

## SELECT BOARD MEETING

Monday, January 22, 2024

Select Board Meeting Room, 1625 Massachusetts Avenue, Lexington, MA 02420 - Hybrid Participation\*  
6:30 PM

### AGENDA

#### PUBLIC COMMENTS

Public comments are allowed for up to 10 minutes at the beginning of each meeting. Each speaker is limited to 2 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 Select Board's Office at 781-698-4580 if they wish to speak during public comment to assist the Chair in managing meeting times.

#### SELECT BOARD MEMBER CONCERNS AND LIAISON REPORTS

1. Select Board Member Announcements and Liaison Reports

#### TOWN MANAGER REPORT

1. Town Manager Weekly Update

#### CONSENT AGENDA

1. Application: One-Day Liquor Licenses - Spectacle Management, Inc., 1605 Massachusetts Avenue
  - Live from Laurel Canyon - Songs and Stories of American Folk Rock
  - Robert Cray
  - The Capital Fools
  - Red Hot Chili Pipers
  - Sing and Swing Jazz
  - The Wallflowers
  - Tommy Emmanuel
2. Application: One-Day Liquor License - Lexington Historical Society, 1 Bedford Street
  - Tavern Night
3. Town Celebrations Committee Request - Approve Sending Sponsorship Letters for 2024 Patriots' Day Parade
4. Approve and Sign Eagle Scout Commendation Letter - Alex Kang Lau
5. Approve and Sign Water and Sewer Finals
6. Applications: Battle Green Permits - William Diamond Junior Fife and Drum Corps, Battle Green, 0 Massachusetts Avenue
  - Annual Lexington Tattoo & Road Closure for Parade on Massachusetts Avenue
  - Lexington Muster Line Up & Road Closure for Parade on Massachusetts Avenue

7. Accept Select Board Committee Resignations
  - Lexington Housing Authority Board - Tenant Board Member Seat - Maureen Rynn
  - Lexington Human Rights Committee - Salvador Jaramillo
8. Approve Town Manager Committee Appointment
  - Conservation Commission - Thomas Whelan
9. Approve Select Board Meeting Minutes
  - January 8, 2024 Select Board
10. 2024 Common Victualler License Renewals

**COMMON VICTUALLER**  
Lexington Knights of Columbus Members Association Inc. - 177 Bedford Street  
Spirit of India - 321 Marrett Road
11. Application: One-Day Liquor License - T.P. Bronx LLC d/b/a Galaray House, 1720 Massachusetts Avenue, Unit 2
  - First Friday Reception

#### **ITEMS FOR INDIVIDUAL CONSIDERATION**

1. Public Hearing: Intent to Layout Tucker Avenue as a Public Way 6:40pm
2. Discuss and Approve Potential Relocation of Bus Stop in Front of Conte's Bike Shop, 1684 Massachusetts Avenue to New Area in Lexington Center 6:50pm
3. Review and Approve Increase to Town Clerk's Fees 7:10pm
4. 2024 Annual Town Meeting 7:20pm
  - Approve Letter from Town Moderator for Inclusion in 2024 Annual Town Meeting Warrant
  - Approve Warrant
  - Presentation - ATM 2024 Article 10: Appropriate for the FY2025 Community Preservation Committee Operating Budget and CPA Projects
  - Presentation - ATM 2024 Article 34: Amend General Bylaws - Tree Bylaw - Tree Protection Plan
  - Presentation - ATM 2024 Article 35: Amend General Bylaws - Tree Bylaw - Require Mitigation Planting in Certain Instances
  - Presentation - ATM 2024 Article 36: Amend General Bylaws - Tree Bylaw - Exemptions
  - Presentation - ATM 2024 Article 37: Importance of Trees Resolution (Citizen Petition)
  - Select Board Article Presenters, Discussion and Positions
5. Discuss FY2025 Town Manager's Preliminary Budget & Financial Planning 8:05pm
6. Review and Approve Location of Lex250 Monument at Belfry Hill, Clarke Street 8:35pm

#### **ADJOURN**

1. Anticipated Adjournment 8:50pm

**Meeting Packet:** <https://lexington.novusagenda.com/agendapublic/>



***\*Members of the public can attend the meeting from their computer or tablet by clicking on the following link at the time of the meeting:***

<https://zoom.us/j/99739813810?pwd=bEZZNE9HK3MyY1AvcWc5d0NsQ0JlQT09>

iPhone one-tap:

+13092053325,,99739813810#,,, \*153496# US

+13126266799,,99739813810#,,, \*153496# US (Chicago)

Telephone:

- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 929 205 6099 US (New York)

Meeting ID: 997 3981 3810

Passcode: 153496

An Act Relative to Extending Certain State of Emergency

Accommodations: <https://www.mass.gov/the-open-meeting-law>

A Summit meeting of the Select Board, School Committee, Appropriation Committee and Capital Expenditures Committee will be held on Thursday, January 25, 2024 at 7:00pm via remote participation.

The next regularly scheduled meeting of the Select Board will be held on Monday, February 5, 2024 at 6:30pm via hybrid participation.

*Hearing Assistance Devices Available on Request*

*All agenda time and the order of items are approximate and subject to change.*



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Select Board Member Announcements and Liaison Reports

### **PRESENTER:**

Select Board Members

### **ITEM NUMBER:**

LR.1

### **SUMMARY:**

Please see the attached Select Board Correspondence Secretary Report for the January 22, 2024 meeting.

Under this item, Select Board Members can provide verbal updates, make announcements, as well as comment on any additional points or concerns. There are currently no written updates or announcements for the January 22, 2024 meeting.

### **SUGGESTED MOTION:**

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

### **ATTACHMENTS:**

Description	Type
 Correspondence Secretary Report - January 22, 2024	Backup Material

## Correspondence Secretary Report & Annual Recap – January 22, 2024

Joe Pato:

During this period (11/21/23 - 12/31/23), the Select Board has received email correspondence on the following topics:

Topic	Count
Burlington St Sidewalk	48
Leaf Blowers	8
Community Advisory Board Proposal	7
Support for Real Estate Transfer Fee	5
Noise Bylaw Changes	2
Battle Green Streetscape concerns	1
Bedford Street and Hartwell Avenue redesign	1
Control of Invasive Plants	1
Hanscom Environmental Impact Report	1
Inn at Hastings Park holiday lights	1
Lexington Center Development	1
Liquor License - Inn at Hasting Park	1
Massport CAC Resignation	1
Noise Complaint - generator	1
Property Acquisition Committee	1
Report Meeting Disruption	1
Roadwork	1
Statement Against Antisemitism	1
Support ARPA funds for Hanscom air quality study	1
Support for Asst Super Public Grounds PIR	1
Support for CPA housing fund requests	1
Support for Menorah in Emery Park	1
Support for Program Improvement (PIR)	1
Thanksgiving good wishes	1
Tree Warden Position	1
User of LexPress for refugee families	1
Walnut St Speed Bump Pilot	1

For the 2023 calendar year, the Select Board received 496 messages on the following topic categories:

Category	Count	Category	Count
Traffic	83	Article 10i	2
LexFarm	72	Air Quality	2
Zoning	65	Bus Stop	2

Compost	54	Center Revitalization	2
Minuteman School Committee	39	Committees	2
Noise	32	Demolition Delay	2
Trees	12	Environmental Impact	2
Police Department Solar Canopy	9	Process	2
Housing	8	Recreation	2
Leaf Blowers	8	Stone Building	2
Hanscom	7	Antisemitism	1
Land Use	7	Burial Fees	1
Police Community Advisory	7	Communications	1
Bike	6	Fire Inspector	1
Budget	6	Flooding	1
LexPress	6	Info Sharing	1
Minutemen	5	Invitation	1
Town Meeting Advocacy	5	Liquor Licensing	1
Transfer Fees	5	Opioid Fund	1
Animals	4	Personnel	1
Comcast	4	Rank Choice Voting	1
Thanks	4	Refugee Housing	1
Human Rights Committee	3	Solar	1
Lighting	3	Spring St	1
Parking	3	Sustainability	1
Waste	3		

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Town Manager Weekly Update

### **PRESENTER:**

Jim Malloy, Town Manager

### **ITEM NUMBER:**

TM.1

### **SUMMARY:**

Attached please find the Town Manager's Weekly Updates for the weeks ending on:

- January 12, 2024
- January 19, 2024

### **SUGGESTED MOTION:**

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

### **ATTACHMENTS:**

Description	Type
1-12-24 Weekly Update	Cover Memo
1-19-24 Weekly Update	Cover Memo



## *Town of Lexington*

Town Manager's Office

James J. Malloy, Town Manager  
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540  
Fax: (781) 861-2921

### **MEMORANDUM**

TO: Select Board  
FROM: Jim Malloy, Town Manager  
DATE: January 12, 2024  
RE: Weekly Update

The following is an update of activities for the week ending January 12, 2024:

#### Town Manager Updates:

- As per the Board's discussion on the future uses of 173 Bedford Street, I wanted to update the Board on this topic and provide some general scheduling information:
  - We have had several staff meetings and developed an RFP for getting leasing information. The current schedule is for this to be advertised and sent out to area leasing agents identified through Co-Star by next Wednesday with due date around 2/17. We will be providing an update for the 2/26 Select Board meeting. The leasing information will be presented for both a shorter term (5 years) and longer term (10 years) so that the comparison can include the planned future needs over the next ten years for swing space.
  - The \$6 million estimate included converting the building from gas to electric HVAC, however if the ultimate use of the property would be to demolish the building and convert the property to an affordable housing project, then converting the building to electric may not make financial sense. The preliminary estimate to renovate 173 Bedford Street without converting to electric (retaining gas) HVAC is \$4.2 million. The comparison we provide in February will include a comparison with both retaining gas and converting to electric HVAC.
  - Mike Cronin is reviewing both school needs and library needs to determine if the floor plans for 173 could remain as close to they are now and accommodate both uses. This would entail retaining private offices and conference rooms on the first floor and an open floor plate on the second floor (cubicles for school use, public space for library use).
- As the Board may be aware, the Town did not have a specific flag policy related to which flags may fly on Town-owned flagpoles at Town buildings. This became a larger issue over the past year after the *Shurtleff v. Boston* case and during the past year, Lexington has been asked to fly private entity's flags at our Town buildings. I worked with Town Counsel to draft the attached policy which I've implemented as of January 8, 2024.

- Attached please find the agenda tracker for upcoming Select Board meetings.

Police:

- The Lexington Police Department would like to welcome Officer Lexi, our new Community Resource Dog, to the department. She has just completed her intensive training in Rhode Island. She now has a week off to spend time bonding with her handler, Detective Joseph Sullivan, our new School Resource Officer assigned to the Middle Schools. They will both start their 3 week training program together next week. After completion, Det. Sullivan will be involved in numerous community engagement opportunities to introduce Lexi to members of the community. Lexi will be a tremendous resource in offering support to members of the community who have suffered loss or were victims or witnesses to a traumatic event. She will also serve as an opportunity for officer wellness and morale for staff who have handled difficult calls for service. We envision that she will serve as a conduit for positive community engagement and relationship building with groups and members of the community that we have not been able to strongly connect with in the past. Below are some photos:



- I would like to take the opportunity to express our thanks to the IT Department for the collaboration and assistance they have provided in the department now utilizing the state's E Citation program. We would not have been able to utilize this new program without their help. They are always ready and able to assist Town departments.

## Human Services:

### *Health Clinician*

- Place Your Order for Free At-Home COVID-19 Tests! As of November 20, 2023, residential households in the U.S. are eligible for another order of 4 free at-home test kits.  
[Free Tests Kits by Mail](#)
- The FDA has once again extended the expiration dates on the COVID-19 test kits. Current test kits that were given out now expire in April 2024.  
[Authorized At-Home OTC COVID-19 Diagnostic Tests and Expiration Dates](#)

### *Transportation Services*

- Transportation Services submitted a grant to MassDOT for vehicles. This is the first time the Town has ever applied for capital support for Lexpress. If awarded vehicles, they would arrive in time for FY26. We will continue to explore other options, should the vehicles not be awarded.
- Transportation Services is working with regional partners (128BC, MBTA, LRTA, MPO/CTPS) on a grant proposal to MassDOT for their new Regional Transit Innovation Grant due 1/19. The proposed idea is for a through-route from Waltham to Burlington via Lexington that would offer the service recommended in the MassDOT I-95 corridor study (service from Waltham to Lex) and then also assume the Lexpress Route B. Service will be proposed for 30-minute headways to better connect people to the vast array of transit services intersecting this proposed route. If awarded funding, please note this is only a pilot and funds would have to be used by June 2025. Awards presumed to be made in spring 2024.
- The MBTA Advisory Board's Rapid Transit Committee voted on 1/9/24 to commission a study on statewide paratransit consolidation. We have been advocating for this and are thrilled this is moving forward, as we hope to see enhancements and greater coordination among the plethora of diverse paratransit/demand-responsive services for seniors and people with disabilities.
- Lexpress ridership is up 46% over this time last year. We have recorded 545 Limitless Passes sold thus far.





## **Lexington Flag Policy**

*Adopted January 8, 2024*

Purpose: This policy set by the Lexington Town Manager is to establish clear guidelines regarding the display of all flags flown on Town-owned or Town-maintained properties that are under the authority of the Town Manager.

Town flagpoles, owned or maintained by the Town of Lexington ("Town") are not intended to and do not serve as a forum for free expression by the public, but rather as a nonpublic forum for the display of Governmental, department and other flags authorized by the Town Manager.

Flags shall be displayed in accordance with Federal and State statutes and regulations, including but not limited to: United States Code, Title 4, Chapter 1 and 36 U.S. Code § 902; the Federal "Our Flag" publication of the Congress, House Document No. 96-144; Chapter 2, Sections 6 and 6A of the Massachusetts General Laws; Chapter 264, Section 5 of the Massachusetts General Laws; 950 CMR 34.00 et seq.; and this Policy.

Federal, State, and Local Flags.

1. Outdoor flags shall be flown at Town facilities in the following order or precedence: First, the United States flag; second, the Commonwealth of Massachusetts Flag; third, the Town Flag; and fourth the POW/MIA flag or other commemorative flag approved by the Town Manager.
2. Town Flag. The Town of Lexington flag shall fly at half-staff if either the United States or Massachusetts flag is ordered to be flown at half-staff.

The Town Manager shall establish rules and procedures governing the display of flags on all Town properties.

This Policy shall take effect as of 1-8-24.

## Agenda Tracker

ITEM NAME	PROPOSED DATE	MINUTES	Item #	Description
Housing Feasibility Report Presentation	17-Jan-24	45	1	Carol Kowalski has indicated that the consultant (LDA Architects) is prepared to present to the Select Board their findings on the Housing Feasibility Study (funded with an earmark from State ARPA Funds). Carol has also indicated this could wait until the February Worksession if that worked better around Town Meeting planning.
SELECT BOARD WORK SESSION - Discuss Drafting Select Board Written Report for 2024 ATM	17-Jan-24	10	2	Determine topics for inclusion the Select Board Report to 2024 Annual Town meeting Assign topic to individual Board Member to draft Submission date for drafts to Select Board Office Draft Report will be put on future agenda for Board Review
Review Noise Committee Charge Revision	17-Jan-24	20	3	
Approve One-Day Liquor Licenses - Spectacle Management; Lexington Historical Society	22-Jan-24	0	0	Spectacle Management x7 events at Cary Memorial Building: 2/9; 2/24; 3/7; 3/10; 3/21; 4/14; 5/16; Lexington Historical Society's Tavern Night 3/9
<b>PLACEHOLDER</b> - TCC Request - Approve Sending Sponsorship Letters for 2024 Patriots' Day Parade	22-Jan-24	0	0	Annual request from TCC for Patriots Day Sponsorship mailing, waiting for Draft Letter
Approve and Sign Eagle Scout Commendation Letter	22-Jan-24	0	0	Alex Kang Lau of Boy Scout Troop 160 Eagle Scout (Court of Honor on Saturday, January 27, 2024)
Approve and Sign Water and Sewer Commitments	22-Jan-24	0	0	Email request from Robin on 1/9
Battle Green Use/Parade Requests - William Diamond Junior Fife and Drum Corps x2	22-Jan-24	0	0	Annual Lexington Tattoo on BG 5/3; line up for Lexington Muster Parade on BG & parade down Massachusetts Avenue towards Hastings Park 5/4
Accept Select Board Committee Resignation	22-Jan-24	0	0	Salvador Jaramillo resigning from the Lexington Human Rights Committee effective immediately
Confirm Town Manager's Appointment to Conservation Commission	22-Jan-24	0	0	The Town Manager is making an appointment to the Conservation Commission, subject to the Select Board's confirmation.
Approve Select Board Meeting Minutes	22-Jan-24	0	0	1/8/2024

<b>2024 Annual License Renewals</b>	22-Jan-24	0	0	Common Victualler x2
<b>Public Hearing - Intent to Layout - Tucker Avenue as Public Way</b>	22-Jan-24	10	1	Per engineering FY25 Street acceptance time table
<b>Discuss/approve potential Relocation of the Conte's Bike Shop Bus Stop</b>	22-Jan-24	20	2	Discussion on a request received from Pam Lyons regarding moving the bus stop on Massachusetts Ave.
<b>Review and Approve Increase to Town Clerk's Fees</b>	22-Jan-24	10	3	The Town Clerk's Office is looking to increase fees due to vital records paper and DBAs.
<b>2024 Annual Town Meeting</b>  - Approve Warrant -Approve Moderator letter - Presentation - ATM 2024 Article 10 Appropriate for FY25 CPC Operating Budget and Projects - Presentation - ATM 2024 Article 32 Amend General Bylaws- Tree Bylaw- Extend Tree Bylaw to All Private Property -Presentation- ATM 2024 Article 33 Amend General Bylaws- Tree Bylaw- Require Mitigation Planting in Certain Instances -Presentation- ATM 2024 Article 34 Amend General Bylaws- Tree Bylaw- Exemptions -Presentation- ATM 2024 Article 35 Importance of Trees-Resolution (Citizen petition, Charlie Wyman)  Marilyn Fennolosa, Nancy Sofren, Charlie Wyman-Presenters  Select Board Article Presenters, Discussion, Positions	22-Jan-24	45	4	Marilyn Fenollosa for CPC confirmed. Nancy Sofen confirmed 3 tree committee articles. Charlie Wyman for Resolution confirmed
<b>FY2025 Town Manager's Preliminary Budget &amp; Financial Planning</b>	22-Jan-24	30	5	White Book...
<b>Update and review of Roundabout and Lighting Installation on the Battle Green Streetscape Project</b>	22-Jan-24	30	6	12/19/23 Email from D. McKenna requesting do discuss some concerns.

