ 98,670,748	\$ 103,325,534	\$ 110,763,944	\$ -	\$ 110,763,944	\$ 7,438,410	7.20%
<u>Program 2000: Shared Expenses</u>									
	2110 Contributory Retirement	\$ 5,185,638	\$ 5,442,774	\$ 5,755,537	\$ 6,005,537	\$ -	\$ 6,005,537	\$ 250,000	4.34%
	2120 Non-Contributory Retirement	\$ 13,837	\$ 14,227	\$ 14,620	\$ 15,070	\$ -	\$ 15,070	\$ 450	3.08%
	2130 Employee Benefits (Health/Dental/Life/Medicare)	\$ 22,692,183	\$ 24,147,987	\$ 27,773,351	\$ 27,936,815	\$ 76,398	\$ 28,013,213	\$ 239,862	0.86%
	2140 Unemployment	\$ 150,569	\$ 70,551	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -	-
	2150 Workers' Comp.* (MGL Ch. 40:13A&13C, Ch. 41:111F)	\$ 489,199	\$ 625,653	\$ 807,136	\$ 863,636	\$ 3,423	\$ 867,059	\$ 59,923	7.42%
Subtotal 2100 Benefits		\$ 28,531,425	\$ 30,301,191	\$ 34,550,644	\$ 35,021,058	\$ 79,822	\$ 35,100,880	\$ 550,236	1.59%
	2210 Property & Liability Insurance	\$ 646,401	\$ 715,828	\$ 738,893	\$ 769,839	\$ -	\$ 769,839	\$ 30,946	4.19%
	2220 Uninsured Losses (MGL Ch. 40, Sec. 13)*	\$ 113,484	\$ 16,121	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ -	-
Subtotal 2200 Property & Liability Insurance		\$ 759,885	\$ 731,949	\$ 988,893	\$ 1,019,839	\$ -	\$ 1,019,839	\$ 30,946	3.13%
	2310 Solar Producer Payments			\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-
Subtotal 2300 Solar Producer Payments		\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-
	2410 Payment on Funded Debt	\$ 5,169,842	\$ 5,904,330	\$ 7,992,247	\$ 9,131,340	\$ -	\$ 9,131,340	\$ 1,139,092	14.25%
	2420 Interest on Funded Debt	\$ 921,553	\$ 1,039,068	\$ 1,172,415	\$ 1,031,932	\$ -	\$ 1,031,932	\$ (140,482)	-11.98%
	2430 Temporary Borrowing	\$ 649,142	\$ 94,304	\$ 392,453	\$ 612,472	\$ -	\$ 612,472	\$ 220,019	56.06%
Subtotal 2400 Debt Services		\$ 6,740,537	\$ 7,037,701	\$ 9,557,115	\$ 10,775,744	\$ -	\$ 10,775,744	\$ 1,218,629	12.75%
	2510 Reserve Fund			\$ 900,000	\$ 900,000	\$ -	\$ 900,000	\$ -	-
Subtotal 2500 Reserve Fund		\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ 900,000	\$ -	-
	2600 Facilities	\$ 9,820,000	\$ 10,119,930	\$ 10,592,986	\$ 10,691,027	\$ 25,000	\$ 10,716,027	\$ 123,042	1.16%
Total Shared Expenses		\$ 45,851,847	\$ 48,190,772	\$ 56,999,638	\$ 58,817,669	\$ 104,822	\$ 58,922,490	\$ 1,922,853	3.37%
<u>Program 3000: Public Works</u>									
	3100-3500 DPW Personal Services	\$ 3,805,810	\$ 4,021,677	\$ 4,059,760	\$ 4,156,023	\$ -	\$ 4,156,023	\$ 96,263	2.37%
	3100-3500 DPW Expenses	\$ 4,831,465	\$ 5,080,379	\$ 5,342,880	\$ 5,790,436	\$ 8,000	\$ 5,798,436	\$ 455,556	8.53%
Total Public Works		\$ 8,637,275	\$ 9,102,056	\$ 9,402,640	\$ 9,946,459	\$ 8,000	\$ 9,954,459	\$ 551,819	5.87%
<u>Program 4000: Public Safety</u>									
	4100 Law Enforcement Personal Services	\$ 6,224,424	\$ 5,932,656	\$ 6,347,049	\$ 6,320,811	\$ -	\$ 6,320,811	\$ (26,238)	-0.41%
	4100 Law Enforcement Expenses	\$ 776,266	\$ 811,671	\$ 900,527	\$ 920,755	\$ 5,000	\$ 925,755	\$ 25,228	2.80%
Subtotal 4100 Law Enforcement		\$ 7,000,690	\$ 6,744,328	\$ 7,247,576	\$ 7,241,566	\$ 5,000	\$ 7,246,566	\$ (1,010)	-0.01%
	4200 Fire Personal Services	\$ 5,793,416	\$ 5,917,695	\$ 6,019,283	\$ 6,278,651	\$ 74,500	\$ 6,353,151	\$ 333,867	5.55%
	4200 Fire Expenses	\$ 495,512	\$ 488,850	\$ 558,011	\$ 592,559	\$ 5,000	\$ 597,559	\$ 39,548	7.09%
Subtotal 4200 EMS/Fire		\$ 6,288,928	\$ 6,406,545	\$ 6,577,294	\$ 6,871,210	\$ 79,500	\$ 6,950,710	\$ 373,415	5.68%
Total Public Safety		\$ 13,289,618	\$ 13,150,872	\$ 13,824,870	\$ 14,112,775	\$ 84,500	\$ 14,197,275	\$ 372,406	2.69%

Section I Budget Overview

Town of Lexington, Massachusetts

Program Summary		A	B	C	D	E	F	G (F-C)	H (G/C)
Element	Description	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	FY2019 Add/Delete	FY2019 Recommended	Change \$	Change %
<u>Program 5000: Culture & Recreation</u>									
	5100 Library Personal Services	\$ 2,008,885	\$ 2,082,283	\$ 2,098,338	\$ 2,123,309	\$ -	\$ 2,123,309	\$ 24,971	1.19%
	5100 Library Expenses	\$ 385,313	\$ 402,721	\$ 435,806	\$ 455,193	\$ 3,000	\$ 458,193	\$ 22,387	5.14%
Total Culture & Recreation		\$ 2,394,198	\$ 2,485,004	\$ 2,534,144	\$ 2,578,502	\$ 3,000	\$ 2,581,502	\$ 47,358	1.87%
<u>Program 6000: Human Services</u>									
	6000 Human Services Personal Services	\$ 481,215	\$ 492,792	\$ 549,164	\$ 577,469	\$ 91,620	\$ 669,089	\$ 119,925	21.84%
	6000 Human Services Expenses	\$ 643,449	\$ 572,993	\$ 753,807	\$ 759,695	\$ 36,500	\$ 796,195	\$ 42,388	5.62%
Total Human Services		\$ 1,124,664	\$ 1,065,784	\$ 1,302,971	\$ 1,337,164	\$ 128,120	\$ 1,465,284	\$ 162,313	12.46%
<u>Program 7000: Land Use, Health and Development (LUHD) Department</u>									
	7100-7300 LUHD Dept. Personal Services	\$ 1,654,817	\$ 1,771,927	\$ 1,874,631	\$ 1,939,883	\$ 54,155	\$ 1,994,038	\$ 119,407	6.37%
	7100-7300 LUHD Dept. Expenses	\$ 314,345	\$ 315,026	\$ 495,738	\$ 433,598	\$ 10,000	\$ 443,598	\$ (52,140)	-10.52%
Total Land Use, Health and Development Dept.		\$ 1,969,162	\$ 2,086,953	\$ 2,370,369	\$ 2,373,481	\$ 64,155	\$ 2,437,636	\$ 67,267	2.84%
<u>Program 8000: General Government</u>									
	8110 Selectmen Personal Services	\$ 136,653	\$ 141,537	\$ 125,304	\$ 111,820	\$ -	\$ 111,820	\$ (13,484)	-10.76%
	8110 Selectmen Expenses	\$ 79,724	\$ 87,631	\$ 99,588	\$ 100,088	\$ -	\$ 100,088	\$ 500	0.50%
	8120 Legal	\$ 276,769	\$ 329,983	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	0.00%
	8130 Town Report	\$ 8,940	\$ 9,970	\$ 13,688	\$ 13,688	\$ -	\$ 13,688	\$ -	0.00%
Subtotal 8100 Board of Selectmen		\$ 502,086	\$ 569,120	\$ 648,580	\$ 635,596	\$ -	\$ 635,596	\$ (12,984)	-2.00%
	8210-8220 Town Manager Personal Services	\$ 567,869	\$ 593,841	\$ 583,458	\$ 564,984	\$ 102,424	\$ 667,408	\$ 83,950	14.39%
	8210-8220 Town Manager Expenses	\$ 205,004	\$ 142,260	\$ 224,585	\$ 233,835	\$ -	\$ 233,835	\$ 9,250	4.12%
	8230 Salary Transfer Account* (MGL Ch.40, Sec 13D)	\$ 455,517	\$ 546,757	\$ 171,759	\$ 483,030	\$ -	\$ 483,030	\$ 311,271	181.23%
Subtotal 8200 Town Manager		\$ 1,228,390	\$ 1,282,859	\$ 979,802	\$ 1,281,849	\$ 102,424	\$ 1,384,273	\$ 404,472	41.28%
	8310 Financial Committees	\$ 6,652	\$ 7,134	\$ 8,130	\$ 8,130	\$ -	\$ 8,130	\$ -	0.00%
	8320 Misc. Boards and Committees	\$ 16,818	\$ 33,727	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ -	0.00%
	8330 Town Celebrations Committee	\$ 73,194	\$ 38,883	\$ 45,250	\$ 41,250	\$ 6,900	\$ 48,150	\$ 2,900	6.41%
Subtotal 8300 Town Committees		\$ 96,664	\$ 79,743	\$ 57,880	\$ 53,880	\$ 6,900	\$ 60,780	\$ 2,900	5.01%
	8400 Finance Personal Services	\$ 1,307,793	\$ 1,428,147	\$ 1,417,311	\$ 1,376,342	\$ 7,488	\$ 1,383,830	\$ (33,482)	-2.36%
	8400 Finance Expenses	\$ 402,539	\$ 436,717	\$ 485,630	\$ 504,230	\$ -	\$ 504,230	\$ 18,600	3.83%
Subtotal 8400 Finance		\$ 1,710,332	\$ 1,864,865	\$ 1,902,941	\$ 1,880,572	\$ 7,488	\$ 1,888,060	\$ (14,882)	-0.78%
	8500 Town Clerk Personal Services	\$ 328,459	\$ 354,475	\$ 370,815	\$ 398,200	\$ -	\$ 398,200	\$ 27,386	7.39%
	8500 Town Clerk Expenses	\$ 96,936	\$ 95,107	\$ 123,850	\$ 122,800	\$ -	\$ 122,800	\$ (1,050)	-0.85%
Subtotal 8500 Town Clerk		\$ 425,395	\$ 449,582	\$ 494,665	\$ 521,000	\$ -	\$ 521,000	\$ 26,336	5.32%
	8600 IT Personal Services	\$ 684,694	\$ 727,551	\$ 808,626	\$ 847,153	\$ -	\$ 847,153	\$ 38,526	4.76%
	8600 IT Expenses	\$ 935,616	\$ 984,433	\$ 1,158,075	\$ 1,425,700	\$ 39,000	\$ 1,464,700	\$ 306,625	26.48%
Subtotal 8600 IT		\$ 1,620,310	\$ 1,711,984	\$ 1,966,701	\$ 2,272,853	\$ 39,000	\$ 2,311,853	\$ 345,151	17.55%
Total General Government		\$ 5,583,177	\$ 5,958,153	\$ 6,050,569	\$ 6,645,750	\$ 155,812	\$ 6,801,562	\$ 750,993	12.41%
Total Municipal		\$ 32,998,094	\$ 33,848,822	\$ 35,485,563	\$ 36,994,131	\$ 443,588	\$ 37,437,719	\$ 1,952,156	5.50%

Section I Budget Overview

Town of Lexington, Massachusetts

Program Summary		A	B	C	D	E	F	G	H
								(F-C)	(G/C)
Element	Description	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	FY2019 Add/Delete	FY2019 Recommended	Change \$	Change %
Operating Department Summary									
	Education Operating	\$ 90,250,137	\$ 98,670,748	\$ 103,325,534	\$ 110,763,944	\$ -	\$ 110,763,944	\$ 7,438,410	7.20%
	Shared Expenses	\$ 45,851,847	\$ 48,190,772	\$ 56,999,638	\$ 58,817,669	\$ 104,822	\$ 58,922,490	\$ 1,922,853	3.37%
	Municipal Operating	\$ 32,998,094	\$ 33,848,822	\$ 35,485,563	\$ 36,994,131	\$ 443,588	\$ 37,437,719	\$ 1,952,156	5.50%
		\$ 169,100,078	\$ 180,710,342	\$ 195,810,735	\$ 206,575,744	\$ 548,409	\$ 207,124,153	\$ 11,313,418	5.78%
Capital									
	Capital Requests (Cash-GF)	\$ 2,190,082	\$ 2,905,265	\$ 3,683,979	\$ 4,150,000	\$ -	\$ 4,150,000	\$ 466,021	12.65%
	Building Envelope & Systems Set-Aside	\$ 182,760	\$ 187,329	\$ 194,713	\$ 198,893	\$ -	\$ 198,893	\$ 4,180	2.15%
	Streets Set-Aside	\$ 2,270,145	\$ 2,526,835	\$ 2,542,927	\$ 2,600,000	\$ -	\$ 2,600,000	\$ 57,073	2.24%
	Total Capital	\$ 4,642,987	\$ 5,619,429	\$ 6,421,619	\$ 6,948,893	\$ -	\$ 6,948,893	\$ 527,274	8.21%
Other									
	Unallocated	\$ -	\$ -	\$ -	\$ 1,000,000	\$ (628,707)	\$ 371,293	\$ 371,293	-
	Set-Aside for Unanticipated Current FY Needs				\$ 200,000	\$ -	\$ 200,000	\$ 200,000	-
	Set-Aside for Tax Levy Support of Community Center Program (Transfer to Article 5, ATM)	\$ 216,836	\$ 253,007	\$ 220,152	\$ 214,292	\$ -	\$ 214,292	\$ (5,860)	-2.66%
	Allocated to Capital Stabilization Fund	\$ 9,447,832	\$ 6,991,205	\$ 7,690,398	\$ 2,500,000	\$ 1,000,000	\$ 3,500,000	\$ (4,190,398)	-54.49%
	Retire Note for Land Purchases ¹	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Senior Service Program	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -	-
	Getting to Net Zero		\$ 40,000	\$ 40,000	\$ 40,000	\$ -	\$ 40,000	\$ -	-
	Comprehensive Plan Development	\$ -	\$ -	\$ 302,000	\$ -	\$ -	\$ -	\$ (302,000)	-100.00%
	OPEB Trust Fund ²	\$ 1,200,000	\$ 1,512,318	\$ 1,829,721	\$ 1,829,721	\$ -	\$ 1,829,721	\$ -	-
	Warrant Articles	\$ 20,000		\$ 21,000	\$ -	\$ 15,000	\$ 15,000	\$ (6,000)	-28.57%
	Total Other Articles	\$ 10,904,668	\$ 8,826,530	\$ 10,133,271	\$ 5,814,013	\$ 386,293	\$ 6,200,306	\$ (3,932,965)	-38.81%
	General Fund Total	\$ 184,647,733	\$ 195,156,301	\$ 212,365,625	\$ 219,338,650	\$ 934,702	\$ 220,273,352	\$ 7,907,728	3.72%

¹ Funds to retire notes issued for purchase of Pelham Rd. and Bedford St. were moved from "Other" to Debt Service - Payment on Funded Debt.

² Reflects the OPEB funding from General Fund sources; additional amounts will be appropriated from the Water and Wastewater Enterprise funds, as detailed in those budget sections.

Note: Line-Items marked with an asterisk (*) will be presented at Town Meeting as Continuing Balance accounts.

Section II: Revenues

This section includes detailed information about FY2019 Projected Revenues. It includes:

- General Fund Revenue Description

II-2

Section II Revenues

Town of Lexington, Massachusetts

The summary below presents General Fund Operating Revenues, Total General Fund Revenues and Net General Fund Revenues. General Fund Operating Revenues include all revenues projected as available for use in FY2019 whose sources recur annually. Total General Fund Revenues include annually recurring and non-recurring sources of revenue. Net General Fund Revenues are Total General Fund Revenues less revenues recommended to be set-aside to fund designated purposes. In FY2019, Total General Fund Revenues are projected to increase by approximately \$7.7 million, or 3.6%. Net General Fund Revenues, those available to support school and municipal operating budgets, are projected to increase by \$11.07 million, or 5.7%.

General Fund Revenue Summary	FY2016	FY2017	FY2018	FY2019	FY2018-19 Change	
	Actual	Actual	Recap	Projected	\$	%
Property Tax Levy (Table 1)	\$ 154,750,150	\$ 161,865,816	\$ 169,332,125	\$ 176,100,641	\$ 6,768,516	4.0%
State Aid (Table 2)	\$ 11,573,854	\$ 13,308,489	\$ 15,712,062	\$ 15,925,173	\$ 213,111	1.4%
Local Receipts (Table 3)	\$ 15,319,541	\$ 15,270,864	\$ 12,561,852	\$ 13,736,600	\$ 1,174,748	9.4%
Local Receipts not shown on Recap	\$ -		\$ 192,600		\$ (192,600)	-
Total Local Receipts	\$ 15,319,541	\$ 15,270,864	\$ 12,754,452	\$ 13,736,600	\$ 982,148	7.7%
Available Funds (Table 4)	\$ 15,654,839	\$ 11,995,171	\$ 14,842,963	\$ 14,600,058	\$ (242,905)	-1.6%
Other Available Funds - Use of Capital Stabilization Fund (Table 4a)	\$ 620,567	\$ 710,000	\$ 324,500	\$ 380,000	\$ 55,500	17.1%
Revenue Offsets (Table 5)	\$ (2,938,339)	\$ (1,648,811)	\$ (2,081,997)	\$ (2,098,833)	\$ (16,836)	0.8%
Enterprise Receipts (Table 6)	\$ 1,623,908	\$ 1,629,135	\$ 1,674,111	\$ 1,629,714	\$ (44,397)	-2.7%
Total General Fund Operating Revenues	\$ 196,604,519	\$ 203,130,665	\$ 212,558,216	\$ 220,273,353	\$ 7,715,137	3.6%
Less - Revenues Set-Aside for Designated Purposes	\$ 16,168,222	\$ 15,155,959	\$ 16,879,390	\$ 13,529,199	\$ (3,350,191)	-19.8%
Net General Fund Revenues	\$ 180,436,298	\$ 187,974,706	\$ 195,678,826	\$ 206,744,153	\$ 11,065,328	5.7%

Detailed Description:

Property Tax Levy: The FY2019 property tax levy is projected to increase approximately \$6.77 million, or 4.0%. The projected levy is a function of the FY2018 levy limit increased by 2.5% per Proposition 2½, plus an increment for new growth. FY2019 new growth will be a function of construction activity for the period July 1, 2017 to June 30, 2018. FY2019 new growth is estimated at \$2,500,000 based on a review of historical data on new growth.

State Aid: The main driver of state aid increases in recent years has been education aid (Chapter 70). In FY2018, Lexington finally received its full funding under the Chapter 70 formula; therefore, a much smaller increase of 1.3% is anticipated for FY2019. Unrestricted Government Aid is projected to grow 2.0%, for a combined increase of 1.4%. Final FY2019 State aid numbers are likely to be known in June 2018 when the Legislature adopts, and the Governor signs, the FY2019 State budget.

Local Receipts: FY2019 projections for each category of receipt are based on the history of actual collections and projections of 3 and 5 year historical averages. FY2019 local receipts are estimated to increase by approximately \$982,000 or 7.7% over FY2018 estimates. The three main contributors to this growth are increases in Motor Vehicle Excise taxes, Hotel/Motel and Meals Excises, and the renegotiation of cell tower leases on Town property.

Section II Revenues

Town of Lexington, Massachusetts

	FY2016 Actual	FY2017 Actual	FY2018 Recap	FY2019 Projected	FY2018-19 Change	
					\$	%
Table 1: Property Tax Levy						
Tax Levy	\$ 148,286,733	\$ 154,781,455	\$ 161,960,336	\$ 169,366,479	\$ 7,406,143	4.6%
Prop. 2.5%	\$ 3,709,681	\$ 3,869,536	\$ 4,049,008	\$ 4,234,162	\$ 185,154	4.6%
New Growth	\$ 2,772,633	\$ 3,309,344	\$ 3,357,135	\$ 2,500,000	\$ (857,135)	-25.5%
Override/Excess Levy Capacity	\$ (18,897)	\$ (94,519)	\$ (34,354)	NA	\$ 34,354	-100%
Subtotal	\$ 154,750,150	\$ 161,865,816	\$ 169,332,125	\$ 176,100,641	\$ 6,768,516	4.0%
Table 2: State Aid						
Chapter 70	\$ 9,968,536	\$ 11,631,074	\$ 13,998,894	\$ 14,179,719	\$ 180,825	1.3%
Charter School Reimbursement	\$ 4,141	\$ 893	\$ 8,767	\$ 8,767	\$ -	0.0%
Unrestricted General Government Aid	\$ 1,412,809	\$ 1,473,560	\$ 1,531,029	\$ 1,561,650	\$ 30,621	2.0%
Veterans' Benefits & Exemptions	\$ 141,471	\$ 156,427	\$ 125,781	\$ 125,781	\$ -	0.0%
Offsets (School Lunch & Library)	\$ 46,897	\$ 46,535	\$ 47,591	\$ 49,257	\$ 1,666	3.5%
Subtotal	\$ 11,573,854	\$ 13,308,489	\$ 15,712,062	\$ 15,925,173	\$ 213,111	1.4%
Table 3: Local Receipts						
Motor Vehicle Excise Tax	\$ 4,953,052	\$ 5,350,418	\$ 4,815,240	\$ 5,080,000	\$ 264,760	5.5%
Other Excise	\$ 1,727,554	\$ 1,616,713	\$ 1,352,189	\$ 1,695,000	\$ 342,811	25.4%
Penalties & Interest	\$ 595,423	\$ 738,750	\$ 301,000	\$ 341,500	\$ 40,500	13.5%
PILOT's	\$ 569,564	\$ 589,351	\$ 596,000	\$ 614,000	\$ 18,000	3.0%
Rentals	\$ 255,391	\$ 367,350	\$ 328,635	\$ 510,800	\$ 182,165	55.4%
Departmental-Schools	\$ 514,090	\$ 576,216	\$ 450,600	\$ 443,500	\$ (7,100)	-1.6%
Departmental-Municipal	\$ 1,939,957	\$ 1,875,000	\$ 2,352,188	\$ 2,550,000	\$ 197,812	8.4%
Licenses & Permits	\$ 2,578,503	\$ 2,827,036	\$ 1,812,570	\$ 1,893,550	\$ 80,980	4.5%
Special Assessments	\$ 27,645	\$ 26,230	\$ 17,830	\$ 17,250	\$ (580)	-3.3%
Fines & Forfeits	\$ 274,569	\$ 214,000	\$ 235,600	\$ 246,000	\$ 10,400	4.4%
Investment Income	\$ 332,126	\$ 573,023	\$ 300,000	\$ 345,000	\$ 45,000	15.0%
Miscellaneous Non-Recurring	\$ 1,551,666	\$ 516,777	\$ -	\$ -	\$ -	-
Local Receipts not shown on Recap	\$ -	\$ -	\$ 192,600	\$ -	\$ (192,600)	-
Subtotal	\$ 15,319,541	\$ 15,270,864	\$ 12,754,452	\$ 13,736,600	\$ 982,148	7.7%
Table 4: Available Funds						
Parking	\$ 395,000	\$ 625,265	\$ 421,500	\$ 413,000	\$ (8,500)	(0.02)
Cemetery Perpetual Care Fund	\$ 105,000	\$ 105,000	\$ 48,500	\$ 75,000	\$ 26,500	54.6%
Cemetery Sale of Lots Fund	\$ -	\$ -	\$ 42,200	\$ 129,067	\$ 86,867	205.8%
Free Cash	\$ 13,087,810	\$ 9,870,618	\$ 13,269,721	\$ 13,062,051	\$ (207,670)	-1.6%
Health Claims Trust Fund	\$ 1,858,947	\$ 1,200,000	\$ 750,000	\$ 750,000	\$ -	-
Transp.Demand Mgmt. Stab. Fund	\$ 137,000	\$ 137,000	\$ 141,000	\$ 141,000	\$ -	-
Traffic Mitigation Stabilization Fund	\$ -	\$ 30,000	\$ 25,000	\$ -	\$ (25,000)	-100.0%
Center Improvement District Stabilization Fund	\$ -	\$ -	\$ 27,000	\$ 27,000	\$ -	-
Betterments Fund	\$ -	\$ -	\$ -	\$ 2,940	\$ 2,940	-
School Bus Stabilization Fund	\$ -	\$ -	\$ 18	\$ -	\$ (18)	-100.0%
Avalon Bay School Enrollment Mitigation Fund	\$ -	\$ -	\$ 45	\$ -	\$ (45)	-100.0%
Balances from Prior Yr. Capital Articles	\$ 71,082	\$ 27,288	\$ 117,979	\$ -	\$ (117,979)	-100.0%
Subtotal	\$ 15,654,839	\$ 11,995,171	\$ 14,842,963	\$ 14,600,058	\$ (242,905)	-1.6%
Table 4a: Other Available Funds						
Capital Stabilization Fund	\$ 620,567	\$ 710,000	\$ 324,500	\$ 380,000	\$ 55,500	17.1%
Subtotal	\$ 620,567	\$ 710,000	\$ 324,500	\$ 380,000	\$ 55,500	17.1%
Table 5: Revenue Offsets						
Cherry Sheet Assessments	\$ (850,735)	\$ (850,915)	\$ (869,156)	\$ (899,576)	\$ (30,420)	3.5%
Cherry Sheet Offset - Public Libraries	\$ (46,897)	\$ (46,535)	\$ (47,591)	\$ (49,257)	\$ (1,666)	3.5%
Overlay (abatements)	\$ (750,000)	\$ (751,361)	\$ (900,000)	\$ (750,000)	\$ 150,000	-16.67%
Health Withholding Account Deficit	\$ (647,057)	\$ -	\$ -	\$ -	\$ -	-
Snow Deficit	\$ (643,650)	\$ -	\$ (265,250)	\$ (400,000)	\$ (134,750)	50.8%
Subtotal	\$ (2,938,339)	\$ (1,648,811)	\$ (2,081,997)	\$ (2,098,833)	\$ (16,836)	0.8%
Table 6: Enterprise Receipts						
Water	\$ 898,614	\$ 877,411	\$ 872,458	\$ 854,071	\$ (18,387)	-2.1%
Wastewater (Sewer)	\$ 478,354	\$ 503,898	\$ 546,827	\$ 513,817	\$ (33,010)	-6.0%
Recreation	\$ 246,940	\$ 247,826	\$ 254,826	\$ 261,826	\$ 7,000	2.7%
Subtotal	\$ 1,623,908	\$ 1,629,135	\$ 1,674,111	\$ 1,629,714	\$ (44,397)	-2.7%
Gross General Fund Revenues	\$ 196,604,519	\$ 203,130,665	\$ 212,558,216	\$ 220,273,353	\$ 7,715,137	3.6%
Revenues Set Aside for Designated Expenses	\$ 16,168,222	\$ 15,155,959	\$ 16,879,390	\$ 13,529,199	\$ (3,350,191)	-19.8%
Net General Fund Revenues Available for Appropriation	\$ 180,436,298	\$ 187,974,706	\$ 195,678,826	\$ 206,744,153	\$ 11,065,328	5.7%

Section II Revenues

Town of Lexington, Massachusetts

Available Funds: Available Funds are projected to remain relatively stable, with a modest decrease of \$242,905, or 1.6%. This is primarily due to a slightly less amount of certified free cash.

Another component of Available Funds is the proposed use of \$141,000 of the Transportation Demand Management Stabilization Fund to finance the Lexpress service and the Town's contribution to the REV Shuttle.

In FY2018, \$324,500 was appropriated from the Capital Stabilization Fund to fund the ongoing mitigation of within-levy debt service. It is proposed that \$380,000 be appropriated in FY2019 to continue mitigation of debt service to limit increases to a 5% guideline the Town has tried to follow for a number of years.

Revenue Offsets: Revenue Offsets are projected to decrease by approximately \$16,836 or 0.8%. Revenue Offsets represent the set-aside of a portion of projected revenues legally required for particular purposes including:

- (1) the component of state aid (Public Library aid reimbursement) that is distributed as Cherry Sheet aid, but, in fact, is a categorical grant that is not available to support General Fund operations;
- (2) cherry sheet assessments - estimated charges to be levied by the Commonwealth to cover the costs of state and regional services provided to the Town. Cherry Sheet Assessments assume a 3.5% increase in FY2019;
- (3) the Assessor's Overlay account which covers the cost of abatements and exemptions granted to property taxpayers; and,
- (4) potential snow and ice deficits.

The FY2019 increase in total Revenue Offsets is driven by the set-aside of \$400,000 in estimated FY2019 revenue to cover a potential snow and ice deficit at the end of FY2018, an increase of \$134,750 or 50.8%. For FY2017, a deficit of \$265,250 was carried forward into FY2018.

Enterprise Receipts: This category of revenue represents transfers from the Water, Sewer and Recreation Enterprise Funds to the General Fund to cover General Fund expenditures that support the operations of the water, sewer and recreation departments. Enterprise Receipts are decreasing by 2.7%, or \$44,397 based on an updated indirect cost analysis, and reflect the shift of the Utility Billing Manager from Finance to the Water and Wastewater Enterprise budgets.

Section II Revenues

Town of Lexington, Massachusetts

Revenues Set Aside for Designated Expenses: This represents components of Gross General Fund Revenues that are set aside for designated purposes. The proposed purposes are shown in the table below.

		Financing Sources			Total	Notes
		Tax Levy	Free Cash	Other		
1	Set-Aside for Unanticipated Current Fiscal Year Needs		\$ 200,000		\$ 200,000	Reserved for appropriation at the 2018 annual town meeting to fund supplemental appropriations to the FY2018 budget.
2	Other Post-Employment Benefits (OPEB)	\$ 750,000	\$ 1,079,721		\$ 1,829,721	\$750,000 from the tax levy made available from the proposed use of this amount from the Health Insurance Claims Trust Fund to fund FY2019 Health Insurance.
3	Unallocated		\$ 371,293		\$ 371,293	Set-aside for as yet to be identified FY2019 purposes.
4	Cash Capital		\$ 4,150,000		\$ 4,150,000	
5	Appropriate into Capital Stabilization Fund	\$ 2,988,963	\$ 511,037		\$ 3,500,000	To meet future capital/debt service needs.
6	Appropriate from Capital Stabilization Fund			\$ 380,000	\$ 380,000	Proposed use of Capital Stabilization Fund to hold debt service increases to 5% annually.
7	Street Improvement Program	\$ 2,600,000			\$ 2,600,000	Consistent with long-term street maintenance plan.
8	Municipal Building Envelope and Systems	\$ 198,893			\$ 198,893	Initially funded in 2006 override; increases by 2.5% per year.
9	Senior Service Program	\$ 30,000			\$ 30,000	Tax work-off program.
10	Warrant Articles	\$ 55,000			\$ 55,000	Getting to Net Zero + Diversity Advisory Task Force
11	Support of Community Center Program (Transfer to Article 5)	\$ 214,292			\$ 214,292	
12	Subtotal	\$ 6,837,148	\$ 6,312,051	\$ 380,000	\$ 13,529,199	
13	Operating Budget	\$ -	\$ 3,700,000		\$ 3,700,000	\$3,700,000 of Free Cash to support the FY2019 operating budget.
14	Retire Note for Land Purchases - Debt Service	\$ -	\$ 3,050,000		\$ 3,050,000	To pay down notes issued for Pelham and Bedford St. over 5 years.
15	Grand Total	\$ 6,837,148	\$ 13,062,051	\$ 380,000	\$ 20,279,199	

Section III: Program 1000: Education

This section includes detailed information about the FY2019 Operating Budget & Financing Plan for education. It includes:

- 1100 Lexington Public Schools III-2
- 1200 Minuteman Regional High School III-19

1100 Lexington Public Schools

Town of Lexington, Massachusetts

Superintendent's Budget Message:

Dear Lexington Community,

It is with great pride that I present the FY2019 Superintendent's Recommended Budget totaling \$108,156,638, an increase of \$6,501,456, or 6.4%. This budget represents the culmination of work that began in late August involving dozens of members of the Lexington leadership team. The budget process is a collaborative effort developed through a wide range of input including department heads, principals, and the central office leadership team.

The guiding principles behind this budget were established when the School Committee approved its Budget Guidelines on September 5, 2017. Through the continual assessment of our student needs as well as the review of our programs, resources have been allocated and reallocated to provide students with an education that ensures academic excellence, as well as support for their social and emotional well-being, in a culture of caring and respectful relationships, as outlined in the District's mission/vision statement.

This budget largely represents a level service budget, which includes staffing to address the enrollment growth, with limited and targeted program improvements. During the last 5 years, Lexington has experienced K-12 enrollment growth totaling 697 students, or a 10.7% increase in overall enrollment. This continued growth requires additional resources each year to ensure that class size guidelines are met, caseloads are managed, and excellent program quality is maintained. The following budget highlights support the continued growth and improvement of the school district:

Highlights:

- Increased ELL supports to address increasing enrollment and DESE mandates
- Continued support around the LHS Visioning process
- Additional positions to address social/emotional needs of our students
- Continued professional learning opportunities with Project Based Learning
- Continued enhancements to Technology Department (capital and operating)
- Support to address a district-wide strategic planning, diversity collaboration with the Town, and mental health initiatives
- Continued support to fund targeted program improvements

The FY2019 Superintendent's Recommended Budget document provides a broad view of how the Town's resources are budgeted to align with the School Committee's goals, District Improvement Plan, and Budget Guidelines.

Sincerely,

Dr. Mary A. Czajkowski
Superintendent of Schools

Mission/Vision Statement: The Lexington Public Schools serve to inspire and empower every student to become a lifelong learner prepared to be an active and resilient citizen who will lead a healthy and productive life. Educators, staff, parents, guardians and community members will honor diversity and work together to provide all students with an education that ensures academic excellence in a culture of caring and respectful relationships.

The Lexington Public Schools is responsible for providing a high-quality education program to all school age residents residing within the boundaries of the Town of Lexington. Lexington Public Schools focuses on continuous improvement and strives to be a collaborative, high-performing District. This helps ensure that its mission is met and all students are successful. In order to support the curriculum, a myriad of support services are provided daily to our students. The school system provides competitive student-teacher ratios; programs such as arts, music, drama, physical education, wellness, athletics, world language, school counseling, interventions, enrichments, advanced placements; individualized education plan supports; and various specialists and coaches throughout the District.

Organizational Structure: The School Committee's charge is to select and terminate the Superintendent, review and approve the budget, and establish educational goals/policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the Department of Elementary and Secondary Education.

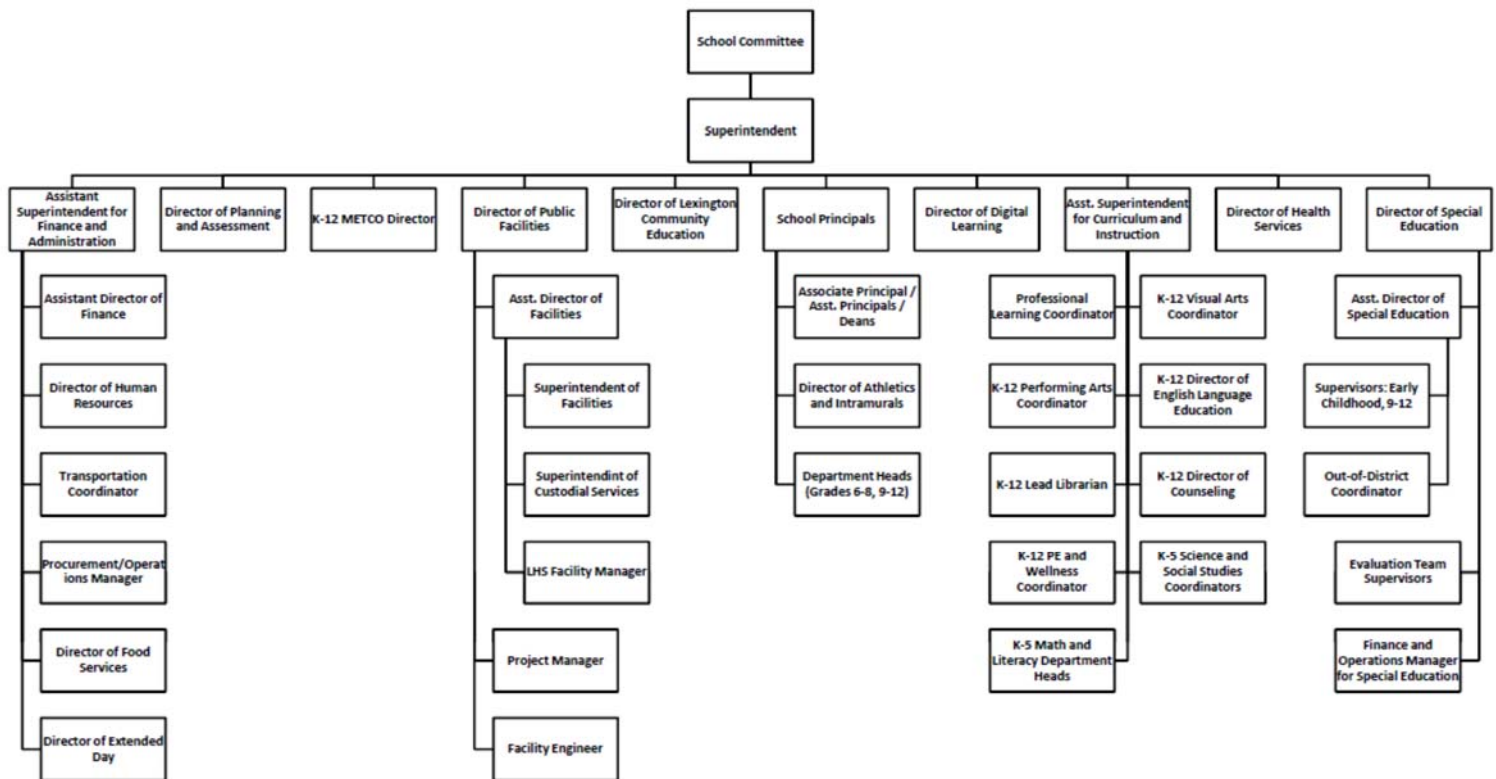
School Committee Members

Alessandro Alessandrini, Chair	Term Expires: 2019
Eileen Jay, Vice Chair	Term Expires: 2019
Kathryn Colburn	Term Expires: 2020
Kathleen Lenihan	Term Expires: 2018
Jessie Steigerwald	Term Expires: 2018

Student Representative

Rosanna Jiang	Term Expires: 2018
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School District Organizational Chart



Budget Process: Annually, the School Department develops its capital and operating budgets, which begins July 1 and ends June 30. This process is a collaborative and public process that engages the Board of Selectmen, School Committee, the Appropriations Committee, Capital Expenditures Committee, Town and School staff, and citizens. The Finance Office is responsible for coordinating, developing, and monitoring the annual budget process. Each year, the School Committee develops its annual goals, budget guidelines, and budget calendar. These provide the administration with the roadmap to develop the recommended annual budget. The Superintendent is tasked with developing a budget that advances the District in concert with the outlined policy objectives. The School Committee is responsible for reviewing and approving the budget for incorporation with the full Town budget.

Major Steps in Budget Development:

Summer - School Committee establishes goals and priorities

Early Fall - School Committee approves annual budget guidelines and calendar

Fall - Staff develop budget recommendations

Late Fall/Early Winter- All departments meet with the Assistant Superintendent for Finance and Administration to review existing staffing levels, review budget priorities, and discuss anticipated budget requests. During this time, a series of working summit meetings including the Board of Selectmen, School Committee, Appropriations Committee, and Capital Expenditures Committee are conducted to

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discuss the current financial health of the Town, discuss budget issues, and provide policy guidance to the Town and School staff in finalizing budget recommendations. The Superintendent, in consultation with the Assistant Superintendent for Finance and Administration and the School Department's Administrative Council, reviews budget requests and makes recommendations for all School programs to the School Committee.

Early Spring- A month before Town Meeting discusses financial articles, the School Committee's approved budget is distributed to Town Meeting members and the finance committees; it is also available to citizens at the Library and Town Manager's Office. In addition, the budget documents are publicly available on the Lexington Public Schools website: <https://lps.lexingtonma.org/Page/10461>.

Spring- The Annual Town Meeting begins in March with meetings held on weekday evenings. Town Meeting debates and adopts the School Department budget as part of the total Town budget.

Budget Guidelines: On September 5, 2017, the School Committee voted the FY2019 budget guidelines and requested that the Superintendent present a level-service budget that addresses the sixteen highlighted areas. These guidelines serve as the basis for the Superintendent's Recommended Budget in FY2019. For purposes of clarification, a level-service budget is defined as the funds necessary to replicate the current level of services provided, accommodating increases in enrollment, all legal requirements, including current collective bargaining requirements and special education laws. The FY2019 budget guidelines are as follows:

In order to provide for the educational needs of Lexington students, the Superintendent will develop a fiscal year 2019 budget that will:

1. Ensure all legal and contractual mandates will be met.
2. Include sufficient operating and capital funds to –
 - (a) continue the current level of services;
 - (b) be responsive to projected enrollment growth and corresponding needs: staffing, instructional supplies, and facility needs;
 - (c) move the district forward in meeting the increasing demands for technology and technology services in our different educational settings;
 - (d) implement a capital plan to expand school capacity to meet rising enrollment.
3. Ensure professional staffing guidelines will be met.
4. Maintain capital assets in order to support the instructional program, protect the physical assets of the Town of Lexington, and ensure the health and safety of our students and staff.
5. Continue to identify and plan alternatives that will provide existing services and programs in more cost-effective ways.
6. Identify ways to reduce costs, if there are insufficient monies available to fund a level-service budget.

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7. Identify funds and strategies necessary to implement diversity hiring initiatives and increase cultural competency as recommended in the 2020 Vision Committee's report.
8. Identify ways to address the social/emotional needs of our students, consistent with the School Committee and Board of Selectmen's goal of identifying a community response protocol for at-risk/crisis situations.
9. Continue to identify methods and approaches to leverage project-based learning implementations throughout the district.
10. Continue work to identify alternatives and improvements to school schedules at all levels, including alternative implementations of world language and health education at the elementary level.
11. Identify funds and strategies necessary to improve our new administrator induction program, a requirement of the Department of Elementary and Secondary Education.
12. Identify funds necessary to address hardware and network impacts for final year of phase-in plan for computer-based MCAS testing.
13. Identify costs, impacts, and develop an implementation plan associated with changes in school start times.
14. Conduct a comprehensive program review, develop a plan, identify funds, and strategies necessary to address the needs of Technology throughout the District.
15. Identify funds necessary to develop a multi-year comprehensive Strategic Plan for the district.
16. Identify funds to continue the research and implementation of graduation requirements.

Budget Calendar: Each year, the School Department presents a budget calendar to the School Committee. This calendar outlines the timing of events and guides the budget development process. This timeline can be found below:

2017

August 22	School Committee reviews FY2019 budget calendar and the FY2019 budget guidelines
September 5	School Committee approves FY2019 budget calendar and the FY2019 budget guidelines
September 6	Capital budget request forms distributed by Assistant Superintendent for Finance and Administration to Program (Budget Managers) Leaders
September 29	FY2019 capital budget submissions are due to the Assistant Superintendent for Finance and Administration
October 2 – October 12	Review capital proposals – Superintendent, Director of Public Facilities and Assistant Superintendent for Finance and Administration
October 2 – October 12	Superintendent, Director of Public Facilities and Assistant Superintendent for Finance and Administration discuss project requests with administrators

October 2	Google Form link distributed for FY2019 staffing and expense budget requests
October 5	Summit I – Budget Collaboration/Summit Meeting
October 12	Proposed FY2019 capital budget requests reviewed by the School Committee and transmittal to the Capital Expenditures Committee is approved (School Department and Public Facilities – Schools)
October 16 – October 20	SPED budget staffing meetings (with Assistant Superintendent for Finance and Administration, Assistant Director of Finance, ETS, Director of Special Education, and building principals)
October 20	Submittal of Town (Municipal & School) FY2019-2023 Capital Requests to Capital Expenditure Committee (CEC) and Community Preservation Committee (CPC)
November 1 – November 17	Budget Review – Central Office and department staff meet at assigned times
November 9	FY2019 Google Form requests for staffing and expenses due to the Assistant Superintendent for Finance and Administration
November 14	Summit II – Revenue Projection and Allocation
November 15	CEC Review Session with School Department on School Capital Requests
December 7	Summit III – FY2019 Revenue Allocation Model
December 8	Superintendent Finalize FY2019 budget recommendation
December 11 – December 22	Budget book printing (no changes or edits)
December 22	Budget distributed to School Committee and posted to website
December 25 – January 1	School Vacation Week

2018

January 2	School Committee Meeting – <ul style="list-style-type: none">• Superintendent's Budget Presentation
January 16	School Committee Public Hearing and Discussion of the Superintendent's Recommended FY2019 Budget – Location: Selectmen's Meeting Room
January 20 (Saturday)	School Committee Public Hearing and Discussion of the Superintendent's Recommended FY2019 Budget – Location: Battin Hall; Cary Hall
January 22	Town Manager Submittal of FY2019 Recommended Operating Budget & FY2019-2023 Capital Improvement Plan (CIP) to Board of Selectmen (White Book)
January 23	Snow Date: School Committee Public Hearing and Discussion of the Superintendent's Recommended FY2019 Budget – Location: Selectmen's Meeting Room
January 24	Summit IV – FY2019 White Book Review
January 27 (Saturday)	Snow Date: School Committee Public Hearing and Discussion of the Superintendent's Recommended FY2019 Budget – Location: Battin Hall; Cary Hall
January 30	School Committee FY2019 budget discussions, possibly adopt FY2019 Operating Budget (including fees) and FY2019 Capital Budget (if not, February 6 th)

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February 6	School Committee adopts FY2019 Operating Budget (including fees) and FY2019 Capital Budget
February 15	Summit V – FY2019 Gap Closing (if needed)
February 16	2018 Annual Town Meeting School Committee Fiscal Year 2019 recommended budget document finalized (TMMA)
February 19 – 23	TMMA Budget book printing (no changes or edits)
February 26	Board of Selectmen vote to approve FY2019 Recommended Operating Budget and FY2019-2023 Capital Improvement Plan (CIP)
February 28	Finance Office releases to Human Resources Employee Action Forms for all newly funded positions
March 2	Distribution of FY2019 Recommended Operating and Capital Budget to TMMA, Town Manager, Senior Management Team, Appropriations, Capital Expenditures Committee, Selectmen, School Committee, Central Office, Principals
March 26 – April 25	Annual Town Meeting (Mondays and Wednesdays until completed – does not meet during April vacation week)
April 2	Budget presentation to Town Meeting by the Town Manager and Superintendent
May 15	Technology: New Employee, Final capital requests, quotations, and order requests are due and completed by the School IT Department
June 1	School Operating Budget opens for entry of supply and services requisitions

Revenue Allocation Process: The Town of Lexington has established a collaborative budget development process that is conducted through a series of budget summit meetings. These budget summit meetings begin in October and end in February. These meetings include the Board of Selectmen, School Committee, Appropriations Committee, and Capital Expenditures Committee. Topics covered at these meetings include:

- Summit I: Financial Indicators & Three-year budget projection
- Summit II: Revenue Projections
- Summit III: Revenue Allocation Model
- Summit IV: Preliminary Budget and Financing Plan
- Summit V: Gap Closing

The Revenue Allocation Model, first presented at Summit III on December 7, 2017 and later updated by the Board of Selectmen, provides for a projected 6.9% increase over the School Department's FY2018 budget. The detail of which is broken out down below:

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FY2019 Revenue Allocation		
1	\$ 221,900,289	Projected FY2019 Revenue
2	\$ (101,655,182)	FY2018 School Budget
3	\$ (35,710,743)	FY2018 Municipal Budget
4	\$ (2,147,678)	FY2019 Minuteman Budget
5	\$ (6,005,537)	FY2019 Contributory Retirement
6	\$ (15,070)	FY2019 Non-contributory Retirement
7	\$ (27,936,909)	FY2019 Benefits
8	\$ (200,000)	FY2019 Unemployment
9	\$ (831,350)	FY2019 Workers' Comp
10	\$ (770,000)	FY2019 Property and Liability Insurance
11	\$ (250,000)	FY2019 Uninsured Losses
12	\$ (410,000)	FY2019 Solar Production Payment
13	\$ (7,213,508)	FY2019 Debt Service
14	\$ (900,000)	FY2019 Reserve Fund
15	\$ (10,716,027)	FY2019 Facilities Department Budget
		Set-aside for as yet identified needs - \$1,000,000; Unanticipated Current Fiscal Year Needs - \$200,000; Debt Service Mitigation - \$2,095,000; Capital Stabilization Fund - \$2,500,000; Pay Down Land Purchases (principal & interest) - \$2,600,000; Cash Capital - \$4,150,000; OPEB - \$1,829,721; Street Improvement Program - \$2,600,000; Building Envelope Program - \$198,893; Senior Work-off Program - \$30,000;
16	\$ (17,693,614)	Getting to Net Zero - \$40,000
17	\$ 9,444,671	Incremental Revenue
18	74.0%	FY2018 School Spending as % of FY2018 General Fund budget exclusive of Shared Expenses and Minuteman
19	26.0%	FY2018 Municipal Spending as % of FY2018 General Fund budget exclusive of Shared Expenses and Minuteman
20	\$ 6,989,359	School Share of Incremental FY2019 revenue (6.9% increase over FY2018 School Budget)
21	\$ 2,455,312	Municipal Share of Incremental FY2019 revenue (6.9% increase over FY2018 Municipal Budget)

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Revenue Allocation History & Trends: Below is the growth factor approved during the last five budget cycles:

FY2019: 6.9%

FY2018: 6.6%

FY2017: 7.2%

FY2016: 8.5%

FY2015: 7.9%

Recommended Budget and Summary of Significant Budget Changes: The recommended budget for FY2019 is \$108,156,638, which requires an additional \$6,501,456. The FY2019 request represents an increase of 6.4% over the FY2018 appropriation.

1	Funding Sources	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 2018 Budget	FY 2018 Budget (adj)	FY 2019 Recommended	Dollar Increase	Percent Increase
2	Tax Levy	\$ 84,622,156	\$ 91,546,226	\$ 96,708,616	\$ 101,204,582	\$ 101,204,582	\$ 108,201,041	\$ 6,996,459	6.91%
3	Avalon Bay Mitigation Fund	\$ 49,088	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	Enterprise Funds (indirects)								
5	Fees & Charges	\$ 601,557	\$ 514,090	\$ 584,683	\$ 450,600	\$ 450,600	\$ 443,500	\$ (7,100)	-1.58%
6	Total 1100 Lexington Public Schools	\$ 85,272,801	\$ 92,060,316	\$ 97,293,299	\$ 101,655,182	\$ 101,655,182	\$ 108,644,541	\$ 6,989,359	6.88%
7									
8	Appropriation Summary	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 2018 Budget	FY 2018 Budget (adj)	FY 2019 Recommended	Dollar Increase	Percent Increase
9	Salary and Wages	\$ 73,057,650	\$ 76,222,211	\$ 81,061,911	\$ 85,948,669	\$ 86,001,326	\$ 90,727,977	\$ 4,726,651	5.50%
10	Expenses	\$ 12,215,151	\$ 13,059,903	\$ 14,290,702	\$ 15,706,513	\$ 15,653,856	\$ 17,428,661	\$ 1,774,805	11.34%
11	Total 1100 Lexington Public Schools	\$ 85,272,801	\$ 89,282,114	\$ 95,352,613	\$ 101,655,182	\$ 101,655,182	\$ 108,156,638	\$ 6,501,456	6.40%
12	* Amounts shown are general fund only and does not reflect spending supported by Labbb Credit,Circuit Breaker Funds, Revolving Funds, or local/state/federal grant funds								
13									
14							\$ 443,025	26.35	FTE
15							\$ 15,000		
16									
17						Total Recommended	\$ 108,614,663	\$ 6,959,481	6.85%
18									
19					Unallocated from Revenue Allocation Model		\$ 29,878		

In order to support the additional positions included in the FY2019 recommended budget and the joint Diversity Task Force effort between the Schools and Town, the total recommended budget increase is 6.85% over the FY2018 appropriation, inclusive of benefits, Medicare, and Worker's Comp costs associated with new positions. This also includes \$15,000 as a joint effort between the Town and School to fund a Diversity Task Force that will be appropriated under a separate article (tentatively Article 7) at Annual Town Meeting.

The FY2019 budget recommends that the salaries and wages line increase by \$4,726,651 (or 5.50%) to support existing position increases and the addition of 26.35 FTE included in this budget, which cost \$1,906,112 (exclusive of health, dental, Medicare, workers comp insurance costs).

The expense line is recommended to increase by \$1,774,805 (or 11.34%) over the FY2018 appropriation. The increase in the expense budget is largely driven by two main factors. This includes the increases in the Special Ed Transportation and Out-of-District Tuition budget lines. These two budget lines are recommended to increase by \$1,553,462. This is approximately 88% of the recommended expense budget increase. The remaining 12% of the increase (\$221,343) is a function of per-pupil adjustments, cost of living adjustments, and other minor expense requests.

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Negotiated Salary Increases: The FY2019 budget includes funding for estimated wage increases for all collective bargaining units and non-union positions. This includes both step increases and cost of living adjustments (COLA). The current status of collective bargaining agreements and corresponding expiration dates can be seen below:

Bargaining Unit	Contract Term
LEA - Unit A	09/1/15-8/31/18
LEA - Unit C	09/01/15-08/31/18
LEA - Unit D	07/01/15-06/30/18
LEA - Tech	07/01/15-06/30/18
ALA - Administrators	07/01/17-06/30/18

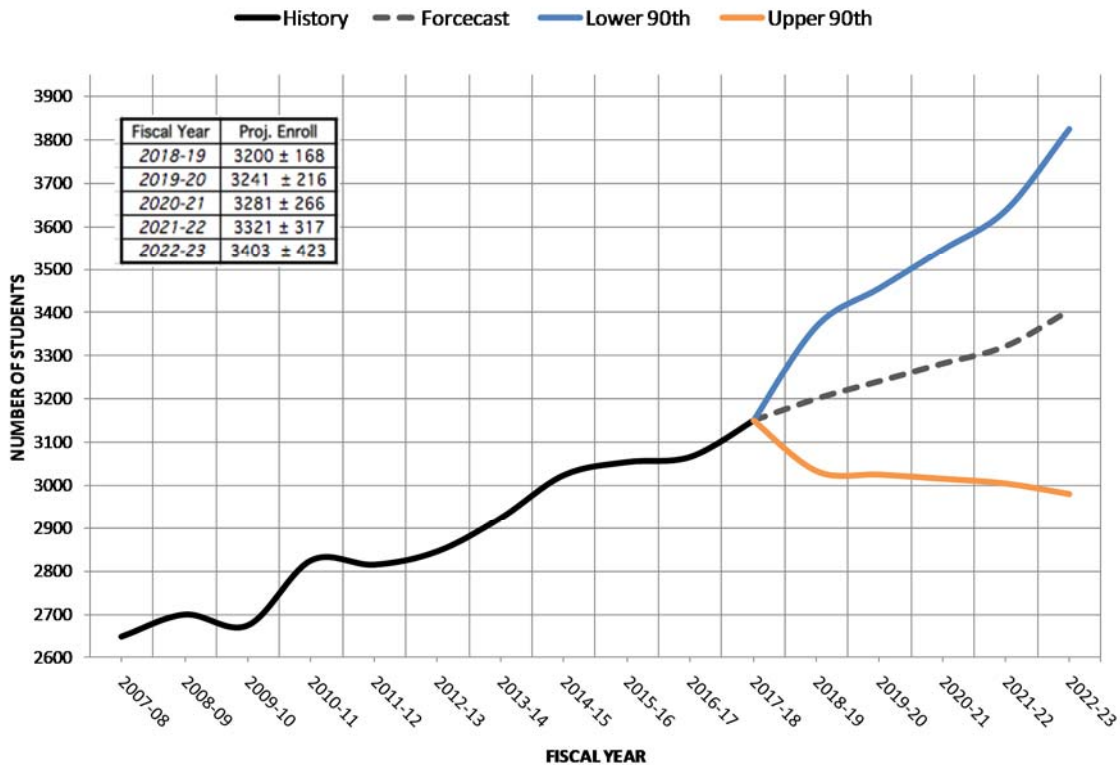
Enrollment Increases and Corresponding New Positions: During the past five years, K-12 enrollment at Lexington Public Schools has increased by 697 students (+10.7%), or an average of 139 students per year (2.1% per year). These past increases have had a direct impact on the School Department operating budget each year to accommodate these new students and maintain the level of programming offered by Lexington Public Schools.

The District has completed an updated version of the Lexington Public School Enrollment Projections based on the Enrollment Advisory Group's methodology utilizing the October 1, 2017 enrollment data. The updated projections are generally lower at the elementary school and higher at the secondary levels compared to last year's projections. While confidence intervals are slightly narrower at the high school level, we are seeing slightly wider confidence intervals at the middle school level and even wider intervals at the elementary school level.

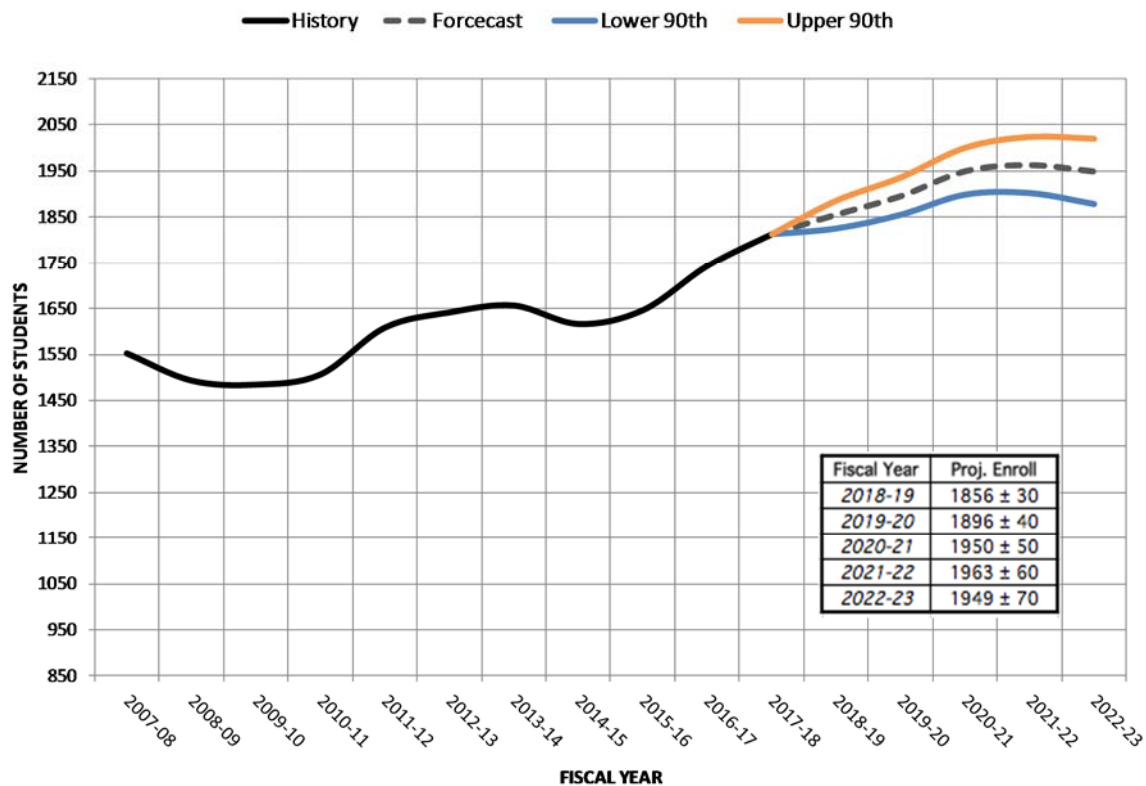
These projections show that next year, the K-12 enrollment is projected to increase by 152 students (7,175 to 7,327), which is an increase of 2.12%. Over the full five year period the projection shows a total increase of 738 students (for a total of 7,913 students; or 10.2% higher than current levels) from FY2018 levels (about 2.1% per year).

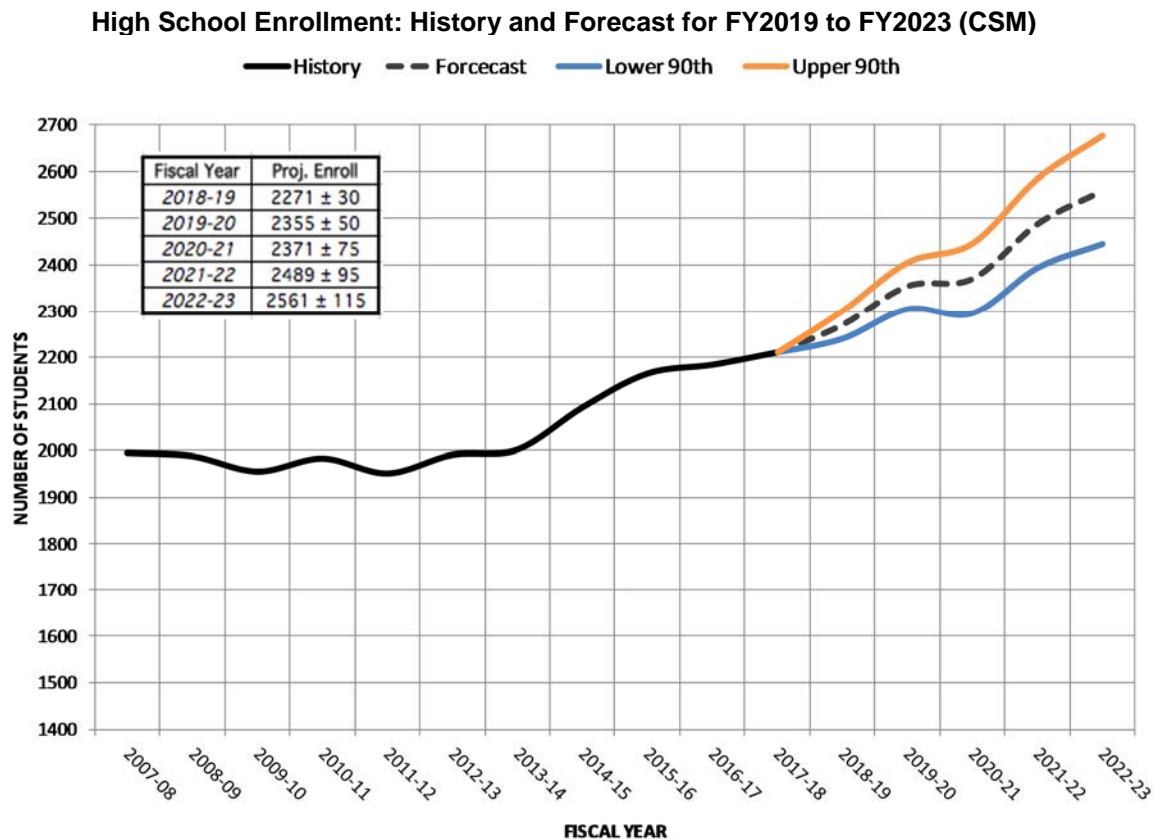
In order to better demonstrate the full impact of increasing enrollment to date and the projected trends visually at the various levels (elementary, middle school, high school) three charts have been provided below:

Elementary School Enrollment: History and Forecast for FY2019 to FY2023 (HDM)



Middle School Enrollment: History and Forecast for FY2019 to FY2023 (CSM)





In order to address the increasing enrollment projected for FY2019 (152 students, or 2.12%), additional positions are included in the recommended budget. A total of 25.95 FTE are linked with the increasing enrollment (including mandates for special education) in Lexington, and the necessary staffing needed to maintain the quality and level of service. In total, the recommended increase in staffing for the 2019 budget year is 26.35 FTE. A summary table of position changes is included below:

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Category	Program Line	FY19 Change in FTE
Base	Superintendent	(1.50)
Base Total		(1.50)
Mandate	9-12 Special Education	1.00
	Hastings	0.43
	K-12 PE/Wellness	0.10
	K-8 Special Education	(1.44)
	PreK-22 Special Education	5.85
Mandate Total		5.94
Enrollment	Health Services	0.50
	K-12 Counseling	2.01
	K-12 Curriculum	7.50
	K-12 ELL	2.30
	K-12 PE/Wellness	1.10
	K-12 Performing Arts	0.50
	K-12 Visual Arts	1.25
	K-5 Literacy	1.00
	K-5 Math	1.00
	K-8 Special Education	0.27
	LHS	2.50
	Print Center	0.08
Enrollment Total		20.01
Program Improvement	K-8 Special Education	1.90
	Technology	-
Program Improvement Total		1.90
Grand Total		26.35

Special Education Costs:**Staffing Needs**

The FY2019 budget includes an increase of 7.58 FTE for the Special Education Department. These additional positions will address enrollment shifts, increases, mandates per IEP requirements, and address necessary targeted program improvements. Overall, the FY2019 budget includes a total of 2.0 FTE unallocated professional staff and 4.0 FTE unallocated paraprofessional staff to address anticipated arising needs over the coming year.

Developmental Learning Program (DLP) Program Review

The Developmental Learning Program (DLP) in Lexington underwent a program review and its findings were presented to the School Committee on November 7, 2017. Based on this program review, the FY2019 School Department budget plans to address a number of areas. This budget includes funding to address professional learning opportunities as well as staffing and transportation costs to extend the summer school day, number of days offered during the week, as well as the overall length of the program during the summer. The District will continue to evaluate the possible addition of a tiered program at each level. If a tiered model were to be implemented, initial estimates show it will require an additional 6.0 FTE at a minimum. Additionally, the District will continue evaluating a possible increase in the length of the day at the PreK level for the DLP program. This would require an additional 0.70 FTE. The tiered model and length of the PreK day will be evaluated and considered based on actual student needs.

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Out of District Tuitions

The FY2019 budget projects total out of district tuition expenses of \$12,168,193, an increase of \$1,772,423 over FY2018, before offsets. The District utilizes three offsets to reduce the general fund impact of out of district tuitions. This includes the use of pre-paid tuitions, IDEA grant, and Circuit Breaker. The gross tuition budget increase of \$1,772,423 is partially reduced by projected increases in Circuit Breaker funding, IDEA grant, and use of pre-paid tuitions all totaling \$555,290. This reduces the general fund out of district tuition increase to \$1,217,133 to fund the cost of out of district tuitions next year. The FY2019 budget projects both an increase in the number of students funded through out of district placements, increasing from 138 to 149 students, or 7.9%. Further, the FY2019 budget projects an increase in the average cost per student funded through the out of district tuition budget, increasing from \$75,332 to \$81,666, an increase of 8.4%. The increase in the average cost per student is driven by the needs of the students and the cost of actual placements at these schools, rather than general inflationary drivers.

Transportation Costs:

Regular Education Transportation - Regular Education Transportation is recommended to increase \$84,610 to address contractual rate increases. In FY2018, the School Department operated a total of 38 buses, including 7 buses to serve after-school programs at the elementary school level. The FY2019 budget continues to budget for 38 total buses however eliminates funding the elementary after school transportation program. Last spring, it was determined that this program would continue an additional year to allow parents the opportunity to find alternative options. Additionally, the FY2019 budget has been assembled to accommodate a waiver of the fee increase for Hastings Elementary School, since construction will begin on the property in FY2019. The goal is to promote ridership as much as possible at this site with the constraints placed on it from construction. This practice was utilized when Estabrook Elementary School was under construction.

During the FY2018 budget process, increases to transportation fees were discussed as an option. The discounted fee has remained fixed since FY2012 at \$300. The FY2019 budget does not recommend an increase at this time. However, since the School Department is evaluating changes to start times for Lexington schools in FY2020, this could have widely varied impacts to overall District transportation costs. As a result, it is recommended to contemplate a fee increase as part of evaluating school start time options when the full cost impact is known. FY2019 is the second year of a five-year agreement with C&W Transportation.

Special Education Transportation - Special Education Transportation is recommended to increase \$336,329. This increase is to address a projected deficit in current year special education transportation costs, additional service needs for in-district transportation for expanding in-district programs, additional out of district student transportation, and an anticipated increase in contract rates. FY2019 will be the 1st year of a three year agreement.

1100 Lexington Public Schools

Town of Lexington, Massachusetts

School Start Times: Beginning in the spring of 2017, the School Department assembled a 12-person task force with the following goal:

Research, identify priorities, and evaluate all considerations to determine if a recommendation should be made to the Superintendent to consider changes to start/end times at the high school, middle school, and/or elementary school levels.

At this point, a total of 7 meetings have been held, with several updates provided to School Committee and the community at large. The task force has been diligent about collecting community feedback through surveys, Lexington Listens, and a community forum. The Task Force is currently in the process of evaluating the research and developing possible alternatives. Due to the complex nature of this topic, there are widely varying impacts both financial and programmatic. At the Task Force's November 20th meeting, it was determined that there was consensus to recommend at least a change to the high school start time consistent with the language included in the Middlesex League of Superintendent's joint letter. However, due to the varying impacts, it was determined that the work of this task force should continue in January and a change be contemplated for the FY2020 year.

Digital Learning Vision: During FY2018, the School Department is undergoing a major initiative to continue moving our Technology Department forward. This past spring, a first phase reorganization was approved by the School Committee. The District hired a Director of Digital Learning who has been tasked with furthering the work underway addressing both the capital and operating needs of the Department. A five-year capital plan was prepared this fall aimed to address the infrastructure and device needs of the District over the coming 5 years. This capital request was followed up with a presentation at the School Committee's November 7, 2017 meeting to better articulate the entry findings and the rationale behind the 5-year plan. With this significant investment in capital assets, comes a need to evaluate the current staffing demands this will have on the District. The Technology Department's staffing levels since FY2017 have been reduced by about 14% (3.5 FTE). The FY2019 budget includes the elimination of a Technology Maintenance Associate position and replacement of it with a 12-month Field Tech position to better serve the District. Further, the FY2019 budget includes a re-title/classification of its Executive Assistant position to a Technology Coordinator position designed to help move day-to-day work forward with the Field Tech positions throughout the District. It is anticipated, that additional staffing requests will be made in the FY2020 budget to address the 60% expansion (4,500 additional devices) in devices between FY2018 and FY2020. As the work of the Director of Digital Learning continues, presentations will be made to the School Committee on future needs.

Program Reviews & Enhancements: Currently, the School Department is undergoing program reviews in the area of Science and PE/Wellness. The Science Department is currently (FY2018) in their second year of curriculum review. The FY2019 budget includes \$15,000 in program improvements to purchase curriculum requested through the curriculum review process. PE/Wellness is in its first year (FY2018) of its program review. The program review includes a review of its existing program as well as discussions around elementary health education. This is currently being evaluated during the first year of the program review. This implementation aligns with discussions around elementary world language and is being contemplated together.

1100 Lexington Public Schools*Town of Lexington, Massachusetts*

Strategic Planning/Diversity Training/Mental Health: The FY2019 budget includes \$60,000 (\$45,000 directly in the School budget and \$15,000 in a shared appropriation under a joint article with the Town at the Annual Town Meeting) to address the areas of strategic planning, diversity training, and mental health initiatives. During FY2019, the District will undergo a process to develop a multi-year strategic plan that will guide the work of upcoming fiscal years. School Administration will undergo professional learning (i.e. ADL) opportunities on the topic of diversity, a collaborative effort with the Town (Town is funding \$15,000 and School is funding \$15,000 under a joint article at Annual Town Meeting). Further, the school administration will utilize efforts in the Human Resources office to continue the work of hiring a more diverse work force, more representative of its student body.

LHS Visioning: The FY2019 budget continues to support the LHS Visioning and capital development process. This year we are examining our current educational model and practices, through various visioning activities that are geared to articulate the LHS/LPS vision for education. A key piece of this process is the NEASC decennial accreditation process, which includes a self reflection of how our program is doing with regard to the Standards for Accreditation. One piece of this reflective process is a two-day visit to the school by NEASC representatives in October, 2018. The estimated cost of this site visit is \$1,750. This process will allow us to identify program strengths and set goals in areas in need of improvement, which meshes very well with the Visioning process that will better inform the SOI to the MSBA.

Project Based Learning: The FY2019 budget will continue to support the initiatives underway in the area of project-based learning. The District has hosted professional learning opportunities to grow interest organically throughout the District. This work will continue as concepts of project based learning are explored. These opportunities will continue to be funded through the office of Curriculum and Instruction.

Administrator Induction Program: The FY2019 School Department budget continues funding for stipends to compensate mentors as part of the Administrator Induction Program implemented during the 2018 budget year. Additionally, the budget and administration will continue to support meeting structures to promote onboarding of new administrators with both formal and informal training opportunities utilizing internal school staff.

Per Pupil Expenditure and Consumer Price Index (CPI) Adjustments: The FY2019 budget includes funds to adjust expense budgets utilizing the October 1, 2017 enrollment report. The FY2019 budget includes no adjustments to address CPI (inflation measure). The August 2017 annual increase published by the Bureau of Labor Statistics included an increase of 1.7%. As a result of adjusting expense budgets based on enrollment changes, where appropriate, this recommended increase totals \$89,713.

1100 Lexington Public Schools

Town of Lexington, Massachusetts

Capital Projects:

School Department Capital

The FY2019 budget includes a total of \$1,715,300 in recommended Capital projects through the Town Capital Improvement Plan. The School Department is only submitting a Technology Capital request through the FY2019-23 Capital Improvement Plan this year. Beginning in FY2019, the School Department will begin carrying furniture replacement through its operating budget. In FY2019, \$100,000 is being included in the School Department's operating budget to address these furniture replacement needs.

The School Department has assembled a full five-year capital plan to address both infrastructure and device needs for the District as it looks to expand its one-to-one initiative.

Public Facilities Capital

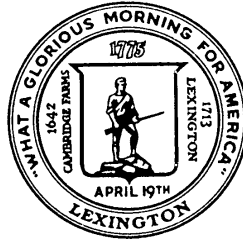
In the spring of 2017, 2 modulars were added to the Bowman, Bridge, and Fiske elementary schools (a total of 6 modulars). The Clarke and Diamond Middle Schools underwent significant capital projects, re-opening in the fall of 2017 for the school year. This provided additional capacity and space to address overcrowding in these buildings. The Town, on December 5, 2017, was approved by the voters for a debt exclusion to continue work on the Hastings Elementary School project and the Lexington Children's Place project. The Town is expected to receive MSBA reimbursement for the Hastings Elementary School. The Lexington Children's Place project will provide this program with its own location, freeing up space at Central Office and in the Harrington Elementary School. Discussions continue to address the continued growth at the aging Lexington High School facility. During FY2018, the School Department is undergoing a visioning process as part of the first step in articulating what a new LHS may look like in the future. It is anticipated that the School Department seek MSBA support with an SOI submitted in 2019.

FY2020 Budget Considerations & Planning: The FY2019 budget includes funding to address a number of initiatives, however there are additional items that are either still under evaluation or expected to be discussed further in the FY2020 budget. Some of these items include:

- Athletic fee structures
- Yellow School bus transportation fee structures
- School Start Times
- Secondary level schedule changes
- LHS graduation requirements
- Tiered DLP Program – Harrington & Diamond
- Expanded LCP DLP Program – LCP
- Additional support for expanding transition program/services at LHS
- Additional support for enhanced Counseling Department model at LHS
- Technology Department staffing levels – expanded device counts
- Elementary Health Education
- Elementary World Language
- Elementary Thursday afternoons
- Expand funding for annual furniture replacement
- Funding viability for the Essential School Health grant
- Funding viability for the Special Education Program Improvement grant

Budget Documents are available at <http://lps.lexingtonma.org/Page/10461>.

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1200 Minuteman Regional High School

Program: Education
Town of Lexington, MA

Budget Overview: The Regional High School subprogram budget is for the assessment levied by the Minuteman Regional Vocational Technical School District to support the operations of the School. Minuteman is a regional high school, located in Lexington and Lincoln, which provides technical and academic education for students in grades 9-12 from the Minuteman district, which includes 10 towns as of July 1, 2017, as well as out-of-district students.