<b>Review/Approve Belfry Hill for Lex250 Monument</b>	22-Jan-24	15	6	The Lexington Semiquincentennial Commission is ready to advertise the call for artists for the monument proposed for the Lexington 250th celebration and the specific site should be reviewed and approved prior to the call for artists being advertised at the start of 2024.
<b>Budget Summit III</b>	25-Jan-24	60	1	This will be the presentation of the White Book and will include the School Committee, Appropriation Committee and Capital Expenditures Committee WILL BE FULLY REMOTE
<b>Placeholder - Package Store Liquor License Application - Liberty Wine and Spirits 335 Woburn Street</b>	5-Feb-24	10	1	Application currently in dept review, needs to be advertised in Minuteman Newspaper, (ZBA gave a special permit with conditions for this to be allowable at this location, ZBA has not yet filed this special permit with Clerk's office yet)
<b>Vote to Layout Tucker Avenue as a Public Way</b>	5-Feb-24	10	2	Per engineering fy25 Street acceptance time table
<b>FY 25 Recreation Fees</b>	5-Feb-24	15	4	Annual fee proposals and recommendations
<b>Review ARPA Requests for the last quarter 2023</b>	5-Feb-24	30	5	This will be to review the ARPA Requests for the 4th quarter of 2023.
<b>Placeholder - Review and Approve Committee Meeting Conduct Norm Policy</b>	5-Feb-24	15	6	Follow up from 12/18/2023 meeting
<b>2024 Annual Town Meeting Town Meeting Article Presentations - Select Board Article Presenters, Discussion, Positions</b>	5-Feb-24	60	33	
<b>Placeholder - Preliminary Review of Goal Setting Meeting Report</b>	5-Feb-24	10		initial review and discussion
<b>Approve Sale of Bond Anticipation Notes</b>	12-Feb-24	10	1	For issuance of bond after sale on 2/7

<b>Annual Town Meeting Article Presentations</b> <b>Article 31 Prohibit Single -Serve Plastic Water Bottles (Citizen Petition)</b> <b>Article 40 Integrated Pest Management Resolution (Citizen Petition)</b> <b>Article 41 Massachusetts Bay Transportation Authority</b> <b>Article 42 Digital Publication of Legal Notices (Citizen Petition)</b> <b>Article 43 Voting Rights 16 and older (Citizen Petition)</b> <b>Article 44 Amend General Bylaws- Capter 100 Public Ways and Places (Citizen Petition)</b> <b>Article 45 Indigenous Peoples Day (Citizen Petition)</b>  <b>Thomas Wanderer, Marci Cemenska, Kunal Botla-Transportation Advisory Committee, Diane Pursley, Andy Friedlich, Fran Ludwig</b>	12-Feb-24	60	2	Marci Cemenska confirmed Kunal Botla- both 41 and 43 Diane Pursley confirmed Andy Friedlich-confirmed Fran Ludwig-confirmed
<b>Placeholder - Goal Review</b>	12-Feb-24	30	3	Possibly hav the 1hr Follow up session with Jon Wortman
<b>Update on 173 Bedford vs. Leasing</b>	26-Feb-24	20	1	This is a continuation of the discussion on moving the Central Administration Office to either 173 Bedford Street or leasing space and the results of the RFP process.
<b>Town Meeting presentations:</b> <b>Article 44 Amend Zoning Bylaw-Signs</b> <b>Article 45 Amend Zoning bylaw-Short Term Rentals</b> <b>Article 46 Amend Zoning Bylaw-Permitted Uses and Development Standards</b> <b>Article 47 Amend Zoning Bylaw-Gross Floor Area Definition</b> <b>Article 48 Amend Zoning Bylaw-Inclusionary Housing For Village and Multifamily Districts</b> <b>Article 49 Amend Zoning Bylawy and Map-Technical Corrections</b> <b>Article 50 Amend Zoning Map- Owner Petition 507 Bedford St</b> <b>Article 51 Amend Zoning Map-Owner Petition-509 Bedford St</b>	26-Feb-24	60	2	Abby McCabe & Bob Peters confirmed for PB articles plus owner petitions

<b>PLACEHOLDER</b> - Approve Amendment to MOU - Inn at Hastings Park	26-Feb-24	5	3	
<b>Placeholder</b> Sign Presidential Primary Election Warrant	26-Feb-24		4	Mary de Alderete to confirm what meeting she will put this on, could possibly earlier in February



## *Town of Lexington*

Town Manager's Office

James J. Malloy, Town Manager  
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540  
Fax: (781) 861-2921

### **MEMORANDUM**

TO: Select Board  
FROM: Jim Malloy, Town Manager  
DATE: January 19, 2024  
RE: Weekly Update

The following is an update of activities for the week ending January 19, 2024:

#### Town Manager Updates:

- As the Board continues to discuss the proposal related to the Noise Bylaw provisions related to gas powered leaf blowers, Dave Pinsonneault and Maggie Peard put together the attached information relative to gas and electric leaf blowers.
- Attached please find the agenda tracker for upcoming Select Board meetings.

#### Health Department:

- The Health Department has ordered another 1000 COVID test kits, at no cost, from the State. Once received, a notice will go out and they will be available for pick up at the Health Dept, Fire Dept and Community Center.

#### Land Use, Housing and Development:

- On 1/16/24 Meghan McNamara has started in her new role as the Planner in the Planning Office.

#### Human Services:

- Some new information (an update on last week's update) on the extension dates for COVID test kits. The kits provided by the town have expired, but the link provided is beneficial for anyone who wants to check if the kits they have at home have expired or not. People can scroll down, select the "extend expiration date" of the test kit, and look at the lot numbers. <https://www.fda.gov/medical-devices/coronavirus-covid-19-and-medical-devices/home-otc-covid-19-diagnostic-tests#list>

## Recreation & Community Programs:

### *Recreation Committee*

- Over two years of discussions, review and data collection regarding the Hard Court Surfaces in Town and the continuous growing demand for use for both Tennis and Pickleball, during its regularly scheduled meeting held on 1/17/24 The Recreation Committee voted 5-0 to approve this motion. “The Recreation Committee approves a temporary pilot program to restrict reservations of the Adams Courts to pickleball for the 2024 season. The pilot will run from April 1, 2024 (or whenever the season opens) to the Sunday before Thanksgiving 2024 (or whenever the season closes) at which time the pilot program ends and the restriction on reservations to pickleball only will expire.”

### Programs & Services

- On Thursday, January 25<sup>th</sup>, the Annual [Stay & Play Summer Showcase](#) will be held at the Community Center from 6-8pm.

Lexington-based programs and service providers will be sharing information for Summer 2024-camps, clinics, jobs and volunteer opportunities.



**STAY & PLAY SUMMER SHOWCASE!**  
LEXINGTON SUMMER CAMP & PROGRAM OPPORTUNITIES

RAFFLES | GIVEAWAYS | JOB APPLICATIONS

Thursday, January 25th  
6:00 - 8:00 PM  
Lexington Community Center

Ready to plan your summer fun? You don't have to go far! Join Lexington- based organizations to learn about their program, employment & volunteer opportunities.

The poster features a teal background with white clouds and a yellow sun. It includes three circular images of children: a girl in a pink shirt, a boy in a blue shirt, and a girl in a blue shirt. The text is in a bold, sans-serif font.



A Comparison of Gas and Battery-Powered Backpack Leaf Blowers  
(Performance and Prices)

This first list shows the specifications of a sample of gas leaf blowers listed on Protool Review's list of Best Backpack Leaf Blowers:  
<https://www.protoolreviews.com/best-backpack-leaf-blower-reviews/>  
To note:  
-between 70 and 97 decibels  
-highest force = 48 Newtons

Type	Brand	Model	Weight (lbs)	Airflow (CFM)	Airspeed (MPH)	Force (Newtons)	Sound (decibels)	Price
Gas	Echo	PB-9010T	26.7	1110	220	48	80	\$649.99
Gas	Stihl	BR 800 C-E Magnum	25.8	912	239	41	78	\$699.99
Gas	RedMax	EBZ6500RH	22.5	631	232	30	97	\$509.99
Gas	Echo	PB-580T	22.7	517	216	22	70	\$379.99
Gas	Husqvarna	150BT	22.5	434	251	20	72	\$419.99
Gas	Senix	BLB4QL-M	19.4	600	200	18	not listed	\$299.99

This second list shows the specifications of a sample of battery powered leaf blowers.

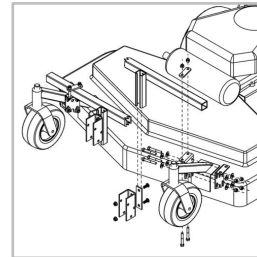
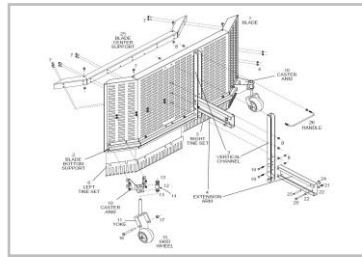
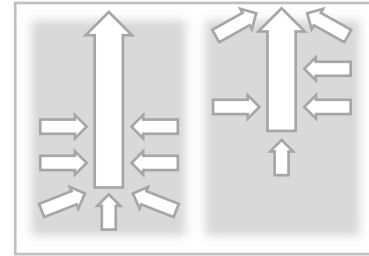
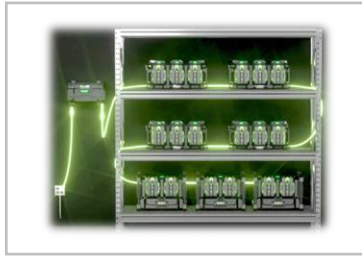
To note:  
-A range of 57-65 decibels  
-Highest force = 39 Newtons

Prices can vary dramatically based on the types of batteries one buys, which in turn leads to a wide range of runtimes. This list represents a variety of types of batteries to reflect the range of prices and range of runtimes that can result.

Type	Brand	Model	Weight (lbs)	Airflow (CFM)	Airspeed (MPH)	Force (Newtons)	Sound (decibels)	Price	What's included in price	Runtime
Electric	Greenworks	BB361-82DP	31.9	755	225	36	65	\$1,299.99	Includes charger and two batteries Just tool. Recommended portable charger and two batteries that can charge in 8 minutes is	65 mins with two batteries
Electric	Kress	KC500.9	32.2	900	190	35	63	499.99*	\$11,599.97	?
Electric	Greenworks	BPB60L801	17.4	730	185	35	not listed	\$349.99	Includedes charger and one battery	?
Electric	Ryobi	RY404170	30	730	165	31	57	\$429.00	Includes charger and one battery	52 minutes with 2 batteries
Electric	Greenworks	BLB492	28	690	165	29	not listed	\$699.99	Includes charger and two batteries Just tool. Recommended backpack battery is	75 min with 2 batteries
Electric	Makita	CBU02Z	35	671	160	28	60	749*	\$1379.00	4 hours with battery listed at \$1379.00
Electric	EGO	LBPX8004-2	16.3	800	190	26	65	\$699.00	Includes charger and two batteries	25 mins on turbo, 30 mins on high, 2 hours on low with two batteries
Electric	Greenworks	82BA26-52DP	28.3	690	195	26	not listed	\$899.99	Includes charger and two batteries Just tool. Recommended backpack battery is	60 minutes on high, 2-3 hours on low
Electric	Stihl	BGA 300	37	571	192	26 14 (21 in boost mode)	59	699.99*	\$1299.99	140 min with battery
Electric	Husqvarna	550iBTX	34.7	550	120		61	\$1,555.49	Includes charger and one battery	2-3 hours with battery included at this price point

Sources: Manufacturers' listed product specifications

\* indicates just the tool, no batteries or charger included



# The Landscaper's Handbook to NEXTGEN Leaf Management

*Preliminary Copy – For Limited Use Only*

January 2024  
v.2



©Kampus  
Research

## <<< Contents >>>

Page:

3. First, Why Do We Need NEXTGEN Leaf Management?
4. First, Let's Talk About Saving Time by Working Smart
5. NEXTGEN Is About Working Healthier & Smarter
6. Okay, So How Does NEXTGEN Stack Up to GLBs?
7. GLB vs. BLB Operating Cost Calculations
8. How Does Division of Labor Hit the Ground in Moving Leaves?
9. Does NEXTGEN Really Work? Are Local Communities Behind It?
10. **PRODUCTS:** *2024 Will Be a Bellwether Year for BLBs*
11. How BLBs Work: Power, Energy, Force
12. Leafblower Performance Landscape
13. BLB Misperception: Noise = Power
14. Manufacturers Are Jumping In
15. When You Buy a BLB, You Also Buy a BLB Architecture
16. Commercial-grade BLB Product Specifications (3 pages)
19. If You Really Need More BLB Power...
20. **BATTERY CHARGING:** *"No Juice, No Dough"*
21. A Charging Strategy for All Seasons
22. Added Benefit: Power Stations Have Many Uses
23. A Fast Charger Is Needed When Charging Onsite
24. Example Charge Times for Various Batteries & Chargers (Toro)
25. Example of a Commercial Battery Charging System (EGO)
26. Charging Gets a Lot Easier in a Few Years
27. **LEAF PLOWS:** *"Best \$500 I Ever Spent"*
28. Leaf Plows: Commercial and Homemade
29. Example Leaf Plow Mounting Hardware (JRCO)
30. 2004 JRCO Leaf Plow Review from LawnSite
31. Keeping Leaves Onsite
32. Frequently Asked Leafblower Questions

## Introduction:

*NEXTGEN replaces gas-powered leaf blowing with a combination of quiet-clean-green battery-powered leafblowing and efficient leaf plowing. See more ahead.*

*Transitioning to a new approach is always a pain. But a lot of good things in life start out being a pain (learning how to play golf and kitchen renovations, to name two).*

*In this case, you will need to do some information gathering, familiarizing, comparing, testing, evaluating, and decision-making about battery-powered leafblowers.*

*To help you get started, we have put together some basic information on:*

- **Products:** Leafblowers; batteries; chargers; leaf plows
- **Methodology:** Combining leaf blowing with leaf plowing; battery management
- **Economics:** Purchase cost; operating cost; productivity

*Further sources of information include:*

- *Local power equipment dealers*
- *Manufacturers' websites*
- *Fellow landscapers*
- *Online forums (e.g., [LawnSite.com](http://LawnSite.com))*

*And there is an organization that provides professional training on electric-powered lawn care in English and Spanish:*

[AGZA: American Green Zone Alliance](#)

*Send comments and suggestions regarding this document to [paul@kampasresearch.com](mailto:paul@kampasresearch.com)*



©Kampas  
Research

## OVERVIEW:

# First, Why Do We Need NEXTGEN Leaf Management?

The answer is twofold: **PUBLIC HEALTH** and **GLOBAL WARMING**. Gas-powered leaf blowers (GLBs) create hazardous amounts of noise, air pollution (including carcinogens), airborne particulates (including pesticides, asbestos, and feces) that are inhaled by those in the area, and greenhouse gasses that harm the climate. Of course, landscapers have the highest health risk from noise, pollution, and airborne particulates, and will benefit the most from moving to NEXTGEN, which also lowers their cost and increases productivity.

### Statement of Purpose of the Cambridge Leafblower Ordinance: (Dec. 4, 2023)

*“The Cambridge City Council hereby finds that the reduction of noise pollution; air pollution; harm to wildlife, soil, and plants; and general negative public health outcomes from the combustion of petroleum-based fuels provide the basis for the public purposes of this Leaf Blowers Chapter. Whereas the use of gas-powered leaf blowers contributes to the aforementioned pollutions, harms, and negative public health outcomes, it is declared to be the policy of the City of Cambridge (“City”) to prohibit unnecessary, excessive, and damaging noise, airborne dust, and harmful fumes caused by the use of gas-powered leaf blowers to protect human health and reduce emissions, pursuant to the City's stated goals and objectives to protect health and reduce emissions pollution.”*

### Acton Declaration of Climate Emergency: (excerpted) (Sept. 8, 2020)

*“Whereas, the use of fossil fuels — such as oil, coal, and natural gas — is causing unprecedented increases in greenhouse gases in our atmosphere and ensuing climate change impacts;*

*Be It Therefore Resolved, that the residents of the Town of Acton hereby declare that a Climate Emergency threatens our town, state, and nation, as well as humanity broadly, and that a mobilization to meet this challenge is both an imperative and an unprecedented opportunity to stabilize the climate, remedy environmental harms, create clean-energy jobs, and improve human lives.”*

*Be It Further Resolved, that the members of Acton Town Meeting call on Town government and staff, and all Acton civic groups, businesses, and residents to commit to a climate mobilization effort, with appropriate support from the state and federal governments, to bring net Town-wide carbon emissions to zero as quickly as possible, with a target date of 2030.*





# First, Let's Talk About Saving Time by Working Smart...

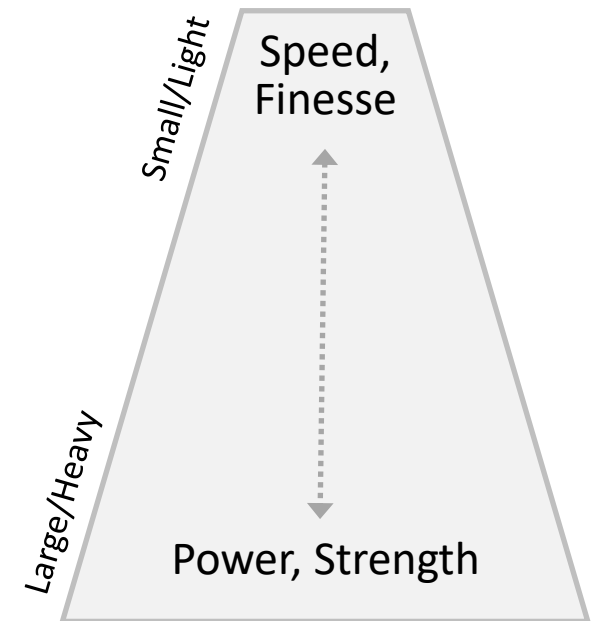
**Q:** Why Do Athletes and Tools Come In Different Shapes and Sizes?



**A:** Division of Labor

## ***DIVISION OF LABOR:***

*The assignment of different parts of a process or task to different types of people or tools in order to improve both efficiency and effectiveness.*



## OVERVIEW:

# NEXTGEN Is About Working Healthier & Smarter

### TYPICAL TODAY:

- **No Division of Labor** (Unsmart)
- **100% Gas-powered Leaf Blowing** (Unhealthy)



*Gets the job done, but moving large volumes of leaves long distances via blowing is inherently inefficient, wasting time and energy. Also produces all the bad stuff we talked about on the previous page.*

### NEXTGEN VISION:

- **Division of Labor** (Smart)
- **Quiet/Clean Leaf Blowing + Leaf Plowing** (Healthy)

*We could have simply proposed replacing GLBs with BLBs (Battery-powered Leaf Blowers), but there's a lot more to be gained by working smarter here!*



*Short-distance, low-volume leaf blowing paired with long-distance, high-volume leaf plowing is fast and efficient - and much better for your health. Notice in bottom photo how leaves love to stick together – perfect for plowing!*

**Note:** Leaf plows mount on lawn mowers



©Kampas  
Research

## OVERVIEW:

# Okay, So How Does NEXTGEN Stack Up to GLBs?

### TYPICAL TODAY: Dual GLBs

#### Stihl BR 700 \$620

912 CFM  
197 MPH  
3.8 HP  
35 Newtons  
75dB at 50'  
23 lbs



(2 GLBs @ 35 Newtons = 70 Newtons Total Power)

Note: Leaf plow and mower not used here for leaf management, so zero cost.

2 GLBs:

Cost of 2 Leafblowers: **\$1,240**

Cost of Leaf Plow & Mount Bar: **0**

3 Years Leafblower Operating Cost: **\$10,638**

3 Years Lawnmower Operating Cost: **0**

3 Years Total Cost: **\$11,878**

3 Years Total Pounds of CO2 Emitted: **44,640**

Total Leaf Moving Power in Newtons: **70**

### NEXTGEN: Dual BLBs + Leaf Plow

#### Ego LB 7654 \$1,280 Total

765 CFM  
200 MPH  
26 Newtons  
64dB at 50'  
9.7 lbs

6 x 56V 5Ah Batteries

6 Chargers



Optional  
backpack  
adapter:  
\$230



#### JRCO Leaf Plow: \$590

Mount Bar: \$245

25 HP Mower:  
150 Newtons (Est.)



[Click for  
video](#)

(2 BLBs @ 26 Newtons + Leaf Plow @ 150 Newtons = 202 Newtons Total Power)

2 BLBs + Plow +  
Use of Gas Mower:

**\$2,560** Includes 6 batteries & chargers per leafblower

**\$835**

**\$744** Hourly operating cost: \$2.62 for GLBs, \$0.20 for BLBs

**\$2,100** Under \$1,000 if battery-powered mower

**\$6,239**

**13,314**

**202**

**11,082** pounds CO2 if  
BLB batteries charged  
with Renewable Energy

**0** pounds CO2 when used  
with battery-powered  
mower and RE charging

### The NEXTGEN Bottom Line:

NEXTGEN is **57%** of the cost, **30%** of the CO2 emissions, and almost **300%** of the power of GLBs



©Kampas  
Research



## OVERVIEW:

# GLB vs. BLB Operating Cost Calculations

*Estimated Yearly Usage: 15.5 average hours per week x 40 weeks of usage per year = 620 hours usage per year (1 leafblower). Source: Stihl, GLB & BLB maker.*

### GLBs:

- GLB gas to oil ratio = 50:1.
- GLBs burn ~0.45 gallons of gas/hour.
- Gas (89 octane) = ~\$3.70/gal\*
- Gas cost/hour =  $0.45 \times \$3.70 = \$1.67$
- Oil (1.2 oz) cost/hour = ~\$0.95
- Maintenance cost/hour\*\* = ~\$0.24
- Total cost/hour =  $\$1.67 + \$0.95 + \$0.24 = \$2.86$
- Total cost per year =  $\$2.86 \times 620 \text{ hours usage/year} = \mathbf{\$1,773}$

### Bottom Line:

- $\$1,773 / \$124 = \mathbf{14} > \text{GLB Operating Cost} = 14 \times \text{BLB Operating Cost}$
- Annual Operating Cost Saving using BLB =  $\$1,773 - 124 = \mathbf{\$1,649}$

### BLBs:

- Assumed speed mix: 40% turbo speed + 45% high speed + 15% idle
- At assumed speed mix, BLBs use about 700 watts (0.7 kilowatts) of power
- Typical electricity cost = \$0.29 per kWh
- Total cost/hour =  $0.7 \times \$0.29 \text{ per kWh} = \$0.20$
- Total cost per year =  $\$0.20/\text{hour} \times 620 \text{ hours usage/year} = \mathbf{\$124}$

*\*Gas prices fluctuate, so this number changes week to week*

*\*\*Yearly maintenance cost = \$150 -> \$0.24/hour*





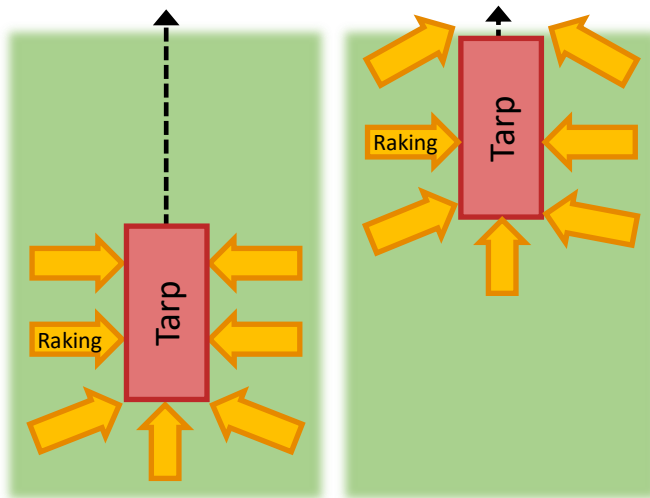
## OVERVIEW:

# How Does Division of Labor Hit the Ground in Moving Leaves?

LASTGEN: ----->

## 2 Stage: Raking + Tarping

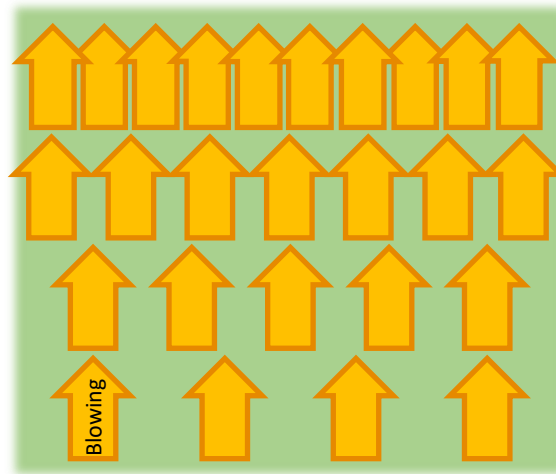
*Leaves are raked short distances onto a tarp. The tarp is then dragged to its destination and emptied. This process is very efficient, but using no power equipment, requires time and physical exertion.*



TYPICAL TODAY: ----->

## 1 Stage: Gas Blowing

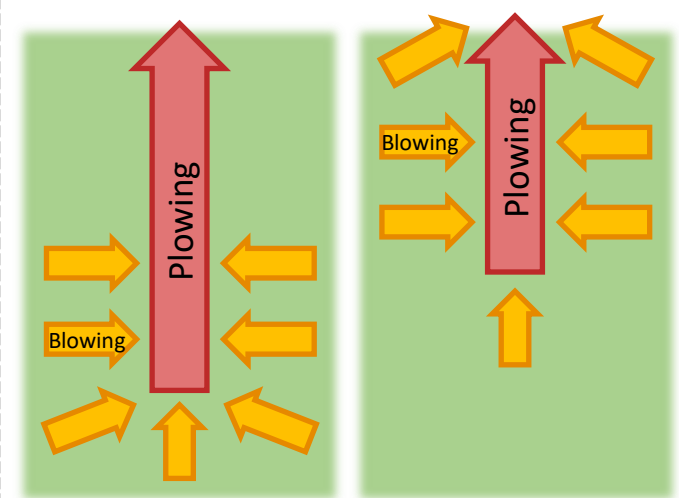
*Leaves are blown long distances. Because blowing is inefficient, and because leaves stick together, blowing gets slower and more difficult as they pile up. Blowing becomes even more inefficient when dealing with wet leaves and blowing against the wind.*



NEXTGEN: ----->

## 2 Stage: BLB Blowing + Plowing

*Leaves are blown only short distances, so mega-power is not required. The leaf plow performs the long distance/ high volume work. Leaves sticking together aids plowing. Leafblowing is reduced by 40-60%. NOTE: Long-distance leaf moving can also be done with a tarp, either dragged manually or with a lawnmower.*



## OVERVIEW:

# Does NEXTGEN Really Work? You Bet!



**QUIET LAWN in  
Myrtle Beach SC**



**T.J. Collins in  
Needham MA**

WGBH News  
Segment

[Click for  
video](#)



**Concord's ECO-QUIET,  
founded by George  
Carrette, has been all-  
electric since 2014.**

[Click for  
video](#)

WBZ News  
Segment

*"I bought a JRCO leaf plow last year after hearing so many praises. All I can say is I should have bought one 10 years ago. The plow has reduced my time by 50% on some properties. Best \$500.00 I have ever spent!"*

**Landscaper on LawnSite**



**WASHINGTON DC has been  
GLB-free since Jan 1, 2022  
Pop. 678,972**



**MIAMI BEACH GLB-  
free since Aug 1, 2023  
Pop. 77,424**

**LEXINGTON, ARLINGTON, BELMONT,  
CONCORD and CAMBRIDGE all have passed  
bylaws or ordinances to become GLB-free**



**Dec. 4, 2023: Cambridge City Council  
Passes Ordinance 9-0 to Phase Out GLBs**

*"I used to work in landscaping, I used to breathe the fumes and carry the backpack," said Cambridge City Councilor Quinton Y. Zondervan. "So, we should have done this yesterday."*

**Boston Globe 11/29/2023**



## Are Local Communities Getting Behind It? You Bet!



©Kampas  
Research

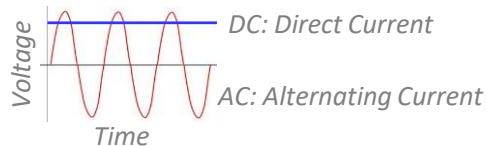
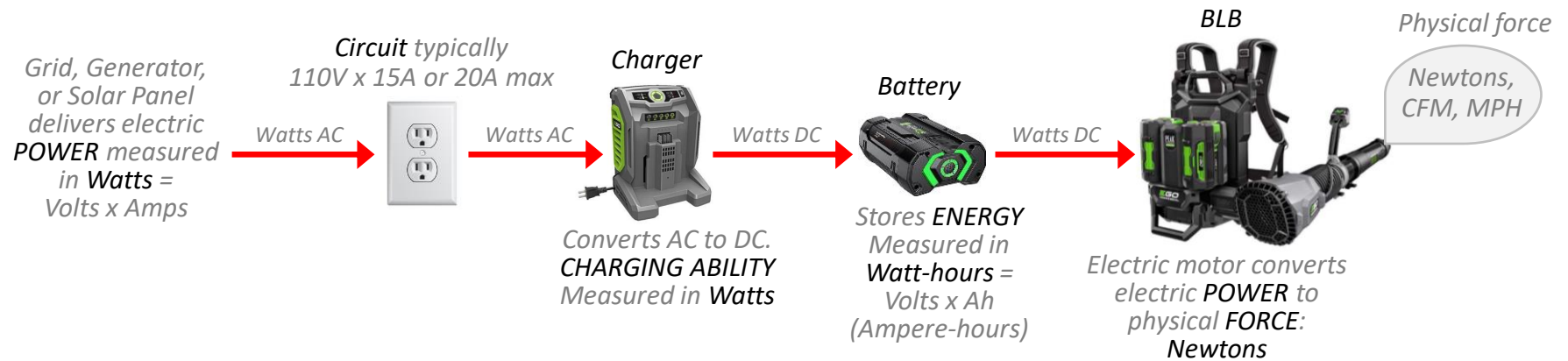
## < < < PRODUCTS > > >

*2024 will be a bellwether year for high performance BLBs, with many new offerings*



## How BLBs Work: Power, Energy, and Force

### The BLB Electrical System:



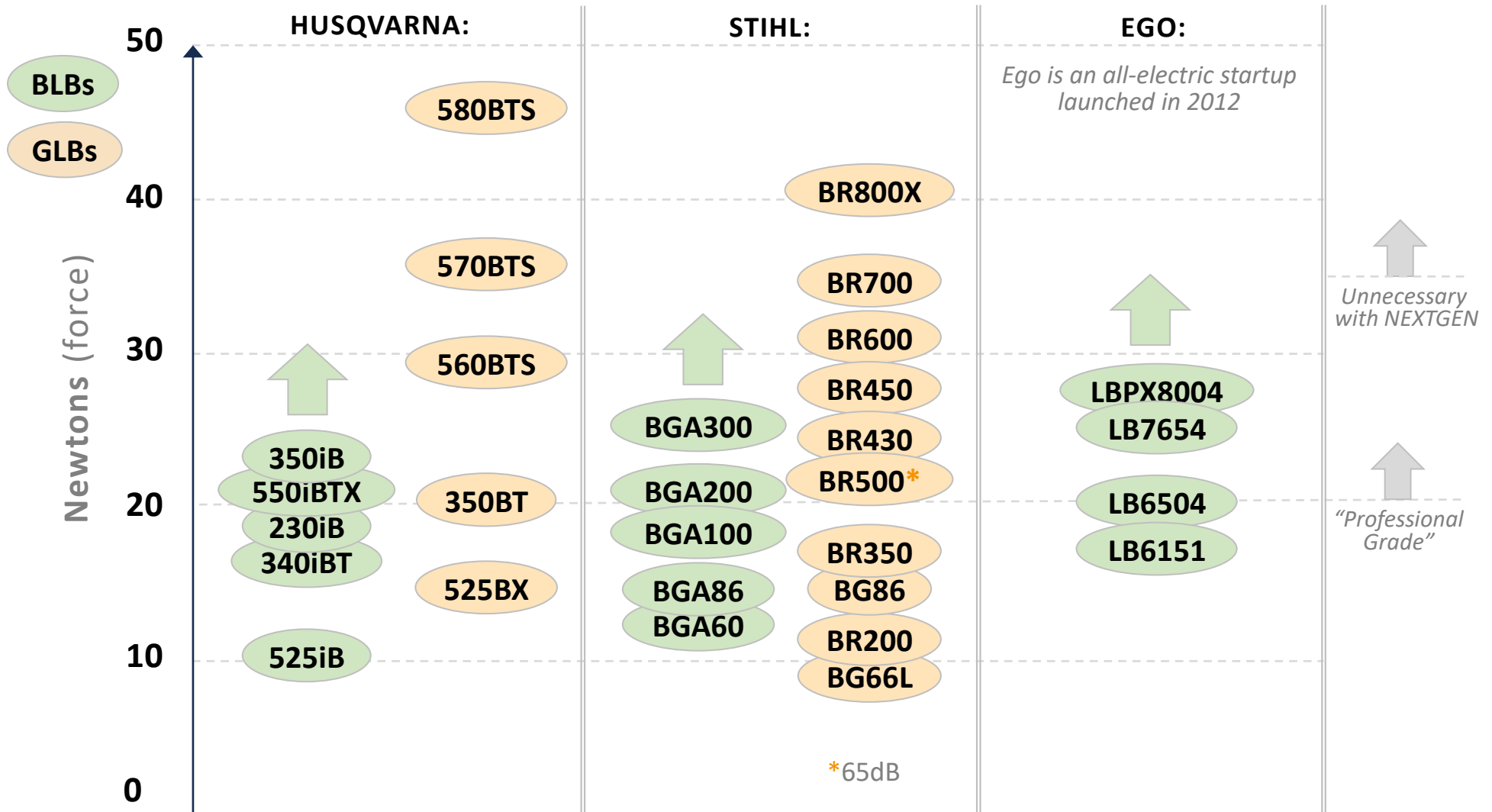
$$\text{Energy} = \text{Power} \times \text{Time} = \text{Watts} \times \text{Hours} = (\text{Volts} \times \text{Amps}) \times \text{Hours}$$

# PRODUCT:

## Leafblower Performance Landscape (c.2023)

- BLB performance is improving rapidly, so hands-on testing of recent models is important for accurate assessment
- When used with leaf plows, as recommended, mega-performance is neither necessary nor desirable (blown dirt/pesticides/pollen/asbestos, weight, battery usage, etc.)