Minuteman Tech's programs include courses in biotechnology, environmental technology, computer programming, printing, commercial art, cosmetology, early education, carpentry, drafting, auto body repair and welding, as well as four-year academic and college preparatory programs. In addition, post-graduate and adult students can pursue a variety of continuing education programs at Minuteman.

Lexington's historical enrollment at Minuteman is shown in the table below as of October 1st of each year, the date that enrollments from school districts throughout the Commonwealth are reported to the Massachusetts Department of Elementary and Secondary Education.

	10/1/2012	10/1/2013	10/1/2014	10/1/2015	10/1/2016	10/1/2017
High School Students	53	47	41.5	49.5	54	53.5
Post Graduate Students	7	5	3	2	1	1
Total	60	52	44.5	51.5	55	54.5

Appropriated/Authorized Staffing:

No Town staff are charged to this budget.

Budget Recommendations

The FY2019 recommended budget for the Minuteman Regional High School assessment is \$2,149,281. This is a \$478,930 or 28.67% increase over the FY2018 budget, and incorporates approximately \$491,708 in debt service, of which \$348,125 is for the new Minuteman school building, currently under construction.

1200 Minuteman Regional High School

Program: Education
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 1,172,736	\$ 1,377,449	\$ 1,670,351	\$ 2,149,281	\$ -	\$ 2,149,281	\$ 478,930	28.67%
Total 1200 Minuteman	\$ 1,172,736	\$ 1,377,449	\$ 1,670,351	\$ 2,149,281	\$ -	\$ 2,149,281	\$ 478,930	28.67%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 1,172,736	\$ 1,377,449	\$ 1,670,351	\$ 2,149,281	\$ -	\$ 2,149,281	\$ 478,930	28.67%
Total 1200 Minuteman	\$ 1,172,736	\$ 1,377,449	\$ 1,670,351	\$ 2,149,281	\$ -	\$ 2,149,281	\$ 478,930	28.67%

Level-Service Requests	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 1200 Minuteman	\$ 1,172,736	\$ 1,377,449	\$ 1,670,351	\$ 2,149,281	\$ -	\$ 2,149,281	\$ 478,930	28.67%
Total 1200 Minuteman	\$ 1,172,736	\$ 1,377,449	\$ 1,670,351	\$ 2,149,281	\$ -	\$ 2,149,281	\$ 478,930	28.67%

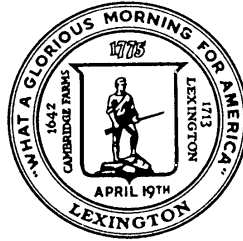
Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contractual Services	\$ 1,172,736	\$ 1,377,449	\$ 1,670,351	\$ 2,149,281	\$ -	\$ 2,149,281	\$ 478,930	28.67%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 1,172,736	\$ 1,377,449	\$ 1,670,351	\$ 2,149,281	\$ -	\$ 2,149,281	\$ 478,930	28.67%
Total 1200 Minuteman	\$ 1,172,736	\$ 1,377,449	\$ 1,670,351	\$ 2,149,281	\$ -	\$ 2,149,281	\$ 478,930	28.67%

Section IV: Program 2000: Shared Expenses

This section includes detailed information about the FY2019 Operating Budget & Financing Plan for shared expenses. It includes:

- | | |
|---------------------------------------|-------|
| • 2100 Employee Benefits | IV-2 |
| • 2200 Property & Liability Insurance | IV-7 |
| • 2300 Solar Producer Payments | IV-9 |
| • 2400 Debt Service | IV-11 |
| • 2500 Reserve Fund | IV-14 |
| • 2600 Public Facilities | IV-16 |

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2100 Employee Benefits & Insurance *Town of Lexington, Massachusetts*

Mission: To provide and manage a comprehensive benefits program for Town and School employees and retirees.

Budget Overview: Included in the Employee Benefits and Insurance program are costs for the Town's pension assessment, workers' compensation, unemployment insurance, health, dental and life insurance benefits and the Medicare tax.

Employee Benefits is comprised of the following:

- Contributory Retirement Assessment: The assessment of the Lexington Contributory Retirement System levied to the Town to finance a portion of retirement benefits of Town and non-teaching School employees. This assessment is issued pursuant to Massachusetts General Laws (MGL) Chapter 32 and is based on an actuarial valuation of the funding obligations of the Lexington Contributory Retirement System. In addition to this assessment, employee contributions - ranging from 5% to 11% depending on date of hire - provide the majority of pension system funding.
- Non-Contributory Retirement: The cost of benefits for employees who retired prior to the creation of the Lexington Contributory Retirement System.
- Employee/Retiree Benefits: The Town's annual contribution for health, dental and life insurance for active Town and School Department employees and retirees, and the Town's 1.45% share of Medicare tax for all employees hired after 1986.
- Unemployment Compensation: The cost of unemployment payments for eligible employees separated from Town or School Department employment. The Town self-insures for this expense.
- Workers' Compensation: The medical costs incurred by Town and School employees injured on the job, and medical costs of former public safety employees who retired on accidental disability. The Town largely self-insures for this expense, but purchases "stop loss" insurance for extraordinary work-related medical claims. The premiums for that insurance are captured in the Workers' Compensation budget.

Authorized/Appropriated Staffing:

Staff support is provided through the Town Manager's Office, Human Resources and the Finance Department. Portions of the salaries of three employees are charged to the General Fund health insurance budget.

2100 Employee Benefits & Insurance *Town of Lexington, Massachusetts*

Budget Recommendations:

The FY2019 recommended All Funds Employee Benefits and Insurance budget is \$35,229,876. This is a \$605,796 or 1.75% increase from the FY2018 budget. The recommended budget includes the benefits costs (health, dental, life, Medicare and workers' compensation) for five proposed new benefits-eligible municipal positions, including two projected to start in January 2019, and the expansion of hours for a sixth to become benefits-eligible.

Changes Include:

1. A \$250,000, or 4.34% increase in Contributory Retirement based on a funding schedule included in the January 1, 2017 actuarial valuation of the Lexington Retirement System. This schedule would result in full funding of the system's unfunded liability by 2024, given the current actuarial assumptions.
2. A \$450 or 3.08% increase in Non-Contributory Retirement costs for employees receiving pensions awarded prior to the creation of the Contributory Retirement system.
3. A \$12,747 or 0.73% increase in the Town's contribution for the Medicare Tax based on FY2017 actual costs, projected FY2018 and FY2019 salaries and wages, and historical rates of increase in this item.
4. A \$220,339 or 0.88% increase in health insurance costs (General Fund). The FY2019 budget is based on an increase of 5.5% in health insurance premiums across all plans and the projected addition of ninety (90) subscribers (new enrollees to health coverage, either from new retirees, active employees electing to begin or resume coverage, and active employees switching from individual to family plans). The preliminary recommended budget includes benefits for new town positions – benefits for new school positions are reflected in the Superintendent's recommended budget.
5. A \$6,777 or 0.64% increase in dental insurance costs (General Fund) based on an estimated increase in premium rates of 4.0% for FY2019.
6. No increase in life insurance costs based on projected enrollments.
7. Level-funding of unemployment insurance based on a projection of the number of claimants for FY2019.
8. A \$59,923 or 7.42% increase in workers' compensation costs based on FY2017 actual experience, the continuation of \$100,000 to finance the medical costs of former public safety employees who retired due to work-related injuries; and stop-loss insurance for all current and prospective municipal and school positions recommended in the FY2019 budget.

2100 Employee Benefits & Insurance *Town of Lexington, Massachusetts*

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 27,959,173	\$ 29,691,982	\$ 33,890,469	\$ 34,342,679	\$ 79,822	\$ 34,422,501	\$ 532,032	1.57%
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 572,252	\$ 609,209	\$ 660,175	\$ 678,379		\$ 678,379	\$ 18,204	2.99%
Total 2100 Employee Benefits	\$ 28,531,425	\$ 30,301,191	\$ 34,550,644	\$ 35,021,058	\$ 79,822	\$ 35,100,880	\$ 550,236	1.59%

Appropriation Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 80,275	\$ 79,548	\$ 91,696	\$ 85,357	\$ -	\$ 85,357	\$ (6,339)	-6.91%
Expenses	\$ 28,451,150	\$ 30,221,643	\$ 34,458,948	\$ 34,935,701	\$ 79,822	\$ 35,015,523	\$ 556,575	1.84%
Total 2100 Employee Benefits	\$ 28,531,425	\$ 30,301,191	\$ 34,550,644	\$ 35,021,058	\$ 79,822	\$ 35,100,880	\$ 550,236	1.59%

Level-Service Requests (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2110 Contributory Retirement	\$ 5,185,638	\$ 5,442,774	\$ 5,755,537	\$ 6,005,537	\$ -	\$ 6,005,537	\$ 250,000	4.34%
Total 2120 Non-Contributory Retirement	\$ 13,837	\$ 14,227	\$ 14,620	\$ 15,070	\$ -	\$ 15,070	\$ 450	3.08%
Subtotal - Retirement	\$ 5,199,475	\$ 5,457,001	\$ 5,770,157	\$ 6,020,607	\$ -	\$ 6,020,607	\$ 250,450	4.34%
Total 2130 Medicare	\$ 1,496,653	\$ 1,574,286	\$ 1,749,069	\$ 1,756,938	\$ 4,878	\$ 1,761,816	\$ 12,747	0.73%
Total 2130 Health Insurance	\$ 20,298,502	\$ 21,602,034	\$ 24,932,984	\$ 25,084,379	\$ 68,943	\$ 25,153,323	\$ 220,339	0.88%
Total 2130 Dental Insurance	\$ 876,817	\$ 952,287	\$ 1,066,298	\$ 1,070,497	\$ 2,577	\$ 1,073,075	\$ 6,777	0.64%
Total 2130 Life Insurance	\$ 20,210	\$ 19,380	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ -	-
Subtotal - Health/Life Benefits	\$ 22,692,183	\$ 24,147,987	\$ 27,773,351	\$ 27,936,815	\$ 76,398	\$ 28,013,213	\$ 239,862	0.86%
Total 2140 Unemployment	\$ 150,569	\$ 70,551	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -	-
Total 2150 Workers Compensation	\$ 489,199	\$ 625,653	\$ 807,136	\$ 863,636	\$ 3,423	\$ 867,059	\$ 59,923	7.42%
Subtotal - Other Employee Benefits	\$ 639,768	\$ 696,204	\$ 1,007,136	\$ 1,063,636	\$ 3,423	\$ 1,067,059	\$ 59,923	5.95%
Total 2100 Employee Benefits	\$ 28,531,425	\$ 30,301,191	\$ 34,550,644	\$ 35,021,058	\$ 79,822	\$ 35,100,880	\$ 550,236	1.59%

Object Code Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 80,275	\$ 79,548	\$ 91,696	\$ 85,357	\$ -	\$ 85,357	\$ (6,339)	-6.91%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ 80,275	\$ 79,548	\$ 91,696	\$ 85,357	\$ -	\$ 85,357	\$ (6,339)	-6.91%
Contractual Services	\$ 28,451,150	\$ 30,221,643	\$ 34,458,948	\$ 34,935,701	\$ 79,822	\$ 35,015,523	\$ 556,575	1.62%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 28,451,150	\$ 30,221,643	\$ 34,458,948	\$ 34,935,701	\$ 79,822	\$ 35,015,523	\$ 556,575	1.62%
Total 2100 Employee Benefits	\$ 28,531,425	\$ 30,301,191	\$ 34,550,644	\$ 35,021,058	\$ 79,822	\$ 35,100,880	\$ 550,236	1.59%

Budget Summary - Revolving Funds*

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Directed Funding (Revolving Funds)	\$ 66,072	\$ 76,287	\$ 73,436	\$ 113,668	\$ 15,328	\$ 128,996	\$ 55,560	72.83%
Total 2100 Employee Benefits	\$ 66,072	\$ 76,287	\$ 73,436	\$ 113,668	\$ 15,328	\$ 128,996	\$ 55,560	75.66%

*Revolving Funds are authorized by Town Meeting via Article 8, and are not appropriated under Article 4.

Level-Service Requests (Revolving Funds)	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2130 Health Insurance	\$ 62,577	\$ 72,219	\$ 69,867	\$ 109,737	\$ 14,776	\$ 124,513	\$ 54,646	78.21%
Total 2130 Dental Insurance	\$ 3,495	\$ 4,068	\$ 3,569	\$ 3,931	\$ 552	\$ 4,483	\$ 914	25.62%
Total 2100 Employee Benefits	\$ 66,072	\$ 76,287	\$ 73,436	\$ 113,668	\$ 15,328	\$ 128,996	\$ 55,560	75.66%

Budget Summary - All Funds

Approp. Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 80,275	\$ 79,548	\$ 91,696	\$ 85,357	\$ -	\$ 85,357	\$ (6,339)	-6.91%
Expenses	\$ 28,517,222	\$ 30,297,930	\$ 34,532,384	\$ 35,049,369	\$ 95,150	\$ 35,144,519	\$ 612,135	1.77%
Total 2100 Employee Benefits	\$ 28,597,497	\$ 30,377,478	\$ 34,624,080	\$ 35,134,726	\$ 95,150	\$ 35,229,876	\$ 605,796	1.75%

2100 Employee Benefits & Insurance *Town of Lexington, Massachusetts*

Focus on: Health Benefits – Line Item 2130

While the cost of health insurance continues to be a concern for the Town of Lexington, as is the case with all public and private organizations in this region and across the country, the Town was successful in negotiating with the Employee Health Insurance Coalition to join the State's Group Insurance Commission (GIC) health insurance program, which has helped to slow the growth of this large cost driver.

While the Town will continue to remain a member of the GIC for FY2019 and FY2020, the Town and the Public Employees Committee (PEC) are in the process of negotiating a successor agreement regarding contributions for health insurance.

The table on the following page shows the number of employees and retirees enrolled in the Town's health insurance program.

2100 Employee Benefits & Insurance *Town of Lexington, Massachusetts***Table 1: Health Insurance Enrollments ⁽¹⁾**

				FY2018 Budget	FY2019 Budget
Actual Subscribers				Based on Actual Subscribers, plus Additional Projected Lives shown below	
Subscribers	Nov. 2013 (FY2014)	Nov. 2014 (FY2015)	Nov. 2015 (FY2016)	Nov. 2016 (FY2017)	Nov. 2017 (FY2018)
<u>Town</u>					
Individual	74	81	85	83	81
Family	191	187	176	178	176
subtotal	265	268	261	261	257
<u>School</u>					
Individual	333	337	358	333	336
Family	506	498	478	494	502
subtotal	839	835	836	827	838
<u>Retirees</u>	1,152	1,189	1,222	1,243	1,269
subtotal	2,256	2,292	2,319	2,331	2,364
Additional projected lives for budget purposes					
Position Vacancies					
Individual				13	10
Family				20	17
subtotal				33	27
Estimated Open Enrollment / Qualifying Events ⁽²⁾					
Individual				10	10
Family				30	30
Retirees				50	50
subtotal				90	90
Total	2,256	2,292	2,319	2,454	2,481
New Positions					
School ⁽³⁾				12	
Municipal ⁽³⁾				2	
Facilities Dept.				3	
subtotal				17	0
Estimated Reduction in Subscribers					
School					
Retirees				(34)	(34)
Total	2,256	2,292	2,319	2,437	2,447
(1) The subscriber counts above do not include COBRA subscribers, but include employees whose salaries and benefits are funded either fully or partially from non-General Fund sources.					
(2) The projection shown under open enrollment / qualifying events is based on an assumption of current employees losing coverage on their spouse's plans, and changes in marital status or dependent status.					
(3) FY2019 counts do not include any prospective positions to be recommended by the School Superintendent or the Town Manager. Any new positions will be reflected in the FY2019 Recommended Budget and Financing Plan after review and approval of proposed school and municipal budgets by the School Committee and Selectmen, respectively.					

2200 Property & Liability Insurance *Town of Lexington, Massachusetts*

Mission: To provide and manage a comprehensive property and liability management program for all property and equipment in the Town.

Budget Overview: Previously captured within the Employee Benefits budget, the property and liability management program consists of the following elements:

- Property and Liability Insurance: The cost of premiums for policies that: (1) protect the Town against property loss and damage; (2) insure the Town's vehicles; and (3) cover the Town against liability claims.
- Uninsured Losses: A continuing balance account for uninsured property losses, settlements and deductibles contained in various insurance policies.

Authorized/Appropriated Staffing:

A portion of the Assistant Town Manager's salary is charged to this line-item in recognition of the ongoing support provided.

Budget Recommendations:

The FY2019 overall recommendation for Property and Liability Insurance is \$1,019,839, which represents an increase of \$30,946 or 3.13% over the FY2018 appropriation.

1. A \$30,946 or 4.19% net increase in the costs of property and liability insurance based on an estimated increase in premiums of 5%.
2. No funding increase in the budget for uninsured losses. The balance in this continuing balance account as of January 3, 2018, is \$1,032,225.

2200 Property & Liability Insurance*Town of Lexington, Massachusetts***Budget Summary:**

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 759,885	\$ 731,949	\$ 988,893	\$ 1,019,839	\$ -	\$ 1,019,839	\$ 30,946	3.13%
Total 2200 Property & Liability Ins.	\$ 759,885	\$ 731,949	\$ 988,893	\$ 1,019,839	\$ -	\$ 1,019,839	\$ 30,946	3.13%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 33,683	\$ 40,817	\$ 29,696	\$ 30,889	\$ -	\$ 30,889	\$ 1,192	4.01%
Expenses	\$ 726,202	\$ 691,132	\$ 959,197	\$ 988,951	\$ -	\$ 988,951	\$ 29,754	3.10%
Total 2200 Property & Liability Ins.	\$ 759,885	\$ 731,949	\$ 988,893	\$ 1,019,839	\$ -	\$ 1,019,839	\$ 30,946	3.13%

Level-Service Requests	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2160 Property & Liability Insurance	\$ 646,401	\$ 715,828	\$ 738,893	\$ 769,839	\$ -	\$ 769,839	\$ 30,946	4.19%
Total 2170 Uninsured Losses	\$ 113,484	\$ 16,121	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ -	-
Total 2200 Property & Liability Ins.	\$ 759,885	\$ 731,949	\$ 988,893	\$ 1,019,839	\$ -	\$ 1,019,839	\$ 30,946	3.13%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 33,683	\$ 40,817	\$ 29,696	\$ 30,889	\$ -	\$ 30,889	\$ 1,192	4.01%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ 33,683	\$ 40,817	\$ 29,696	\$ 30,889	\$ -	\$ 30,889	\$ 1,192	4.01%
Contractual Services	\$ 726,202	\$ 691,132	\$ 959,197	\$ 988,951	\$ -	\$ 988,951	\$ 29,754	3.10%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 726,202	\$ 691,132	\$ 959,197	\$ 988,951	\$ -	\$ 988,951	\$ 29,754	3.10%
Total 2200 Property & Liability Ins.	\$ 759,885	\$ 731,949	\$ 988,893	\$ 1,019,839	\$ -	\$ 1,019,839	\$ 30,946	3.13%

2300 Solar Producer Payments

Town of Lexington, Massachusetts

Mission: To provide obligated payments for the installation and operating costs of the solar array at the Hartwell Avenue Compost Facility.

Budget Overview: For the solar arrays installed at the Hartwell Avenue Compost Facility, Eversource elected to reimburse the Town for the electricity generated via monthly payments, rather than issue a credit to the Town's electric bills. For the rooftop solar panels on Town and School buildings, that energy is credited again the monthly bill, thereby reducing utility costs at the Public Facilities Department. As a means of separately tracking the new arrangement, this budget division has been created to reflect:

- Net Metering Credits: The revenues received from Eversource in return for electricity generate at Hartwell Avenue. Any excess revenues are deposited into the General Fund.
- Solar Producer Payments: The annual amount paid to Syncarpha, the current owner of the solar panels, for the cost of construction and operating costs.

Authorized/Appropriated Staffing:

No direct staff is charged to this line-item. Staff support is provided through the Public Facilities, Town Manager and Finance departments.

Budget Recommendations:

The FY2019 overall recommendation for Solar Producer Payments is \$410,000, which represents no increase over the FY2018 appropriation, as approved by the Fall Special Town Meeting.

2300 Solar Producer Payments

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ (190,000)	\$ (190,000)	\$ -	\$ (190,000)	\$ -	-
Net-Metering Credits	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ -	\$ 600,000	\$ -	-
Total 2300 Solar Producer Payments	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-
Total 2300 Solar Producer Payments	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-

Level-Service Requests	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2300 Solar Producer Payments	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-
Total 2300 Solar Producer Payments	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-

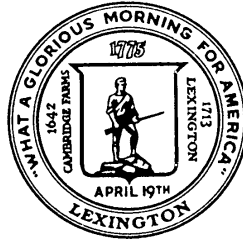
Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contractual Services	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-
Total 2300 Solar Producer Payments	\$ -	\$ -	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-

Summary of Townwide Solar Credits and Expenses

	FY2017 Actual	FY2018 Estimate	FY2019 Projection
Rooftop Solar Bill Credits	\$ 279,665	\$ 291,500	\$ 291,500
Rooftop PILOT*	\$ 30,000	\$ 30,000	\$ 30,000
Rooftop Solar Payments	\$ (162,343)	\$ (165,000)	\$ (165,000)
<i>Net Revenue subtotal</i>	<i>\$ 147,322</i>	<i>\$ 156,500</i>	<i>\$ 156,500</i>
Hartwell Net Metering Credits		\$ 600,000	\$ 600,000
Hartwell PILOT*		\$ 55,400	\$ 55,400
Hartwell Solar payments		\$ (410,000)	\$ (410,000)
<i>Net Revenue subtotal</i>	<i>\$ -</i>	<i>\$ 245,400</i>	<i>\$ 245,400</i>
Overall Net Revenue	\$ 147,322	\$ 401,900	\$ 401,900

*Per MA DOR, solar PILOTs are deposited as Personal Property taxes rather than under a PILOT category of revenue.

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2400 Debt Service

Town of Lexington, Massachusetts

Mission: To manage the issuance of Town debt in a manner which protects assets that are required to deliver town services and yet limits large increases or decreases in annual debt service.

Budget Overview: Debt service includes General Fund principal and interest payments for levy-supported (non-exempt) debt, both authorized by Town Meeting as well as for capital projects being proposed to the 2018 Annual Town Meeting. Also included in these figures are debt issuance costs and interest on abatements.

Debt service on projects funded from the Compost Revolving Fund is shown in element 3420; debt service for water and sewer enterprise projects is shown in elements 3610 and 3710.

Debt Service voted to be exempt from Proposition 2½, while not appropriated by Town Meeting, is shown for informational purposes.

Authorized/Appropriated Staffing:

There is no direct staff charged to this line-item. Staff support is provided through the Town Manager and Finance departments.

Budget Recommendations:

Combined gross FY2019 debt service – inclusive of Within-Levy and Exempt debt service – is increasing by \$4,174,467, or 20.61%.

Within-Levy debt service is increasing by \$1,218,629, or 12.75%. The original FY2018 appropriation as adopted at the 2017 Annual Town Meeting was \$7,205,628. A supplemental appropriation of \$2,351,487 was approved at 2017 Special Town Meeting #3 to begin to pay off the \$12.4 million in land purchases for 20 Pelham Rd. and 173 Bedford St., bringing the total appropriation to \$9,557,115.

The FY2019 within-levy debt service (before any use of the Capital Stabilization Fund) is recommended at \$10,775,744, which is inclusive of:

- \$3,050,000 allocated to retire a portion of the bond anticipation notes issued for the land purchases of Pelham Rd. and Bedford St.
- Debt service for the design and construction costs for the Westview Cemetery Building, which is intended to be funded by higher cemetery fees approved in 2017, which are deposited into the Cemetery Sale of Lots Fund, and from which an amount sufficient to fund the FY2019 debt service is displayed as a funding source;

2400 Debt Service

Town of Lexington, Massachusetts

- Debt service to reconstruct Harbell St., which will be repaid by the abutters through a street acceptance betterment; and
- Debt service (interest payment only) for the Police Station design, which is a potential candidate for a debt exclusion vote.

The debt service for the Town's base capital program is \$7,593,737, an increase of \$399,229 or 5.55% from FY2018. The Town's target increase for within-levy debt service is 5% per year; therefore, \$380,000 is recommended to be transferred from the Capital Stabilization fund to mitigate the FY2019 debt service. After mitigation, the budget increases by \$343,729, or 5.0%.

FY2018 gross exempt debt service is \$10,692,689, which was mitigated via a \$2,400,000 transfer from the Capital Stabilization Fund. FY2019 gross exempt debt service is \$13,648,527. If no mitigation is applied, this yields an increase of \$2,955,838, or 27.64% compared to FY2018. The increase in debt service is driven primarily by the debt service for excluded projects approved by the voters in May 2016, including the Clarke and Diamond renovations and the installation of 6 elementary modular classrooms, as well as projected debt service for excluded projects approved in December 2017 – the Fire Station Replacement, Hastings Elementary School Replacement and the new Lexington Children's Place (LCP) building. To mitigate the impact of this increase on Lexington taxpayers, it is proposed that \$3.6 million of Capital Stabilization Funds be appropriated to offset exempt debt service. This is consistent with the plan updated and presented to the Selectmen in November 2017.

The FY2019 proposed capital projects are described in greater detail in Section XI: Capital Investment in this book.

2400 Debt Service

Program: Shared Expenses Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY2016 Actual	FY2017 Actual	FY2018 Estimated	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 14,444,667	\$ 14,702,987	\$ 17,514,184	\$ 20,312,264	\$ -	\$ 20,312,264	\$ 2,798,080	15.98%
Fund Transfers						\$ -	\$ -	
Capital Stabilization Fund - Within Levy Debt	\$ 620,567	\$ 710,000	\$ 324,500	\$ 380,000		\$ 380,000	\$ 55,500	17.10%
Capital Stabilization Fund - Exempt Debt	\$ 215,000	\$ -	\$ 2,400,000	\$ 3,600,000		\$ 3,600,000	\$ 1,200,000	50.00%
Cemetery Sale of Lots Fund	\$ -	\$ -	\$ 7,200	\$ 129,067	\$ -	\$ 129,067	\$ 121,867	1692.59%
Betterments Fund	\$ -	\$ -	\$ 3,920	\$ 2,940	\$ -	\$ 2,940	\$ (980)	-25.00%
Total 2400 Debt Service	\$ 15,280,234	\$ 15,412,987	\$ 20,249,804	\$ 24,424,271	\$ -	\$ 24,424,271	\$ 4,174,467	20.61%

Appropriation Summary (All Funds)	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 15,280,234	\$ 15,412,987	\$ 20,249,804	\$ 24,424,271	\$ -	\$ 24,424,271	\$ 4,174,467	20.61%
Total 2400 Debt Service	\$ 15,280,234	\$ 15,412,987	\$ 20,249,804	\$ 24,424,271	\$ -	\$ 24,424,271	\$ 4,174,467	20.61%

Gross within Levy Debt Service	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2410 Within-Levy Principal ¹	\$ 5,169,842	\$ 5,904,330	\$ 7,992,247	\$ 9,131,340	\$ -	\$ 9,131,340	\$ 1,139,092	14.25%
Total 2420 Within Levy Interest	\$ 921,553	\$ 1,039,068	\$ 1,172,415	\$ 1,031,932	\$ -	\$ 1,031,932	\$ (140,482)	-11.98%
Total 2430 Temporary Borrowing	\$ 649,142	\$ 94,304	\$ 392,453	\$ 612,472	\$ -	\$ 612,472	\$ 220,019	56.06%
Total 2400 Gross Within-Levy Debt Service	\$ 6,740,537	\$ 7,037,701	\$ 9,557,115	\$ 10,775,744	\$ -	\$ 10,775,744	\$ 1,218,629	12.75%

Net Within Levy Debt Service	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2410 Within-Levy Principal ¹	\$ 5,169,842	\$ 5,904,330	\$ 7,992,247	\$ 9,131,340	\$ -	\$ 9,131,340	\$ 1,139,092	14.25%
Total 2420 Within Levy Interest	\$ 921,553	\$ 1,039,068	\$ 1,172,415	\$ 1,031,932	\$ -	\$ 1,031,932	\$ (140,482)	-11.98%
Total 2430 Temporary Borrowing	\$ 649,142	\$ 94,304	\$ 392,453	\$ 612,472	\$ -	\$ 612,472	\$ 220,019	56.06%
Funding Set-aside to Retire Note for Land Purchases			\$ (2,351,487)	\$ (3,050,000)		\$ (3,050,000)	\$ (698,513)	29.71%
Funding from Cemetery Sale of Lots/Betterments			\$ (11,120)	\$ (132,007)	\$ -	\$ (132,007)	\$ (120,887)	1087.11%
Total 2400 Net Within-Levy Debt Service	\$ 6,740,537	\$ 7,037,701	\$ 7,194,508	\$ 7,593,737	\$ -	\$ 7,593,737	\$ 399,229	5.55%
Use of Capital Stabilization Fund to hold debt service increases (net of projects funded with new revenue and the retirement of notes for land purchases) to 5% annually	\$ (620,567)	\$ (710,000)	\$ (324,500)	\$ (380,000)	\$ -	\$ (380,000)	\$ (55,500)	17.10%
Total 2400 Mitigated Within-Levy Debt Service	\$ 6,119,970	\$ 6,327,701	\$ 6,870,008	\$ 7,213,737	\$ -	\$ 7,213,737	\$ 343,729	5.00%

Exempt Debt Service	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2400 Exempt Debt Service	\$ 8,539,697	\$ 8,375,285	\$ 10,692,689	\$ 13,648,527	\$ -	\$ 13,648,527	\$ 2,955,838	27.64%
Use of Capital Stabilization Fund to mitigate impact of excluded debt service on property tax bills	\$ (215,000)	\$ -	\$ (2,400,000)	\$ (3,600,000)	\$ -	\$ (3,600,000)	\$ (1,200,000)	50.00%
Net 2400 Exempt Debt Service	\$ 8,324,697	\$ 8,375,285	\$ 8,292,689	\$ 10,048,527	\$ -	\$ 10,048,527	\$ 1,755,838	21.17%

Total 2400 Gross Debt Service - All Funds	\$ 15,280,234	\$ 15,412,987	\$ 20,249,804	\$ 24,424,271	\$ -	\$ 24,424,271	\$ 4,174,467	20.61%
Total 2400 Net Debt Service - All Funds	\$ 14,444,667	\$ 14,702,987	\$ 15,162,697	\$ 17,262,264	\$ -	\$ 17,262,264	\$ 2,099,567	13.85%

Object Code Summary (All Funds)	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contractual Services	\$ 15,280,234	\$ 15,412,987	\$ 20,249,804	\$ 24,424,271	\$ -	\$ 24,424,271	\$ 9,011,284	58.47%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 15,280,234	\$ 15,412,987	\$ 20,249,804	\$ 24,424,271	\$ -	\$ 24,424,271	\$ 9,011,284	61.71%
Total 2400 Debt Service	\$ 15,280,234	\$ 15,412,987	\$ 20,249,804	\$ 24,424,271	\$ -	\$ 24,424,271	\$ 4,174,467	20.61%

¹ FY2018 and FY2019 include an additional \$2,531,487 and \$3,050,000, respectively, to retire notes for 173 Bedford St. and 20 Pelham Rd. land purchases.

2500 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Mission: To provide for extraordinary and unforeseen expenses.

Budget Overview: The Reserve Fund is under the jurisdiction of the Appropriation Committee.

Authorized/Appropriated Staffing:

There is no direct staff charged to this line-item. Staff support is provided through the Town Manager and Finance departments.

Budget Recommendations:

The FY2019 recommendation for the Reserve Fund is \$900,000, which represents no increase over the FY2018 appropriation.

2500 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ 900,000	\$ -	-
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Directed Funding (Revolving Funds)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total 2500 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ 900,000	\$ -	-

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ 900,000	\$ -	-
Total 2500 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ 900,000	\$ -	-

Level-Service Requests	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2500 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ 900,000	\$ -	-
Total 2500 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ 900,000	\$ -	-

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contractual Services	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ 900,000	\$ -	-
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ 900,000	\$ -	-
Total 2500 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ 900,000	\$ -	-

Notes: The FY2016 and FY2017 budgets for the Reserve Fund were \$900,000 in each year.

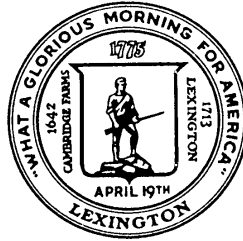
In FY2016, a total of \$176,800 was transferred for supplemental funding for –

- the Cary Memorial Building Project for the remediation of unforeseen hazardous materials (\$150,000), and
- supplemental funding for park improvements – hard court resurfacing (\$26,800).

In FY2017, a total of \$198,115 was transferred for –

- due diligence prior to the purchase of Pelham Road (\$17,115),
- removal of an oil tank and materials clean-up at Pelham Road (\$75,000),
- payments to the solar vendor for two months of operation at Hartwell Avenue, as the result of a change in the way solar credits were received (\$50,000), and
- payroll at the Department of Public Facilities due to a budget development formula error (\$56,000).

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2600 Public Facilities

Town of Lexington, Massachusetts

Mission: The mission of the Department of Public Facilities is to manage the efficient operation and maintenance of Town buildings, preserve the facility and equipment assets of the Town, and plan and implement capital improvements. This mission is accomplished by establishing appropriate services in support of building users, fostering continuous improvement in delivery of services, and by establishing a five-year capital plan in collaboration with the Permanent Building Committee and other Town committees.

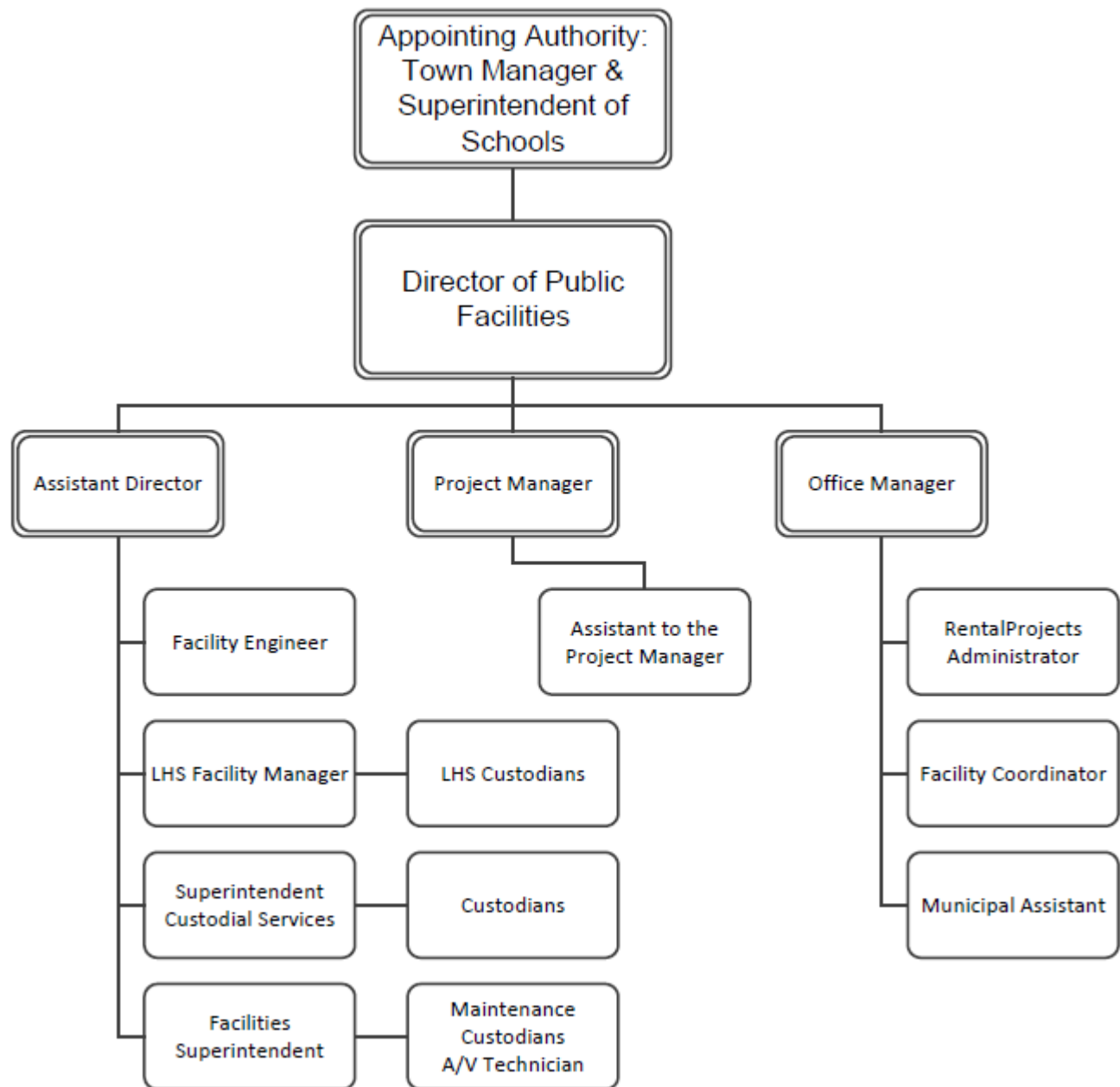
Budget Overview: The Department of Public Facilities (DPF) is responsible for the coordination and care of all Town-owned buildings inclusive of those under the control of the Town Manager, Library Trustees and School Committee. The primary areas of service include custodial care and cleaning, building maintenance and repair (including preventative maintenance), utilities, and landscaping and grounds (school buildings only). The DPF administrative staff develops and implements the programs that provide services for the Town buildings. In addition, the DPF Capital Budget and the Building Rental Revolving Fund are managed by DPF staff.

Departmental Initiatives:

1. Continue renovations, additions and new construction at schools in support of increasing enrollments.
2. Support implementation of Town Public Safety projects.
3. Implement other priority projects.

2600 Public Facilities

Program: Shared Expenses
Town of Lexington, Massachusetts



2600 Public Facilities*Town of Lexington, Massachusetts***Authorized/Appropriated Staffing**

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
School Facilities 2610				
Maintenance Staff	11	11	11	11
Custodian ¹	48	49	52	52
Subtotal FTE	59	60	63	63
Municipal Facilities 2620				
Custodian	10	10	10	10
Subtotal FTE	10	10	10	10
Shared Facilities 2630				
Administrative Asst - Facility Coordinator	1	1	1	1
Administrative Asst - Clerical/Rental Administrator	1	1	1	1
Office Manager	1	1	1	1
Municipal Assistant - Part time	0.5	0.5	0.5	0.5
Director of Public Facilities	1	1	1	1
Assistant Director of Public Facilities	1	1	1	1
Superintendent of Custodial Services	1	1	1	1
Project Manager	1	1	1	1
Facility Superintendent	1	1	1	1
Facility Engineer	1	1	1	1
Event Manager	1	1	1	1
LHS Facility Manager	1	1	1	1
Subtotal FTE²	11.5	11.5	11.5	11.5
Total FTE	80.5	81.5	84.5	84.5

Notes:

¹ FY2017 includes 1 additional staff at LHS resulting from two prefab buildings. FY2018 includes 3 additional staff for the Lexington Children's Place at the Central Administration Building, and Diamond and Clarke Middle School additions and renovations.

² FTE count does not include full-time Assistant Project Manager charged to construction projects.

2600 Public Facilities*Town of Lexington, Massachusetts***Budget Recommendations:**

The FY2019 recommended All Funds Department of Public Facilities budget inclusive of the General Fund operating budget, the Building Rental Revolving Fund and the PEG Revolving Fund – which funds staff that provide technical support to governmental programming – is \$11,269,232. The recommended budget is a \$130,961, or 1.18% increase from the FY2018 budget.

The Department of Public Facilities FY2019 recommended General Fund operating budget – inclusive of the Education Facilities, Municipal Facilities and Shared Facilities divisions – is \$10,716,027, which is a \$123,042, or 1.16% increase from the FY2018 General Fund budget.

The General Fund operating budget for Compensation is \$5,455,585, and reflects a \$103,491 or 1.93% increase, which provides sufficient funding for anticipated individual, SEIU and AFSCME contract increases that currently extend through June 30, 2018.

The General Fund operating budget for Expenses is \$5,260,442 and reflects a \$19,551, or 0.37% increase, primarily as a result of funding a Program Improvement Request for \$25,000 to contract with an Owner's Agent to identify opportunities to incorporate solar on additional buildings. Overall Utility costs are decreasing by \$94,234 or 3.0%, which includes a reduction of \$67,205 or 8.69% in natural gas, and a decrease of \$38,729 or 1.76% in electricity. Both rates are based on assumptions of possible utility supply contracts. Electric costs reflect an offset of \$126,550 from rooftop solar production.

The FY2019 Facilities Department recommended PEG Revolving Fund request is \$22,365, which reflects a \$157 or 0.71% increase from the FY2018 budget. The Board of Selectmen's budget includes additional spending associated with the PEG Revolving Fund. The Building Rental Revolving Fund budget request is \$530,839, an increase of \$7,762 or 1.48%, which is primarily attributable to prospective increases in wages for staff overtime charged to this account.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Owner's Agent Solar Design and Contracting	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ -

2600 Public Facilities

Program: Shared Expenses Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 9,820,000	\$ 10,119,930	\$ 10,592,986	\$ 10,691,027	\$ 25,000	\$ 10,716,027	\$ 123,042	1.16%
Total 2600 (General Fund)	\$ 9,820,000	\$ 10,119,930	\$ 10,592,986	\$ 10,691,027	\$ 25,000	\$ 10,716,027	\$ 123,042	1.16%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 4,766,617	\$ 5,165,574	\$ 5,352,095	\$ 5,455,585	\$ -	\$ 5,455,585	\$ 103,491	1.93%
Expenses	\$ 5,053,382	\$ 4,954,356	\$ 5,240,891	\$ 5,235,442	\$ 25,000	\$ 5,260,442	\$ 19,551	0.37%
Total 2600 (General Fund)	\$ 9,820,000	\$ 10,119,930	\$ 10,592,986	\$ 10,691,027	\$ 25,000	\$ 10,716,027	\$ 123,042	1.16%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
2610 - Education Facilities	\$ 6,871,048	\$ 7,124,734	\$ 7,506,208	\$ 7,554,081	\$ -	\$ 7,554,081	\$ 47,874	0.64%
2620 - Municipal Facilities	\$ 1,814,958	\$ 1,910,702	\$ 1,961,081	\$ 2,018,415	\$ -	\$ 2,018,415	\$ 57,334	2.92%
2630 - Shared Facilities	\$ 1,133,993	\$ 1,084,494	\$ 1,125,697	\$ 1,118,531	\$ 25,000	\$ 1,143,531	\$ 17,834	1.58%
Total 2600 (General Fund)	\$ 9,820,000	\$ 10,119,930	\$ 10,592,986	\$ 10,691,027	\$ 25,000	\$ 10,716,027	\$ 123,042	1.16%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 4,438,409	\$ 4,813,165	\$ 5,077,866	\$ 5,170,847	\$ -	\$ 5,170,847	\$ 92,981	1.83%
Overtime	\$ 328,208	\$ 352,410	\$ 274,229	\$ 284,739	\$ -	\$ 284,739	\$ 10,510	3.83%
Personal Services	\$ 4,766,617	\$ 5,165,574	\$ 5,352,095	\$ 5,455,585	\$ -	\$ 5,455,585	\$ 103,491	1.93%
Contractual Services	\$ 1,327,079	\$ 1,256,280	\$ 1,246,060	\$ 1,311,500	\$ 25,000	\$ 1,336,500	\$ 90,440	7.26%
Utilities	\$ 2,781,094	\$ 2,834,801	\$ 3,137,176	\$ 3,042,942	\$ -	\$ 3,042,942	\$ (94,234)	-3.00%
Supplies	\$ 734,639	\$ 733,974	\$ 721,155	\$ 743,000	\$ -	\$ 743,000	\$ 21,845	3.03%
Small Capital	\$ 210,570	\$ 129,301	\$ 136,500	\$ 138,000	\$ -	\$ 138,000	\$ 1,500	1.10%
Expenses	\$ 5,053,382	\$ 4,954,356	\$ 5,240,891	\$ 5,235,442	\$ 25,000	\$ 5,260,442	\$ 19,551	0.37%
Total 2600 (General Fund)	\$ 9,820,000	\$ 10,119,930	\$ 10,592,986	\$ 10,691,027	\$ 25,000	\$ 10,716,027	\$ 123,042	1.16%

Budget Summary - Non-General Funds

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Building Rental Revolving Fund	\$ 479,541	\$ 550,334	\$ 550,000	\$ 550,000	\$ -	\$ 550,000	\$ -	0.00%
PEG Special Revenue Fund*	\$ 20,502	\$ 20,396	\$ 22,208	\$ 22,365	\$ -	\$ 22,365	\$ 157	0.71%
Total 2600 (Non-General Funds)	\$ 500,043	\$ 570,730	\$ 572,208	\$ 572,365	\$ -	\$ 572,365	\$ 157	0.03%

*PEG revenues are tied to spending. For overall revenue, see Board of Selectmen budget presentation.

Appropriations Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Building Rental Revolving Fund	\$ 472,443	\$ 456,073	\$ 523,077	\$ 530,839	\$ -	\$ 530,839	\$ 7,762	1.48%
Personal Services	\$ 263,713	\$ 250,844	\$ 306,746	\$ 316,374	\$ -	\$ 316,374	\$ 9,628	3.14%
Expenses	\$ 194,391	\$ 191,439	\$ 198,000	\$ 198,000	\$ -	\$ 198,000	\$ -	-
Benefits	\$ 14,339	\$ 13,790	\$ 18,331	\$ 16,466	\$ -	\$ 16,466	\$ (1,865)	-10.18%
PEG Special Revenue Fund	\$ 20,502	\$ 20,396	\$ 22,208	\$ 22,365	\$ -	\$ 22,365	\$ 157	0.71%
Personal Services	\$ 15,594	\$ 16,146	\$ 16,347	\$ 17,701	\$ -	\$ 17,701	\$ 1,354	8.28%
Benefits	\$ 4,908	\$ 4,250	\$ 5,861	\$ 4,665	\$ -	\$ 4,665	\$ (1,196)	-20.41%
Total 2600 (Non-General Funds)	\$ 492,945	\$ 476,469	\$ 545,285	\$ 553,204	\$ -	\$ 553,204	\$ 7,920	1.45%

Budget Summary - All Funds

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 5,045,924	\$ 5,432,564	\$ 5,675,187	\$ 5,789,659	\$ -	\$ 5,789,659	\$ 114,472	2.02%
Expenses	\$ 5,247,773	\$ 5,145,795	\$ 5,438,891	\$ 5,433,442	\$ 25,000	\$ 5,458,442	\$ 19,551	0.36%
Benefits	\$ 19,248	\$ 18,040	\$ 24,192	\$ 21,130	\$ -	\$ 21,130	\$ (3,062)	-12.66%
Total 2600 (All Funds)	\$ 10,312,945	\$ 10,596,399	\$ 11,138,271	\$ 11,244,232	\$ 25,000	\$ 11,269,232	\$ 130,961	1.18%

Section V: Program 3000: Public Works

This section includes detailed information about the FY2019 Operating Budget & Financing Plan for Public Works (DPW). It includes:

- | | |
|---|------|
| • 3000-3500 DPW Summary | V-2 |
| • 3100 DPW Administration & Engineering | V-7 |
| • 3200 Highway | V-11 |
| • 3300 Public Grounds | V-15 |
| • 3400 Environmental Services | V-19 |
| • 3600 Water Enterprise | V-23 |
| • 3700 Sewer Enterprise | V-27 |

3000 – 3500 DPW Summary

Town of Lexington, Massachusetts

Mission: The Department of Public Works is a professional team dedicated to enhancing the quality of life in Lexington and supporting the Town's core values. We make every effort to maximize the efficient, effective use of our resources in the support, maintenance and upkeep of the infrastructure, public lands and programs. We are committed to public safety and providing prompt, courteous, quality service to our customers and each other.

Budget Overview: The Public Works program contains all DPW divisions. The services provided by Public Works include the maintenance, repair and construction of the Town's infrastructure, roads, equipment and property. The Department of Public Works is responsible for 284 lane miles of road, 154 miles of water mains, 34 miles of trunk sewer lines, 119 miles of street sewer lines, 4,700 catch basins, and 160 pieces of equipment, 9 parks, 4 cemeteries, and the 5.5 mile-long Jack Edison Memorial Bikeway. Public Works supports Town functions through the maintenance and repair of facilities such as playing fields, and the bikeway. This program also includes the Town's water and sewer operations, which function as separate enterprise funds and are shown in separate enterprise budgets.

Along with the day to day duties of DPW staff, many are also actively involved or work with Town committees. Those committees include the Permanent Building Committee, the Tree Committee, the Center Committee, the Water/Sewer Abatement Board, the Capital Expenditures Committee, the Energy Committee, the Electric Utility Ad-Hoc Committee, the Transportation Safety Group, the Bicycle Advisory Committee and the Recreation Committee. These, and other staff, also work collaboratively on internal committees and teams.

Departmental Initiatives:

1. Finalize the reaccreditation process through the American Public Works Association.
2. Continue the stormwater initiatives in preparation for the new NPDES permit.
3. Support the implementation of People GIS Asset Management and Work Order System.
4. Work with Energy Committee and Sustainability Committee to improve energy efficiencies.

3000 – 3500 DPW Summary*Town of Lexington, Massachusetts***Authorized/Appropriated Staffing**

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Department of Public Works - General Fund				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst	0.6	0.6	0.6	0.6
Office Manager	1	1	1	1
Department Account Assistant ¹	2.6	2.6	2.6	2.6
Department Assistant - Pub Grounds/Cemetery	1	1	1	1
Department Lead Assistant	1	1	1	1
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	1	1	2	2
Engineering Assistant	4	4	4	4
Engineering Aide	0.7	0.7	0.7	0.7
Supt. of Equipment, Highways & Drains	1	1	1	1
Highway Foreman	1	1	1	1
Crew Chief	6	6	6	6
Heavy Equipment Operators	12	12	12	12
Grader/Shovel Operator	1	1	1	1
Information Coordinator	1	1	1	1
Seasonal Laborer	2.2	1.7	1.7	1.7
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
Superintendent of Public Grounds	1	1	1	1
Laborer-Truck Driver	1	1	1	1
Leadmen	7	7	7	7
Senior Arborist	2	2	2	2
Tree Climber	2	2	2	2
Cemetery Foreman	1	1	1	1
Department of Public Works - Compost Revolving Fund				
Superintendent of Environmental Services	1	1	1	1
Compost Facility Foreman	1	1	1	1
Heavy Equipment Operators ²	1	1	1	2
Seasonal Heavy Equipment Operator ²	0.5	0.5	0.5	0
Seasonal Laborer	0.7	0.7	0.7	0.7
Total FTE	63.3	62.8	63.8	64.3
Total FT/PT	59 FT/10 PT	59 FT/9 PT	60 FT/9 PT	61 FT/8 PT

Explanatory Notes¹ FT Dept. Acct. Clerk shown as 0.6 from General Fund; 0.4 is charged to Water and Sewer Enterprise.² In FY2019, the Seasonal Heavy Equipment Operator was converted to full-time.

3000 – 3500 DPW Summary*Town of Lexington, Massachusetts***Budget Recommendations:**

The FY2019 recommended All Funds Public Works budget inclusive of the General Fund operating budget and the Burial Containers, Compost Operations, Lexington Tree Fund, Minuteman Household Hazardous Waste, and Regional Cache – Hartwell Avenue revolving funds is \$11,040,049. The recommended budget is a \$533,884, or 5.08% increase over the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting, as well as a supplemental appropriation at the 2017-3 Special Town Meeting for compost material bins.

The FY2019 recommended Public Works General Fund operating budget is \$9,954,459, which is a \$551,819, or 5.87% increase from the restated FY2018 General Fund budget.

The General Fund operating budget for Compensation is \$4,156,023, and reflects a \$96,263 or 2.37% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments. FY2019 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on June 30, 2018. Funds for prospective increases are included in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$5,798,436 and reflects a \$455,556 or 8.53% increase.

The combined FY2019 recommended Revolving Fund budgets (see page V-6) are \$1,085,589 which is a \$17,935 or 1.63% decrease from the restated FY2018 budget.

Please see the division sections on the following pages for a detailed explanation of the FY2019 budget changes.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Heavy Equip Operator @ Compost Facility PT to FT	\$ 23,754	\$ 16,109	\$ 39,863	\$ 23,754	\$ 16,109	\$ 39,863	\$ -
Landscape Improvements at Town Buildings	\$ 15,000	\$ -	\$ 15,000			\$ -	\$ 15,000
Sidewalk Data Collection Using PathMeT	\$ 22,500	\$ -	\$ 22,500			\$ -	\$ 22,500
Vehicle Inspections	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -

3000 – 3500 DPW Summary*Town of Lexington, Massachusetts***Budget Summary:**

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 7,734,403	\$ 8,119,875	\$ 8,538,980	\$ 9,048,173	\$ 8,000	\$ 9,056,173	\$ 517,193	5.96%
Enterprise Funds (Indirects)	\$ 562,367	\$ 638,811	\$ 588,560	\$ 585,761	\$ -	\$ 585,761	\$ (2,799)	-0.48%
Fees, Charges and Available Funds								
Parking Fund	\$ 76,046	\$ 75,125	\$ 72,900	\$ 72,900	\$ -	\$ 72,900	\$ -	-
Cemetery Trust	\$ 105,000	\$ 105,000	\$ 48,500	\$ 75,000	\$ -	\$ 75,000	\$ 26,500	54.64%
Cemetery Prep Fees	\$ 125,588	\$ 123,190	\$ 115,000	\$ 126,000	\$ -	\$ 126,000	\$ 11,000	0.10
Misc. Charges for Service	\$ 698	\$ 491	\$ 700	\$ 625	\$ -	\$ 625	\$ (75)	-10.71%
Licenses & Permits	\$ 33,173	\$ 39,564	\$ 38,000	\$ 38,000	\$ -	\$ 38,000	\$ -	-
Total 3100-3500 DPW General Fund	\$ 8,637,275	\$ 9,102,056	\$ 9,402,640	\$ 9,946,459	\$ 8,000	\$ 9,954,459	\$ 551,819	5.87%

Appropriation Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 3,805,810	\$ 4,021,677	\$ 4,059,760	\$ 4,156,023	\$ -	\$ 4,156,023	\$ 96,263	2.37%
Expenses	\$ 4,831,465	\$ 5,080,379	\$ 5,342,880	\$ 5,790,436	\$ 8,000	\$ 5,798,436	\$ 455,556	8.53%
Total 3100-3500 DPW General Fund	\$ 8,637,275	\$ 9,102,056	\$ 9,402,640	\$ 9,946,459	\$ 8,000	\$ 9,954,459	\$ 551,819	5.87%

Program Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 3110 Administration	\$ 591,824	\$ 588,826	\$ 596,489	\$ 623,814	\$ -	\$ 623,814	\$ 27,326	4.58%
Total 3120 Town Engineering	\$ 752,545	\$ 736,801	\$ 830,567	\$ 909,768	\$ -	\$ 909,768	\$ 79,201	9.54%
Total 3130 Street Lighting	\$ 270,646	\$ 181,412	\$ 257,853	\$ 256,988	\$ -	\$ 256,988	\$ (865)	-0.34%
Total 3210 Highway	\$ 1,243,058	\$ 1,127,535	\$ 1,413,783	\$ 1,428,233	\$ -	\$ 1,428,233	\$ 14,450	1.02%
Total 3220 Road Machinery	\$ 664,290	\$ 672,846	\$ 678,640	\$ 714,722	\$ 8,000	\$ 722,722	\$ 44,082	6.50%
Total 3230 Snow Removal	\$ 1,196,662	\$ 1,685,467	\$ 1,257,822	\$ 1,354,130	\$ -	\$ 1,354,130	\$ 96,308	7.66%
Total 3310 Parks	\$ 1,044,597	\$ 1,144,059	\$ 1,160,161	\$ 1,187,666	\$ -	\$ 1,187,666	\$ 27,505	2.37%
Total 3320 Forestry	\$ 315,019	\$ 334,410	\$ 473,236	\$ 473,775	\$ -	\$ 473,775	\$ 539	0.11%
Total 3330 Cemetery	\$ 319,336	\$ 326,019	\$ 336,991	\$ 347,151	\$ -	\$ 347,151	\$ 10,160	3.01%
Total 3410 Refuse Collection	\$ 795,153	\$ 811,056	\$ 846,800	\$ 964,443	\$ -	\$ 964,443	\$ 117,643	13.89%
Total 3420 Recycling	\$ 871,144	\$ 913,032	\$ 934,732	\$ 1,054,858	\$ -	\$ 1,054,858	\$ 120,126	12.85%
Total 3430 Refuse Disposal	\$ 573,000	\$ 580,594	\$ 615,567	\$ 630,912	\$ -	\$ 630,912	\$ 15,345	2.49%
Total 3100-3500 DPW General Fund	\$ 8,637,275	\$ 9,102,056	\$ 9,402,640	\$ 9,946,459	\$ 8,000	\$ 9,954,459	\$ 551,819	5.87%

Object Code Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,407,654	\$ 3,465,021	\$ 3,677,414	\$ 3,768,638	\$ -	\$ 3,768,638	\$ 91,224	2.48%
Overtime	\$ 398,156	\$ 556,656	\$ 382,347	\$ 387,385	\$ -	\$ 387,385	\$ 5,039	1.32%
Personal Services	\$ 3,805,810	\$ 4,021,677	\$ 4,059,760	\$ 4,156,023	\$ -	\$ 4,156,023	\$ 96,263	2.37%
Contractual Services	\$ 3,420,317	\$ 3,623,306	\$ 3,843,139	\$ 4,240,338	\$ 8,000	\$ 4,248,338	\$ 405,199	10.54%
Utilities	\$ 343,486	\$ 392,677	\$ 385,633	\$ 394,498	\$ -	\$ 394,498	\$ 8,865	2.30%
Supplies	\$ 1,007,676	\$ 991,860	\$ 1,043,608	\$ 1,063,100	\$ -	\$ 1,063,100	\$ 19,492	1.87%
Small Capital	\$ 59,986	\$ 72,535	\$ 70,500	\$ 92,500	\$ -	\$ 92,500	\$ 22,000	31.21%
Expenses	\$ 4,831,465	\$ 5,080,379	\$ 5,342,880	\$ 5,790,436	\$ 8,000	\$ 5,798,436	\$ 455,556	8.53%
Total 3100-3500 DPW General Fund	\$ 8,637,275	\$ 9,102,056	\$ 9,402,640	\$ 9,946,459	\$ 8,000	\$ 9,954,459	\$ 551,819	5.87%

3000 – 3500 DPW Summary*Town of Lexington, Massachusetts***Budget Summary (continued):****Budget Summary - Revolving Funds***

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Regional Cache - Hartwell Ave.	\$ 4,246	\$ 8,487	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	-
Lexington Tree Fund	\$ 28,500	\$ 36,350	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	-
Burial Containers	\$ 48,760	\$ 46,775	\$ 40,000	\$ 50,000	\$ -	\$ 50,000	\$ 10,000	25.00%
Compost Operations	\$ 658,680	\$ 448,402	\$ 802,125	\$ 769,000	\$ 23,754	\$ 790,589	\$ (11,536)	-4.13%
Minuteman Household Hazardous Waste	\$ 151,234	\$ 163,234	\$ 180,000	\$ 190,000	\$ -	\$ 190,000	\$ 10,000	5.56%
Total 3100-3500 DPW - Revolving Funds	\$ 891,420	\$ 703,248	\$ 1,077,125	\$ 1,064,000	\$ 23,754	\$ 1,085,589	\$ 8,464	0.79%

*Revolving Funds are authorized by Town Meeting via Article 8, and are not appropriated under Article 4.

Approp Summary (Non-General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Regional Cache - Hartwell Avenue (3110)	\$ 1,358	\$ 2,134	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	-
Expenses	\$ 1,358	\$ 2,134	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	-
Tree Revolving Fund (3320)	\$ 40,421	\$ 41,151	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	-
Expenses	\$ 40,421	\$ 41,151	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	-
Burial Containers Revolving Fund (3330)	\$ 33,700	\$ 37,280	\$ 40,000	\$ 50,000	\$ -	\$ 50,000	\$ 10,000	25.00%
Expenses	\$ 33,700	\$ 37,280	\$ 40,000	\$ 50,000	\$ -	\$ 50,000	\$ 10,000	25.00%
Compost Operations Rev. Fund (3420)	\$ 479,634	\$ 666,748	\$ 828,525	\$ 766,835	\$ 23,754	\$ 790,589	\$ (37,935)	-4.58%
Compensation	\$ 251,623	\$ 264,606	\$ 282,344	\$ 292,153	\$ 23,754	\$ 315,907	\$ 33,563	11.89%
Expenses	\$ 151,195	\$ 279,403	\$ 326,850	\$ 193,150	\$ -	\$ 193,150	\$ (133,700)	-40.91%
Benefits	\$ 30,934	\$ 31,511	\$ 56,650	\$ 51,423	\$ -	\$ 51,423	\$ (5,227)	-9.23%
Debt	\$ 45,883	\$ 91,228	\$ 162,681	\$ 230,109	\$ -	\$ 230,109	\$ 67,428	41.45%
Minuteman Household Haz. Waste (3420)	\$ 147,804	\$ 170,164	\$ 180,000	\$ 190,000	\$ -	\$ 190,000	\$ 10,000	5.56%
Expenses	\$ 147,804	\$ 170,164	\$ 180,000	\$ 190,000	\$ -	\$ 190,000	\$ 10,000	5.56%
Total 3100-3500 DPW Revolving Funds	\$ 702,917	\$ 917,477	\$ 1,103,525	\$ 1,061,835	\$ 23,754	\$ 1,085,589	\$ (17,935)	-1.63%

Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 4,057,433	\$ 4,286,283	\$ 4,342,104	\$ 4,448,177	\$ 23,754	\$ 4,471,931	\$ 129,826	2.99%
Expenses	\$ 5,205,942	\$ 5,610,511	\$ 5,944,730	\$ 6,278,586	\$ 8,000	\$ 6,286,586	\$ 341,856	5.75%
Benefits (Revolving Funds)	\$ 30,934	\$ 31,511	\$ 56,650	\$ 51,423	\$ -	\$ 51,423	\$ (5,227)	-9.23%
Debt Service (Revolving Fund)	\$ 45,883	\$ 91,228	\$ 162,681	\$ 230,109	\$ -	\$ 230,109	\$ 67,428	41.45%
Total 3100-3500 DPW	\$ 9,340,192	\$10,019,532	\$10,506,165	\$11,008,295	\$ 31,754	\$11,040,049	\$ 533,884	5.08%

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3100 DPW Administration & Engineering

Mission: This element of the budget provides executive direction and leadership to all aspects of the Department of Public Works by promoting best management practices, administering Town policies and providing engineering support to other DPW divisions and Town departments.

Budget Overview:

DPW Administration includes Administration, Operations, Engineering and Street Lighting. DPW Administration and Oversight staff plan, manage, coordinate, schedule and direct the department's activities. Staff are responsible for preparing budgets, monitoring expenditures, developing bid specifications for DPW procurements, responding to citizens' questions and concerns, evaluating work performance, performing inspections, managing projects and scheduling work assignments.

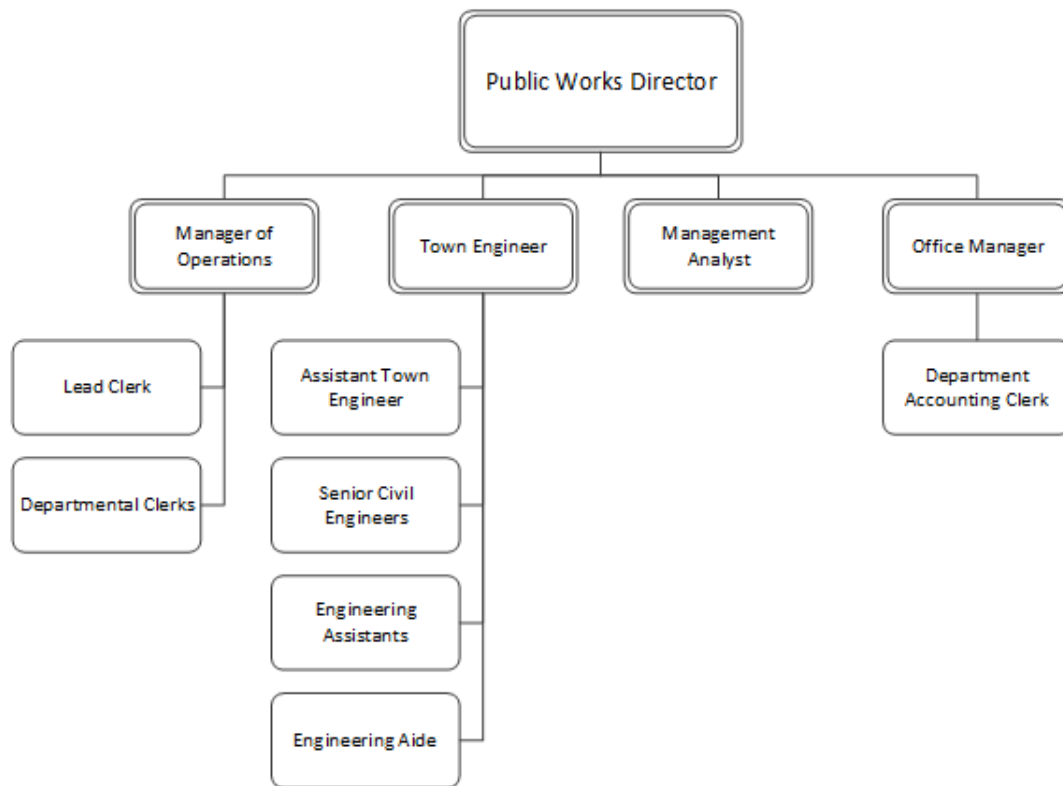
Staff also support various committees including the Permanent Building Committee, Center Committee, Energy Conservation Committee, Bicycle Advisory Committee, Tree Committee and Water and Sewer Abatement Board.

Division Initiatives:

1. Continue to streamline Operations and Administration office assignments and functions for efficiency.
2. Finalize the reaccreditation process through the American Public Works Association.
3. Expand the utilization of PeopleGIS in managing the Towns assets that are DPW managed.
4. Continue to proactively implement the NPDES program in a practical and cost effective manner.
5. Continue to work with the Energy Committee and Lighting Options Committee to find energy savings for street lights.
6. Continue to proactively maintain a cost effective lighting system which reduces outage frequency and down time and provides safety along Lexington's roadways.

3100 DPW Administration & Engineering

Program: Public Works
Town of Lexington, MA



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Element 3110: DPW Administration				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst	0.6	0.6	0.6	0.6
Office Manager	1	1	1	1
Department Lead Assistant	1	1	1	1
Department Account Assistant*	2.6	2.6	2.6	2.6
Subtotal FTE	7.2	7.2	7.2	7.2
Subtotal FT/PT	7 FT/1 PT	7 FT/1 PT	7 FT/1 PT	7 FT/1 PT
Element 3120: Engineering				
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	1	1	2	2
Engineering Assistant	4	4	4	4
Engineering Aide	0.7	0.7	0.7	0.7
Subtotal FTE	7.7	7.7	8.7	8.7
Subtotal FT/PT	7 FT/1 PT	7 FT/1 PT	8 FT/1 PT	8 FT/1 PT
Total FTE	14.9	14.9	15.9	15.9
Total Full/Part Time	14 FT/2 PT	14 FT/2 PT	14 FT/2 PT	14 FT/2 PT

*1 FT Assistant split between DPW, Water & Sewer

3100 DPW Administration & Engineering*Town of Lexington, MA***Budget Recommendations:**

The FY2019 recommended All Funds Administration and Engineering budget, inclusive of the General Fund operating budgets for Administration, Engineering and Street Lighting, and the Regional Cache Revolving Fund which funds the operation of the cache - a repository of emergency equipment at the Hartwell Avenue compost facility for use by contributing member communities - is \$1,800,570. The recommended budget is a \$105,661 or 6.23% increase from the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The recommended FY2019 Administration and Engineering General Fund operating budget is \$1,790,570 which is a \$105,661, or 6.27% increase from the restated FY2018 General Fund budget. Of this amount, \$1,370,145 is for Compensation and reflects a \$73,826 or 5.70% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments, as well as incorporating a full year of salary for a second Senior Civil Engineer. FY2019 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on June 30, 2018. Funds for prospective increases are provided for in the Salary Adjustment account within the Town Manager's budget.

The recommended FY2018 Administration and Engineering General Fund operating budget for Expenses is \$420,425 and reflects a \$31,835, or 8.19% increase. The most notable changes in the Expense Budget are in DPW Administration, which is adding additional funds to administer mandatory drug and alcohol testing, and in the Engineering Division, which is increasing Professional Services by \$26,500 to continue to proactively implement stormwater management best practices under the new permit.

The FY2019 recommended Regional Cache Revolving Fund request is funded at \$10,000, the same funding level as FY2018.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Sidewalk Data Collection Using PathMeT	\$ 22,500	\$ -	\$ 22,500			\$ -	\$ 22,500

3100 DPW Administration & Engineering

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 1,261,363	\$ 1,130,019	\$ 1,278,348	\$ 1,356,546	\$ -	\$ 1,356,546	\$ 78,197	6.12%
Enterprise Funds (Indirects)	\$ 318,028	\$ 335,179	\$ 366,160	\$ 393,699	\$ -	\$ 393,699	\$ 27,539	7.52%
Fees & Charges								
Charges for Service	\$ 698	\$ 491	\$ 700	\$ 625	\$ -	\$ 625	\$ (75)	-10.71%
Licenses & Permits	\$ 33,173	\$ 39,564	\$ 38,000	\$ 38,000	\$ -	\$ 38,000	\$ -	-
Parking Fund	\$ 1,753	\$ 1,785	\$ 1,700	\$ 1,700	\$ -	\$ 1,700	\$ -	-
Total 3100 - General Fund	\$ 1,615,015	\$ 1,507,038	\$ 1,684,909	\$ 1,790,570	\$ -	\$ 1,790,570	\$ 105,661	6.27%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 1,184,988	\$ 1,182,134	\$ 1,296,319	\$ 1,370,145	\$ -	\$ 1,370,145	\$ 73,826	5.70%
Expenses	\$ 430,027	\$ 324,904	\$ 388,590	\$ 420,425	\$ -	\$ 420,425	\$ 31,835	8.19%
Total 3100 - General Fund	\$ 1,615,015	\$ 1,507,038	\$ 1,684,909	\$ 1,790,570	\$ -	\$ 1,790,570	\$ 105,661	6.27%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 3110 DPW Administration	\$ 591,824	\$ 588,826	\$ 596,489	\$ 623,814	\$ -	\$ 623,814	\$ 27,326	4.58%
Total 3120 Engineering	\$ 752,545	\$ 736,801	\$ 830,567	\$ 909,768	\$ -	\$ 909,768	\$ 79,201	9.54%
Total 3130 Street Lighting	\$ 270,646	\$ 181,412	\$ 257,853	\$ 256,988	\$ -	\$ 256,988	\$ (865)	-0.34%
Total 3100 - General Fund	\$ 1,615,015	\$ 1,507,038	\$ 1,684,909	\$ 1,790,570	\$ -	\$ 1,790,570	\$ 105,661	6.27%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,180,111	\$ 1,175,675	\$ 1,282,579	\$ 1,356,158	\$ -	\$ 1,356,158	\$ 73,579	5.74%
Overtime	\$ 4,876	\$ 6,459	\$ 13,740	\$ 13,987	\$ -	\$ 13,987	\$ 247	1.80%
Personal Services	\$ 1,184,988	\$ 1,182,134	\$ 1,296,319	\$ 1,370,145	\$ -	\$ 1,370,145	\$ 73,826	5.70%
Contractual Services	\$ 246,391	\$ 182,892	\$ 196,490	\$ 229,625	\$ -	\$ 229,625	\$ 33,135	16.86%
Utilities	\$ 125,450	\$ 107,831	\$ 122,000	\$ 122,000	\$ -	\$ 122,000	\$ -	-
Supplies	\$ 56,416	\$ 33,467	\$ 68,600	\$ 67,300	\$ -	\$ 67,300	\$ (1,300)	-1.90%
Small Capital	\$ 1,770	\$ 715	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	-
Expenses	\$ 430,027	\$ 324,904	\$ 388,590	\$ 420,425	\$ -	\$ 420,425	\$ 31,835	8.19%
Total 3100 - General Fund	\$ 1,615,015	\$ 1,507,038	\$ 1,684,909	\$ 1,790,570	\$ -	\$ 1,790,570	\$ 105,661	6.27%

Budget Summary - Revolving Funds*

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Regional Cache - Hartwell Ave.	\$ 4,246	\$ 8,487	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	-
Total 3100 - Revolving Funds	\$ 4,246	\$ 8,487	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%

*Revolving Funds are authorized by Town Meeting via Article 8, and are not appropriated under Article 4.

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Regional Cache - Hartwell Avenue	\$ 1,358	\$ 2,134	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	-
Expenses	\$ 1,358	\$ 2,134	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	-
Total 3100 - Revolving Funds	\$ 1,358	\$ 2,134	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%

Budget Summary - All Funds

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 1,184,988	\$ 1,182,134	\$ 1,296,319	\$ 1,370,145	\$ -	\$ 1,370,145	\$ 73,826	5.70%
Expenses	\$ 431,385	\$ 327,038	\$ 398,590	\$ 430,425	\$ -	\$ 430,425	\$ 31,835	7.99%
Total 3100 - All Funds	\$ 1,616,373	\$ 1,509,172	\$ 1,694,909	\$ 1,800,570	\$ -	\$ 1,800,570	\$ 105,661	6.23%

3200 Highway

Town of Lexington, Massachusetts

Mission: The Highway Division maintains the town streets, sidewalks and storm water infrastructure, providing for the safe movement of vehicular and pedestrian traffic. The Highway Division performs minor construction repairs, snow and ice operations for roadways and sidewalks, maintains all traffic signage, traffic markings and supervises contractual service providers that perform repairs, cleaning and maintenance work. In addition, the Road Machinery Division ensures the Town's fleet is operational and well maintained by performing repairs, preventative maintenance and managing the fuel management program.

Budget Overview: The Highway Division includes Highway Maintenance, Road Machinery and Snow Removal.

Highway Maintenance is responsible for all public streets, sidewalks, town parking lots, drainage infrastructure and brooks, performing minor construction repairs, as well as maintaining all traffic signage and traffic markings.

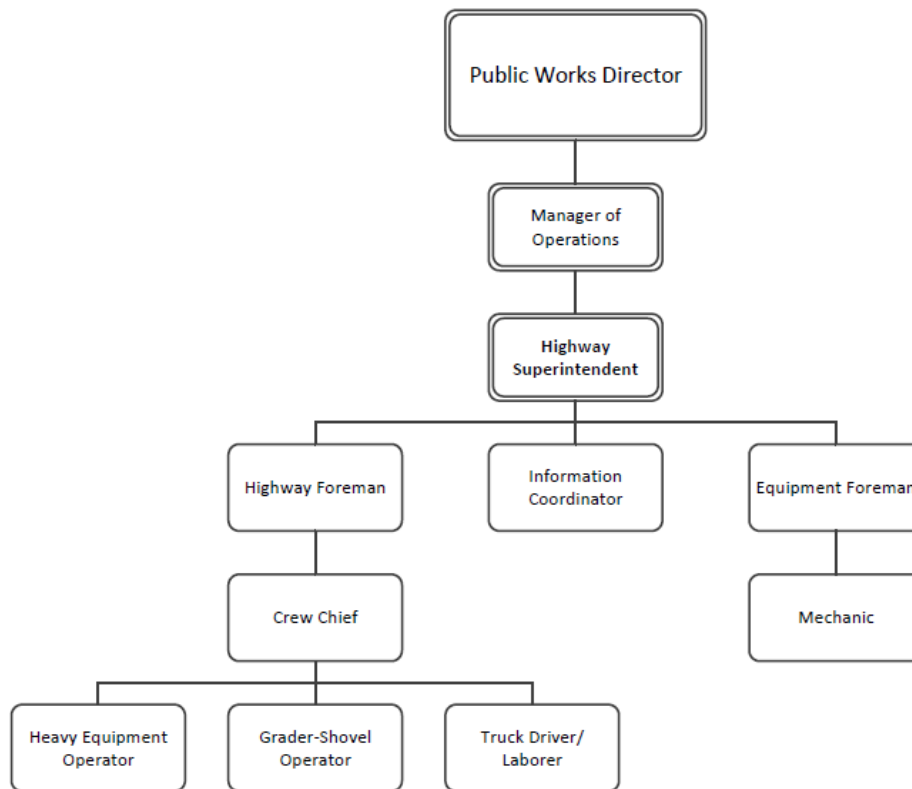
Road Machinery is responsible for the repair and preventive maintenance of 160 vehicles, rolling stock and equipment.