3 Selected Manufacturers:





## Common BLB Misperception:

### NOISE = POWER

*GLBs create a tremendous amount of noise and lots of vibration. When landscapers try out new, powerful BLBs, which are quiet and smooth running, they can misperceive the BLB's lack of noise and vibration for lack of power.*

#### NOISE: Muscle Car



**1967 Bullitt Mustang 390:**

**320** Hp

0-60 = **7.3** sec's

#### QUIET: Electric Vehicle



**2023 Lucid Air:**

**1,234** Hp

0-60 = **1.89** sec's



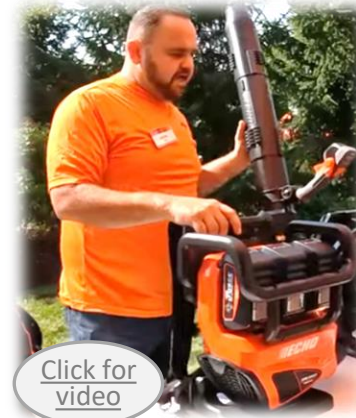
## PRODUCT:

### Manufacturers Are Jumping In

- 2024 will be a bellwether year for high performance BLBs, with many new offerings
- Landscapers will benefit as increased competition drives performance up, cost down



Here a **Milwaukee** product manager demos the performance of a new, high performance BLB offering. Milwaukee is a highly respected manufacturer of professional power tools



**Ego** (above) is the Tesla of BLB makers: 100% electric from the start



**Echo** (top) and **Stihl**, leading GLB makers, have introduced high performance BLBs



## When You Buy a BLB, You Also Buy a BLB Architecture

- When you buy a GLB, gasoline is a universal energy source across all brands, so it's easy to mix and match or change brands (*but very unhealthy for you and residents*)
- When you buy a BLB, you commit to a blower-battery-charging architecture, making mixing, matching, and changing brands more complicated (*but very healthy for you and residents*)
- Thus, making a wise BLB purchase decision requires evaluating the capability of the product set (blowers + batteries + charging) as a whole system
- Listed here are 8 key factors in a BLB product set purchase decision:

### LEAFBLOWER:

- **Power**
- **Ergonomics/weight**
- **Cost**

### BATTERIES:

- **Modularity** (interchangeable “bricks” vs. large monolithic batteries)
- **Cost/3<sup>rd</sup> party availability** (3<sup>rd</sup> party batteries can be half the price)

### CHARGING:

- **Smart/multi-pods for overnight charging of many batteries**
  - **A sufficiently fast charger for mobile, onsite charging of one or a few batteries**
  - **Cost**
- Like a chain, where the chain is only as strong as its weakest link, a BLB product set is only as good as its weakest component
  - So keep an eye out for weak components, and pay sufficient attention to charging





# PRODUCT:

## Commercial BLB Product Specifications (1 of 3)

For comparison,  
most GLBs  
weigh ~25 lbs.

### Leafblower Model:

All BLBs  
Shown are  
>20 Newtons



#### EGO LBPX8004-2

26 Newtons  
800 CFM, 190 MPH  
56V, 65dB,  
29 lbs with  
2 x 6Ah batteries



#### EGO LB7654

26 Newtons  
765 CFM, 200 MPH  
56V, 64dB  
9.7 lbs with  
1 x 5Ah battery



#### Echo DPB-5800T

25 Newtons  
795 CFM, 195 MPH  
56V, ? dB  
23 lbs with  
2 x 5Ah batteries



#### Milwaukee M18 FUEL

20.5 Newtons  
650 CFM, 155 MPH  
54-60V, 62dB  
17 lbs w/0 batteries

### Cost:

\$700 w/2x6Ah batteries,  
280W dual charger

\$300 w/1x5Ah battery,  
320W charger; optional  
backpack adapter: \$240

\$700 w/2 x 5Ah battery,  
dual charger

Coming Soon!

### Batteries:



EGO 56V Batteries:  
5Ah/280Wh  
5 lbs, \$189  
\$0.68/Wh

3<sup>rd</sup> Party Batteries:  
5Ah/280Wh  
5 lbs, \$110-\$150  
\$0.39-\$0.54/Wh



5Ah/252Wh  
\$185  
\$0.73/Wh

Coming Soon!

### Chargers:



Turbo CH7000  
Fast charger 700W, \$179  
25 Min. Charge Time for 5Ah  
battery



LC-56V4AAB  
Rapid Charger  
~300W?

Coming Soon!

### Review:

[LB Guide EGO LBPX8004-2](#)

[LB Guide EGO LB7654](#)  
[Video Performance Review](#)

[LB Guide Echo DPB-5800T](#)

Coming Soon!

### Mfg Link:

[EGO Blowers](#)












[Echo Blowers](#)

[Milwaukee Blower](#)










PRODUCT:

# Commercial BLB Product Specifications (2 of 3)

Leafblower Model:	 <b>Toro 66100</b> ? Newtons 730 CFM, 160 MPH 60V, ?dB ? lbs w/? batteries	 <b>Ryobi RY404170</b> ? Newtons 730 CFM, 165 MPH 40V, 59dB 29 lbs w/2x6Ah batteries	 <b>Husqvarna 550iBTX</b> 21 Newtons 551 CFM, 148 MPH 40V, 61dB 14+21=35 lbs w/ 1 battery	 <b>Husqvarna 350iB</b> 23 Newtons 800 CFM, 200 MPH 40V, 71dB 10.4 lbs w/7.5Ah battery
Cost:	\$399 tool only	\$429 w/2x6Ah batteries	\$399 tool only \$1,550 w/31Ah battery	\$379 w/7.5Ah battery, charger
Batteries:	 88650 5Ah/300W \$260 \$0.87/Wh	 EGO OP4050A 5Ah/200Wh \$135 \$0.68/Wh 3rd Party Batteries \$70 6Ah/240Wh \$0.29/Wh	 BLi950X 31Ah/1240Wh \$1,150 \$0.93/Wh	 BLi30 7.5Ah/300Wh \$309 \$1.03/Wh
Chargers:	 88605 Rapid Charger, \$130, 324 watts 6 Pod Charger, \$399, 720 watts	 OP4010A Rapid Charger \$179 400W	 QC500 Rapid Charger, \$150, 500 watts	
Review:	<a href="#">LB Guide Toro 66100</a>	<a href="#">LB Guide Ryobi RY404170</a>	<a href="#">LB Guide Husqvarna 550iBTX</a>	<a href="#">LB Guide Husqvarna 350iB</a>
Mfg Link:	<a href="#">Toro Blowers</a>	<a href="#">Ryobi Blowers</a>	<a href="#">Husqvarna Blowers</a>	

# PRODUCT:

## Commercial BLB Product Specifications (3 of 3)

<b>Leafblower Model:</b>	 <p><b>Stihl BGA 300</b>  26 Newtons  571 CFM, 192 MPH  36V, 62dB  33 lbs w/27Ah battery  38 lbs w/41Ah battery</p>	 <p><b>Stihl BGA 200</b>  21 Newtons  553 CFM, 188 MPH  36V, 59dB  23 lbs w/27Ah battery  28 lbs w/41Ah battery</p>	 <p><b>Makita CBU02Z</b>  22 Newtons  670 CFM, 160 MPH  40V, 60dB  35 lbs w/large battery</p>	<p><i>Local power equipment dealers know a lot about leaf blowers and leaf plows. Each one only handles a few brands, so you need to talk to more than one. You can often test-drive products there as well.</i></p> <p><i>Online landscaper forums like <a href="#">LawnSite</a> contain lots of hands-on information and product commentary.</i></p>
<b>Cost:</b>	<p><b>\$700</b> tool only  <b>\$1,580</b> w/27Ah battery  <b>\$2,000</b> w/41Ah battery</p>	<p><b>\$479</b> tool only  <b>\$1,359</b> w/27Ah battery  <b>\$1,779</b> w/41Ah battery</p>	<p><b>\$749</b> tool only</p>	
<b>Batteries:</b>	 <p>36V Batteries:  AR 2000L:  27Ah/972Wh  16 lbs, \$880  AR 3000L:  41Ah/1,476Wh  21 lbs, \$1,300  \$0.88-\$0.91/Wh</p>		 <p>PDC01 LXT  Holds 4 Batteries  PDC1200A01  33.5Ah/1,200Wh  19.4lbs, \$1,379</p>	
<b>Chargers:</b>	 <p>AL 500  Fast Charger  535W, \$180</p>		 <p>DC40RA  Rapid Charger  \$145, 300W?</p>	
<b>Review:</b>	<a href="#">LB Guide Stihl BGA 300</a>	<a href="#">LB Guide Stihl BGA 200</a>	<a href="#">LB Guide Makita CBU02Z</a>	
<b>Mfg Link:</b>	<a href="#">Stihl Blowers</a>		<a href="#">Makita</a>	



PRODUCT:

## If You Really Need More BLB Power...

**52 total clean-green Newtons – more than the biggest, baddest backpack GLB**



## < < < BATTERY CHARGING > > >

***“If you don’t have the juice, you don’t make the dough.”***

*EGO spokesperson*





## CHARGING:

# A Charging Strategy for All Seasons

### Step 1:

- Select the number of charged batteries you expect to use on a given day based on past experience.
- If you recharge batteries at the worksite ("onsite"), you don't have to buy, own, and carry as many.
- When used with a leaf plow, substantially less leaf blowing is needed, and fewer batteries and less charging are required.

### Charge-and-Carry



EGO multi-battery charger



Toro multi-battery charger

**Step 2:** *Recharge batteries onsite with a fast charger in three ways: an onsite outlet costs almost nothing, but when not available, two other options remain.*

### Outdoor Outlet (Smart Choice)



- 110V Outlet
- \$0.20/hour
- Can support 2 chargers, maybe 3



### Power Station



- 2 kWh
- \$2,000
- Can recharge 7 x 280Wh batteries
- Can support 2 chargers
- Expandable



### Small, Quiet Generator

*Emits greenhouse gas and air pollution, so to be used when options above are not available.*



- 2,200 Watts
- \$1,200
- Can support 2 chargers, maybe 3
- 57dB



## CHARGING:

### Added Benefit: Power Stations Have Many Uses

*When using a power station, your BLB investment can also be used for camping, RVs, picnics, boating, solar energy, home power backup....*



2 kWh (\$2,000)



## CHARGING:

# A Fast Charger is Needed for Charging At the Worksite

*Manufacturer's fastest chargers are shown (some aren't very fast)*

Charging Power:  
Watts

800

700

600

500

400

300

200



**EGO: Turbo CH7000**

- 700W
- \$179

**Toro: 6 Pod Charger**

- 720W (Sequential mode)
- \$399



At speed mix of 40% turbo speed + 45% high speed + 15% idle, BLBs use about 700 Watts (0.7 kilowatts).

**700W Is Typical BLB Power Usage Rate:**

Charging Watts needs to equal or exceed usage Watts to keep up when charging on the worksite.



**Note:** You can run all day on 2 batteries if your charge rate is greater than or equal to your usage rate. Just keep swapping batteries between your BLB and charger.



**Husqvarna: QC500**

- 500W
- \$150



**Stihl: AL 500**

- 535W
- \$180



**Ryobi: OP4010A**

- 400W
- \$179



**Echo: LC-56V4AAB**

- 300W?
- \$100



**Makita: DC 40RA**

- 300W?
- \$145



**Toro: 88605**

- 324W
- \$130



**EGO: CH2100**

- 210W
- \$35-100

Basic chargers included with BLBs are usually in the 200 Watt range and take ~100 minutes to charge a 5Ah battery.





## CHARGING:

### Example Charge Times for Various Size Batteries & Chargers (Toro)

	Smallest ← <b>Battery Size:</b> → Largest						
	60V MAX* STANDARD CAPACITY BATTERY (2.0AH)	60V MAX* STANDARD CAPACITY BATTERY (2.5AH)	60V MAX* HIGH CAPACITY BATTERY (4.0AH)	60V MAX* HIGH CAPACITY BATTERY (5.0AH)	60V MAX* ULTRA CAPACITY BATTERY (6.0AH)	60V MAX* ULTRA CAPACITY BATTERY (7.5AH)	60V MAX* ULTRA CAPACITY BATTERY (10.0AH)
MODEL	88620	88625	88640	88650	88660	88675	66810
CAPACITY	60V Max 2.0 Ah, 108 Wh	60V Max 2.5 Ah, 135 Wh	60V Max 4.0 Ah, 216 Wh	60V Max 5.0 Ah, 270 Wh	60V Max 6.0 Ah, 324 Wh	60V Max 7.5 Ah, 405 Wh	60V Max 10.0 Ah, 540 Wh
WEIGHT	3.7 lbs / 1.7 kg	3.7 lbs / 1.7 kg	5.2 lbs / 2.3 kg	5.5 lbs / 2.5 kg	6.9 lbs / 3.1 kg	7 lbs / 3.2 kg	8.2 lbs / 3.7 kg
<b>CHARGE TIME</b>							
1 AMP CHARGER	120 minutes	150 minutes	240 minutes	300 minutes	360 minutes	450 minutes	600 minutes
2 AMP CHARGER	75 minutes	110 minutes	150 minutes	190 minutes	215 minutes	290 minutes	360 minutes
RAPID CHARGER	41 minutes	62 minutes	70 minutes	86 minutes	93 minutes	136 minutes	160 minutes
12 AMP 6-POD CHARGER	10 minutes	12.5 minutes	20 minutes	25 minutes	30 minutes	37.5 minutes	50 minutes

Less  
 ↑  
 Charger Power  
 ↓  
 More

#### 60V MAX CHARGERS

##### CHARGES ALL BATTERIES IN THE FLEX-FORCE POWER SYSTEM®

Monitors battery health to maximize lifespan, and optimizes charge speed for each size battery. Available as table top or wall mount options.