Snow Removal is responsible for removing snow and treating 155 miles of roads and 62 miles of sidewalks.

The Highway Division staff works with and provides support to the Sidewalk and Center Committees.

Division Initiatives:

1. Continue with the repair and replacement of regulatory signs from 2013 Retro-reflectivity study.
2. Take proactive measures to repair catch basins town wide.
3. Refine the preventative maintenance program with new technologies.
4. Implementation of web-based technologies that improve efficiency.
5. Refine the use of enhanced liquids with salt in order to enhance the treatment processes and reduce salt consumption.
6. Continue researching new technologies that will improve the efficiency of snow removal operations.
7. Continue researching and utilizing composite plow edge technology.



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Element 3210: Highway Maintenance				
Supt. of Equipment, Highways & Drains	1	1	1	1
Highway Foreman	1	1	1	1
Crew Chief	2	2	2	2
Laborer/Truck Driver	0	0	0	0
Heavy Equipment Operator	5	5	5	5
Leadman	2	2	2	2
Grader/Shovel Operator	1	1	1	1
Information Coordinator	1	1	1	1
Seasonal Laborer	1	0.5	0.5	0.5
Subtotal FTE	14	13.5	13.5	13.5
Subtotal FT/PT	13 FT/2 PT	13 FT/1 PT	13 FT/1 PT	13 FT/1 PT
Element 3220: Road Machinery				
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
Subtotal FTE	5	5	5	5
Subtotal FT/PT	5 FT/0 PT	5 FT/0 PT	5 FT/0 PT	5 FT/0 PT
Total FTE	19	18.5	18.5	18.5
Total Full/Part Time	18 FT/2 PT	18 FT/1 PT	18 FT/1 PT	18 FT/1 PT

3200 Highway*Town of Lexington, Massachusetts***Budget Recommendations:**

The FY2019 recommended Highway budget inclusive of the Highway Maintenance, Road Machinery and Snow Removal divisions is \$3,505,085. The recommended budget is an \$154,840, or 4.62%, increase over the FY2018 budget.

The budget for Compensation is \$1,348,687 and reflects a \$10,158 or 0.76% increase, for contractually obligated step increases and cost of living adjustments. FY2018 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on June 30, 2018. Funds for prospective increases are provided for in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$2,156,398 and reflects a \$144,682 or 7.19% increase which includes an addition of \$8,000 in Road Machinery expenses for a program improvement for on-site vehicle inspections, \$18,000 for the replacement of two wheel balancing machines that have met their life expectancy, \$8,700 in staff uniform expenses, and \$100,000 for outside plowing contractors following a rebid of services.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Vehicle Inspections	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -

3200 Highway

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 2,902,763	\$ 3,222,636	\$ 3,143,008	\$ 3,322,558	\$ 8,000	\$ 3,330,558	\$ 187,550	6.0%
Enterprise Funds (Indirects)	\$ 126,955	\$ 189,872	\$ 136,037	\$ 103,326	\$ -	\$ 103,326	\$ (32,711)	-24.0%
Fees & Charges	-	-	-	-	-	-	-	-
Parking Fund	\$ 74,293	\$ 73,339	\$ 71,200	\$ 71,200	\$ -	\$ 71,200	\$ -	0.0%
Total 3200 Highway	\$ 3,104,011	\$ 3,485,848	\$ 3,350,245	\$ 3,497,085	\$ 8,000	\$ 3,505,085	\$ 154,840	4.62%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 1,346,584	\$ 1,505,361	\$ 1,338,529	\$ 1,348,687	\$ -	\$ 1,348,687	\$ 10,158	0.76%
Expenses	\$ 1,757,426	\$ 1,980,487	\$ 2,011,716	\$ 2,148,398	\$ 8,000	\$ 2,156,398	\$ 144,682	7.19%
Total 3200 Highway	\$ 3,104,011	\$ 3,485,848	\$ 3,350,245	\$ 3,497,085	\$ 8,000	\$ 3,505,085	\$ 154,840	4.62%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 3210 Highway Maintenance	\$ 1,243,058	\$ 1,127,535	\$ 1,413,783	\$ 1,428,233	\$ -	\$ 1,428,233	\$ 14,450	1.02%
Total 3220 Road Machinery	\$ 664,290	\$ 672,846	\$ 678,640	\$ 714,722	\$ 8,000	\$ 722,722	\$ 44,082	6.50%
Total 3230 Snow Removal	\$ 1,196,662	\$ 1,685,467	\$ 1,257,822	\$ 1,354,130	\$ -	\$ 1,354,130	\$ 96,308	7.66%
Total 3200 Highway	\$ 3,104,011	\$ 3,485,848	\$ 3,350,245	\$ 3,497,085	\$ 8,000	\$ 3,505,085	\$ 154,840	4.62%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,079,061	\$ 1,095,805	\$ 1,076,738	\$ 1,083,492	\$ -	\$ 1,083,492	\$ 6,754	0.63%
Overtime	\$ 267,523	\$ 409,555	\$ 261,791	\$ 265,194	\$ -	\$ 265,194	\$ 3,403	1.30%
Personal Services	\$ 1,346,584	\$ 1,505,361	\$ 1,338,529	\$ 1,348,687	\$ -	\$ 1,348,687	\$ 10,158	0.76%
Contractual Services	\$ 769,995	\$ 1,004,757	\$ 920,650	\$ 1,026,700	\$ 8,000	\$ 1,034,700	\$ 114,050	12.39%
Utilities	\$ 147,528	\$ 142,321	\$ 213,458	\$ 214,798	\$ -	\$ 214,798	\$ 1,340	0.63%
Supplies	\$ 787,079	\$ 786,591	\$ 816,608	\$ 823,900	\$ -	\$ 823,900	\$ 7,292	0.89%
Small Capital	\$ 52,825	\$ 46,817	\$ 61,000	\$ 83,000	\$ -	\$ 83,000	\$ 22,000	36.07%
Expenses	\$ 1,757,426	\$ 1,980,487	\$ 2,011,716	\$ 2,148,398	\$ 8,000	\$ 2,156,398	\$ 144,682	7.19%
Total 3200 Highway	\$ 3,104,011	\$ 3,485,848	\$ 3,350,245	\$ 3,497,085	\$ 8,000	\$ 3,505,085	\$ 154,840	4.62%

3300 Public Grounds

Town of Lexington, Massachusetts

Mission: The Public Grounds Division, working with other Town Departments, user groups and concerned citizens, supports various Town services and recreational opportunities that help to preserve the Town's green character, open spaces and promote public safety. Through the Cemetery Division, it also serves bereaved families and provides well-maintained cemetery grounds.

Budget Overview: The Public Grounds Division is comprised of the Parks, Forestry and Cemetery functions.

The Parks staff maintain 9 parks, 12 playgrounds, 28 conservation areas, 41 athletic fields, 12 school grounds, 4 tennis facilities, 3 historical sites, the pool and reservoir complexes as well as the Town's bicycle, fitness and conservation trails totaling approximately 630 acres. Lexington's athletic fields are used by many groups, which put excessive demands on these facilities. The new turf program has continued to make a marked improvement in the safety and playability of these fields.

The Forestry staff maintain approximately 10,000 street trees, an undetermined number of trees on Park and Conservation lands and numerous shrub bed plantings on park, cemetery, school and conservation properties and along right-of-ways.

The Cemetery staff is responsible for the administration and maintenance of four cemeteries including 21.5 acres in Westview, 6.9 acres in Munroe, 1.28 in Colonial and 0.5 acres in Robbins.

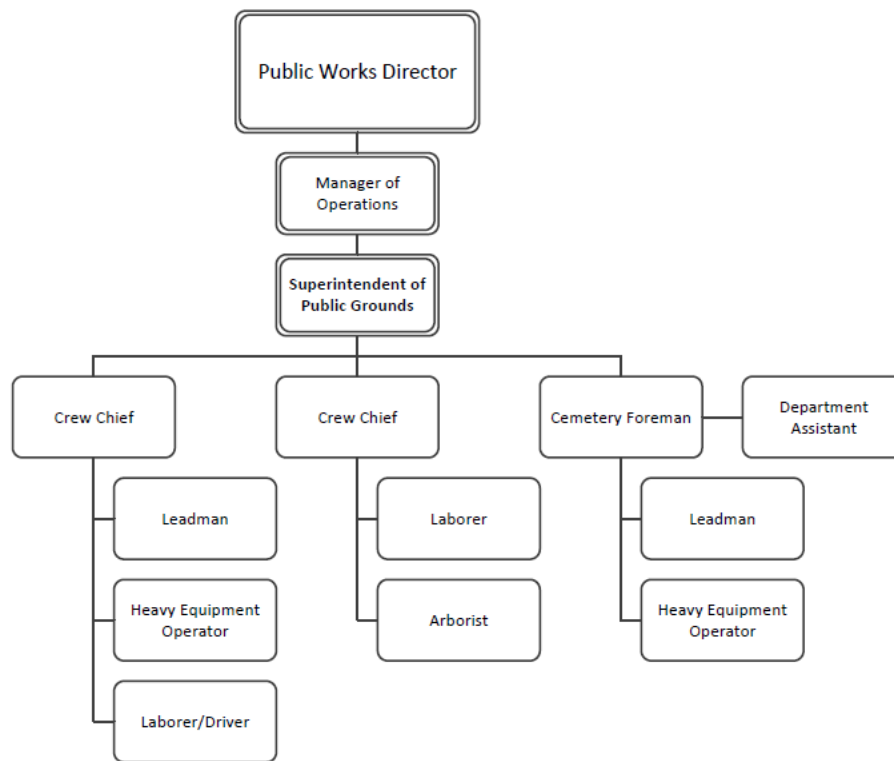
Staff support the Recreation, Tree and Bicycle Advisory Committees.

Division Initiatives:

1. Develop a program to improve two turf areas per year. In 2017, the target areas were the fields at Clarke and Harrington Schools.
2. Continue the implementation of planting at least 130 trees per year in the Town Right-of Ways, parks, public grounds areas, and setback areas on private property. It is anticipated that the trees for the FY2019 plantings will come from bare root trees from a supplier.
3. Continue the implementation of a proactive tree maintenance program to minimize hazard trees and provide safe, well maintained, aesthetically pleasing parks, athletic fields and public ground areas.
4. Continue the GPS location of graves at Westview Cemetery and begin plans for the other cemeteries.
5. Oversee the construction of the new cemetery building.

3300 Public Grounds

Program: Public Works
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Element 3310: Parks Division				
Superintendent of Public Grounds	1	1	1	1
Crew Chief	3	3	3	3
Leadman	4	4	4	4
Heavy Equipment Operator	6	6	6	6
Laborer-Truck Driver	1	1	1	1
Subtotal FTE	15	15	15	15
Subtotal FT/PT	15 FT/0 PT	15 FT/0 PT	15 FT/0 PT	15 FT/0 PT
Element 3320: Forestry Division				
Crew Chief	1	1	1	1
Senior Arborist	2	2	2	2
Laborer-Tree Climber	2	2	2	2
Seasonal Laborer	0.6	0.6	0.6	0.6
Subtotal FTE	5.6	5.6	5.6	5.6
Subtotal FT/PT	5 FT/2 PT	5 FT/2 PT	5 FT/2 PT	5 FT/2 PT
Element 3330: Cemetery Division				
Cemetery Foreman	1	1	1	1
Leadman	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Department Assistant	1	1	1	1
Seasonal Laborer	0.6	0.6	0.6	0.6
Subtotal FTE	4.6	4.6	4.6	4.6
Subtotal FT/PT	4 FT/2 PT	4 FT/2 PT	4 FT/2 PT	4 FT/2 PT
Total FTE	25.2	25.2	25.2	25.2
Total Full/Part Time	24 FT/4 PT	24 FT/4 PT	24 FT/4 PT	24 FT/4 PT

3300 Public Grounds

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2019 recommended All Funds Public Grounds budget inclusive of the General Fund operating budgets for the Parks, Forestry and Cemetery divisions and the Burial Containers and Lexington Tree Fund Revolving Funds is \$2,103,592, which is a \$48,204 or 2.35% increase over the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The combined Parks, Forestry and Cemetery FY2019 recommended General Fund operating budget is \$2,008,592 which is a \$38,204 or 1.94% increase from the restated FY2018 General Fund budget.

The combined Parks, Forestry and Cemetery General Fund operating budget for Compensation is \$1,437,192 and reflects a \$12,279 or 0.86% increase, for contractually obligated step increases and cost of living adjustments. FY2019 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2018. Funds for prospective increases are provided for in the Salary Adjustment account within the Town Manager's budget.

The combined Parks, Forestry and Cemetery General Fund operating budget for Expenses is \$571,400 and reflects a \$25,925 or 4.75% increase, which reflects a \$4,900 increase in landscaping and other contract services, a \$7,525 increase in water, electricity and mobile phone utility costs, and a \$14,500 increase in landscaping and parks supplies, tools, parts and staff uniforms.

The combined FY2019 revolving fund budgets are funded at \$95,000, which reflects a \$10,000 increase in the Burial Container Revolving Fund in recognition of the July 1, 2017 fee increases.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Landscape Improvements at Town Buildings	\$ 15,000	\$ -	\$ 15,000			\$ -	\$ 15,000

3300 Public Grounds*Town of Lexington, Massachusetts***Budget Summary:**

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 1,330,980	\$ 1,462,538	\$ 1,709,525	\$ 1,718,856	\$ -	\$ 1,718,856	\$ 9,332	0.55%
Enterprise Funds (Indirects)	\$ 117,384	\$ 113,760	\$ 86,363	\$ 88,735	\$ -	\$ 88,735	\$ 2,372	2.75%
Fees & Charges								
Cemetery Prep Fees	\$ 125,588	\$ 123,190	\$ 126,000	\$ 126,000	\$ -	\$ 126,000	\$ -	-
Directed Funding								
Cemetery Trust	\$ 105,000	\$ 105,000	\$ 48,500	\$ 75,000	\$ -	\$ 75,000	\$ 26,500	54.64%
Total 3300 - General Fund	\$ 1,678,952	\$ 1,804,489	\$ 1,970,388	\$ 2,008,592	\$ -	\$ 2,008,592	\$ 38,204	1.94%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 1,274,238	\$ 1,334,183	\$ 1,424,913	\$ 1,437,192	\$ -	\$ 1,437,192	\$ 12,279	0.86%
Expenses	\$ 404,714	\$ 470,306	\$ 545,475	\$ 571,400	\$ -	\$ 571,400	\$ 25,925	4.75%
Total 3300 - General Fund	\$ 1,678,952	\$ 1,804,489	\$ 1,970,388	\$ 2,008,592	\$ -	\$ 2,008,592	\$ 38,204	1.94%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 3310 Parks Division	\$ 1,044,597	\$ 1,144,059	\$ 1,160,161	\$ 1,187,666	\$ -	\$ 1,187,666	\$ 27,505	2.37%
Total 3320 Forestry	\$ 315,019	\$ 334,410	\$ 473,236	\$ 473,775	\$ -	\$ 473,775	\$ 539	0.11%
Total 3330 Cemetery	\$ 319,336	\$ 326,019	\$ 336,991	\$ 347,151	\$ -	\$ 347,151	\$ 10,160	3.01%
Total 3300 - General Fund	\$ 1,678,952	\$ 1,804,489	\$ 1,970,388	\$ 2,008,592	\$ -	\$ 2,008,592	\$ 38,204	1.94%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,148,481	\$ 1,193,541	\$ 1,318,097	\$ 1,328,988	\$ -	\$ 1,328,988	\$ 10,891	0.83%
Overtime	\$ 125,757	\$ 140,642	\$ 106,816	\$ 108,204	\$ -	\$ 108,204	\$ 1,388	1.30%
Personal Services	\$ 1,274,238	\$ 1,334,183	\$ 1,424,913	\$ 1,437,192	\$ -	\$ 1,437,192	\$ 12,279	0.86%
Contractual Services	\$ 182,797	\$ 152,668	\$ 359,400	\$ 364,300	\$ -	\$ 364,300	\$ 4,900	1.36%
Utilities	\$ 70,508	\$ 142,525	\$ 50,175	\$ 57,700	\$ -	\$ 57,700	\$ 7,525	15.00%
Supplies	\$ 146,017	\$ 150,110	\$ 127,900	\$ 141,400	\$ -	\$ 141,400	\$ 13,500	10.56%
Small Capital	\$ 5,392	\$ 25,003	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	-
Expenses	\$ 404,714	\$ 470,306	\$ 545,475	\$ 571,400	\$ -	\$ 571,400	\$ 25,925	4.75%
Total 3300 - General Fund	\$ 1,678,952	\$ 1,804,489	\$ 1,970,388	\$ 2,008,592	\$ -	\$ 2,008,592	\$ 38,204	1.94%

Budget Summary - Revolving Funds*

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Lexington Tree Fund	\$ 28,500	\$ 36,350	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	-
Burial Containers	\$ 48,760	\$ 46,775	\$ 40,000	\$ 50,000	\$ -	\$ 50,000	\$ 10,000	25.00%
Total 3300 - Revolving Funds	\$ 77,260	\$ 83,125	\$ 85,000	\$ 95,000	\$ -	\$ 95,000	\$ 10,000	11.76%

*Revolving Funds are authorized by Town Meeting via Article 8, and are not appropriated under Article 4.

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Lexington Tree Revolving Fund	\$ 40,421	\$ 41,151	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	-
Expenses	\$ 40,421	\$ 41,151	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	-
Burial Container Revolving Fund	\$ 33,700	\$ 37,280	\$ 40,000	\$ 50,000	\$ -	\$ 50,000	\$ 10,000	25.00%
Expenses	\$ 33,700	\$ 37,280	\$ 40,000	\$ 50,000	\$ -	\$ 50,000	\$ 10,000	25.00%
Total 3300 - Revolving Funds	\$ 74,121	\$ 78,431	\$ 85,000	\$ 95,000	\$ -	\$ 95,000	\$ 10,000	11.76%

Budget Summary - All Funds

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 1,274,238	\$ 1,334,183	\$ 1,424,913	\$ 1,437,192	\$ -	\$ 1,437,192	\$ 12,279	0.86%
Expenses	\$ 478,835	\$ 548,737	\$ 630,475	\$ 666,400	\$ -	\$ 666,400	\$ 35,925	5.70%
Total 3300 - All Funds	\$ 1,753,073	\$ 1,882,920	\$ 2,055,388	\$ 2,103,592	\$ -	\$ 2,103,592	\$ 48,204	2.35%

3400 Environmental Services

Town of Lexington, Massachusetts

Mission: The Environmental Services Division manages the solid waste, recyclables, yard waste and household hazardous products generated by households and municipal facilities. The Division also provides educational materials on ways to reduce the solid waste, increase recycling and composting, and reduce the toxicity of the waste stream.

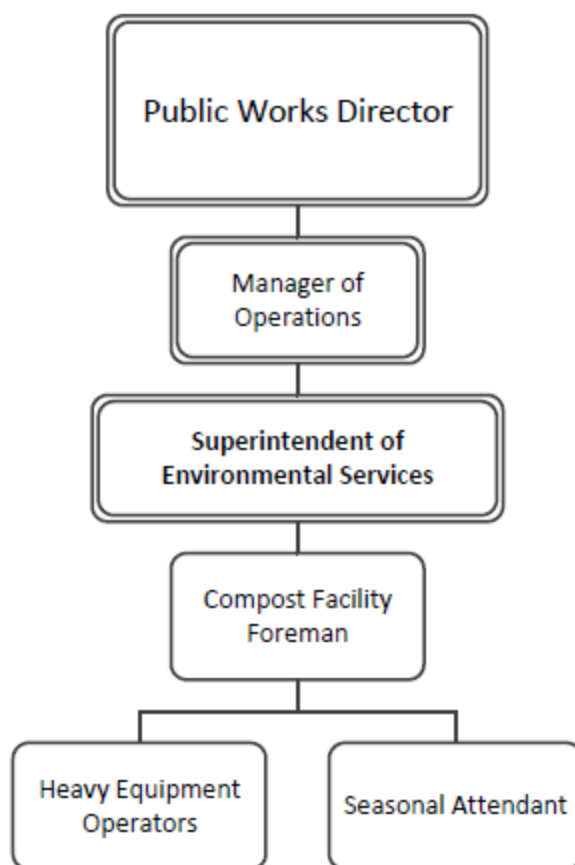
Budget Overview: The Environmental Services Division includes Refuse Collection and Disposal, Recycling, Yard Waste and Appliance/Electronic Waste.

Refuse collection is the curbside collection of non-recyclable residential solid waste and the separate collection of large appliances and yard waste. Recycling is the curbside collection of recyclable products, management of yard waste operations at the Hartwell Avenue Compost Facility, operation of the Minuteman Household Hazardous Products regional facility and curbside collection of televisions, computer monitors and other electronics (CRT's) and drop off of corrugated cardboard.

The Town's five-year contract and one-year extension with JRM Hauling and Recycling, Inc. will end on June 30, 2018. The Town is currently reviewing bids for a new five-year contract beginning in FY2019. The Town is currently under contract with Wheelabrator in North Andover for refuse disposal through June 30, 2020.

Division Initiatives:

1. Continue to oversee enforcement of mandatory recycling by-law and State waste ban regulations implemented by curbside collection vendor.
2. Work with vendor to implement the new refuse collection contract.
3. Begin the implementation plan for Hartwell Ave due to solar construction project.
4. Examine recycling opportunities for the Lexington Business community.
5. Continue to look for revenue opportunities and enhancements for disposal permit program.

3400 Environmental Services*Town of Lexington, Massachusetts***Authorized/Appropriated Staffing**

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Element 3420: Recycling* (Compost Facility)				
Superintendent of Environmental Services	1	1	1	1
Compost Facility Foreman	1	1	1	1
Heavy Equipment Operator**	1	1	1	2
Seasonal Heavy Equipment Operator**	0.5	0.5	0.5	0.0
Seasonal Attendant	0.7	0.7	0.7	0.7
Subtotal FTE	4.2	4.2	4.2	4.7
Subtotal FT/PT	3 FT/2 PT*	3 FT/2 PT*	3 FT/2 PT*	4 FT/1 PT*
Total FTE	4.2	4.2	4.2	4.7
Total Full/Part Time	3 FT/2 PT	3 FT/2 PT	3 FT/2 PT	4 FT/1 PT

*The positions shown in Element 3420: Recycling are paid from the DPW Compost Revolving Fund.

**In FY2019, the Seasonal Heavy Equipment Operator was converted to full-time.

3400 Environmental Services*Town of Lexington, Massachusetts***Budget Recommendations:**

The recommended FY2019 All Funds Environmental Services budget inclusive of the General Fund operating budgets for the Refuse Collection, Recycling and Refuse Disposal divisions and the Compost Operations and Minuteman Household Hazardous Waste Program Revolving Funds is \$3,646,912, which is a net \$241,288 or 7.08% increase over the restated FY2018 budget. The FY2018 budget has been restated to reflect a \$142,000 supplemental appropriation approved at 2017-3 Special Town Meeting to replace bins for materials at the Compost Facility, funded by the solar contractor.

There is no Compensation in the Refuse Collection, Recycling and Refuse Disposal General Fund operating budget as all staff are funded within the Compost Operations Revolving Fund budget.

The combined General Fund Refuse Collection, Recycling and Refuse Disposal operating budget for Expenses is \$2,650,213 and reflects a \$253,114 or 10.56% increase. The Refuse Collection expense budget is recommended at \$964,443, an increase of \$117,643 or 13.89%, and the Recycling expense budget is recommended at \$1,054,858 an increase of \$120,126 or 12.85%, both of which reflect increases in the Town's contracts for refuse and recycling collections which will begin a new 5-year contract on July 1, 2018. The Refuse Disposal expense budget is recommended at \$630,912, an increase of \$15,345 or 2.49%, attributable to a 2.5% or \$1.65 increase in the Town's tipping fee per ton. Total refuse disposal tonnage for FY2019 is projected to be 9,300 tons.

The FY2019 revolving fund budgets are recommended at \$998,863, a \$16,738 or 1.70% net increase. The Minuteman Household Hazardous Waste Program Revolving Fund is funded at \$190,000, an increase of \$10,000 or 5.56%, which reflects actual expenses. The Compost Operations Revolving Fund is recommended at \$808,863 a \$6,738 or 0.84% increase which reflects the removal of one-time costs for material bins, offset by an increase in debt service for equipment purchased in 2016 and 2017 to help staff manage on a smaller footprint due to the addition of solar panels, and the conversion of a part-time heavy equipment operator to full-time through a program improvement.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Heavy Equip Operator @ Compost Facility PT to FT	\$ 23,754	\$ 16,109	\$ 39,863	\$ 23,754	\$ 16,109	\$ 39,863	\$ -

3400 Environmental Services*Town of Lexington, Massachusetts***Budget Summary:**

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,650,213	\$ -	\$ 2,650,213	\$ 253,114	10.56%
Total 3400 - General Fund	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,650,213	\$ -	\$ 2,650,213	\$ 253,114	10.56%

Appropriation Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,650,213	\$ -	\$ 2,650,213	\$ 253,114	10.56%
Total 3400 - General Fund	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,650,213	\$ -	\$ 2,650,213	\$ 253,114	10.56%

Program Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 3410 Refuse Collection	\$ 795,153	\$ 811,056	\$ 846,800	\$ 964,443	\$ -	\$ 964,443	\$ 117,643	13.89%
Total 3420 Recycling	\$ 871,144	\$ 913,032	\$ 934,732	\$ 1,054,858	\$ -	\$ 1,054,858	\$ 120,126	12.85%
Total 3430 Refuse Disposal	\$ 573,000	\$ 580,594	\$ 615,567	\$ 630,912	\$ -	\$ 630,912	\$ 15,345	2.49%
Total 3400 - General Fund	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,650,213	\$ -	\$ 2,650,213	\$ 253,114	10.56%

Object Code Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contractual Services	\$ 2,221,134	\$ 2,282,989	\$ 2,366,599	\$ 2,619,713	\$ -	\$ 2,619,713	\$ 253,114	10.70%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 18,163	\$ 21,692	\$ 30,500	\$ 30,500	\$ -	\$ 30,500	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,650,213	\$ -	\$ 2,650,213	\$ 253,114	10.56%
Total 3400 - General Fund	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,650,213	\$ -	\$ 2,650,213	\$ 253,114	10.56%

Budget Summary - Revolving Funds*

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compost Operations Revolving Fund	\$ 658,680	\$ 448,402	\$ 802,125	\$ 769,000	\$ 39,863	\$ 808,863	\$ 6,738	0.84%
Minuteman Hazardous Waste Rev. Fund	\$ 151,234	\$ 163,234	\$ 180,000	\$ 190,000	\$ -	\$ 190,000	\$ 10,000	5.56%
Total 3400 - Revolving Funds	\$ 809,914	\$ 611,636	\$ 982,125	\$ 959,000	\$ 39,863	\$ 998,863	\$ 16,738	1.70%

*Revolving Funds are authorized by Town Meeting via Article 8, and are not appropriated under Article 4.

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compost Operations Revolving Fund	\$ 479,634	\$ 666,748	\$ 828,525	\$ 766,835	\$ 39,863	\$ 806,699	\$ (21,826)	-2.63%
Compensation	\$ 251,623	\$ 264,606	\$ 282,344	\$ 292,153	\$ 23,754	\$ 315,907	\$ 33,563	11.89%
Expenses	\$ 151,195	\$ 279,403	\$ 326,850	\$ 193,150	\$ -	\$ 193,150	\$ (133,700)	-40.91%
Benefits	\$ 30,934	\$ 31,511	\$ 56,650	\$ 51,423	\$ 16,109	\$ 67,532	\$ 10,882	19.21%
Debt	\$ 45,883	\$ 91,228	\$ 162,681	\$ 230,109	\$ -	\$ 230,109	\$ 67,428	41.45%
Minuteman Hazardous Waste Rev. Fund	\$ 147,804	\$ 170,164	\$ 180,000	\$ 190,000	\$ -	\$ 190,000	\$ 10,000	5.56%
Expenses	\$ 147,804	\$ 170,164	\$ 180,000	\$ 190,000	\$ -	\$ 190,000	\$ 10,000	5.56%
Total 3400 - Revolving Funds	\$ 627,438	\$ 836,912	\$ 1,008,525	\$ 956,835	\$ 39,863	\$ 996,699	\$ (11,826)	-1.17%

Budget Summary - All Funds

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 251,623	\$ 264,606	\$ 282,344	\$ 292,153	\$ 23,754	\$ 315,907	\$ 33,563	11.89%
Expenses	\$ 2,538,296	\$ 2,754,248	\$ 2,903,949	\$ 3,033,363	\$ -	\$ 3,033,363	\$ 129,414	4.46%
Benefits (Revolving Fund)	\$ 30,934	\$ 31,511	\$ 56,650	\$ 51,423	\$ 16,109	\$ 67,532	\$ 10,882	19.21%
Debt Service (Revolving Fund)	\$ 45,883	\$ 91,228	\$ 162,681	\$ 230,109	\$ -	\$ 230,109	\$ 67,428	41.45%
Total 3400 - All Funds	\$ 2,866,735	\$ 3,141,593	\$ 3,405,624	\$ 3,607,048	\$ 39,863	\$ 3,646,912	\$ 241,288	7.08%

3600 Water Enterprise

Town of Lexington, Massachusetts

Mission: The Water/Sewer Division strives to enhance the quality of life in Lexington by providing quality drinking water, and ensuring the proper and safe discharge of our wastewater and by maintaining our commitment to improving the infrastructure.

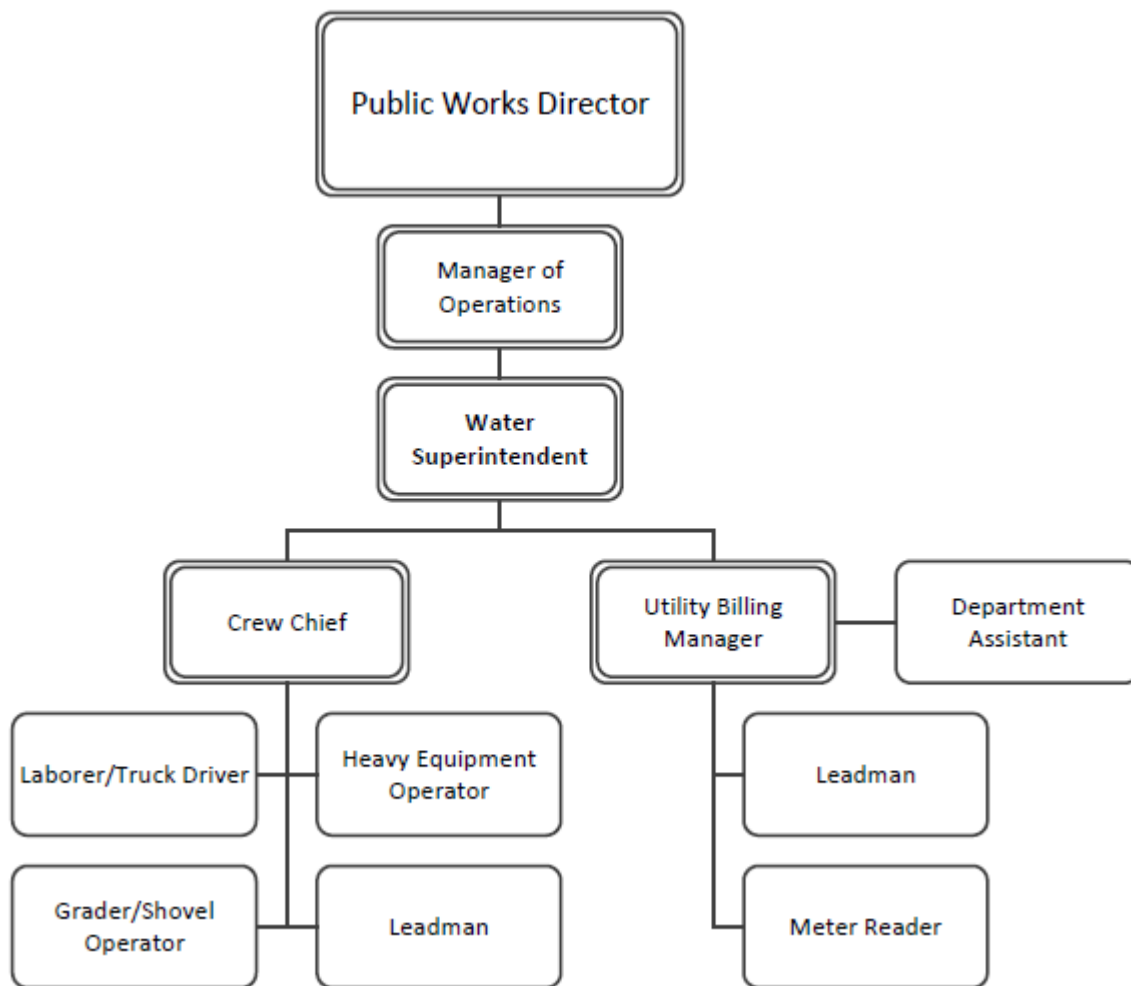
Budget Overview: The Water Division budget is comprised of Water Operations, Massachusetts Water Resources Authority (MWRA) purchases and indirect support from the General Fund.

The Water Operations maintains and repairs the water system that delivers water to Lexington homes and businesses through 154 miles of water mains, 1,500 fire hydrants and two water towers that store 3.24 million gallons of water. The Town has a three-block inclining rate structure to encourage water conservation. As a customer uses more water, the water rate for the additional units increases. Customers are billed twice per year. The Town also sells water to the Town of Bedford at the MWRA wholesale rate plus an administrative fee. The MWRA provides water to Lexington and greater Boston.

Indirect support from the General Fund reflects Water Enterprise Fund expenses (benefits, insurance and engineering support) that are appropriated in the General Fund. The Water Enterprise Fund, therefore, reimburses the General Fund for these expenses through an indirect cost transfer. In FY2018, the Water Enterprise Fund began contributing to the Other Post-Employment Benefits (OPEB) Trust Fund in a funding level that matches the contributions of the General Fund.

Departmental Initiatives:

1. Continue with the Hydrant Maintenance Program.
2. Develop educational materials for water conservation.
3. Implement a backflow/cross connection program.
4. Reduce the amount of Pit Meters in Town and change out the manual reads on the ones that cannot be eliminated.
5. Continue to update all the water connection "paper tie cards" for GIS implementation.
6. Continue the reaccreditation process with the American Public Works Association.



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Superintendent of Water & Sewer	0.5	0.5	0.5	0.5
Utility Billing Manager*				0.5
Crew Chief	2	2	2	2
Grader-Shovel Operator	1	1	1	1
Leadman/Cross Connector Inspector	2	2	2	2
Heavy Equipment Operator	4	4	4	4
Laborer-Truck Driver	1	1	1	1
Department Assistant	0.2	0.2	0.2	0.2
Meter Reader/Laborer	0	0	0	0
Total FTE	10.7	10.7	10.7	11.2

Total Full/Part Time	10 FT/2 PT	10 FT/2 PT	10 FT/2 PT	10 FT/3 PT
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*In FY2019, budget reflects shift of Utility Billing Manager from Finance to be split between Water and Sewer.

3600 Water Enterprise

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2019 recommended Water operating budget is \$11,560,324, inclusive of indirect costs. The recommended budget is a \$837,665 or 7.81% increase over the FY2018 budget.

The budget for Compensation is \$771,886, and reflects a \$70,758 or 10.09% increase, which is primarily due to the transfer of the Utility Billing Manager from Finance to Water/Sewer Operations, as well as increases for the cost of step increases and cost of living adjustments.

The budget for Expenses is \$494,025 which is an increase of \$67,000, or 15.69% over FY2018, and is primarily due to an increase of \$25,000 in contractual services to provide sufficient funds to restore roadways that are significantly damaged from major water breaks that require the damaged portion of the road to be removed and then resurfaced, as well as an increase of \$25,000 for meter replacements in recognition of the growing demand. Other expense budget adjustments are in response to actual experience.

Debt service is recommended to decrease by \$6,359 or 0.43%.

The anticipated MWRA Assessment is \$7,971,184, which is a \$724,653 or 10% increase from FY2018. The MWRA will issue a preliminary assessment in February, followed by a final assessment in June.

In FY2019, it is recommended that the Water Enterprise Fund continue contributing to the Other Post-Employment Benefits Trust Fund, which was initiated in FY2018.

Indirect payments to the General Fund for those costs borne by the General Fund in support of water operations are projected at \$854,071, a decrease of \$18,387 or 2.11%. The decrease is primarily due to the transfer of the Utility Billing Manager from Finance, where the salary was included in Indirect costs from that department.

Program Improvement Requests:

None requested.

3600 Water Enterprise

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Enterprise Funds								
Retained Earnings	\$ 275,000	\$ 131,000	\$ 73,000	\$ 61,000	\$ -	\$ 61,000	\$ (12,000)	-16.44%
User Charges	\$10,118,443	\$11,556,498	\$10,334,984	\$11,184,649	\$ -	\$11,184,649	\$ 849,665	8.22%
Meter Charges	\$ 70,162	\$ 59,744	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ -	-
Investment Income	\$ 8,659	\$ 10,079	\$ 7,500	\$ 7,500	\$ -	\$ 7,500	\$ -	-
Fees & Charges	\$ 316,651	\$ 435,295	\$ 247,175	\$ 247,175	\$ -	\$ 247,175	\$ -	-
Total 3600 Water Enterprise	\$10,788,915	\$12,192,616	\$10,722,659	\$11,560,324	\$ -	\$11,560,324	\$ 837,665	7.81%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 627,911	\$ 631,564	\$ 701,128	\$ 771,886	\$ -	\$ 771,886	\$ 70,758	10.09%
Expenses	\$ 366,033	\$ 402,571	\$ 427,025	\$ 494,025	\$ -	\$ 494,025	\$ 67,000	15.69%
Debt	\$ 1,307,938	\$ 1,374,696	\$ 1,466,428	\$ 1,460,069	\$ -	\$ 1,460,069	\$ (6,359)	-0.43%
MWRA	\$ 6,695,144	\$ 7,376,976	\$ 7,246,531	\$ 7,971,184	\$ -	\$ 7,971,184	\$ 724,653	10.00%
OPEB	\$ -	\$ -	\$ 9,089	\$ 9,089	\$ -	\$ 9,089	\$ -	0.00%
Indirects	\$ 898,614	\$ 877,411	\$ 872,458	\$ 854,071	\$ -	\$ 854,071	\$ (18,387)	-2.11%
Total 3600 Water Enterprise	\$ 9,895,640	\$10,663,218	\$10,722,659	\$11,560,324	\$ -	\$11,560,324	\$ 837,665	7.81%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 3610 Water Operations	\$ 2,301,882	\$ 2,408,831	\$ 2,594,581	\$ 2,725,980	\$ -	\$ 2,725,980	\$ 131,399	5.06%
Total 3620 MWRA	\$ 6,695,144	\$ 7,376,976	\$ 7,246,531	\$ 7,971,184	\$ -	\$ 7,971,184	\$ 724,653	10.00%
OPEB	\$ -	\$ -	\$ 9,089	\$ 9,089	\$ -	\$ 9,089	\$ -	0.00%
Indirects	\$ 898,614	\$ 877,411	\$ 872,458	\$ 854,071	\$ -	\$ 854,071	\$ (18,387)	-2.11%
Total 3600 Water Enterprise	\$ 9,895,640	\$10,663,218	\$10,722,659	\$11,560,324	\$ -	\$11,560,324	\$ 837,665	7.81%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 499,951	\$ 518,985	\$ 551,607	\$ 617,392	\$ -	\$ 617,392	\$ 65,785	11.93%
Overtime	\$ 127,960	\$ 112,579	\$ 149,521	\$ 154,494	\$ -	\$ 154,494	\$ 4,973	3.33%
Personal Services	\$ 627,911	\$ 631,564	\$ 701,128	\$ 771,886	\$ -	\$ 771,886	\$ 70,758	10.09%
Contractual Services	\$ 135,301	\$ 174,211	\$ 215,525	\$ 243,625	\$ -	\$ 243,625	\$ 28,100	13.04%
Utilities	\$ 16,885	\$ 13,159	\$ 10,500	\$ 13,500	\$ -	\$ 13,500	\$ 3,000	28.57%
Supplies	\$ 199,307	\$ 179,027	\$ 167,000	\$ 200,900	\$ -	\$ 200,900	\$ 33,900	20.30%
Small Capital	\$ 14,541	\$ 36,174	\$ 34,000	\$ 36,000	\$ -	\$ 36,000	\$ 2,000	5.88%
Expenses	\$ 366,033	\$ 402,571	\$ 427,025	\$ 494,025	\$ -	\$ 494,025	\$ 67,000	15.69%
Debt	\$ 1,307,938	\$ 1,374,696	\$ 1,466,428	\$ 1,460,069	\$ -	\$ 1,460,069	\$ (6,359)	-0.43%
MWRA	\$ 6,695,144	\$ 7,376,976	\$ 7,246,531	\$ 7,971,184	\$ -	\$ 7,971,184	\$ 724,653	10.00%
OPEB	\$ -	\$ -	\$ 9,089	\$ 9,089	\$ -	\$ 9,089	\$ -	-
Indirects	\$ 898,614	\$ 877,411	\$ 872,458	\$ 854,071	\$ -	\$ 854,071	\$ (18,387)	-2.11%
Total 3600 Water Enterprise	\$ 9,895,640	\$10,663,218	\$10,722,659	\$11,560,324	\$ -	\$11,560,324	\$ 837,665	7.81%

3700 Sewer Enterprise

Town of Lexington, Massachusetts

Mission: The Water/Sewer Division strives to enhance the quality of life in Lexington by providing quality drinking water, by ensuring the proper and safe discharge of wastewater and by maintaining our commitment to improving the infrastructure.

Budget Overview: The Sewer Division budget is comprised of Wastewater Operations, Massachusetts Water Resources Authority (MWRA) purchases and indirect support from the General Fund.

The Sewer Division maintains the wastewater system that serves 99 percent of Town residences and businesses through 34 miles of trunk lines, 119 miles of street lines and 9,524 service connections. There are also ten sewage-pumping stations operated by the Sewer Division. The Town has a three-block inclining rate structure to encourage conservation. Customer sewer usage is determined based on water usage over the same period, with the exception of meters dedicated to outdoor irrigation.

The MWRA provides wastewater treatment to Lexington and greater Boston at the Deer Island treatment facility.

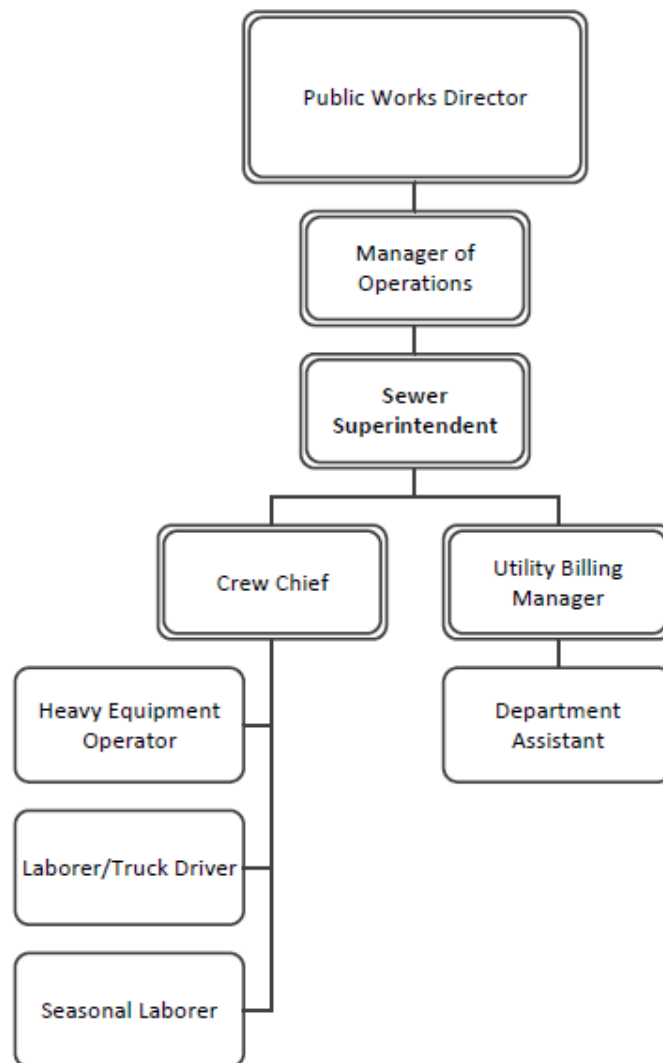
Indirect support from the General Fund reflects Sewer Enterprise Fund expenses (benefits, insurance and engineering support) that are appropriated in the General Fund. The Sewer Enterprise Fund, therefore, reimburses the General Fund for these expenses through an indirect cost transfer. In FY2018, the Sewer Enterprise Fund began contributing to the Other Post-Employment Benefits (OPEB) Trust Fund in a funding level that matches the contributions of the General Fund.

Departmental Initiatives:

1. Continue the pipe flushing program and root removal in all areas.
2. Continue to educate the public as to the costs and problems created by Inflow & Infiltration.
3. Continue the reaccreditation process through the American Public Works Association.

3700 Sewer Enterprise

Program: Public Works
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Supt of Water & Sewer	0.5	0.5	0.5	0.5
Utility Billing Manager*				0.5
Crew Chief	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Department Assistant	0.2	0.2	0.2	0.2
Seasonal Assistant	0.4	0.4	0.4	0.4
Seasonal Laborer	0.3	0.3	0.3	0.3
Total FTE	4.4	4.4	4.4	4.9
Total Full/Part Time	3 FT/4 PT	3 FT/4 PT	3 FT/4 PT	3 FT/5 PT

*In FY2019, budget reflect shift of Utility Billing Manager from Finance to be split between Water and Sewer.

3700 Sewer Enterprise

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2018 recommended Sewer operating budget, inclusive of indirect costs, is \$10,617,900, a \$935,386 or 9.66% increase over the FY2018 budget.

The budget for Compensation is \$359,312 and reflects a \$50,563 or 16.38% increase, which is primarily due to the transfer of the Utility Billing Manager from Finance to Water/Sewer Operations, as well as increases for the cost of step increases and cost of living adjustments.

The budget for Expenses is \$408,150, an increase of \$51,625 or 14.48%, which is primarily due to an increase of \$25,000 for meter replacements in recognition of the growing demand, an increase of \$10,000 in electricity to reflect actual experience and a net increase of and a net increase of \$16,625 in facility service and repair expenses.

Debt service is recommended to increase by \$125,910 or 11.84%.

The anticipated MWRA Assessment is \$8,143,277, which is a \$740,298 or 10% increase from FY2018. The MWRA will issue a preliminary assessment in February, followed by a final assessment in June.

In FY2019, it is recommended that the Sewer Enterprise Fund continue contributing to the Other Post-Employment Benefits Trust Fund, which was initiated in FY2018.

Indirect payments to the General Fund for those costs borne by the General Fund in support of sewer operations are projected at \$513,817, a decrease of \$33,010 or 6.04%. The decrease is primarily due to the transfer of the Utility Billing Manager from Finance, where the salary was included in Indirect costs from that department.

Program Improvement Requests:

None requested.

3700 Sewer Enterprise

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	-	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-	-
Retained Earnings	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	-
User Charges	\$ 9,216,503	\$ 8,774,287	\$ 9,319,514	\$10,254,900	\$ -	\$10,254,900	\$ 935,386	10.04%
Connection Fees	\$ 2,975	\$ 2,784	\$ -	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ 11,070	\$ 13,531	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	-
Fees & Charges	\$ 533,274	\$ 424,385	\$ 355,000	\$ 355,000	\$ -	\$ 355,000	\$ -	-
Total 3700 Sewer Enterprise	\$ 9,763,822	\$ 9,214,987	\$ 9,682,514	\$10,617,900	\$ -	\$10,617,900	\$ 935,386	9.66%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 209,514	\$ 261,525	\$ 308,749	\$ 359,312	\$ -	\$ 359,312	\$ 50,563	16.38%
Expenses	\$ 295,145	\$ 349,034	\$ 356,525	\$ 408,150	\$ -	\$ 408,150	\$ 51,625	14.48%
Debt	\$ 1,021,867	\$ 937,922	\$ 1,063,349	\$ 1,189,259	\$ -	\$ 1,189,259	\$ 125,910	11.84%
MWRA	\$ 6,970,176	\$ 7,265,870	\$ 7,402,979	\$ 8,143,277	\$ -	\$ 8,143,277	\$ 740,298	10.00%
OPEB	\$ -	\$ -	\$ 4,085	\$ 4,085	\$ -	\$ 4,085	\$ -	0.00%
Indirects	\$ 478,354	\$ 503,898	\$ 546,827	\$ 513,817	\$ -	\$ 513,817	\$ (33,010)	-6.04%
Total 3700 Sewer Enterprise	\$ 8,975,057	\$ 9,318,250	\$ 9,682,514	\$10,617,900	\$ -	\$10,617,900	\$ 935,386	9.66%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 3710 Sewer Enterprise	\$ 1,526,526	\$ 1,548,482	\$ 1,728,623	\$ 1,956,722	\$ -	\$ 1,956,722	\$ 228,099	13.20%
Total 3720 MWRA	\$ 6,970,176	\$ 7,265,870	\$ 7,402,979	\$ 8,143,277	\$ -	\$ 8,143,277	\$ 740,298	10.00%
OPEB	\$ -	\$ -	\$ 4,085	\$ 4,085	\$ -	\$ 4,085	\$ -	0.00%
Indirects	\$ 478,354	\$ 503,898	\$ 546,827	\$ 513,817	\$ -	\$ 513,817	\$ (33,010)	-6.04%
Total 3700 Sewer Enterprise	\$ 8,975,057	\$ 9,318,250	\$ 9,682,514	\$10,617,900	\$ -	\$10,617,900	\$ 935,386	9.66%

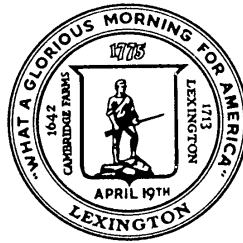
Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 169,508	\$ 211,592	\$ 239,830	\$ 288,102	\$ -	\$ 288,102	\$ 48,272	20.13%
Overtime	\$ 40,006	\$ 49,933	\$ 68,919	\$ 71,211	\$ -	\$ 71,211	\$ 2,292	3.33%
Personal Services	\$ 209,514	\$ 261,525	\$ 308,749	\$ 359,312	\$ -	\$ 359,312	\$ 50,563	16.38%
Contractual Services	\$ 96,470	\$ 124,820	\$ 166,775	\$ 180,900	\$ -	\$ 180,900	\$ 14,125	8.47%
Utilities	\$ 134,600	\$ 122,870	\$ 108,500	\$ 118,000	\$ -	\$ 118,000	\$ 9,500	8.76%
Supplies	\$ 63,702	\$ 93,690	\$ 67,750	\$ 95,250	\$ -	\$ 95,250	\$ 27,500	40.59%
Small Capital	\$ 373	\$ 7,655	\$ 13,500	\$ 14,000	\$ -	\$ 14,000	\$ 500	3.70%
Expenses	\$ 295,145	\$ 349,034	\$ 356,525	\$ 408,150	\$ -	\$ 408,150	\$ 51,625	14.48%
Debt	\$ 1,021,867	\$ 937,922	\$ 1,063,349	\$ 1,189,259	\$ -	\$ 1,189,259	\$ 125,910	11.84%
MWRA	\$ 6,970,176	\$ 7,265,870	\$ 7,402,979	\$ 8,143,277	\$ -	\$ 8,143,277	\$ 740,298	10.00%
OPEB	\$ -	\$ -	\$ 4,085	\$ 4,085	\$ -	\$ 4,085	\$ -	0.00%
Indirects	\$ 478,354	\$ 503,898	\$ 546,827	\$ 513,817	\$ -	\$ 513,817	\$ (33,010)	-6.04%
Total 3700 Sewer Enterprise	\$ 8,975,057	\$ 9,318,250	\$ 9,682,514	\$10,617,900	\$ -	\$10,617,900	\$ 935,386	9.66%

Section VI: Program 4000: Public Safety

This section includes detailed information about the FY2019 Operating Budget & Financing Plan for public safety. It includes:

- 4100 Law Enforcement VI-2
- 4200 Fire & Rescue VI-7

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4100 Law Enforcement

Town of Lexington, Massachusetts

Mission: The Lexington Police Department provides public safety services to enhance the quality of life in Lexington. A team of dedicated police officers, detectives, dispatchers and support staff work in a coordinated manner to effectively intervene in emergencies, promote traffic safety, suppress crime, reduce fear and deliver services to the community through a variety of prevention, problem solving and law enforcement programs.

Budget Overview: The Police Department is comprised of seven divisions: Administration, Patrol and Enforcement, Traffic Bureau, Investigations, Dispatch, Animal Control and Crossing Guards. In FY2017, the Police Department responded to 12,411 calls for service with 440 crimes investigated.

The Administration division is comprised of 11 full-time and 4 part-time employees including: the Chief and two Captains who oversee administrative and operational functions including budget, planning, training, personnel administration, public affairs and policy development; four Lieutenants who each lead a workgroup consisting of patrol officers, dispatchers and a Sergeant providing 24/7 policing services; an administrative Sergeant who tends to the accreditation program as well as detail assignments and event planning; an office manager and clerk who handle records management, accounting and payroll; 4 cadets who provide administrative support; and a mechanic who purchases, equips and maintains the vehicle fleet and other specialized equipment.

The Patrol and Enforcement division is comprised of 34 officers (29 patrol officers and five sergeants) responsible for responding to a variety of critical front-line services 24/7 including intervening in emergencies, promoting crime prevention and traffic safety as well as suppressing crime.

The Traffic Bureau has one supervisor who oversees the Parking Enforcement Officer (PEO), one account clerk and eight parking lot attendants. Meter and parking enforcement in Lexington Center is done by the PEO while the parking lot attendants manage the public/permit parking lot on Meriam Street. The Traffic Bureau supervisor also manages the school crossing guard program.

The Investigations division is supervised by a Detective Lieutenant who is assisted by the Sergeant Prosecutor and oversees six detectives responsible for investigation and prevention including: two major case detectives, a family services detective, a narcotics/vice investigator, a Community Resource Officer (CRO) and a School Resource Officer (SRO).

The Dispatch division is comprised of nine civilian dispatchers responsible for directing the proper resources to over 15,000 service calls that require a police, fire or medical unit response.

The Animal Control division entered into an agreement to share a full-time Animal Control Officer (ACO) with the Town of Bedford in October, 2015 with 70%, or 27 hours per week allocated to Lexington. The ACO is an employee of the Town of Bedford, but will continue to

4100 Law Enforcement

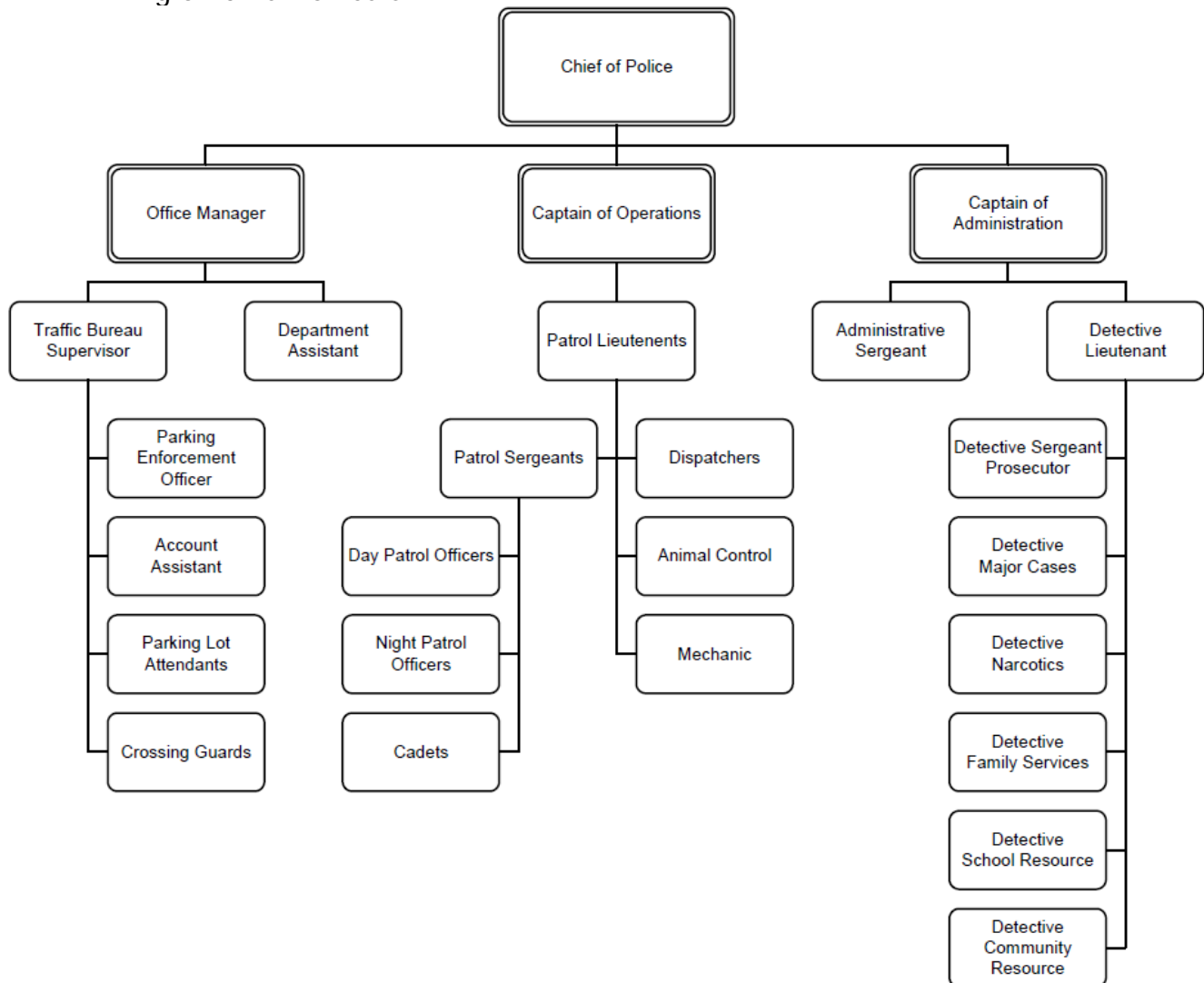
Town of Lexington, Massachusetts

work collaboratively with the Lexington Board of Health regarding animal related health issues.

The School Crossing guard program has 16 part-time civilian members who cover 14 school crossings during the school year.

Departmental Initiatives:

1. Assist the Board of Selectmen with planning, budgeting and constructing a new police station and improvements to Hartwell Avenue outdoor firing range;
2. Begin the reassessment of Department police for reaccreditation in January 2019; and
3. Achieve full staffing with a Sergeant assessment center (3 supervisory vacancies) and hiring 6-10 new officers.



4100 Law Enforcement*Town of Lexington, Massachusetts***Authorized/Appropriated Staffing:**

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Chief	1	1	1	1
Captain of Operations	1	1	1	1
Captain of Administration	1	1	1	1
Administrative Sergeant	1	1	1	1
Lieutenants (Patrol)	4	4	4	4
Sergeants (Patrol)	5	5	5	5
Police Officers	29	29	29	29
Lieutenant (Detective)	1	1	1	1
Sergeant (Detective-Prosecutor)	1	1	1	1
Detectives; Major Case	2	2	2	2
Family Services Detective	1	1	1	1
School Resource Officer	1	1	1	1
Community Resource Officer	1	1	1	1
Narcotics/Vice Detective	1	1	1	1
Cadets	2.06	2.04	2.04	2.04
Parking Enforcement Officer	1	1	1	1
Dispatcher	9	9	9	9
Office Manager	1	1	1	1
Traffic Bureau Supervisor	1	1	1	1
Department Assistant	1	1	1	1
Department Account Assistant	1	1	1	1
Mechanic	1	1	1	1
Animal Control - 1 part-time	0.54	0	0	0
Parking Lot Attendants - 8 part-time	3.1	2.81	2.81	2.81
Crossing Guards - 16 part-time	3.48	3.48	3.48	3.48
FTE Total	74.18	73.33	73.33	73.33
	50 Officers	50 Officers	50 Officers	50 Officers
FT - PT Total	65FT/29PT	65FT/29PT	65FT/29PT	65FT/29PT

Overall staff changes from FY2016 to FY2019:

FY2016 - Cadets increased from 2 to 4 in FY2016. Cadets work up to 18 hours per week.

FY2016 - Additional funding for the 50th officer

FY2017 - Animal Control changed to contracted service (27 hours/week) from the Town of Bedford

4100 Law Enforcement*Town of Lexington, Massachusetts***Budget Recommendations:**

The FY2019 recommended Police Department budget is \$7,246,566 which is a \$1,010 or 0.01% decrease from the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting, as well as a supplemental budget approved at Special Town Meeting 2017-3 for \$28,000 to partially pay for repaving the parking lot at Church of Our Redeemer. A second \$28,000 payment for FY2019 is included in the budget.

The budget for Compensation is \$6,320,811 and reflects a decrease of \$26,238 or 0.41%, which reflects staff turnover with replacements at a lower salary level. FY2019 Compensation does not include any estimate of prospective cost of living increases not covered by current contracts. Funds for prospective increases are provided in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$925,755 and reflects an increase of \$25,228 or 2.80%, which is a net change due to transferring software maintenance costs for the new dispatch system to Information Technology, and removing a one-time contribution for a NEMLEC vehicle, offset by funding a program improvement to further support training programs provided by the Domestic Violence Service Network, anticipated increases in gasoline costs, and additional costs for overseeing the parking program.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Domestic Violence Service Network	\$ 5,000	0	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -

4100 Law Enforcement*Town of Lexington, Massachusetts***Budget Summary**

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 6,245,658	\$ 6,031,925	\$ 6,484,126	\$ 6,483,116	\$ 5,000	\$ 6,488,116	\$ 3,990	0.06%
Fees & Charges								
Fees	\$ 82,500	\$ 100,103	\$ 104,000	\$ 96,650	\$ -	\$ 96,650	\$ (7,350)	-7.07%
Fines & Forfeitures	\$ 274,569	\$ 214,000	\$ 235,600	\$ 246,000	\$ -	\$ 246,000	\$ 10,400	4.41%
Licenses & Permits	\$ 2,963	\$ 3,300	\$ 2,350	\$ 2,800	\$ -	\$ 2,800	\$ 450	19.15%
Parking Meter Fund*	\$ 395,000	\$ 395,000	\$ 421,500	\$ 413,000	\$ -	\$ 413,000	\$ (8,500)	(0.02)
Total 4100 Law Enforcement	\$ 7,000,690	\$ 6,744,328	\$ 7,247,576	\$ 7,241,566	\$ 5,000	\$ 7,246,566	\$ (1,010)	-0.01%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 6,224,424	\$ 5,932,656	\$ 6,347,049	\$ 6,320,811	\$ -	\$ 6,320,811	\$ (26,238)	-0.41%
Expenses	\$ 776,266	\$ 811,671	\$ 900,527	\$ 920,755	\$ 5,000	\$ 925,755	\$ 25,228	2.80%
Total 4100 Law Enforcement	\$ 7,000,690	\$ 6,744,328	\$ 7,247,576	\$ 7,241,566	\$ 5,000	\$ 7,246,566	\$ (1,010)	-0.01%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 4110 Police Administration	\$ 1,316,231	\$ 1,309,234	\$ 1,466,607	\$ 1,490,609	\$ -	\$ 1,490,609	\$ 24,002	1.64%
Total 4120 Patrol & Enforcement	\$ 3,736,202	\$ 3,337,005	\$ 3,635,873	\$ 3,567,389	\$ -	\$ 3,567,389	\$ (68,484)	-1.88%
Total 4130 Traffic Bureau	\$ 341,995	\$ 387,139	\$ 440,756	\$ 474,761	\$ -	\$ 474,761	\$ 34,005	7.72%
Total 4140 Investigations	\$ 821,837	\$ 826,574	\$ 807,796	\$ 812,448	\$ 5,000	\$ 817,448	\$ 9,652	1.19%
Total 4150 Dispatch	\$ 602,129	\$ 678,684	\$ 686,211	\$ 684,363	\$ -	\$ 684,363	\$ (1,848)	-0.27%
Total 4160 Animal Control	\$ 36,687	\$ 58,598	\$ 61,004	\$ 62,666	\$ -	\$ 62,666	\$ 1,662	2.72%
Total 4170 Crossing Guards	\$ 145,608	\$ 147,094	\$ 149,329	\$ 149,329	\$ -	\$ 149,329	\$ (0)	0.00%
Total 4100 Law Enforcement	\$ 7,000,690	\$ 6,744,328	\$ 7,247,576	\$ 7,241,566	\$ 5,000	\$ 7,246,566	\$ (1,010)	-0.01%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,189,117	\$ 4,855,739	\$ 5,514,733	\$ 5,495,755	\$ -	\$ 5,495,755	\$ (18,978)	-0.34%
Overtime	\$ 1,035,307	\$ 1,076,918	\$ 832,316	\$ 825,056	\$ -	\$ 825,056	\$ (7,260)	-0.87%
Personal Services	\$ 6,224,424	\$ 5,932,656	\$ 6,347,049	\$ 6,320,811	\$ -	\$ 6,320,811	\$ (26,238)	-0.41%
Contractual Services	\$ 245,763	\$ 325,201	\$ 380,930	\$ 395,625	\$ 5,000	\$ 400,625	\$ 19,695	5.17%
Utilities	\$ 97,207	\$ 85,397	\$ 108,543	\$ 118,160	\$ -	\$ 118,160	\$ 9,617	8.86%
Supplies	\$ 212,092	\$ 174,586	\$ 184,660	\$ 180,576	\$ -	\$ 180,576	\$ (4,084)	-2.21%
Small Capital	\$ 221,204	\$ 226,488	\$ 226,394	\$ 226,394	\$ -	\$ 226,394	\$ -	0.00%
Expenses	\$ 776,266	\$ 811,671	\$ 900,527	\$ 920,755	\$ 5,000	\$ 925,755	\$ 25,228	2.80%
Total 4100 Law Enforcement	\$ 7,000,690	\$ 6,744,328	\$ 7,247,576	\$ 7,241,566	\$ 5,000	\$ 7,246,566	\$ (1,010)	-0.01%

*The Parking Meter Fund revenue reflects transfers from the Fund to the General Fund rather than actual revenue from parking permits, Depot Square lot fees, and meter revenue.

4200 Fire & Rescue

Town of Lexington, Massachusetts

Mission: The Lexington Fire & Rescue Department protects the people, homes and businesses in our community from fire, medical emergencies, hazardous material incidents and natural disasters. This is accomplished through public education, safety code management and emergency response.

Budget Overview: The Fire & Rescue Department is comprised of five divisions: Administration, Fire Prevention, Fire Suppression, Emergency Medical Services and Emergency Management.

The Administration division is responsible for developing policies and procedures, training, inventory control, financial and budgetary oversight, and managing the day-to-day operations of the Department.

The Fire Prevention division is responsible for fire code enforcement activities, public education, plan review, permit application and approval, flammable/combustible liquid storage approval and regulatory enforcement of blasting applications and permits.

The Fire Suppression division is staffed 24/7, operating out of two stations and responding to emergency calls including: fire suppression, motor vehicle accidents, medical emergencies, hazardous material responses, and other emergency incidents.

The Emergency Medical Services division operates in conjunction with the Fire Suppression division, staffing one ambulance 24/7 at the Advanced Life Support (ALS) level, and a second ambulance operating at the ALS level from 8:00 AM Monday through 8:00 AM Saturday, and available over the weekend through cross-staffing when the ladder truck is available. These vehicles respond to over 2,500 calls for assistance annually.

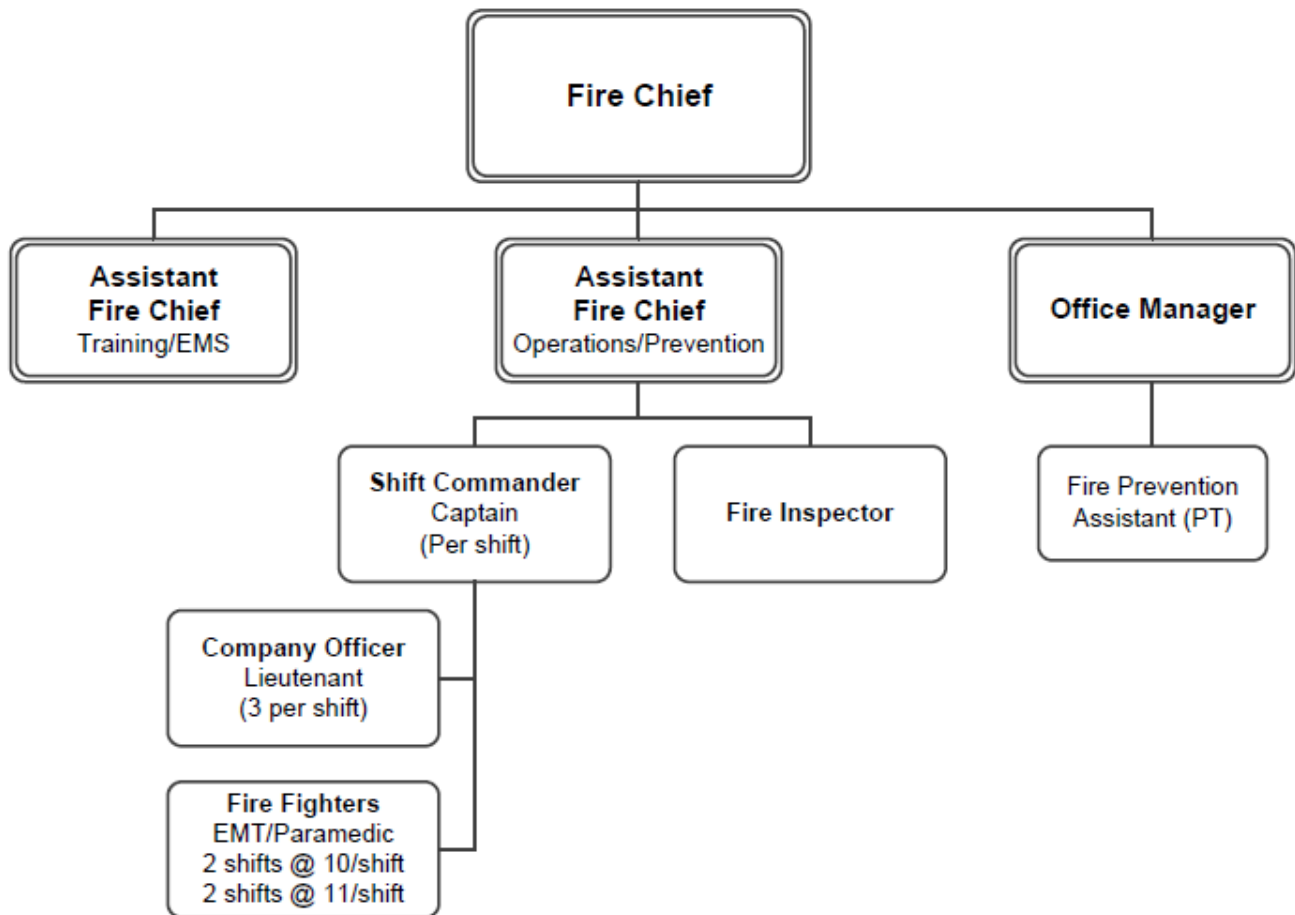
The Emergency Management division is responsible for communications with the Federal Emergency Management Agency (FEMA) and the Massachusetts Emergency Management Agency (MEMA) as well as reviewing and commenting on numerous Town-wide emergency operation plans. The Chief serves as the Emergency Management Director and the department's administrative staff serves as support to this division.

Departmental Initiatives:

1. Provide additional training and professional development for fire officers.
2. Continue to build our community outreach for opioid education and prevention.
3. Develop an improved employee recruitment process to address diversity and retention.
4. Complete new fire station design and plan for move to temporary facility.

4200 Fire & Rescue

Program: Public Safety
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Fire Chief	1	1	1	1
Assistant Fire Chief	2	2	2	2
Office Manager	1	1	1	1
Fire Inspector	1	1	1	1
Fire Captains	4	4	4	4
Fire Lieutenants	12	12	12	12
Firefighters/Paramedics	42	42	42	44
Fire Prevention Assistant	0.86	0.86	0.86	0.86
FTE Total	63.86	63.86	63.86	65.86
Full-Time/Part-time Total	63FT/1PT	63FT/1PT	63FT/1PT	65FT/1PT

4200 Fire & Rescue*Town of Lexington, Massachusetts***Budget Recommendations:**

The FY2019 recommended General Fund Fire Department budget is \$6,950,710. The recommended budget is a \$373,415 or 5.68% increase over the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The recommended budget for Compensation is \$6,353,151, and reflects an increase of \$333,867 or 5.55% over the restated FY2018 budget, for contractually obligated step increases and cost of living adjustments, as well as a program improvement to hire two additional staff in January 2019 to allow both ambulances to be staffed 24 hours a day, 7 days a week. FY2019 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2018. Funds for prospective increases are provided in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$597,559 and reflects a net increase of \$39,548 or 7.09%, which is due to the one-time cost of replacing a command vehicle for the assistant chief, as well as \$5,000 for protective equipment for the new staff.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Ambulance Staffing, 2 FTEs	\$ 154,000	\$ 34,565	\$ 188,565	\$ 79,500	\$ 11,871	\$ 91,371	\$ 97,194

4200 Fire & Rescue*Town of Lexington, Massachusetts***Budget Summary:**

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimated	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 4,802,864	\$ 4,972,644	\$ 5,297,644	\$ 5,439,535	\$ -	\$ 5,439,535	\$ 141,890	2.68%
Fees & Charges	-	-	-	-	-	-	-	-
Ambulance Fees	\$ 1,394,394	\$ 1,339,930	\$ 1,200,000	\$ 1,340,000	\$ 79,500	\$ 1,419,500	\$ 219,500	18.29%
Fire Department Fees	\$ 47,175	\$ 41,325	\$ 46,650	\$ 46,675	\$ -	\$ 46,675	\$ 25	0.05%
Licenses & Permits	\$ 44,495	\$ 52,645	\$ 33,000	\$ 45,000	\$ -	\$ 45,000	\$ 12,000	36.36%
Total 4200 Fire/EMS	\$ 6,288,928	\$ 6,406,545	\$ 6,577,294	\$ 6,871,210	\$ 79,500	\$ 6,950,710	\$ 373,415	5.68%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 5,793,416	\$ 5,917,695	\$ 6,019,283	\$ 6,278,651	\$ 74,500	\$ 6,353,151	\$ 333,867	5.55%
Expenses	\$ 495,512	\$ 488,850	\$ 558,011	\$ 592,559	\$ 5,000	\$ 597,559	\$ 39,548	7.09%
Total 4200 Fire/EMS	\$ 6,288,928	\$ 6,406,545	\$ 6,577,294	\$ 6,871,210	\$ 79,500	\$ 6,950,710	\$ 373,415	5.68%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 4210 Fire Administration	\$ 418,466	\$ 415,458	\$ 454,220	\$ 504,510	\$ -	\$ 504,510	\$ 50,289	11.07%
Total 4220 Fire Prevention	\$ 241,451	\$ 238,594	\$ 226,417	\$ 231,269	\$ -	\$ 231,269	\$ 4,852	2.14%
Total 4320 Fire Suppression	\$ 5,460,271	\$ 5,594,229	\$ 5,726,157	\$ 5,961,231	\$ 79,500	\$ 6,040,731	\$ 314,574	5.49%
Total 4240 Emergency Medical Services	\$ 164,721	\$ 154,113	\$ 164,500	\$ 168,200	\$ -	\$ 168,200	\$ 3,700	2.25%
Total 4250 Emergency Management	\$ 4,018	\$ 4,152	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	-
Total 4200 Fire/EMS	\$ 6,288,928	\$ 6,406,545	\$ 6,577,294	\$ 6,871,210	\$ 79,500	\$ 6,950,710	\$ 373,415	5.68%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 4,807,464	\$ 4,867,346	\$ 5,144,283	\$ 5,368,651	\$ 74,500	\$ 5,443,151	\$ 298,867	5.81%
Overtime	\$ 985,952	\$ 1,050,349	\$ 875,000	\$ 910,000	\$ -	\$ 910,000	\$ 35,000	4.00%
Personal Services	\$ 5,793,416	\$ 5,917,695	\$ 6,019,283	\$ 6,278,651	\$ 74,500	\$ 6,353,151	\$ 333,867	5.55%
Contractual Services	\$ 260,919	\$ 255,440	\$ 311,592	\$ 307,000	\$ -	\$ 307,000	\$ (4,592)	-1.47%
Utilities	\$ 41,342	\$ 31,624	\$ 51,969	\$ 52,359	\$ -	\$ 52,359	\$ 390	0.75%
Supplies	\$ 174,498	\$ 173,896	\$ 162,950	\$ 167,200	\$ 5,000	\$ 172,200	\$ 9,250	5.68%
Small Capital	\$ 18,752	\$ 27,891	\$ 31,500	\$ 66,000	\$ -	\$ 66,000	\$ 34,500	109.52%
Expenses	\$ 495,512	\$ 488,850	\$ 558,011	\$ 592,559	\$ 5,000	\$ 597,559	\$ 39,548	7.09%
Total 4200 Fire/EMS	\$ 6,288,928	\$ 6,406,545	\$ 6,577,294	\$ 6,871,210	\$ 79,500	\$ 6,950,710	\$ 373,415	5.68%

Section VII: Program 5000: Culture & Recreation

This section includes detailed information about the FY2019 Operating Budget & Financing Plan for culture & recreation services. It includes:

- 5100 Cary Memorial Library VII-2
- 5200 Recreation and Community Programs VII-6

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts

Mission: The Cary Memorial Library's mission is to ignite curiosity, engage minds, and connect our community.

Budget Overview: Cary Memorial Library is comprised of three divisions: General and Technical Services, Adult Services, and Youth Services.

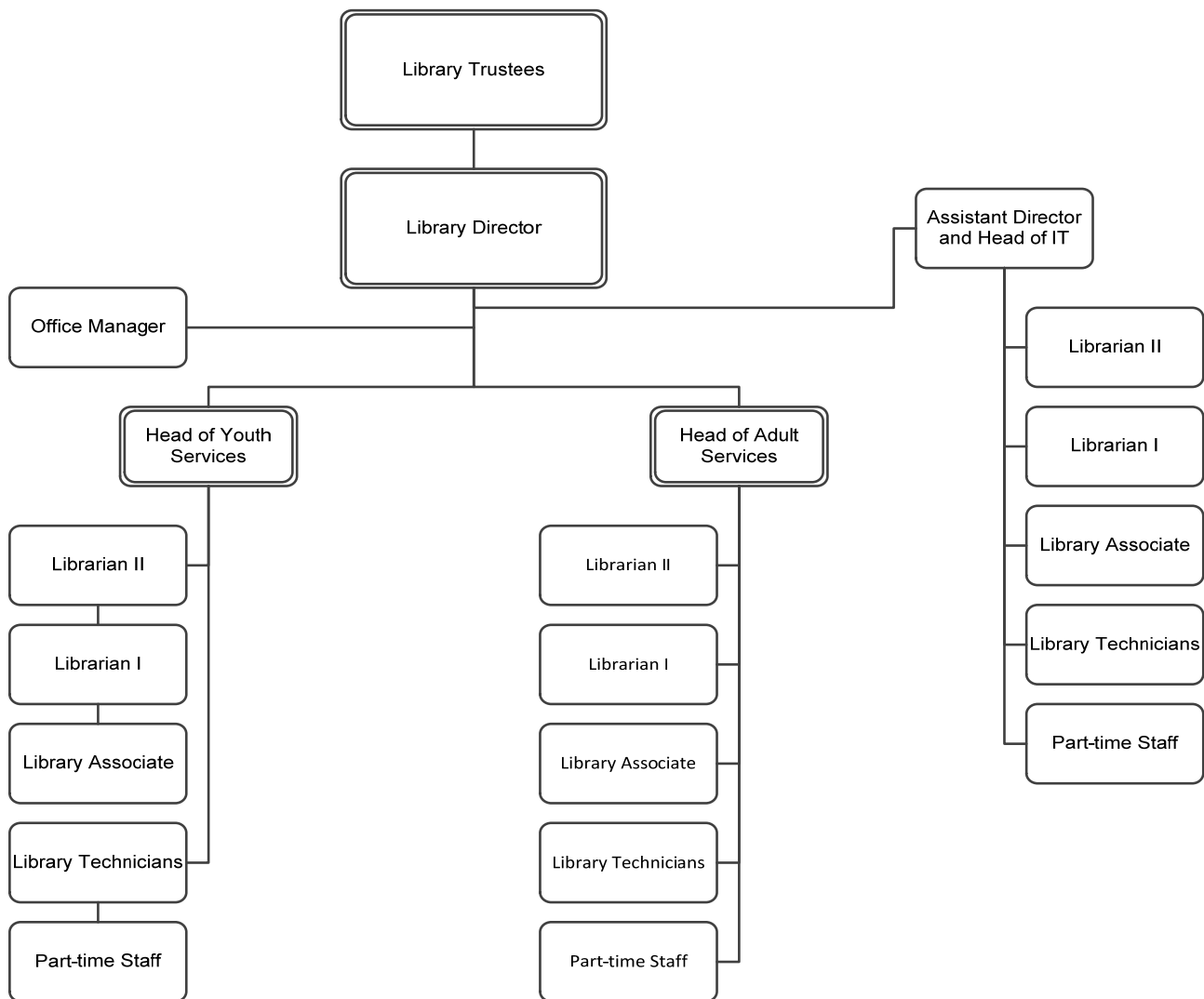
- General and Technical Services includes the administrative staff as well as the supply, equipment, and Minuteman Library Network membership costs.
- Adult Services includes all adult library, technology, and bibliographic services staff as well as adult, teen, and audiovisual materials.
- Youth Services includes all children's library staff and also includes library materials for children.

Departmental Initiatives:

1. Books and Information: To build and maintain a collection to reflect community needs and expectations, to include varying points of view and to respond to changing interests and demographics. To keep abreast of an ever-evolving variety of materials and to provide the content users want in the format they prefer.
2. People and Connections: To foster connections by helping users find exactly what they need and by putting them in touch with the intellectual and creative resources of the community. Library staff provides personal service both in the library and online.
3. Ideas and Inspiration: To be more than a place where books are stored. To be a place where ideas are created, discovered and shared. Recognize that users are inspired by more than words on a page - users find value in music, art, multimedia and all forms of expression. To provide a venue to find and explore content, and also to create and share it.
4. Technology and Innovation: The world is changing and the ways in which users experience books, gather information and create content will continue to evolve. The Library will help users navigate these changes, explore new formats and experiment with innovative devices in an environment where both experts and novices are welcome.
5. Generations and Cultures: The Library's collections, services and programs reflect the broad and deep interests of the community. The staff will strive to be responsive to users' needs across generations and cultures.
6. Individual and Community: To be a vibrant, bustling facility located in the heart of Lexington. To provide a quiet space to read, write and think as well as space to talk, laugh and learn together.

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing:

	FY2016 Budget	FY2017 Budget	FY2018 Budget*	FY2019 Request
Library Director	1	1	1	1
Assistant Director/Head of Technology	1	1	1	1
Office Manager	1	1	1	1
Head of Adult Services	1	1	1	1
Head of Technology	0	0	0	0
Head of Youth Services	1	1	1	1
Circulation Supervisor	1	0	0	0
Librarians	10	10	9.9	10
Library Associates	2	6	6	7
Library Technicians	14.6	11.3	11.1	10.1
Adult Pages	1.3	1.6	1.6	1.6
Student Pages	0.6	0.6	0.6	0.6
Seasonal/Sunday Substitutes	As Needed	As Needed	As Needed	As Needed
Total FTE	34.5	34.5	34.2	34.3
Total FT/PT	26FT/22PT	26FT/22PT	26FT/22PT	26FT/22PT

*FY2018 reflects a correction in FTE value, and does not reflect a net decrease to staffing.

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2019 recommended General Fund Library budget is \$2,581,502, which is a \$47,358 or 1.87% increase over the FY2018 budget.

The General Fund operating budget for Compensation is \$2,123,309, and reflects a \$24,971, or 1.19% increase, which is attributable the cost of contractually obligated step increases. FY2019 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$458,193 and reflects a \$22,387 or 5.14% increase, which is primarily driven by increases for supplies and materials, but also reflects an investment of \$3,000 to support additional employee travel to professional development conferences.

To retain certification by the Massachusetts Board of Library Commissioners, the Library must expend the equivalent of 13 percent of its annual municipal appropriation on materials. Prior to FY2016, the Town's appropriation had been less than one half of this required amount, with the balance coming from the Library Foundation and Friends of the Library. In FY2016, the Town approved a program improvement request that substantially closed this funding gap. The FY2019 materials budget maintains the Town's commitment to the FY2016 funding levels.

Program Improvement Request:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Additional Travel Funds for Conference Attendance	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts

Budget Summary:

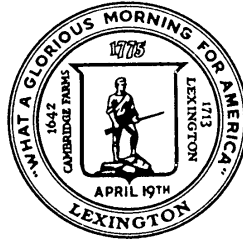
Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 2,394,198	\$ 2,485,004	\$ 2,534,144	\$ 2,578,502	\$ 3,000	\$ 2,581,502	\$ 47,358	1.87%
Total 5100 Library	\$ 2,394,198	\$ 2,485,004	\$ 2,534,144	\$ 2,578,502	\$ 3,000	\$ 2,581,502	\$ 47,358	1.87%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 2,008,885	\$ 2,082,283	\$ 2,098,338	\$ 2,123,309	\$ -	\$ 2,123,309	\$ 24,971	1.19%
Expenses	\$ 385,313	\$ 402,721	\$ 435,806	\$ 455,193	\$ 3,000	\$ 458,193	\$ 22,387	5.14%
Total 5100 Library	\$ 2,394,198	\$ 2,485,004	\$ 2,534,144	\$ 2,578,502	\$ 3,000	\$ 2,581,502	\$ 47,358	1.87%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 5110 General & Tech. Services	\$ 442,698	\$ 458,913	\$ 469,188	\$ 483,429	\$ 3,000	\$ 486,429	\$ 17,241	3.67%
Total 5120 Adult Library	\$ 1,443,644	\$ 1,507,252	\$ 1,421,146	\$ 1,383,045	\$ -	\$ 1,383,045	\$ (38,101)	-2.68%
Total 5130 Children's Library	\$ 507,856	\$ 518,838	\$ 643,810	\$ 712,027	\$ -	\$ 712,027	\$ 68,217	10.60%
Total 5100 Library	\$ 2,394,198	\$ 2,485,004	\$ 2,534,144	\$ 2,578,502	\$ 3,000	\$ 2,581,502	\$ 47,358	1.87%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,961,214	\$ 2,032,823	\$ 2,042,485	\$ 2,066,730	\$ -	\$ 2,066,730	\$ 24,245	1.19%
Overtime (Sunday Premium)	\$ 47,671	\$ 49,460	\$ 55,853	\$ 56,578	\$ -	\$ 56,578	\$ 725	1.30%
Personal Services	\$ 2,008,885	\$ 2,082,283	\$ 2,098,338	\$ 2,123,309	\$ -	\$ 2,123,309	\$ 24,971	1.19%
Contractual Services	\$ 91,044	\$ 93,538	\$ 101,800	\$ 109,600	\$ 3,000	\$ 112,600	\$ 10,800	10.61%
Utilities	\$ 12,144	\$ 8,438	\$ 12,200	\$ 9,200	\$ -	\$ 9,200	\$ (3,000)	-24.59%
Supplies	\$ 246,137	\$ 257,481	\$ 281,806	\$ 295,393	\$ -	\$ 295,393	\$ 13,587	4.82%
Small Capital	\$ 35,988	\$ 43,264	\$ 40,000	\$ 41,000	\$ -	\$ 41,000	\$ 1,000	2.50%
Expenses	\$ 385,313	\$ 402,721	\$ 435,806	\$ 455,193	\$ 3,000	\$ 458,193	\$ 22,387	5.14%
Total 5100 Library	\$ 2,394,198	\$ 2,485,004	\$ 2,534,144	\$ 2,578,502	\$ 3,000	\$ 2,581,502	\$ 47,358	1.87%

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5200 Recreation & Community Programs*Town of Lexington, MA*

Mission: The Department of Recreation and Community Programs strives to provide affordable, quality programs meeting the needs of the community. The Department is committed to providing active and passive leisure opportunities that are educational, fun and life-enriching. The Department promotes participation by all Lexington residents in safe, accessible and well-maintained facilities.

Budget Overview: The Department operates as an Enterprise Fund whereby program and facility fees are anticipated to cover the direct cost of operations. As such, the operating budget may increase or decrease year to year to meet changes in enrollment and facility use demands. In 2015, the Recreation Department was reorganized and renamed the Department of Recreation and Community Programs. The Director of Recreation and Community Programs, through the Recreation Committee, sets program fees with the approval of the Board of Selectmen. The operating budget supports staff who manage and deliver programs along with the supplies needed to operate those programs.

Program revenues (Recreation, Pine Meadows Golf Club and Lexington Community Center) also help fund Capital Improvement Projects and reimburse the General Fund for Recreation-related Town expenses. In FY2019, the Department is contributing \$261,826 to the General Fund to cover the costs of employee benefits and indirect services funded in the General Fund that support the Department's Recreation and Pine Meadows Golf Course Divisions.

The Department offers a wide variety of leisure, socialization and recreational opportunities for individuals of all ages and abilities. Departmental staff plan, schedule and coordinate programs, activities and special events and trips using facilities that include the Lexington Community Center, the Public Schools, Cary Hall, neighborhood parks and playgrounds, tennis and basketball courts, playing fields, the Irving H. Mabee Pool Complex, the Old Reservoir, Pine Meadows Golf Club, the Jack Eddison Memorial Bikeway, Teresa & Roberta Lee Fitness-Nature Path and other hiking/nature trails.

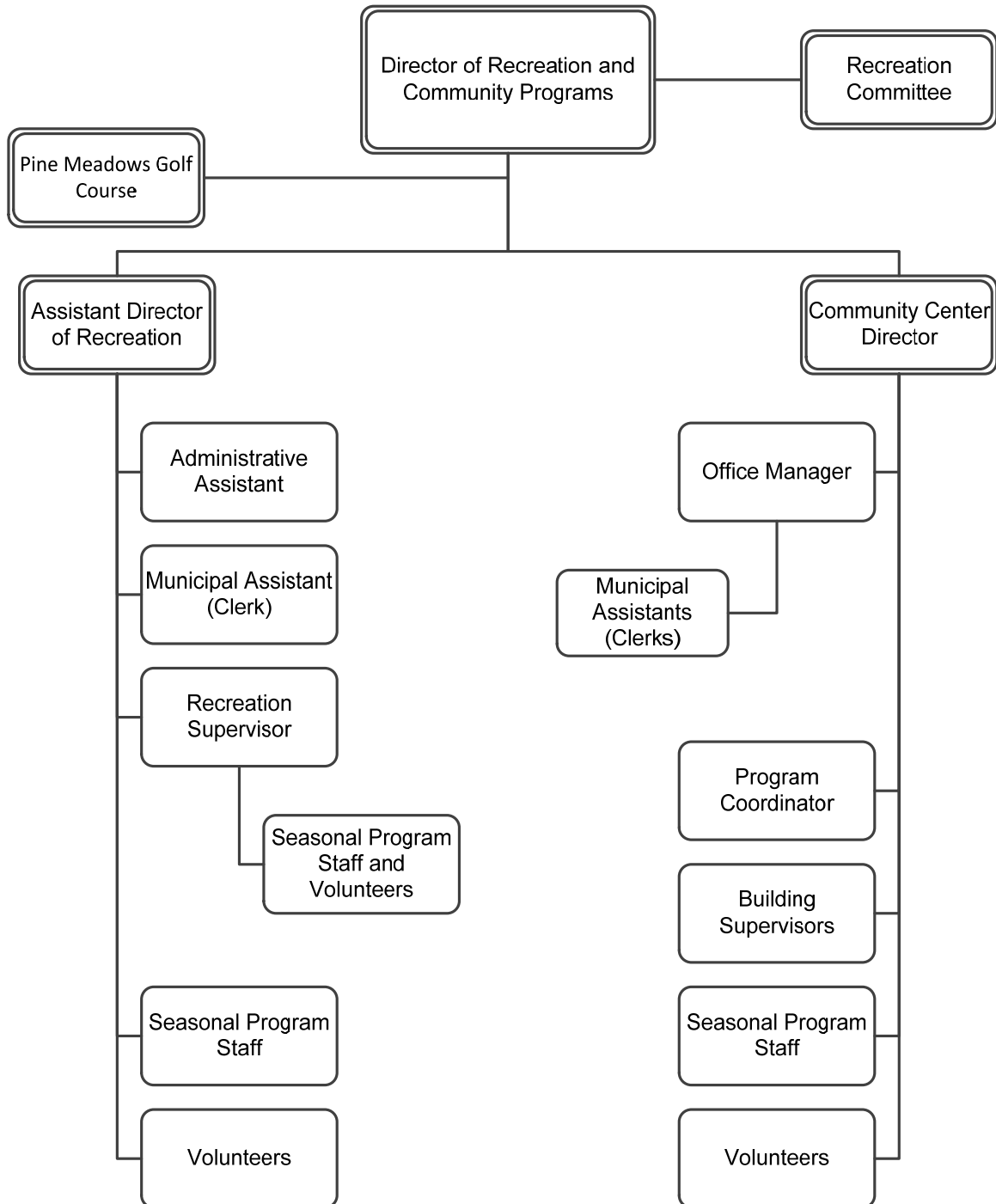
Departmental Initiatives:

1. Pursue and Obtain Parks & Open Space opportunities to increase the community resource inventory of playing fields and pocket parks.
2. Expand Community Center program opportunities.
3. Hold quarterly stakeholders meetings with town and community-wide service organizations that offer educational, social, cultural, and active and passive opportunities to the citizens of Lexington.
4. Master Plan of the Community Center Property and plan for Phase II of the Community Center Annex.
5. Continue implementation of the Recreation and Community Programs Department Strategic Plan.
6. Develop a plan for instituting an ID membership system for use by participants at all Recreation and Community Programs Department programs and facilities.

5200 Recreation & Community Programs

Town of Lexington, MA

7. Research potential local, state and federal grants that could assist with program costs and capital improvement projects.
8. Evaluate current available community resources and programs that are inclusive and adaptive with a Certified Therapeutic Recreation Specialist who will work to develop new programs and opportunities for community members of all ages



Note: Pine Meadows staffing is provided via a contractual service. Oversight is provided by the Director of Recreation and Community Programs.

5200 Recreation & Community Programs*Town of Lexington, MA***Authorized/Appropriated Staffing**

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Director of Recreation and Community Programs	1	1	1	1
Assistant Director	1	1	1	1
Municipal Assistant (Clerk) ¹	1.34	1.34	1.34	1.57
Administrative Assistant	1	1	1	1
Recreation Supervisor	1	1	1	1
Certified Therapeutic Recreation Specialist ²	0	0	0	0.34
Seasonal (Part Time)	175+/-	175+/-	225+/-	225+/-
Subtotal FTE	5.34	5.34	5.34	5.91
Subtotal FT/PT	5FT/1PT	5FT/1PT	5FT/1PT	5FT/3PT

Program: 5000 Culture & Recreation**Subprogram:** 5230 Community Center

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Community Center Director	1	1	1	1
Office Manager	1	1	1	1
Municipal Assistant (Clerk) ³	1.5	2	2	2
Program Coordinator	1	1	1	1
Evening/Weekend Bld Supervisor	1	1	1	1
Seasonal (Part Time)	50+/-	50+/-	50+/-	50+/-
Subtotal FTE	5.5	6	6	6
Subtotal FT/PT	5FT/1PT	6 FT	6 FT	6 FT

Total FTE	10.84	11.34	11.34	11.91
Total FT/PT	10FT/2PT + Seasonal	11FT/1PT + Seasonal	11FT/1PT + Seasonal	11FT/3PT + Seasonal

¹ In FY2019, a seasonal Municipal Assistant (Clerk) will be extended as a part-time employee for the entire year, not only in the Summer.

² In FY2019, a part-time Certified Therapeutic Recreation Specialist will be added to staff for the full year.

³ Municipal Assistant (Clerk) hours increased to full-time in FY2017.

5200 Recreation & Community Programs

Town of Lexington, MA

Budget Recommendations:

The FY2019 recommended budget for the Department of Recreation and Community Programs – comprised of the Pine Meadows Golf Course operation, and Recreation and Community Center programming – is \$3,112,319. The recommended budget is a \$132,379 or 4.44% increase over the FY2018 budget, and reflects increases to Personal Services and Expenses, offset by a reduction in Debt Service with the final debt payment for Lincoln Field planned for February 2018. It should be noted that historically the Recreation and Community Programs Department operating budget has been supported solely from program fees. In FY2016, with the addition of the operation and programming of the Community Center, it was proposed that the tax levy contribute to funding for the Department budget. This tax levy support will continue in FY2019, with \$214,292 being proposed in General Fund support of the Community Center operations.

The Community Center budget supports staff that plans, schedules, coordinates, manages, supervises and delivers community programs along with the supplies needed to operate these programs. The Community Center provides drop-in program space and offers leisure opportunities to promote social, emotional, cognitive well-being and wellness for residents of all ages and abilities. It provides residents with a wide variety of programs that are fun, educational and life-enriching. The customer service counter at the Center supports the Community Center, the Human Services Department and the Recreation Division, allowing for one-stop shopping for services and programs.

The recommended budget for Compensation is \$1,416,168, and reflects a \$107,499 or 8.21% increase which reflects prospective step increases, prospective cost-of-living adjustments, and an increase in hourly rates for Seasonal staff. In addition, a seasonal part-time summer clerk will be converted to an annual part-time position to provide support throughout the year, and a part-time Certified Therapeutic Recreation Specialist will be hired to evaluate current offerings and create additional opportunities for the special needs population.

The recommended budget for Expenses is \$1,434,325 and reflects a \$117,880 or 8.95% increase from FY2018, primarily due to expanded Recreation program offerings taught by contract staff, the transition to a full-color seasonal brochure, and increased electric costs due to the new lights at Lincoln Field.

The recommended budget for Expenses for the operation of the Pine Meadows Golf Course of \$561,470 reflects a net increase of \$15,950 or 2.92%. The current course management contract will expire at the end of calendar year 2018, and will be rebid in the Fall.

There is an increase of \$7,000, or 2.75% in indirect payments to the General Fund to support those costs incurred in the General Fund that support the Recreation Enterprise Fund.

5200 Recreation & Community Programs*Town of Lexington, MA***Program Improvement Requests:**

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Certified Therapeutic Recreation Specialist	\$ 12,480	\$ 181	\$ 12,661	\$ 12,480	\$ 181	\$ 12,661	\$ -
Municipal Assistant	\$ 6,240	\$ 90	\$ 6,330	\$ 6,240	\$ 90	\$ 6,330	\$ -

Budget Summary

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 216,836	\$ 267,447	\$ 220,152	\$ 214,292	\$ -	\$ 214,292	\$ (5,860)	-2.66%
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Retained Earnings	\$ -	\$ 43,028	\$ 375,000	\$ 375,000	\$ -	\$ 375,000	\$ -	-
Recreation User Charges	\$ 1,284,068	\$ 1,307,341	\$ 1,072,213	\$ 1,291,732	\$ 18,720	\$ 1,310,452	\$ 238,239	22.22%
Community Center User Charges	\$ 278,506	\$ 336,919	\$ 533,253	\$ 433,253	\$ -	\$ 433,253	\$ (100,000)	-18.75%
Golf User Charges	\$ 852,038	\$ 771,716	\$ 775,000	\$ 775,000	\$ -	\$ 775,000	\$ -	-
Investment Income	\$ 3,218	\$ 4,322	\$ 4,322	\$ 4,322	\$ -	\$ 4,322	\$ -	-
Total 5200 Recreation	\$ 2,634,665	\$ 2,730,773	\$ 2,979,940	\$ 3,093,599	\$ 18,720	\$ 3,112,319	\$ 132,379	4.44%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 1,034,427	\$ 1,189,073	\$ 1,308,669	\$ 1,397,448	\$ 18,720	\$ 1,416,168	\$ 107,499	8.21%
Expenses	\$ 1,075,562	\$ 1,193,874	\$ 1,316,445	\$ 1,434,325	\$ -	\$ 1,434,325	\$ 117,880	8.95%
Debt Service	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ (100,000)	-100.00%
Indirect Costs (Trans. to Gen. Fund)	\$ 240,608	\$ 247,826	\$ 254,826	\$ 261,826	\$ -	\$ 261,826	\$ 7,000	2.75%
Total 5200 Recreation	\$ 2,450,597	\$ 2,730,773	\$ 2,979,940	\$ 3,093,599	\$ 18,720	\$ 3,112,319	\$ 132,379	4.44%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 5210 Recreation	\$ 1,216,239	\$ 1,349,550	\$ 1,412,709	\$ 1,477,772	\$ 18,720	\$ 1,496,492	\$ 83,783	5.93%
Total 5220 Pine Meadows	\$ 485,328	\$ 491,162	\$ 545,520	\$ 561,470	\$ -	\$ 561,470	\$ 15,950	2.92%
Total 5230 Community Center	\$ 508,422	\$ 642,236	\$ 766,885	\$ 792,531	\$ -	\$ 792,531	\$ 25,646	3.34%
Indirect Costs	\$ 240,608	\$ 247,826	\$ 254,826	\$ 261,826	\$ -	\$ 261,826	\$ 7,000	2.75%
Total 5200 Recreation	\$ 2,450,597	\$ 2,730,773	\$ 2,979,940	\$ 3,093,599	\$ 18,720	\$ 3,112,319	\$ 132,379	4.44%

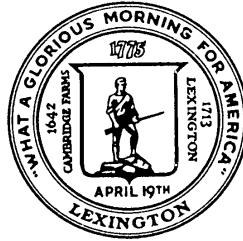
Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,034,427	\$ 1,189,073	\$ 1,308,669	\$ 1,397,448	\$ 18,720	\$ 1,416,168	\$ 107,499	8.21%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 1,034,427	\$ 1,189,073	\$ 1,308,669	\$ 1,397,448	\$ 18,720	\$ 1,416,168	\$ 107,499	8.21%
Contractual Services	\$ 910,080	\$ 1,064,582	\$ 1,124,070	\$ 1,227,980	\$ -	\$ 1,227,980	\$ 103,910	9.24%
Utilities	\$ 56,982	\$ 47,800	\$ 56,180	\$ 63,750	\$ -	\$ 63,750	\$ 7,570	13.47%
Supplies	\$ 82,377	\$ 80,995	\$ 127,195	\$ 133,095	\$ -	\$ 133,095	\$ 5,900	4.64%
Small Capital	\$ 26,123	\$ 497	\$ 9,000	\$ 9,500	\$ -	\$ 9,500	\$ 500	5.56%
Expenses	\$ 1,075,562	\$ 1,193,874	\$ 1,316,445	\$ 1,434,325	\$ -	\$ 1,434,325	\$ 117,880	8.95%
Debt	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ (100,000)	-100.00%
Indirect	\$ 240,608	\$ 247,826	\$ 254,826	\$ 261,826	\$ -	\$ 261,826	\$ 7,000	2.75%
Total 5200 Recreation	\$ 2,450,597	\$ 2,730,773	\$ 2,979,940	\$ 3,093,599	\$ 18,720	\$ 3,112,319	\$ 132,379	4.44%

Section VIII: Program 6000: Human Services

This section includes detailed information about the FY2019 Operating Budget & Financing Plan for Human Services. It includes:

- 6100-6200 Administration; Veterans' Services; Youth and Family Services; Senior Services and Community Programs; and Transportation Services
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6100-6200 Human Services

Town of Lexington, Massachusetts

Mission: The Human Services Department connects Lexington residents of all ages to information, support and educational services; and is responsible for managing the Lexpress bus system and other transportation initiatives. The department seeks to identify the unmet needs of our community by providing outreach and prevention services that promote physical, mental health and wellbeing for families, seniors, veterans and youth.

Budget Overview: The Human Services Department is organized to provide service delivery to residents of all ages. Assistant Directors, Managers and Coordinators oversee the following divisions: Administration and Community Programs, Senior Services, Youth and Family Services, Veterans' Services, and Transportation Services. In 2015, all Human Services divisions moved to the Lexington Community Center. Attendance, walk in visits, phone calls and requests for information have increased greatly since the move to the Community Center.

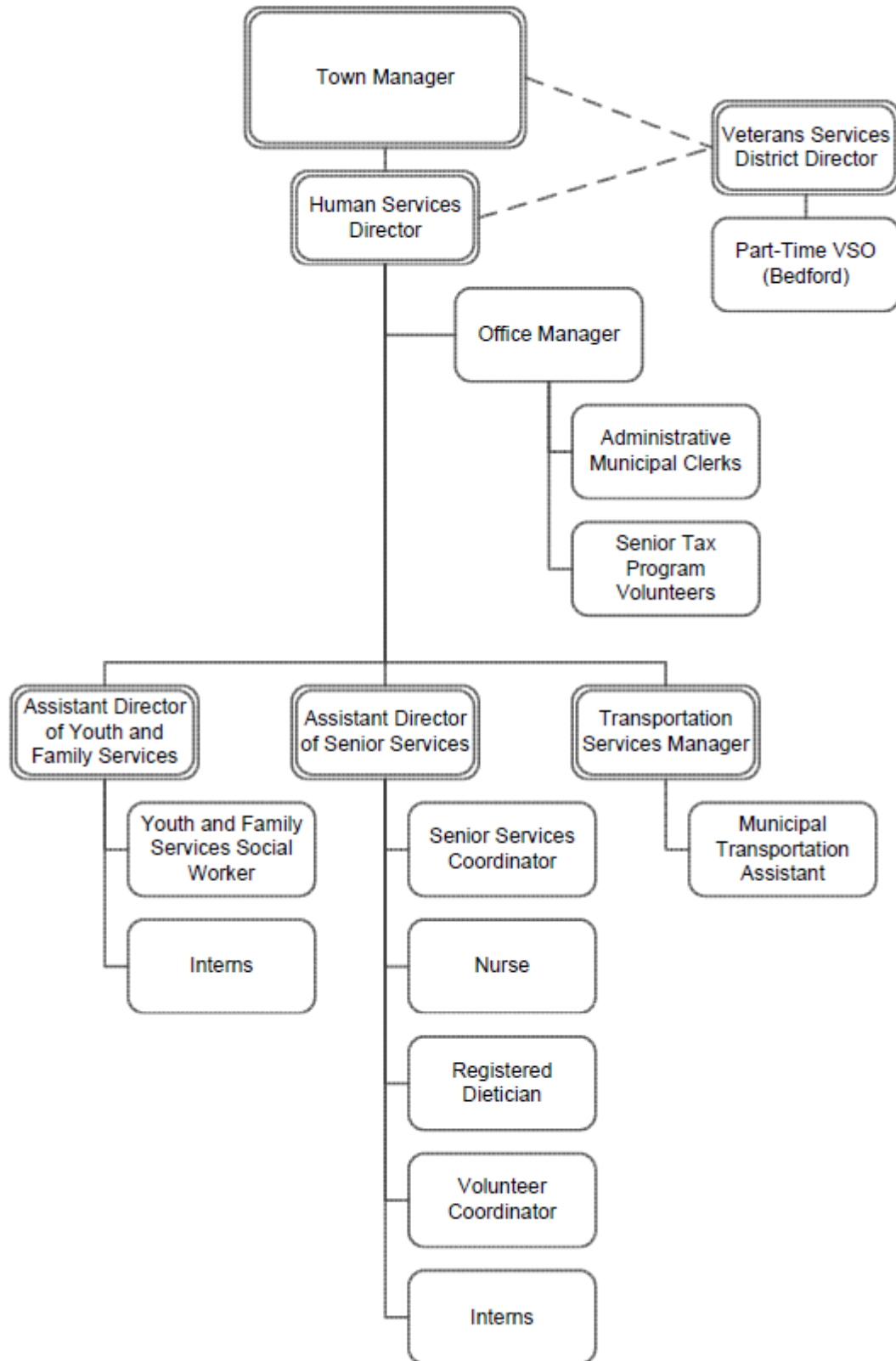
Staff from Senior Services and Youth and Family Services provide senior, youth and intergenerational programming, assessments, information and referrals, counseling, financial assistance, consultation, support and coordination of services. Veterans' services staff work with colleagues to plan Town celebrations and special events, and provide veterans in Lexington and Bedford with information, benefits and support. The Transportation Services division started a new Lexpress bus service contract in July 2017.

Departmental Initiatives:

1. Participate in mental health review in collaboration with Town and School staff and the Human Services Committee.
2. Improve overall department functioning and communication through the implementation of laser fiche, standardization of forms and updates to the Human Services database.
3. Form a crisis intervention and prevention team with Police, Fire, Health, Schools, Library, Recreation and community stakeholders to align response and communication protocols and develop education and support for Lexington residents of all ages around risk and mental health.
4. Collaborate with UMass/Boston on the Age Friendly Community process.
5. Collaborate with Recreation and Community Programs staff to continue best practices in programming and shared customer services and develop a robust volunteer program at the Community Center.

6100-6200 Human Services

Program: Human Services
Town of Lexington, Massachusetts



6100-6200 Human Services*Town of Lexington, Massachusetts***Authorized/Appropriated Staffing:**

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Director of Human Services	1	1	1	1
Assistant Director of Senior Services	1	1	1	1
Youth and Family Services Social Worker	1	1	1	1
Senior Services Coordinator	1	1	1	1
Senior Services Nurse ¹	0.42	0.42	0.42	0.57
Office Manager	1	1	1	1
Municipal Clerk (Part Time)	0.5	0.5	0.5	0.5
Veterans' Services District Director ²	1	1	1	1
Veterans' Services Officer	0.51	0.51	0.51	0.51
Transportation Services Manager ³	0.69	0.69	0.69	0.8
Municipal Transportation Assistant ⁴	0.6	0.8	0.8	0.8
Registered Dietician ⁵	-	PT	PT	PT
Volunteer Coordinator ⁵	-	PT	PT	PT
Total FTE	8.7	8.92	8.92	9.18
Total FT/PT	6(FT)/5(PT)	6(FT)/7(PT)	6(FT)/7(PT)	6(FT)/7(PT)

Explanatory Notes:

- (1) The weekly hours for the Senior Services Nurse were increased from 15 to 20 in FY2019.
- (2) As part of Veterans' District agreement with the Town of Bedford, the Veterans' Services District Director supervises the part time Veterans' Services Officer (VSO). The VSO is 100% funded by the Town of Bedford.
- (3) The new Transportation Services Manager will be hired at 28 hours per week rather than the 24 that had been filled previously.
- (4) Municipal Transportation Assistant hours were increased from 20 to 28 hours in FY2017. Funds were re-allocated from Supportive Living expenses to accommodate this increase.
- (5) The part-time, hourly, temporary positions of Registered Dietician and Volunteer Coordinator were added in FY2017 and are 100% funded by grants from the Executive Office of Elder Affairs and the Dana Home Foundation. Available hours vary due to amount of funding.

6100-6200 Human Services*Town of Lexington, Massachusetts***Budget Recommendations:**

The requested FY2019 All Funds Human Services budget is \$1,717,322 which is a \$189,046, or 12.37%, increase over the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The All Funds budget includes funding from a Massachusetts Executive Office of Elder Affairs (EOEA) grant, the Massachusetts Bay Transportation Authority (MBTA) Suburban Transportation grant, and the Senior Services Revolving Fund (formerly known as the Council on Aging Programs Revolving Fund). In addition, the Town of Bedford funds a portion of the Veterans' Services budget through a Veterans' District agreement. Beginning in FY2019, the Town of Bedford will be reimbursing Lexington for additional VSO services as a result of the additional staff time the District Director is devoting to Veterans services at the new Bedford Green housing complex on the grounds of the VA Hospital in Bedford.

The Human Services FY2019 recommended General Fund operating budget request is \$1,465,284 and reflects a \$162,313 or 12.46% increase over the restated FY2018 budget.

The General Fund operating budget for Compensation is \$669,089, and reflects a \$119,925 or 21.84% increase, which is due to program improvements to add a staff person to provide additional community support at Youth and Family Services, and to increase the hours of the Senior Services Nurse to allow her to do more outreach. Compensation also reflects the cost of contractually obligated step increases and cost of living adjustments. FY2019 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2018. Funds for prospective increases are provided in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$796,195 and reflects a \$42,388 or 5.62% increase, which incorporates program improvements to engage with UMass Boston to conduct an Age Friendly Lexington assessment and expand use of credit cards for Lexpress bus passes, as well as contractual increases for the Lexpress bus service contract.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Youth and Family Services Additional Supports	\$ 82,000	\$ 17,391	\$ 99,391	\$ 82,000	\$ 17,391	\$ 99,391	\$ -
Age Friendly Lexington - UMASS Boston	\$ 35,000	\$ -	\$ 35,000	\$ 35,000		\$ 35,000	\$ -
Transportation Strategic Plan	\$ 25,000	\$ -	\$ 25,000	\$ -		\$ -	\$ 25,000
Senior Services Nurse	\$ 9,620	\$ 15,686	\$ 25,306	\$ 9,620	\$ 15,686	\$ 25,306	\$ -
Credit Card Processing Fees	\$ 1,500	\$ -	\$ 1,500	\$ 1,500		\$ 1,500	\$ -

6100-6200 Human Services

Program: Human Services
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Estimated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 880,231	\$ 820,340	\$ 1,089,059	\$ 1,123,252	\$ 128,120	\$ 1,251,372	\$ 162,313	14.90%
Veteran Benefits Reimbursement	\$ 75,802	\$ 85,558	\$ 54,912	\$ 54,912	\$ -	\$ 54,912	\$ -	-
TDM Allocation	\$ 91,600	\$ 91,000	\$ 91,000	\$ 91,000	\$ -	\$ 91,000	\$ -	-
Fees								
Lexpress Fares	\$ 77,031	\$ 68,886	\$ 68,000	\$ 68,000	\$ -	\$ 68,000	\$ -	0.00%
Total 6000 - General Fund	\$ 1,124,664	\$ 1,065,784	\$ 1,302,971	\$ 1,337,164	\$ 128,120	\$ 1,465,284	\$ 162,313	12.46%

Appropriation Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 481,215	\$ 492,792	\$ 549,164	\$ 577,469	\$ 91,620	\$ 669,089	\$ 119,925	21.84%
Expenses	\$ 643,449	\$ 572,993	\$ 753,807	\$ 759,695	\$ 36,500	\$ 796,195	\$ 42,388	5.62%
Total 6000 - General Fund	\$ 1,124,664	\$ 1,065,784	\$ 1,302,971	\$ 1,337,164	\$ 128,120	\$ 1,465,284	\$ 162,313	12.46%

Program Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 6110 Administration	\$ 200,927	\$ 205,426	\$ 224,113	\$ 227,846	\$ -	\$ 227,846	\$ 3,733	1.67%
Total 6140 Veterans' Services	\$ 175,758	\$ 133,730	\$ 186,904	\$ 167,258	\$ -	\$ 167,258	\$ (19,646)	-10.51%
Total 6150 Youth & Family Services	\$ 80,549	\$ 78,206	\$ 91,419	\$ 94,965	\$ 82,000	\$ 176,965	\$ 85,546	93.58%
Total 6170 Senior Services & Community Programs	\$ 121,210	\$ 118,143	\$ 166,056	\$ 173,607	\$ 44,620	\$ 218,227	\$ 52,171	31.42%
Total 6210 Transportation Services	\$ 546,220	\$ 530,279	\$ 634,479	\$ 673,488	\$ 1,500	\$ 674,988	\$ 40,509	6.38%
Total 6000 - General Fund	\$ 1,124,664	\$ 1,065,784	\$ 1,302,971	\$ 1,337,164	\$ 128,120	\$ 1,465,284	\$ 162,313	12.46%

Object Code Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 481,215	\$ 492,792	\$ 549,164	\$ 577,469	\$ 91,620	\$ 669,089	\$ 119,925	21.84%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 481,215	\$ 492,792	\$ 549,164	\$ 577,469	\$ 91,620	\$ 669,089	\$ 119,925	21.84%
Contractual Services	\$ 610,707	\$ 548,188	\$ 716,807	\$ 723,548	\$ 36,500	\$ 760,048	\$ 43,241	6.03%
Utilities	\$ 3,030	\$ 2,012	\$ 3,300	\$ 2,947	\$ -	\$ 2,947	\$ (353)	-10.70%
Supplies	\$ 26,017	\$ 19,412	\$ 30,200	\$ 29,700	\$ -	\$ 29,700	\$ (500)	-1.66%
Small Capital	\$ 3,695	\$ 3,380	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	-
Expenses	\$ 643,449	\$ 572,993	\$ 753,807	\$ 759,695	\$ 36,500	\$ 796,195	\$ 42,388	5.62%
Total 6000 - General Fund	\$ 1,124,664	\$ 1,065,784	\$ 1,302,971	\$ 1,337,164	\$ 128,120	\$ 1,465,284	\$ 162,313	12.46%

Budget Summary - Revolving Funds* and Grants

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
EOEA Grant	\$ 71,082	\$ 78,650	\$ 78,980	\$ 78,980	\$ -	\$ 78,980	\$ -	-
Veterans Services Regional Funding from Bedford	\$ 35,876	\$ 37,227	\$ 40,081	\$ 41,815	\$ -	\$ 41,815	\$ 1,734	4.33%
Senior Services Revolving Fund	\$ 27,184	\$ 53,433	\$ 50,000	\$ 75,000	\$ -	\$ 75,000	\$ 25,000	50.00%
MBTA Grant	\$ 52,000	\$ 54,080	\$ 56,243	\$ 56,243	\$ -	\$ 56,243	\$ -	-
Total 6000 - Non-General Fund	\$ 186,142	\$ 223,389	\$ 225,304	\$ 252,038	\$ -	\$ 252,038	\$ 26,734	11.87%

*Revolving Funds are authorized by Town Meeting via Article 8, and are not appropriated under Article 4.

Appropriations Summary (Non-General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
EOEA Grant	\$ 112,021	\$ 89,030	\$ 78,980	\$ 78,980	\$ -	\$ 78,980	\$ -	-
Personal Services	\$ 61,225	\$ 63,365	\$ 58,575	\$ 58,575	\$ -	\$ 58,575	\$ -	-
Expenses	\$ 50,796	\$ 25,666	\$ 20,405	\$ 20,405	\$ -	\$ 20,405	\$ -	-
Veterans' Services Regional Funding	\$ 34,834	\$ 36,856	\$ 40,081	\$ 41,815	\$ -	\$ 41,815	\$ 1,734	4.33%
Personal Services	\$ 34,016	\$ 36,053	\$ 38,237	\$ 39,971	\$ -	\$ 39,971	\$ 1,734	4.53%
Expenses	\$ 818	\$ 802	\$ 1,844	\$ 1,844	\$ -	\$ 1,844	\$ -	-
Senior Services Revolving Fund								
Expenses	\$ 28,414	\$ 44,963	\$ 50,000	\$ 75,000	\$ -	\$ 75,000	\$ 25,000	50.00%
MBTA Grant - Transportation Services								
Expenses	\$ 52,000	\$ 54,080	\$ 56,243	\$ 56,243	\$ -	\$ 56,243	\$ -	-
Total 6000 - Non-General Fund	\$ 227,270	\$ 224,929	\$ 225,304	\$ 252,038	\$ -	\$ 252,038	\$ 26,734	11.87%

Budget Summary - All Funds

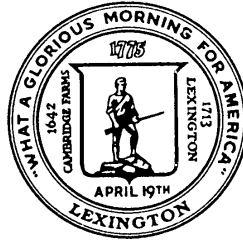
Appropriation Summary (All Funds)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 576,456	\$ 592,210	\$ 645,976	\$ 676,015	\$ 91,620	\$ 767,635	\$ 121,658	18.83%
Expenses	\$ 775,478	\$ 698,504	\$ 882,299	\$ 913,187	\$ 36,500	\$ 949,687	\$ 67,388	7.64%
Total 6000 Human Services (All Funds)	\$ 1,351,934	\$ 1,290,713	\$ 1,528,275	\$ 1,589,202	\$ 128,120	\$ 1,717,322	\$ 189,046	12.37%

Section IX: Program 7000: Land Use, Health and Development Department

This section includes detailed information about the FY2019 Operating Budget & Financing Plan for the Land Use, Health and Development Department. It includes:

- | | |
|-----------------------------|-------|
| • 7110-7300 Summary | IX-2 |
| • 7110 Building and Zoning | IX-7 |
| • 7120 Administration | IX-11 |
| • 7130 Conservation | IX-15 |
| • 7140 Health | IX-19 |
| • 7200 Planning | IX-23 |
| • 7300 Economic Development | IX-27 |

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7100 Program Summary

Town of Lexington, Massachusetts

Mission: The Land Use, Health and Development Department includes those departments that manage and promote residential and commercial development in Lexington while protecting the health and safety of residents through local bylaws and regulations, as well as State statutes and regulations, in the areas of public health, building code, zoning, wetland protection, land conservation and land-use. By consolidating these various operations under the management of an Assistant Town Manager, the Town is able to further streamline code enforcement, program and policy development, and outreach and educational activities related to commercial, residential and public development.

Budget Overview: The Land Use, Health and Development Department is comprised of: Building and Zoning, Conservation, Health, Planning, Economic Development.

The Building and Zoning Office is responsible for enforcing the State building, electrical, gas, and plumbing codes, the local zoning bylaw, and Architectural Access Board Regulations.

The Conservation Office is responsible for administering and enforcing the State and local wetland protection codes and the State Stormwater Management Regulations, managing over 1,400 acres of Town-owned conservation land, and providing outreach and education concerning natural and watershed resources.

The Public Health Division is responsible for enforcing State and local health codes, administering health screening and vaccination programs, evaluating community health needs and developing intervention programs to prevent disease and disability.

The Planning Office supports the Planning Board in the administration of the Subdivision Regulations, the determination of adequacy of unaccepted streets, the granting of special permits for residential development, site plan review and granting of special permits within the commercial manufacturing district, and the review of planned development district proposals that go to Town Meeting. In addition, the staff engages in short- and long-term planning in regard to growth and development issues in Lexington, being active participants in various committees dealing with issues of transportation, affordable housing and economic development, as well as participating in regional and statewide initiatives.

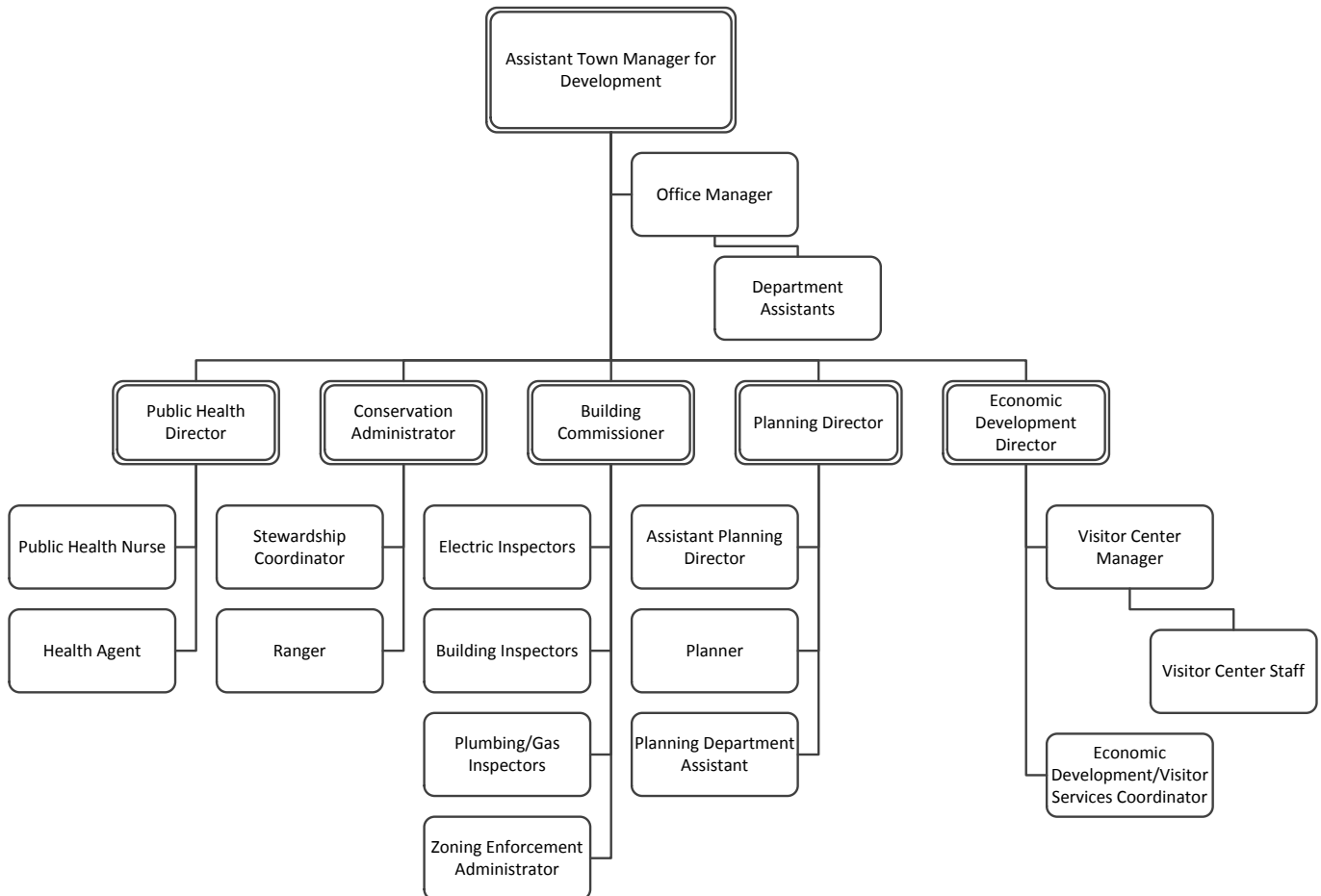
The Economic Development Office works to encourage new investment and support our local businesses. It serves as a liaison for businesses and works to address business-related issues from Center parking to updating land use policy. The Office also works to retain and expand local businesses by providing information, conducting research, supporting a visitor-based economy, and leveraging State economic development tools and resources designed to improve the business environment. The Economic Development Office manages the Visitors Center and Tourism operations.

7100 Program Summary

Town of Lexington, Massachusetts

Departmental Initiatives:

1. Support the community-wide process to update the Lexington Comprehensive Plan.
2. Advance the transition from ViewPermit to ViewPoint Cloud.
3. Conclude the implementation of Laserfiche for document scanning and retrieval.



7100 Program Summary

Town of Lexington, Massachusetts

Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Assistant Town Manager	1	1	1	1
Administration Department Office Manager	1	1	1	1
Administration Department Assistants	4	4	4	5
Economic Development Director	1	1	1	1
Economic Development/Visitor Center Coordinator	1	1	1	1
Visitor Services Manager	1	1	1	1
Visitor Center Staff (6PT)	4.75	4.75	4.75	4.75
Visitor Center PT Assistant Manager ¹		0.56	0.56	0.56
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Liberty Ride Coordinator	0.7	0.7	0.7	0.7
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	1	1	1	1
Planning Dept. Clerk/Admin. Assistant	1	1	1	1
Conservation Administrator	1	1	1	1
Stewardship Coordinator	1	1	1	1
Land Use Ranger	0.25	0.25	0.25	0.25
Land Management Interns	Seasonal	Seasonal	Seasonal	Seasonal
Public Health Director	1	1	1	1
Health Agent	1	1	1	1
Health Nurse ²	0.6	0.6	0.6	0.6
Building Commissioner	1	1	1	1
Building Inspectors	2	2	2	2
Plumbing and Gas Inspector	1	1	1	1
Zoning Enforcement Administrator	1	1	1	1
Electric Inspectors	1	1	1	1
Part-Time Electric Inspector	0.24	0.24	0.24	0.24
Part-time Plumbing Inspector	0.14	0.14	0.14	0.14
Part-time Building Inspector	0.21	0.21	0.38	0.38
Subtotal FTE	29.9	30.4	30.6	31.6
Total FT/PT	22FT/11PT + Seasonal	22FT/11PT + Seasonal	22FT/11PT + Seasonal	23FT/11PT + Seasonal

Explanatory Notes:

¹Position added in FY2017.

²The full-time Public Health Nurse is shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY2009.

7100 Program Summary*Town of Lexington, Massachusetts***Budget Recommendations:**

The FY2019 recommended All Funds Office of Land Use, Health and Development budget inclusive of the General Fund operating budget, the Liberty Ride, Visitor Center and Health Program Revolving Funds, is \$2,978,985. The recommended budget is a \$108,824 or 2.18% increase over the restated FY2018 budget. The FY2018 budget is restated to reflect a supplemental appropriation approved at the 2017-3 Special Town Meeting, and to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The FY2019 recommended Land Use, Health and Development General Fund operating budget is \$2,391,481 which is a \$21,112, or 0.89% increase from the restated FY2018 General Fund budget.

The General Fund operating budget for Compensation is \$1,994,038 and reflects a \$119,407 or 6.37% increase, which is attributable to the cost of contractually obligated cost of living and step increases, a program improvement for additional administrative support, and funding for additional summer interns for the Conservation and Economic Development Offices. FY2019 Compensation does not include any estimate of prospective cost of living increases not covered by current contracts. Funds for prospective increases are provided in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$443,598 and reflects a net decrease of \$52,140 or 10.52%, which reflects funding to design a gateway sign at Hartwell Avenue, and is offset by removing one-time FY2018 costs throughout the budget.

The FY2019 recommended budget for the Health Program, Liberty Ride, and Visitor Center revolving funds is \$541,349, an increase of \$41,457 or 8.31%, driven primarily by increased costs for vaccination clinics funded from the Health Program Revolving Fund.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Administrative Assistant	\$ 46,155	\$ 16,871	\$ 63,027	\$ 46,155	\$ 16,871	\$ 63,027	\$ -
Department Interns - Conservation and Economic Development	\$ 8,000	\$ 116	\$ 8,116	\$ 8,000	\$ 116	\$ 8,116	\$ -
Assistant Building Commissioner	\$ 20,000	\$ 290	\$ 20,290	\$ -		\$ -	\$ 20,290
Hartwell Gateway Signage	\$ 50,000	\$ -	\$ 50,000	\$ 10,000		\$ 10,000	\$ 40,000
General Fund Support of Visitors Center	\$ 41,400	\$ -	\$ 41,400			\$ -	\$ 41,400
Marketing Budget Increase	\$ 12,000		\$ 12,000	\$ -		\$ -	\$ 12,000

Program: Land Use, Health and Development Department

7100 Program Summary

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ (459,544)	\$ (636,275)	\$ 616,559	\$ 495,361	\$ 64,155	\$ 559,516	\$ (57,043)	-9.25%
TDM Stabilization Fund	\$ -	\$ 45,400	\$ 46,000	\$ 46,000		\$ 46,000	\$ -	-
Center Impr. District Stabilization Fund	\$ -	\$ -	\$ 27,000	\$ 27,000	\$ -	\$ 27,000	\$ -	-
Fees & Charges								
Departmental Fees	\$ 72,243	\$ 87,457	\$ 79,210	\$ 134,120		\$ 134,120	\$ 54,910	69.32%
Licenses & Permits	\$ 2,356,462	\$ 2,590,371	\$ 1,601,600	\$ 1,671,000		\$ 1,671,000	\$ 69,400	4.33%
Total 7100 - General Fund	\$ 1,969,162	\$ 2,086,953	\$ 2,370,369	\$ 2,373,481	\$ 64,155	\$ 2,437,636	\$ 67,267	2.84%

Appropriation Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 1,654,817	\$ 1,771,927	\$ 1,874,631	\$ 1,939,883	\$ 54,155	\$ 1,994,038	\$ 119,407	6.37%
Expenses	\$ 314,345	\$ 315,026	\$ 495,738	\$ 433,598	\$ 10,000	\$ 443,598	\$ (52,140)	-10.52%
Total 7100 - General Fund	\$ 1,969,162	\$ 2,086,953	\$ 2,370,369	\$ 2,373,481	\$ 64,155	\$ 2,437,636	\$ 67,267	2.84%

Level-Service Requests (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 7110 Building & Zoning	\$ 531,678	\$ 546,935	\$ 603,605	\$ 606,153	\$ -	\$ 606,153	\$ 2,548	0.42%
Total 7120 Administration	\$ 345,196	\$ 389,909	\$ 448,650	\$ 466,855	\$ 46,155	\$ 513,010	\$ 64,360	14.35%
Total 7130 Conservation	\$ 231,384	\$ 223,957	\$ 235,849	\$ 243,485	\$ 3,000	\$ 246,485	\$ 10,636	4.51%
Total 7140 Health	\$ 283,338	\$ 288,005	\$ 315,266	\$ 319,086	\$ -	\$ 319,086	\$ 3,820	1.21%
Total 7200 Planning	\$ 305,009	\$ 334,628	\$ 404,508	\$ 387,163	\$ -	\$ 387,163	\$ (17,345)	-4.29%
Total 7310 Economic Development	\$ 272,556	\$ 303,518	\$ 362,490	\$ 350,738	\$ 15,000	\$ 365,738	\$ 3,248	0.90%
Total 7100 - General Fund	\$ 1,969,162	\$ 2,086,953	\$ 2,370,369	\$ 2,373,481	\$ 64,155	\$ 2,437,636	\$ 67,267	2.84%

Object Code Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,637,989	\$ 1,757,018	\$ 1,843,552	\$ 1,907,771	\$ 54,155	\$ 1,961,927	\$ 118,374	6.42%
Overtime	\$ 16,828	\$ 14,908	\$ 31,078	\$ 32,111	\$ -	\$ 32,111	\$ 1,033	3.32%
Personal Services	\$ 1,654,817	\$ 1,771,927	\$ 1,874,631	\$ 1,939,883	\$ 54,155	\$ 1,994,038	\$ 119,407	6.37%
Contractual Services	\$ 254,251	\$ 260,345	\$ 427,514	\$ 372,126	\$ 10,000	\$ 382,126	\$ (45,388)	-10.62%
Utilities	\$ 8,579	\$ 7,571	\$ 12,252	\$ 12,062	\$ -	\$ 12,062	\$ (190)	-1.55%
Supplies	\$ 51,515	\$ 46,540	\$ 55,972	\$ 49,410	\$ -	\$ 49,410	\$ (6,562)	-11.72%
Small Capital	\$ -	\$ 384	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 314,345	\$ 314,840	\$ 495,738	\$ 433,598	\$ 10,000	\$ 443,598	\$ (52,140)	-10.52%
Total 7100 - General Fund	\$ 1,969,162	\$ 2,086,767	\$ 2,370,369	\$ 2,373,481	\$ 64,155	\$ 2,437,636	\$ 67,267	2.84%

Budget Summary - Revolving Funds

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Health Department Revolving Fund	\$ 25,197	\$ 45,780	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	0.00%
Liberty Ride Revolving Fund	\$ 216,884	\$ 199,346	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -	0.00%
Visitor Center Revolving Fund	\$ 197,186	\$ 203,722	\$ 193,539	\$ 193,539	\$ -	\$ 193,539	\$ -	0.00%
Total 7100 - Revolving Funds	\$ 439,267	\$ 448,849	\$ 438,539	\$ 438,539	\$ -	\$ 438,539	\$ -	0.00%

*Revolving Funds are authorized by Town Meeting via Article 8, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
7140 - Health Program Revolving Fund	\$ 13,810	\$ 13,947	\$ 14,000	\$ 45,000	\$ -	\$ 45,000	\$ 31,000	221.43%
Expenses	\$ 13,810	\$ 13,947	\$ 14,000	\$ 45,000	\$ -	\$ 45,000	\$ 31,000	221.43%
7320 - Liberty Ride	\$ 200,122	\$ 197,035	\$ 284,174	\$ 284,361	\$ -	\$ 284,361	\$ 187	0.07%
Compensation	\$ 57,583	\$ 63,549	\$ 78,800	\$ 80,987	\$ -	\$ 80,987	\$ 2,187	2.78%
Expenses	\$ 142,539	\$ 133,486	\$ 205,374	\$ 203,374	\$ -	\$ 203,374	\$ (2,000)	-0.97%
7340 - Visitor Center	\$ 188,674	\$ 209,372	\$ 201,618	\$ 211,988	\$ -	\$ 211,988	\$ 10,370	5.14%
Compensation	\$ 89,827	\$ 102,543	\$ 99,368	\$ 103,038	\$ -	\$ 103,038	\$ 3,670	3.69%
Expenses	\$ 98,847	\$ 106,829	\$ 102,250	\$ 108,950	\$ -	\$ 108,950	\$ 6,700	6.55%
Total 7100 - Revolving Funds	\$ 402,605	\$ 420,354	\$ 499,792	\$ 541,349	\$ -	\$ 541,349	\$ 41,557	8.31%

Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 1,802,227	\$ 1,938,019	\$ 2,052,799	\$ 2,123,908	\$ 54,155	\$ 2,178,063	\$ 125,264	6.10%
Expenses	\$ 569,540	\$ 569,288	\$ 817,362	\$ 790,922	\$ 10,000	\$ 800,922	\$ (16,440)	-2.01%
Total 7100 - All Funds	\$ 2,371,767	\$ 2,507,307	\$ 2,870,161	\$ 2,914,830	\$ 64,155	\$ 2,978,985	\$ 108,824	3.79%

7110 Building and Zoning

Town of Lexington, Massachusetts

Mission: The Building and Zoning Department is a regulatory function with the goal of protecting the health and safety of residents. This role is fulfilled through the enforcement of building, zoning and land use regulations.

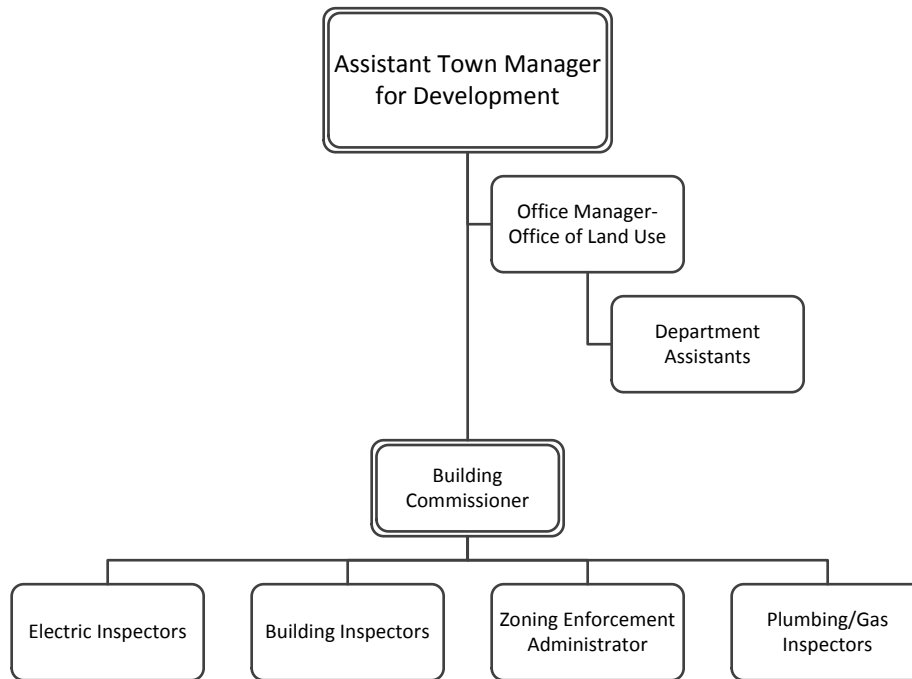
Budget Overview: The Building and Zoning Department enforces state building, electrical, plumbing, gas and mechanical codes, Architectural Access Board Regulations and local zoning by-laws. Staff, comprised of the Building Commissioner, Building Inspectors, Electrical Inspector, Plumbing & Gas Inspector and Zoning Enforcement Administrator, review construction drawings and specifications, issue permits, inspect new construction, conduct periodic inspections of restaurants, day care centers, schools, religious institutions, museums, places of public assembly and multi-family housing, and levy fines or prosecute when necessary to maintain code compliance.

Departmental Initiatives:

1. Continue transition from the Eight Edition of the Massachusetts State Building Code to the Ninth Edition, including training for local contractors to highlight changes in the new code.
2. Continue to streamline the on-line permitting process. By shortening the turnaround time for processing permits, customer satisfaction is increased.
3. Implement View Permit for zoning requests to aid in tracking zoning approvals. This will allow for better enforcement and historical record keeping of zoning decisions.

7110 Building and Zoning

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Building Commissioner	1	1	1	1
Building Inspectors	2	2	2	2
Plumbing and Gas Inspector	1	1	1	1
Zoning Enforcement Administrator	1	1	1	1
Electric Inspectors	1	1	1	1
Part-Time Electric Inspector*	0.24	0.24	0.24	0.24
Part-Time Plumbing Inspector*	0.14	0.14	0.14	0.14
Part-Time Building Inspector*	0.21	0.21	0.38	0.38
Total FTE	6.59	6.59	6.76	6.76
Total FT/PT	6FT/2PT	6FT/3PT	6FT/3PT	6FT/3PT

7110 Building and Zoning*Town of Lexington, Massachusetts***Budget Recommendations:**

The FY2019 recommended Building and Zoning budget is \$606,153 a \$2,548 or 0.42% increase over the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The recommended budget for Compensation is \$543,413 and reflects a \$7,948, or 1.48% increase, which is net increase due to staff turnover and the cost of contractually obligated step increases and cost of living adjustments. FY2019 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on June 30, 2018. Funds for prospective increases are provided in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$62,740 and reflects a net decrease of \$5,400 or 7.92% from FY2018, due to adjusting budget levels to reflect actual experience in several items.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Assistant Building Commissioner	\$ 20,000	\$ 290	\$ 20,290	\$ -		\$ -	\$ 20,290

7110 Building and Zoning

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$(1,781,780)	\$(2,007,214)	\$ (961,995)	\$(1,031,847)	\$ -	\$(1,031,847)	\$ (69,852)	7.26%
Directed Funding								
Departmental Fees	\$ 8,660	\$ 2,278	\$ 12,000	\$ 12,000		\$ 12,000	\$ -	-
Licenses and Permits	\$ 2,304,798	\$ 2,551,872	\$ 1,553,600	\$ 1,626,000		\$ 1,626,000	\$ 72,400	4.66%
Total 7110 Building and Zoning	\$ 531,678	\$ 546,935	\$ 603,605	\$ 606,153	\$ -	\$ 606,153	\$ 2,548	0.42%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 491,557	\$ 509,531	\$ 535,465	\$ 543,413	\$ -	\$ 543,413	\$ 7,948	1.48%
Expenses	\$ 40,121	\$ 37,405	\$ 68,140	\$ 62,740	\$ -	\$ 62,740	\$ (5,400)	-7.92%
Total 7110 Building and Zoning	\$ 531,678	\$ 546,935	\$ 603,605	\$ 606,153	\$ -	\$ 606,153	\$ 2,548	0.42%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 488,146	\$ 506,591	\$ 529,792	\$ 537,552	\$ -	\$ 537,552	\$ 7,760	1.46%
Overtime	\$ 3,411	\$ 2,940	\$ 5,673	\$ 5,861	\$ -	\$ 5,861	\$ 189	3.33%
Personal Services	\$ 491,557	\$ 509,531	\$ 535,465	\$ 543,413	\$ -	\$ 543,413	\$ 7,948	1.48%
Contractual Services	\$ 32,009	\$ 27,946	\$ 56,560	\$ 52,140	\$ -	\$ 52,140	\$ (4,420)	-7.81%
Utilities	\$ 4,929	\$ 3,871	\$ 7,480	\$ 6,200	\$ -	\$ 6,200	\$ (1,280)	-17.11%
Supplies	\$ 3,183	\$ 5,402	\$ 4,100	\$ 4,400	\$ -	\$ 4,400	\$ 300	7.32%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 40,121	\$ 37,219	\$ 68,140	\$ 62,740	\$ -	\$ 62,740	\$ (5,400)	-7.92%
Total 7110 Building and Zoning	\$ 531,678	\$ 546,750	\$ 603,605	\$ 606,153	\$ -	\$ 606,153	\$ 2,548	0.42%

7120 Administration

Town of Lexington, Massachusetts

Mission: To develop comprehensive regulatory and technical assistance services to town residents and commercial entities transacting development business with the Town.

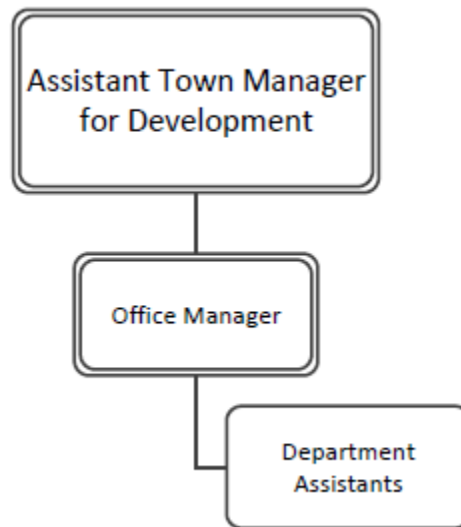
Budget Overview: Administration provides management oversight and administrative support to the Building and Zoning, Health, Conservation, Planning and Economic Development Departments and to the numerous boards and commissions, including the Zoning Board of Appeals and Historic Districts Commission, and coordinates their daily operations. The staff, comprised of an Assistant Town Manager, an Office Manager and four Department Clerks, schedules and coordinates hearings, prepares legal notices, sets agendas, processes applications and permits, inputs data into Access databases, maintains files, circulates petitions among Town boards and officials, prepares meeting notices, agendas and minutes, determines and notifies abutters, communicates with the public, attends meetings, performs payroll and accounts payable functions, makes daily deposits, and files all final documentation. The Assistant Town Manager position oversees all operations of the departments included in the Land Use, Health and Development Department.

Departmental Initiatives:

1. Improve workflow between Managers and Administrative staff.
2. Improve public information on permitting requirements and procedures for prospective business owners and commercial tenants.
3. Increase efficiency in providing administrative support to boards and committees.

7120 Administration

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Assistant Town Manager	1	1	1	1
Office Manager	1	1	1	1
Department Assistants	4	4	4	5
Total FTE	6	6	6	7
Total FT/PT	6 FT	6 FT	6 FT	7 FT

7120 Administration*Town of Lexington, Massachusetts***Budget Recommendations:**

The recommended FY2019 General Fund budget for the Office of Administration is \$513,010, an increase of \$64,360 or 14.35% more than the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The General Fund operating budget for Compensation is \$458,110 and reflects an increase of \$68,166 or 17.48% for a program improvement for additional administrative support, and contractually obligated step increases and cost of living adjustments. FY2019 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2018. Funds for prospective increases are provided in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$54,900 and reflects a net decrease of \$3,806 or 6.48%, which is primarily due to adjusting expense budgets to reflect actual need.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Administrative Assistant	\$ 46,155	\$ 16,871	\$ 63,027	\$ 46,155	\$ 16,871	\$ 63,027	\$ -

7120 Administration

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 333,996	\$ 381,809	\$ 434,950	\$ 453,155	\$ 46,155	\$ 499,310	\$ 64,360	14.80%
Directed Funding								
Departmental Fees	\$ 11,200	\$ 8,100	\$ 13,700	\$ 13,700		\$ 13,700	\$ -	-
Total 7120 Administration	\$ 345,196	\$ 389,909	\$ 448,650	\$ 466,855	\$ 46,155	\$ 513,010	\$ 64,360	14.35%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 329,869	\$ 357,811	\$ 389,944	\$ 411,955	\$ 46,155	\$ 458,110	\$ 68,166	17.48%
Expenses	\$ 15,328	\$ 32,099	\$ 58,706	\$ 54,900	\$ -	\$ 54,900	\$ (3,806)	-6.48%
Total 7120 Administration	\$ 345,196	\$ 389,909	\$ 448,650	\$ 466,855	\$ 46,155	\$ 513,010	\$ 64,360	14.35%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 321,163	\$ 349,518	\$ 378,467	\$ 400,096	\$ 46,155	\$ 446,251	\$ 67,784	17.91%
Overtime	\$ 8,706	\$ 8,292	\$ 11,477	\$ 11,859	\$ -	\$ 11,859	\$ 382	3.33%
<i>Personal Services</i>	<i>\$ 329,869</i>	<i>\$ 357,811</i>	<i>\$ 389,944</i>	<i>\$ 411,955</i>	<i>\$ 46,155</i>	<i>\$ 458,110</i>	<i>\$ 68,166</i>	<i>17.48%</i>
Contractual Services	\$ 7,862	\$ 25,428	\$ 46,606	\$ 47,300	\$ -	\$ 47,300	\$ 694	1.49%
Utilities	\$ 495	\$ 555	\$ 600	\$ 600	\$ -	\$ 600	\$ -	-
Supplies	\$ 6,970	\$ 6,115	\$ 11,500	\$ 7,000	\$ -	\$ 7,000	\$ (4,500)	-39.13%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Expenses</i>	<i>\$ 15,328</i>	<i>\$ 32,099</i>	<i>\$ 58,706</i>	<i>\$ 54,900</i>	<i>\$ -</i>	<i>\$ 54,900</i>	<i>\$ (3,806)</i>	<i>-6.48%</i>
Total 7120 Administration	\$ 345,196	\$ 389,909	\$ 448,650	\$ 466,855	\$ 46,155	\$ 513,010	\$ 64,360	14.35%

7130 Conservation

Town of Lexington, Massachusetts

Mission: To protect the health and safety of Town residents through education about and regulation of natural areas and wetlands.

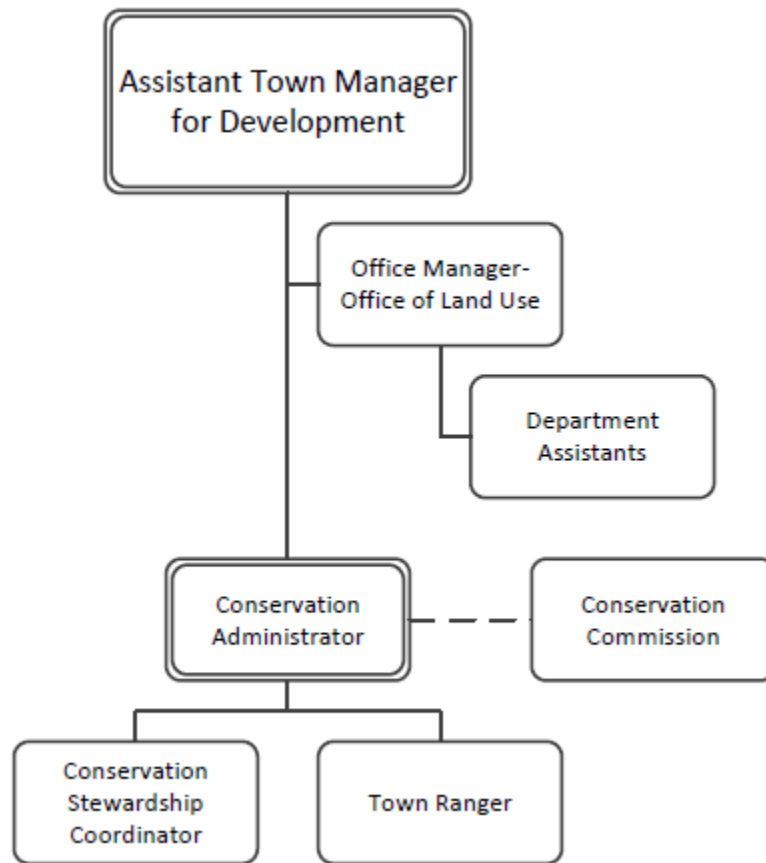
Budget Overview: The Conservation Office provides administration, interpretation and enforcement of all applicable State laws and Local codes; counsel, guidance and education to the public on environmental issues; research and reports on relevant issues for the Commission meetings to aid the Commission in key decision making; enforcement of permit conditions through construction inspections; management of conservation areas and the Land and Watershed Stewardship Program. The Conservation Administrator manages and supervises the Conservation staff and operations and, along with the Conservation Stewardship Coordinator, performs administrative, supervisory, professional and technical work in connection with managing and directing comprehensive environmental programs.