**60V Max  
Charger (1 Amp)**  
 Model 88610

**60V Max Charger  
(2 Amp)**  
 Model 88602

**60V Max Charger  
(5.4 Amp)**  
 Model 88605  
 • Charges up to 2.5x faster than  
 the 2 amp charger due to a  
 fan-cooled design that regulates  
 temperature for max charge speed

## CHARGING:

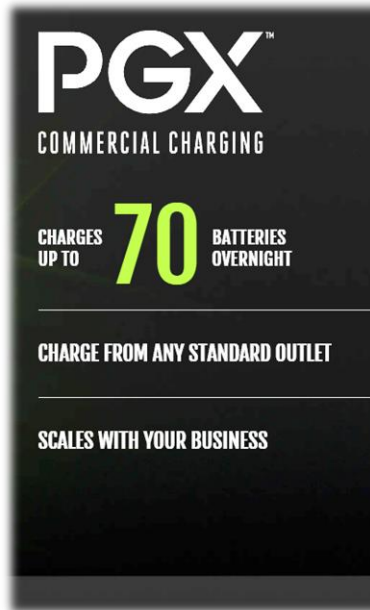
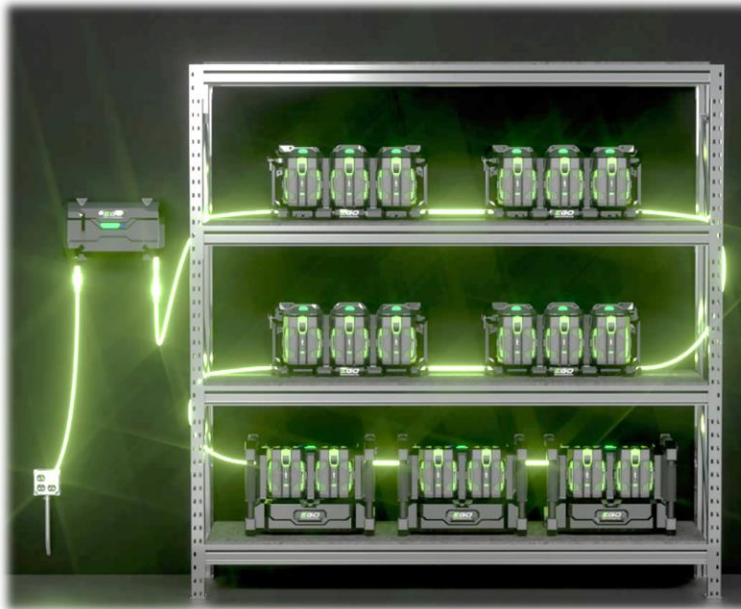
### Example of a Commercial Battery Charging System (EGO)

***“If you don’t have the juice, you don’t make the dough.”***

*EGO spokesperson*

[Click for  
video](#)

Tradeshow interview showcasing  
multiple EGO products, including  
explanation of battery charging  
systems at home and on the road



### Charging Gets a Lot Easier in a Few Years

#### Ford F-150 Lightning Electric Vehicle (EV)

- 98 kWh internal battery (basic model)
  - > Enough to charge 207 EGO 56V 5Ah batteries and still drive 100 miles
- 131 kWh internal battery (extended range model)
  - > Enough to charge 325 EGO 56V 5Ah batteries and still drive 100 miles





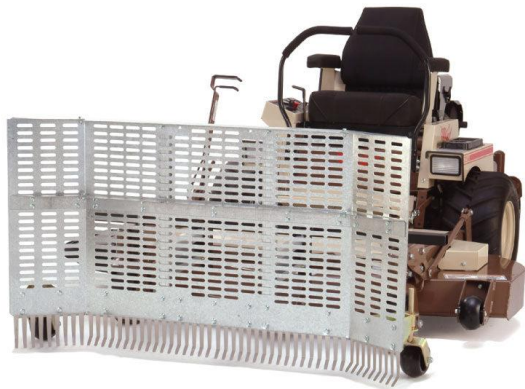
## < < < LEAF PLOWS > > >

***“Best \$500 I have ever spent.” -- Leaf Plow Buyer on LawnSite***



## LEAF PLOWS:

### Leaf Plows: Commercial and Homemade



**JRCO Leaf Plow**



**D'TTACH Leaf Plow**



**Homemade Leaf Plow**



**Agri-Fab Leaf Blade**



**Ventrac Leaf Plow**



**Homemade Leaf Plow**



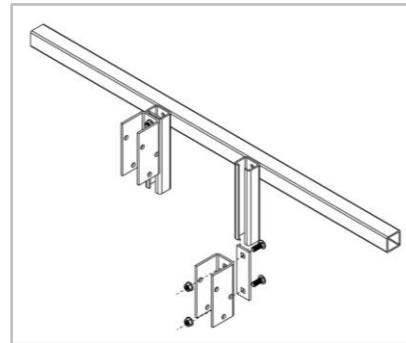
## LEAF PLOWS:

### Example Leaf Plow Mounting Hardware (JRCO)

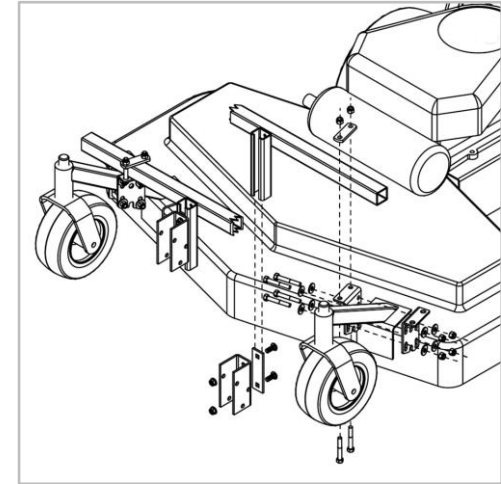
One-Piece Galvanized Steel Blade, 55"

Flat Stainless Steel Tines Prevent Turf Damage

Adjustable Caster Guide Wheels



Mounting Bar Connects Leaf Plow to Lawnmower



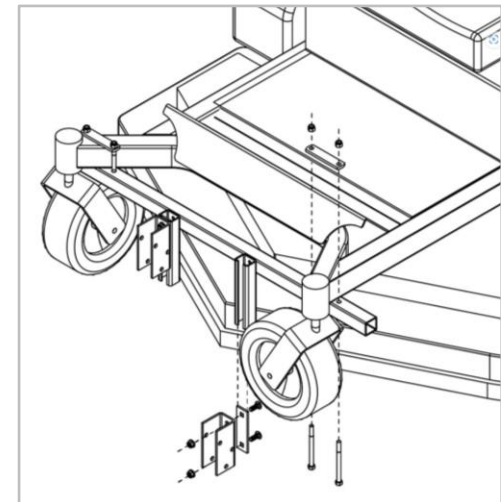
Attaches to Many Types of Lawnmowers



2 Pins to Remove



Side View



## Leaf Plow Reviews from LawnSite

**Nov. 17, 2004:**

*Used my JRCO leaf plow today for the first time. Eventually I'll get some pics of it in action, but for now, just a quick review.*

*So far, I'm very pleased with it! It did just what I wanted it to, took the place of tarping and dragging piles of leaves.*

*I use a 10hp Little Wonder blower, and as powerful as that is, there is a point where the piles get so big that it becomes less effective to keep trying to blow them.*

*So, in the past we've shut off the blowers and laid out the tarps and hand raked the worst part of the piles onto the tarps and dragged them out to the truck. We would do this until the pile was down enough that we could fire up the blowers again. This sucked! It is slow, and it wears us out!*

*Today, not only was the pile getting big, but I was trying to direct the leaves in a certain direction without them going all over the place (on a covered above ground pool, and over/through a chain link fence). So I needed more control than a monster blower can give. Fired up my 36" Exmark Metro and got behind the pile, dropped the plow down (it folds up over the deck for transport mode), and hit the pile.*

*Drove them from the backyard all the way out to the curb. Yeah you lose some along the way, but it still moved a lot of them! Came back and did that a couple more times. The whole time, my helper is able to just keep blowing along.*

*By the time we're done, the pile at the curb is like 20' long and about 7' wide. The plow then helps to "feed" the pile to me as I suck it up with the leaf loader. I just lay the hose on the ground and rake into it. Rather than moving the truck along the pile, or raking the pile to the hose, I can just leave in one spot and use the plow to push the pile to the hose.*

*Not only did we get done faster, but we are much less fatigued.*

*The only downside is the mower I attached it to. I put it on the smaller mower so that I could use the plow in gated backyards (will have to take plow off to get through gate as it's 55" wide, but it's only two pins to take it off).*

*The Exmark has a 12.5hp and smaller tires, plus it's only a belt drive. If gates weren't an issue, I would probably like it better on my 52" Snapper hydro WB.*

*We'll see how well it holds up. But all in all very happy.*

**Aug. 1, 2013:**

*We use the snot out of it for leaves. I reinforced both the mounting bar and the leaf plow itself as it isn't strong enough for the type of use we put it through. Very important tool for us.*

**Aug. 1, 2013:**

*The Plow is great the mounting brackets are underrated (not strong enough) for there intended purpose. Also it helps to have a rope at the top of the plow held in your free hand it's important to keep it from buckling when pushing very heavy piles. I would say I normally push 500 pound piles and have gone as heavy as a 1000 pounds. That is a real time saver when you can take the equivalent of a fully loaded 3 man tarp by your self in 1/10 the time.*

**Aug. 2, 2013:**

*Worth every penny if you have big clean ups. I also like it for pushing leaves on a tarp instead of raking. It's a game changer for sure.*

**Oct. 6, 2014:**

*You guys must be running into stumps, trees, etc... As long as the mounts are properly mounted and the casters and rake are adjusted properly (replaceable if need be), its an awesome tool that is solidly built. I'd quit doing leaves without it.*

**Dec. 8, 2008:**

*Here's one I made real quick before leaf season this fall, measure 60" wide and 3' high, mounted it on a JRCO mount. Saved us tons of man hours on our cleanups.*





## Value-Added Services To Grow Your Business

*Green-leaning homeowners seek to use natural products wherever they can*

### Onsite mulching and composting:

- Reduces blowing, hauling, and tipping fees
- Great fertilizer for plants and bushes
- Keeps weeds down like bark mulch, but at no cost and with no dyes
- Move leaves with either BLB or leaf plow to near their final destination
- Mulch with lawnmower
- Blow, rake, or shovel leaves into gardens or plow into compost areas
- Organic lawn fertilizer also may interest these clients



## Frequently Asked Leafblower Questions

**Q: Will GLB phaseouts put landscapers out of business?**

**A: *Just the opposite.*** Landscapers will adopt some new equipment and processes that will make them more productive, profitable, and far healthier than ever.

**Q: If leaf plows are so effective, why aren't more landscapers using them?**

**A: *They will be*** when they learn how much leaf plows improve productivity and reduce cost.

**Q: Are BLBs as effective as GLBs?**

**A: *Nearly and advancing quickly.*** New professional-grade models from Echo and Milwaukee are coming to market in Spring 2024. Stihl, Husqvarna, Toro, Greenworks, and Ego already sell professional-grade backpack BLBs.

**Q: Will switching to BLBs be prohibitively expensive for landscapers?**

**A: *Not at all.*** BLBs pay for themselves in a year or less, and then save ~\$1,500 per year thereafter due to lower operating costs. BLBs improve the bottom line.

**Q: Will landscapers moving to BLBs need to buy a lot of pricey batteries and do a lot of charging?**

**A: *Not if they*** charge their batteries on the work site, needing only two batteries and one fast charger per leafblower to run 24x7. Other efficient, low-hassle charging strategies are available as well.

**Q: Are BLBs too heavy for workers to carry?**

**A: *No.*** Workers can choose the weight and runtime they want via the number of batteries they carry at a time (1-4, varies across products).

**Q: Are old BLB batteries a pain to dispose of easily and sustainably at the end of life?**

**A: *Absolutely not.*** Old BLB batteries can be dropped off free of charge at Lowe's and Home Depot to be recycled into new batteries.

**Q: What is the financial burden on residents if their GLBs become banned?**

**A: *Minimal.*** A suitably powerful BLB with battery and charger costs around \$250. It will easily last 10 years, which comes to \$25 per year.

**Q: Can GLBs no longer needed be readily disposed of in a sustainable manner?**

**A: *Yes.*** Most all transfer stations, including Acton's, sell old lawn equipment to scrap dealers who dismantle them and sell off everything possible to reusers and recyclers.

**Q: Are wheeled 4-stroke leafblowers as noisy as backpack 2-stroke GLBs?**

**A: *Sometimes way noisier!*** Backpack GLBs run around 74dB to 78dB at 50'. Wheeled 4-stroke leafblowers run from 75dB to 95dB at 50', so they can be very much noisier. A standard city noise ordinance for LBs at 50' is 65dB. Only a few low-power GLBs meet that code.

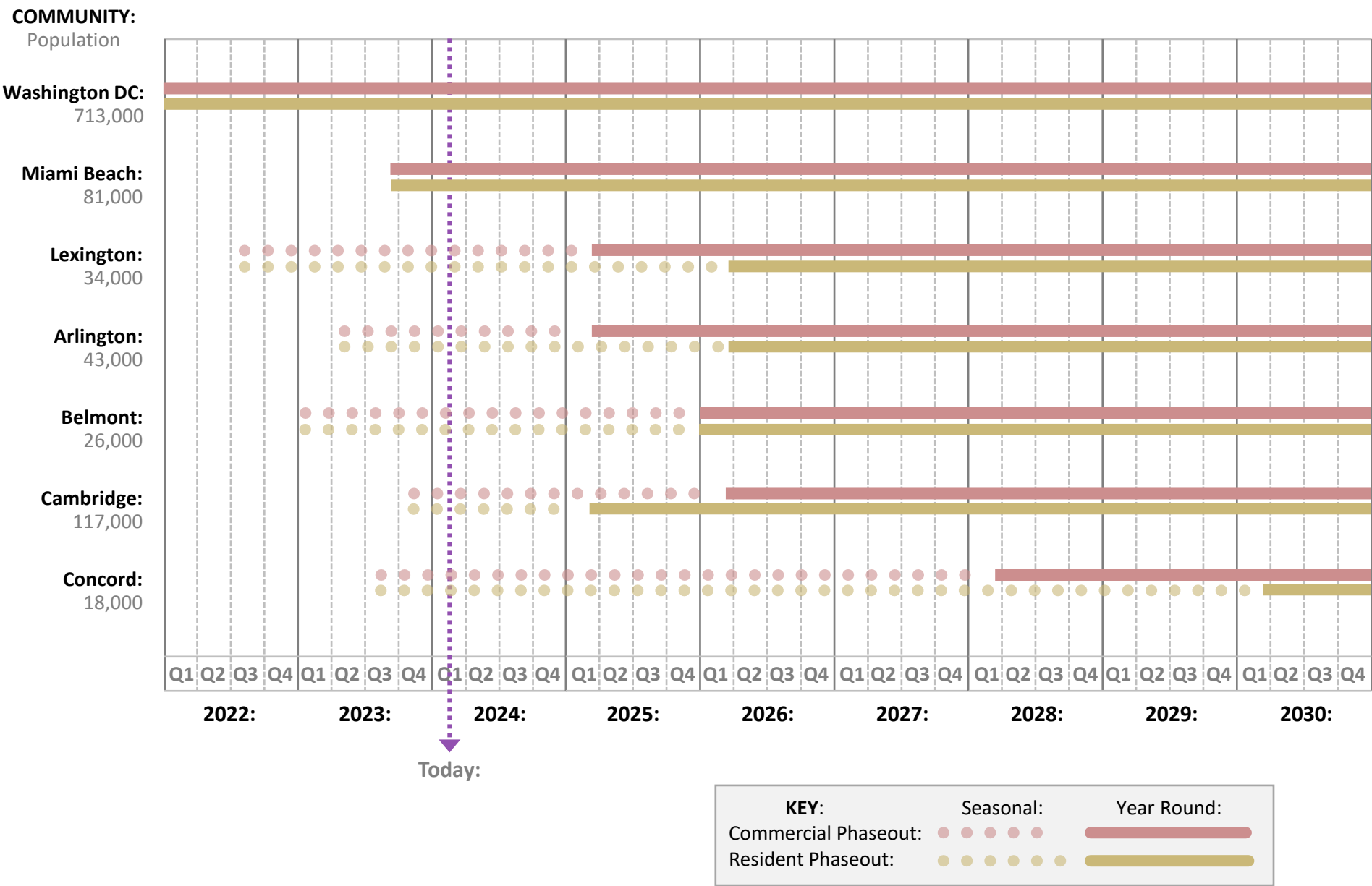
**Q: How big a health problem are airborne particulates blown into the air when leafblowing?**

**A: *BIG!*** Airborne particulates include dust, dirt, insecticides, fertilizers, pollen, mold spores, dried feces (dog poop), dead insects, asbestos, etc. Breathing this mixture is the health equivalent of going outside and licking the street. Less leaf blowing and more leaf plowing is healthier for all.



# GLB Phaseout Timelines of 7 Communities

*Seasonal bans give landscapers and residents time to adapt before the permanent bans begin*



## Agenda Tracker

ITEM NAME	PROPOSED DATE	MINUTES	Item #	Description
Approve One-Day Liquor Licenses - Spectacle Management; Lexington Historical Society	22-Jan-24	0	0	Spectacle Management x7 events at Cary Memorial Building: 2/9; 2/24; 3/7; 3/10; 3/21; 4/14; 5/16; Lexington Historical Society's Tavern Night 3/9
Town Celebrations Committee Request - Approve Sending Sponsorship Letters for 2024 Patriots' Day Parade	22-Jan-24	0	0	Annual request from TCC for Patriots Day Sponsorship mailing,
Approve and Sign Eagle Scout Commendation Letter	22-Jan-24	0	0	Alex Kang Lau of Boy Scout Troop 160 Eagle Scout (Court of Honor on Saturday, January 27, 2024) -- need address
Approve and Sign Water and Sewer Finals - December 2023	22-Jan-24	0	0	Email request from Robin on 1/9
Battle Green Use/Parade Requests - William Diamond Junior Fife and Drum Corps x2	22-Jan-24	0	0	Annual Lexington Tattoo on BG 5/3; line up for Lexington Muster Parade on BG & parade down Massachusetts Avenue towards Hastings Park 5/4
Accept Select Board Committee Resignations	22-Jan-24	0	0	Salvador Jaramillo resigning from the Lexington Human Rights Committee effective immediately; Maureen Rynn resigning from the Lexington Housing Authority Board as the Tenant Board Member Seat effective 1/31
Approve Town Manager Committee Appointment	22-Jan-24	0	0	The Town Manager is making an appointment to the Conservation Commission, subject to the Select Board's approval/confirmation.
Approve Select Board Meeting Minutes	22-Jan-24	0	0	1/8/2024
2024 Annual License Renewals	22-Jan-24	0	0	Common Victualler x2
Public Hearing - Intent to Layout - Tucker Avenue as Public Way	22-Jan-24	10	1	Per engineering FY25 Street acceptance time table
Discuss/approve potential Relocation of the Conte's Bike Shop Bus Stop	22-Jan-24	20	2	Discussion on a request received from Pam Lyons regarding moving the bus stop on Massachusetts Ave.
Review and Approve Increase to Town Clerk's Fees	22-Jan-24	10	3	The Town Clerk's Office is looking to increase fees due to vital records paper and DBAs.