Departmental Initiatives:

1. Continue to implement available technology to improve workflows and increase efficiencies, including the Laserfiche Document Imaging Software for conservation records, including converting historical records to digital format and migrating into software, the conservation module of the ViewPermit Software to provide a comprehensive electronic permit management and tracking system, and Novus Agenda for planning and tracking Conservation Commission meetings.
2. Plan for and acquire open space parcels as prioritized by the Conservation Commission.
3. Implement the numerous conservation land management projects, including meadows preservation, Cotton Farm Conservation Area Improvements, Hayden Woods new trail construction, community garden expansion, Parker Meadow ADA Trail Design, Engineering and Construction, and Wright Farm Land Planning and Barn and Educational Programming Needs Assessment.

7130 Conservation

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Request
Conservation Administrator	1	1	1	1
Stewardship Coordinator	1	1	1	1
Land Use Ranger	0.25	0.25	0.25	0.25
Seasonal Land Management Interns	Seasonal	Seasonal	Seasonal	Seasonal
Total FTE	2.25	2.25	2.25	2.25
Total FT/PT	2FT/1PT + Seasonal	2FT/1PT + Seasonal	2FT/1PT + Seasonal	2FT/1PT + Seasonal

7130 Conservation

Town of Lexington, Massachusetts

Budget Recommendations:

The recommended FY2019 General Fund Conservation budget is \$246,485, an increase of \$10,636 or 4.51% over the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The General Fund operating budget for Compensation is \$213,738 and reflects an increase of \$10,146 or 4.98% for contractually obligated step increases and cost of living adjustments, and the expansion of the summer intern program to support additional work of the Division. FY2019 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2018. Funds for prospective increases are provided in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$32,747 and reflects an increase of \$490 or 1.52% due to the expanded use of mobile phones.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Department Interns - Conservation and Economic Development	\$ 8,000	\$ 116	\$ 8,116	\$ 8,000	\$ 116	\$ 8,116	\$ -

7130 Conservation

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 199,011	\$ 197,177	\$ 204,849	\$ 212,485	\$ 3,000	\$ 215,485	\$ 10,636	5.19%
Directed Funding								
Fees	\$ 32,373	\$ 26,780	\$ 31,000	\$ 31,000		\$ 31,000	\$ -	-
Total 7130 Conservation	\$ 231,384	\$ 223,957	\$ 235,849	\$ 243,485	\$ 3,000	\$ 246,485	\$ 10,636	4.51%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 193,394	\$ 195,369	\$ 203,592	\$ 210,738	\$ 3,000	\$ 213,738	\$ 10,146	4.98%
Expenses	\$ 37,990	\$ 28,587	\$ 32,257	\$ 32,747	\$ -	\$ 32,747	\$ 490	1.52%
Total 7130 Conservation	\$ 231,384	\$ 223,957	\$ 235,849	\$ 243,485	\$ 3,000	\$ 246,485	\$ 10,636	4.51%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 191,040	\$ 193,557	\$ 200,837	\$ 207,892	\$ 3,000	\$ 210,892	\$ 10,055	5.01%
Overtime	\$ 2,354	\$ 1,812	\$ 2,755	\$ 2,847	\$ -	\$ 2,847	\$ 91	3.31%
<i>Personal Services</i>	<i>\$ 193,394</i>	<i>\$ 195,369</i>	<i>\$ 203,592</i>	<i>\$ 210,738</i>	<i>\$ 3,000</i>	<i>\$ 213,738</i>	<i>\$ 10,146</i>	<i>4.98%</i>
Contractual Services	\$ 27,107	\$ 20,701	\$ 24,286	\$ 24,286	\$ -	\$ 24,286	\$ -	-
Utilities	\$ 1,939	\$ 1,888	\$ 2,371	\$ 2,861	\$ -	\$ 2,861	\$ 490	20.67%
Supplies	\$ 8,944	\$ 5,998	\$ 5,600	\$ 5,600	\$ -	\$ 5,600	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 37,990	\$ 28,587	\$ 32,257	\$ 32,747	\$ -	\$ 32,747	\$ 490	1.52%
Total 7130 Conservation	\$ 231,384	\$ 223,957	\$ 235,849	\$ 243,485	\$ 3,000	\$ 246,485	\$ 10,636	4.51%

7140 Health

Town of Lexington, Massachusetts

Mission: Under the direction of the Lexington Board of Health, the mission of the Lexington Health Department is to prevent disease and promote wellness in order to protect and improve the health and quality of life of its residents, visitors and workforce.

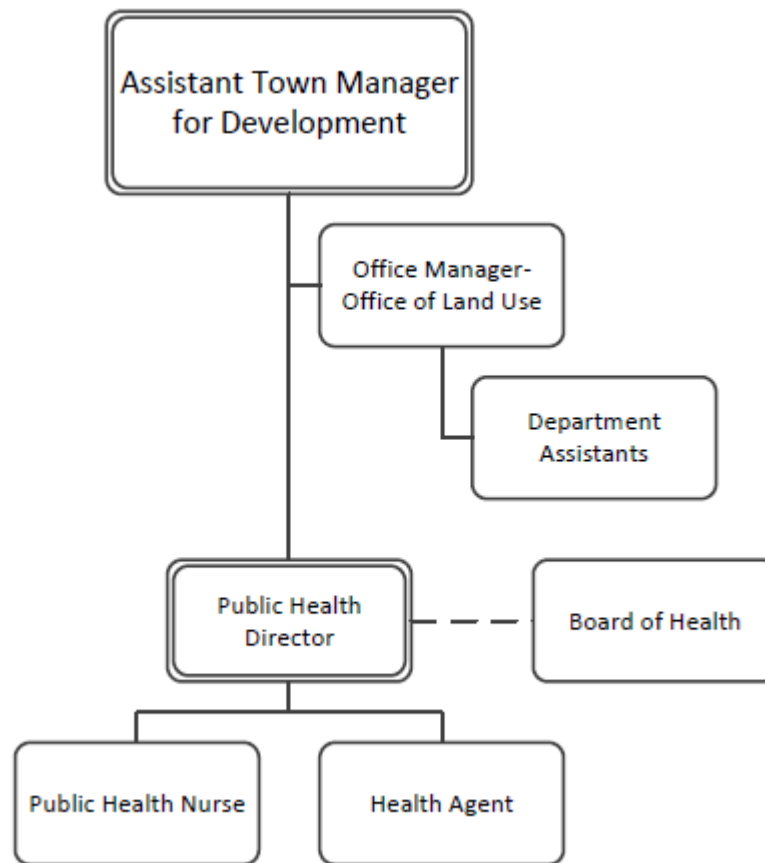
Budget Overview: The Health Department manages disease prevention and surveillance programs designed to protect the health of the community. Programs include but are not limited to public health education empowerment programs, environmental health code enforcement activities, mosquito control, vaccination clinics and public health emergency planning and recovery efforts in partnership with the Massachusetts Department of Public Health, (MDPH). The Health Department staff is comprised of the Health Director, Health Agent and a part-time Public Health Nurse.

Departmental Initiatives:

1. Continue Public Health emergency planning and recovery efforts due to a communicable disease threat (Pandemic Influenza Response).
2. Continue Food Establishment Emergency Operations planning efforts to prevent disease transmission due to loss of utilities or water & sewer service infrastructure.
3. Continue partnering with Human Services, Police, Fire and Facilities to plan a unified response to occupied properties found to be in an unsanitary condition or unfit for human habitation. Abandoned properties may also be discussed as necessary.
4. Provide food safety and public health disease prevention educational outreach to targeted demographics based on needs identified in the Demographic Task Force's Report.
5. Implement View Permit software to improve the customer's experience in obtaining various Board of Health permits. Permits include but are not limited to retail food service, temporary food service events, swimming pool operation, retail tobacco sales, rDNA Biosafety, Animal Keeping and Summer Camps.

7140 Health

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Public Health Director	1	1	1	1
Health Agent	1	1	1	1
Health Nurse *	0.6	0.6	0.6	0.6
Total FTE	2.6	2.6	2.6	2.6
Total FT/PT	2FT/1PT	2FT/1PT	2FT/1PT	2FT/1PT

* The full-time Public Health Nurse is shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY2009.

7140 Health

Town of Lexington, Massachusetts

Budget Recommendations:

The recommended FY2019 All Funds Health budget inclusive of the General Fund operating budget and the Health Program Revolving Fund, which funds health clinics, is \$364,086. The recommended budget is a \$34,820 or 10.58% increase over the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The FY2019 recommended Health General Fund operating budget is \$319,086, which is a \$3,820 or 1.21% increase over the restated FY2018 General Fund budget.

The General Fund operating budget for Compensation is \$242,775 and reflects a \$5,844 or 2.47% increase, for the cost of contractually obligated step increases and salary increases.

The General Fund operating budget for Expenses is \$76,311 and reflects a \$2,024 or 2.58% decrease, which is a net change due to the removal of one-time implementation costs to enhance the drug take back program.

The FY2019 recommended Health Programs Revolving Fund is recommended at \$45,000 which is an increase of \$34,820 or 221% from the FY2018 authorization, and is in response to an increase in insurance reimbursement revenues for vaccination clinics.

Program Improvement Requests:

None requested.

7140 Health

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 231,674	\$ 249,506	\$ 267,266	\$ 274,086	\$ -	\$ 274,086	\$ 6,820	2.55%
Directed Funding								
Permits	\$ 51,664	\$ 38,499	\$ 48,000	\$ 45,000		\$ 45,000	\$ (3,000)	-6.25%
Total 7140 Health	\$ 283,338	\$ 288,005	\$ 315,266	\$ 319,086	\$ -	\$ 319,086	\$ 3,820	1.21%

Appropriation Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 222,239	\$ 229,378	\$ 236,931	\$ 242,775	\$ -	\$ 242,775	\$ 5,844	2.47%
Expenses	\$ 61,099	\$ 58,627	\$ 78,335	\$ 76,311	\$ -	\$ 76,311	\$ (2,024)	-2.58%
Total 7140 Health	\$ 283,338	\$ 288,005	\$ 315,266	\$ 319,086	\$ -	\$ 319,086	\$ 3,820	1.21%

Object Code Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 222,239	\$ 229,378	\$ 235,347	\$ 241,139	\$ -	\$ 241,139	\$ 5,792	2.46%
Overtime	\$ -	\$ -	\$ 1,584	\$ 1,636	\$ -	\$ 1,636	\$ 52	3.29%
Personal Services	\$ 222,239	\$ 229,378	\$ 236,931	\$ 242,775	\$ -	\$ 242,775	\$ 5,844	2.47%
Contractual Services	\$ 57,351	\$ 54,949	\$ 71,062	\$ 70,550	\$ -	\$ 70,550	\$ (512)	-0.72%
Utilities	\$ 1,217	\$ 1,257	\$ 1,801	\$ 2,401	\$ -	\$ 2,401	\$ 600	33.31%
Supplies	\$ 2,531	\$ 2,421	\$ 5,472	\$ 3,360	\$ -	\$ 3,360	\$ (2,112)	-38.60%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 61,099	\$ 58,627	\$ 78,335	\$ 76,311	\$ -	\$ 76,311	\$ (2,024)	-2.58%
Total 7140 Health	\$ 283,338	\$ 288,005	\$ 315,266	\$ 319,086	\$ -	\$ 319,086	\$ 3,820	1.21%

Budget Summary - Revolving Funds*

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Health Department Revolving Fund	\$ 25,197	\$ 45,780	\$ 45,000	\$ 45,000		\$ 45,000	\$ -	0.00%
Total 7140 Health	\$ 25,197	\$ 45,780	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	0.00%

*Revolving Funds are authorized by Town Meeting via Article 8, and are not appropriated under Article 4.

Appropriations Summary (Revolving Funds)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
7140 - Health Programs Revolving Fund								
Expenses	\$ 13,810	\$ 13,947	\$ 14,000	\$ 45,000	\$ -	\$ 45,000	\$ 31,000	221.43%
Total 7140 Health	\$ 13,810	\$ 13,947	\$ 14,000	\$ 45,000	\$ -	\$ 45,000	\$ 31,000	221.43%

Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 222,239	\$ 229,378	\$ 236,931	\$ 242,775	\$ -	\$ 242,775	\$ 5,844	2.47%
Expenses	\$ 74,909	\$ 72,574	\$ 92,335	\$ 121,311	\$ -	\$ 121,311	\$ 28,976	31.38%
Total 7140 Health - All Funds	\$ 297,148	\$ 301,952	\$ 329,266	\$ 364,086	\$ -	\$ 364,086	\$ 34,820	10.58%

7200 Planning

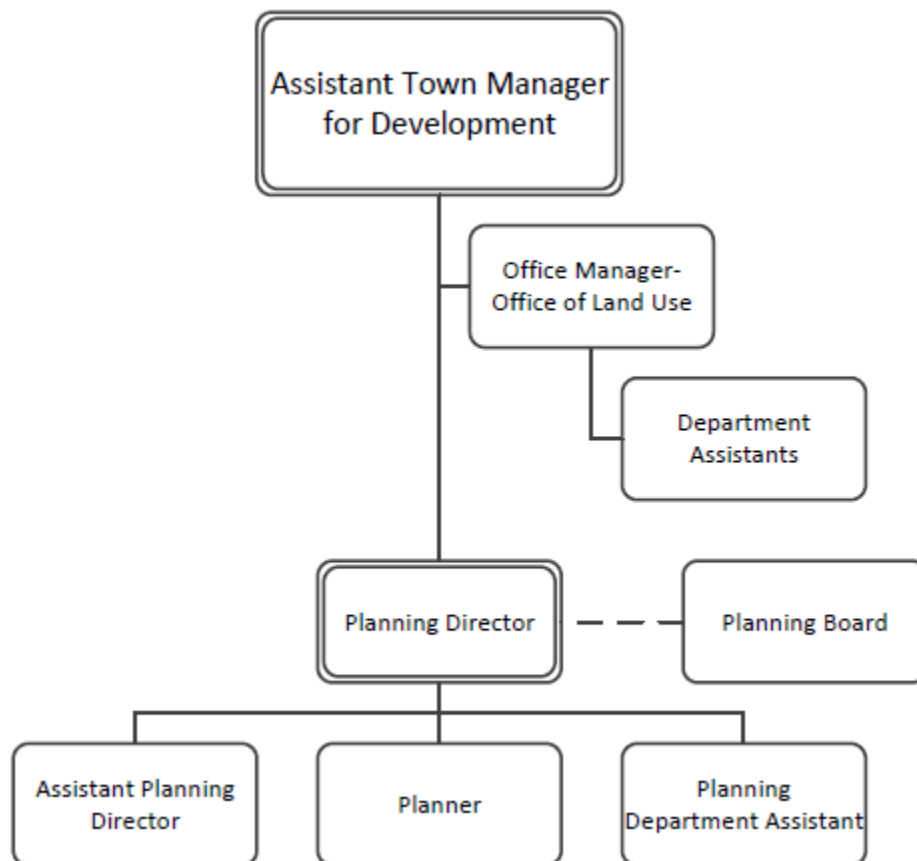
Town of Lexington, Massachusetts

Mission: The Planning Office helps residents envision and work toward a community that serves the need of all its citizens and to manage growth and change. The Planning Office provides staff assistance to the Planning Board, helps to administer the Zoning Bylaw and reviews development permit applications for residential and commercial projects.

Budget Overview: The Planning Office supports the Planning Board in the administration of the *Subdivision Regulations*, the adequacy determinations of unaccepted streets, the granting of special permits for residential development, site plan review and granting of special permits, as well as reviewing zoning amendments and planned development district proposals that go to Town Meeting. In addition, the staff engages in short- and long-term planning regarding growth and development issues in Lexington, actively participates in various committees dealing with transportation, affordable housing, economic development, as well as regional and statewide initiatives. The planning staff participates on the Development Review Team, the Economic Development Advisory Committee, the Housing Partnership Board, the Transportation Safety Group, Parking Management Group, Transportation Forum and the HOME Consortium.

Departmental Initiatives:

1. Continue public process of updating the Comprehensive Plan.
2. Continue to develop and draft zoning bylaw changes identified as highly desirable.
3. Continue to develop and enhance the Town's various transportation initiatives.
4. Research demographic and socio-economic trends affecting land use and development in Lexington.
5. Update the Office's administrative and internal forms and checklists associated with development permitting (especially permit tracking and online access).

7200 Planning*Town of Lexington, Massachusetts***Authorized/Appropriated Staffing**

	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Request
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	1	1	1	1
Administrative Assistant	1	1	1	1
Total FTE	4	4	4	4
Total FT/PT	4 FT	4 FT	4 FT	4 FT

7200 Planning

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2019 recommended General Fund Planning Department budget is \$387,163, which is a decrease of \$17,345 or 4.29% from the restated FY2018 budget. The FY2018 budget is restated to reflect a supplemental appropriation approved at the 2017-3 Special Town Meeting, and to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The General Fund operating budget for Compensation is \$339,463 and reflects a \$16,155 or 5.00% increase over the restated FY2018 budget, for contractually obligated step increases and cost of living adjustments.

The recommended budget for Expenses is \$47,700 and reflects a \$33,500 or 41.26% decrease, attributable to removing the cost of one-time traffic and parking studies added at the 2017-3 Special Town Meeting.

Program Improvement Requests:

None Requested.

7200 Planning

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 284,999	\$ 284,328	\$ 381,998	\$ 309,743	\$ -	\$ 309,743	\$ (72,255)	-18.92%
Directed Funding								
Fees	\$ 20,010	\$ 50,300	\$ 22,510	\$ 77,420	\$ -	\$ 77,420	\$ 54,910	243.94%
Total 7200 Planning	\$ 305,009	\$ 334,628	\$ 404,508	\$ 387,163	\$ -	\$ 387,163	\$ (17,345)	-4.29%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 267,317	\$ 298,320	\$ 323,308	\$ 339,463	\$ -	\$ 339,463	\$ 16,155	5.00%
Expenses	\$ 37,693	\$ 36,308	\$ 81,200	\$ 47,700	\$ -	\$ 47,700	\$ (33,500)	-41.26%
Total 7200 Planning	\$ 305,009	\$ 334,628	\$ 404,508	\$ 387,163	\$ -	\$ 387,163	\$ (17,345)	-4.29%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 265,160	\$ 296,463	\$ 316,334	\$ 332,256	\$ -	\$ 332,256	\$ 15,923	5.03%
Overtime	\$ 2,157	\$ 1,857	\$ 6,974	\$ 7,207	\$ -	\$ 7,207	\$ 232	3.33%
Personal Services	\$ 267,317	\$ 298,320	\$ 323,308	\$ 339,463	\$ -	\$ 339,463	\$ 16,155	5.00%
Contractual Services	\$ 34,172	\$ 34,412	\$ 76,700	\$ 43,450	\$ -	\$ 43,450	\$ (33,250)	-43.35%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 3,521	\$ 1,896	\$ 4,500	\$ 4,250	\$ -	\$ 4,250	\$ (250)	-5.56%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 37,693	\$ 36,308	\$ 81,200	\$ 47,700	\$ -	\$ 47,700	\$ (33,500)	-41.26%
Total 7200 Planning	\$ 305,009	\$ 334,628	\$ 404,508	\$ 387,163	\$ -	\$ 387,163	\$ (17,345)	-4.29%

7300 Economic Development

Town of Lexington, Massachusetts

Mission: The Economic Development Office works to encourage new investment and support our local businesses – big and small. A strong local business sector is a critical component of a healthy and sustainable community creating places to eat and shop, as well as opportunities for employment and added revenue to support local services. To that end, the Economic Development Office serves as a liaison for businesses and works to address business-related issues from parking to updating land use policy. The Office also works to retain and expand local businesses by providing information, conducting research, and leveraging State economic development tools and resources designed to improve the business environment. The Economic Development Office also cultivates and maintains relationships with State-level partners for business development and infrastructure investment opportunities.

In addition, the Economic Development Office works to leverage economic opportunities from tourism. The three programs – the Liberty Ride, the Battle Green Guides and the regional marketing program – are aimed at enhancing Lexington's visitor-based economy.

Budget Overview: the Economic Development budget is divided into three elements: the Economic Development Office, the Liberty Ride and the Visitors Center.

The Economic Development Office is tasked with strengthening the commercial tax base, providing services to existing and prospective businesses, and overseeing tourism functions, including the Battle Green Guides. The Office is supported by the Economic Development Advisory Committee and the Economic Development Director serves as liaison to the Lexington Center Committee and the Tourism Committee.

The Liberty Ride trolley tour of Lexington and Concord serves as the only public transportation link to the area's historic sites. Ridership continues to increase, and in 2018 the Liberty Ride will celebrate its 16th season. As a revolving fund, the Liberty Ride is funded through ticket sales.

The Visitors Center serves as gateway for over 115,000 people who come to visit Lexington every year. The Visitors Center operates with sales revenue generated from the gift shop.

Departmental Initiatives:

Economic Development Office

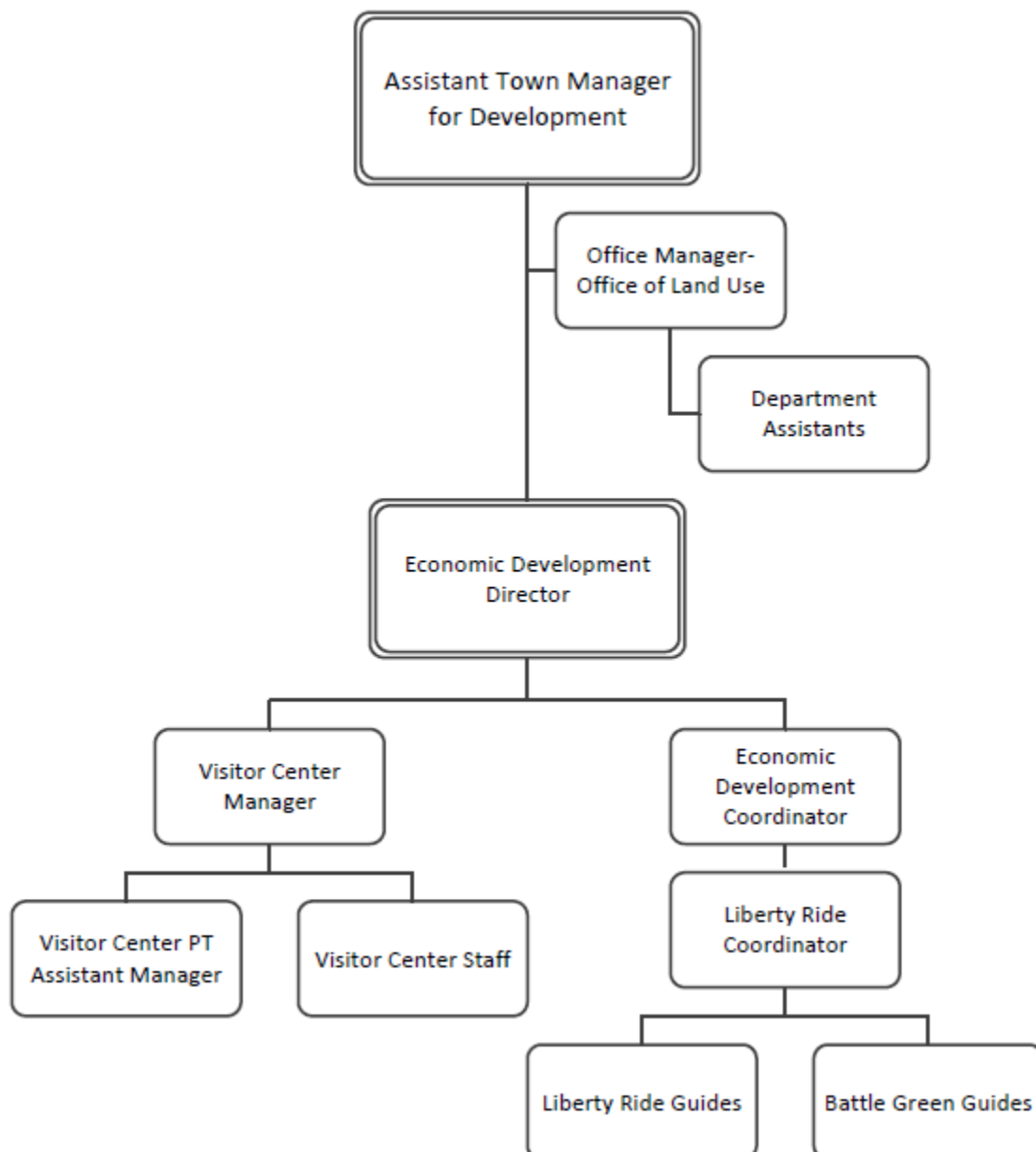
1. Propose zoning recommendations focused on the Hartwell corridor for consideration by elected officials
2. Secure funding for year six of the REV shuttle bus
3. Advance recommendations for 25 parking spaces that are currently not part of the public parking inventory

7300 Economic Development

Town of Lexington, Massachusetts

Tourism/Visitor Activities

1. Develop an online presence for the Visitors Center
2. Improve the efficiency of sale transactions for merchandise and Liberty Ride tickets through coordination of staff resources
3. Augment gift shop merchandise with new Lexington-specific products
4. Review route and content of Liberty Ride
5. Create a corporate package
6. Develop standards to track and gauge impact of tourism investments



7300 Economic Development*Town of Lexington, Massachusetts***Authorized/Appropriated Staffing**

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Economic Development Director	1	1	1	1
Economic Development Coordinator		1	1	1
Economic Development Intern				Seasonal
Visitor Center Manager		1	1	1
Visitor Center Staff (6PT)		4.75	4.75	4.75
Visitor Center Assistant Manager ¹			0.56	0.56
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Liberty Ride Coordinator	0.7	0.7	0.7	0.7
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
Total FTE	1.70	8.45	9.01	9.01

Total FT/PT	1FT/1PT + Seasonal	3FT/7PT + Seasonal	3FT/8PT + Seasonal	3FT/8PT + Seasonal
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Note: Visitor Center staffing is included above as this function was transferred from Chamber of Commerce in FY2015. There are 7 Visitor Center staff, 1 works full-time and 6 work part-time.

¹Position began in FY2017.

Budget Recommendations:

The FY2019 recommended All Funds Economic Development budget inclusive of the General Fund operating budget and the Liberty Ride and Visitor Center Revolving Funds is \$862,087, which is a \$13,805 or 1.63% increase from the restated FY2018 budget. The FY2018 budget is restated to reflect a supplemental appropriation approved at the 2017-3 Special Town Meeting, and cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The FY2019 recommended General Fund Economic Development operating budget is \$365,738, which is a \$3,248 or 0.90% increase from the restated FY2018 General Fund budget. The recommended General Fund operating budget for Compensation is \$196,538, and reflects an \$11,148 or 6.01% increase, for contractually obligated step increases and cost of living adjustments, and summer interns to support the work of the Division. FY2018 Compensation does not include any estimate of prospective cost of living increases not covered by current contracts. Funds for prospective increases are provided in the Salary Adjustment account within the Town Manager's budget.

The recommended General Fund operating budget for Expenses is \$169,200, a \$7,900 or 4.46% decrease which is the net change from removing one-time costs, and funding a program improvement request for the design of a sign to demarcate the Hartwell Avenue commercial district. Contractual costs include expenses associated with the REV Bus, a business-serving shuttle that runs between the Hartwell Avenue corridor and the Alewife Red Line Station, to be funded with an appropriation from the Transportation Demand Management (TDM) Stabilization Fund. In addition, the Town provides a limited amount of General Fund support in the amount of \$18,000 to the Visitor Center.

7300 Economic Development

Town of Lexington, Massachusetts

The recommended FY2019 Liberty Ride Revolving Fund request is \$284,361 which is a \$187 or 0.07% increase from FY2018.

The recommended FY2019 Visitor Center Revolving Fund request is \$211,988 which is an increase of \$10,370 or 5.14% over FY2018. This is attributed to a more accurate projection of staffing needs during operation, as well as an increase in inventory costs.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Assistant Building Commissioner	\$ 20,000	\$ 290	\$ 20,290	\$ -		\$ -	\$ 20,290
Hartwell Gateway Signage	\$ 50,000	\$ -	\$ 50,000	\$ 10,000		\$ 10,000	\$ 40,000
General Fund Support of Visitors Center	\$ 41,400	\$ -	\$ 41,400			\$ -	\$ 41,400
Marketing Budget Increase	\$ 12,000		\$ 12,000	\$ -		\$ -	\$ 12,000

Program: Land Use, Health and Development Department
7300 Economic Development *Town of Lexington, Massachusetts*

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 272,556	\$ 258,118	\$ 289,490	\$ 277,738	\$ 15,000	\$ 292,738	\$ 3,248	1.12%
TDM Stabilization Fund	\$ -	\$ 45,400	\$ 46,000	\$ 46,000	\$ -	\$ 46,000	\$ -	-
Center Impr. District Stabilization Fund	\$ -	\$ -	\$ 27,000	\$ 27,000		\$ 27,000	\$ -	-
Total 7300 Economic Development	\$ 272,556	\$ 303,518	\$ 362,490	\$ 350,738	\$ 15,000	\$ 365,738	\$ 3,248	0.90%

Appropriation Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 150,441	\$ 181,518	\$ 185,390	\$ 191,538	\$ 5,000	\$ 196,538	\$ 11,148	6.01%
Expenses	\$ 122,115	\$ 122,000	\$ 177,100	\$ 159,200	\$ 10,000	\$ 169,200	\$ (7,900)	-4.46%
Total 7300 Economic Development	\$ 272,556	\$ 303,518	\$ 362,490	\$ 350,738	\$ 15,000	\$ 365,738	\$ 3,248	0.90%

Program Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 7310 Economic Development Office	\$ 232,663	\$ 264,448	\$ 362,490	\$ 350,738	\$ 15,000	\$ 365,738	\$ 3,248	0.90%
Total 7330 Tourism	\$ 39,893	\$ 39,070	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total 7300 Economic Development	\$ 272,556	\$ 303,518	\$ 362,490	\$ 350,738	\$ 15,000	\$ 365,738	\$ 3,248	0.90%

Object Code Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 150,241	\$ 181,510	\$ 182,775	\$ 188,837	\$ 5,000	\$ 193,837	\$ 11,061	6.05%
Overtime	\$ 200	\$ 8	\$ 2,615	\$ 2,701	\$ -	\$ 2,701	\$ 87	3.32%
Personal Services	\$ 150,441	\$ 181,518	\$ 185,390	\$ 191,538	\$ 5,000	\$ 196,538	\$ 11,148	6.01%
Contractual Services	\$ 95,749	\$ 96,908	\$ 152,300	\$ 134,400	\$ 10,000	\$ 144,400	\$ (7,900)	-5.19%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 26,366	\$ 24,708	\$ 24,800	\$ 24,800	\$ -	\$ 24,800	\$ -	-
Small Capital	\$ -	\$ 384	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 122,115	\$ 122,000	\$ 177,100	\$ 159,200	\$ 10,000	\$ 169,200	\$ (7,900)	-4.46%
Total 7300 Economic Development	\$ 272,556	\$ 303,518	\$ 362,490	\$ 350,738	\$ 15,000	\$ 365,738	\$ 3,248	0.90%

Budget Summary - Revolving Funds*

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Liberty Ride Revolving Fund	\$ 216,884	\$ 199,346	\$ 200,000	\$ 200,000		\$ 200,000	\$ -	0.00%
Visitor Center Revolving Fund	\$ 197,186	\$ 203,722	\$ 193,539	\$ 193,539		\$ 193,539	\$ -	0.00%
Total 7300 Economic Development	\$ 414,070	\$ 403,068	\$ 393,539	\$ 393,539	\$ -	\$ 393,539	\$ -	0.00%

*Revolving Funds are authorized by Town Meeting via Article 8, and are not appropriated under Article 4.

Appropriations Summary (Revolving Funds)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
7320 Liberty Ride Revolving Fund	\$ 200,122	\$ 197,035	\$ 284,174	\$ 284,361	\$ -	\$ 284,361	\$ 187	0.07%
Compensation	\$ 57,583	\$ 63,549	\$ 78,800	\$ 80,987	\$ -	\$ 80,987	\$ 2,187	2.78%
Expenses	\$ 142,539	\$ 133,486	\$ 205,374	\$ 203,374	\$ -	\$ 203,374	\$ (2,000)	-0.97%
7340 Visitor Center Revolving Fund	\$ 188,674	\$ 209,372	\$ 201,618	\$ 211,988	\$ -	\$ 211,988	\$ 10,370	5.14%
Compensation	\$ 89,827	\$ 102,543	\$ 99,368	\$ 103,038	\$ -	\$ 103,038	\$ 3,670	3.69%
Expenses	\$ 98,847	\$ 106,829	\$ 102,250	\$ 108,950	\$ -	\$ 108,950	\$ 6,700	6.55%
Total 7300 Economic Development	\$ 388,795	\$ 406,407	\$ 485,792	\$ 496,349	\$ -	\$ 496,349	\$ 10,557	2.17%

Budget Summary - All Funds

Appropriations Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 297,851	\$ 347,611	\$ 363,558	\$ 375,563	\$ 5,000	\$ 380,563	\$ 17,005	4.68%
Expenses	\$ 363,500	\$ 362,315	\$ 484,724	\$ 471,524	\$ 10,000	\$ 481,524	\$ (3,200)	-0.66%
Total 7300 Economic Development	\$ 661,351	\$ 709,926	\$ 848,282	\$ 847,087	\$ 15,000	\$ 862,087	\$ 13,805	1.63%

Section X: Program 8000: General Government

This section includes detailed information about the FY2019 Operating Budget & Financing Plan for general government. It includes:

- | | |
|-------------------------------|------|
| • 8100 Board of Selectmen | X-2 |
| • 8200 Town Manager | X-6 |
| • 8300 Town Committees | X-10 |
| • 8400 Finance | X-12 |
| • 8500 Town Clerk | X-17 |
| • 8600 Information Technology | X-21 |

8100 Board of Selectmen

Town of Lexington, Massachusetts

Mission: The Board of Selectmen, together with the Town Manager, represents the executive branch of the Town government. The Board consists of five members, elected for three-year terms. Selectmen serve without compensation. The Board acts as the Town's primary policy-making body for a wide variety of issues affecting service delivery, finance and Town infrastructure. They provide oversight in matters of litigation, act as the licensing authority, enact rules and regulations regarding traffic control and are responsible for calling Town Meetings and approving the Town Meeting Warrant.

Budget Overview: This budget includes funding for the Selectmen's Office, Town Counsel and the Annual Town Report.

Day-to-day operation of the Selectmen's Office is under the direction of the Office Manager and the Municipal Assistant who assist the Selectmen and coordinate activities with the Town Manager's Office. The staff prepare the Annual and Special Town Meeting Warrants and assist the Selectmen in responding to questions and inquiries from the public. They also receive all contributions to Selectmen gift accounts, the Fund for Lexington, PTA Council Scholarship, Lexington Education Fund and all other Trustees of Public Trusts funds.

Staff manage the licensing and permitting process for the Board (the licensing authority). These licenses include alcoholic beverage, auctioneer, cable television, common victualler, entertainment, flammable storage, innkeeper, lodging house, theater, Class I, II and III for the sale of used cars, vehicles for hire such as common carrier, limousine and taxi cab and automatic amusement machines.

Staff maintain over 300 Selectmen appointments to more than 40 committees. In addition, the Selectmen's Office notifies Lexington residents of all national, state and local elections.

Town Counsel represents the Town, through the Board of Selectmen and Town Manager, on all legal matters including litigation, contracts, drafting of Town bylaws and enforcement of bylaws through the Court system.

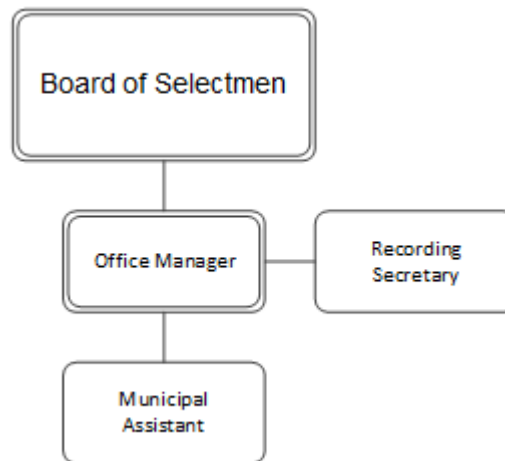
The Town Report is the official proceeding and activities of Town Government. It is required to be prepared annually under State law.

Departmental Initiatives:

1. Continue advancing the Police Station project
2. Continue to refine the Financing Plan/Property Tax Impact for School and Municipal Capital Projects
3. Continue to address Pedestrian, Bicycle and Vehicle Safety on Town Roads, Intersections and School Properties
4. Improve methods of Communication (inbound/outbound) of the Board and the Town given an increasing reliance on electronic mediums.

8100 Board of Selectmen

Program: General Government
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Office Manager	0.94	1	1	1
Municipal Assistant	1	1	1	1
Recording Secretary*	0	0	0.12	0.22
Total FTE	1.94	2.00	2.12	2.22
Total FT/PT	1 FT/1 PT	2 FT	2 FT/1 PT	2 FT/1 PT

*FTE change in FY2019 reflects a more realistic depiction of hours needed to support the Board of Selectmen.

8100 Board of Selectmen*Town of Lexington, Massachusetts*

Budget Recommendations:

The FY2019 recommended All Funds Board of Selectmen budget inclusive of the General Fund operating budget and the PEG Access Special Revenue Fund which funds the Town's annual contract with LexMedia, is \$1,236,498. The recommended budget is a \$40,040 or 3.35% increase from the FY2018 budget.

The Selectmen's FY2019 recommended General Fund operating budget is \$635,596, which is a \$3,876 or 0.60% decrease from the FY2018 General Fund budget.

The General Fund operating budget for Compensation is \$111,820, which is a \$13,484 or 10.76% decrease, which reflects staff turnover. FY2019 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are provided in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$523,776, which is an increase of \$500 or 0.10% due to contractual increases for the annual audit.

The recommended FY2019 budget for legal expenses is unchanged from FY2018 at \$410,000. The recommended FY2019 budget for the annual Town Report is unchanged from FY2018 at \$13,688.

The FY2019 recommended PEG Access Special Revenue Fund request is \$600,902 which is a \$53,024 or 9.68% increase from FY2018, and reflects a renegotiated contract with LexMedia.

Program Improvement Requests:

None requested.

8100 Board of Selectmen

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 420,308	\$ 486,759	\$ 568,113	\$ 554,534	\$ -	\$ 554,534	\$ (13,578)	-2.39%
Enterprise Funds (Indirects)	\$ 1,103	\$ 1,136	\$ 1,067	\$ 1,062	\$ -	\$ 1,062	\$ (5)	-0.51%
Fees								
Licenses & Permits	\$ 80,675	\$ 81,225	\$ 79,400	\$ 80,000	\$ -	\$ 80,000	\$ 600	0.76%
Total 8100 (General Fund)	\$ 502,086	\$ 569,120	\$ 648,580	\$ 635,596	\$ -	\$ 635,596	\$ (12,984)	-2.00%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 136,653	\$ 141,537	\$ 125,304	\$ 111,820		\$ 111,820	\$ (13,484)	-10.76%
Expenses	\$ 365,433	\$ 427,584	\$ 523,276	\$ 523,776	\$ -	\$ 523,776	\$ 500	0.10%
Total 8100 (General Fund)	\$ 502,086	\$ 569,120	\$ 648,580	\$ 635,596	\$ -	\$ 635,596	\$ (12,984)	-2.00%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 8110 Selectmen's Office	\$ 216,377	\$ 229,168	\$ 224,892	\$ 211,908	\$ -	\$ 211,908	\$ (12,984)	-5.77%
Total 8120 Legal	\$ 276,769	\$ 329,983	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ -	-
Total 8130 Town Report	\$ 8,940	\$ 9,970	\$ 13,688	\$ 13,688	\$ -	\$ 13,688	\$ -	-
Total 8100 (General Fund)	\$ 502,086	\$ 569,120	\$ 648,580	\$ 635,596	\$ -	\$ 635,596	\$ (12,984)	-2.00%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 136,653	\$ 141,537	\$ 125,304	\$ 111,820	\$ -	\$ 111,820	\$ (13,484)	-10.76%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 136,653	\$ 141,537	\$ 125,304	\$ 111,820	\$ -	\$ 111,820	\$ (13,484)	-10.76%
Contractual Services	\$ 346,637	\$ 403,007	\$ 497,763	\$ 498,263	\$ -	\$ 498,263	\$ 500	0.10%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 18,796	\$ 24,576	\$ 24,513	\$ 24,513	\$ -	\$ 24,513	\$ -	-
Small Capital	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	-
Expenses	\$ 365,433	\$ 427,584	\$ 523,276	\$ 523,776	\$ -	\$ 523,776	\$ 500	0.10%
Total 8100 (General Fund)	\$ 502,086	\$ 569,120	\$ 648,580	\$ 635,596	\$ -	\$ 635,596	\$ (12,984)	-2.00%

Budget Summary - Special Revenue Funds

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
PEG Access Special Revenue Fund	\$ 633,839	\$ 642,168	\$ 547,878	\$ 600,902	\$ -	\$ 600,902	\$ 53,024	9.68%
Total 8100 (Special Revenue)	\$ 633,839	\$ 642,168	\$ 547,878	\$ 600,902	\$ -	\$ 600,902	\$ 53,024	9.68%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
8140 - PEG Special Revenue Fund	\$ 471,985	\$ 530,568	\$ 547,878	\$ 600,902	\$ -	\$ 600,902	\$ 53,024	9.68%
Expenses	\$ 471,985	\$ 530,568	\$ 547,878	\$ 600,902	\$ -	\$ 600,902	\$ 53,024	9.68%
Total 8100 (Special Revenue)	\$ 471,985	\$ 530,568	\$ 547,878	\$ 600,902	\$ -	\$ 600,902	\$ 53,024	9.68%

Budget Summary - All Funds

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 136,653	\$ 141,537	\$ 125,304	\$ 111,820	\$ -	\$ 111,820	\$ (13,484)	-10.76%
Expenses	\$ 837,418	\$ 958,152	\$ 1,071,154	\$ 1,124,678	\$ -	\$ 1,124,678	\$ 53,524	5.00%
Total 8100 (All Funds)	\$ 974,071	\$ 1,099,688	\$ 1,196,458	\$ 1,236,498	\$ -	\$ 1,236,498	\$ 40,040	3.35%

8200 Town Manager

Program: General Government
Town of Lexington, Massachusetts

Mission: The Board of Selectmen appoints the Town Manager who oversees the daily operations of all general government departments, implements the policies of the Board of Selectmen, proposes an annual operating and capital budget, and enforces Town bylaws and regulations. The Town Manager's authority and responsibilities are established in the Selectmen-Town Manager Act of 1968. The Town Manager's Office is also responsible for Human Resources and benefit administration, as well as risk management.

Budget Overview: The Town Manager's Office budget is comprised of two elements; Organizational Direction and Administration and Human Resources.

Organizational Direction and Administration includes day-to-day oversight for all Town departments, town-wide staff training and professional development, and special projects. This function also implements all decisions of the Board of Selectmen and provides staff support to various Town committees.

The Town Manager's Office, through the Human Resource function, is responsible for personnel administration, benefits administration, collective bargaining negotiations, workers compensation and unemployment benefits.

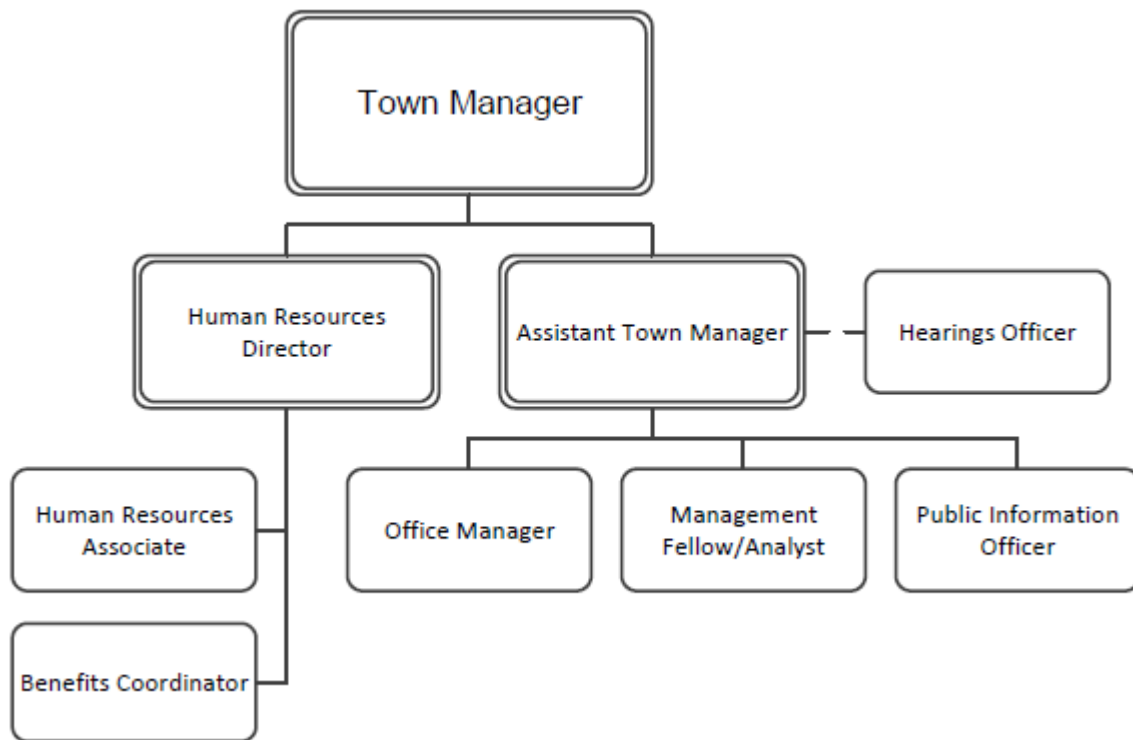
The FY2019 budget reflects a decrease of \$9,224 or 1.14% from FY2018. This is a net change reflecting a decrease of \$18,474 or 3.17% in Compensation due to retirements, and an increase of \$9,250 or 4.12% in Expenses due to funding a firefighter assessment center.

Departmental Initiatives:

1. Begin implementing recommendations of 20/20 Task Force on Asian Communities with the creation of the Diversity Advisory Task Force (see PIR).
2. Develop implementation protocol for hate crime activities with the Superintendent of Schools.
3. Consistent with the organization goal established by the Board of Selectmen, establish the position of Public Information Officer to improve the Town's ability to communicate with residents on a timely basis (see PIR).
4. Work to support the high performance culture in the organization by providing directed team building to the newly constituted Senior Management Team.
5. Develop new revenue sources to support the budget, particularly the capital budget, by looking at stormwater management revenues and sidewalk betterments.
6. Continue the initiative to develop organizational sustainability by sharing institutional knowledge across the organization, engaging mid-level managers in organizational decision-making and selecting and training qualified staff.
7. Continue the work on internal controls by revising existing policies and developing new policies that may be necessary to ensure the protection of assets that are vulnerable to abuse.

8200 Town Manager

Program: General Government
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Town Manager	1	1	1	1
Assistant Town Manager ¹	1	1	1	1
Public Information Officer ²				1
Office Manager/Special Events Coordinator	1	1	1	1
Management Fellow/Analyst	1	1	1	1
Hearing Officers ³	0.12	0.12	0.12	0.12
Human Resources Director	1	1	1	1
Human Resources Associate	1	1	1	1
Benefits Coordinator	1	1	1	1
Total FTE	7.12	7.12	7.12	8.12
Total Full/Part Time	7 FT / 2 PT	7 FT / 2 PT	7 FT / 2 PT	8 FT / 2 PT

¹The title of Deputy Town Manager was changed to Assistant Town Manager in February 2017

²The recommendation for the Public Information Officer is in response to a goal established by the Board of Selectmen to improve communications and information-sharing with residents.

³Two hearing officers hear appeals for parking fines; one municipal hearing officer hears appeals for fines issued by the Fire Department (regional position, shared with Winchester and Woburn)

8200 Town Manager

Program: General Government
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2019 recommended budget inclusive of the Town Manager's Office and Human Resources is \$901,243, which is a \$93,200 or 11.53% increase from the FY2018 budget.

The recommended FY2019 budget for Compensation is \$667,408, and reflects an \$83,950 or 14.39% increase, which is a net increase reflecting reductions due to retirements and the addition of a Public Information Officer. FY2019 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended FY2019 budget for Expenses is \$233,835 and reflects a \$9,250 or 4.12% increase which is a net change primarily due to a \$12,000 increase in professional services for the Human Resources department for a Fire Department assessment center for anticipated staff promotions in FY2019.

The department's budget includes a Salary Adjustment Account, which reflects anticipated FY2019 collective bargaining settlements, other wage increases, and compensated leave payments due certain employees at retirement. Once contractual settlements are reached, funds are transferred from this account to the appropriate departmental budget upon a vote of the Board of Selectmen. Contracts that are currently being negotiated whose outcome will affect the Salary Adjustment Account include Crossing Guards and Librarians. Contracts that expire at the end of FY2018 are also included in the Salary Adjustment account and are comprised of the AFSCME Local 1703 units representing both Public Works and Dispatch staff, and the Lexington Police Association.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Public Information Officer	\$ 102,424	\$ 17,687	\$ 120,112	\$ 102,424	\$ 17,687	\$ 120,112	\$ -
Shared funding with Lexington School System to support the Diversity Advisory Task force*	\$ 15,000	\$ -	\$ 15,000	\$ 15,000		\$ 15,000	\$ -

*Recommended for funding via a separate warrant article; not included within operating budget

8200 Town Manager

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 475,330	\$ 322,927	\$ 439,774	\$ 238,295	\$ 102,424	\$ 340,719	\$ (99,055)	-22.52%
Enterprise Funds (Indirect)	\$ 42,152	\$ 45,825	\$ 46,419	\$ 49,724	\$ -	\$ 49,724	\$ 3,305	7.12%
Available Funds					-	-	-	-
Rentals*	\$ 255,391	\$ 367,350	\$ 321,850	\$ 510,800	\$ -	\$ 510,800	\$ 188,950	58.71%
Total 8200 Town Manager	\$ 772,873	\$ 736,102	\$ 808,043	\$ 798,819	\$ 102,424	\$ 901,243	\$ 93,200	11.53%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 567,869	\$ 593,841	\$ 583,458	\$ 564,984	\$ 102,424	\$ 667,408	\$ 83,950	14.39%
Expenses	\$ 205,004	\$ 142,260	\$ 224,585	\$ 233,835	\$ -	\$ 233,835	\$ 9,250	4.12%
Total 8200 Town Manager	\$ 772,873	\$ 736,102	\$ 808,043	\$ 798,819	\$ 102,424	\$ 901,243	\$ 93,200	11.53%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$ 525,450	\$ 531,978	\$ 542,841	\$ 535,383	\$ 102,424	\$ 637,807	\$ 94,966	17.49%
Total 8220 Human Resources	\$ 247,423	\$ 204,124	\$ 265,202	\$ 263,436	\$ -	\$ 263,436	\$ (1,766)	-0.67%
Total 8200 Town Manager	\$ 772,873	\$ 736,102	\$ 808,043	\$ 798,819	\$ 102,424	\$ 901,243	\$ 93,200	11.53%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 567,869	\$ 593,841	\$ 583,458	\$ 564,984	\$ 102,424	\$ 667,408	\$ 83,950	14.39%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 567,869	\$ 593,841	\$ 583,458	\$ 564,984	\$ 102,424	\$ 667,408	\$ 83,950	14.39%
Contractual Services	\$ 165,213	\$ 122,939	\$ 190,350	\$ 199,600	\$ -	\$ 199,600	\$ 9,250	4.86%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 19,986	\$ 16,495	\$ 14,735	\$ 14,735	\$ -	\$ 14,735	\$ -	-
Small Capital	\$ 19,805	\$ 2,826	\$ 19,500	\$ 19,500	\$ -	\$ 19,500	\$ -	-
Expenses	\$ 205,004	\$ 142,260	\$ 224,585	\$ 233,835	\$ -	\$ 233,835	\$ 9,250	4.12%
Total 8200 Town Manager	\$ 772,873	\$ 736,102	\$ 808,043	\$ 798,819	\$ 102,424	\$ 901,243	\$ 93,200	11.53%

*Rentals are comprised of rental receipts from the Waldorf School, Bertucci's Italian Restaurant, LexFarm and Peet's Coffee & Tea sidewalk rentals, cell tower lease revenue and the sublease of Kline Hall to LexMedia.

Budget Summary - Salary Adjustment (8230)

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 455,517	\$ 546,757	\$ 171,759	\$ 483,030		\$ 483,030	\$ 311,271	181.23%
Total 8200 Town Manager	\$ 455,517	\$ 546,757	\$ 171,759	\$ 483,030	\$ -	\$ 483,030	\$ 311,271	181.23%

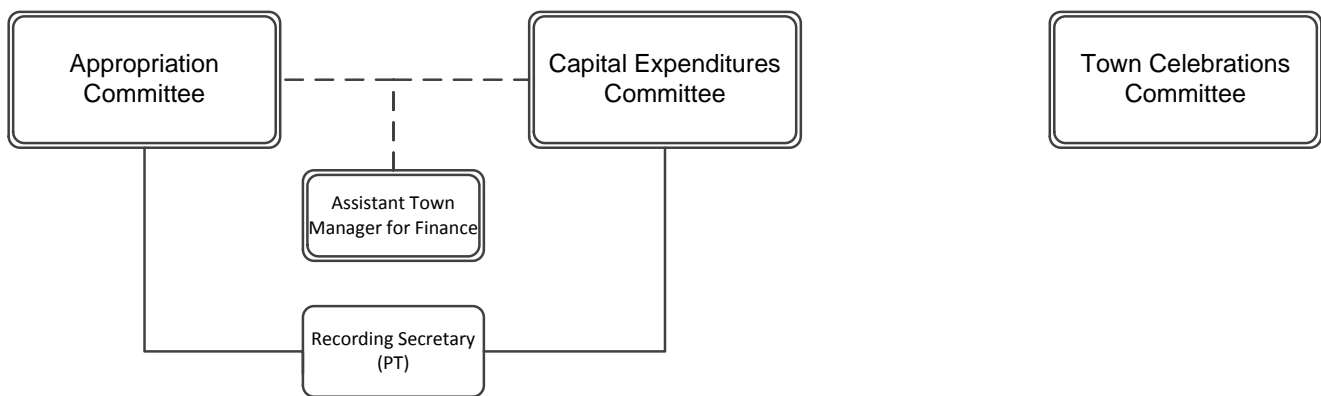
Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$ 455,517	\$ 546,757	\$ 171,759	\$ 483,030		\$ 483,030	\$ 311,271	181.23%
Total 8200 Town Manager	\$ 455,517	\$ 546,757	\$ 171,759	\$ 483,030	\$ -	\$ 483,030	\$ 311,271	181.23%

8300 Town Committees

Town of Lexington, Massachusetts

Mission: Town Committees includes the Appropriation Committee, Capital Expenditures Committee, Public Celebrations Committee and various boards and committees appointed by the Board of Selectmen, Moderator and the Town Manager.

Budget Overview: The Town Committees budget provides funding for a variety of statutory and advisory committees that are an integral part of the operation of local government in Lexington. The financial committees – the Appropriation Committee and the Capital Expenditures Committee – provide detailed financial review and analysis to Town Meeting. The Town Celebrations Committee, appointed by the Board of selectmen, plans the Town's annual celebrations, including parades on Veterans', Memorial, Patriots' Day as well as the Martin Luther King Day celebration.



Authorized/Appropriated Staffing

Limited staff support is provided through the Town Manager's Office and Finance Department, and a part-time Recording Secretary takes meeting minutes.

8300 Town Committees

Program: General Government
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2019 Town Manager's recommended Town Committees budget is \$60,780, which is an increase of \$2,900 or 5.01% from FY2018.

Compensation is level-funded at \$6,630. Expenses are funded at \$54,150, which is an increase of \$2,900 or 5.66%. This reflects a net change, with \$5,250 for the biennial Dance Around the World program being removed since the program will not be held in FY2019, and \$1,250 added for Patriots' Day supplies and the addition of \$6,900 for a program improvement to support a wide variety of cultural programs in the community.

Program Improvement Request:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Community Cultural Programs	\$ 6,900	\$ -	\$ 6,900	\$ 6,900	\$ -	\$ 6,900	\$ -

Budget Summary:

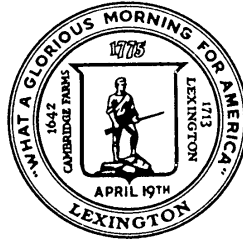
Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 96,664	\$ 79,743	\$ 57,880	\$ 53,880	\$ 6,900	\$ 60,780	\$ 2,900	5.01%
Total 8300 Town Committees	\$ 96,664	\$ 79,743	\$ 57,880	\$ 53,880	\$ 6,900	\$ 60,780	\$ 2,900	5.01%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 5,791	\$ 5,739	\$ 6,630	\$ 6,630	\$ -	\$ 6,630	\$ -	0.00%
Expenses	\$ 90,873	\$ 74,004	\$ 51,250	\$ 47,250	\$ 6,900	\$ 54,150	\$ 2,900	5.66%
Total 8300 Town Committees	\$ 96,664	\$ 79,743	\$ 57,880	\$ 53,880	\$ 6,900	\$ 60,780	\$ 2,900	5.01%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 6,652	\$ 7,134	\$ 8,130	\$ 8,130	\$ -	\$ 8,130	\$ -	0.00%
Total 8320 Misc. Boards & Committees	\$ 16,818	\$ 33,727	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ -	0.00%
Total 8330 Town Celebrations	\$ 73,194	\$ 38,883	\$ 45,250	\$ 41,250	\$ 6,900	\$ 48,150	\$ 2,900	6.41%
Total 8300 Town Committees	\$ 96,664	\$ 79,743	\$ 57,880	\$ 53,880	\$ 6,900	\$ 60,780	\$ 2,900	5.01%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,791	\$ 5,739	\$ 6,630	\$ 6,630	\$ -	\$ 6,630	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ 5,791	\$ 5,739	\$ 6,630	\$ 6,630	\$ -	\$ 6,630	\$ -	0.00%
Contractual Services	\$ 16,267	\$ 34,763	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 74,606	\$ 39,241	\$ 47,250	\$ 43,250	\$ 6,900	\$ 50,150	\$ 2,900	6.14%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 90,873	\$ 74,004	\$ 51,250	\$ 47,250	\$ 6,900	\$ 54,150	\$ 2,900	5.66%
Total 8300 Town Committees	\$ 96,664	\$ 79,743	\$ 57,880	\$ 53,880	\$ 6,900	\$ 60,780	\$ 2,900	5.01%

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8400 Finance

Town of Lexington, Massachusetts

Mission: The Finance Department is responsible for: (1) maintaining timely and accurate records on all financial activities of the Town; (2) administering internal financial controls; (3) facilitating the evaluation of the Town's financial condition; (4) ensuring that the delivery of Town services is done in compliance with Massachusetts General Laws that govern municipal finance; (5) providing timely and accurate financial information to managers of Town services to facilitate the evaluation of the cost effectiveness and efficiency of Town programs; (6) providing timely and accurate financial information to Town boards and committees to facilitate policy deliberation and formulation; and (7) safeguarding the financial assets of the Town.

Budget Overview: The Finance Department is comprised of the following divisions: the Comptroller's Office, the Treasurer/Collector's Office and the Assessing Office. The FY2019 budget reflects the shift of the Utility Division to the Water and Wastewater Enterprise budgets, so that role is more closely aligned with daily operations.

The Comptroller's Office is responsible for maintaining the Town's general ledger (accounting), accounts payable, payroll, and centralized purchasing. The Comptroller's budget is also inclusive of funding for the Assistant Town Manager for Finance, who oversees all financial operations of the Town, and the Budget Officer who in concert with the Assistant Town Manager for Finance and the Town Manager, develops and monitors the annual capital and operating budgets.

The Treasurer/Collector's Office has three primary responsibilities: the collection and deposit of all Town taxes, fees and charges including property taxes, motor vehicle excise, utility billing and other local receipts (permit and license fees, fines, etc.); the management and investment of all revenues collected; and the issuance and servicing of debt.

The Assessing Office's primary function is the development of assessed values of real and personal property.

Departmental Initiatives:

Comptroller:

1. Evaluate current technology; initiate and begin implementation of technology upgrades and improvements to various finance functions, including the general ledger, budgeting process, accounts payable and archive management.
2. Offer training opportunities and reference guides to town departments regarding finance related procedures and policies.
3. Implement a college internship program in the Town's Finance department and participate in the industry-wide initiative to develop awareness and interest in careers in Municipal Finance.
4. Continue to implement general billing for miscellaneous receivables.

8400 Finance

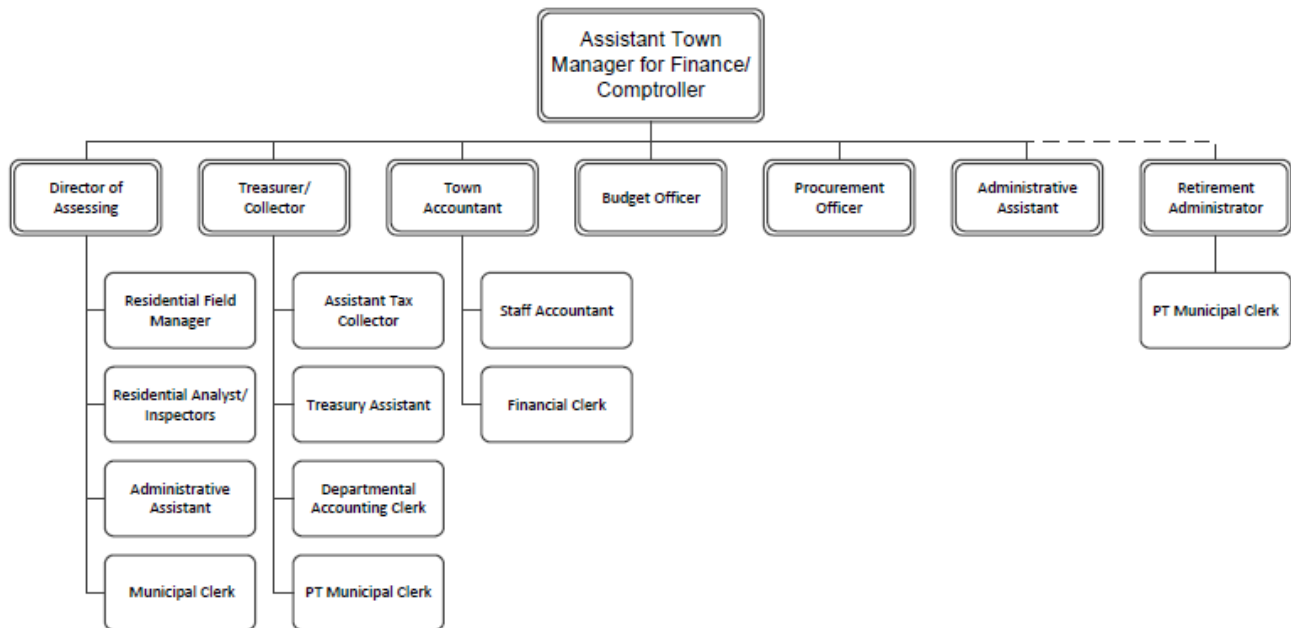
Town of Lexington, Massachusetts

Treasurer/Collector:

1. Bid bill printing services.
2. Continue tax foreclosures and evaluate new accounts to add to process.
3. Explore online access to individual property tax accounts.

Assessing:

1. Administer a 6-year, cyclical annual inspection program for interior and exterior inspection to comply with requirements of the Massachusetts Department of Revenue.
2. Embark on cross-training program among Assessing Department employees to promote staff capacity at all times, possibly including re-organizing staff functions.
3. Activate GIS functionality in Vision software and train staff in its use.
4. Enhance productivity through adoption of new technology to support data collection and input activity.
5. Reduce annual paper mailings to taxpayers where possible, as permitted by MGL.



8400 Finance

Program: General Government
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Element 8410: Comptroller				
Asst. Town Manager for Finance/Comptroller	1	1	1	1
Town Accountant	1	1	1	1
Staff Accountant	1	1	1	1
Procurement Officer	1	1	1	1
Financial Clerk	1	1	1	1
Budget Officer	1	1	1	1
Administrative Assistant	0.4	0.4	0.4	0.4
Subtotal FTE	6.40	6.40	6.40	6.40
Subtotal FT/PT	6FT/1PT	6FT/1PT	6FT/1PT	6FT/1PT
Element 8420: Treasurer/Collector				
Treasurer/Collector	1	1	1	1
Assistant Tax Collector	1	1	1	1
Treasury Assistant	1	1	1	1
Account Clerk	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46
Subtotal FTE	4.46	4.46	4.46	4.46
Subtotal FT/PT	4FT/1PT	4FT/1PT	4FT/1PT	4FT/1PT
Element 8430: Assessor				
Director of Assessing	1	1	1	1
Residential Field Manager	1	1	1	1
Residential Analyst/Inspector	2	2	2	2
Office Manager	1	1	1	1
Municipal Clerks	0.79	1.14	1.14	1.14
Subtotal FTE	5.79	6.14	6.14	6.14
Subtotal FT/PT	5FT/2PT	6FT/1PT	6FT/1PT	6FT/1PT
Element 8440: Utility Billing				
Utility Enterprise Business Manager*	1	1	1	0
Subtotal FTE	1.00	1.00	1.00	0.00
Subtotal FT/PT	1FT/0PT	1FT/0PT	1FT/0PT	0FT
Total FTE	17.65	18.00	18.00	17.00
Total FT/PT	16FT/4 PT	17FT/3 PT	17FT/3 PT	16FT/3 PT

* For FY2019, the Utility Enterprise Business Manager will be funded directly from the Water and Sewer budgets.

8400 Finance

Program: General Government
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2019 recommended General Fund Finance Department budget is 1,888,060, which represents a \$14,882, or 0.78% decrease from the restated FY2018 budget. The FY2018 budget is restated to reflect step increases that were not captured in the approved budget, and cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The General Fund operating budget for Compensation is \$1,383,830, and reflects a decrease of \$33,482 or 2.36%, which is a net decrease attributable to the transfer of the Utility Billing Manager to the Water and Wastewater Enterprise budgets, as well as costs for contractually obligated step increases and cost of living adjustments, and the funding of a Program Improvement Request to identify and support college students who might be interested in a future career in municipal finance. FY2019 Compensation does not include any estimate of prospective cost of living increases for personnel whose contracts expire on June 30, 2018. Funds for such prospective increases are provided in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$504,230 and reflects an \$18,600 or 3.83% increase which reflects higher postage costs (\$2,000), additional support for the Treasurer Collector's Tax Title program (\$5,000), and enhanced Professional Services in the Assessor's Office (\$11,500).

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected under Shared Expenses)	Total	
Finance College Intern	\$ 7,488	\$ 109	\$ 7,597	\$ 7,488	\$ 109	\$ 7,597	\$ -

8400 Finance

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimated	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 1,454,008	\$ 1,587,377	\$ 1,638,986	\$ 1,686,518	\$ 7,488	\$ 1,694,006	\$ 47,531	2.90%
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 223,666	\$ 243,159	\$ 230,955	\$ 160,224	\$ -	\$ 160,224	\$ (70,731)	-30.63%
Fees & Charges								
Charges for Services	\$ 32,658	\$ 34,329	\$ 33,000	\$ 33,830	\$ -	\$ 33,830	\$ 830	2.52%
Total 8400 Finance	\$ 1,710,332	\$ 1,864,865	\$ 1,902,941	\$ 1,880,572	\$ 7,488	\$ 1,888,060	\$ (14,882)	-0.78%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 1,307,793	\$ 1,428,147	\$ 1,417,311	\$ 1,376,342	\$ 7,488	\$ 1,383,830	\$ (33,482)	-2.36%
Expenses	\$ 402,539	\$ 436,717	\$ 485,630	\$ 504,230	\$ -	\$ 504,230	\$ 18,600	3.83%
Total 8400 Finance	\$ 1,710,332	\$ 1,864,865	\$ 1,902,941	\$ 1,880,572	\$ 7,488	\$ 1,888,060	\$ (14,882)	-0.78%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 664,237	\$ 684,853	\$ 675,492	\$ 677,098	\$ 7,488	\$ 684,586	\$ 9,094	1.35%
Total 8420 Treasurer/Collector	\$ 369,326	\$ 388,176	\$ 406,777	\$ 427,919	\$ -	\$ 427,919	\$ 21,142	5.20%
Total 8430 Assessing	\$ 600,499	\$ 712,848	\$ 740,345	\$ 775,555	\$ -	\$ 775,555	\$ 35,210	4.76%
Total 8440 Utility Billing	\$ 76,271	\$ 78,988	\$ 80,328	\$ -	\$ -	\$ -	\$ (80,328)	-100.00%
Total 8400 Finance	\$ 1,710,332	\$ 1,864,865	\$ 1,902,941	\$ 1,880,572	\$ 7,488	\$ 1,888,060	\$ (14,882)	-0.78%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,307,793	\$ 1,428,147	\$ 1,417,311	\$ 1,376,342	\$ 7,488	\$ 1,383,830	\$ (33,482)	-2.36%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 1,307,793	\$ 1,428,147	\$ 1,417,311	\$ 1,376,342	\$ 7,488	\$ 1,383,830	\$ (33,482)	-2.36%
Contractual Services	\$ 343,905	\$ 391,260	\$ 435,715	\$ 449,615	\$ -	\$ 449,615	\$ 13,900	3.19%
Utilities	\$ 13,573	\$ (822)	\$ 2,550	\$ 3,150	\$ -	\$ 3,150	\$ 600	23.53%
Supplies	\$ 44,562	\$ 46,280	\$ 47,365	\$ 51,465	\$ -	\$ 51,465	\$ 4,100	8.66%
Small Capital	\$ 499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 402,539	\$ 436,717	\$ 485,630	\$ 504,230	\$ -	\$ 504,230	\$ 18,600	3.83%
Total 8400 Finance	\$ 1,710,332	\$ 1,864,865	\$ 1,902,941	\$ 1,880,572	\$ 7,488	\$ 1,888,060	\$ (14,882)	-0.78%

8500 Town Clerk

Program: General Government
Town of Lexington, Massachusetts

Mission: The Office of the Town Clerk is the primary repository of official documents for the Town, and the custodian of and recording office for official Town and vital records. Responsibilities include issuing marriage licenses, recording vital statistics, issuing dog licenses, registering businesses, and conducting the annual Town Census. The Town Clerk's Office conducts elections in conformance with State and local laws and, with the Board of Registrars, processes voter registrations and certifications. The Town Clerk reports to the Chief Information Officer.

Budget Overview: The four elements comprising the Office of the Town Clerk include Town Clerk Administration, Registration, Elections, and Archives & Records Management.

Town Clerk Administration: The Town Clerk acts as the Town's recording officer, registrar of vital statistics, and chief election official. The Town Clerk is the official record-keeper of Town Meeting, certifies bylaws, Town Meeting appropriations and other official actions, signs notes for borrowing, and certifies official documents. The Town Clerk also registers all vital events within Lexington, recording births, marriages and deaths in accordance with State law. The Town Clerk is keeper of the seal, administers the oath of office to elected and appointed members of boards and committees, maintains records of adopted municipal codes, regulations, bylaws, oaths of office, resignations, appointments, and submits general bylaws and zoning bylaws to the Attorney General for approval. The Town Clerk's office issues licenses and permits and serves as a central information point for residents.

Board of Registrars: Registrars, appointed by the Board of Selectmen, are responsible for promoting voter registration, overseeing voter records, and ruling on voter eligibilities. Stipends for the Board of Registrars remain level funded. Annual voter confirmations are conducted in accordance with State statute. The Annual Town Census and the publishing of the List of Residents is funded through this element.

Elections: This element includes administration of local, state and national elections in accordance with election laws, most recently including Early Voting and pre-registration of 16 and 17 year olds. Staff provide information on candidate certifications, referenda, initiative petitions, campaign finance laws, election procedures, ballot initiatives, and voter information. Election site preparations are coordinated with Public Works, Public Facilities, Police, and Lexington Public Schools.

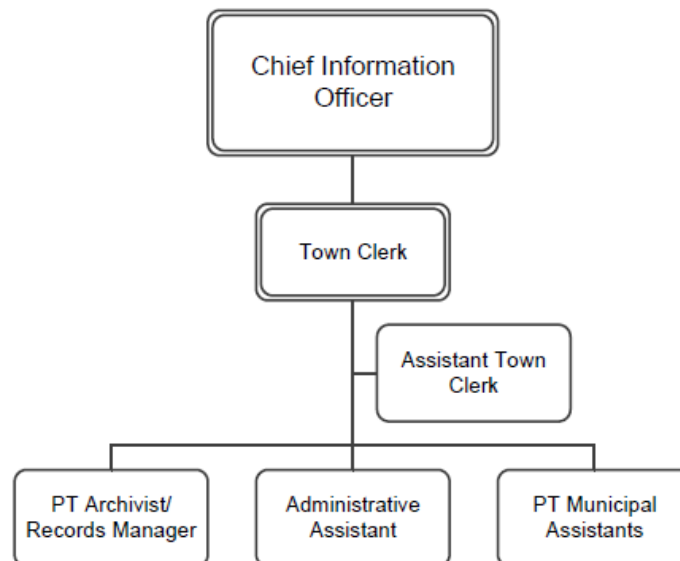
Records Management: This element addresses inventory and retention of records and documents, proper maintenance and storage of records, preservation of documents, and public access to public records and information. A part-time Archivist/Records Manager is responsible for overseeing the conservation, preservation, digitization and cataloging of Lexington's historic documents and records.

8500 Town Clerk

Program: General Government
Town of Lexington, Massachusetts

Departmental Initiatives:

1. Ongoing administration of town/state/federal elections in conformance with statutory requirements to provide legal and accessible elections to Lexington voters, including adhering to Election Reform laws of 2014. Continued emphasis on long term goal of utilizing municipal buildings for polling locations.
2. Continued development of coordinated Archives & Records Management Program;
3. Enhancement and further implementation of Laserfiche Document Imaging System for records retention, electronic access, and archives/records portal.
4. Continued use of Commonwealth of Massachusetts Electronic Vital Records Systems for births, deaths and burial permits.



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Municipal Assistant ¹	1.03	1.03	1.23	1.23
Archivist/Records Manager	0.46	0.46	0.46	0.46
Total FTE	4.49	4.49	4.69	4.69
Total FT/PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT

¹Municipal Assistant hours increased in FY2018.

8500 Town Clerk

Program: General Government
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2019 recommended Town Clerk budget is \$521,000 which is a \$26,336 or 5.32% increase from the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2016 annual town meeting, as well as a supplemental appropriation approved at Special Town Meeting 2017-3 for expenses from the July 2017 state senate election.

The budget for Compensation is \$398,200 and reflects a \$27,386 or 7.39% increase, which is primarily driven by a larger number of state elections in FY2019. The increase in FY2019 compensation is inclusive of contractually obligated step increases and cost of living adjustments. FY2019 compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are provided in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$122,800, which is a decrease of \$1,050 or 0.85%, and reflects anticipated expenses in FY2019.

Program Improvement Request:

None requested.

8500 Town Clerk

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$ 342,249	\$ 365,784	\$ 410,765	\$ 437,100	\$ -	\$ 437,100	\$ 26,336	6.41%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Directed Funding	\$ -	\$ -	\$ -	\$ -			\$ -	-
Fees: Town Clerk	\$ 34,825	\$ 36,478	\$ 35,900	\$ 35,900	\$ -	\$ 35,900	\$ -	-
Licenses & Permits: Town Clerk	\$ 48,321	\$ 47,320	\$ 48,000	\$ 48,000	\$ -	\$ 48,000	\$ -	-
Total 8500 Town Clerk	\$ 425,395	\$ 449,582	\$ 494,665	\$ 521,000	\$ -	\$ 521,000	\$ 26,336	5.32%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 328,459	\$ 354,475	\$ 370,815	\$ 398,200	\$ -	\$ 398,200	\$ 27,386	7.39%
Expenses	\$ 96,936	\$ 95,107	\$ 123,850	\$ 122,800	\$ -	\$ 122,800	\$ (1,050)	-0.85%
Total 8500 Town Clerk	\$ 425,395	\$ 449,582	\$ 494,665	\$ 521,000	\$ -	\$ 521,000	\$ 26,336	5.32%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 8510 Town Clerk Administration	\$ 276,483	\$ 282,112	\$ 310,467	\$ 322,547	\$ -	\$ 322,547	\$ 12,080	3.89%
Total 8520 Board of Registrars	\$ 15,566	\$ 14,393	\$ 17,325	\$ 17,325	\$ -	\$ 17,325	\$ -	-
Total 8530 Elections	\$ 97,533	\$ 133,077	\$ 117,250	\$ 132,800	\$ -	\$ 132,800	\$ 15,550	13.26%
Total 8540 Records Management	\$ 35,813	\$ 20,000	\$ 49,623	\$ 48,328	\$ -	\$ 48,328	\$ (1,295)	-2.61%
Total 8500 Town Clerk	\$ 425,395	\$ 449,582	\$ 494,665	\$ 521,000	\$ -	\$ 521,000	\$ 26,336	5.32%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 322,350	\$ 343,620	\$ 362,215	\$ 384,200	\$ -	\$ 384,200	\$ 21,986	6.07%
Overtime	\$ 6,109	\$ 10,856	\$ 8,600	\$ 14,000	\$ -	\$ 14,000	\$ 5,400	62.79%
<i>Personal Services</i>	<i>\$ 328,459</i>	<i>\$ 354,475</i>	<i>\$ 370,815</i>	<i>\$ 398,200</i>	<i>\$ -</i>	<i>\$ 398,200</i>	<i>\$ 27,386</i>	<i>7.39%</i>
Contractual Services	\$ 86,432	\$ 85,835	\$ 110,200	\$ 109,300	\$ -	\$ 109,300	\$ (900)	-0.82%
Utilities	\$ 1,500	\$ 1,500	\$ 3,500	\$ 3,000	\$ -	\$ 3,000	\$ (500)	-14.29%
Supplies	\$ 8,804	\$ 7,772	\$ 10,050	\$ 10,400	\$ -	\$ 10,400	\$ 350	3.48%
Small Capital	\$ 200	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ -	-
<i>Expenses</i>	<i>\$ 96,936</i>	<i>\$ 95,107</i>	<i>\$ 123,850</i>	<i>\$ 122,800</i>	<i>\$ -</i>	<i>\$ 122,800</i>	<i>\$ (1,050)</i>	<i>-0.85%</i>
Total 8500 Town Clerk	\$ 425,395	\$ 449,582	\$ 494,665	\$ 521,000	\$ -	\$ 521,000	\$ 26,336	5.32%

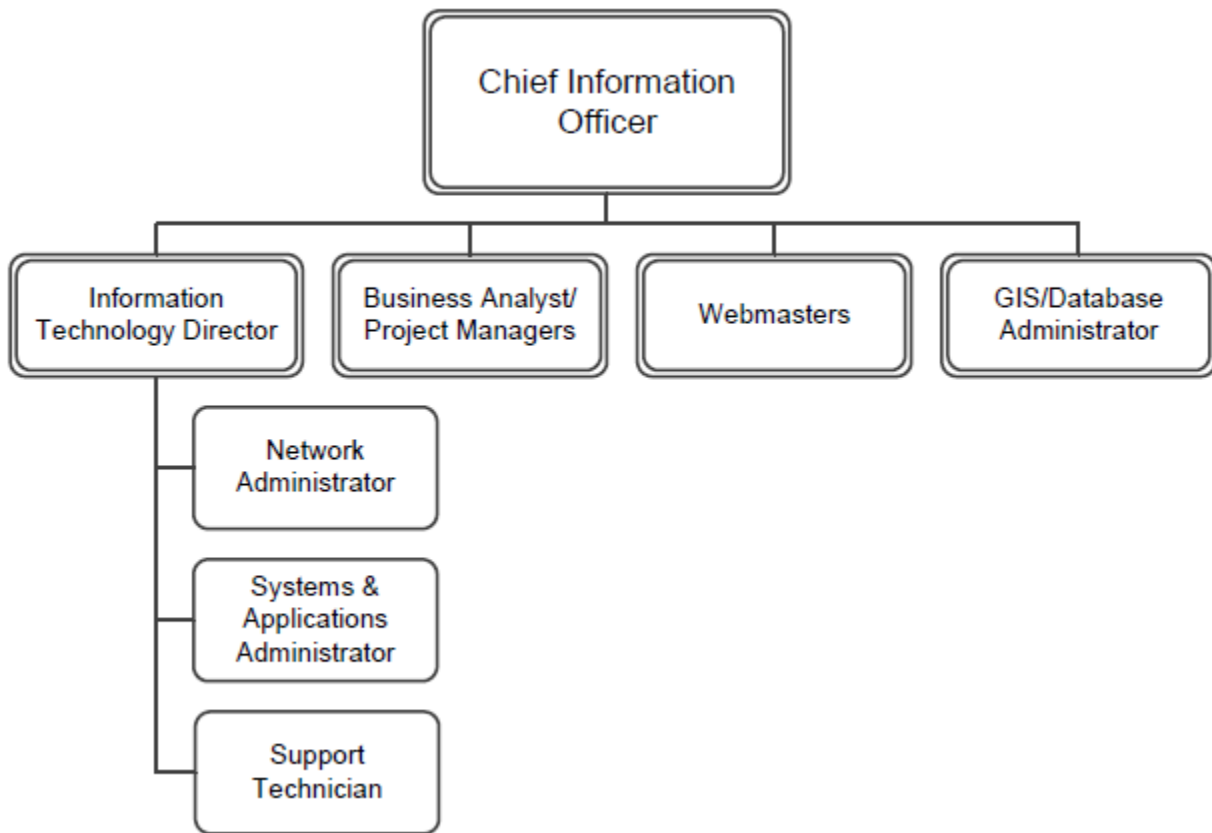
8600 Information Technology Department*Town of Lexington, MA*

Mission: The Information Technology (IT) Department's mission is to provide high-quality, cost-effective technology and services to Town administration and staff so that they can best serve the citizens of the Town of Lexington; and, to provide effective web services to employees and residents to facilitate both the dissemination and collection of information by town government.

Budget Overview: The Information Technology department supports, maintains and manages Townwide business-related technology. IT maintains the technology serving all municipal departments. The department supports town wide core services including the financial system (MUNIS), time keeping (NovaTime), document management (Laserfiche), facilities maintenance and management technology, emergency management web sites and services, and VoIP telephone systems. IT maintains the infrastructure and security of the network core and co-manages the town wide area network for municipal and school departments. The department manages municipal technology purchases and performs the installations and maintenance of Town IT equipment and services. Information Technology staff also provide support and training for end-users.

Departmental Initiatives:

1. Maximize the value of current systems
 - a. Laserfiche
 - b. ViewPermit
 - c. MUNIS
2. Continue to invest in the Town's IT infrastructure
 - a. Implement recommendations from the network assessment
 - b. Implement recommendations from the cybersecurity assessment
3. Focus on future visioning for IT
 - a. Embrace "cloud first"
 - b. Hosting and replatforming of core systems (VoIP, ViewPermit, MUNIS, Vision, Laserfiche)
 - c. Unified communication
 - d. Disaster Recovery (DR) planning and hosting

8600 Information Technology Department*Town of Lexington, MA***Authorized/Appropriated Staffing**

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Chief Information Officer	1	1	1	1
Information Technology Director	1	1	1	1
Business Analyst/Project Manager	1.8	1.8	2	2
Network Administrator	1	1	1	1
GIS/Database Administrator	1	1	1	1
Support Technician	1	1	1	1
Systems & Applications Admin	1	1	1	1
Webmaster	2	2	2	2
Total FTE	9.8	9.8	10	10
Total FT/PT	9 FT/1 PT	9 FT/1 PT	10 FT	10FT

8600 Information Technology Department*Town of Lexington, MA***Budget Recommendations:**

The FY2019 recommended Information Technology budget is \$2,311,853, which is a \$345,151 or 17.55% increase over the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The recommended budget for Compensation is \$847,153, and reflects a \$38,526 or 4.76% increase, which includes contractually obligated step increases and cost of living adjustments. FY2019 Compensation does not include any prospective cost of living increases for contracts that expire on or before June 30, 2018. Funds for prospective increases are provided in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$1,464,700 and reflects a \$306,625 or 26.48% increase. Major factors driving the increase are the growing cost of software maintenance for both existing licenses as well as new application support contracts, an increase in mobile services costs due to mobile data needs, and additional costs for LAN hardware and software costs for IS support of the Library.

The expense budget includes an increase of \$39,000 for Gartner Research's "Gartner for IT Leaders" program. Gartner is widely recognized as an industry leader in IT industry intelligence and research. This subscription will provide the IT department with unmetered access to Gartner's core and role-specific IT research, unlimited access to Gartner's topical analysts and experts, topical webinars, Gartner Summit events (1 per year), as well as their libraries of methodologies, toolkits, templates and benchmarks (for instance, policy models, IT Standard Operating Procedures, best practices). Also included is access to Gartner reviews of current and upcoming IT contracts to optimize terms and pricing.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	
Gartner Professional Services	\$ 39,000	\$ -	\$ 39,000	\$ 39,000	\$ -	\$ 39,000	\$ -
Strategic Communications Training*	\$ 44,000	\$ -	\$ 44,000	\$ -	\$ -	\$ -	\$ 44,000
Unmanned Aerial System	\$ 7,950	\$ -	\$ 7,950	\$ -	\$ -	\$ -	\$ 7,950

*See PIR funded under Town Manager's Office.

8600 Information Technology Department*Town of Lexington, MA***Budget Summary:**

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Tax Levy	\$1,558,691	\$ 1,648,516	\$ 1,851,485	\$2,149,617	\$ 39,000	\$ 2,188,617	\$337,132	18.21%
Enterprise Funds (Indirects)	\$ 61,619	\$ 63,468	\$ 115,217	\$ 123,236	\$ -	\$ 123,236	\$ 8,019	12.63%
Total 8600 Information Technology	\$1,620,310	\$ 1,711,984	\$ 1,966,701	\$2,272,853	\$ 39,000	\$ 2,311,853	\$345,151	17.55%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 684,694	\$ 727,551	\$ 808,626	\$ 847,153	\$ -	\$ 847,153	\$ 38,526	4.76%
Expenses	\$ 935,616	\$ 984,433	\$ 1,158,075	\$1,425,700	\$ 39,000	\$ 1,464,700	\$306,625	26.48%
Total 8600 Information Technology	\$1,620,310	\$ 1,711,984	\$ 1,966,701	\$2,272,853	\$ 39,000	\$ 2,311,853	\$345,151	17.55%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Total 8610 IT Administration	\$1,620,310	\$ 1,711,984	\$ 1,966,701	\$2,272,853	\$ 39,000	\$ 2,311,853	\$345,151	17.55%
Total 8600 Information Technology	\$1,620,310	\$ 1,711,984	\$ 1,966,701	\$2,272,853	\$ 39,000	\$ 2,311,853	\$345,151	17.55%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Request	Manager's Add/Del	FY2019 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 683,772	\$ 725,307	\$ 804,750	\$ 843,147	\$ -	\$ 843,147	\$ 38,397	4.77%
Overtime	\$ 922	\$ 2,244	\$ 3,876	\$ 4,005	\$ -	\$ 4,005	\$ 129	0.03
<i>Personal Services</i>	<i>\$ 684,694</i>	<i>\$ 727,551</i>	<i>\$ 808,626</i>	<i>\$ 847,153</i>	<i>\$ -</i>	<i>\$ 847,153</i>	<i>\$ 38,526</i>	<i>4.76%</i>
Contractual Services	\$ 707,271	\$ 718,914	\$ 865,575	\$1,122,000	\$ 39,000	\$ 1,161,000	\$295,425	34.13%
Utilities	\$ 69,141	\$ 85,663	\$ 112,000	\$ 115,000	\$ -	\$ 115,000	\$ 3,000	2.68%
Supplies	\$ 27,288	\$ 15,545	\$ 26,500	\$ 25,700	\$ -	\$ 25,700	\$ (800)	-3.02%
Small Capital	\$ 131,916	\$ 164,311	\$ 154,000	\$ 163,000	\$ -	\$ 163,000	\$ 9,000	5.84%
Expenses	\$ 935,616	\$ 984,433	\$ 1,158,075	\$1,425,700	\$ 39,000	\$ 1,464,700	\$306,625	26.48%
Total 8600 Information Technology	\$1,620,310	\$ 1,711,984	\$ 1,966,701	\$2,272,853	\$ 39,000	\$ 2,311,853	\$345,151	17.55%

Section XI: Capital Investment

INTRODUCTION

A crucial aspect of the Town's operations, from providing services to its residents and businesses to equipping employees to effectively perform their jobs, requires the existence of certain basic physical assets. These assets include streets, water mains, parks, buildings, large equipment and technology. They must be purchased, maintained and replaced on a timely basis or their usefulness in providing public services will diminish. The Town's five-year Capital Improvements Program and annual Capital Budget are developed to ensure adequate capital investment in the Town's assets.

DEFINITION OF CAPITAL PROJECTS

A capital project is defined as a major, non-recurring expenditure that generally meets the following criteria:

- Massachusetts General Laws permit the Town to issue bonds to finance the expenditure;
- The expenditure is \$25,000 or more;
- The expenditure will have a useful life of 10 years or more for buildings or building components and 5 years for vehicles and equipment; and
- Planning, engineering, or design services may be considered capital when such services are integral to a construction, renewal, or replacement project that meets the criteria for a capital expenditure.

CAPITAL POLICY FRAMEWORK

The FY2019 Capital Budget was developed within the capital policy framework initially adopted by the Board of Selectmen in 1991, and subsequently amended in 2006 and 2009 to ensure adequate planning and funding for capital investment, particularly cash capital projects within the General Fund. This capital investment strategy includes the following major elements:

- Multi-year planning for capital investment;
- Debt exclusions for major capital projects; and
- Ensuring sufficient operating budget resources for maintaining capital assets.

FIVE-YEAR CAPITAL PROGRAM

Five-year capital improvement planning has been part of Lexington's budget development process for many years. Multi-year planning allows proper staging and sequencing of capital projects to smooth financing plans and to make funding needs more predictable. Capital investment requirements can vary, involving unique large projects such as a fire vehicle or a school building. Other capital investment needs are recurring such as the annual program to resurface roadways.

The five-year Capital Improvement Program includes all anticipated capital projects identified by school and municipal departments over the next five years.

The following are potential funding sources for financing the Town's capital investments:

- **Cash Financing** – The Town regularly appropriates available funds (i.e., cash financing) from the general and enterprise funds to finance certain capital investment projects. Examples of available funds are unreserved fund balance (free cash), tax levy, enterprise fund retained earnings, specialized stabilization funds and, when available, unexpended balances of prior years' capital articles.
- **Debt** – The Town has traditionally financed large dollar value capital projects with debt. Depending upon the project, the debt service resulting from debt-funded capital projects can be financed from a variety of sources including the General Fund (either within the Levy Limit or from a voter approved Proposition 2½ debt exclusion), Enterprise and Revolving Funds or the Community Preservation Fund (see discussion of the CPA below).
- **Other Sources** – The Town uses dedicated state aid and grant funding to finance capital investment when these funds are available.
- **Community Preservation Act (CPA) Funds** – Beginning in FY2007, following voter approval, the Town began to assess a Community Preservation Surcharge of 3% of the property tax levied against all taxable real property. For owners of residential property, the assessed value used to calculate the surcharge is net of a \$100,000 residential exemption. Community Preservation funds can be used for those purposes defined by the Community Preservation Act, MGL Ch. 44B. Such purposes include the acquisition and preservation of open space, the creation and support of community (affordable) housing, the acquisition and preservation of historic resources, and the creation and support of recreational facilities. Beginning in FY2008, the Town began to receive State matching funds to supplement the local surcharge. Receipts for FY2019 from the surcharge and state matching funds are preliminarily estimated at \$5.4 million.

FY2019 CAPITAL FINANCING STRATEGY

The proposed financing plan for the recommended FY2019 capital budget is shown in the table below.

Capital Requests Summary					
	Free Cash/ Tax Levy	Other Funding Sources¹	Debt ³	Total	Other ⁴
General Fund	\$ 6,948,893	\$ -	\$ 10,130,545	\$ 17,079,438	\$ -
Proposed Excluded Debt Projects	\$ -	\$ -	\$ 32,481,164	\$ 32,481,164	\$ -
Chapter 90/Other Funding	\$ -	\$ 94,800	\$ -	\$ 94,800	\$ 969,936
Water Enterprise	\$ -	\$ 105,000	\$ 1,375,000	\$ 1,480,000	\$ -
Sewer Enterprise	\$ -	\$ -	\$ 2,175,000	\$ 2,175,000	\$ -
Recreation Enterprise	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ -
Compost Revolving Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Community Preservation Act ²	\$ -	\$ 1,612,000	\$ 2,829,000	\$ 4,441,000	\$ -
Total (all Funds)	\$ 6,948,893	\$ 1,871,800	\$ 48,990,709	\$ 57,811,402	\$ 969,936
¹ Other Funding includes \$50,000 from the TMOD Stabilization Fund for the Hartwell Area TMOD Plan Update and \$44,800 from the PEG Access Special Revenue Fund for the SMR High Definition Broadcasting Upgrade.					
² Includes both Town and non-Town CPA funded projects.					
³ General Fund debt of \$10,130,545 (from Table I - FY2018 Recommended Projects -General Fund Debt) is net of \$1,862,622 for the Police Station design which is a potential candidates for debt exclusion. This amount is included in the \$32,481,164 of Proposed Excluded Debt Projects (Table V - FY2018 Recommended Projects - Funding Through Proposition 2 1/2 Debt Exclusion).					
⁴ Other represents Chapter 90 Aid for street improvements. This item does not require a Town Meeting appropriation.					

The following table, FY2019 Recommended Capital Budget, lists all FY2019 projects recommended by the Town Manager for consideration and their estimated costs by program area and funding source. The Capital Expenditures Committee has also been evaluating these requests and will issue a report and recommendations to Town Meeting.

FY2019 Recommended Capital Budget

Department	Project Description	Recommendation (2018 ATM)	Requested Funding Source(s)
Planning	Hartwell Area TMOD Plan Update	\$ 50,000	TMOD Stabilization Fund
Land Use	Lowell Street Affordable Housing Supplemental Funds	\$ -	CPA/TBD
TSG (Planning/Engineering)	Transportation Mitigation	\$ 100,000	Free Cash
Total Land Use, Health and Development		\$ 150,000	
Recreation & Comm. Pgms.	Pine Meadows Equipment	\$ 60,000	Recreation RE
Recreation & Comm. Pgms.	Old Reservoir Bathhouse Design	\$ 75,000	CPA
Recreation & Comm. Pgms.	Athletic Facility Lighting	\$ 975,000	CPA
Recreation & Comm. Pgms.	Center Track and Field Reconstruction	\$ 3,340,000	CPA/GF Debt
Total Culture and Recreation		\$ 4,450,000	
Public Facilities	SMR High Definition Broadcasting Upgrade	\$ 44,800	PEG Spec. Revenue Fund
Public Facilities	Public Facilities Bid Documents	\$ 100,000	Free Cash
Public Facilities	Building Flooring Program	\$ 125,000	Free Cash
Public Facilities	Public Service Building Vehicle Storage Area - Floor Drainage System	\$ 157,000	Free Cash
Public Facilities	Municipal Building Envelope and Systems	\$ 198,893	Tax Levy
Public Facilities	Visitors Center Construction Documents	\$ 200,000	Free Cash
Public Facilities	School Building Envelopes and Systems Program	\$ 227,755	Free Cash
Public Facilities	School Paving Program	\$ 236,890	Free Cash
Public Facilities	Playground Replacement Program Bowman	\$ 302,000	CPA
Public Facilities	LHS Security Upgrade	\$ 338,600	Free Cash
Public Facilities	Public Facilities Mechanical/Electrical System Replacements	\$ 544,500	Free Cash/ GF Debt
Public Facilities	Lexington Police Station Rebuild- Design	\$ 1,862,622	GF Debt (potentially exempt)
Public Facilities	Lexington Children's Place Construction	\$ 11,797,842	GF Debt (exempt)
Public Facilities	45 Bedford Street Fire Station Replacement	\$ 18,820,700	GF Debt (exempt)
Total Public Facilities Department		\$ 34,956,602	
Public Works	Public Grounds Irrigation Improvements	\$ 100,000	CPA/Free Cash
Public Works	Community Center Sidewalk	\$ -	CPA/TBD
Public Works	Hydrant Replacement Program	\$ 150,000	Free Cash/ Water RE
Public Works	Storm Drainage Improvements and NPDES compliance	\$ 340,000	Free Cash
Public Works	Comprehensive Watershed Stormwater Management Study and Implementation	\$ 390,000	Free Cash
Public Works	Townwide Culvert Replacement	\$ 390,000	Free Cash
Public Works	Center Streetscape Improvements Design	\$ 450,000	Free Cash
Public Works	Automatic Meter Reading System	\$ 750,000	Water Debt/ Wastewater Debt
Public Works	Pump Station Upgrades	\$ 800,000	Wastewater Debt
Public Works	Sidewalk Improvement	\$ 800,000	GF Debt
Public Works	Sanitary Sewer System Investigation and Improvements	\$ 1,000,000	Wastewater Debt
Public Works	Water Distribution System Improvements	\$ 1,000,000	Water Debt
Public Works	Equipment Replacement	\$ 1,069,500	GF Debt/ Water RE
Public Works	Townwide Signalization Improvements	\$ 1,100,000	GF Debt
Public Works	Pelham Road Sidewalk and Roadway Improvements	\$ 1,400,000	GF Debt
Public Works	Street Improvements	\$ 2,600,000	Tax Levy
Public Works	Westview Cemetery Building Construction	\$ 3,040,000	Sale of Cemetery Lots SRF
Total Public Works Department		\$ 15,379,500	
Lexington Public Schools	LPS Technology Program	\$ 1,715,300	GF Debt
Total Lexington Public Schools		\$ 1,715,300	
Information Services	Municipal Technology Improvement Program	\$ 200,000	Free Cash
Information Services	Application Implementation	\$ 390,000	Free Cash
Information Services	Network Core Equipment Replacement	\$ 350,000	Free Cash
Town Clerk	Archives & Records Management/Records Conservation & Preservation	\$ 20,000	CPA
Total General Government		\$ 960,000	
Non-Governmental Projects	9 Oakland Street Renovation and Adaptive Re-Use	\$ 200,000	CPA
Total Non-Governmental Projects		\$ 200,000	
Total FY2019 Recommendations - All Funds		\$ 57,811,402	\$ 57,811,402

CAPITAL PLAN BY FINANCING SOURCE

The following pages include tables that show the recommended FY2019 capital projects by financing source: General fund debt; Water fund debt; Wastewater fund debt; Recreation and Community Programs fund debt; Proposition 2½ excluded debt; Community Preservation fund debt; Compost Revolving fund debt; and Cash capital (i.e., current revenue).

Each debt-related table includes the projected debt service impact of recommended projects, actual debt service on debt authorized and issued, and projected debt service on debt authorized and unissued. Finally, each table is accompanied by a written description of each recommended project.

FY2019 RECOMMENDED PROJECTS – GENERAL FUND DEBT (Table I)



Town of Lexington - FY2019 Budget
FY2019 Recommended Budget: Capital Projects

TABLE I: FY2019 RECOMMENDED PROJECTS - GENERAL FUND DEBT

					PROJECTED DEBT SERVICE					
		Amount Financed	Term	Interest Rate	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
MUNICIPAL PROJECTS										
1	Equipment Replacement (\$1,069,500)	\$ 1,039,500	5	4.0%		\$ 27,720	\$ 249,480	\$ 241,164	\$ 232,848	\$ 224,532
2	Sidewalk Improvement	\$ 800,000	5	4.0%		\$ 21,333	\$ 192,000	\$ 185,600	\$ 179,200	\$ 172,800
3	Townwide Signalization Improvements	\$ 1,100,000	5	4.0%		\$ 29,333	\$ 264,000	\$ 255,200	\$ 246,400	\$ 237,600
4	Center Track and Field Reconstruction (\$3,340,000)	\$ 511,000	5	4.0%		\$ 13,627	\$ 122,640	\$ 118,552	\$ 114,464	\$ 110,376
5	Pelham Road Sidewalk and Roadway Improvements	\$ 1,400,000	5	4.0%		\$ -	\$ 56,000	\$ 336,000	\$ 324,800	\$ 313,600
Subtotal		\$ 4,850,500				\$ 92,013	\$ 884,120	\$ 1,136,516	\$ 1,097,712	\$ 1,058,908
FACILITIES PROJECTS										
Within-Levy Projects										
1	Public Facilities Mechanical/Electrical System Replacements (\$544,500)	\$ 524,745	10	4.0%		\$ 13,993	\$ 73,464	\$ 71,365	\$ 69,266	\$ 67,167
Project that is a potential candidates for debt exclusion ⁽¹⁾										
2	Lexington Police Station Rebuild- Design	\$ 1,862,622	5	4.0%		\$ 49,670	\$ 447,029	\$ 432,128	\$ 417,227	\$ 402,326
Total Facilities Projects		\$ 2,387,367				\$ 63,663	\$ 520,494	\$ 503,494	\$ 486,494	\$ 469,494
SCHOOL PROJECTS										
1	LPS Technology Program	\$ 1,715,300	5	4.0%		\$ 45,741	\$ 411,672	\$ 397,950	\$ 384,227	\$ 370,505
Subtotal		\$ 1,715,300				\$ 45,741	\$ 411,672	\$ 397,950	\$ 384,227	\$ 370,505
PROJECTS TO BE FUNDED WITH FEE REVENUE										
1	Westview Cemetery Building Construction	\$ 3,040,000	20	4.0%		\$ 81,067	\$ 273,600	\$ 267,520	\$ 261,440	\$ 255,360
Subtotal		\$ 3,040,000				\$ 81,067	\$ 273,600	\$ 267,520	\$ 261,440	\$ 255,360
TOTAL PROJECT COSTS		\$ 11,993,167				\$ 282,484	\$ 2,089,886	\$ 2,305,479	\$ 2,229,873	\$ 2,154,267
(TOTAL PROJECT COSTS NET OF POTENTIAL CANDIDATES FOR DEBT EXCLUSIONS - \$10,130,545)										
AUTHORIZED LEVY SUPPORTED DEBT SERVICE					FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
A	Subtotal - Approved and Issued Levy Supported Debt Service					\$ 5,806,134	\$ 4,691,508	\$ 3,804,452	\$ 2,651,454	\$ 1,846,538
B	Paydown of Land Purchases- 173 Bedford St. & 20 Pelham Rd.					\$ 3,050,000	\$ 2,472,167	\$ 2,425,523	\$ 2,378,878	\$ -
C	Subtotal - Projected Approved and Unissued Levy Supported Debt Service					\$ 1,637,125	\$ 2,836,618	\$ 2,694,056	\$ 2,608,309	\$ 2,178,318
D	Summary - Debt Service on authorized debt					\$ 10,493,259	\$ 10,000,293	\$ 8,924,030	\$ 7,638,641	\$ 4,024,856
E	Subtotal - Projected New Levy Supported Debt Service, Net					\$ 282,484	\$ 2,089,886	\$ 2,305,479	\$ 2,229,873	\$ 2,154,267
F	Subtotal - Other Debt-related costs					\$ -	\$ 71,877	\$ 78,112	\$ 84,888	\$ 92,252
G	TOTAL - PROJECTED LEVY SUPPORTED DEBT SERVICE					\$ 9,557,115	\$ 10,775,744	\$ 12,162,055	\$ 11,307,621	\$ 9,953,403
H	Debt Service Funded from Special Revenue Accounts					\$ (11,120)	\$ (132,007)	\$ (405,380)	\$ (394,952)	\$ (384,524)
I	Proposed Use of Stabilization Funds to Hold Debt Service Increases to 5% Annually					\$ (324,500)	\$ (380,000)	\$ (1,838,000)	\$ (1,721,000)	\$ (1,107,000)
J	PROJECTED LEVY SUPPORTED DEBT SERVICE (G+I)					\$ 9,232,615	\$ 10,395,744	\$ 10,324,055	\$ 9,586,621	\$ 8,846,403
K	PROJECTED NET LEVY SUPPORTED DEBT SERVICE (excl. Projects to be Funded with Fee Revenue) (J+H)					\$ 9,221,495	\$ 10,263,737	\$ 9,918,675	\$ 9,191,669	\$ 8,461,879
DRAWDOWN OF CAPITAL STABILIZATION FUND EXCLUDING SHORT AND LONG TERM DEBT SERVICE FOR POLICE STATION										
L	TOTAL - PROJECTED LEVY SUPPORTED DEBT SERVICE					\$ 9,557,115	\$ 10,726,074	\$ 11,715,026	\$ 10,875,493	\$ 9,536,175
M	REVISED USE OF STABILIZATION FUNDS TO HOLD IN LEVY DEBT SERVICE INCREASES TO 5% ANNUALLY					\$ (324,500)	\$ (331,000)	\$ (1,391,000)	\$ (1,289,000)	\$ (689,000)
N	PROJECTED LEVY SUPPORTED DEBT SERVICE (L+M)					\$ 9,232,615	\$ 10,395,074	\$ 10,324,026	\$ 9,586,493	\$ 8,847,175
O	PROJECTED NET LEVY SUPPORTED DEBT SERVICE (excl. Projects to be Funded with Fee Revenue) (N+H)					\$ 9,221,495	\$ 10,263,067	\$ 9,918,646	\$ 9,191,541	\$ 8,462,651

¹ This project is a potential candidates for a Proposition 2 1/2 debt exclusion vote. If excluded from the limits of Proposition 2 1/2, principal and interest on long and short term debt will be funded outside the levy limit along with other projects shown in Table V herein.

Municipal Projects

- 1. Equipment Replacement –(\$1,069,500) (\$1,039,500 General Fund Debt & \$30,000 Water Retained Earnings):** This is an annual request to replace equipment that is beyond its useful life and whose mechanical condition no longer meets the requirements of the Department of Public Works (DPW). The DPW has an inventory of 146 pieces of equipment including sedans, hybrid SUVs, construction vehicles and specialized equipment used to mow parks, plow snow, repair streets and complete a variety of other projects. Without regular equipment replacement, the efficiency and cost effectiveness of the DPW's operations would be handicapped due to equipment down time and excessive repair costs. The FY2019 request, by funding source, is shown in the table below.

Each piece of equipment is inventoried with original and current replacement cost, state of condition and replacement time interval. Replacement intervals vary from five to 25 years and are based on manufacturer recommendations and use (type and duration).

The selection of vehicles to be replaced begins with the proposed replacement date. Then each vehicle is assessed as to its mechanical condition and work requirements. The systematic replacement program defines what equipment is expected to need replacement during the next five years with the intent of preventing any unexpected emergency purchases. Annual updates are conducted by the Road Machinery Division, Division Superintendents and reviewed by the Manager of Operations and Director of Public Works.

Equipment	GF Debt	Water Retained Earnings	Total
F450 Utility Truck - Public Grounds	\$ 107,000		\$ 107,000
Medium Duty Hook Loader- Public Grounds	\$ 165,000		\$ 165,000
F450 Dump Trucks (2)- Public grounds	\$ 214,000		\$ 214,000
Utility Trailers- Public Grounds	\$ 40,000		\$ 40,000
Water Valve Turner- Water Division		\$ 30,000	\$ 30,000
6 Wheel Hook Loader with Wing Plow and Spreader- Snow Ops.	\$ 275,000		\$ 275,000
Salt Spreader- Snow Ops.	\$ 73,500		\$ 73,500
Bonbardier Sidewalk Tractor with Snow Blower- Highway	\$ 165,000		\$ 165,000
Total	\$1,039,500	\$ 30,000	\$1,069,500

- 2. Sidewalk Improvement – \$800,000 (General Fund Debt):** This request seeks funds to rebuild and/or repair existing sidewalks that are in poor condition. DPW (in conjunction with various committees and town departments) generates a list each year of sidewalks most in need of repair/replacement, based on four determining factors:
 - 1) Is the sidewalk unsafe for travel due to trip hazards, defects, etc.
 - 2) Is the sidewalk within the Safe Routes to School Program
 - 3) Is the volume of pedestrian traffic heavy, light or average
 - 4) Is the general condition of the sidewalk poor, fair or good which dictates treatments such as full reconstruction, overlay or patching

DPW successfully completed a sidewalk condition survey in early 2015 with the help of an engineering firm, Fay, Spofford & Thorndike and is currently working from the priority list that was compiled by the report. Sidewalks considered for FY2019 funding include:

- Winchester Drive from Lowell Street to the Town Line,

- Massachusetts Ave. from Fottler Ave. to Ellen Dana-North Side,
- Oak Street from Massachusetts Ave. to Baker Ave.,
- reconstruction of ramps town-wide,
- Hibbert Street from Massachusetts Ave. to end,
- Carriage Drive from Grove Street to John Benson Road,
- John Benson Road from Skyview Road to Carriage Drive,
- Coach Road from Carriage Drive to Volunteer Way,
- Grove Street from Carriage Drive to Volunteer Way,
- Grove Street from Carriage Drive to McKeever Drive,
- Birch Hill Lane from Lincoln to end, and
- Gould Road from Grove Street to Turning Mill Road.

The following table present the resnet history of Sidewalk appropriations:

FY12	FY13	FY14 ¹	FY15	FY16	FY17	FY18
\$ 200,000	\$ 300,000	\$ 400,000	\$ 400,000	\$ 600,000	\$ 600,000	\$ 800,000

¹ Does not include \$200,000 of a \$600,000 appropriation that was designated for the construction of a Hartwell Avenue mixed use path.

3. Townwide Signalization Improvements – \$1,100,000 (General Fund Debt):

This is an annual request that seeks funds to update traffic and pedestrian signals in Lexington. A signal inventory and compliance study has been completed which includes ADA compliance, condition assessment, signal timing, delays and priority recommendations. FY2018 funds were used to implement issues identified by the Transportation Safety Group (TSG). The design at the intersection of Massachusetts Ave. at Worthen Road has progressed to 25% design and is currently moving toward 100% design. This FY2019 appropriation is anticipated to be used for the construction of those intersection improvements, including geometric improvements, full replacement of the traffic control equipment, signals, mast arms and opticom. The ongoing improvements will improve vehicle safety, prevent equipment failure, improve traffic flow, decrease energy consumption and allow for proper accessibility.

4. Center Track and Field Reconstruction – \$3,340,000 (\$2,829,000 CPA Debt & \$511,000 General Fund Debt):

The Center Track area is one of the most heavily used facilities in Town. The existing track base is over 30 years old and the track surface was last re-surfaced in 2012, adding an additional 5-6 years to the life of the track. The track currently presents tripping hazards and is unsafe to host organized programming. This FY2019 request will completely reconstruct the track and provide for a complete renovation to the athletic field. Funding will also provide for the installation of a new lighting system and the replacement of existing bleachers and fencing.

A natural grass/synthetic turf hybrid field is proposed for the new athletic field and will provide more stability while looking, feeling and playing like a natural grass field. The reconstruction will allow for continued use for a wide range of users and provide a safer and more comfortable track surface.

- 5. Pelham Road Sidewalk and Roadway Improvements – \$1,400,000 (General Fund Debt):** This project proposes to install a new sidewalk and replace the existing short section of sidewalk on Pelham Road from Massachusetts Ave. to the Town-owned facility at 20 Pelham Road. FY2019 funding will also be used to improve the sight distance at the intersection of Pelham Road and Massachusetts Ave. The proposed work includes ancillary improvements at these locations that include drainage installation and upgrades, road reconstruction curbing, pavement markings, etc. The design funding is in place from a previous Town Meeting appropriation to design the project and prepare bid documents. The sidewalk portion of the project is estimated to cost \$1,000,000 and the intersection improvements are estimated to cost approximately \$400,000. Funding will provide for improved access and walkability along Pelham Road, specifically to the Town-owned facility.

Facilities Projects

A. Within Levy Projects

- 1. Public Facilities Mechanical/ Electrical System Replacements – \$544,500 (\$19,755 Free Cash & \$524,745 General Fund Debt):** This request is part of an annual replacement of HVAC and electrical systems that have exceeded their useful lives and require replacement before excessive failures occur. The FY2019 appropriation will be used to replace the HVAC systems that provide cooling and heating to the Selectmen's Meeting Room and the Main Server Room in the Town Office Building. The mechanical systems have exceeded their life cycles and require replacement in order to prevent unplanned interruptions. If failures occur, it would severely impact the Town Office Building's ability to conduct public meetings during the height of cooling season.

B. Projects That Are Potential Candidates for Debt Exclusions

The following projects are candidates for consideration for funding outside the limits of Proposition 2½ subject to successful debt exclusion votes. Nonetheless, they are included in Table 1 in the event that such debt exclusion votes are not successful in which case the debt service for these projects will need to be funded with the levy limit.

- 2. Lexington Police Station Rebuild- Design – \$1,862,622 (General Fund Debt):** FY2019 funds will provide design and engineering costs for the Police Station rebuild at its current location. The existing police station opened in 1956 and lacks many basic amenities of a modern police facility. The building does not have an elevator or a sally port for prisoner access to the cell block. It also lacks a fire sprinkler system. The indoor firing range, locker rooms, garage and office spaces are inadequate. Bathrooms on the basement and second floor levels are not ADA compliant. The heating and cooling systems are inefficient and the building is served by two separate electrical systems which cause problems during outages. A subsequent request for construction funds is anticipated in FY2020.

School Projects

- 1. LPS Technology Capital Request – \$1,715,300 (General Fund Debt):** This request addresses the District's strategic goal for enhancing the capacity to utilize technology as an instructional and administrative tool. The request will increase student access to devices to allow for innovative learning methods that integrate supportive technologies, problem-based approaches and higher order thinking skills.

This capital improvement project for FY2019 would provide funding for the following:

Tech Workstations - \$252,000 is requested for the replacement of mobile devices (iPads and Chromebooks) for teachers, students and staff. Laptops for existing teachers will be replaced and laptops for new staff will be purchased.

1:1 Middle School Program - \$204,600 will be used to fund the replacement of iPads with Chromebooks for one grade level.

Elementary Mobile Devices - \$177,600 will be used to purchase additional carts of Chromebooks for Bowman, Bridge, Estabrook, Hastings and Harrington Elementary Schools. It will also fund the purchase of a Chromebook cart for the media center at the Fiske Elementary School and additional district computer carts.

1:1 at LHS - \$412,500 - Funds will be used to begin implementation of a 1:1 device program at LHS for two grade levels.

STEM/Computer Science - \$27,600 – Kibo robotic kits will be purchased for all elementary schools and Sphero robot kits will be purchased for middle schools.

Upgrade District and Building Network Infrastructure – Infrastructure will be upgraded to support 1:1 program and handle increase in devices at K-8 level.

Replace Switches and Wireless Access Points – Switches and wireless access points that have reached the end of their useful lives will be replaced at Harrington, Clarke and Diamond.

Add Additional Switches at Clarke and Diamond - \$350,000 – Additional switches will be replaced to handle an increased wireless load. Funds will also be used to implement a wireless project at the Central Office to bring enterprise level wireless access. Equipment will also be purchased to prepare for bandwidth increase from 1GB to a minimum of 5GB for increased device counts.

Interactive Projector/Whiteboard Units - \$85,000 is requested to connect the existing data cabinets to the existing circuits currently located on the emergency generators in order to prevent the loss of phone access when power is out.

Server/Storage Infrastructure - \$75,000 – Upgrade current virtual environment to keep up with the needs of the district and online testing.

Projects to be Funded with Fee-Based Revenue

- 1. Westview Cemetery Building- Construction– \$3,040,000 (General Fund Debt with debt service funded from Sale of Cemetery Lots Special Revenue Fund):** FY2019 funds are requested to construct a new building on the Westview Cemetery grounds. The current building serves as the cemetery office, meeting area for grieving families and work space for maintenance staff. An FY2016 appropriation funded an assessment of the current building and operations and an FY2018 appropriation was used to hire an architect to design and engineer the building on the Westview Cemetery grounds. The Department of Public Works and the Architect have been working closely with the Department of Public Facilities to determine the best long-term solution for the building. This funding request has been based on the FY2018 design and engineering funds.

The only significant upgrade to the building in the last 15 years has been the installation of a new roof. The current facility has deteriorated and needs to be brought up to code. Limited space does not permit private space for grieving families and the maintenance area lacks adequate space for all equipment to be stored indoors. The renovation or expansion of the building will enhance the cemetery operation by providing a welcoming and private space for families and visitors and provide staff with more efficient and adequate office space, storage space and maintenance space. It is expected that a full set of design specifications and documents will be completed in the near future at which time the construction phase of the project can go out to bid.

FY2019 RECOMMENDED PROJECTS – WATER FUND DEBT (Table II)



Town of Lexington - FY2019 Budget
FY2019 Recommended Budget: Capital Projects

Project		Amount Financed	Term	Interest Rate	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
1	Automatic Meter Reading System (\$750,000)	\$ 375,000	5	4.0%		\$ 10,000	\$ 90,000	\$ 87,000	\$ 84,000	\$ 81,000
2	Water Distribution System Improvements	\$ 1,000,000	10	4.0%		\$ 26,667	\$ 140,000	\$ 136,000	\$ 132,000	\$ 128,000
TOTAL PROJECT COSTS		\$ 1,375,000				\$ 36,667	\$ 230,000	\$ 223,000	\$ 216,000	\$ 81,000

AUTHORIZED WATER DEBT SERVICE		FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
A	Subtotal: Authorized and Issued Water Debt Service		\$ 1,363,172	\$ 1,130,312	\$ 1,086,350	\$ 773,546	\$ 601,171
B	Subtotal: Approved and Unissued Water Debt Service (short and long-term)		\$ 60,231	\$ 58,471	\$ 56,710	\$ 54,950	\$ 53,190
C	Summary: Debt Service on Authorized Debt		\$ 1,423,403	\$ 1,188,783	\$ 1,143,060	\$ 828,496	\$ 654,361
D	Subtotal: Projected Debt Service on Proposed Capital Projects		\$ 36,667	\$ 230,000	\$ 223,000	\$ 216,000	\$ 81,000
E	Subtotal: Other Debt-related costs		\$ -	\$ -	\$ -	\$ -	\$ -
F	TOTAL PROJECTED WATER DEBT SERVICE	\$ 1,470,783	\$ 1,460,069	\$ 1,418,783	\$ 1,366,060	\$ 1,044,496	\$ 735,361

- 1. Automatic Meter Reading System – \$750,000 (\$375,000 Water Debt and \$375,000 Wastewater Debt):** An FY2018 appropriation provided funding to contract with a firm to evaluate the existing meter equipment for compatibility with an Automatic Meter Reading (AMR) system. The goal of the program is to install a Town-wide radio read system that will provide the ability to read meters remotely. The AMR system is comprised of an endpoint of meter transmitters, optional repeaters and the base station receiver. The implementation of the program is proposed in three phases. The FY2019 appropriation will fund transmitters in water section one and the installation of base stations. This will provide the Town with more frequent meter readings to improve the billing process. Future year requests will provide the same in sections two and three.

- 2. Water Distribution System Improvements – \$1,000,000 (Water Debt):** This is an annual program that replaces unlined, inadequate, aged and vulnerable water mains, deteriorated service connections and eliminates dead ends in the water mains. Water main replacement has been completed on Massachusetts Ave. (from Pleasant Street to Marrett Road) and at the Woburn Street intersection. The installation of a pressure sustaining valve in the Grove Street area is also complete, allowing for proper pressures in the area. To-date, both a hydraulic model for the entire distribution network and an asset management plan are near completion. The model will help evaluate the Town's water break history and its relation to pipe type and age. Combined with the replacement of the remaining unlined water mains, the model will help create a long-term capital plan and ensure a proactive approach for keeping Lexington's water both safe and reliable

FY2019 RECOMMENDED PROJECTS – WASTEWATER FUND DEBT (Table III)



Town of Lexington - FY2019 Budget
FY2019 Recommended Budget: Capital Projects

TABLE III: FY2019 RECOMMENDED PROJECTS - WASTEWATER DEBT										
Project		Amount Financed	Term	Interest Rate	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
1	Automatic Meter Reading System (\$750,000)	\$ 375,000	5	4.0%		\$ 10,000	\$ 90,000	\$ 87,000	\$ 84,000	\$ 81,000
2	Pump Station Upgrades	\$ 800,000	10	4.0%		\$ 21,333	\$ 112,000	\$ 108,800	\$ 105,600	\$ 102,400
3	Sanitary Sewer System Investigation and Improvements	\$ 1,000,000	10	4.0%		\$ 26,667	\$ 140,000	\$ 136,000	\$ 132,000	\$ 128,000
TOTAL PROJECT COSTS		2,175,000				\$ 58,000	\$ 342,000	\$ 331,800	\$ 321,600	\$ 311,400
AUTHORIZED SEWER DEBT SERV.					FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
A	Subtotal: Authorized and Issued Sewer Debt Service					\$ 973,465	\$ 824,919	\$ 785,226	\$ 743,964	\$ 597,623
B	Subtotal: Approved and Unissued Sewer Debt Service (short and long-term)					\$ 157,794	\$ 420,297	\$ 408,128	\$ 395,959	\$ 383,790
C	Summary: Debt Service on Authorized Debt					\$1,131,259	\$1,245,216	\$1,193,354	\$1,139,923	\$ 981,413
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ 58,000	\$ 342,000	\$ 331,800	\$ 321,600	\$ 311,400
E	Subtotal - Other Debt-related costs					\$ -	\$ -	\$ -	\$ -	\$ -
F	TOTAL PROJECTED SEWER DEBT SERVICE				\$1,034,904	\$1,189,259	\$1,587,216	\$1,525,154	\$1,461,523	\$1,292,813

- 1. Automatic Meter Reading System – \$750,000 (\$375,000 Water Debt and \$375,000 Wastewater Debt):** See detailed description under Table II – Water Fund Debt
- 2. Pump Station Upgrades – \$800,000 (Wastewater Debt):** This is an ongoing program to upgrade Lexington's ten sewer pumping stations. A 2013 evaluation and capital plan was developed for the Town with the assistance of Wright-Pierce, including a detailed engineering survey of the pump stations. The survey helped determine current and future needs, timetable and probable costs for the proposed work. The Worthen Road pump station has been bid and is currently under construction. Both the Marshall Road and Constitution Road pump stations are in the design phases and construction is expected to commence in 2018. FY2019 funds are expected to be utilized for the Marshall Road Pump Station. It is anticipated that the Hayden Ave. pump station will be the next to go to design. (Stations are constantly monitored and schedules adjusted to meet more urgent needs). The goal of this program is to upgrade all the pumps and support systems to enable better energy efficiency and avoid emergency expenditures.

3. Sanitary Sewer System Investigation and Improvements – \$1,000,000

(Wastewater Debt): This is an annual program that provides for rehabilitation of sanitary sewer infrastructure. Work will include replacement or repair of deteriorated sewers, force mains and manholes in order to improve flow and reduce inflow and infiltration into the system. Engineering investigation and evaluation will continue on sewers throughout town, including those in remote, hard to access areas. A significant lining project is under construction in the Dunback Meadow area and the Bow Street area, expected to be completed this winter. Future rehabilitation is anticipated in sewer basins 2, 11 and 12 and investigations in basins 6, 7 and 10 will be performed next. These capital investments improve the operation of the sewer system, reduce backups and potential overflows, prevent system malfunctions and reduce the measured flows through the MWRA meter.

FY2019 RECOMMENDED PROJECTS – RECREATION FUND DEBT (Table IV)



Town of Lexington - FY2019 Budget


FY2019 Recommended Budget: Capital Projects

TABLE IV: FY2019 RECOMMENDED PROJECTS - RECREATION and COMMUNITY PROGRAMS DEBT										
Project	Amount Financed	Term	Interest Rate	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	
None Proposed	\$ -	—	—		\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL PROJECT COSTS	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	
AUTHORIZED RECREATION REVENUE DEBT SERV.				FY2018 ⁽¹⁾	FY2019	FY2020	FY2021	FY2022	FY2023	
A Subtotal Approved and Issued Revenue Supported Debt Service					\$ -	\$ -	\$ -	\$ -	\$ -	
B Subtotal Approved and Unissued Revenue Supported Debt Service					\$ -	\$ -	\$ -	\$ -	\$ -	
C Summary Approved Revenue Supported Debt Service					\$ -	\$ -	\$ -	\$ -	\$ -	
D Subtotal Projected Debt Service on Proposed Capital Projects					\$ -	\$ -	\$ -	\$ -	\$ -	
E Other Debt-related costs					\$ -	\$ -	\$ -	\$ -	\$ -	
F TOTAL PROJECTED DEBT SERVICE				\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	

¹ \$100,000 is an offset to the exempt debt service for bonds issued pursuant to a 2002 authorization for the reconstruction of the Lincoln Park athletic field and parking lot. The source of the offset is the Recreation and Community Programs Enterprise Fund

No recommendations for debt financing.

FY2019 RECOMMENDED PROJECTS – FUNDING THROUGH PROPOSITION 2½ DEBT EXCLUSION (Table V)

<div>  Town of Lexington - FY2019 Budget FY2019 Recommended Budget: Capital Projects </div>										
TABLE V: FY2019 RECOMMENDED PROJECTS - FUNDING THROUGH PROPOSITION 2 1/2 DEBT EXCLUSION										
Project		Amount Financed	Term	Interest Rate	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
<i>Projects for Consideration - 2018 Annual and Special Town Meetings</i>										
2018 Annual Town Meeting										
1	45 Bedford Street Fire Station Replacement	\$18,820,700	30	4.0%		\$ 501,965	\$ 1,402,041	\$ 1,376,077	\$ 1,350,114	\$ 1,324,150
2	Lexington Children's Place Construction	\$11,797,842	30	4.0%		\$ 314,602	\$ 865,157	\$ 849,427	\$ 833,697	\$ 817,966
3	Lexington Police Station Rebuild- Design ¹	\$ 1,862,622	5	4.0%		\$ 49,670	\$ 447,029	\$ 432,128	\$ 417,227	\$ 402,326
PROJ. NEW EXCLUDED DEBT SERVICE		\$32,481,164				\$ 866,238	\$ 2,714,227	\$ 2,657,632	\$ 2,601,037	\$ 2,544,443
<i>Projected Debt Service - Potential Future Projects</i>										
1	Police Station - Construction (2019 ATM)	\$25,000,000	30	4%		\$ -	\$ -	\$ 1,744,537	\$ 1,712,818	\$ 1,681,099
						\$ -	\$ -	\$ 1,744,537	\$ 1,712,818	\$ 1,681,099
APPROVED AND PROPOSED EXCLUDED DEBT SERVICE					FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Subtotal	Approved and Issued Excluded Debt Service					\$10,159,721	\$ 9,836,855	\$ 9,099,795	\$ 8,753,856	\$ 8,258,154
Subtotal	Approved and Unissued Excluded Debt Service					\$ 2,622,568	\$ 4,926,135	\$ 6,257,715	\$ 6,134,048	\$ 5,997,880
TOTAL	Approved Excluded Debt Service					\$12,782,289	\$14,762,990	\$15,357,510	\$14,887,903	\$14,256,035
Subtotal	Projects for Consideration - 2018 Annual and Special Town Meetings					\$ 866,238	\$ 2,714,227	\$ 2,657,632	\$ 2,601,037	\$ 2,544,443
Subtotal	Projected Debt Service - Potential Future Projects					\$ -	\$ -	\$ 1,744,537	\$ 1,712,818	\$ 1,681,099
Subtotal	Other Debt Related Costs					\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL APPROVED AND PROPOSED EXCLUDED DEBT SERVICE						\$10,692,689	\$13,648,527	\$17,477,217	\$19,201,759	\$18,481,577
Less: use of Capital Stabilization Funds to Mitigate Debt Service Impacts on Property Tax Bills						\$ (2,400,000)	\$ (3,600,000)	\$ (5,400,000)	\$ (6,100,000)	\$ (4,200,000)
Net Debt Service						\$ 8,292,689	\$10,048,527	\$12,077,217	\$13,659,679	\$15,001,759
										\$16,081,577

¹ Police Station Rebuild- Design is a candidate for future debt exclusion vote

- 1. 45 Bedford Street Fire Station Replacement Construction – \$18,820,700:** FY 2017 Annual Town Meeting appropriated \$450,000 for design of a new Fire Headquarters at 45 Bedford Street. An additional \$676,300 was appropriated at 2017 Special Town Meeting #2 in October 2017 to progress the project through construction documents. The FY2019 request will fund the remaining project costs including demolition of the existing building at 45 Bedford Street, construction of the new Fire Headquarters and related site work and signalization improvements.
- 2. Lexington Children's Place Construction – \$11,797,842:** Lexington Children's Place (LCP), the pre-kindergarten program for Lexington Public Schools, has outgrown its current location in the Harrington school. The School Committee has identified the property at 20 Pelham Road as the preferred location for a new LCP facility. An appropriation at the 2017 Annual Town Meeting provided funds for design and construction documents for a new pre-school at 20 Pelham Road. An additional appropriation of \$2,500,000 at Special Town Meeting #2 in October of 2017 provided funding to complete the design and begin site work including demolition of an existing structure. The FY2019 request will fund the remaining site work and construction of the new facility.
- 3. Lexington Police Station Rebuild- Design – \$1,862,622 (General Fund Debt):** See detailed description under Table I – General Fund Debt.

FY2019 RECOMMENDED PROJECTS – Community Preservation Act Debt (Table VI)



Town of Lexington - FY2019 Budget
FY2019 Recommended Budget: Capital Projects

TABLE VI: FY2019 RECOMMENDED PROJECTS - COMMUNITY PRESERVATION ACT DEBT									
Project	Amount Financed	Term	Interest Rate	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
1 Center Track and Field Reconstruction (\$3,340,000)	\$ 2,829,000	5	4.0%		\$ 75,440	\$ 678,960	\$ 678,960	\$ 633,696	\$ 611,064
TOTAL PROJECT COSTS	\$ 2,829,000				\$ 75,440	\$ 678,960	\$ 678,960	\$ 633,696	\$ 611,064
AUTHORIZED CPA REVENUE DEBT SERV.				FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
A Subtotal Approved and Issued Revenue Supported Debt Service					\$ 2,173,050	\$ 2,095,100	\$ 2,017,150	\$ 1,949,550	\$ 1,866,600
B Subtotal Approved and Unissued Revenue Supported Debt Service					\$ -	\$ -	\$ -	\$ -	\$ -
C Summary Approved Revenue Supported Debt Service					\$ 2,173,050	\$ 2,095,100	\$ 2,017,150	\$ 1,949,550	\$ 1,866,600
D Subtotal Projected Debt Service on Proposed Capital Projects					\$ 75,440	\$ 678,960	\$ 678,960	\$ 633,696	\$ 611,064
E Other Debt-related costs					\$ -	\$ -	\$ -	\$ -	\$ -
F TOTAL PROJECTED DEBT SERVICE					\$ 2,256,795	\$ 2,248,490	\$ 2,774,060	\$ 2,696,110	\$ 2,583,246

Center Track and Field Reconstruction – \$3,340,000 (\$2,829,000 CPA Debt & \$511,000 General Fund Debt): The Center Track area is one of the most heavily used facilities in Town. The existing track base is over 30 years old and the track surface was last re-coated in 2012, adding an additional 5-6 years to the life of the track. The track currently presents tripping hazards and is unsafe to host organized programming. This FY2019 request will completely reconstruct the track and provide for a complete renovation to the athletic field. Funding will also provide for the installation of a new lighting system and the replacement of existing bleachers and fencing.

A natural grass/synthetic turf hybrid field is proposed for the new athletic field and will provide more stability while looking, feeling and playing like a natural grass field. The reconstruction will allow for continued high use for a wide range of users and provide a safer and more comfortable track surface.

FY2019 RECOMMENDED PROJECTS – Compost Revolving Fund (Table VII)



Town of Lexington - FY2019 Budget
FY2019 Recommended Budget: Capital Projects

TABLE VII: FY2019 RECOMMENDED PROJECTS - Compost Revolving Fund									
Project	Amount Financed	Term	Interest Rate	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
None Proposed	\$ -	—	—		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROJECT COSTS	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -
AUTHORIZED REVENUE SUPPORTED DEBT SERV.				FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
A Subtotal Approved and Issued Revenue Supported Debt Service					\$ 138,609	\$ 129,489	\$ 120,469	\$ 120,469	\$ 80,413
B Subtotal Approved and Unissued Revenue Supported Debt Service					\$ 73,500	\$ 89,400	\$ 86,900	\$ 84,400	\$ 81,900
C Summary Approved Revenue Supported Debt Service					\$ 212,109	\$ 218,889	\$ 207,369	\$ 204,869	\$ 162,313
D Subtotal Projected Debt Service on Proposed Capital Projects					\$ -	\$ -	\$ -	\$ -	\$ -
E Other Debt-related costs					\$ -	\$ -	\$ -	\$ -	\$ -
F TOTAL PROJECTED DEBT SERVICE					\$ -	\$ 212,109	\$ 218,889	\$ 207,369	\$ 204,869

No recommendations for debt financing.

FY2019 RECOMMENDED PROJECTS – CASH CAPITAL (Table VIII)



Town of Lexington - FY2019 Budget
FY2019 Recommended Budget: Capital Projects

TABLE VIII: FY2019 RECOMMENDED FUNDING FROM REVENUES (Cash by Source)									
	PROJECT	Free Cash	Tax Levy	Water Retained Earnings	Recreation Retained Earnings	CPA ¹	Other Funding	TOTAL COST	Other ²
FACILITIES									
1	Public Facilities Bid Documents	\$ 100,000						\$ 100,000	
2	Building Flooring Program	\$ 125,000						\$ 125,000	
3	Public Service Building Vehicle Storage Area - Floor Drainage System	\$ 157,000						\$ 157,000	
4	Municipal Building Envelope and Systems		\$ 198,893					\$ 198,893	
5	Visitors Center Construction Documents	\$ 200,000						\$ 200,000	
6	School Building Envelopes and Systems Program	\$ 227,755						\$ 227,755	
7	School Paving Program	\$ 236,890						\$ 236,890	
8	Playground Replacement Program Bowman					\$ 302,000		\$ 302,000	
9	LHS Security Upgrade	\$ 338,600						\$ 338,600	
10	Public Facilities Mechanical/Electrical System Replacements	\$ 19,755						\$ 19,755	
	SUBTOTAL	\$ 1,405,000	\$ 198,893	\$ -	\$ -	\$ 302,000	\$ -	\$ 1,905,893	\$ -
MUNICIPAL PROJECTS									
11	Hartwell Area TMOB Plan Update						\$ 50,000	\$ 50,000	
12	Lowell Street Affordable Housing Supplemental Funds							\$ -	
13	Transportation Mitigation	\$ 100,000						\$ 100,000	
14	Pine Meadows Equipment				\$ 60,000			\$ 60,000	
15	Old Reservoir Bathhouse Design					\$ 75,000		\$ 75,000	
16	Athletic Facility Lighting					\$ 975,000		\$ 975,000	
17	SMR High Definition Broadcasting Upgrade						\$ 44,800	\$ 44,800	
18	Public Grounds Irrigation Improvements	\$ 60,000				\$ 40,000		\$ 100,000	
19	Community Center Sidewalk							\$ -	
20	Hydrant Replacement Program	\$ 75,000		\$ 75,000				\$ 150,000	
21	Storm Drainage Improvements and NPDES compliance	\$ 340,000						\$ 340,000	
22	Comprehensive Watershed Stormwater Management Study and Implementation	\$ 390,000						\$ 390,000	
23	Townwide Culvert Replacement	\$ 390,000						\$ 390,000	
24	Center Streetscape Improvements Design	\$ 450,000						\$ 450,000	
25	Equipment Replacement			\$ 30,000				\$ 30,000	
26	Street Improvements		\$ 2,600,000					\$ 2,600,000	\$ 969,936
27	Municipal Technology Improvement Program	\$ 200,000						\$ 200,000	
28	Application Implementation	\$ 390,000						\$ 390,000	
29	Network Core Equipment Replacement	\$ 350,000						\$ 350,000	
30	Archives & Records Management/Records Conservation & Preservation					\$ 20,000		\$ 20,000	
	SUBTOTAL	\$ 2,745,000	\$ 2,600,000	\$ 105,000	\$ 60,000	\$ 1,110,000	\$ 94,800	\$ 6,714,800	\$ 969,936
OTHER CPA FUNDED PROJECTS									
31	9 Oakland Street Renovation and Adaptive Re-Use					\$ 200,000		\$ 200,000	
	SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -
	TOTAL	\$ 4,150,000	\$ 2,798,893	\$ 105,000	\$ 60,000	\$ 1,612,000	\$ 94,800	\$ 8,820,693	\$ 969,936

¹ CPA totals do not include proposed FY2019 administrative budget of \$150,000, and \$2,383,288 million for debt service.

² Other includes \$969,936 in Chapter 90 Aid for street improvements.

³ Proposed funding for the annual street resurfacing program is comprised of \$2,600,000 of tax levy dollars of which \$655,654 derives from a 2001 operating budget override, and an anticipated distribution of \$969,936 of Chapter 90 funds. Over and above the 2001 override, additional amounts are recommended based on the following: the continued funding of \$281,234 of tax levy support that was initiated in FY2012 and maintained in FY2013; the continued funding of \$164,850 of tax levy support that was initiated in FY2013; \$1.1 million derived from health insurance savings, which reflects an increase from the \$850,000 allocated in FY2014 for street improvements, and \$331,871 from FY2019 estimated tax levy revenue to provide a level of funding estimated to move the Town toward a targeted pavement condition index (PCI) of 85.

Department of Public Facilities Projects

- 1. Public Facilities Bid Documents – \$100,000 (Free Cash):** This is an annual request for funding of professional services to produce design development, construction documents and/or bid administration services for smaller school projects in anticipation of requests for construction funding at town meeting that have a high probability of approval. This will ensure that the projects can be completed in the then-current construction season, which is particularly important for the timely completion of such projects given the short window between the end of school in June and the beginning of school the following August.
- 2. Building Flooring Program – \$125,000 (Free Cash):** Initiated in FY11, this is an annual request for funds to be used for the replacement of flooring systems in municipal and school buildings. The FY2019 request will be used for continuing replacements in the Cary Memorial Library's reading rooms. The goal of this program is to ensure floor surfaces remain clean and safe for all users.

- 3. Public Service Building Vehicle Storage Area – Floor Drainage System – \$157,000 (Free Cash):** Exposure to salt, grime and residual from petroleum products has caused deterioration of concrete around the floor drain system in the vehicle staging prep area in the Public Services Building. This FY2019 request includes the analysis, design and repair of the floor drain system. Once design is complete, the work will include the removal of the drain grates, selective demolition of the adjacent concrete, installation of new frames and gate, new concrete and sealing of the floor. The failed drainage grate system has become a hazard and could cause harm to employees walking and driving in and around the drain system. These repairs will help isolate the damage and preserve the remainder of the floor.
- 4. Municipal Building Envelope and Systems – \$198,893 (Tax Levy):** This ongoing capital request, originally approved for funding in the 2006 Proposition 2½ Override, includes repair/replacement projects for the maintenance and upgrade of municipal buildings and systems. The FY2019 request seeks \$198,893 of funding for continued implementation of extraordinary repairs to the foundation and original drainage system of the Town Office Building. The Town Office Building experiences ongoing water infiltration issues in the basement level due to holes, voids and failed seals through the existing foundation walls. Conditions are further exacerbated by oversaturated soil from storm water run-off due to roof and site grading conditions. This project would secure the health of occupants who utilize the basement area and repair ongoing foundation deterioration.
- 5. Visitors Center – Construction/Bid Documents– \$200,000 (Free Cash):** \$21,000 was appropriated by the 2017 Annual Town Meeting to enable the Visitors Center replacement project to proceed through development of a schematic design estimate. The schematic design estimate provided an estimated project cost of \$4,549,000. An additional appropriation of \$150,000 was appropriated by the 2017-3 Special Town Meeting to continue the design through design development. During design development, a value engineering process will explore opportunities to reduce the project cost and find alternate funding sources. \$200,000 requested for FY2019 to prepare construction/bid documents. On an annual basis, the Visitors Center sees more foot traffic than any other Town-owned building. The existing facility opened in 1970 and the last upgrade was performed ten years ago when the restrooms were made handicap accessible. A new Visitors Center aims to improve the experience of visitors and maximize economic development opportunities.
- 6. School Building Envelope and Systems Program – \$227,755 (Free Cash):** FY2019 funds will be used to perform annual prioritized extraordinary repairs and modifications to school buildings and systems. Specifically, this request will be used to address water infiltration issues, caulking, window lintels and translucent skylights that are delaminating over the front façade of the main entrance of the Harrington Elementary School.
- 7. School Paving Program – \$236,890 (Free Cash):** This capital request provides ‘as needed’ replacement of sidewalks, bus loops and parking areas on school grounds. The FY2019 request will specifically fund spot replacement at the Harrington Elementary School where walking conditions have caused safety issues for pedestrians walking to the school. Extraordinary repairs for school paving areas are necessary to maintain

parking and pedestrian surfaces in a condition suitable for public safety and Safe Routes to School.

- 8. Playground Replacement Program- Bowman – \$302,000 (CPA):** This FY2019 request will fund the update and replacement of playground equipment and surfacing behind the Bowman Elementary School and playfields. Proposed improvements will renovate and rehabilitate existing safety surfacing and equipment so that the site will be in compliance with Consumer Product Safety Commission (CPSC), American Society for Testing and Materials (ASTM) and the American with Disabilities Act (ADA). A subsequent FY2020 request is anticipated for updates and replacement of the play structure at the Bridge Elementary School.
- 9. Lexington High School (LHS) Security Upgrade – \$338,600 (Free Cash):** In the spring of 2017, the School Department contracted with TBA Architects and Jensen-Hughes to complete a holistic Security Assessment of Lexington High School (LHS). The assessment was based on developing concentric layers of security for deterrence and prevention. Previous Town Meetings have appropriated funds for a security study and upgrades. An expansion of the closed circuit television was recently completed but LHS still does not meet the district standard for security. The 2017-3 Special Town Meeting appropriated \$31,000 for the design and engineering for security enhancements, specifically building perimeter security, based on recommendations of the security assessment. The designers are tasked with enhancing school security while maintaining the existing open-campus culture.

This FY2019 request will fund the implementation and construction of those recommendations. The primary focus will be bringing the building perimeter and exterior doors up to the district standard. At present, the vast majority of the exterior doors at LHS are unequipped with electronic door access controls. This means that staff must manually lock exterior doors in the event of a building lock-down. The addition of electronic door access will enable exterior doors to lock instantaneously, if needed. The added infrastructure would allow for procedures to be put in place to set schedules for locking and unlocking doors, providing a more secure campus and eliminating the need to manually lock doors. The proposed project would also incorporate the addition of signage and wayfinding around campus and consider changes to parking lot access during school hours.

- 10. Public Facilities Mechanical/Electrical System Replacements – \$544,500 (\$19,755 Free Cash & \$524,745 General Fund Debt):** See detailed description under Table I – General Fund Debt.

Municipal Projects

- 11. Hartwell Area TMOD Plan Update – \$50,000 (TMOD Stabilization Fund)** This is a request to update the Planning Board's Traffic Mitigation Plan for the Hartwell Avenue Transportation Management Overlay District (TMOD). The Traffic Mitigation Plan is a critical part of justifying mitigation payments from private development in the area. The creation of the Overlay District and its associated traffic fund was approved by Town Meeting in 2009 and the TMOD was approved in 2010. \$50,000 is requested in FY2019 in order to update the current plan which will more accurately reflect improvements that the Town has implemented and zoning changes that are currently being pursued in the area.

12. Lowell Street Affordable Housing Supplemental Funds – \$TBD (CPA): 2014

Annual Town Meeting approved a total of \$1,284,653 to be used by LexHAB for the development of affordable housing at the former Busa Farm site off Lowell Street, a Town property acquired with CPA funds in 2009. LexHAB intends to create six units of affordable housing, two of which will be fully handicapped accessible. While the supplemental request for FY2019 is unknown at present, LexHAB anticipates a final project cost will be received prior to Annual Town Meeting.

Several factors necessitated the supplemental request. LexHAB is now required to comply with the public bidding process, it plans to purchase solar panels instead of leasing them and the units will be made fully accessible instead of just partially accessible. Construction costs have also increased since the initial estimate.

13. Transportation Mitigation – \$100,000 (Free Cash): This annual capital request is to support the ongoing work of the Transportation Safety Group (TSG). The TSG is staffed by the Planning, Engineering, School and Police Departments. These FY2019 funds are proposed for evaluation and development of construction cost estimates for future capital requests and to fund the design and construction of smaller scale safety-related projects. Between FY08 and FY11, Town Meeting appropriated funds to collect data, perform analyses, review citizen requests and recommendations for various townwide transportation improvements in support of the Traffic Mitigation Group (dissolved in 2012 and later reconstituted as the TSG). Due to an increase in the number of citizen requests received over the past few years, the TSG seeks to continue this funding for FY2019 and anticipates the need to be ongoing in order to ensure that transportation safety remains a critical part of Lexington's quality of life.

14. Pine Meadows Equipment – \$60,000 (Recreation Retained Earnings): This request will fund the purchase of a new lawn mower, bunker rake and spreader. The new equipment will replace existing equipment which have all exceeded their useful lives. Greens are mowed on a daily basis throughout the golf season and sufficient equipment is needed to properly set up a golf course and provide superior playing conditions on a consistent basis throughout the year. Past and future success at Pine Meadows can be attributed to the ongoing investment in golf course infrastructure and equipment to maintain the eighty eight acres of property. The new equipment will ensure proper maintenance of the turf and bunkers, improved pace of play and superior playing conditions.

15. Old Reservoir Bathhouse Design – \$75,000 (CPA): FY2019 funds will be used to complete a feasibility study for renovations to the Old Reservoir bathhouse. The facility requires a complete renovation and the project entails repairing the plumbing system and installing all new fixtures including showers, toilets, sinks and drinking fountains. The recently completed *Recreation and Facilities ADA Compliance Study* identified areas of deficiencies within the facility. The accessible walkway, built in 2000, has settled and buckled in places and requires replacement. A rodent problem was also observed by staff and the renovation will ensure the safety and well-being of those who utilize the facility. Based on the results of the feasibility study, the construction phase of the project is scheduled for FY2020.

16. Athletic Facility Lighting – \$975,000 (CPA): The FY2019 request is for \$975,000 to replace the existing lighting systems and structures with more cost efficient fixtures and

illuminants at the Center #1 Baseball Field, Center #2 Softball Field, Center Basketball Courts and the Gallagher Tennis Courts. Funds will also be used to upgrade the lighting system at the Irving H. Mabee Town Pool Complex. The current lighting system is outdated, requires constant repair and does not operate efficiently. The installation of newer energy and cost efficient systems will provide financial savings to the Town and allow for a safer environment in which to participate in night activities.

17. Selectmen's Meeting Room High Definition Broadcasting Upgrade – \$44,800

(PEG Special Revenue Fund) FY2019 funds will be used to upgrade the broadcast equipment in the Selectmen's Meeting Room in the Town Office Building. The new equipment will allow for high definition (HD) broadcasts of meetings, a technology which outperforms the current, standard broadcast signal. The HD technology will improve the broadcast for viewers and prevent irregularities and subpar performance.

18. Public Grounds Irrigation Improvements – \$100,000 (\$60,000 Free Cash

(\$40,000 CPA): FY2019 funds will be used for updates to the irrigation systems on public grounds. The proposed updates will allow the irrigation to be more targeted on the turf areas while conserving water. The 2017 Annual Town Meeting approved an appropriation for similar upgrades to the Town's athletic fields. The areas targeted in this FY2019 request include the Battle Green, Hastings Park, Emery Park, the Cary Memorial Building grounds and the Town Office Building complex.

19. Community Center Sidewalk – \$TBD (CPA):

An FY2019 appropriation will provide construction funds for a sidewalk from Marrett Road to the Community Center. The exact amount is currently unknown but it's anticipated that the funding request will be ready in advance of Annual Town Meeting. The Town plans to meet with the proprietors of the adjacent Scottish Rite to discuss the project in early 2018.

20. Hydrant Replacement Program – \$150,000 (\$75,000 Free Cash & \$75,000 Water Retained Earnings):

This is an ongoing replacement program designed to maintain the integrity of the fire protection system throughout town. Faulty hydrants need to be replaced to meet safety requirements. A list of hydrants needing replacement is generated each year during the annual inspection and flushing of hydrants by the Water and Fire Departments. Based on discussions between the two departments, the target goal is to replace approximately 60 hydrants per year at a cost of \$2,500 per hydrant. The Town of Lexington has 1,200 fire hydrants in its fire protection system; a total of 441 hydrants have been replaced.

21. Storm Drainage Improvements and NPDES Compliance – \$340,000 (Free Cash):

This is an annual request to replace and supplement existing drainage structures, issues typically uncovered during roadway related construction activity. Funds will also be used for continued compliance with the Environmental Protection Agency (EPA) Phase II regulations which help improve the water quality of Lexington's streams and ponds. \$70,000 is estimated for compliance with the construction related portions of the National Pollutant Discharge and Elimination System (NPDES) minimum control measures as mandated by the EPA in the storm water general permit. An estimated \$270,000 will be used to repair/replace drainage structures encountered during road construction, repair other drainage areas of concern in the town and improve storm water issues discovered during NPDES investigation work. Areas of drainage concern that are under investigation and analysis include the Oxbow/Constitution Road area, Wildwood Road/ Wood Street area, Augustus Road area

and Webster Road area. Illicit discharge detection has been ongoing in the Vine Brook and Mill Brook areas where contamination has been identified. The pre-emptive repair of existing drainage structures will reduce damage to structures themselves, existing pavement and private and public property.

22. Comprehensive Watershed Storm Water Management Study and

Implementation – \$390,000 (Free Cash): DPW, Engineering and Conservation collaborate on this annual capital request which addresses drainage/brook management issues. The request funds the continuing design and implementation of watershed plans and the construction of priorities established in those plans. Staff has reviewed three watershed plans already completed (Charles River, Shawsheen River and Mystic River) and developed a prioritization schedule with built-in flexibility pending unforeseen changes. Requested funding will be used to move forward with those prioritized areas. Pleasant Street drainage has been completed and the Whipple Brook area design is ready for permitting and expected to go to construction in calendar year 2018. Significant progress has also been made in the evaluation of the Valleyfield area. Long-term benefits of the program include prevention of property damage, reduction in liability and overall improvement to the health of Lexington's waterways.

23. Townwide Culvert Replacement – \$390,000 (Free Cash): This request is part of an ongoing program to replace culverts that are at or near failure. Of the funding requested, \$250,000 is estimated for construction costs necessary for culvert replacement, \$65,000 is for design, permitting and bidding and the remainder is for contingency. On-going culvert inspections continue to reveal a need for the replacement program as many older culverts are failing. This program is a companion effort with the ongoing Watershed Management Plan. The Oxbow/Constitution Road area is undergoing preliminary evaluations. Detailed design evaluation is complete for Valleyfield and Waltham Street at Clematis Brook; planning, final design, permitting and construction will follow. Proactive replacement of townwide culverts prior to failure will allow for proper design considerations and funding while also minimizing the impact to residents through unexpected road closures and flooding.

24. Center Streetscape Improvements Design – \$450,000 (Free Cash): This project aims to improve the center sidewalk, streetscape and circulation with a focus on pedestrian safety and accessibility. Past funding has allowed the design to progress to 25%. An FY2015 request of \$600,000 provided funding to complete the design and develop plans and specifications necessary for bidding the project. The plans are being revised based on recommendations from the Center Streetscape Ad-Hoc Committee and Board of Selectmen. This will result in redevelopment of the 25% plans and will include the assistance of additional professionals including historians, irrigation consultants, lighting consultants and tree consultants. The project will then be furthered to 100% plans and specifications ready for bidding. This FY2019 request encompasses the additional design funding necessary to meet these goals. Construction funding is expected to be phased and will be adjusted as plans are finalized and phases are clarified.

25. Equipment Replacement – (\$1,069,500) (\$1,039,500 General Fund Debt & \$30,000 Water Retained Earnings): See detailed description under Table I – General Fund Debt.

26. Street Improvements – \$3,569,016 (\$2,600,000 Tax Levy, \$969,936

Chapter 90 funding): This is an annual request for the street resurfacing and maintenance program. In addition to the \$2,600,000 appropriated from the tax levy, \$969,936 of Chapter 90 funds will be utilized. (Chapter 90 funding is based on Lexington's most recent allocation and on the current state allocation of \$200 million statewide). Funds will be used for design, inspections, planning, repair, patching, crack sealing and construction of roadways and roadway related infrastructure including repair and installation of sidewalks. A preliminary list of the streets to be repaired under this article is currently being developed. A pavement management system is utilized to assist in analyzing the road network and selecting roadways for repairs. This funding will allow for the proper improvements and repair of Lexington's streets and sidewalks, increasing their quality and safety.