<b>2024 Annual Town Meeting</b>  -Approve Warrant -Approve Town Moderator Letter -Presentation - ATM 2024 Article 10 Apprpriate for FY25 CPC Operating Budget and Projects -Presentation - ATM 2024 Article 34 Amend General Bylaws- Tree Bylaw- Extend Tree Bylaw to All Private Property -Presentation - ATM 2024 Article 35 Amend General Bylaws- Tree Bylaw- Require Mitigation Planting in Certain Instances -Presentation - ATM 2024 Article 36 Amend General Bylaws- Tree Bylaw-Exemptions -Presentation - ATM 2024 Article 37 Importance of Trees Resolution (Citizen Petition)  <b>Presenters: Marilyn Fenollosa; Nancy Sofen; Charlie Wyman</b>  -Select Board Article Presenters, Discussion, Positions	22-Jan-24	45	4	Marilyn Fenollosa for CPC confirmed. Nancy Sofen confirmed 3 tree committee articles. Charlie Wyman for Resolution confirmed
<b>FY2025 Town Manager's Preliminary Budget &amp; Financial Planning</b>	22-Jan-24	30	5	White Book...
<b>Review/Approve Belfry Hill for Lex250 Monument</b>	22-Jan-24	15	6	The Lexington Semiquincentennial Commission is ready to advertise the call for artists for the monument proposed for the Lexington 250th celebration and the specific site should be reviewed and approved prior to the call for artists being advertised at the start of 2024.
<b>FY2025 Financial Summit III</b>	25-Jan-24	60	1	This will be the presentation of the White Book and will include the School Committee, Appropriation Committee and Capital Expenditures Committee WILL BE FULLY REMOTE
<b>Approve Select Board Committee Appointment</b>	5-Feb-24	0	0	Appoint Susan Kenyon to the Greenways Corridor Committee as a non-voting member
<b>Placeholder - Package Store Liquor License Application - Liberty Wine and Spirits 335 Woburn Street</b>	5-Feb-24	10	1	Application currently in dept review, needs to be advertised in Minuteman Newspaper, (ZBA gave a special permit with conditions for this to be allowable at this location, ZBA has not yet filed this special permit with Clerk's office yet)

<b>Common Virtual License Application - Mothership Alewife LLC d/b/a Revival Cafe &amp; Kitchen, 1729 Massachusetts Avenue</b>	5-Feb-24	5	2	New CV application (Zoning; Building; Health - )
<b>Vote to Layout Tucker Avenue as a Public Way</b>	5-Feb-24	10	3	Per engineering fy25 Street acceptance time table
<b>2024 Annual Town Meeting Town Meeting Article Presentations Article 24 Appropriate Funding for Semiquincentennial Commission - Select Board Article Presenters, Discussion, Positions</b>	5-Feb-24	60	4	250th Commission member- need to confirm
<b>FY 25 Recreation Fees</b>	5-Feb-24	15	5	Annual fee proposals and recommendations
<b>Review ARPA Requests for the last quarter 2023</b>	5-Feb-24	30	6	This will be to review the ARPA Requests for the 4th quarter of 2023.
<b>Placeholder - Review and Approve Committee Meeting Conduct Norm Policy</b>	5-Feb-24	15	7	Follow up from 12/18/2023 meeting
<b>Placeholder - Preliminary Review of Goal Setting Meeting Report</b>	5-Feb-24	10		initial review and discussion
<b>Approve Sale of Bond Anticipation Notes</b>	12-Feb-24	10	1	For issuance of bond after sale on 2/7
<b>Annual Town Meeting Article Presentations Article 31 Prohibit Single-Serve Plastic Water Bottles (Citizen Petition) Article 40 Integrated Pest Management Resolution (Citizen Petition) Article 41 Massachusetts Bay Transportation Authority Article 42 Digital Publication of Legal Notices (Citizen Petition) Article 43 Voting Rights 16 and older (Citizen Petition) Article 45 Indigenous Peoples Day (Citizen Petition)  Thomas Wanderer, Marci Cemenska, Kunal Botla-Transportation Advisory Committee, Diane Pursley, Fran Ludwig</b>	12-Feb-24	60	2	Marci Cemenska confirmed Kunal Botla- both 41 and 43 Diane Pursley confirmed Andy Friedlich-confirmed Fran Ludwig-confirmed
<b>Update and review of Roundabout and Lighting Installation on the Battle Green Streetscape Project</b>	12-Feb-24	30	3	12/19/23 Email from D. McKenna requesting to discuss some concerns.
<b>Placeholder - Goal Review</b>	12-Feb-24	30	4	Possibly have the 1hr Follow up session with Jon Wortman



Accept Select Board Committee Resignations	26-Feb-24	0	0	Trustees of Public Trusts x2
Approve Select Board Committee Appointments	26-Feb-24	0	0	Trustees of Public Trusts x2
<b>Placeholder</b> Sign Presidential Primary Election Warrant	26-Feb-24	0	0	Mary de Alderete to confirm what meeting she will put this on, could possibly earlier in February
Update on 173 Bedford vs. Leasing	26-Feb-24	20	1	This is a continuation of the discussion on moving the Central Administration Office to either 173 Bedford Street or leasing space and the results of the RFP process.
Town Meeting presentations: Article 47 Amend Zoning Bylaw-Signs Article 48 Amend Zoning bylaw- Short Term Rentals Article 49 Amend Zoning Bylaw-Permitted Uses and Development Standards Article 50 Amend Zoning Bylaw-Inclusionary Housing For Village and Multifamily Districts Article 51 Amend Zoning Bylaw-Maximum Height for Village Overlay District Article 52 Amend Zoning Bylawy and Map-Technical Corrections Article 53 Amend Zoning Map- Owner Petition 507 Bedford St Article 54 Amend Zoning Map-Owner Petition-509 Bedford St	26-Feb-24	60	2	Abby McCabe & Bob Peters confirmed for PB articles plus owner petitions
<b>PLACEHOLDER</b> - Approve Amendment to MOU - Inn at Hastings Park	26-Feb-24	5	3	

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Application: One-Day Liquor Licenses - Spectacle Management, Inc., 1605 Massachusetts Avenue

### **PRESENTER:**

Joe Pato, Select Board Chair

### **ITEM NUMBER:**

C.1

### **SUMMARY:**

#### **Category: Decision-Making**

#### **Spectacle Management, Inc.:**

Spectacle Management, Inc. has requested seven One-Day Liquor Licenses to serve beer and wine in the lobby outside of Battin Hall on the main level of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of seven events on the following dates:

- Live from Laurel Canyon - Songs and Stories of American Folk Rock, Friday, February 9, 2024 6:30pm to 10:30pm
- Robert Cray, Saturday, February 24, 2024 6:30pm to 10:30pm
- The Capital Fools, Thursday, March 7, 2024 6:30pm to 10:30pm
- Red Hot Chili Pipers, Sunday, March 10, 2024 6:30pm to 10:30pm
- Sing and Swing Jazz, Thursday, March 21, 2024 6:30pm to 10:30pm
- The Wallflowers, Sunday, April 14, 2024 6:30pm to 10:30pm
- Tommy Emmanuel, Thursday, May 16, 2024 6:30pm to 10:30pm

The requests have been reviewed by the Department of Public Facilities with no concerns.

### **SUGGESTED MOTION:**

To approve seven One-Day Liquor Licenses for Spectacle Management, Inc. to serve beer and wine in the lobby outside of Battin Hall on the main level of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of seven events as follows:

- Live from Laurel Canyon - Songs and Stories of American Folk Rock, Friday, February 9, 2024 6:30pm to 10:30pm
- Robert Cray, Saturday, February 24, 2024 6:30pm to 10:30pm
- The Capital Fools, Thursday, March 7, 2024 6:30pm to 10:30pm
- Red Hot Chili Pipers, Sunday, March 10, 2024 6:30pm to 10:30pm
- Sing and Swing Jazz, Thursday, March 21, 2024 6:30pm to 10:30pm

- The Wallflowers, Sunday, April 14, 2024 6:30pm to 10:30pm
- Tommy Emmanuel, Thursday, May 16, 2024 6:30pm to 10:30pm

Move to approve the consent.

**FOLLOW-UP:**

Select Board Office

**DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

**ATTACHMENTS:**

Description	Type
 Spectacle Management Event Location Map	Backup Material

Cary concert hall area

Cary Hall Lobby Area

Area where beer, wine and snacks will be served

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Application: One-Day Liquor License - Lexington Historical Society, 1 Bedford Street

### **PRESENTER:**

Joe Pato, Select Board Chair

### **ITEM NUMBER:**

C.2

### **SUMMARY:**

#### **Category: Decision-Making**

#### **Lexington Historical Society:**

The Lexington Historical Society is requesting a One-Day Liquor License to serve beer and wine at Buckman Tavern, 1 Bedford Street, for the purpose of "Tavern Night" (a social and historical education event) on Saturday, March 9, 2024 from 5:00pm to 7:00pm. All drinks will be served and consumed inside of Buckman Tavern.

### **SUGGESTED MOTION:**

To approve a One-Day Liquor License for the Lexington Historical Society to serve beer and wine at Buckman Tavern, 1 Bedford Street, for the purpose of "Tavern Night" on Saturday, March 9, 2024 from 5:00pm to 7:00pm.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

**ATTACHMENTS:**

Description	Type
 Lexington Historical Society Event Location Map	Backup Material





# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Town Celebrations Committee Request - Approve Sending Sponsorship Letters for 2024 Patriots' Day Parade

### **PRESENTER:**

Joe Pato, Select Board Chair

### **ITEM NUMBER:**

C.3

### **SUMMARY:**

#### **Category: Decision-Making**

The Town Celebrations Committee is requesting permission to send out sponsorship letters for the Patriots' Day Parade. Attached is the proposed letter and the list of who the letter will be sent to via the United States Postal Service.

### **SUGGESTED MOTION:**

To approve the request of the Town Celebrations Committee to send out Patriots' Day sponsorship letters, as proposed.

Move to approve the consent

### **FOLLOW-UP:**

Town Celebrations Committee

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> 2024 Sponsor Request Letter	Backup Material

☐ List for TCC mailing of Patriots' Day Sponsor request letter

Backup Material



## Town of Lexington Town Celebrations Committee

January 2024

Dear Lexington Business Leader,

Excitement is in the air as we prepare for Lex250, the 250<sup>th</sup> anniversary of the Battle of Lexington, in 2025! The 2024 Patriots' Day Parade will be a grand preview of some of the events of 2025. Sponsorship not only ensures the success of Patriots' Day but presents the opportunity to be recognized as an integral supporter and partner of this wonderful annual parade!

Parade sponsorships are available for any amount that fits your budget. For \$20, \$50, \$100, or \$200, you can be a Friend of the Parade and be recognized in local media and the Patriots' Day website. To have your name on a banner carried by a volunteer team of Parade Ambassadors in front of your special marching unit, you can be a Gold, Silver, or Bronze Sponsor. There are lots of opportunities and one is bound to be right for you. You'll find being a Parade Sponsor boosts your community presence.

Use the QR Code below to access the Patriots' Day website with sponsorship form, sponsorship levels, and helpful information. Or go to [www.patriotsday.com](http://www.patriotsday.com). Questions? contact Lorain Marquis at [ljmarquis18@gmail.com](mailto:ljmarquis18@gmail.com) or Dave Grabel at [dgrabel125@gmail.com](mailto:dgrabel125@gmail.com).

The deadline for receipt of sponsorship form and payment is **Friday, March 15, 2024**. Make your check payable to *Town of Lexington Patriots' Day Gift Account* and mail to:

Office of the Select Board  
1625 Massachusetts Avenue  
Lexington, MA 02420

Thank you to all our past sponsors who have been so loyal and supportive through the years. Let's make this the most successful sponsorship year ever!

Sincerely,

Geetha Padaki and Glen Bassett, Co-Chairs, Town Celebrations Committee





# *Town of Lexington*

## *Town Celebrations Committee*

### **2024 Patriots' Day Parade Sponsorship Levels**

Contributions of any amount are welcome!

---

**Friend of the Parade:** Contributions of any amount up to \$200

- Recognition in newspaper and Patriots' Day web site publicity

---

**Parade Sponsor:** Contributions of \$250

- Recognition in newspaper and Patriots' Day web site publicity
- Recognition from the Parade reviewing stand on the day of the Parade

---

**Bronze Sponsor:** Contributions of \$500

- Recognition in newspaper and Patriots' Day web site publicity
- Recognition from the Parade reviewing stand on the day of the Parade
- Assignment to a Parade unit with banner showing business name only

---

**Silver Sponsor:** Contributions of \$1000

- Recognition as a major Parade contributor in newspaper and Patriots' Day web site publicity, business name and logo displayed
- If desired, a picture of the sponsor handing check to Town Celebrations Committee included in publicity
- Recognition from the Parade reviewing stand on the day of the Parade
- Assignment to a Parade unit with banner showing business name and business logo

---

**Gold Sponsor:** Contributions of \$1500 or more

- Recognition as a major contributor in newspaper and Patriots' Day web site publicity, business name and logo displayed
- If desired, a picture of the sponsor handing check to Town Celebrations Committee included in publicity
- Recognition from the Parade reviewing stand on the day of the Parade
- Assignment to a Parade unit with banner showing business name and business logo
- If desired, live interview before the Parade by LexMedia as part of the local televised Parade coverage.

**Business**

7Cs Leadership Workshop  
Abbott & Company LLC  
Abbott's Frozen Custard  
Absolute Tranquility  
Accelerated Fitness  
Accurate Brake & Alignment  
Ace Hardware  
Acupuncture Partners  
Adult Day Center At Youville Place  
AE Sales Inc.  
Affiliated Chiropractic PC  
Agenus, Inc.  
Agilent Technologies, Inc.  
Alan Bogosian Electric Inc  
Alan Wrigley Atty at Law  
Alexander's Pizza  
Alexandria's Convenient Food  
Allan Azoff's Martial Arts Academy  
Allegro Games  
AllMass Flanagan Insurance  
American Cleaning  
Ancient Path Acupuncture&Herbs  
Andre Toro Photography  
Anton's Cleaners  
Anuradha's Collection  
Arlex Oil Corp/Arlex Energy Corporation  
Arlex Wealth Management  
Aronex Pharmaceuticals, Inc  
Artinian Jewelry  
Artis of Lexington  
Artis Senior Living  
Asarkof Dental Associates  
Aspire Medspa  
Avalon at Lexington Hills  
Avenue Barber Shop  
Avenue Deli  
Azerrad, Jacob  
AZTrendz  
Balance Natural Medicine  
Bala's Saris  
Bangladeshi Americans of Lexington (BALex)  
Bank of America  
Barrett Sotheby's International Realty  
Battle Road Bikes  
Bechtel Frank Erickson, Architects  
Beijing Chinese Dining  
Bella Sante Spa of Lexington  
Beltone Hearing Aids  
Berkshire Hathaway Home Services Commonwealth  
Betchen & Yunes  
Betcher Law  
Beth Israel Hospital & Children's Medical Center  
Beth Sager Group  
Beth Sager Group - Keller Williams  
Bickling Financial Services  
Big Picture Framing  
BIY Foods Bakery Café

**Address**

34 Harding Rd  
1 Militia Dr, Suite 202  
1853 Massachusetts Ave  
14 Muzzey St  
153 North St  
542 Massachusetts Ave  
327 Woburn St  
62 Massachusetts Ave  
10 Pelham Rd  
436 Marrett Rd  
1844 Massachusetts Ave B  
3 Forbes Rd  
121 Hartwell Avenue  
640 Lowell St  
114 Waltham St  
180 Bedford St  
335 Woburn St  
177 Bedford St  
44 Somerset Rd  
922 Waltham St  
1707 Massachusetts Ave  
394 Lowell St Ste 16  
8 Wallis Ct  
384 Waltham St  
3 North St  
275 Massachusetts Ave  
807 Massachusetts  
3 Forbes Rd  
1734 Massachusetts Ave  
430 Concord Ave  
430 Concord Ave  
10 Muzzey St  
201 Massachusetts Ave  
1000 Main Campus Drive  
139 Massachusetts Ave  
1806 Massachusetts Ave  
19 Muzzey St  
2 Cutler Farm Rd  
49 Waltham St  
20 Fremont St  
  
1761 Massachusetts Ave  
1688 Massachusetts Ave  
145 Massachusetts Ave  
1840 Massachusetts Ave, 2nd Flr  
1709 Massachusetts Ave  
76 Bedford Street  
21 Worthen Rd  
9 Meriam St Ste 10  
70 Westview St, Suite 220  
7 Hartwell Ave  
482 Bedford St  
1 Militia Drive  
1 Militia Drive  
35 Bedford St Ste 15  
1646 Massachusetts Ave  
317 Woburn St



**Business**

Blue - A Complete Hair Salon  
Blue Vintage Spa  
BNI Lexington  
Bob Foss Contracting  
Bodywork Revolution  
Bollywood Café  
Bonafine Jewelers, Inc.  
Bonnie Dalrymple  
Boston Children's at Lexington  
Boston Nail & Spa  
Boston Nails & Spa  
Boston Private Bank & Trust  
Boston Properties, Inc.  
Boston Sports Club  
Braun, Thomas G., DDS  
Brett Davis, DMD  
Bright Horizons  
Brookhaven at Lexington  
Brookline Bank  
Brueggers Bagel Bakery  
Btone fitness Lexington  
Buttercup Flowers  
C.A. Bottino Piano Recorders  
C.D. Donahue General Contractors  
Cake Niche  
Cake, Inc.  
Cambridge Savings Bank  
Cambridge Trust Company  
Campus Bound  
CareOne at Lexington  
Carewell Urgent Care  
Cartera Commerce, Inc.  
Catch a Falling Star  
CEL  
Center For Acupuncture  
Center Goods  
Changhai Restaurant  
Charles Ronchetti Inc  
Chase Plumbing  
Children's Hospital Specialty Care Center  
Chyten Educational Services  
Citizens Bank  
Clarke St. Family Dental  
Clifford R. Larson Insurance Agency  
Coco Fresh Tea and Juice  
Coldwell Banker Realty  
Coldwell Banker Residential Brokerage  
Cole Home Improvement  
Colin Smith Architecture, Inc  
College Nannies & Sitters BOSTON  
Colonial Hardwood Flooring  
Colonial Tailoring  
Colonial Times  
Colorworks  
Compass Real Estate  
Complex IT

**Address**

10 Muzzey St  
319 Marrett Road  
7 Lockwood Rd  
342 Bedford St  
1719 Massachusetts Ave  
135 Massachusetts Ave  
319 Woburn St  
3 Bow St Ste 1  
482 Bedford Street  
313 Marrett Rd  
313 Marrett Road  
1666 Massachusetts Avenue  
800 Boylston Street  
475 Bedford Street  
20 Muzzey Street  
27 Muzzey St  
903 Waltham St  
1010 Waltham St  
1793 Massachusetts Ave  
413 Waltham St  
1726 Massachusetts Ave  
10 Muzzey St Unit 4A  
62 Sherburne Rd S.  
329 Marrett Rd  
1707 Massachusetts Ave  
1628 Massachusetts Ave  
1781 Massachusetts Ave  
1690 Massachusetts Ave  
76 Bedford St  
178 Lowell St  
58 Bedford St  
1 Cranberry Hill #203  
7 Depot Square  
Ann Boese  
394 Lowell St Ste 13  
30 Waltham St  
321 Woburn St  
344 Lowell St  
13 Adams Street  
482 Bedford St  
1723 Massachusetts Ave  
1776 Massachusetts Ave  
16 Clarke St  
109 Massachusetts Avenue  
1764 Massachusetts Ave  
1775 Massachusetts Ave  
1775 Massachusetts Ave  
45 Balfour St  
1666 Massachusetts Ave, Suite 4  
1762 Massachusetts Ave Ste 201  
573 Lowell St  
10 Muzzey St  
Jim Shaw PO Box 473  
424 Marrett Rd  
7 Muzzey St  
9 Meriam St

**Business**

Computer Upgrades  
Concierge For All Seasons  
Concord & Lexington Oral Surgery Assoc  
Conner Architecture  
Constant Law Group  
Conte's Bike Shop  
Copoli Salon  
Coppe & Sears Pediatric Dentistry & Orthodontics  
Coromandel Wealth Management  
Cotting School  
Counseling Collaborative  
Countryside Barber Styling  
Countryside News  
Craft Cleaners  
Crafty Yankee  
Creative Expression  
Crickett's Flowers and Gifts  
Cross Point Acupuncture  
Curry and Crust  
CVS/Consumer Value Store  
Cycle Loft  
D & O Limo  
Daikanyama Japanese Cuisine  
Daniels Chiropractic Office  
DB Studios  
DC Samuel Salon  
Dellaria Salons  
Denise Moore, Atty at Law  
Dental 28 Lexington  
Desi Fashions  
Desiderata B&B  
Digital Federal Credit Union  
DJE Associates LTD  
DMSanto General Contractors  
Domino's Pizza  
Dorina Nails  
Douglass Funeral Home  
Dr Yuci Ma, Specialist in Orthodontics  
Dr. Damian Meola & Associates  
Dunkin Donuts  
Dunkin Donuts  
Dunkin Donuts  
Dunkin Donuts/Baskin Robbins  
EA Education Consulting & Services  
Eagle Bank  
Eagle Endodontics  
Eastern Bank  
Eastern Brothers Landscaping, Inc.  
Edward Jones Investments  
element Lexington

**Address**

405 Waltham St Ste 405  
19 Wachusett Dr  
35 Bedford St Ste 18B  
1656 Massachusetts Ave  
1666 Massachusetts Ave F2  
1684 Massachuettts Ave  
11 Waltham St  
21 Muzzey St  
15 Muzzey St  
453 Concord Ave  
57 Bedford St Ste 125  
323 Woburn St  
12 Valley Rd  
1707 Massachusetts Ave  
1838 Massachusetts Ave  
231 Bedford St  
184 Bedford St  
79 Laconia St  
321 Marrett Rd  
1735 Massachusetts Ave  
675 Lowell St Ste 170  
3402 Main Campus Drive  
43 Waltham St  
33 Bedford St Ste 10  
442 Marrett Rd  
1707 Massachusetts Ave  
5 Meriam St  
114 Waltham St  
1725 Massachusetts Ave  
40 Grapevine Ave  
189 Wood St  
1751 Massachusetts Ave  
149 E Emerson Rd  
6 Utica St  
137 Massachusetts Ave  
1844 Massachusetts Ave  
51 Worthen Rd  
57 Bedford St Ste 120  
76 Bedford St. #9  
141 Massachusetts Ave  
317 Woburn St  
373 Waltham St  
10 Woburn St  
430 Marrett Rd Ste 2  
1768 Massachusetts Ave  
19 Muzzey St Ste 210  
1833 Massachusetts Ave  
4 Wright St.  
442 Marrett Rd Ste# 2  
727 Marrett Rd

**Business**

Elite Freestyle Karate  
Elite Freestyle Karate  
Empow Studios  
Encharter Insurance  
Enginuity Search, Inc.  
Englander Chiropractic Center  
Enterprise Bank  
Enterprise Rent-A-Car  
Eppinger Fitness  
Equinox Group  
Evans Griffiths & Hart, Inc  
Evergreen Cleaners  
Eversource  
EyeLook  
Fancy Flea Antiques & Fine Jewelry  
Fashion Flair Beauty Salon  
Feinmann Inc  
Fessenden & Sykes Insurance  
Fine Boston Living at Coldwell Banker  
FinHive  
Finnegan Development  
Firefly Moon  
Fireside Bed & Breakfast of Lexington  
First Circle Learning Center  
Fitness Together  
Fitter Female  
Five Forks Sunoco/Dunkins  
Flash Photo  
Fleur di'Scent  
Flowers at the Depot  
Formosa Taipei  
Francesca Anderson Fine Art / Portraits North  
Fruitee Yogurt  
Gabe and Leah's Tote Bags  
Galaray House  
Gallery Twist  
GateHouse Media  
Genesis HR Solutions  
Genworth Long Term Care  
Get In Shape for Women  
Gino of Italy  
Global Innovation Labs  
Going Native Garden  
Golden Bell Chocolate  
Golden Paws Pet Grooming  
Good Wheels  
Gordon Eye Associates  
Gordon Optical  
Grant Cole Realtors  
Great Harvest Bread Company  
Greater Boston Running Company  
Green Tea Day Spa  
Gulf  
Hader Dental

**Address**

21 Muzzey St  
21 Muzzey St  
1776 Massachusetts Ave  
1666 Massachusetts Ave, Suite 6  
76 Bedford St, Suite 30  
244 Bedford St  
1666 Massachusetts Ave  
301 Massachusetts Ave  
319 Marrett Rd  
70 Westview St  
55 Waltham St  
185 Bedford St  
1 NSTAR Way  
1760 Massachusetts Ave  
1841 Massachusetts Ave  
176 Bedford St  
27 Muzzey St  
74 Bedford St Unit 2  
1775 Massachusetts Ave  
Sumeit Agt PO Box 303  
33 Bedford St Ste 7  
1764 Massachusetts Ave  
24 Eldred St  
80 Maple St  
433 Marrett Rd  
172 Bedford St  
286 Lincoln St  
333 Woburn St  
917 Massachusetts Ave  
10 Muzzey St  
315 Marrett Rd  
56 Adams St  
1707 Massachusetts Ave  
31 Winthrop Rd  
1720 Massachusetts Ave  
1963 Massachusetts Ave  
150 Baker Avenue, Suite # 201  
30 Corporate Dr. Suite 100  
74 Fifer Lane  
442 Marrett Rd  
403 Waltham St  
430 Marrett Rd  
143 Concord Ave  
C Bevona PO Box 602  
395 Lowell St  
8 Camellia Pl  
47 Waltham St - rear  
47 Waltham St  
52 Waltham St  
233 Massachusetts Ave  
1728 Massachusetts Ave  
846 Massachusetts Ave  
39 Bedford St  
3 Bow St

**Business**

Hair Scene, Inc.  
Hammond Residential Real Estate  
Hanscom Federal Credit Union  
Health Stop  
Hearts and Minds  
Help Around Town  
Heritage Hall  
Heritage Mobil  
Home Instead Senior Care  
Homes Development Corporation  
Homespun  
Hong Dong, DMD  
HoustonHogle, LLP  
Howell & Minchello LLP, CPA's  
I.M. Wireless  
Incite Architecture  
Indulgence Day Spa  
Inspire Bowl n'Tea  
Institute for Learning and Development  
Iowa Studios  
J. Hilburn  
J. P. Carroll Inc.  
J. Vincent Salon  
JackRabbit  
Jackson's Kitchen  
Jacobo Chamberlain Law  
James M. McLaughlin, Inc.  
Jewels From The Crown  
Joseph's Tailor Shop  
Joshua Tree Interactive  
Joy Li Jewelry  
Julianne Donato, MBA, PC  
Kaden and Kai  
Kajko, Weisman & Colasanti LLP  
Kandi Nails  
Kane Investments, Inc.  
Katahdin Woods of Lexington  
Katlin Travel Group  
Keith Asarkof DMD & Associates  
Kennedy & Kennedy CPA  
Keys For Kids Music School  
Kid In Vogue  
Kiku Beads of Lexington  
Kiley Travel Service  
Kinara  
Kirkland & Shaw Plumbing & Heating  
Kitchens by Lombco  
Kumon Math and Reading Center  
La Dolda - Closed  
LaFlamme Barber Shop  
Lahey Clinic  
Lahey Health Shared Services  
Larchmont Irrigation  
Larson Insurance  
Latady Design, LLC  
Law Office of George Foote  
Law Office of Thomas O. Fenn

**Address**

48 Massachusetts Ave  
1775 Massachusetts Ave  
1610 Eglin St  
35 Bedford St  
19 Cedar St  
Reem Yare PO Box 546  
177 Bedford St  
277 Bedford St  
1775 Massachusetts Ave Ste 4  
23 Adams Street #A  
739 Massachusetts Ave  
14 Muzzey St  
1666 Massachusetts Ave Suite 12  
175 Bedford Street, Suite # 5  
1792 Massachusetts Ave  
1620 Massachusetts Ave  
189 Bedford St  
1686 Massachusetts Ave  
4 Militia Dr, Suite 20  
50 Percy Rd  
16 Ingleside Rd  
31 Allen St  
675 Lowell St  
1728 Massachusetts Ave  
50 Massachusetts Ave  
4 Militia Dr  
973 Concord Turnpike  
14 Waltham St  
331 Marrett Rd  
5 Hollow Lane  
26 Sylvia St  
1666 Massachusetts Ave Ste 5  
10 Richmond Circle  
430 Bedford St #190  
1844 Massachusetts Ave  
1646 Massachusetts Avenue  
1 Katahdin Drive  
1840 Massachusetts Ave, 2nd Flr  
10 Muzzey St  
114 Waltham St  
411 Waltham St  
846 Massachusetts Ave  
210 Lowell St  
33 Bedford St  
325 Lincoln St  
5 Adams St  
311 Marrett Rd  
240 Bedford St #9  
1736 Massachusetts Ave  
1796 Massachusetts Ave  
41 Mall Road  
16 Hayden Ave  
11 Larchmont Lane  
109 Massachusetts Ave  
15 Depot Sq Ste 2  
5 Militia Drive  
9 Meriam Street, Suite # 23

**Business**

Lawrence V. Sweet Plumbing & Heating Corp  
Leading Edge Real Estate  
LeDerm Laser & Medical Aesthetics  
Lester E. Savage, Real Estate  
Levine Orthodontics  
Lexington Ace Hardware  
Lexington Arts & Crafts Society, Inc.  
Lexington Bee Company  
Lexington Chamber of Commerce  
Lexington Christian Academy  
Lexington Cleaners  
Lexington Clinical Associates  
Lexington Coin  
Lexington Dental Associates, P.C.  
Lexington Economic Development Office  
Lexington Eye Associates, Inc.  
Lexington Family Chiropractic  
Lexington Family Dental  
Lexington Family Dental  
Lexington Firefighters Aid & Relief Assoc  
Lexington Fitness Club  
Lexington Graphics  
Lexington Gulf Svc Center  
Lexington Health Care Center  
Lexington Historical Society  
Lexington House of Pizza  
Lexington Kumon Math&Reading Center  
Lexington Leadership Academy  
Lexington Lock Service  
Lexington MA Federal Credit Union  
Lexington Medical Associates  
Lexington Mobil Mart  
Lexington Music School  
Lexington Nails & Spa  
Lexington Optical Associates  
Lexington Orthodontics  
Lexington Pediatric Dental  
Lexington Pediatrics, P.C.  
Lexington Periodontics & Implantology  
Lexington Photo Scanning  
Lexington Power Yoga  
Lexington Press Inc., The  
Lexington Prosthodontics  
Lexington Psychological & Educational Res.  
Lexington Singapore School  
Lexington Singapore School  
Lexington Smile Studio  
Lexington Soaps  
Lexington Symphony  
Lexington Therapeutic Massage  
Lexington Toyota, Inc.  
Lexington Venue  
Lexington Violin School & Lexington Strings  
Lexington Visitors Center  
Lexington Wealth Management  
Lexington-Bedford Veterinary Hospital  
LexMedia

**Address**

Larry Sweet PO Box 185  
1756 Massachusetts Ave  
428 Marrett Rd  
9 Meriam St  
18 Muzzey St  
327 Woburn Street  
130 Waltham Street  
205 Follen Rd  
1620 Massachusetts Ave  
48 Bartlett Ave  
153 North St  
76 Bedford St, Suite 21  
6 North Hancock St  
271 Lincoln St Ste 2  
1625 Massachusetts Ave  
21 Worthen Rd  
16 Clarke St  
57 Bedford St Ste 205  
62 Massachusetts Ave  
45 Bedford St  
177 Bedford St  
76 Bedford St  
324 Marrett Rd  
178 Lowell St  
13 Depot Square  
399 Lowell St  
5 Tidd Circle  
190 Grant St  
240 Bedford St  
3 Fletcher Ave  
16 Hayden Ave  
396 Waltham St  
1403 Massachusetts Ave  
19 Depot Square  
114 Waltham St Ste G-1  
24 Muzzey St  
3 Bow Street, Suite #2  
57 Bedford St  
33 Bedford St, Suite #15  
46 Burlington St  
1762 Massachusetts Ave  
15 Meriam St. PO Box 51  
803 Massachusetts Ave  
76 Bedford St, Suite 26  
807 Massachusetts Ave  
19 Muzzey St  
922 Waltham St Ste 202  
34 James St  
Jeffrey Lev PO Box 194  
9 Meriam St Ste 16  
409 Massachusetts Ave  
1794 Massachusetts Ave  
175 Grove St  
1875 Massachusetts Ave  
12 Waltham St  
476 Bedford St  
1001 Main Campus Drive

**Business**

Lexwin Realty  
Liatris Hair Design  
LifeFirst Financial  
Limited To Endodontics, Inc.  
Little India Express  
Livius Prep  
Lumos Debate Camp/Ivy Math Tutoring  
Lurie Family Center for Autism  
Lydia Reed Piano  
MA France  
MA Properties Online  
Made With Love Laads  
Majestic Cruises & Tours  
Mal's Auto Body  
Manickas Family Dentistry  
Marathon Sports  
Maria C. Evangelisti, DMD, PC  
Mario's Italian Restaurant  
Mary-Van's This Old House B&B  
Mass Ave Car Wash Corp.  
Mass Convenience  
Mass Nails and Spa  
Mathnasium  
Matthew R Foti Landscaping  
Maxima Book Center  
McDonough & Wang Group Leading Edge Real Estate  
Meadow Mist Farm  
Mei Mei of Lexington  
MetroPets  
Michelson's Shoes  
Midge Franz  
Mike Leary Contracting  
MiniLuxe  
Minute Woman, Inc.  
Minute Women Home Care  
Minuteman High School  
Mitra's Art Studio  
Monument Mortgage, Inc  
Morehouse MacDonald & Associates  
Mount Auburn Healthcare Lexington  
Mount Auburn Hospital  
Multi-Pure Water Filters  
Munroe Center for the Arts  
Music Emporium, Inc., The  
MVS Publishing  
My Cleaners  
My Cleaners  
Nails by Noel  
Namaste Massage Therapy  
Nature's Way Cleaners  
Naz Kupelian Salon  
Nefertiti  
Nefertiti Salon  
Neillios  
New Generation Martial Arts, Inc.  
New Star Realty  
New Way Cleaners