Street Improvements - Financing Components	
	FY2019
2001 Override Increased by 2.5% per year	\$ 672,045
Maintenance of unallocated revenue from FY2012 Revenue Allocation Model	\$ 281,234
Maintenance of unallocated revenue from FY2013 Revenue Allocation Model	\$ 164,850
FY2014 Health Insurance Savings	\$ 1,100,000
Additional Tax Levy Funding	\$ 50,000
Portion of the municipal share of incremental FY2017 revenue from the	\$ 331,871
Estimated Chapter 90 Aid	<u>\$ 969,936</u>
Total	\$ 3,569,936
Without Chapter 90	\$ 2,600,000

27. Municipal Technology Improvement Program – \$200,000 (Free Cash): This FY2019 capital request is part of a multi-phase program to enhance the Town's network storage capabilities. Previous appropriations have funded the initial installation and subsequent expansion of server area network (SAN) equipment in the server rooms at both the Town Office Building and 201 Bedford Street. These appropriations also funded the purchase of necessary software to assist with file storage, archiving and discovery. The FY2019 request will fund the replacement of an end-of-life (EOL) blade chassis and servers, additional disk based storage and backup storage. The need for the equipment is driven by rapidly growing data sets and unstructured files due to email archiving requirements under State Public Records Laws. This capital will provide the ability to continue to support the Town's application and storage needs.

28. Application Implementation – \$390,000 (Free Cash): This capital project is for large application migrations and implementations. The initial focus of the project will be to maximize the value of existing applications through the addition and adoption of features and modules. FY2019 funding will be used to invest in additional modules and services for the MUNIS financial software and for the acquisition and installation of vehicle sensors and trackers for DPW vehicles.

The MUNIS financial system's chart of accounts was developed over 10 years ago and currently creates accounting issues and inefficiencies. Funds will be used to correct the issues and optimize the system. FY2019 funds will also be used to purchase and install automatic vehicle locations systems for DPW vehicles. This technology will track a vehicle's movement and activity to allow for DPW operations to better manage plowing, treatments and road maintenance. It will also provide real-time uploads of critical diagnostic data to better manage vehicle repairs and service.

29. Network Core Equipment Replacement – \$350,000 (Free Cash): The purpose of this multi-year capital funded project is to replace aging equipment or add new equipment to the Town's core voice and data network. During FY2017 and FY2018, the Town completed network and cybersecurity assessments. Those assessments provided targeted recommendations for changes in the network. This FY2019 capital request is for replacement of the EOL existing equipment and the addition of the equipment recommended in the recent assessments. In addition to the replacement hardware and the new hardware, this request covers the services for the network reprogramming, installation of the equipment and the addition of software to address network and security monitoring and management needs.

30. Archive and Records Management/ Records Conservation & Preservation – \$20,000 (CPA): This FY2019 request will fund the conservation and preservation of historic municipal documents and records, specifically the remaining old Town papers from 1722-1923. Significant progress has been made in preserving Lexington's historic documents but there remains a continuing need to preserve records from the early 1900s and make them accessible. It is projected that this will be a yearly request for treatment/digitization/microfilming of records. The preservation and conservation of permanent records for archiving creates the basis for documenting Lexington's history for the future.

Other CPA-Funded Projects

31. 9 Oakland Street Renovation and Adaptive Re-Use – \$200,000 (CPA): Supportive Living, Inc. (SLI), a non-profit organization, provides appropriate, affordable and supportive housing for survivors of brain injury. In 2007, Town Meeting approved \$300,000 to help fund the renovation of 7 Oakland Street into 15 units of affordable housing for survivors of brain injury. In 2009, the Town was awarded the Robert Kuehn Community Preservation Award for the adaptive re-use of 7 Oakland Street, now referred to as the 'Douglas House'. SLI also owns the small building located at 9 Oakland Street and this FY2019 request seeks funds for the renovation and adaptive re-use of the structure.

The entire property, 7-9 Oakland Street, is located within the Battle Green Historic District and is listed on the National Register of Historic Places. It was previously home to the *Lexington Press* and originally housed M.H. Merriam & Company. Renovations will include an additional common area for residents, additional meeting and office space for Douglas House staff and an expansion of the Wellness Center. The total project cost is \$425,000; SLI plans to use \$200,000 from the CPA in conjunction with foundation grants, private donations and contributions from SLI's Board of Directors.

Table VIII: Deferred FY2019 and Proposed FY2020-FY2023 Capital Requests							
Dept.	Project Name	Deferred FY2019	FY2020	FY2021	FY2022	FY2023	Total
<i>Information Technology</i>							
	Phone Systems & Unified Communication	\$ -	\$ -	\$ 150,000	\$ 120,000	\$ 120,000	\$ 390,000
	Network Core Equipment Replacement	\$ -	\$ 250,000	\$ -	\$ 180,000	\$ -	\$ 430,000
	Municipal Technology Improvement Program	\$ -	\$ 150,000	\$ 85,000	\$ 85,000	\$ 100,000	\$ 420,000
	Network Redundancy & Improvement Plan	\$ -	\$ 330,000	\$ 220,000	\$ -	\$ 100,000	\$ 650,000
	Application Implementation	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 150,000	\$ 375,000
		\$ -	\$ 805,000	\$ 530,000	\$ 460,000	\$ 470,000	\$ 2,265,000
<i>Town Clerk</i>							
	Archives & Records Management/Records Conservation & Preservation	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
		\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
<i>Land Use, Health and Development</i>							
	Transportation Mitigation	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
	Parking Lot Consolidation and Repaving	\$ -	\$ -	\$ 105,000	\$ 1,500,000	\$ -	\$ 1,605,000
	Stone Building Analysis	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
		\$ -	\$ 125,000	\$ 205,000	\$ 1,600,000	\$ 100,000	\$ 2,030,000
<i>Fire</i>							
	Ambulance Replacement	\$ -	\$ -	\$ 280,000	\$ -	\$ -	\$ 280,000
	Protective Clothing	\$ -	\$ 67,500	\$ -	\$ -	\$ -	\$ 67,500
	Replace 2004 Pumper	\$ -	\$ -	\$ -	\$ -	\$ 625,000	\$ 625,000
		\$ -	\$ 67,500	\$ 280,000	\$ -	\$ 625,000	\$ 972,500
<i>Police</i>							
	Police Outdoor/Indoor Firing Range - Hartwell Ave.	\$ -	TBD	TBD	\$ -	\$ -	TBD
	Public Safety Radio Console Replacement	\$ -	\$ 370,000	\$ -	\$ -	\$ -	\$ 370,000
		\$ -	\$ 370,000	\$ -	\$ -	\$ -	\$ 370,000
<i>Library</i>							
	Cary Library Children's Room Renovation	\$ -	TBD	\$ -	\$ -	\$ -	TBD
<i>Public Facilities</i>							
	Lexington Police Station Rebuild	\$ -	\$24,450,000	\$ -	\$ -	\$ -	\$ 24,450,000
	Townwide Roofing Program	\$ -	\$ -	\$ 2,010,152	\$ 200,934	\$ 5,626,693	\$ 7,837,779
	School Building Envelopes and Systems Program	\$ -	\$ 233,448	\$ 239,285	\$ 245,199	\$ 251,400	\$ 969,332
	Municipal Building Envelopes and Systems	\$ -	\$ 203,205	\$ 208,285	\$ 213,492	\$ 218,829	\$ 843,811
	Building Flooring Program	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 500,000
	School Paving Program	\$ -	\$ 261,740	\$ -	\$ -	\$ -	\$ 261,740
	Public Facilities Bid Documents	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
	Visitors Center	\$ -	\$ 4,049,000	\$ -	\$ -	\$ -	\$ 4,049,000
	Public Facilities Mechanical/Electrical System Replacements	\$ -	\$ 605,000	\$ 672,000	\$ 728,000	\$ 788,500	\$ 2,793,500
	Lexington High School Design	\$ -	\$ -	\$ -	\$ 1,825,000	TBD	\$ 1,825,000
	Playground Replacement Program Bridge	\$ -	\$ 302,000	\$ -	\$ -	\$ -	\$ 302,000
	LHS Short Term Capacity	\$ -	TBD	\$ -	\$ -	\$ -	TBD
		\$ -	\$30,329,393	\$ 3,354,722	\$ 3,437,625	\$ 7,110,422	\$ 44,232,162
<i>Public Works</i>							
	Center Streetscape Improvements	\$ -	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ -	\$ 7,500,000
	Automatic Meter Reading System	\$ -	\$ 650,000	\$ 650,000	\$ -	\$ -	\$ 1,300,000
	DPW Equipment Replacement	\$ -	\$ 1,312,000	\$ 1,022,500	\$ 1,020,000	\$ 1,252,000	\$ 4,606,500
	Street Improvements	\$ -	\$ 2,616,801	\$ 2,634,022	\$ 2,651,674	\$ 2,669,767	\$ 10,572,265
	Storm Drainage Improvements and NPDES compliance	\$ -	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 1,480,000
	Sanitary Sewer System Investigation and Improvements	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,000,000
	Hydrant Replacement Program	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 600,000
	Pump Station Upgrades	\$ -	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 3,200,000
	Street Acceptance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Comprehensive Watershed Stormwater Management Study and Implementation	\$ -	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 1,560,000
	Water Distribution System Improvements	\$ -	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ 8,800,000
	Sidewalk Improvement	\$ -	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 3,200,000
	Battle Green Master Plan - Phase 3	\$ -	\$ 570,438	\$ -	\$ -	\$ -	\$ 570,438
	Townwide Culvert Replacement	\$ -	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 1,560,000
	Townwide Signalization Improvements	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 500,000
	Municipal Parking Lot Improvements	\$ -	\$ -	\$ 40,000	\$ 480,000	\$ -	\$ 520,000
	Hartwell Avenue Compost Site Improvements	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
	Battle Green Streetscape Improvements	\$ -	\$ -	\$ -	\$ 3,000,000	\$ -	\$ 3,000,000
	Public Parking Lot Improvement Program	\$ -	\$ -	\$ 100,000	\$ 500,000	\$ 500,000	\$ 1,100,000
	Hill Street Sidewalk Project	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
		\$ -	\$15,374,239	\$13,171,522	\$16,376,674	\$10,846,767	\$ 55,769,203
<i>Recreation</i>							
	Pine Meadows Improvements	\$ -	\$ 60,000	\$ -	\$ -	\$ 50,000	\$ 110,000
	Park and Playground Improvements	\$ -	\$ -	\$ 85,000	\$ 96,000	\$ 70,000	\$ 251,000
	Park Improvements - Athletic Fields	\$ -	\$ 400,000	\$ 275,000	\$ 125,000	\$ 150,000	\$ 950,000
	Pine Meadows Equipment	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ 70,000	\$ 190,000
	Park Improvements - Hard Court Resurfacing	\$ -	\$ 58,000	\$ 71,000	\$ 65,000	\$ 1,590,000	\$ 1,784,000
	Outdoor Pickleball Court Construction	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
	Crickit Field Construction	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
	Old Reservoir Bathhouse Renovation	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000
	Community Center Campus Expansion	\$250,000	\$ 210,000	\$21,000,000	\$ -	\$ -	\$ 21,460,000
	Pine Meadows Clubhouse Renovation	\$ -	\$ -	\$ 100,000	\$ 750,000	\$ -	\$ 850,000
		\$250,000	\$ 1,228,000	\$21,691,000	\$ 1,296,000	\$ 1,930,000	\$ 26,395,000
<i>Schools</i>							
	LPS Technology Capital Request	\$ -	\$ 1,750,700	\$ 1,249,600	\$ 1,712,100	\$ 1,793,220	\$ 8,220,920
		\$ -	\$ 1,750,700	\$ 1,249,600	\$ 1,712,100	\$ 1,793,220	\$ 8,220,920
	<i>Grand Total</i>	\$ 250,000	\$50,069,832	\$40,501,844	\$24,902,399	\$22,895,409	\$140,334,785



FY2019 White Book

Program Improvement Requests Summary

Shared & Municipal Programs 2000-8000

		Departmental Request				Recommendation	
GENERAL FUND							
Program	Description	Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
Public Facilities							
2430 - Shared Facilities	Owner's Agent Solar Design and Contracting	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -
Total Public Facilities		\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -
Public Works							
3100 - DPW Admin/Engineering	Sidewalk Data Collection Using PathMeT	\$ -	\$ 22,500	\$ -	\$ 22,500	\$ -	\$ 22,500
3200 - Highway	Vehicle Inspections	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -
3300 - Public Grounds	Landscape Improvements at Town Buildings	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000
Total Public Works		\$ -	\$ 45,500	\$ -	\$ 45,500	\$ 8,000	\$ 37,500
Police							
4140 - Investigations	Domestic Violence Service Network	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -
Total Police		\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -
Fire							
4230 - Fire Suppression/EMS	Ambulance Staffing, 2 FTE's	\$ 149,000	\$ 5,000	\$ 34,565	\$ 188,565	\$ 91,371	\$ 97,194
Total Fire		\$ 149,000	\$ 5,000	\$ 34,565	\$ 188,565	\$ 91,371	\$ 97,194
Library							
5110 - General & Tech. Services	Additional Travel Funds for Conference Attendance		\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -
Total Library		\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -
Human Services							
6150 - Youth & Family Services	Youth and Family Services Additional Supports	\$ 82,000	\$ -	\$ 17,391	\$ 99,391	\$ 99,391	\$ -
6170 - Senior Services and Community Programs	Age Friendly Lexington - UMASS Boston	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 35,000	\$ -
6210 - Transportation Services	Transportation Strategic Plan	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000
6170 - Senior Services and Community Programs	Senior Services Nurse	\$ 9,620	\$ -	\$ 15,686	\$ 25,306	\$ 25,306	\$ -
6210 - Transportation Services	Credit Card Processing Fees	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -
Total Human Services		\$ 91,620	\$ 61,500	\$ 33,077	\$ 186,197	\$ 161,197	\$ 25,000
Office of Land Use, Health and Development							
7110 - Building & Zoning	Assistant Building Commissioner	\$ 20,000	\$ -	\$ 290	\$ 20,290	\$ -	\$ 20,290
7120 - Administration	Administrative Assistant	\$ 46,155	\$ -	\$ 16,871	\$ 63,027	\$ 63,027	\$ -
7130/7300 - Cons. & ED	Conservation and Economic Development Interns	\$ 8,000	\$ -	\$ 116	\$ 8,116	\$ 8,116	\$ -
7300 - Economic Development	Hartwell Gateway Signage		\$ 50,000		\$ 50,000	\$ 10,000	\$ 40,000
7300 - Economic Development	General Fund Support of Visitors Center	\$ 41,400	\$ -	\$ -	\$ 41,400	\$ -	\$ 41,400
7300 - Economic Development	Marketing Budget Increase		\$ 12,000	\$ -	\$ 12,000	\$ -	\$ 12,000
Total Office of Land Use, Health and Development		\$ 115,555	\$ 62,000	\$ 17,277	\$ 194,833	\$ 81,143	\$ 113,690
Town Manager's Office							
8210 - Org. Direction & Admin.	Diversity Advisory Task Force	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -
8210 - Org. Direction & Admin.	Public Information Officer	\$ 102,424	\$ -	\$ 17,687	\$ 120,112	\$ 120,112	\$ -
Total Town Manager's Office		\$ 102,424	\$ 15,000	\$ 17,687	\$ 135,112	\$ 135,112	\$ -
Miscellaneous Boards and Committees							
8230 - Misc. Boards and Committees	Community Cultural Programs	\$ -	\$ 6,900	\$ -	\$ 6,900	\$ 6,900	\$ -
Total Miscellaneous Boards and Committees		\$ -	\$ 6,900	\$ -	\$ 6,900	\$ 6,900	\$ -
Finance							
8410 - Comptroller	Finance College Intern	\$ 7,488	\$ -	\$ 109	\$ 7,597	\$ 7,597	\$ -
Total Finance		\$ 7,488	\$ -	\$ 109	\$ 7,597	\$ 7,597	\$ -
Information Technology							
8600 - Information Technology	Gartner Professional Services		\$ 39,000		\$ 39,000	\$ 39,000	\$ -
8600 - Information Technology	Strategic Communications Training*		\$ 44,000		\$ 44,000	\$ -	\$ 44,000
8600 - Information Technology	Unmanned Aerial System		\$ 7,950		\$ 7,950	\$ -	\$ 7,950
Total Information Services		\$ -	\$ 90,950	\$ -	\$ 90,950	\$ 39,000	\$ 51,950
TOTAL - GENERAL FUND		\$ 466,088	\$ 319,850	\$ 102,715	\$ 888,653	\$ 563,319	\$ 325,334
NON-GENERAL FUND							
Public Works							
3400 - Environmental Services	Heavy Equip Operator @ Compost Facility PT to FT	\$ 23,754	\$ -	\$ 16,109	\$ 39,863	\$ 39,863	\$ -
Total Public Works		\$ 23,754	\$ -	\$ 16,109	\$ 39,863	\$ 39,863	\$ -
Recreation							
5210 - Recreation	Certified Therapeutic Recreation Specialist	\$ 12,480	\$ -	\$ 181	\$ 12,661	\$ 12,661	\$ -
5210 - Recreation	Municipal Assistant	\$ 6,240	\$ -	\$ 90	\$ 6,330	\$ 6,330	\$ -
Total Recreation		\$ 18,720	\$ -	\$ 271	\$ 18,991	\$ 18,991	\$ -
TOTAL - NON-GENERAL FUND		\$ 42,474	\$ -	\$ 16,381	\$ 58,855	\$ 58,855	\$ -
COMBINED TOTAL - ALL FUNDS		\$ 508,562	\$ 319,850	\$ 119,096	\$ 947,508	\$ 622,174	\$ 325,334

*See item under Town Manager's Office.

Glossary

ABATEMENT – an Abatement is a reduction of a tax liability. The Board of Assessors grants abatements for real estate and personal property taxes in cases where an individual's assessed valuation is determined to be in excess of fair market value.

ACCRUAL BASIS FOR ACCOUNTING – A method of accounting that recognizes revenue when earned, rather than when collected, and recognizes expenses when incurred, rather than when paid. In Massachusetts, cities and towns must use this basis of accounting for the audited financial statements of Enterprise funds. (Also see Modified Accrual Basis of Accounting).

APPROPRIATION – An authorization granted by the Town Meeting to make expenditures and to incur obligations for specific purposes. Appropriations for any expenditure specify dollar amounts, funding sources, and a period of time within which the funds must be spent. Any funds not expended within the specified time (usually one fiscal year) revert to the Unreserved Fund Balance.

APPROPRIATED BUDGET – As used in fund summaries and department summaries within the budget document, represents the current year budget as originally adopted by Town Meeting. It does not include prior year encumbrances.

ARTICLE – An article or item on the Town Warrant. There are four standard financial articles that appear in the Warrant every year: the Operating Budget Article; an Article for "Supplementary Appropriations for the Current Fiscal Year" (the current fiscal year is the one that was appropriated at the previous year's Town Meeting); an Article for Prior Years' Unpaid Bills; and an Article for supplementary appropriations for previously authorized capital improvement projects. "New" capital project requests and other special items generally appear as individual articles without a predetermined order.

ARTICLE TRANSFERS- Projects from previous year Town Meeting article appropriations occasionally have unexpended balances not required once the project is complete. The unexpended balance becomes available for future Town Meeting appropriation.

ASSESSED VALUATION – The valuation of real estate or other property determined by the Town Assessor for tax levying purposes. The Commonwealth certifies the values and methodology in determining values every three years.

ASSETS – Property, plant and equipment owned by the Town.

AUDIT – An examination of the town's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool for evaluation of the fiscal performance of a community.

BUDGETARY FUND BALANCE (ALSO FREE CASH) – Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the Comptroller. Free cash is not available for appropriation until certified by the Director of Accounts.

BOND – A written promise to pay a specified sum of money—called the face value or principal amount—at a specified date in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between notes, usually one year or two years in length, and a bond is that the latter runs for a longer period of time. State statute and the Board of Selectmen establish the length of a bond repayment.

BOND ANTICIPATION NOTE (BAN or Note) – A temporary note issued for no more than one or two years. This is commonly used to defer the initial pay down of debt or to accommodate reimbursement for borrowed notes from a private source or other governmental entity.

BUDGET – A plan of financial operation embodying an estimate of proposed expenditures for a given period with proposed means of financing. Lexington's budget is a financial plan that is established for a single fiscal year that begins on July 1 and ends on June 30.

BUDGET MESSAGE (Town Manager's Transmittal Letter) – The opening section of the budget that provides the Board of Selectmen, Town Meeting Members, and the general public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the recommendations of the Town Manager.

CAPITAL EXPENDITURE – A major, non-recurring expenditure involving land acquisition, construction or major rehabilitation of a facility, or purchase of equipment costing \$25,000 or more with a useful life of five years or more.

CAPITAL IMPROVEMENT PROGRAM (CIP) – A financial planning and management tool that identifies public facility and equipment requirements, presents these requirements in order of priority, and schedules them for funding and implementation.

CEMETERY FUND – See Special Revenue Fund.

CHAPTER 90 – Massachusetts General Laws Chapter 90, Section 34 authorizes the Commonwealth to allocate funds to municipalities through the Transportation Bond Issue for highway construction, preservation and improvement projects that create or extend the life of capital facilities. Routine maintenance operations such as pothole filling and snow and ice removal are not covered. The formula for determining the Chapter 90 level of funding is based on a municipality's miles of public ways, population and level of employment. Municipalities receive Chapter 90 funds on pre-approved projects on a reimbursement basis.

CHERRY SHEET – The State allocates a portion of generated revenue to municipalities each year for education and general governmental expenditures. The amount of state aid each community will receive is itemized in a financial statement printed on cherry colored paper (thus the name). The amount of reimbursement is a function of the State budget. Towns usually receive notification in late summer, subsequent to the beginning of the fiscal year.

COMMUNITY PRESERVATION ACT (CPA) – is a local acceptance statute approved by Lexington voters in 2006. The purpose of the CPA is to fund open space, affordable housing, historic preservation and recreation projects that meet the eligibility criteria of the Act. Funding for projects comes from an annual property tax surcharge of up to three percent, which is the percentage adopted in Lexington. The local surcharge is matched by State funds collected as part of the deeds excise tax. The matching funds have ranged from 100% in 2006 to 17.8% in 2017.

COMMUNITY PRESERVATION COMMITTEE (CPC) – this nine-member appointed Committee reviews projects and determines their eligibility under the CPA. Projects that are approved by the Committee are then recommended to Town Meeting, which has the final vote on appropriating funds for each project. Members of the CPC are appointed by the Board of Selectmen (3), Planning Board, Conservation Commission, Recreation Committee, Housing Authority, Housing Partnership and Historical Commission.

COMPETITIVE BIDDING PROCESS – the process following State law requiring that for purchases of \$50,000 or more a Town must advertise, solicit and publicly open sealed bids from prospective vendors. After a review period, the Town Manager then awards a contract to the successful bidder.

CONTINUING BALANCE ACCOUNTS – At the end of a fiscal year, any unexpended balance in a continuing balance account carries forward to the next year as a type of reserve against future liabilities related to the account. Massachusetts General Laws provides for a number of continuing balance accounts including those for: workers compensation claims, property and liability uninsured losses, and unemployment compensation claims. A continuing balance account is also typically used to fund compensated absence liabilities, facility repair accounts and equipment replacement accounts.

DEBT EXCLUSION – The amount of taxes assessed in excess of the Proposition 2-1/2 levy limit for the payment of debt service costs, subject to a popular referendum. Two-thirds of the Selectmen and a majority of citizens voting must approve the exclusion. These funds are raised to retire the debt service for the project. They are not added to the tax levy limit for the following fiscal year.

DEBT SERVICE – Payment of interest and principal on an obligation resulting from the issuance of bonds.

DEPARTMENT – A division of the Town that has overall management responsibility for an operation or group of related operations within a functional area.

DEPRECIATION – 1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, and inadequacy of obsolescence. 2) That portion of the cost of a capital asset that is charged as an expense during a particular period. Depreciation is based on historic costs not replacement value.

EFFICIENCY MEASURES – Indicate how well resources are being used. They include cost-per-unit and productivity indicators.

ELEMENT – The smallest unit of budgetary accountability, which encompasses specific and distinguishable lines of work performed for the purpose of accomplishing a function for which the Town is responsible.

ENCUMBRANCE – To encumber funds means to set aside or commit funds for a future expenditure. Encumbrances include obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved.

ENTERPRISE FUND – An account supported by user fees for a specific service that the Town operates as a separate "business" (e.g. Water, Sewer, Recreation). Enterprise funds do not depend on taxes for operating revenue as user fee revenue and expenses are balanced over the long run. Budgeting for all Enterprise Funds is done on a Generally Accepted Accounting Practices (GAAP) basis.

EXPENDITURE – Decrease in net financial resources for the purpose of acquiring and providing goods and services.

EXPENSES – Outflows or other using up of assets or incurring of liabilities during a period from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses consist of the following objects of expenditure: Utilities, Supplies and Materials, Contractual Services, and Equipment.

FINES & FORFEITURES – Revenue collected from court fines, penalty charges for overdue taxes along with non-criminal fines are included in this category.

FREE CASH – see Budgetary Fund Balance.

FUND BALANCE – The excess of assets over liabilities.

FUNDING SOURCE – The specifically identified funds allocated to meet budget requirements/expenses.

GENERAL FUND – Revenues derived from the tax levy, state aid, local receipts and available funds are considered General Fund revenues. The General Fund is distinguished from Enterprise Funds and Special Revenue Funds.

GFOA – Government Finance Officers Association of the United States and Canada. The G.F.O.A. is a professional organization of governmental finance officers.

GRANT – A contribution by one government unit or outside agency to another governmental unit. The contribution is usually made for a specific purpose but is sometimes for general purposes.

INVESTMENT INCOME – The Town earns interest on cash held in savings accounts and invested in short term securities. The investment goal is to ensure that all funds are invested in short-term, risk-averse investments. The Treasurer is very restricted as to the instruments in which investments can be made. The amount of investment income is a function of the amount of funds invested and the interest rate.

LIABILITY – Debt or other legal obligation which must be paid, renewed or refunded at some future date, but does not include encumbrances.

LOCAL RECEIPTS – A category of revenue sources including school department charges for services, investment income, fines and forfeitures, building permits and excise taxes. These revenues are not considered part of the Proposition 2 ½ Tax Levy.

MODIFIED ACCRUAL BASIS FOR ACCOUNTING – A method of accounting that recognizes revenue when it is actually received and recognizes expenditures when a commitment is made. In Massachusetts, cities and towns must use this basis for accounting for the general government.

MOTOR VEHICLE EXCISE – All Massachusetts vehicle owners who have their vehicle(s) registered in the State of Massachusetts pay an annual motor vehicle excise tax to the city or town in which they reside. The Registry of Motor Vehicles creates a listing of all vehicles registered in Lexington and the book value assigned to each vehicle. The Town uses this information to bill all owners an annual tax equal to 2 ½ percent or \$25 for each \$1,000 of the vehicle's value.

MWRA – Massachusetts Water Resources Authority, from which the Town purchases water at a wholesale rate in the form of annual assessments to the Water and Wastewater (Sewer) departments.

OPEB – Other Post-Employment Benefits refer to the Town's requirement to provide health, dental and life insurance benefits to qualified retirees. Over the next 30 years, the Town's OPEB liability is approximately \$200 million. In recent years, the Town has begun to fund an OPEB Trust Fund for the purpose of reducing the liability.

OPERATING BUDGET – The portion of the budget that pertains to daily operations, which provide basic services for the fiscal year. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel and the proposed means of financing them.

OPERATING EXPENDITURE – An ongoing or recurring cost of performing a function or providing a service. Operating expenditures include personal services, supplies and materials, utilities, contractual services, minor equipment, and debt service.

OTHER EXCISE (Hotel/Motel and Jet Fuel) – Lexington hotels and motels charge an 11.7% room tax to guests in accordance with local option legislation. The Town of Lexington receives 6% of this tax in semi-annual installments (See page II-3 of the Revenue Section).

OTHER FEES AND CHARGES – Revenue is received from fees or charges by the Inspectional Services, Engineering and Planning Departments, and the Department of Public Works. Also included in this category are collections from ambulance fees, municipal liens, and building rentals.

OVERLAY – The amount reserved for funding property tax abatements and exemptions granted by the Board of Assessors.

OVERRIDE – An action taken by the voters of the town to exceed the limit placed on tax revenue growth by the State tax limitation law known as Proposition 2 ½. The tax levy limit can be exceeded only if a majority of residents voting approve an override. This sum is then added to the base levy for the next fiscal year and becomes a permanent addition to the tax levy limit.

PARKING METER FUNDS – Revenue from town parking meters and parking lot permits are deposited into the Parking Fund. This fund helps offset the costs of Police Department personal services, parking lot maintenance costs, and Department of Public Works expenses directly related to parking lot maintenance.

PERFORMANCE MEASURES – Specific quantitative and qualitative measures of work performed as an objective of the department. Performance Measurement Systems are generally comprised of the following indicators: workload measures, efficiency measures and outcome measures.

PERSONAL SERVICES – A line on the program, subprogram and element sheets which refers to the total of the following objects of expenditure: Wages, Overtime, and Other Compensation.

PROGRAM – A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the Town is responsible.

PROPOSITION 2½ – A tax limitation measure passed by Massachusetts voters in 1980 which limits the growth of the total property tax levy to 2.5% per year. In other words, the total revenue allowed to be raised through real estate and personal property taxes cannot increase by more than 2.5% from one fiscal year to the next. New construction values are in addition to this limit. Two provisions within Proposition 2½ allow the citizens of a community by popular vote to authorize the Town to raise taxes above the tax levy limit: an operating **override** or a **debt exclusion**.

RECREATION FEES – Users of Town recreational facilities and teams participating in Town sponsored sports pay fees for these services. Revenue collected from these fees covers the costs of maintaining facilities, providing coaches and referees, and recreation program management, as well as some Recreation related capital improvements. These recreation programs are managed through a Recreation Enterprise Fund.

RESERVE FUND – An amount set aside annually within the budget of a city or town to provide a funding source for "extraordinary and unforeseen" expenditures. In a town, the Finance (or Appropriation) Committee can authorize transfers from this fund.

RETAINED EARNINGS – The equity account reflecting the accumulated earnings of the enterprise funds.

REVENUE – Budgetary resources. The various revenues the Town receives are listed in the Revenue Summary in the Budget Overview section.

MASSACHUSETTS SCHOOL BUILDING AUTHORITY (MSBA) – A program of the Commonwealth of Massachusetts for the purpose of assisting municipalities in the reconstruction and renewal of its public schools.

SCHOOL REVENUE – Revenue received by Lexington Public Schools from athletic fees, as well as applicable bus transportation fees.

SENIOR MANAGEMENT TEAM – A group of top managers including department heads from eleven departments and the Town Manager's Office.

SEWER & WATER CHARGES – The Town operates Water and Sewer Enterprise Funds to manage these municipal operations. Users of sewer and water services provided by the Town pay charges depending upon metered usage. Revenue received from charges for sewer and water services is used to fully support the costs of utility operations, such as Massachusetts Water Resources Authority (MWRA) assessments, debt service obligations, personal service costs, and capital projects. Charges for services are based on a three-tier block rate structure corresponding to usage. Charges rise as usage increases. The Town pays the MWRA assessments to supply water and dispose of Town sewage.

SPECIAL REVENUE FUND – A group of accounts that are funded by revenues from other sources such as the Parking and Cemetery Funds.

STABILIZATION FUND – Massachusetts General Law Ch.40, Sec. 5B, allows a municipality to appropriate in any year an amount not exceeding ten percent of the amount raised in the preceding fiscal year; the aggregate amount in the fund shall not exceed ten percent of the equalized valuation of the municipality. The treasurer shall be custodian of the fund and may invest the proceeds legally; any interest earned shall remain with the fund. Money from the Stabilization Fund may be appropriated for any lawful purpose by two-thirds vote of Town Meeting. In addition to the General Stabilization Fund, the town has stabilization funds for specific purposes, including the Transportation Demand Management Fund, Traffic Mitigation Fund, Special Education Fund, and the Capital Projects Fund.

TAX LEVY – The total amount to be raised through real estate and personal property taxes. Lexington property owners pay taxes to the Town based on the assessed value of their real and/or personal property. Each year the Board of Selectmen conducts a tax classification hearing to determine a tax rate. The Town Assessor makes adjustments to real estate values in order to properly reflect fair market value. In addition to real estate, businesses may also pay a personal property tax (set at the commercial rate) based on the value of their professional equipment, furniture and fixtures. The amount of taxes a property owner pays is determined by multiplying the applicable tax rate by the valuation. For example, if the tax rate is \$10 and a property's assessed value is \$100,000, the property owner will pay \$10 times \$100,000/1,000, or \$1,000. Tax levy revenues are the largest source of funding for the Town.

TAX LEVY LIMIT – The maximum amount that can be raised by a municipality within Proposition 2 ½.

TAX RATE – The amount of tax levied for each \$1,000 of assessed valuation.

USER FEES – Fees paid for direct receipt of a public service by the user or beneficiary of the service.

CPA SUMMARY

TO BE PROVIDED UNDER
SEPARATE COVER

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Establish Useful Life of Equipment for Bond Issue (5 min.)

PRESENTER:

Carolyn Kosnoff, Assistant Town
Manager for Finance

ITEM NUMBER:

I.8

SUMMARY:

2016 Annual Town Meeting approved an appropriation of \$ 875,000 for the purchase of a new Fire Ladder Truck. This February, the Town will be selling bonds to finance this piece of equipment which was delivered in Fall of 2017. State law requires the Board of Selectmen to approve the maximum term for certain equipment that may be funded through debt for a term of more than 5 years. The approved term should not exceed the useful life of the equipment. Staff is requesting authorization from the Board to approve a useful life of 10 years for the Fire Ladder Truck which will be financed over the same term.

SUGGESTED MOTION:

Move to approve a 10 year maximum useful life for the Fire Ladder Truck, to be purchased with the proceeds of bonds pursuant to M.G.L. chapter 44, section 7.

FOLLOW-UP:

Assistant Town Manager for Finance will present the results of the upcoming bond sale for BOS approval on February 12, 2018.

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

8:50 p.m.

ATTACHMENTS:

Description

Type

☐ Useful Life Certification

Backup Material

I, the Clerk of the Board of Selectmen of the Town of Lexington, Massachusetts, certify that at a meeting of the board held **January 22, 2018**, 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 borrowings authorized the articles shown below of the Town voted at the 2016 annual town meeting shown below is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

<u>Article</u>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
10r	Fire Ladder Truck	\$875,000	10 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: _____

Clerk of the Board of Selectmen

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Consider Participation in PACE Energy Efficiency Program (5 min.)

PRESENTER:

Carl F. Valente, Town Manager;
Carolyn Kosnoff, Assistant Town
Manager for Finance

ITEM NUMBER:

I.9

SUMMARY:

A vote is requested for this agenda item.

At the Board's meeting on December 18, 2017, the Board heard a presentation from the Sustainable Lexington Committee regarding the PACE program. The PACE program is a State (and federal) initiative whereby a commercial property owner can make energy efficiency improvements to their property, to be financed through a betterment assessment the Town would collect and remit to MassDevelopment, which will arrange for the financing of these improvements.

Staff has determined that the Town's property tax billing system cannot currently accommodate implementing the special assessment betterment as an automated process. Staff is willing, however, to implement as a manual process, given our belief that participation will be relatively limited..

The attached draft Board of Selectmen's policy will authorize the Town Manager to enter into an agreement with MassDevelopment, should the Board wish to participate in this program,

SUGGESTED MOTION:

Move to approve and authorize the Chairman to sign the Board of Selectmen Policy Authorizing the Town of Lexington to Participate in the Massachusetts Commercial Property Assessed Clean Energy Program (PACE Massachusetts).

FOLLOW-UP:

Staff will contact MassDevelopment and convey the Board's vote to participate in the PACE program.

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

8:55 p.m.

ATTACHMENTS:

Description	Type
 Draft PACE Policy	Backup Material

Board of Selectmen Policy

Authorizing the Town of Lexington to Participate in the Massachusetts Commercial Property Assessed Clean Energy Program (PACE Massachusetts)

Date Approved:

January 22, 2018

Signature of Chairman

Purpose Statement

Pursuant to M.G.L. c. 23M (the “PACE Act”), the Commonwealth has established a commercial sustainable energy program known as the Massachusetts Property Assessed Clean Energy Program (“PACE Massachusetts”) to provide a financing mechanism to private owners of commercial and industrial properties for certain qualifying commercial energy improvements (“improvements”). The PACE Massachusetts program is administered by the Massachusetts Development Finance Agency (“MassDevelopment”), in consultation with the Massachusetts Department of Energy Resources.

Under PACE Massachusetts, the owner of the commercial or industrial property benefitting from the improvements (the “benefitted property”) is required to repay the financing through the payment of a betterment assessment (a “PACE betterment assessment”) placed on such benefitted property by the municipality in which the benefitted property is located. In order for an owner of commercial or industrial property to participate in PACE Massachusetts, Section 2 of the PACE Act requires that the municipality in which such property is located must elect to participate in PACE Massachusetts.

The Lexington Board of Selectmen has determined that it is in the best interest of the Town to participate in PACE Massachusetts as a “participating municipality” as provided in the PACE Act to permit the owners of commercial and industrial properties located in the Municipality to access financing for qualifying commercial energy improvements through PACE Massachusetts;

Policy:

The Board of Selectmen hereby approves the Town participating in PACE Massachusetts pursuant to the PACE Act, and authorizes the Town Manager to enter into an agreement with MassDevelopment (the “PACE Administration Agreement”) pursuant to which the Town will agree to:

- (a) levy and record PACE betterment assessments on benefitted properties located in the Municipality, in the amounts determined by MassDevelopment to be sufficient to repay the PACE Massachusetts financings;

- (b) assign the PACE betterment assessments and the related liens to MassDevelopment, which MassDevelopment may in turn assign to the providers of the financing of the improvements (each a “capital provider”), as collateral for and the source of repayment of such financings;
- (c) bill the owners of the benefitted properties for the installment payments necessary to repay the PACE betterment assessments, in the amounts determined by MassDevelopment; and
- (d) enforce, to the extent required by such agreement, such PACE betterment assessments; such agreement to be in such form as the Town Manager may approve as being in the best interest of the Town.

Implementation:

The Treasurer/Collector of the Town or such other Town agency as may be designated in such agreement is authorized to levy and record such PACE betterment assessments on behalf of the Town without further authorization by the Board of Selectmen or Board of Assessors.

Notwithstanding any other provision of law to the contrary, officers and officials of the Municipality, including, without limitation, municipal tax assessors and tax collectors, are not personally liable to MassDevelopment or to any other person for claims, of whatever kind or nature, under or related to PACE Massachusetts, including, without limitation, claims for or related to uncollected PACE betterment assessments. Other than fulfillment of obligations specified in a PACE Administration Agreement, the Town has no liability to the owner of the benefitted property or to any capital provider for or related to improvements financed under PACE Massachusetts.

Adopted: January 22, 2018

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Collective Bargaining Agreement-Lexington Municipal Employees Association (5 min.)

PRESENTER:

Carl F. Valente, Town Manager

ITEM NUMBER:

I.10

SUMMARY:

A vote is requested for this agenda item.

The Board previously reviewed this proposed collective bargaining settlement in Executive Session on November 27, 2017. The LMEA has voted to approve this Agreement.

Substantive Contract Changes Include:

1. Change Sick Leave Bank qualification from ‘calendar year’ to ‘rolling 12 month period’ (*consistent with the change made in other union contracts*).
2. Change call-back pay (nights and weekends) from 3 hours to 4 hours (*consistent with all other bargaining groups eligible for this pay type*). Call-back that occurs within 4 or fewer hours of the start of the work day shall only be for hours between the start of the call back and start of work day.
3. Base Wages:
 - FY18: 1% increase on July 1, 2017; 1% increase on January 1, 2018 (*consistent with other settled contracts approved by BOS*).
 - FY19: 2% increase on July 1, 2018 (*consistent with other settled contracts approved by BOS*).
4. Create New Merit Step: Create new Merit step (step 11 on new salary schedule, step 15 on old salary schedule). New Merit step will be 2.5% greater than existing top step. To be eligible an employee must have been at top step (10 or 14) for a minimum of three years and received “meets” or “exceeds” expectations in all areas of performance review for the prior three years. Of the 64 LMEA employees, 18 will qualify for this merit step in the next two years.

SUGGESTED MOTION:

Move to approve and authorize the Town Manager to sign the Memorandum of Understanding between the Town and the Lexington Municipal Employees Association for the contract period of July 1, 2017 through June 30, 2019.

FOLLOW-UP:

HR Department will integrate these changes into the full collective bargaining agreement.

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018 9:00 p.m.

ATTACHMENTS:

Description	Type
☐ Memorandum of Agreement	Exhibit



**Memorandum of Understanding
Between
Town of Lexington
And
Lexington Municipal Employees Association
LMEA**

The Town of Lexington and the Lexington Municipal Employees Association hereby agree to the following amendments to the collective bargaining agreement, which expired June 30, 2017.

1. Article 1 Recognition

Add position titles of Land Use Ranger and Systems and Applications Administrator to list of covered positions.

2. Article 12 Sick Leave Bank Eligibility Program

12.3(b)(2) Sick Leave Bank Committee

Delete the words “per calendar year” and replace with “rolling twelve (12) month period”.

3. Article 22 Longevity

Add the following at the end of section 22.1: “Part-time employees working twenty or more hours per week shall receive this payment on a pro-rated basis.”

4. Article 23 Clothing Allowance

Add Land Use Ranger and Systems and Applications Administrator to list of eligible positions.

Add “Employees holding part-time eligible positions shall receive \$150.00 annually.” after second sentence in first paragraph.

5. Article 21 Outside of Normal Hours

21.2 Change “three (3) hours of pay” to “four (4) hours of pay, unless the employee is called back to work at a time that is fewer than four hours before the start of the workday. In this case, the employee will be paid for the actual number of hours from the start of the callback period until the start of the workday.”

6. Article 21 Outside of Normal Hours

21.2 Add the following at the end of the first paragraph: "If an employee is called back to work more than once in any one day, defined as a twenty-four hour period beginning at 4:30pm on any workday or on any Saturday, Sunday or holiday, and the amount of time between calls is four hours or more, each call shall be considered to be a separate event, entitling the employee to a minimum of four (4) hours of pay for each call."

7. Article 27 Wage Schedule

Delete:

July 1, 2015 – June 30, 2016 (FY16) 2.5% base wage increase to both salary tables

July 1, 2016 - June 30, 2017 (FY17) 2.0% base wage increase to both salary tables

Add:

July 1, 2017 – December 31, 2017 (FY18) 1.0% base wage increase to both salary tables

January 1, 2018 – June 30, 2018 (FY18) 1.0% base wage increase to both salary tables

July 1, 2018 – June 30, 2019 (FY19) 2.0% base wage increase to both salary tables

8. Article 27 Wage Schedule

Add new section

27.3 Merit Step Increase

There shall be a new Step 11(new table)/Step 15(old table) – Merit Step added to the Wage and Classification Schedule as of July 1, 2017. This Merit Step shall be 2.5% greater than Step 10(new table)/14(old table). Any employee who has been at the maximum step of his/her range for a minimum of three years, shall be eligible for the Merit Step Increase, provided that that performance review and all performance reviews have indicated a "meets" or "exceeds" expectations level in all areas of the review for the prior three years. Said Merit Step shall be at the sole discretion of the Town Manager or designee and shall not be subject to Article 5, Conflict Resolution, of this Agreement.

9. Article 26 Duration

Change the dates from July 1, 2015 – June 30, 2017 to "July 1, 2017 – June 30, 2019".

Signed this _____ day of _____, 2017

Town of Lexington

Lexington Municipal Employees Association

Carl Valente
Town Manager

Kathy Fox, Co-President

Bruce Dempsey, Co-President

Witness

Witness

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Review Board of Selectmen FY2018-19 Goals and Progress to Date (30 min.)

PRESENTER:

Board Discussion

ITEM NUMBER:

I.11

SUMMARY:

The Board will provide an overview of the progress to date regarding the FY2018-19 Board of Selectmen Goals.

SUGGESTED MOTION:

N/A

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

9:05 p.m.

ATTACHMENTS:

Description	Type
 FY2018-19 Selectmen Goals	Backup Material

Board of Selectmen: Goal Setting Ranked Priorities FY 2018-FY2019

	Topic Areas	Proposed Selectmen Goals	Proposed Selectmen Policies	Selectmen lead
	High Priority			
1	Public Safety Facilities	<p>Establish design plans and determine location for swing space and permanent Fire and Police facilities.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Review conceptual design for Fire Station. Schedule for Town Meeting vote. 2. Continue to evaluate the mitigation that might be necessary to alleviate service impacts of temporary Fire and Police swing space. 		Suzie/Peter
2	Affordability for the Residents	<p>Revisit residential tax-exemption and other options to help vulnerable residents. Develop a process for evaluating what is an appropriate amount of a tax increase, given the need for a debt exclusion. Will school enrollment growth impact budgets; if so School Committee should inform BOS immediately. Collect additional data on the impacts of tax increases to low-income households.</p> <p>Action items:</p> <p>Mr. Pato has created a working group to consider:</p> <ol style="list-style-type: none"> 1. Update target early fall/2017 for revisiting tax exemption for vulnerable residents. 2. Consideration of residential tax exemption and other programs to help keep seniors in their homes. The Real Estate Residential Exemption may shift some of the tax burden from smaller-valued homes to larger-valued homes. The effect of the residential exemption may make the real estate tax more progressive - with the result that living in an existing smaller home becomes more affordable, and larger homes are taxed at a higher relative premium. 3. Increase the awareness of senior housing issues and collaborate with existing Town committees. 4. Explore innovative housing options with Lexhab, Lexington Housing Authority, Lexington Housing Partnership 5. Review the Sudbury Tax Relief Special Legislation 	<p>The need for program cutbacks may eventually be considered. Expand communication with the School Department and School Committee during budget season. Identify sustainable funding sources for new projects.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Define policy, seek agreement from policy makers on the "correct" amount for capital debt exclusion for all projects before the Town. 2. Define circumstances for which Selectmen would consider an operating override. Send clear policy signals and set expectations regarding when BOS would or would not support an operating override. Consider changing the income threshold to to 120% of Area Median Income (~\$124,000 for a family of four) to qualify for low/moderate income housing. 3. Evaluate the impact of reducing the CPA surcharge during the period when exempt debt services is placing pressure on property taxes. 	All/Joe

Board of Selectmen: Goal Setting Ranked Priorities FY 2018-FY2019

	Topic Areas	Proposed Selectmen Goals	Proposed Selectmen Policies	Selectmen lead
3	Capital Planning	<p>a. Adopt a Town-wide Facilities Master Plan, preferably with projected funding requirements in then-year dollars, as soon as practical. Include 30-year bonding and financial planning for Lexington High School renovation or replacement in all modeling. Provide a range of models for each project to help evaluate true costs and cumulative effects as part of decision-making process. (This plan must be integrated with the School Master Facilities Plan.) A Town-wide Facilities Master Plan would allow a benchmark against which we can both mark progress and evaluate Capital options.</p> <p>b. Develop and adopt a model “Capital-Project Matrix/Timeline” template to be used and maintained for each major Capital Project. At this time, it is not clear when or if each of the stakeholders in a Capital Project (e.g., the Town’s Boards, Committees & Commissions, the public, etc.) should be brought in to participate on any major Capital Project. While exceptions may be made, having such a “roadmap” for each Capital Project would provide a basis for consistent actions across the spectrum of major Capital Projects.</p> <p>c. Continued discussion regarding expanding capacity at school facilities.</p>		Joe/Doug
4	Recreational Marijuana Zoning	<p>Work with Town Counsel to explore options of opting out and/or rezoning. BOS needs to determine its position.</p> <p>Action items:</p> <ol style="list-style-type: none"> 1. Submit STM article for Fall/2017 		Michelle/Doug
5	Comprehensive Plan	<p>Provide guidance during comp plan development. Assign Selectmen liaison to committee.</p> <p>Consider a Bicycle Plan for the Town of Lexington as part of the forthcoming comprehensive transportation planning process.</p> <p>Collaborate with the Planning Board to help evaluate potential impacts of Plan outcomes.</p>		Joe/Michelle
6	Planning/Housing	<p>Balanced Housing and Public Benefit Development Housing Bylaw: Consider whether the intent of these two bylaws should be combined since we see more Balanced Housing developments, which create 'smaller' units, but do not create affordable units, and few Public Benefit developments, which, if approved, result in the creation of affordable units.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Clarify/strengthen Town's policy on requiring affordable units in consideration for denser development (zoning relief). 2. Joint meeting with Planning Board to develop article for ATM 2018 	No density increase without affordable units.	Peter

Board of Selectmen: Goal Setting Ranked Priorities FY 2018-FY2019

	Topic Areas	Proposed Selectmen Goals	Proposed Selectmen Policies	Selectmen lead
7	New Revenue Sources	<p>Action Items:</p> <ol style="list-style-type: none"> 1. Review cemetery design options at schematic level. Explore options of constructing family gathering room on site at cemetery to establish new source of revenue. 2. Consider betterments or other revenue streams for sidewalk project. 3. With increasingly stringent federal mandates, it is anticipated that stormwater management costs will escalate in coming years, with an impact on the Town's operating budget. The Town should continue its evaluation of alternative funding options for stormwater management costs, recognizing that: (a) the addition of or increases in fees have an equal or greater financial impact on residents than increases in taxes, but (b) a fee structure may allow better matching of payments with user burdens on the system and the establishment of positive incentive structures. 4. Explore public/private partnerships for Community Center expansion. 	Evaluate new revenue sources to support the budget, particularly the capital budget. A potential source is a Stormwater Management Utility with abatement options.	All/Michelle

Board of Selectmen: Goal Setting Ranked Priorities FY 2018-FY2019

	Topic Areas	Proposed Selectmen Goals	Proposed Selectmen Policies	Selectmen lead
	Medium Priority			
8	Sustainability; Standards and Process for Building Projects	<p>Integrate sustainability design into building projects (have PBC and SLC, with any needed input from the Energy Committee, develop a model for integrating sustainability design requirements at the beginning of project specification; specify requirements in the context of a recognized design framework (e.g., LEED). Expand upon LEED requirements to incorporate concepts around healthy buildings, energy efficiency, and other stretch goals not yet captured in LEED. Improve process for working with multiple committees to reduce consultant costs, increase understanding of outcomes, reduce design delays, incorporate community objectives.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Continue coordination between the Sustainable Lexington, Permanent Building Committee, Energy Conservation Committee, Capital Expenditures Committee, and Appropriation Committee. 2. Support development of a communications and publicity program aimed at informing Lexington's residents of the energy conservation initiatives and accomplishments. 3. Continue installing solar panels at town and school facilities, as well as open land, as opportunities arise. Opportunities include car ports, Hastings and Diamond Middle School. Pursue all available federal, state and utility funding for any conservation measures. 	<p>Action Items:</p> <ol style="list-style-type: none"> 1. Consider a "Better Building" policy - continuous improvement of our standards for building "health" and sustainability - when embarking on construction or renovation projects. Develop clearly defined policy objectives for new or renovated municipal buildings. 2. Clarify committee role, PBC, and DPF. 3. Clarify Boards Goals regarding Sustainable Building Design. 4. Adopt a Sustainable Design Policy as proposed by the PBC, Sustainable Lexington Committee and Energy Conservation Committee. 5. Consider Sustainable Lexington's energy-savings initiatives for residents and commercial business. 6. Support the "Getting to Net Zero" effort. 	Peter/Joe
9	Public Information & Communication	<p>Work with CIO to make information more accessible to citizens. Centralize emergency notifications, consider survey tools to get a representative sample of community opinion.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Work with staff to establish a protocol to continually put out the same, need-to-know, public information on website and social media. 2. Work with staff to set up information tables at flu clinics and public pools. 3. Work with staff to provide basic translation services on the Town's website; Recruit qualified volunteers to assist. <p>Identify steps to take by the Board, given staff workload/availability to continue to connect with residents. Need to look at cutting edge cost effective solutions to connect with residents; ongoing effort to get info out there</p> <p>Action items:</p> <ol style="list-style-type: none"> 1. Look at creating an "Actions Taken by the Selectman" Report as an easy way to convey BOS decisions to the public. 2. Consider engaging outside firm (through PIR in FY19 budget) to establish engagement plan for both municipal and school. 	<p>General goal to identify community engagement models. Develop policy, standard communication, outreach and polling plan to be applied in different types of situations.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Determine if interest exists for collaboration with the School Department to improve communication with residents and the broader community and how. 2. Explore local professional resources for strategies and best practices towards crafting a municipal communication plan. 3. Improve transparency on key municipal and school issues. 	Suzie/Doug

Board of Selectmen: Goal Setting Ranked Priorities FY 2018-FY2019

	Topic Areas	Proposed Selectmen Goals	Proposed Selectmen Policies	Selectmen lead
10	COMPLETE STREETS	<p>Provide safer passage for all modes of transportation - with a focus on expanding accommodations to non-automobile modes of transportation. Complete workable plans for the Center Streetscape project.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Continue to educate public on Complete Street concept and apply for state grants to help fund a Complete Streets initiative. 2. The Hartwell Avenue area TMOD Plan is a priority for the Planning Board, especially if the Selectmen are interested in additional economic development activity in the area. 3. An increased emphasis on bicycle safety education and on renewing our bicycle friendly status (and perhaps improving from bronze level to silver) has been requested by the Bicycle Committee to be considered as part of complete streets. 	<p>Safe-passage for all modes of transportation as a priority - higher than aesthetics. Support the incorporation of transportation-related infrastructure along with policies that advance implementation of Complete Streets initiatives. Examples include shelters at key bus stops, transportation information kiosks at key locations, and first & last mile bicycle and pedestrian connections. TAC suggests that bus shelters for key Center locations, similar to the one recently installed in front of Beth Israel on Bedford Street, be added to the Center Streetscape plan and that non-intrusive ways of providing the type of transportation information suggested in this goal be provided at these locations.</p> <p>Add a specific policy to Complete Streets incorporating current best practices for identifying tree planting locations and planting practices for street trees.</p> <p>Implement the new 20/25 mph guidelines adopted by Town Meeting and BOS.</p>	Michelle
11	Road and Sidewalk Maintenance	<p>Improve Pavement Condition Index (PCI rating).</p> <p>Board to review draft of staff sidewalk request ranking system.</p> <p>Need to add an element of the sidewalk ranking to include speed and volume on a road and bring to Board for approval as a new policy. More clearly identify target PCI for both roads and sidewalks.</p> <p>Contract with PathVu to measure the current smoothness and vibration of walkways.</p>	<p>For future public pedestrian pathways, consider the purchase of special equipment that measures smoothness/vibration, fully adopt the new standard for vibration, and integrate the assessment of sidewalk vibration into the Town's workflow protocols for design, installation, inspection, and maintenance.</p> <p>Consider a betterment policy for sidewalks.</p>	Michelle
12	Transportation-related	<p>Work with TSG to review, clarify and update existing policy on traffic calming and traffic calming implementation.</p>	<p>Provide TSG with direction regarding the phasing of traffic calming options when petitioners request that more aggressive options be implemented in the initial phase.</p> <p>Review options for one way streets, time-restricted passage</p>	Michelle
13	Youth Issues	<p>Monitor work of the Youth Coalition.</p> <p>Action item:</p> <ol style="list-style-type: none"> 1. Joint meeting with School Committee and Human Services Committee to discuss Town/School roles/responsibilities in mental health services. 	<p>Need to reevaluate Town's role(s) with youth in Lexington.</p> <p>Assess possible overlaps in Town committees (Human Services, Youth Services Council, Lexington Youth Commission) and School Committees (SHAC).</p>	Doug
14	Vacant Buildings	<p>Find uses for empty buildings: Muzzey Condo Space, Hosmer House, Ellen Stone Building, Carriage House at Community Center</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Create volunteer committee to study use options and report to BOS. 		Peter/Doug

Board of Selectmen: Goal Setting Ranked Priorities FY 2018-FY2019

	Topic Areas	Proposed Selectmen Goals	Proposed Selectmen Policies	Selectmen lead
15	Parking Requirements in Zoning Bylaw	Continue Center parking management initiative. Action Items: 1. Provide direction, feedback and support to the PB regarding parking requirements.		Peter
Low Priority				
16	Investigate a reduction in the CPA surcharge	Form a small working group (3-5 members) to study impact and track any updates from the State House.	In light of the potential increase in residential taxes due to upcoming debt exclusion votes, and also because there is a likelihood of a reduced state match of CPA funds, should the town consider reducing the CPA surcharge from the current 3%. This would financially help our residents who are on fixed incomes.	Joe
17	CPC Projects	Evaluate the CPA project requests early in the budget process as the CPC can be delayed in forming recommendations on applications before it, while waiting for the Board of Selectmen to take a position on the proposed projects. This, in turn, delays pertinent information reaching the Finance Committees and can result in time wasted vetting projects that ultimately are not brought forward.		Joe
18	Public service impacts of changing demographics, diversity	Adopt 20/20 Vision Demographics Subcommittee recommendations on engaging minority residents in town activities. Action Items: 1. Work with staff to recruit residents with dual-language skills to assist in translation for publication materials. 2. Consider training for retail establishments. 3. Town should offer short term projects with regard to Committee and Board appointments. 4. BOS representative should attend civic/ethnic/racial organizations that are active in the Town.	Encourage linguistic diversity among Town staff when hiring. Recruit new members with an eye toward diversifying Committee membership, representing Lexington across the lifespan. Action: 1. Investigate staff learning basic language skills. 2. Investigate universal visual signs, on-line translation services.	Suzie/Joe
19	Annual Town Meeting - Warrant	Consider by-law change for delivery of warrant. Action Items: 1. Should/needs to come to fall STM; Bring to the Fall STM so that we are clear for the next ATM		Suzie

Board of Selectmen: Goal Setting Ranked Priorities FY 2018-FY2019

	Topic Areas	Proposed Selectmen Goals	Proposed Selectmen Policies	Selectmen lead
20	Ad Hoc Committee - HISTORIC DISTRICT COMMISSION transition to 40C enabling legislation	Create an ad hoc committee to evaluate changing Historic district commission from special legal authority to MGL authority.		Suzie/Michelle
21	Noise Bylaw	Provide guidance and direction to the noise committee to pursue quiet landscaping equipment and/or bylaw development for use of blowers & mowers; assist and support the noise committee in pursuing highway sound barriers from MassDOT/Federal Highway.		Peter/Michelle

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Ad Hoc Residential Exemption Policy Committee - Revise Charge and Appoint Members
(15 min.)

PRESENTER:

Joe Pato

ITEM NUMBER:

I.12

SUMMARY:

The Board is being asked to revise the Ad Hoc Residential Exemption Policy Committee charge to increase the number of committee members from 5 to 7 given the amount of work being asked of this committee.

The Board is also being asked to appoint the following as the members of the Ad Hoc Residential Exemption Policy Committee and designate them as Special Municipal Employees:

- Mark Andersen, Vicki Blier, Howard Cloth, Katie Cutler, Charles Mabardy, Thomas Whelan and John Zhao.

SUGGESTED MOTION:

Move to amend the Ad Hoc Residential Exemption Policy Committee charge to increase the number of committee members to seven (7).

Move to appoint the following as members of the Ad Hoc Residential Exemption Policy Committee as Special Municipal Employees:

- Mark Andersen, Vicki Blier, Howard Cloth, Katie Cutler, Charles Mabardy, Thomas Whelan and John Zhao.

FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

9:35 p.m.

ATTACHMENTS:

Description	Type
❏ DRAFT Amendment- Adhoc 40C Committee Charge	Backup Material
❏ Application - M. Andersen	Backup Material
❏ Application - V. Blier	Backup Material
❏ Application - H. Cloth	Backup Material
❏ Application - K. Cutler	Backup Material
❏ Application - C. Mabardy	Backup Material
❏ Application - T. Whelan	Backup Material
❏ Application - J. Zhao	Backup Material

Ad Hoc Residential Exemption Policy Study Committee

- Members:** ~~Seven~~ Five voting members. At least one and up to two liaisons from the sitting Board of Selectmen.
- Appointed by:** The Board of Selectmen
- Length of Term:** Terms end upon delivery of recommendations to the Board of Selectmen in accordance with the deliverables schedule outlined below.
- Meeting Times:** As determined by the Committee. A minimum of one evening meeting to solicit public comment shall be required.
- Description:** Preserving affordability for residents is the Board's top financial goal. This ad-hoc committee will continue the work of a fact finding working group formed to study the Residential Exemption and analyze if adopting the exemption could help reduce the property tax burden and make it easier for residents to remain in their homes. The ad-hoc committee will focus on identifying policy questions and will make recommendations to the Selectmen regarding the residential exemption.
- Deliverables:** By June 15, 2018, the ad-hoc committee will present policy recommendations and implementation options to the Board of Selectmen based on completing the following tasks:
- Review and update the analysis prepared by the preceding working group.
 - Characterize the expected effects of adopting the exemption on:
 - Residents including:
 - Seniors
 - Tenants
 - Residents whose homes are in trust
 - The Lexington real estate market – including purchasers and developers.
 - Describe fairness issues associated with implementing the exemption.
 - Summarize the experience and implementation practices of communities that have adopted the exemption.
 - Summarize the results of a public information and comment session to obtain general feedback on implementation of the exemption from Lexington residents.
 - Other topics and tasks the committee deems relevant to making a comprehensive policy recommendation.

Criteria for Membership: Members shall demonstrate sound business experience or good judgment and represent a balanced cross-section of the community.

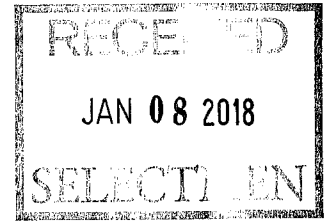
Staff Support: The committee will have access to the Assessing department to understand local issues in implementation of the exemption.

Prior to serving as a member of this committee, members are required to:

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

Reference: Charge adopted by the Selectmen on December 4, 2017

**APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP**



Board/Committee of Interest: 1. Residential Exemption Policy Study Committee 2. _____
3. _____ 4. _____

Would you consider another Committee: perhaps

For how long should we keep your application on file? 1 yr.

Full Name: MARK ANDERSEN Nickname: _____

Preferred Title (please circle) Mr./Ms./Mrs./Other: Dr.

Home Address: 2 Thorcan Road Zip: 02420

Length of Residence in Lexington: 20 yrs

Occupation: Analytics

Work Address: 275 Wyman Street, Waltham

Phone: Home _____ Work _____ Fax _____
Cell _____

E-mail: Primary: _____ ry: _____

If you currently serve on a Board or Committee, please identify: _____

Special Training, Interests, Qualifications: CFA, Data Analyst on Local Taxes
(see mylocaltaxes.com)

Have you been asked by a Committee to become a member? _____

How did you hear about the Committee? forwarded emails

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: [Signature] Date: 1/5/2018

MARK V. ANDERSEN, Ph.D., CFA

SUMMARY

Multidisciplinary, hands-on leader applying insights to drive value through analytics, machine learning, and economic analysis. Seeking opportunities with data-driven, high-performing, collaborative organizations.

SKILLS

Technical: Analytics, machine learning, python, SQL, Tableau

Financial: Economic analysis, financial planning & analysis (GM, ROI, capital analysis), KPIs/metrics

Operational: Management, lean, quality, factory physics, forecasting and planning, production systems

Communication: Visualization, speaking (Toastmasters), writing, global relationships

CIMPRESS (formerly VISTAPRINT), 2005-present

Senior Director, Platform Analytics (previously Global Product Strategy and Analytics), 2016-present

- Evangelist for analytics and machine learning applications supporting Cimpres's platform strategy
- Currently applying machine learning and image algorithms to customer documents driving an increased understanding of design practices and reducing printing faults
- Led re-engineering effort to streamline data analysis and processing, using python (pandas) to integrate multiple data sources and feed cross-division analytics and interactive visualizations (e.g. Tableau).
- Developed data transparency strategy for merchants and manufacturers integrated into platform.

Senior Director, Quality Strategy and Analytics, 2015-2016

- Envisioned and directed implementation for Rapid Incoming Design Inspection Tool, an intern project allowing 1.5 million low cost inspections, saving more than \$500K/year, and creating a training data set.

Senior Director, Manufacturing and Supply Chain Analytics, 2011-2015

- Provided analytics and strategy support for the Chief Manufacturing Officer including quantitative models and insights in operations and finance. Supported KPIs and metrics across 5 plants.
- Developed mission, organization, competency models, functional planning and roadmap for a global analytics function. One year expat assignment in Switzerland center of excellence to establish team.
- Led team in driving insights across breadth of Vistaprint functions: plant operations (factory physics), supply chain, logistics, industrial engineering, systems engineering, quality systems, lean manufacturing, marketing, finance, software technology, business intelligence and R&D.
- Led outbound distribution component of global production network design, while providing data and strategic insight for supply chain and manufacturing. Key contributor to network strategy, driving recommendation to avert planned investment with multi-million annual net loss.

Senior Director, North America Finance, 2009-2011

- Established Vistaprint North America business unit finance, creating processes and technology to support decentralized budgeting and support 40 cost center owners.
- Led financial support for NA President; developed manufacturing benchmark and GM analysis.

Director, Fulfill Demand Capabilities Development, 2007-2009

- Led shipping optimization initiative which re-architected the shipping system, while identifying and creating cost optimizations saving more than \$2 million/year.
- Led RFP in digital press technology. Supervised press and substrate evaluation, developed cost evaluation and optimization models, leading to material cost savings in excess of \$1 million/year.
- Established Planning and Control function, forecasting space requirements for master planning and developing systems to evaluate and avoid unnecessary plant capital equipment.
- Established Manufacturing Analytics function to support plant operations and logistics.
- Revised standard cost process, creating framework for annual calculation and cost change management for all manufactured SKUs.

MARK V. ANDERSEN, Ph.D., CFA

CIMPRESS (continued)

Technology Manager, Marketing Development, 2005-2007

- Designed website translation process and system for international websites. Leveraged translation memory to ensure efficient site maintenance without dedicated translators.
- Integrated Visual Sciences web analytics tools into website, undergirding website analytics.
- Led project to identify, procure and integrate issue tracking and ITIL systems (Jira, Infra).
- Re-architected website split run technology to improve scalability and test evaluation.

EVARE, 2004-2005

Senior Technologist, DBA

- Database architect optimizing transaction processing, replication, and queuing integration.

WELLINGTON MANAGEMENT COMPANY, 2003-2004

Vice President, Senior Systems Analyst. Quantitative Investment Systems

- Reengineered daily and monthly fixed income (FI) benchmark data system.
- Resolved recurring problems with company-wide morning report timeliness.
- Integrated MBS loan disclosures and back-tested fixed income default risk models.

MERRILL LYNCH, INTELLIGENT TECHNOLOGIES GROUP (acquired DESoFT), 1999-2002

Vice President. Project Manager, Performance Tuner

- Managed creation and launch of manual order review system critical to ML internet brokerage launch.
- Technical advisor for data aggregation initiative with Yodlee.com.

D.E. SHAW FINANCIAL TECHNOLOGY (DESoFT), 1996-1999

Database Designer, Performance Tuner, Developer

- Reengineered brokerage application database patterns and tuned application performance.

BOSTON TREASURY SYSTEMS, 1993-1996

Senior Software Engineer. Architect, Developer

- Architected and tuned multi-platform, client-server treasury system for front, middle, and back-office FX, money market, futures, options, and derivatives products.

Pre-1993: 6502 video game development, database optimization, and creditor management.

EDUCATION

- Chartered Financial Analyst, CFA. Exam Years: 2004-6. (Member: Boston Security Analysts Society)
- PhD, **Harvard University**, Political Science, 1996. (Statistical methodology, economics)
- MS, **Case Western Reserve University**, Computing and Information Sciences, 1992. (GPA: 4.0/4.0)
- AM, **Harvard University**, Political Science, 1991. Economics cognate.
- SB, SB, **MIT**, Physics, Political Science, 1989. (GPA: 5.0/5.0) Phi Beta Kappa. Sigma Pi Sigma.
- Valedictorian, **Mater Dei High School**, 1985.

MARK V. ANDERSEN, Ph.D., CFA

PATENTS

- *System and Methods for Translation Processing*. Andersen, Torres-Rocca, 2007. Patent 8,606,606 B2.
- *Translation Processing Using a Translation Memory*. Torres-Rocca, Andersen, 2007. Patent 8,606,607 B2. These patents describe a system for a scalable workflow to translate web pages and embedded product and promotional details in dozens of languages leveraging translation memory.
- *Order Aggregation System and Method*. Andersen, Hescock, Cohen, Weinberg, Knott, 2009. Patent 12/428,692 (Australia).
This patent describes a process for integrating awareness of customer order patterns into plant scheduling to save outbound logistics costs.

PUBLICATIONS

- *Communities and Curriculum: The Distribution of Educational Opportunities in Massachusetts*, Ph.D. Thesis, 1996. This work used a statistical data set for Massachusetts and case studies of two secondary schools to determine which factors drive availability of curriculum in schools. School size was found to be more important than school expenditures and community factors in determining curricular opportunities.
- *The B-2 Bomber: A Comparative Assessment*, MIT Program in Science and Technology for International Security, 1989. Cost analysis of the B-2 platform and stealth technologies, arguing that the cost of the B-2 bomber exceeded its strategic value for the nuclear portfolio.
- "Some Applications of Emerging Technology" in Kosta Tsipis, *New Technologies, Defense Policy, and Arms Control*, 1989. This content also appeared as Tsipis, Kosta and Andersen, Mark, "New Technologies and Defense Policy for the European Theater," 1992. This work examined the role which emerging technologies would have in military operations. Many of these innovations have been subsequently introduced in the US armed forces.

LEADERSHIP ACTIVITIES

- Metabook co-founder (www.metabook.com) and technical advisor. 2015-present
- Harvard University, International Student Host, 2015-present
- Lexington, Town Meeting Member, 2000-1, 2017-present
- Lexington Enrollment Working Group (supporting public school superintendent), 2014
- MIT Reunion Gift Committee, 2013-4
- Massachusetts Association for Gifted Education (MAGE), President, Chairperson, 2001-8
- Gifted & Talented Advisory Council to the Mass. Board of Education. Council Member, 2002-5
- Toastmasters, Advanced-Silver, 1996-2007. President. Division Contest Winner 2002. Seeded Toastmasters at Vistaprint 2012.

**APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP**

Board/Committee of Interest: 1. Ad Hoc Residential Exemption 2. Policy Study Committee
3. _____ 4. _____

Would you consider another Committee: yes

For how long should we keep your application on file? 1 yr.

Full Name: Victoria L. Blier Nickname: Vicki

Preferred Title (please circle) Mr./Ms./Mrs./Other: Mrs.

Home Address: 41 Shade Street Zip: 02421

Length of Residence in Lexington: 30+ years

Occupation: retired

Work Address: _____

Phone: Home _____ Work _____ Fax _____
Cell _____

E-mail: Primary: _____ Secondary: _____

If you currently serve on a Board or Committee, please identify: Selectmen's Tax Deferral and Exemption Study Com.

Special Training, Interests, Qualifications: I worked on two previous studies of the Residential Exemption

Have you been asked by a Committee to become a member? _____

How did you hear about the Committee? I was in the previous working group

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature:  Date: 1/4/2017

**APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP**

Board/Committee of Interest: 1. Ad Hoc Residential Exemption Policy Study Committee 2. _____
3. _____ 4. _____

Would you consider another Committee: Perhaps but the Ad Hoc Residential Exemption Policy Study Committee is my interest

For how long should we keep your application on file? no limit

Full Name: Howard Cloth Nickname: Howard

Preferred Title (please circle) Mr./Ms./Mrs./Other: Mr.

Home Address: 19 Sherman St. #1 Lexington MA Zip: 02420

Length of Residence in Lexington: 12 years

Occupation: retired

Work Address: n/a

Phone: Home _____ Work _____ Fax _____
Cell _____

E-mail: Primary: _____ Secondary: _____

If you currently serve on a Board or Committee, please identify: n/a

Special Training, Interests, Qualifications: Attorney; health care delivery; senior matters
see attached resume

Have you been asked by a Committee to become a member? no

How did you hear about the Committee? Pat Costello

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: _____ Date: 12/27/2017

Summary

- Expertise in the effective delivery of primary health care from a patient's perspective, especially:
 - lifestyle modifications to decrease patients' risk factors;
 - presenting as 'standardized patient' with risk factors during visits with medical students in a clinical setting;
 - implementation of key patient-centered medical home concepts by primary care practice.
- Leadership position at the Board and chapter level of an all-volunteer social network of Lexington MA seniors residents providing social, emotional, and practical support from member to member to our target population – the "well aged".
- Accomplished home cook who has successfully transformed his behavior around food toward a healthier lifestyle, a more nutritious diet and a significant loss in weight and leveraged these accomplishments into a series of instructional videos.
- Coach and resource for all walking-related subjects (e.g., training, technique, stretching exercises, footwear, apparel).

PRE-RETIREMENT

- Provider of results-oriented and pre-emptive compliance solutions for non-profits, the businesses that service them and their charitable solicitation activities.
- Resourceful, dynamic legal advocate and advisor with more than 25 years of experience resolving diverse client problems.
- Motivational leader with 15 years project management experience in non-profit, corporate and government sectors.
- Expertise in mentoring, training, public speaking, persuasion and fundraising.

Post-Retirement Experience

Patient Advisory Member, Primary Care Practice Quality Improvement Team

April 2013

– Present (Arlington, MA)

FPG is part of one of the fastest-growing innovations in medical care called the "patient – centered medical home". A vital component involves incorporating patients as "partners" in the transformation process.

- Recipient: Patient Partner Award, Harvard Medical School Center for Primary Care 5th Anniversary Celebration, October 2016
- Presenter: Kick-off Presentation, Harvard Medical School Academic Innovations Collaborative CARES Learning Session #6, June 2016
- Presenter: Address to Massachusetts Dietetic Association Conference, April 2016
- Patient Profile: Featured on Harvard Medical School Center for Primary Care web site
- Participant: October 2015 'patient shark tank' at Harvard Medical School Center for Primary Care's "Innovations Conference" at which innovative ideas were pitched to patients by five teams coming out of the InciteHealth program, an accelerator program focused on transforming primary care through new ventures

HOWARD B. CLOTH

- Participant: Weekly/monthly *FPG* Quality Improvement Team Meetings

Standardized Patient for Motivational Interviewing

Tufts

September 2015 – Present (Malden, MA) [*Eight sessions per academic year*]

Presents as 'fictional' patient with the history of a present disorder, past medical history, physical exam results, body language and emotional and personality characteristics during demonstrations. Provides feedback in person after interviewing; evaluates and assess students' skills and progress in moving Standardized Patient from "pre-contemplative" to "contemplative" state regarding lifestyle (nutrition/exercise) modifications as a way to decrease patient's risk factors.

Presenter: Annual Keynote Address on Group Visits for Lifestyle Modification

June 2015 – Present (Boston, MA) [*Annually, each June*]

Shares his experience regarding the effectiveness of Wellness group visits at *FPG* of which he's been a part since 2010 as part of the Annual Keynote Address on Group Visits at Tufts University School of Medicine's Competency-based Apprenticeship in Primary Care (CAP) Workshop on Lifestyle Modification.

Principal, Chef, Host and Producer

June 2012 – Present (Lexington, MA)

HCWH is the producer of a series of instructional videos focused on making the "healthy preparation of nutritious food" a more transparent, accessible, delicious, and easier alternative for the typical family. The series is currently in production in the studios of LexMedia, Lexington MA's local access cable channels, with 3 episodes available for viewing.

Principal, Coach and Trainer

September 2011 – Present (Lexington, MA)

WWH is a walking clinic for those who are interested in getting started with 'walking' for its cardiovascular/aerobic benefit and to help those who have already begun a walking program, in raising it up a notch.

Board Member and Chair, Publicity/Community Awareness Committee

Lexington At Home May 2015 – Present (Lexington, MA)

HOWARD B. CLOTH

Lexington At Home is an association of Lexington senior residents who plan to stay in their homes as long as possible as they age. Celebrating its 10th anniversary in 2018, Lexington at Home is an all-volunteer organization, with no paid staff that has grown to more than 150 members organized into chapters, to keep gatherings manageable and foster the development of personal relationships within the chapter. The chapters are named for Colonial patriots. Its goal is to help members maintain their independence by forming a social network that provides mutual support and access to resources within and beyond the group.

Pre-Retirement Experience

Chief Compliance Officer

Share Group, Inc. January 1999 – May 2010

As Chief Compliance Officer for this professional fundraising firm, principal responsibilities included:

- supervising the annual state registrations of the charitable solicitation campaigns for more than 150 non-profit/charitable organization clients,
- the annual state renewals of the company's own state registration as a professional fundraiser and the registration renewal more than 300 individual fundraiser/solicitors,
- drafting and revising all client contractual and solicitation documents,
- serving as liaison with both state charitable solicitation officials and staff members of the non-profit clients on registration-related matters,
- advising internal staff on registration-related matters.

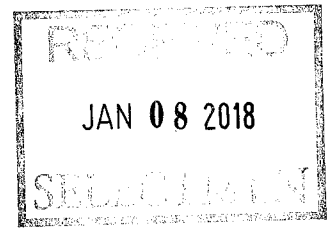
Education:

- Boston University School of Law, Boston, MA (Juris Doctor)
- University of Michigan, Ann Arbor, MI (Bachelor of Arts)

Other Professional Career Accomplishments

- Principal and co-founding member of law firm
- Vice President, General Counsel and Corporate Secretary of a publicly-traded NJ-based company
- Office of General Counsel and Special Counsel, Federal Reserve Board, Washington, DC

APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP



Board/Committee of Interest: 1. Residential Exemption Policy Study Comm. 2. _____
3. _____ 4. _____

Would you consider another Committee: _____

For how long should we keep your application on file? _____

Full Name: Katie Ponty Cutler Nickname: _____

Preferred Title (please circle) Mr./Ms./Mrs./Other: _____

Home Address: 115 Kendall Road Lexington, MA Zip: 02421

Length of Residence in Lexington: 21 years

Occupation: Consultant - Recruitment, Business Development

Work Address: see above

Phone: Home _____ Work _____ Fax _____

Cell _____

E-mail: Primary: _____ Secondary: _____

If you currently serve on a Board or Committee, please identify: Town Meeting Member, LEF,
past positions PTO/PTA LHS Site Council

Special Training, Interests, Qualifications: _____

Have you been asked by a Committee to become a member? _____

How did you hear about the Committee? email

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: Katie Ponty Cutler Date: 1/3/18

Katie P. Cutler

Interest in joining the Residential Exemption Tax Policy Committee

Please consider me to join this ad-hoc committee. I have lived in Lexington for 21 years and last year was elected to Town Meeting Member for Precinct 4. During my first year as a member, I have seen true dedication from long standing citizens and thoughtful conversation regarding town issues. My interest in being a TMM stems from my desire to continue this work and be an active participant in the process. In addition, my interest in this committee stems from the changing times of all towns and communities especially Lexington. I would like to see a vibrant town that welcomes an economically diverse community and allows those residents to stay and live here.

I do believe it is our duty to investigate, debate, and create a proposal that welcomes all residents to Lexington.

Volunteer and Community Experience

Town of Lexington Elected Town Meeting Member

Lexington Education Foundation Vice President Student Ambassadors

Lexington High School, Vice President Parent Teacher Organization

President - Girls Field Hockey Boosters

Site Council Member - Lexington High School

Tulane University New England Parent Group

Temple Isaiah Sisterhood

Temple Emunah Sisterhood

Wild Harbour Estates Neighborhood Association

KATIE PONTY CUTLER

Proven life science sales and marketing manager with established track record for producing significant revenue growth and experience in generating new business. Hands-on team leader with experience recruiting and managing sales teams and history of excelling in dynamic, deadline-driven environments.

PROFESSIONAL EXPERIENCE

Reproductive Science Center of New England

9/02-4/12

Professional Liaison Manager

- Responsible for increasing referrals to a six-member fertility medical practice
- Collaborated with Executive Director, Physicians, and Marketing Coordinator to develop, and implement reproductive endocrinology sales and marketing strategies to area physicians (referrals) and to large patient base.
- Recruited, trained and managed a field team of Professional Medical Liaisons
- Assisted in developing brand placement for internet presence and social media.
- Promoted from Senior Liaison - 2009 - Awarded Sales Innovation Award - 2007

Innovex Incorporated

8/99-6/01

Recruitment Manager

- Recruited medical personnel for major pharmaceutical companies
- Analyzed territories' needs and decide on proper candidate selection
- Performed phone and face to face interviews, analyze candidates' qualifications, make hiring recommendations
- Coordinated open houses and call in days to increase candidate selection pool

AstraZeneca Pharmaceutical

4/89-7/99

Senior Account Manager – Psychiatric/Hospital Division

Recruiting and Team Management:

- One of six employees selected to create a newly organized psychiatric division
- Recruited and interviewed over 100 new employees ranging from entry level to senior account managers; trained new hires on corporate administrative policies and computer systems
- Mentored, trained, and evaluated sales personnel on pharmaceutical and health care industry and sales techniques
- Selected to participate on managed care training task force. Designed and presented training seminars for district and regional personnel ranging from competitive product selling to account management in managed care settings

Sales and Account Management:

- Developed and presented information on pharmaceutical risk pool management, formulary contract status and development, and formulary conversion programs to medical group decision makers
- Assisted medical groups with strategic business planning including disease state management and treatment protocols
- Oversaw the formulary acceptance of new psychiatric product at Harvard affiliated McLean Hospital (Belmont, MA) and at other area psychiatric hospitals
- Launched first psychiatric product to Boston West region and consistently exceeded sales targets
- Medical liaison to Veteran Administration system in New England. Coordinated efforts with Pharmacy and VISN members to place new psychiatric product on VISN formulary
- Coordinated Grand Rounds for area hospitals. Recruited physicians to speak on national and regional levels

Medical Sales Representative

1989-94

- Consistently exceeded sales forecast and member of the 100% club

Adler Associates

11/87-3/89

Jr. Account Executive

Trans National

9/86 –11/87

Production Coordinator

EDUCATION

Emmanuel College– Masters in Management (GPA 3.7)

Ithaca College-Ithaca NY- B.S. in Speech Communication, concentration in Public Communication

Community /Volunteer Experience

Town of Lexington	Elected Town Meeting Member
Lexington Education Foundation	Vice President - Student Ambassador Program
Lexington High School	Vice President Parent Teacher Organization
	President - Girls Field Hockey Boosters
	Site Council Member
	Vision Committee
Harrington and Clarke	Vice President PTO
Temple Isaiah	Sisterhood
Temple Emunah	Sisterhood
Wild Harbour Estates	Neighborhood Association
Belmont Hill School	Parent Association Class Representative
	Parent Admissions Team
Lawrence Academy	Member Alumni Council
Tulane University	New England Parent Group

Hand delivered
to BOS.



APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee of Interest: 1. RESIDENTIAL EXEMPTION 2. POLICY COMMITTEE
3. _____ 4. _____

Would you consider another Committee: PERTAINING TO TAXES - YES

For how long should we keep your application on file? _____

Full Name: CHARLES MABARDY Nickname: CHUCK

Preferred Title (please circle) Mr/Ms./Mrs./Other: _____

Home Address: 19 WHEELER RD - LEXINGTON - MA Zip: 02420

Length of Residence in Lexington: 20 YEARS

Occupation: OWNER/PRESIDENT - CONSTRUCTION COMPANY

Work Address: 50 MOONEY ST - CAMBRIDGE - MA - 02138

Phone: Home _____ Work _____ Fax _____

Cell _____

E-mail: Primary: _____ Secondary: _____

If you currently serve on a Board or Committee, please identify: VICE COMMODORE YACHT CLUB
MEMBER 30 YEARS - CHARLES RIVER

Special Training, Interests, Qualifications: ST. MARY'S CHURCH - BOARD OF DIRECTORS

ALEWIFE REVITALIZATION COMMITTEE

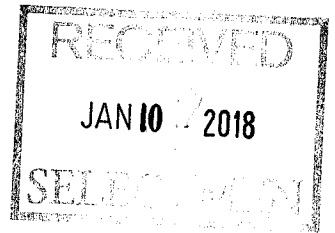
Have you been asked by a Committee to become a member? N

How did you hear about the Committee? BOSTON GLOBE

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: [Signature] Date: 1-8-18

I STARTED MY OWN BUSINESS IN 1968 DRIVING A TRUCK.
TODAY I HAVE 125 EMPLOYEES WITH SALES OF OVER 25 MILLION DOLLARS.
OWING 6 ACRES OF LAND IN CAMBRIDGE (ALEWIFE DISTRICT)



APPLICATION FOR APPOINTMENT

FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee of Interest: 1. Ad Hoc RESIDENTIAL EXEMPTION
POLICY STUDY COMMITTEE
3. _____ 4. _____

Would you consider another Committee: Yes

For how long should we keep your application on file? one year

Full Name: Thomas B. Whelan Nickname: Tom

Preferred Title (please circle) Mr./Ms./Mrs./Other: MR.

Home Address: 2 BALLARD TERRACE Zip: 02420

Length of Residence in Lexington: SINCE 1954

Occupation: FINANCIAL SERVICES EXECUTIVE

Work Address: RETIRED

Phone: Home _____, Work N/A Fax _____

Cell _____

E-mail: Primary: _____ Secondary: _____

If you currently serve on a Board or Committee, please identify: N/A

Special Training, Interests, Qualifications: EXTENSIVE EXPERIENCE (35 yrs) as

CEO WITH INTERNATIONAL CPA FIRMS. EXPERIENCED

COLLEGE INSTRUCTOR IN ACCOUNTING

Have you been asked by a Committee to become a member? NO

How did you hear about the Committee? BOSTON GLOBE (1-7-18)

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: Thomas B. Whelan Date: 1-10-18

(Resume attached)

THOMAS B. WHELAN
2 Ballard Terrace
Lexington, Ma 02420

SUMMARY: Creative human resources executive with hands-on experience in accounting, finance and administrative management in the financial services industry. Demonstrated ability to deal with rapidly changing environments.

EXPERIENCE:

Stonehill College, Easton, Ma

ASSISTANT PROFESSOR

Full-time faculty member teaching courses in Financial and Managerial Accounting. Faculty advisor to over forty undergraduates.

DiCicco, Gulman & Company, Woburn, Ma

EXECUTIVE DIRECTOR

Responsible for the human resources, financial and administrative management of this local CPA firm that doubled in size during my tenure with the firm..

Human Resources:

- Expanded campus recruiting program.
- Developed college relations campaign.
- Identified and hired experienced personnel for rapidly expanding practice.
- Instituted mentoring program for all personnel and 30, 60, 90 day review program for all new hires.
- Conducted annual salary and promotional reviews for all personnel.
- Updated firm's fringe benefit package.

Financial:

- Developed annual budgeting program.
- Instituted monthly collection effort to reduce past due accounts.
- Successfully coordinated merger with local accounting firm.

Grant Thornton, Boston, Ma

DIRECTOR OF HUMAN RESOURCES

DIRECTOR OF FINANCE AND ADMINISTRATION

Responsible for the human resources, financial and administrative management of the Boston office for this international public accounting firm.

Human Resources:

- Coordinated all professional recruiting activities.
- Developed campus recruiting program at eight New England campuses.
- Conducted annual salary and promotional reviews for all personnel.
- Developed programs and policies designed to create a high level of employee morale.

Financial:

- Prepared annual operating budget.
- Coordinated monthly collection efforts to minimize month-end investment levels.
- Analyzed monthly operating results and recommended action steps when needed.
- Developed special analyses and reports for office managing partner.

Ernst & Young, Boston, Ma

CHIEF FINANCIAL OFFICER

Responsible for financial planning and analysis, budgeting, cash management, cost analysis and development of financial systems and procedures for the New England area of this 'Big Four' public accounting firm.

- Successfully coordinated the merger of the New England practices of Arthur Young and Ernst & Whinney. Area increased from two to five offices, headcount from 250 to 800 and staff directly supervised from 5 to 15.
- Transferred the accounting functions of the Worcester, Manchester, Portland and Providence offices to the Boston area office. Reduced staff by five individuals in the local offices.
- Through an aggressive billing and collection campaign reduced area annual interest expense by 400K.
- Responsible for annual year end cash collection drive which exceeded established goals every year.
- Coordinated the sale of the Portland office practice to the local practice partners.
- Analyzed and developed reporting systems for charged hours, client discounts and local office profitability which enhanced the ability of the Area Managing Partner to manage the area practice.
- Prior to merger served as Director of Administration. Supervised a staff of 50. Successfully coordinated all administrative operations.

Laventhol & Horwath, Boston, Ma

DIRECTOR OF HUMAN RESOURCES AND FINANCE

Responsible for all aspects of the human resources, financial and administrative management of the Boston office for this international public accounting firm. Joined office shortly after merger with international organization. Office experienced dynamic growth expanding from 75 to 250 personnel during my tenure.

Human Resources

- Established a full service human resources department.
- Developed and coordinated annual campus recruiting program at major colleges and universities throughout New England that grew to a yearly hiring goal of 25.
- Created and maintained on-campus relations program with faculty, placement officials, and student organizations.
- Administered annual compensation reviews for all personnel.
- Coordinated professional staff attendance at national and local continuing professional education programs.
- Set up internal outplacement program for professional staff.

Financial

- Successfully coordinated mergers with three local accounting firms ranging in size from 12 to 60 personnel.
- Developed new financial reporting systems.
- Instituted billing and collection program which lowered inventory to nationally established levels.
- Independently prepared and presented annual business plan to firm management.
- Supervised internal accounting staff of five.
- Created local office financial reports and analyses which were adopted by national office.

Administrative

- Supervised office manager and an administrative staff of 40.
- Coordinated several moves and space expansions ensuring smooth and efficient transitions.

Boston College, Woods College of Advancing Studies, Chestnut Hill, Ma

PROFESSOR IN EVENING COLLEGE

Taught courses in Financial and Managerial Accounting

Boston College, Chestnut Hill, Ma

FACULTY MEMBER

Taught courses in Accounting and Finance

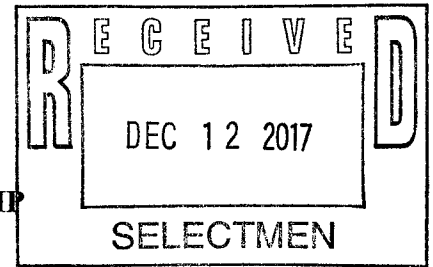
EDUCATION:

M.B.A. (cum laude), Boston University, Boston, Ma

Recipient of Graduate Teaching Fellowship from the Accounting Department

B.S. Accounting, Boston College, Chestnut Hill, Ma

APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP



Board/Committee of Interest: 1. Ad Hoc Residential exemption Policy Study
Committee

Would you consider another Committee: Residential tax exemption study committee

For how long should we keep your application on file? 2 years

Full Name: John Zhao Nickname: _____

Preferred Title (please circle) Mr./Ms./Mrs./Other: Mr.

Home Address: 10 Cooke Road, Lexington, MA Zip: 02420

Length of Residence in Lexington: 7 yrs

Occupation: Senior Consulting Manager, SAS Institute

Work Address: 10 Cooke Road, Lexington, MA (home office)

Phone: Home _____ Work _____ Fax _____
Cell _____

E-mail: Primary: _____ Secondary: _____

If you currently serve on a Board or Committee, please identify: _____

Special Training, Interests, Qualifications: BS. Management and MS. Economics

20+ yrs of consulting and management experience, volunteer at Lex Food Pantry, CAALPAC Chair

Have you been asked by a Committee to become a member? No

How did you hear about the Committee? Michelle Ciccolo talked about this upcoming committee during the CAAL's mini Citizen Seminar.

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: John Zhao Date: 12/12/2017

I came to Boston in 1994 when I joined Brandeis University as a research associate, and moved to Lexington in 2010. My wife Marieke and I have two children. Ester graduated from LHS this year, and Eric is a LHS junior.

I have been working for SAS Institute since 2004 and manage a consulting group for the company. My team uses data science and information technology to increase profitability for large retailers in US and Canada. I volunteer weekly at Lexington Interfaith Food Pantry, and actively organize and engage in CAAL events and activities.

Two of our neighbors, Ruth and Jim, have been living in Lexington for decades and now are in their 80s. I campaigned and voted YES to support our schools and the fire station. Now I want to volunteer for the Residential Tax Exemption Study Committee and help to address affordability for residents, especially our seniors like Ruth and Jim.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Liquor License - Change of D/B/A Yangtze River Restaurant to Sanyo (5 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.13

SUMMARY:

The Yangtze River Restaurant, Inc. has submitted all the necessary paperwork needed to request a change of their D/B/A name from Yangtze River Restaurant to Sanyo on their All Alcohol Restaurant Liquor License.

SUGGESTED MOTION:

Motion to approve the application for a change of D/B/A and issue an amended 2018 All Alcohol Restaurant Liquor License to Yangtze River Restaurant, Inc. d/b/a Sanyo, 21-25 Depot Square.

FOLLOW-UP:

Selectmen's office

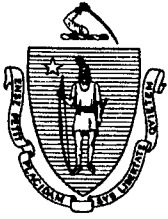
DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

9:50 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Liquor Licence Amendment application - Yangtze River	Backup Material



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

AMENDMENT APPLICATION FOR:

Change of Corporate Name, Change of DBA, Change of Legal Structure, Change of Class, Change of Category

Please complete this entire application. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)

Yangtze River Restaurant, Inc.

ABCC License Number

00003-RS-0612

City/Town of Licensee

Lexington

2. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: Wei

Middle:

Last Name: Jia

Title: Attorney

Primary Phone:

6175421548

Email: jiawei2001@msn.com

3. BUSINESS CONTACT

Please complete this section **ONLY** if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name: Yangtze River Restaurant, Inc.

Primary Phone: 7818616030

Fax Number:

Alternative Phone:

Email:

Business Address (Corporate Headquarters)

Street Number: 21-25

Street Name: Depot Square

City/Town: Lexington

State:

MA

Zip Code: 02420

Country:

USA

Mailing Address

☒ Check here if your Mailing Address is the same as your Business Address

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

AMENDMENT APPLICATION FOR:

Change of Corporate Name, Change of DBA, Change of Legal Structure, Change of Class, Change of Category

Please check the amendment that you are applying for and complete the corresponding section. Please refer to the requirements page for required documents.

☐ Change of Corporate Name

This is the License Entity
Name or the Business Contact

Last-Approved Corporate Name:

Requested New Corporate Name:

☒ Change of DBA

Last-Approved DBA:

Requested New DBA:

☐ Change of Corporate Structure

LLC, Corporation, Sole
Proprietor, etc

Last-Approved Corporate Structure

Requested New Corporate Structure

☐ Change of License Category

All Alcohol, Wine and Malt,
Wine Malt and Cordials

Last-Approved License Category

Requested New License Category

☐ Change of License Class

Seasonal or Annual

Last-Approved License Class

Requested New License Class

☐ Change of License Type*

i.e. Restaurant to Club

Package Store to Supermarket

Last-Approved License Type

Requested New License Type

*CAN NOT change from an
on-premise to an off-premises
license type.*

APPLICANT'S STATEMENT

I, **Chung Mou Wong** the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP member
Authorized Signatory

of **Yangtze River Restaurant, Inc.** , hereby submit this application for **Change of d/b/a name**

Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature:

Date:

Title: President

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Patriots Day Events (5 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.14

SUMMARY:

You are being asked to approve the following events for Patriots' Day:

Lexington Minute Men - Approve requests for Patriots' Day Weekend:

- a. Sunday, April 8, 2018 – Battle Green – Reenactment rehearsal – 2:00 p.m. to 4:00 p.m. (in the event rain is forecasted for Sunday, this event will be held on Saturday, April 7, 2018)
- b. Saturday, April 14, 2018 – Battle Green – Parker's Revenge Reenactment – 9:00 a.m. to 10:30 a.m.
- c. Sunday, April 15, 2018 - Battle Green - Reenactment of Hancock Clarke/Paul Revere Ride
- d. Monday, April 16, 2018 – Battle Green – Reenactment – 1:00 a.m. to 1:00 p.m. Rain Date - April 21, 2018

Lions Club - Approve a request for the 104th Annual Patriots' Day 5-mile Road Race on Monday, April 16, 2018 with an awards ceremony on the Battle Green at the end of the race from approximately 11:15 a.m to 11:30 a.m.

Town Celebrations Committee - Approve the requests for the Patriots' Day morning parade, ceremonies on the Battle Green and afternoon parade on Monday, April 16, 2018.

Historical Society/Lexington Minute Men - Approve the request for the reenactment of the arrival of Paul Revere and William Dawes on April 15, 2018.

See attached information.

SUGGESTED MOTION:

Motion to approve the Patriots' Day activities listed above, subject to working out the details with Town Departments.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

9:55 p.m.

ATTACHMENTS:

Description	Type
☐ Patriots Day 2018 TCC request	Backup Material
☐ Patriots Day 2018 Lexington Minute Men request	Backup Material
☐ Patriots Day 2018 Lion Club request	Backup Material
☐ Patriots Day 2018 Historical Society request	Backup Material



Town of Lexington Town Celebrations Committee

January 22, 2018

Ms Suzie Barry
Board of Selectmen
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

RE: Patriots' Day 2018 Morning Parade & Ceremonies

Dear Ms. Barry,

On behalf of the Town Celebrations Committee, we request the following for Patriots' Day, Monday April 16, 2018:

For the Patriots' Day Morning Parade:

- Use of the driveway to the Munroe Cemetery to line up the Morning Parade.
- Use of Massachusetts Avenue from the driveway to the Munroe Cemetery west to Bedford Street; Bedford Street to Harrington Road and midway down Harrington Road to the Battle Green.

Parade participants will arrive between 6:45 a.m. and 7:15 a.m. and the parade will step off promptly at 7:30 a.m.

For the Patriots' Day Ceremonies on the Battle Green:

- Use of the Battle Green for the annual Patriots' Day Morning Ceremonies.
- Use of the small podium, reviewing stand, microphone and speaker system from the Department of Public Works.

The ceremonies on the Battle Green are expected to begin once the Parade arrives at the Battle Green (approximately 8:15 a.m.) and last approximately 45 minutes to one hour.

For Patriots' Day Afternoon Parade:

- Permission to block off the Town Pool parking lot on Worthen Road to provide parking and enable ease of loading for vehicles associated with the parade; in particular for trailers associated with the equine units.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,

TOWN CELEBRATIONS COMMITTEE

Lorain Marquis, Chairman

(781) 862-9176

1625 MASSACHUSETTS AVENUE • LEXINGTON, MASSACHUSETTS 02420

Telephone: (781) 698-4640 ~ Fax: (781)-863-9468

Email: celebrationscmte@lexingtonma.gov

The Lexington Minute Men, Inc.

(Member, The Centennial Legion of Historic Military Commands, Inc.)



Post Office Box 1775
Lexington, Massachusetts 02420

Board of Selectmen
Town Hall Offices
1625 Massachusetts Avenue
Lexington, MA 02420

January 15, 2018

The Honorable Board of Selectmen of the Town of Lexington;

The Lexington Minute Men respectfully request the use of the Lexington Battle Green, and the lawn in front of the Buckman Tavern and the Visitor's Center to hold a dress rehearsal for the annual reenactment of the Battle of Lexington on Sunday afternoon, April 8, 2018 from 2:00 to 4:00 PM. There will be no musket firing on the Green during this rehearsal, but a single shot will be fired from Buckman Tavern (as in the past) to initiate the action. We would also like to request an alternative rain date of Saturday, April 7, 2018 from 2:00 to 4:00 PM.

The Lexington Minute Men respectfully request the use of the Lexington Battle Green to hold the annual reenactment of regrouping of the Lexington Minute Men and march to Concord for Parker's Revenge on Saturday morning, April 14, 2018 from 9:00 to 10:30 AM. The event will last approximately 30 minutes on the Common, followed by a march on Mass. Ave. toward Concord. A police escort is also requested along Mass. Ave.

The Lexington Minute Men respectfully request the use of the Lexington Battle Green to hold the annual reenactment of Paul Revere's Ride on Sunday night, April 15, 2018 from 10:00 PM to 1:00 AM. The event will proceed from the Battle Green to the Hancock/Clarke House at approximately 11:45 PM and will continue on there for roughly thirty minutes. As in years past there will be one volley of musket fire near the end of the reenactment.

The Lexington Minute Men respectfully request the use of the Lexington Battle Green to hold the annual reenactment of the Battle of Lexington on Monday, April 16, 2018 from 1:00 AM to 1:00 PM. This will include musket firing on the Common during the reenactment, and a single shot will be fired from Buckman Tavern to initiate the action. We request a rain date of Saturday, April 21, 2018 for the same.

We will be in contact with the Lexington Police, Fire Department, Department of Public Works, the Town Celebrations Committee and the Lexington Visitor's Center Manager as well, to coordinate the reenactment and events with them.

We are grateful for the support of the Selectmen in the past, and hope that this request will be granted.

Sincerely,

James Lee, Adjutant
Lexington Minute Men Inc.
For the Captain Commanding, Steven Conners

"Stand your ground – Don't fire unless fired upon; But if they mean to have a war Let it begin here."
-April 19, 1775 – Captain Parker



THE LIONS CLUB OF LEXINGTON, INC.

P.O. Box 71, Lexington, Massachusetts, 02420

"Birthplace of American Liberty"

www.lexingtonlions.org

January 18, 2018

Town of Lexington
Board of Selectmen
1625 Massachusetts Ave.
Lexington, MA 02420

Dear Board Members;

The Lexington Lions Club will be sponsoring the **104th** Annual Patriots Day 5-Mile Road Race on Monday, April 16, 2018. We are requesting the use of the Battlegreen for the awards ceremony at the conclusion of the Road Race. The awards ceremony begins at approximately 11:15AM and will last approximately 15 minutes.

Thanks for your consideration of this request. If you have any questions, please contact me at 17 Vine Brook Rd, Lexington, MA 02421; Cell Phone: (781) 424-4007.

Very truly yours,

Douglas M. Lucente
Treasurer and Road Race Co-Chair

***See attached:
Road Race Route & Details***

cc: Town Manager

Lexington Lions Club – 104th Annual Patriots Day 5-Mile Road Race



Road Race Details:

Date, Time & Location:

- Monday, April 16, 2018
- Race Starts at 10:00am (*By Lexington Minutemen firing muskets*)
- Adjacent to the Battlegreen, Lexington, MA
- (1900 Mass Ave, Lexington, MA—for mapping purposes)

Registration:

Please Visit the "[HOW TO ENTER](http://www.lexingtonlions.org)" Registration Page at www.lexingtonlions.org

Race Packets:

Runners who have pre-registered may pick-up their race packets on race day at registration beginning at 8:00am

Team Registration:

Teams must have a minimum of 4 Runners.

Timing Chip:

Your timing chip is included in your race packet and must be placed on the top of your shoe and securely weaved/tied through your shoelaces. In order to receive an official time for the race you must be wearing the chip as you cross both the Start and Finish lines.

Age Group Awards & Other Trophies:

- Currier Cup* - 1st Place Overall Finisher
- Team Competition - 1st Place Team
- Sgt Norman Carlson Award - 1st Lexingtonian
- Age 12 & Under - 1st & 2nd Place Male, 1st & 2nd Place Female
- Age 13 – 19 - 1st & 2nd Place Male, 1st & 2nd Place Female
- Age 20 – 29 - 1st & 2nd Place Male, 1st & 2nd Place Female
- Age 30 – 39 - 1st & 2nd Place Male, 1st & 2nd Place Female
- Age 40 – 49 - 1st & 2nd Place Male, 1st & 2nd Place Female
- Age 50 – 59 - 1st & 2nd Place Male, 1st & 2nd Place Female
- Age 60 & Up - 1st & 2nd Place Male, 1st & 2nd Place Female

*Currier Cup Trophy:

The Currier Cup is a Special Silver Cup that is presented to the first place finisher of the race by the family of the first Place finisher of the First Patriots Day Road Race in 1914 Ralph "Curlie" Currier.

Fees:

Mail-in and On-Line Pre-registration is \$25.

Day of Race registration is \$28.

Water Stops:

There are 4 water stops along the race route. Close to each mile marker.

Refreshments:

Refreshments and fruit are served at the end of the race.



LEXINGTON HISTORICAL SOCIETY

January 16, 2018

Board of Selectmen
Town of Lexington
Town Hall
Lexington, MA 02420

On behalf of the Lexington Historical Society and the Lexington Minute Men, request is respectfully made that appropriate steps be taken in order to close off portions of Bedford Street and Hancock Street for our special program on April 15-16, 2018.

As we have done for many years, the Society and the Minute Men are preparing to produce a reenactment of the arrival of Paul Revere and William Dawes at the Hancock-Clarke House. The actual program is intended to begin at approximately 11:30 p.m. with interpreters and minutemen at the House awaiting news of the activity of the Regulars in Boston. Paul Revere and then William Dawes will ride down Hancock Street from the Buckman Tavern area and arrive at the Hancock-Clarke House where they will converse with the occupants and then return to their staging area near Buckman.

In order to accomplish all of this and to ensure public safety, we request that Bedford Street from Massachusetts Avenue to Hancock Street and Hancock Street to Adams Street be closed to all but resident emergency traffic from 10:30 p.m. on Sunday, April 15th to no later than 12:30 a.m. on Monday, April 16th. We would like to thank the police and DPW personnel for adhering to the 10:30 closing time to accommodate our early arrival audience members and keep them safe. In the past couple of years, the DPW has not initially provided sufficient blockades for the event and has had to make two trips to the site; therefore we request that about double the number of blockades be provided in one delivery and setup.

For further information from either organization, you may contact Bill Poole 978-251-1003.

P.O. Box 514 • Lexington, Massachusetts 02420 • (781) 862-1703

Email - office@lexingtonhistory.org • Web - LexingtonHistory.org

January 16, 2018

Our respective organizations continue to be very pleased by the overwhelmingly positive response to our annual production and are very excited about this year's event. We are delighted to provide this gift to the town and are very proud of the fact that it has become a welcome permanent addition to our Patriots' Day weekend in Lexington. We appreciate your cooperation in that endeavor.

Very truly yours,

LEXINGTON HISTORICAL SOCIETY

By *Richard Pagett*
sm
Richard Pagett, President

THE LEXINGTON MINUTE MEN

By *Steven Connors*
sm
Steven Connors, Captain Commanding

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Selectmen - Committee Appointment (5 min.)

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

I.15

SUMMARY:

The Board is being asked to appoint Patricia Moyer to the Tree Committee to a three year term to expire September 30, 2020.

SUGGESTED MOTION:

Move to appoint Patricia Moyer to the Tree Committee to a three year term to expire on September 30, 2020.

FOLLOW-UP:

Selectmen's office.

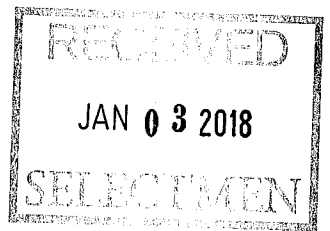
DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

10:00 p.m.

ATTACHMENTS:

Description	Type
❏ Application - Tree Committee - P. Moyer	Backup Material



APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee of Interest: 1. Tree Committee 2. _____
3. _____ 4. _____

Would you consider another Committee: no

For how long should we keep your application on file? 1 year

Full Name: Patricia Ellen Moyer Nickname: Pat

Preferred Title (please circle) Mr./Ms./Mrs./Other: Dr. Patricia Moyer

Home Address: 3 Ellendana Ct Zip: 02420

Length of Residence in Lexington: 16.5 yrs

Occupation: physician

Work Address: Waverley Primary Care, 268 Trapelo Rd, Belmont 02458

Phone: Home _____ Work _____ Fax _____
Cell _____

E-mail: Primary: _____ Secondary: _____

If you currently serve on a Board or Committee, please identify: _____

Special Training, Interests, Qualifications: 1 served LHS Landscaping Committee
2002-2017, when it was laid down

Have you been asked by a Committee to become a member? yes (Tree)

How did you hear about the Committee? friends on the committee - Nancy Sifen
Karen Lougeteig

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: PE Moyer Date: 12/29/17

CURRICULUM VITAE

Date Prepared: March 1, 2017
Name: Patricia Ellen Moyer, M.D.
Office Address: Waverley Primary Care, 268 Trapelo Rd, Belmont, MA 02478
Home Phone:
Work Phone: ()
Work Email:
Work FAX:
Place of Birth: Indianapolis, Indiana

Education

1969	A.B. summa cum laude	Physical Chemistry	Harvard University Cambridge, MA
1973	M.D.	Medicine	Albert Einstein College of Medicine New York, NY

Postdoctoral Training

1973-1974	Intern	Rotating	The Cambridge Hospital (now Cambridge Health Alliance) Cambridge, MA
1974-1975	Junior Resident	Internal Medicine	The Cambridge Hospital Cambridge, MA
1975-1976	Senior Resident	Internal Medicine	The Cambridge Hospital Cambridge, MA
2004-2005	Fellow	Rabkin Fellowship in Medical Education	Mount Auburn Hospital Cambridge, MA

Faculty Academic Appointments

1976-1978	Clinical Instructor	Medicine	Boston University School of Medicine Boston, MA
1976-1979	Instructor	Community Health	Tufts University School of Medicine

1978-2010	Clinical Instructor	Medicine	Boston, MA Harvard Medical School Boston, MA
2010-present	Assistant Professor	Medicine	Harvard Medical School Boston, MA

Appointments at Hospitals/Affiliated Institutions

1976-1978	Assistant Visiting Physician	Medicine	Boston City Hospital Boston, MA
1978-1979	Courtesy Staff	Medicine	Mount Auburn Hospital Cambridge, MA
1978-1984	Courtesy Staff	Medicine	The Cambridge Hospital Cambridge, MA
1979-present	Active Staff	Medicine	Mount Auburn Hospital Cambridge, MA

Major Administrative Leadership Positions

Local

1975-1976	Medical Director	Somerville Women's Health Project Somerville, MA
1976-1977	Director of Internal Medicine	Dorchester House Neighborhood Health Center Dorchester, MA
1998-present	Medical Director	Waverley Primary Care Belmont, MA

Committee Service

Local

1980-1981	Patient Care Committee	Mount Auburn Hospital
1981	Education Committee	Mount Auburn Hospital
1981-1984	Infection Control Committee	Mount Auburn Hospital
1982	Accreditation Survey Committee	Mount Auburn Hospital
	1982	Chair
1984-1987	Privileges and Credentials Committee	Mount Auburn Hospital
1988-1990	Medical Staff Executive Committee	Mount Auburn Hospital
1996-1998	Procedure Review Committee	Mount Auburn Hospital
1998-2000	Medical Staff Nominating Committee	Mount Auburn Hospital
	1999-2000	Chair
2002-2007	Primary Care Management Advisory Committee	Mount Auburn Professional Services, Mount Auburn Hospital
2008-2010	Medical Staff Executive Committee	Mount Auburn Hospital
2009	Department of Medicine Vision	Mount Auburn Hospital

	Subcommittee	
2010-2013	Medical Clinical Services Committee	Mount Auburn Hospital
2011-present	Medical Directors Committee	Mt. Auburn Cambridge IPA
2013-present	Program Evaluation Committee	Dept. of Medicine, MAH
2013-present	Primary Care Advisory Board	Dept. of Medicine, MAH
2013-present	Clinical Competence Committee	Dept. of Medicine, MAH

Professional Societies

2007-present	Society of General Internal Medicine
2009-present	Massachusetts Medical Society

Honors and Prizes

1969	Phi Beta Kappa	Harvard University Cambridge, MA
1970	Outstanding Student Award	Mary Bunting, President of Radcliffe College Cambridge, MA
2016	Outstanding Clinician Award	Medical Staff, Mt. Auburn Hospital

Report of Funded and Unfunded Projects

Past

1972	Community health grant, Albert Einstein College of Medicine Worked on door to door screening of children for lead poisoning in the South Bronx.
------	--

Current

2005-present	<u>Caring for the Adult with a Traumatic Past, a medical clinician's guide.</u> Have researched and written this book over the past 11 years.
--------------	--

Report of Local Teaching and Training

Formal Teaching of Residents, Clinical Fellows and Research Fellows (post-docs)

2002	Osteoporosis PGY 1-3	Mount Auburn Hospital One hour lecture, noon conference
2003	Medical treatment of valvular heart disease PGY 1-3	Mount Auburn Hospital One hour lecture, noon conference

7/11-present Ambulatory Training Seminar (weekly, 3 hours) Mt. Auburn Hospital

Clinical Supervisory and Training Responsibilities

1978-1982	Instructor, Introduction to Clinical Medicine Harvard Medical School/Mount Auburn Hospital	One session per week
1979-present	Ward attending, Mount Auburn Hospital	1-2 months/year, 1-2 hours per day/month
1992-1995	Instructor, Patient-Doctor I Harvard Medical School/Mount Auburn Hospital	One session per week
1996-present	Preceptor in Primary Care Mount Auburn Hospital/Clinical Office	0-4 sessions per week, dependent upon resident's schedule
2006-2014	Preceptor, Patient-Doctor II Harvard Medical School/Mount Auburn Hospital	Occasional sessions throughout the 2 nd year
2015-2016	Group Leader, TDP, POM (first year HMS)	Lead a monthly group session for first year students
2016- present	Clinical Preceptor, POM	

Local Invited Presentations

2008	<p>“Primary Care at MAH, Pitfalls and Opportunities” Invited Presentation to Medical Staff Executive Committee Mount Auburn Hospital</p>	
2009	<p>“Primary Care at MAH, Some Perspectives for the Future” Invited Presentation to Medical Staff Executive Committee Mount Auburn Hospital</p>	
2009	<p>Department of Medicine Vision Subcommittee Report Presentation to Clinical Services Committee, Department of Medicine</p>	

Mount Auburn Hospital

- 2012 Medical Grand Rounds, “The Spectrum of General Internal Medicine”
- 2015 Ambulatory Risk Management: “Colon Cancer Screening”, co-led Medical Grand Rounds presentation with Dr. Matthew Carmody
- 2016 Ambulatory Risk Management: “Breast Cancer Screening; co-led Medical Grand Rounds presentation as above
- 2016 Ambulatory Risk Management: “Congestive Heart Failure: Models, Management, and Reduction in Readmissions”, co-led as above

Report of Clinical Activities and Innovations

Current Licensure and Certification

- 1974 Commonwealth of Massachusetts
- 1976 Diplomate, American Board of Internal Medicine

Practice Activities

1974-1977	Staff Physician	Somerville Women’s Health Project Free, night-time clinic for indigent women and children Somerville, MA	One session night – one or two per month
1976-1977	Staff Physician and Director of Internal Medicine	Dorchester House Neighborhood Health Center Dorchester, MA	Full-time
1977-1983	Private Practice Internal Medicine	Belmont and Cambridge, MA	Full-time
1977-1979	Medical Consultant	M.E. Fitzgerald Neighborhood Health Center, Cambridge, MA	Backed up a nurse practitioner 1-2 sessions per week
1977-1980	Medical Liaison to Inpatient Psychiatry	Mount Auburn Hospital Cambridge, MA	Provided onsite medical consultation to psychiatric in- patients on a general psychiatry service, as needed
1983-1998	Staff Internist	Mount Auburn Medical Associates	Full-time

Watertown, MA

1986-1995	Director, Laboratory Services	Mount Auburn Medical Associates Watertown, MA	Oversaw operations at our group practice clinical laboratory, including state site inspections, until our practice was purchased by Mt. Auburn Professional Services in 1995
1998-present	Staff Physician and Medical Director	Waverley Primary Care Belmont, MA	I continue to see outpatients 6 sessions per week, round daily on inpatients, and care for chronic and rehabilitation patients in 2 local nursing homes. I am also medical director of the practice site, which includes 3 other primary care providers. Waverley is a subsidiary of Mt. Auburn Professional Services.

Report of Education of Patients and Service to the Community

Activities

2002-2007	METCO volunteer
2002-2017	Chair, Lexington High School Landscaping Committee. An ongoing project to create a native landscape, after a high school construction project had left a devastated environment, using educated community volunteers and high school students.
1989-present	Fresh Pond Meeting of the Religious Society of Friends (Quakers), clerk of various committees, currently Clerk of Outreach Committee. During 2006-2009 served on a subcommittee to create a workable policy to help prevent sexual abuse of Meeting children.
2015-present	Member of LexRAP, an interfaith group of adults in the Lexington area working to take into our community some of the world's refugees and asylum seekers
1986-present	Mother. A priceless, joyful, time-consuming, all-important volunteer job. Emily, 31, Luke, 28, and Caroline, 24.

Non-peer reviewed scientific or medical publications/materials in print or other media

1. Lesser PB, **Moyer P**, Andrews PJ, Dreyfuss JR. Brief Report. Upper Esophageal Ring. Annals of Internal Medicine 1978; 88:657-658.
2. Moyer, P, Caring for etc, see above under unfunded projects

Narrative Report

A general internist must listen with her whole self, interact using her professional self, and at the same time observe, learn, and think without ceasing. My career has been devoted to building these skills in myself, and helping to nurture them in trainees and colleagues.

Practice-Building I have started and maintained practices in a variety of settings; two neighborhood health centers; a partnership, a group practice, and now a community practice owned by Mt. Auburn. In each of these I have had leadership roles: supervising physician extenders and junior partners, creating a laboratory, and (for the past 15 years) being medical director at Waverley Primary Care. All have flourished and grown.

Ward/Bedside Teaching I have been teaching on general medical floors at Mt. Auburn every year for over 3 decades. To my rounds I bring all of my experience, curiosity, an appetite for the unknown, and an ability to teach clinical reasoning. The patients are our teachers. I like to teach residents how to interact with challenging patients. How do we handle ourselves when people generate uncomfortable feelings in us? I also relish the transmission of bedside skills. The interview and the physical exam are our finest tools. I don't want anyone leaving residency without them.

Longitudinal Office Based Teaching Much of medicine, and of training, has shifted to the outpatient realm. I've had a 3 year resident (or two) in the office 1-2 sessions per week for the last 17 years. As on the wards, we learn together on a case by case basis. Patients have learned that we are a "teaching practice." Residents learn and observe, in a more egalitarian situation, what is expected of a doctor. The incredible variety of chief complaints, and the variation in intensity of what can go wrong, is the norm. I try to give the PGY 2 and 3's as much autonomy, and time with patients, as the system and safety allow.

Medical Student Training I've precepted both first and (for the past 7 years) second year HMS students' learning of basic clinical skills. Each student faces his/her own challenges in dealing with these first patients. My interest is in identifying these hurdles and helping the student over them. I know that I have been successful with some students who have failed in other settings. I proceed by identifying and drawing on students' strengths.

New Horizons Six years ago, Mt. Auburn Hospital received a substantial HRSA grant to expand the residency by reviving a primary care training track. I helped to plan, organize and implement curriculum for this track. I piloted and molded "Ambulatory Seminar", a three hour weekly educational group for all 3 year residents which they take as part of their required ambulatory month (or months, if they plan to pursue primary care). I currently co-lead the seminar with Dr. Mary Butterfield, APD for inpatient training. Residents are asked to identify, research and present cases including ambulatory topics and differentials. We invite subspecialists at times to expand our knowledge and powers. We devote an hour every week to taped (I-Pad) and live clinical interviews, with critiquing by faculty and resident peers. We spend time on quality and safety issues. We are now developing sessions on empathy building through art, and conducting workshops on a variety of topics important in outpatient medicine, including cultural competence, caring for the transgender patient, genetics in medicine, etc.

Writing and Teaching for the Profession. I have an interest in the effects of early life trauma on adult health. I have completed my book about this, featuring experiences of de-identified patients. I have woven life stories, symptoms, and disease trajectories with current research from the fields of public health, psychiatry, and neurobiology. My goal is to help practitioners and trainees better understand the role of past physical and emotional trauma in health and disease. The subtext of the book is the theme of my life's work. Generalists who listen deeply, persist, and learn from the literature and from their patients play a unique, fascinating and vital role in the health of the adult patient.

I am considering writing another work, using material from the ambulatory seminar. I'm interested in how the young physician learns to listen, and how s/he learns to use the interview as a tool. I don't know where this is going—yet.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve One-Day Liquor Licenses

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.1

SUMMARY:

The following One-Day Liquor Licenses have been requested:

- Lexington Historical Society is seeking approval for a One-Day Liquor License to serve beer at their fundraiser - Tavern Night at Buckman Tavern on Saturday, January 24, 2018 from 6:30 p.m. to 9:30 p.m.
- Amantha Tsaros Art is seeking approval for a One-Day Liquor License to serve wine at an Art Reception at the Munroe Center for the Arts on Sunday, January 28, 2018 from 6:00 p.m. to 8:00 p.m.
- Spectacle Management is seeking approval for a One-Day Liquor License to serve beer and wine at Cary Memorial Building on Friday, February 2, 2018-Peter Wolf and Saturday, February 24, 2018-Three Dog Night
- Education Francaise of Greater Boston (EFGB) is seeking approval for a One-Day Alcohol License to serve beer, wine and alcohol at their Gala Fundraiser to be held on Saturday, April 7, 2018 at the Lexington Depot from 6:00 p.m. to 12:00 a.m.

SUGGESTED MOTION:

Move to approve Consent Agenda

FOLLOW-UP:

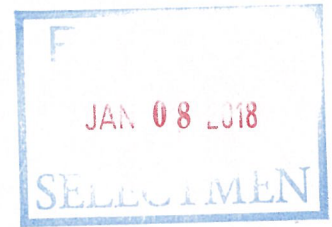
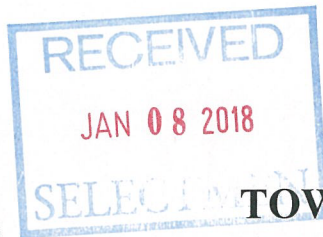
Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

ATTACHMENTS:

Description		Type
	1-day LL - Lexington Historical Society	Backup Material
	1-Day LL - Amantha Tsaros	Backup Material
	1-Day LL - Spectacle Management	Backup Material
	1-Day LL - EFGB	Backup Material



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**

paid 25.00

**APPLICATION FOR
ONE-DAY LIQUOR LICENSE**

The Board of Selectmen issues one-day liquor licenses to for-profit and non-profit organizations that serve liquor and charge either a cover charge or for each drink. Please fill in this form completely and return to the Selectmen's Office along with a check for \$25.00 made payable to the Town of Lexington.

BUSINESS/FUNDRAISING ORGANIZATION: Lexington Historical Society

CONTACT NAME AND NUMBER: Sarah McDonough

ADDRESS FOR MAILING: Lexington Historical Society, PO Box 514, Lexington 02420

EMAIL ADDRESS: _____

TITLE/PURPOSE OF EVENT: Tavern Night at Buckman Tavern / Fundraiser

LOCATION AND ADDRESS: Buckman Tavern, 1 Bedford Street

DATE OF FUNCTION: 2/24/18

TIMES OF FUNCTION: 6:30-9:30 PM

TYPE OF LIQUOR TO BE SERVED: Beer

DATE AND TIME WHEN LIQUOR DELIVERED: 2/24/18, 5 PM

DATE AND TIME WHEN LIQUOR REMOVED: 2/24/18, 10 PM

ADDITIONAL INFORMATION: _____

Sarah McDonough

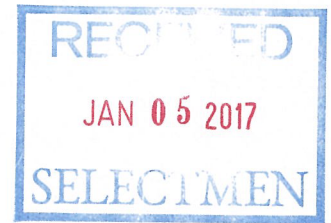
Authorized Signature

Federal Identification No. or

Social Security Number



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**



**APPLICATION FOR
ONE-DAY LIQUOR LICENSE**

The Board of Selectmen issues one-day liquor licenses to for-profit and non-profit organizations that serve liquor and charge either a cover charge or for each drink. Please fill in this form completely and return to the Selectmen's Office along with a check for \$25.00 made payable to the Town of Lexington.

BUSINESS/FUNDRAISING ORGANIZATION: Amantha Tsaros Art

CONTACT NAME AND NUMBER: Amantha Tsaros

ADDRESS FOR MAILING: 3 Jeffrey Terrace Lexington MA
02420

EMAIL ADDRESS: _____

TITLE/PURPOSE OF EVENT: Art Reception

LOCATION AND ADDRESS: Munroe Center for the Arts
1403 Mass Ave Lexington MA 02420

DATE OF FUNCTION: Sunday January 28 2018

TIMES OF FUNCTION: 6:00 - 8:00 pm

TYPE OF LIQUOR TO BE SERVED: wine

DATE AND TIME WHEN LIQUOR DELIVERED: Jan 28, 2018 5:00 pm

DATE AND TIME WHEN LIQUOR REMOVED: Jan 28, 2018 8:30 pm

ADDITIONAL INFORMATION: _____

[Signature]

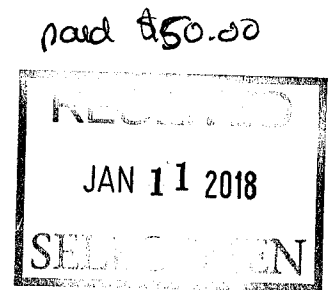
Authorized Signature

Federal Identification No. or

Social Security Number



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**



**APPLICATION FOR
ONE-DAY LIQUOR LICENSE**

The Board of Selectmen issues one-day liquor licenses to for-profit and non-profit organizations that serve liquor and charge either a cover charge or for each drink. Please fill in this form completely and return to the Selectmen's Office along with a check for \$25.00 made payable to the Town of Lexington.

BUSINESS/FUNDRAISING ORGANIZATION: Spectacle Management

CONTACT NAME AND NUMBER: Jack Lally,

ADDRESS FOR MAILING: 4 Muzzey St. Lexington MA 02420

EMAIL ADDRESS: _____

TITLE/PURPOSE OF EVENT: 2 Events in February, 2018 at Cary Hall

LOCATION AND ADDRESS: Cary Memorial Hall, 1605 Massachusetts Avenue

DATE OF FUNCTION: Peter Wolf, Feb. 2nd and Three Dog Night, Feb. 24, 2018

TIMES OF FUNCTION: Peter Wolf, 7:00 -11:00 PM/ Three Dog Night, 7:00 - 11:00 PM

TYPE OF LIQUOR TO BE SERVED: Beer and Wine

DATE AND TIME WHEN LIQUOR DELIVERED: Wolf & Three Dog 4:00 PM

DATE AND TIME WHEN LIQUOR REMOVED: Wolf & Three Dog 11:00 PM

ADDITIONAL INFORMATION: _____

Jack Lally
Authorized Signature

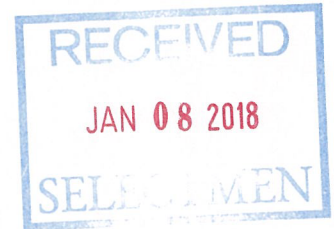
Federal Identification No. or

Social Security Number



TOWN OF LEXINGTON
SELECTMEN'S OFFICE

paid 25.00



APPLICATION FOR
ONE-DAY LIQUOR LICENSE

The Board of Selectmen issues one-day liquor licenses to for-profit and non-profit organizations that serve liquor and charge either a cover charge or for each drink. Please fill in this form completely and return to the Selectmen's Office along with a check for \$25.00 made payable to the Town of Lexington.

BUSINESS/FUNDRAISING ORGANIZATION: EFGB

CONTACT NAME AND NUMBER: Sandrine Tauger.

ADDRESS FOR MAILING:

EMAIL ADDRESS: 2rosary drive, WATERTOWN, MA 02472

TITLE/PURPOSE OF EVENT: Bala (fundraiser event)

LOCATION AND ADDRESS: Depot Historical, Lexington.

DATE OF FUNCTION: April, 7th

TIMES OF FUNCTION: From 6pm to 12am-

TYPE OF LIQUOR TO BE SERVED: Beers, wines, cocktails.

DATE AND TIME WHEN LIQUOR DELIVERED: April, 7th 5:00 pm

DATE AND TIME WHEN LIQUOR REMOVED: April, 7th 12:00 am-

ADDITIONAL INFORMATION:

Authorized Signature

Federal Identification No. or

Social Security Number

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Use of the Battle Green - Lexington Minute Men

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.2

SUMMARY:

The Lexington Minute Men have requested permission to use of the Battle Green on Saturday, January 27, 2018 from 9:00 a.m. to 11:00 a.m for a musket drill.

Police and Public Works are OK with the request.

SUGGESTED MOTION:

Move to approve Consent Agenda

FOLLOW-UP:

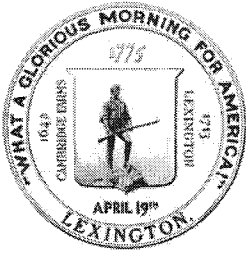
Selectmen's office.

DATE AND APPROXIMATE TIME ON AGENDA:

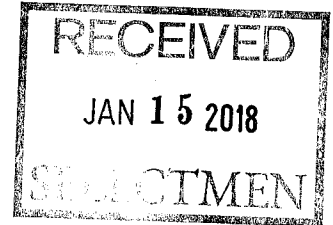
1/22/2018

ATTACHMENTS:

Description	Type
 Battle Green Application - Lexington Minute Men	Backup Material



**TOWN OF LEXINGTON
SELECTMEN'S OFFICE**



**APPLICATION FOR
BATTLE GREEN PERMIT**

The Board of Selectmen issues permits for the use of the Battle Green (see attached regulations). Please fill in this form completely and return to the Selectmen's Office no less than two weeks prior to the requested date.

NAME, PHONE NUMBER, and EMAIL ADDRESS OF A RESPONSIBLE
CONTACT: James Lee for Lexington Minute Men, Inc.,

DATE AND TIME OF EVENT: 1/27/2018

NATURE OF EVENT: Lexington Minute Men musket drill

EXPECTED NUMBER OF PARTICIPANTS, SPECTATORS, AND VEHICLES: 10-20 participants

DURATION OF EVENT: 9:00 a.m. – 11:00 a.m.

STATEMENT OF EQUIPMENT AND FACILITIES TO BE USED: NONE

SECTION OF THE GREEN DESIRED: area behind the flagpole

ADDITIONAL INFORMATION: This is a musket drill with Lexington Minute Men in Colonial kit. We will be in the area of the green where the militia usually musters.

James Lee
Authorized Signature

Federal Identification No. or

Social Security Number

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Approve Minutes

PRESENTER:

Suzanne Barry, Chair

ITEM NUMBER:

C.3

SUMMARY:

The minutes of the following meeting dates are ready for your review and approval:

- 11/14/17 Budget Summit #2
- 12/4/17 BOS, 12/6/17 BOS, 12/7/17 Budget Summit #3

The Executive Session minutes of the following meeting date are ready for your review and approval:

- 12/4/17 Joint BOS/School Committee

SUGGESTED MOTION:

Move to approve the minutes of:

- 11/14/17 Budget Summit #2
- 12/4/17 BOS, 12/6/17 BOS, 12/7/17 Budget Summit #3

Move to approve but not release the executive minutes of:

- 12/4/17 Joint BOS/School Committee Executive Session





FOLLOW-UP:

Selectmen's Office

DATE AND APPROXIMATE TIME ON AGENDA:

1/22/2018

ATTACHMENTS:

Description		Type
	111417 Budget Summit 2 Minutes	Backup Material
	120417 BOS Minutes	Backup Material
	120617 BOS Minutes	Backup Material
	120717 Budget Summit 3 Minutes	Backup Material

Budget Summit Meeting 2
Board of Selectmen, School Committee, Appropriation Committee,
and Capital Expenditures Committee
November 14, 2017

A Budget Summit was held Thursday November 14, 2017 at 7:00 p.m. in the Samuel Hadley Public Services Building Cafeteria, 201 Bedford Street. Board of Selectmen (BOS): Ms. Barry, (Chair); Mr. Kelley; Mr. Pato and Ms. Ciccolo were present along with Mr. Valente, Town Manager; Ms. Kosnoff, Assistant Town Manager Finance; Ms. Hewitt, Budget Officer; and Ms. Katzenback, Executive Clerk.

Also present: School Committee (SC) members: Mr. Alessandrini (Chair); Ms. Steigerwald, Ms. Colburn; Ms. Lenihan, Ms. Jay; along with Dr. Czajkowski, Superintendent of Schools; Appropriation Committee (AC) members: Mr. Bartenstein (Chair); Mr. Michelson, Mr. Neumier, Mr. Padaki, Mr. Radulescu-Banu, Ms. Yan and Ms. Yang; Capital Expenditures Committee (CEC) members: Mr. Lamb (Chair); Mr. Cole; Mr. Kanter; Ms. Manz and Mr. Smith.

Ms. Barry called the meeting to order at 7:04 p.m. and the other committees followed suit. Ms. Barry explained that, due to the nature of the meeting, no public comment would be taken.

FY2019 Revenue Projection

Mr. Valente gave an overview of revenue projections for FY2019. Mr. Valente reported that for FY19, Gross General Fund Revenues are projected to increase by approximately \$9.2 million or 4.3%. Mr. Valente recommended setting aside about \$17 million of gross revenues in FY19 for designated purposes. Mr. Valente reviewed a list of revenues set aside for designated purposes, either from free cash or the tax levy. He pointed out that he is also recommending that \$3.7 million of free cash be used for the operating budget.

Mr. Valente compared revenues set aside for designated purposes in FY16 thru FY19 and pointed out that \$1,000,000 is proposed to be set aside for yet unidentified needs in FY19. Second, he noted that in FY18 the Town appropriated almost \$7.7 million into the Capital Stabilization Fund, but for the coming year, it is likely to be \$2.5 million. And third, in FY18 the Town had to draw down \$324,500 from the Capital Stabilization Fund to offset within levy debt service and in FY19 it is believed that approximately \$2.1 million will need to be drawn down from the capital stabilization fund for within levy debt service, although this is a worst case scenario at this early stage of the budget process.

Mr. Valente explained there will be minor changes to the FY2019 projections, which will come from the use of reserve accounts, capital articles balances, change in fees and charges, use of capital stabilization fund based on the February bond sale, and the final amount transferred from the capital stabilization fund. The substantive revisions to the FY2019 projections will result from post Town Meeting actions including any tax levy growth and the final state aid received.

Mr. Valente noted the following policy issues to be addressed when working through the FY19 budget:

- Financing Plan for Increasing School Enrollments (Limiting Program Improvement Requests)

- Financing Plan/Property Tax Impact for School and Municipal Capital Projects
- Planned Use of Capital Stabilization Fund
- Community Priorities -Pedestrian, Bicycle and Vehicle Safety on Town Roads, Intersections and School Properties; Sidewalk Betterments (BOS Goals 7, 10)
- Financing Options –Stormwater Management Mandates
- Implementation of 20/20 Subcommittee Report/Diversity Advisory Task Force (BOS Goal 18)
- Community Center Expansion Options (BOS Goal 7)
- Staffing for Public Information/Citizen Outreach Activities (BOS Goal 9)
- Community Mental Health Programs (BOS Goal 13; SC Goal)
- Managing Within-Levy Debt

Ms. Kosnoff gave an overview of the revenue projections, highlighting property tax levy, state aid and free cash.

Updated Analysis-Taxpayer Impact of Debt Exclusion Questions

Ms. Kosnoff provided a projected analysis of the median residential tax bill after mitigation showing the impact to the taxpayer if the Debt Exclusion questions regarding the new Fire Station, Fire Station swing space, Hastings School, Lexington Children's Place are approved.

Update - School Committee's Visioning Process for High School

Dr. Czajkowski provided an overview of the School Committee's visioning process for Lexington High School. She explained that with the assistance of a consultant, a series of planning workshops are being developed to discuss best practices in teaching/learning and the needs for Lexington High School for the upcoming years. She noted workshops will be set aside for the following defined groups: 1-high school staff, 2-representatives identified from Boards/Committees, Parent Groups and Student population and 3-public community forum.

Ms. Barry noted that Summit 3 will be held on Thursday, December 7, 2017 in the Samuel Hadley Public Services Building.

Documents Presented

1. FY2019 Revenue Projections
2. Analysis-Taxpayer Impact of Debt Exclusion Questions

Adjourn

Upon motions duly made and seconded, it was voted to adjourn at approximately 9:05 p.m.

A true record; Attest:

Kim Katzenback
Executive Clerk

Selectmen's Meeting
December 4, 2017

A meeting of the Lexington Board of Selectmen was called to order at 7:21 p.m. on Monday, December 4, 2017 in the Selectmen's Meeting Room of the Town Office Building following a Joint Executive Session meeting with the School Committee and an intervening recess a recess,. Ms. Barry, Chair; Mr. Kelley; Mr. Pato; Ms. Ciccolo; and Mr. Lucente were present as well as Mr. Valente, Town Manager; and Ms. Siebert, Recording Secretary.

Selectmen Concerns and Liaison Reports

Ms. Barry reported that she and Ms. Ciccolo attended two "getting involved" meetings over the weekend: one on Saturday, with members of the Indian Americans of Lexington (IAL) and another on Sunday with the Chinese American Association of Lexington (CAAL). The sessions were intended to explain how the Town Government processes work and encourage members to get involved.

Mr Pato reported that the Getting to Net Zero Task Force will host a presentation at the Cary Memorial Building on December 6, 2017 at 7:00 p.m.

Town Manager Report

Mr. Valente announced that the very complicated Pine Grove/Judges Way condo conversion concluded last week. The initiative allows the Town to retain 15 affordable units in perpetuity; the properties will be overseen by the Lexington Housing Authority.

Verizon/Eversource Petition for Grant Location on Concord Avenue

Bill Wallace, representing Verizon, presented the petition to the Board of Selectmen, stating that the reason for the new pole and the pole relocation is due to the Goddard School, a private school project being built on Concord Avenue.

Upon motion duly made and seconded, the Board of Selectmen approved the request by Verizon and Eversource to place one (1) new JO pole, P.21-6A on southerly side of Concord Avenue approximately 50' easterly from existing pole P.21-6. Pole and P. 21-6 to be relocated approximately 31' westerly from its existing location on the southerly side of Concord Ave.

Graduation for Citizens' Academy Participants

Mr. Hudson, Management Analyst for the Town of Lexington, introduced the latest group of 24 participants in the Citizens' Academy program who have now completed the 9-week course requirements. To date, the Town has held Citizens' Academy classes for nine years with a total of 205 graduates.

The Selectmen asked questions of the participants to gauge how well the program was received and a lively exchange took place, demonstrating a high level of participant engagement and satisfaction. The Selectmen encouraged the residents to vote, to become active on committees and boards, and to closely follow the Town Meeting process.

A commemorative photograph was taken of the Selectmen and graduates.

Water/Sewer Abatement Appeal— 51 Spring Street

Carolyn Kosnoff, Assistant Town Manager for Finance, presented the findings from an investigation into reasons for an appeal made by the property owner of 51 Spring Street. A larger than recommended abatement was requested from the Water/Sewer Abatement Board for water the property owner used to irrigate a new lawn. In calculating abatements for situations such as this one, the practice of the WSAB has been to review the consumption of prior billing periods and apply a 70% consumption factor to the excess usage of the period in question. Of the usage above the previous average, 70% is assumed to have been used for irrigation purposes.

After review, staff recommended that the Board continue with the irrigation abatement methodology that has been in place for many years but also discovered consequently that a formula error had been made, such that the amount abated should have been \$747.59 rather than \$554.32. Ms. Kosnoff said other abatements for the same time period revealed no other formula errors.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to support the past practice of the Water Sewer Abatement Board used for water/sewer abatements for one-time irrigation use, with the revised calculation as prepared by staff used for determining the amount of the abatement for 51 Spring Street.

Approve RCN Contract Amendment

At the Board of Selectmen's meeting on October 30, 2017 meeting, the Board reviewed RCN's request for an amendment to the existing Cable License between RCN and the Town of Lexington which would delete the references to the hub site being located in Lexington in Section 1.1 (28) and Exhibit 2.

The Communications Advisory Committee has reviewed this request and is in favor of the proposed amendment and the attached "Report on Amendment to the RCN Cable TV Renewal License Of June 30, 2009."

The required notice was published on November 9, 2017 in the Lexington Minuteman allowing for a 21-day public period of review. No public comments were received.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve and sign the proposed amendment as defined to Section 1.1 (28) and Exhibit 2 of the Cable Television Final License granted to RCN on June 30, 2009; and further, to review and approve the Report of the Board of Selectmen stating the reason for the Town taking the action to approved the cable licensee's request to amend the license.

Annual License Renewals

This approval is the first of two annual rounds of license renewals. The next vote will take place at the December 18, 2017 Selectmen's meeting.

Mr. Kelley noted that there have been a variety of complaints about discrepancies in how liquor service is being conducted at the Inn at Hastings Park. Since the owner has not returned to the Board to ask for adjustments in her license, as she indicate she would do, Mr. Kelley withheld his approval until modifications are made. Ms. Barry said that paperwork to modify the license needed to be submitted before the renewal period; because it was not, it cannot be done now until the next licensing cycle. Mr. Kelley said while he understands the logistics, he is nonetheless unwilling to support the license renewal due to the lack of corrections and lack of commitment to correct the issues on the part of the Inn.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to approve and sign the license renewals identified as presented with the exception of the All Alcohol Inn holder license.

Upon motion duly made and seconded, the Board of Selectmen voted 4-1 to approve the All Alcohol Inn Holder license as presented.

Review Charge for Ad Hoc Residential Exemption Study Committee

Mr. Pato presented revisions to the first draft of the ad hoc Residential Exemption Study Committee charge, reflecting Selectmen input at the November 27, 2017 Board of Selectmen meeting.

Mr. Kelley said he believes, even if the Town embarks on the process of residential tax exemption, it will be difficult to define and satisfy the two fundamental intents of the Board which are: 1) to provide relief for seniors who have cash flow challenges; and 2) to shield renters from tax increases experienced by landlords whose properties would not fall under the exemption. Additionally, he believes the exemption will be difficult for staff to administer. Subsequently, he sees little value in forming the committee.

Ms. Ciccolo said she shares some of Mr. Kelley's concerns about unintended consequences but also believes the study, as conducted by the ad hoc committee, will be valuable. The benefits would no only be for seniors but also for those of low and moderate income. At the end of the study committee's charge, the Selectmen might not support the exemption but it would have deliberated the options armed with data.

Mr. Pato agreed, saying the committee would analyze the consequences of an exemption. The current deferral program, while helpful, does not work for everyone. He added that the exemption is not the only approach that should be examined for providing tax relief.

Mr. Lucente said he believes collecting the data will answer questions that are otherwise unanswerable. Without the data, he is not sure what he thinks about an exemption and believes a committee should be formed so that the process can be advanced.

Ms. Barry agreed and voiced support for forming the committee.

Upon motion duly made and seconded, the Board of Selectmen voted 4-1 to approve the committee charge with the revisions presented.

Designate Historical Districts Commission Ad Hoc 40C Study Committee Members as Special Town Employees

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to designate Historic Districts Commission Ad Hoc 40C Study Committee members as Special Municipal Employees.

Selectmen –Committee Appointments

Upon motion duly made and seconded, the Board of Selectmen vote 5-0 to appoint Leslie Zales to the Human Services Committee for a three-year term to expire September 30, 2020.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to appoint Mark McConnell to the Noise Advisory Committee for a three-year term to expire September 30, 2020.

Consent Agenda

- Approve Tax Bill Insert

Mr. Kelley said he is in favor of doing the outreach with regard to the Property tax deferral program but he would like to include a contact phone number, a catchier title, and have the insert printed on eye-catching paper. Mr. Lucente concurred with Mr. Kelley's points. Mr. Valente will pass on the input to relevant staff.

On motion duly made and seconded, the Board of Selectmen voted 5-0 to authorize the tax bill insert regarding the tax deferral program as revised to be included with the 3rd quarter property tax bill mailing.

- Use of Battle Green/Walk—Martine Luther King Day

On motion duly made and seconded, the Board of Selectmen voted 5-0 to approve the request of the Town Celebrations Committee/Martin Luther King Subcommittee for the MLK Day Commemoration that includes use of the Battle Green approximately at 11:00 a.m. with a Unity Walk along Massachusetts Avenue to the Cary Memorial Building. The event should end at approximately 2:00 p.m. Staff has reviewed and approved this request.

- Approve One-Day Liquor License

On motion duly made and seconded, the Board of Selectmen voted 5-0 to approve a request for a one-day liquor license from the Friends of the Council on Aging to serve wine on Saturday, January 13, 2018 from 2:00 p.m. until 4:00 p.m. for the purpose of the Launch of Literary Journal reception at the Community Center.

- Approve and Sign Eagle Congratulation Letter—Theodore John Kirby

On motion duly made and seconded, the Board of Selectmen voted 5-0 to send a letter of commendation congratulating Theodore John Kirby for attaining the highest rank of Eagle in Boy Scouting.

Before adjourning, Mr. Valente reported the unofficial tally of the debt exclusion votes indicates all three questions have passed.

Adjourn

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to adjourn at approximately 8:18 p.m.

A true record; Attest:

Kim Siebert
Recording Secretary

Selectmen's Meeting
December 6, 2017

A meeting of the Lexington Board of Selectmen was called to order at 5:10 p.m. on Wednesday, December 6, 2017 in the Selectmen's Meeting Room of the Town Office Building. Ms. Barry, Chair; Mr. Kelley; Mr. Pato; Ms. Ciccolo; and Mr. Lucente were present as well as Mr. Valente, Town Manager; and Ms. Siebert, Recording Secretary.

Approve FY18 Tax Rate/Minimum Residential Factor

This is the third of three meetings to establish the FY18 tax rate.

On November 13, 2017, the Board of Assessors presented information to the Board of Selectmen on factors that will affect the determination of the Fiscal Year 2018 tax rate.

On November 27, 2017, the Board held the tax classification hearing, to consider tax rate setting options available under property tax classification and to take public comment on classification.

Tonight's meeting is for the Board to set the FY18 tax rate. The Board must take four votes:

- Establish a residential factor (see Exhibit A);
- Determine whether to adopt the Open Space Discount;
- Determine whether to adopt the Residential Exemption and, if so, the percentage (up to 35 percent);
- Determine whether to adopt the Small Commercial Exemption.

Presenters for this item were Carolyn Kosnoff, Assistant Town Manager for Finance; Greg Johnson, Chairman, Board of Assessors; Ed Grant, Member of the Board of Assessors; Rob Lent, Director of Assessing.

One key difference between this presentation and the second that was presented on November 27, 2017 is that this version includes property values that have been approved by the Department of Revenue. Ms. Kosnoff noted a second difference related to a decrease in the debt exclusion. Otherwise, there have been no substantive changes.

Mr. Pato said he supports the 1.75 residential factor. He noted, however, that although New Growth is generally a good thing, the way commercial personal property values function over time can have a deleterious effect. As they depreciate, their once full value, now embedded in the tax base, shifts toward the other classifications, such as the residential tax category. As the Town budgets and plans into the future, Mr. Pato would like to look at commercial personal property, and how it effects the residential tax burden, with the goal of developing a strategy to possibly mitigate the burden, particularly on residential taxes.

Ms. Ciccolo said this observation is inciteful and agreed the issue is important to examine. She also supports the 1.75 shift for now and noted that 1.75 is the highest percentage allowed by the Department of Revenue. She observed that most of the other tax classifications, besides the

residential, have seen decreases in their tax bills even though the tax rates are rising. Ms. Barry pointed out that town-wide retail is not seeing a tax decrease and it is important for residents to support Lexington's businesses.

Mr. Kelley, Mr. Lucente, and Ms. Barry also supported the 1.75%. Mr. Lucente said he would like to learn more about the personal property issue Mr. Pato spoke of.

Ms. Ciccolo said she did not support a Small Commercial exemption this year but the question requires further study since the retail category is experiencing tax increases that can be burdensome. Mr. Pato noted that a study was done three years ago and found that an exemption would have only a small effect. Ms. Ciccolo noted that one of the reasons for this was that the exemption applied only to businesses with fewer than 10 employees and under \$1M in assets. Perhaps special legislation will be necessary. Mr. Pato and Ms. Ciccolo agreed to work together in this effort.

Upon motion duly made and seconded, the Board of Selectmen voted to establish a residential factor of 1.903903, which results in a tax shift of 1.75.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 not to adopt the Open Space Discount.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 not to adopt the Residential Exemption.

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 not to adopt the Small Commercial Exemption.

Adjourn

Upon motion duly made and seconded, the Board of Selectmen voted 5-0 to adjourn at approximately 5:28 p.m.

A true record; Attest:

Kim Siebert
Recording Secretary

Budget Summit Meeting 3
Board of Selectmen, School Committee, Appropriation Committee,
and Capital Expenditures Committee
December 7, 2017

A Budget Summit was held Thursday, December 7, 2017 at 7:03 p.m. in the Samuel Hadley Public Services Building Cafeteria, 201 Bedford Street. Board of Selectmen (BOS): Ms. Barry, (Chair); Mr. Kelley; Mr. Pato, and Mr. Lucente were present. Ms. Ciccolo arrived at 7:35 p.m. Also present were Mr. Valente, Town Manager; Ms. Kosnoff, Assistant Town Manager Finance; Ms. Hewitt, Budget Officer; and Ms. Katzenback, Executive Clerk.

Also present: School Committee (SC) members: Ms. Jay (Vice Chair), Ms. Steigerwald and Ms. Lenihan; Appropriation Committee (AC) members: Mr. Bartenstein (Chair); Ms. Basch, Mr. Levine, Mr. Michelson, Mr. Neumeier, Mr. Padaki, Mr. Radulescu-Banu, Ms. Yan and Ms. Yang. Capital Expenditures Committee (CEC) members: Mr. Lamb (Chair); Ms. Beebee, Mr. Kanter; and Mr. Smith.

Ms. Barry called the meeting to order at 7:04 p.m. and the other committees followed suit. Ms. Barry explained that, due to the nature of the meeting, no public comment would be taken.

Financial Condition Presentation

Mr. Valente distributed a packet of information that included an evaluation of the Town of Lexington's fiscal health, presented through a series of indicators and, where appropriate, comparative benchmarks. Mr. Valente stated the Town's financial condition is relatively strong, school enrollment continues to grow and fixed costs are fairly stable.

Mr. Valente highlighted the following indicators from the FY2019 Summit III Financial Indicators Presentation:

- Indicator I.1: Revenues – noting revenue growth has been positive.
- Indicator I.2: State Aid – citing State funding requirement for education has been met in 2018.
- Indicator I.5: Uncollected Property Taxes – explaining bond rating agencies generally consider uncollected taxes in excess of 5% as a warning trend. Lexington maintains a favorable position on this indicator.
- Indicator I.11(a): Projected Exempt Debt Service – showing the residential share of Net Exempt Debt Service per Lexington Household.
- Indicator I.13: Reserves and Fund Balance – stating the Town of Lexington has strengthened its reserve position by augmenting and transferring money into the Stabilization Funds.
- Indicator I.13(a): Use of Capital Stabilization Fund. – affirming Lexington has been building a balance in its Capital Stabilization Fund as a means to offset the impact to taxpayers from a number of anticipated construction projects.

Proposed FY19 Revenue Allocation Model

Mr. Valente presented the FY2019 Revenue Allocation model and reported that the projected revenue for FY19 is approximately \$222 million. After fixed costs and other allocations, approximately \$9.4 million in incremental revenue is available to add to the FY19 operating budget appropriation for schools and municipal budgets. That incremental revenue amount is allocated at 74.1% to the school side and 25.9% to the municipal side. The school share of incremental FY19 revenue is approximately \$7 million, a 6.9% increase over FY18, and the municipal share is approximately \$2.4 million, also a 6.9% increase over FY18.

Mr. Kanter asked that certain items, such as ax levy support of the Community Center Program, be discussed to determine whether they should be included above the line as shared expenses or be funded from within the revised, below-the-line, allocation to the FY19 municipal budget.

A recess was taken at approximately 8:20 p.m. to allow each Board to caucus to discuss their respective positions regarding items for inclusion above/below the line. The meeting resumed at 8:29 p.m. Mr. Kanter stated that three members of the Capital Expenditures Committee members would like to see further analysis regarding the tax levy support of the Community Center in the FY19 budget. Ms. Steigerwald indicated that given the School Committee does not have full presence at tonight's meeting they would like further information presented at a future meeting in order to take a position. Mr. Bartenstein reported that five members of the Appropriation Committee were in favor of keeping the status quo and four members would want to see further information, if provided. Ms. Barry stated the Board of Selectmen would like more analysis provided on the Community Center prior to taking a position.

Returning to the presentation on the FY19 Revenue Allocation Model, Mr. Valente stated that a .6% increase is projected in health insurance benefits from FY18 to FY19. Mr. Valente also noted that a 4.8% increase in debt service is projected for next year with what Town Meeting has already approved for debt related capital and what may be coming forward. Mr. Valente said that \$2.5 million is recommended to go into the Debt Service/Capital Stabilization Fund and that \$1 million has been set aside for unallocated/unidentified needs for FY2019.

Confirm Date for Summit 4

Ms. Barry stated the Summit 4 meeting will be held on Wednesday, January 24, 2018 at 7:00 p.m. in the Samuel Hadley Public Services Building Cafeteria, 201 Bedford Street.

Documents Presented

1. FY2019 Summit III Financial Indicators Presentation
2. Revenue Allocation Model Presentation

Adjourn

Upon motions duly made and seconded, it was voted to adjourn at approximately 8:50 p.m.

A true record; Attest:

Kim Katzenback

Executive Clerk