**Address**

1666 Massachusetts Ave Ste F2  
6 Muzzey St  
6 Wallis Ct  
1666 Massachusetts Ave, Suite 9  
321 Woburn St  
442 Marrett Rd Ste5  
59 Worthen Rd  
1 Maguire Rd  
363 Massachusetts Ave LL-4  
46 Massachusetts Ave  
16 Meriam St  
6 Wellington Ln Ave  
805 Massachusetts Ave  
7 Massachusetts Ave  
803 Massachusetts Ave  
1728 Massachusetts Ave  
1 Wallis Ct Ste 1  
1733 Massachusetts Ave  
12 Plainfield St  
31 Massachusetts Ave  
93 Massachusetts Ave  
1707 Massachusetts Ave  
10 Muzzey St  
30 Fairbanks Road  
1717 Massachusetts Ave  
1756 Massachusetts Ave  
142 Marrett Road  
240 Woburn St  
424 Marrett Rd  
1780 Massachusetts Ave  
238 Bedford St Ste 5  
251 Worthen Road East  
1718 Massachusetts Ave  
238 Bedford St Ste 7  
238 Bedford St, Suite 7  
758 Marrett Road  
10 Patriots Dr  
91 Hartwell Avenue  
3 Bow St  
57 Bedford St  
330 Mount Auburn Street  
118 Reed St  
1403 Massachusetts Avenue  
165 Massachusetts Ave  
35 Bedford St Ste 4  
166 Bedford St  
400 Lowell St  
8 Muzzey St  
238 Bedford St Ste 5  
409 Waltham St  
311 Woburn St  
55 Waltham St  
55 Waltham St  
53 Bedford St  
240 Bedford St  
40 Waltham St  
189 Massachusetts Ave



**Business**

Nicholson Sreter & Gilgun  
 Nick's Place  
 NNE Marketing  
 North Shore Swim Club  
 Nourishing Solutions  
 Nstar Electric & Gas Corporation  
 Oasis Senior Advisors NW Boston  
 O'Brien Cavanagh Ivanova LLP  
 Odessa: Instant Shoe Repair  
 Office of Edmund C. Grant, Esq.  
 Oldenburg Architecture  
 OM Cookies  
 Omar's World of Comics  
 One 2 One Bodyscapes Personal Training  
 Organic Nail and Spa  
 Orr Homes, LLC  
 Orthodontic Associates of Lexington  
 Otis Brown Insurance Agency  
 Our Pleasure 2 Help  
 Pallotta, John DMD  
 Pampered Pets  
 Parfait  
 Partners for Life Dog Training  
 Patriot Pediatrics  
 Paul DiMattia DDS  
 Paul Mammola Salon  
 Pedego Bikes  
 Peet's Coffee & Tea  
 Penguin Coding School  
 People's United Bank  
 Pepperlane  
 Personal Cleaners and Tailors Inc.  
 Petrucelly, Norris & Minsch PC  
 Philip Ciampa Salon/Prt, Ltd.  
 Phoenix Sunrooms  
 Pilgrim Nursery School  
 Pine Knoll Nursing Center  
 Pinot's Palette Lexington Center  
 Project: Pop-Up Lexington  
 ProMedical, LLC  
 Qdoba Mexican Grill  
 Quality Inn & Suites  
 Rancatore's Ice Cream and Yogurt  
 RCN  
 Retailer  
 Revival Café & Kitchen  
 Rice Cube Thai Kitchen  
 Ride Studio Café  
 Robert DeRegis, DMD  
 Robin Gannon Interiors  
 Rodan & Fields - Emily Hickey  
 Royal Pastry Shop  
 Russian School of Mathematics  
 Salem Five Insurance Services  
 Salon Marcello  
 Santander  
 Sartori Insurance Agency, Inc.

**Address**

33 Bedford St, Suite #4  
 197 Massachusetts Ave  
 1666 Massachusetts Ave  
 Amy Murphy PO Box 2032  
 Katie Bonf: PO Box 365  
 1 NSTAR Way  
 94 Spring St  
 405 Waltham St Ste 226  
 16 Waltham St  
 33 Bedford Street, Suite #3  
 1666 Massachusetts Ave, Suite 11  
 59 Outlook Drive  
 20 Waltham St  
 1762 Massachusetts Ave  
 1707 Massachusetts Ave  
 35 Bedford Street, Suite # 4  
 57 Bedford St  
 1 Militia Dr, Suite 1  
 2 Springdale Rd  
 19 Muzzey St  
 293 Marrett Rd  
 8 Anthony Rd  
 8 B Camellia Place  
 74 Loomis Street  
 76 Bedford St, Suite 8  
 1787 Massachusetts Ave  
 8 Camilia Pl  
 1749 Massachusetts Ave  
 5 Militia Dr  
 46 Bedford St  
 5 Augustus Rd  
 856 Massachusetts Ave  
 1666 Massachusetts Ave Ste 1  
 189 Bedford St  
 405 Waltham St #334  
 55 Coolidge Avenue  
 30 Watertown St  
 7 Meriam St  
 15 Depot Sq  
 1 Militia Drive  
 46 Bedford St  
 440 Bedford St  
 1752 Massachusetts Ave  
 956 Massachusetts Ave  
 Number Street  
 1729 Massachusetts Ave  
 397 Lowell St  
 183 Bedford St  
 1656 Massachusetts Ave  
 25 Oakland St  
 317 Marrett Rd  
 24 Hartwell Ave  
 1666 Massachusetts Ave Ste L  
 20 Massachusetts Ave  
 1822 Massachusetts Ave  
 76 Bedford St, Suite 37

**Business**

Schnitzer Associates - Licensed School Psychology  
Scottish Rite Masonic Museum  
Scotty's of Lexington  
Season's Four  
Selig Therapeutic Massage  
Servpro of Lexington/Bedford  
Shadley Associates  
Shapiro Elder Law  
Shattuck Ace Hardware  
Sherwin Williams Co  
Shire  
Sickle Brook Services  
Signature Stationers, Inc.  
Singer, Singer & Fahey  
Sky Salon  
Smile & Skin Aesthetics  
Smiles by Design  
Social Service Centers, Inc  
Sovereign/Santander  
Space Craft Architecture  
Spaulding Management Company  
Spaulding Outpatient Center for Children  
Spectacle Live  
Spectacle Live  
Sports and Physical Therapy Assoc  
Starbucks  
Stephanie Louis Salon  
Stone Meadow Golf  
Stop & Shop Supermarket  
Strategic Academic Success  
Stretch Med Studio  
Studio 240  
Sue Bruce Photography  
Summer's Edge Day Camp & Tennis School  
Summit Realty Partners  
Sun Dental Center  
Sunny G Inc  
Supercuts  
Sweet Science  
Sweet Thyme Bakery  
Sword & Spoon Group  
t21Coffee  
Tang's Natural Healing  
Tarpey Insurance Group  
TD Bank  
TD Bank  
Teles Esthetics Center  
The Business Collaborative  
The Fitter Female  
The Prosperity Group  
The Roasted Granola  
The Vintage Tea and Cake Co.  
Theatre Pharmacy, Inc.  
Thirty-One Gifts  
Thomas G. Braun, DDS  
Tina's Mask Supply  
Tonry NW Insurance Agency

**Address**

127 Concord Ave  
33 Marrett Road  
125 Massachusetts Ave  
1265 Massachusetts Ave  
1762 Massachusetts Ave  
50 Sun St., Suite 1  
1730 Massachusetts Ave  
48 Waltham Street  
327 Woburn St  
10 Camelia Pl  
300 Shire Way  
517 Massachusetts Ave  
1800 Massachusetts Ave  
4 Muzzey St  
1666 Massachusetts Ave  
76 Bedford St Ste 9  
57 Bedford St Ste 110  
15 Depot Sq  
1822 Massachusetts Ave  
5 Raymond St.  
490 Virginia Rd  
1 Maguire Rd  
1775 Massachusetts Ave Ste 3A  
57 Bedford St #115  
57 Bedford St Ste 202  
60 Bedford St  
1740 Massachusetts Ave  
675 Waltham St  
36 Bedford St  
1844 Massachusetts Ave Ste B  
1740 Massachusetts Ave  
240 Bedford St Ste 8  
189 Bedford St 2nd Flr  
342 Main St  
80 Hayden Ave  
1725 Massachusetts Ave  
442 Marrett Rd Ste 4  
46 Bedford St  
12 Bedford St  
1837 Massachusetts Ave  
52 Waltham St  
1970 Massachusetts Ave  
238 Bedford St Ste 5  
807 Massachusetts Ave  
419 Lowell St  
1840 Massachusetts Ave  
363 Massachusetts Ave Ste LL2  
30 Wachusett Dr  
174 Bedford St  
1 Militia Dr Ste 201  
11 Hancock Ave  
21 Muzzey St  
1784 Massachusetts Ave  
435 Waltham St  
20 Muzzey St  
29 Bernard St  
238 Bedford St

**Business**

Travel To Europe  
Tri Con Barber Shop  
Tricon Sports Shop  
Trudeau & McAvoy Attys at Law  
Up Up & Away Balloons  
UPS Store  
Verc Lexington Mobil  
Verizon Wireless - Russell Cellular  
Vibrant Health  
Village Cobbler  
VMO Institute  
W. H. Lyons Realtors, Inc.  
W.T. Phelan & Co. Insurance Agency  
Wagon Wheel Nursery & Garden Center  
Walden Framer  
Wales Copy Center  
Walgreens  
Watertown Savings Bank  
Webster Bank  
Wellspring Counseling Center  
When Pigs Fly Bread  
Wicked Bagel Bakery and Deli  
William Raveis Real Estate  
Wilson Farm, Inc.  
Wingate Financial Group Inc  
Wingate Wealth Advisors  
Woodhaven Realty  
Wrigley, Alan Atty at Law  
Yamaha Music School  
Youville Place

**Address**

49 Waltham St; PO Box 439  
180 Bedford St  
415 Waltham St  
15 Muzzey St  
55 Waltham St  
405 Waltham St  
277 Bedford St.  
1792 Massachusetts Ave  
92 Vine St  
16 Waltham St  
10 Brigham Rd  
55 Waltham St  
74 Bedford St Ste 1A  
927 Waltham Street  
121 Massachusetts Ave  
1810 Massachusetts Ave  
60 Bedford St  
1075 Waltham St  
31 Waltham St  
33 Bedford St, Suite 18  
1756 Massachusetts Ave  
171 Massachusetts Ave  
1713 Massachusetts Ave  
10 Pleasant St  
450 Bedford St #3  
450 Bedford St #3  
424 Marrett Rd  
114 Waltham St  
57 Bedford Street, # 105  
10 Pelham Rd

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve and Sign Eagle Scout Commendation Letter - Alex Kang Lau

### **PRESENTER:**

Joe Pato, Select Board Chair

### **ITEM NUMBER:**

C.4

### **SUMMARY:**

#### **Category: Decision-Making**

The Select Board is being asked to sign a letter of commendation congratulating Alex Kang Lau of Boy Scout Troop 160 for attaining the highest rank of Eagle in Boy Scouting.

### **SUGGESTED MOTION:**

To approve and sign a letter of commendation congratulating Alex Kang Lau of Boy Scout Troop 160 for attaining the highest rank of Eagle in Boy Scouting.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

### **ATTACHMENTS:**

Description	Type
 2024 Eagle Scout Letter - A. Kang Lau - Troop 160	Backup Material



## Town of Lexington, Massachusetts

SELECT BOARD OFFICE

JOSEPH N. PATO, CHAIR  
SUZANNE E. BARRY  
DOUGLAS M. LUCENTE  
JILL I. HAI  
MARK D. SANDEEN

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

January 22, 2024

Alex Kang Lau  
8 Brown Road  
Lexington, MA 02420

Dear Alex,

Congratulations on attaining the highest rank in Scouting. We know the trail to Eagle Scout has not always been an easy one and we recognize that you have had to work hard to get this far. Your time in positions of leadership within Troop 160, and the successful completion of your Eagle project, speaks to your dedication.

Being an Eagle is so much more than just another rank. It is a recognition of what you have achieved so far, but of more importance is the implied promise you have made to maintain the ideals of Scouting into your adult life.

We know that your family and fellow Scouts are proud of you and will look to you to be a leader as you continue your journey beyond Eagle.

Again, congratulations and good luck in all your future endeavors.

Sincerely,

Joseph N. Pato, Chair

Suzanne E. Barry

Douglas M. Lucente

Jill I. Hai

Mark D. Sandeen

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve and Sign Water and Sewer Finals

### **PRESENTER:**

Joe Pato, Select Board Chair

### **ITEM NUMBER:**

C.5

### **SUMMARY:**

#### **Category: Decision-Making**

The Water and Sewer Division is requesting that the Select Board approve and sign the following Water and Sewer Finals:

Water and Sewer December 2023 Finals      \$3,664.48

### **SUGGESTED MOTION:**

To approve and sign the attached Water and Sewer Finals for December 2023.

Move to approve the consent.

### **FOLLOW-UP:**

Treasurer/Collector

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

### **ATTACHMENTS:**

Description	Type
☐ Water and Sewer Finals - December 2023	Backup Material







# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Applications: Battle Green Permits - William Diamond Junior Fife and Drum Corps, Battle Green, 0 Massachusetts Avenue

### **PRESENTER:**

Joe Pato, Select Board Chair

### **ITEM NUMBER:**

C.6

### **SUMMARY:**

#### **Category: Decision-Making**

#### **Annual Lexington Tattoo & Parade on Massachusetts Avenue:**

The William Diamond Junior Fife and Drum Corps is requesting permission to hold the annual Lexington Fife and Drum Tattoo on the Battle Green on Friday, May 3, 2024, from 6:30pm to 9:30pm. The event itself will begin at 7:00pm and will include the Lexington Minute Men presenting Colors, the National Anthem by the William Diamond Junior Fife and Drum Corps and musical performance by four Fife and Drum Corps members as part of the Lexington Muster weekend. Prior to arriving at the Battle Green, the Parade Corps will gather at Depot Square at approximately 6:15pm and step off onto Massachusetts Avenue (right lane only) at 6:45pm and proceed down to the Battle Green, entering by the obelisk.

The Police Department, Department of Public Works, Fire Department and the Town Manager's Office have no objections to this request.

#### **Lexington Muster Line Up & Parade on Massachusetts Avenue:**

The William Diamond Junior Fife and Drum Corps is requesting permission to use the Battle Green on Saturday, May 4, 2024 from 11:00am to 1:00pm for the purpose of Corps Members lining up for the Lexington Muster Parade. Parade participants will gather on the Battle Green at the corner of Harrington Road and Massachusetts Avenue prior to parading down Massachusetts Avenue towards Hastings Park, where the Lexington Muster will be taking place. The first group will step off of the Battle Green to begin the parade at 12:00pm. Please see the attached map for the parade route.

The Police Department, Department of Public Works, Fire Department and the Town Manager's Office have no objections to this request.

### **SUGGESTED MOTION:**

To approve the request of the William Diamond Junior Fife and Drum Corps to use the Battle Green on Friday, May 3, 2024 from approximately 6:30pm to 9:30pm for the annual Lexington Fife and Drum Tattoo as part of the Lexington Muster weekend, and to further approve the Parade Corps to march down

Massachusetts Avenue towards the Battle Green for the annual Lexington Fife and Drum Tattoo starting at 6:45pm.

To approve the request of the William Diamond Junior Fife and Drum Corps to use the Battle Green on Saturday, May 4, 2024 from approximately 11:00am to 1:00pm for the purpose of lining up for the Lexington Muster Parade, and to further approve Corps Members parading down Massachusetts Avenue towards Hasting Park for the Lexington Muster starting at 12:00pm.

Move to approve the consent.

**FOLLOW-UP:**

Select Board Office

**DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

**ATTACHMENTS:**

Description	Type
 Map of Parade Route for Lexington Muster Parade	Backup Material



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Accept Select Board Committee Resignations

### **PRESENTER:**

Joe Pato, Select Board Chair

### **ITEM NUMBER:**

C.7

### **SUMMARY:**

#### **Category: Decision-Making**

#### **Resignations:**

*Lexington Housing Authority - Tenant Board Member Seat*

The Select Board is being asked to accept the resignation of Maureen Rynn from the Lexington Housing Authority in the Tenant Board Member Seat effective January 31, 2024.

*Lexington Human Rights Committee*

The Select Board is being asked to accept the resignation of Salvador Jaramillo from the Lexington Human Rights Committee effective immediately.

On behalf of the Town of Lexington, the Select Board Members would like to extend their many thanks to Ms. Rynn and Mr. Jaramillo for their time and service to the community.

### **SUGGESTED MOTION:**

To accept the resignation of Maureen Rynn from the Lexington Housing Authority in the Tenant Board Member Seat effective on January 31, 2024.

To accept the resignation of Salvador Jaramillo from the Lexington Human Rights Committee effective immediately.

Move to approve the consent.

### **FOLLOW-UP:**



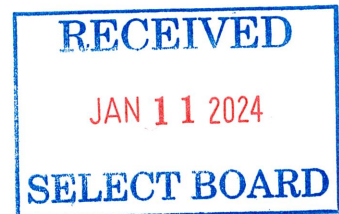
Select Board Office

**DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

**ATTACHMENTS:**

Description		Type
<input type="checkbox"/>	Resignation Letter - M. Rynn	Backup Material
<input type="checkbox"/>	Resignation Letter - S. Jaramillo	Backup Material



January 11, 2024

Mr. Joseph N. Pato, Chair  
Select Board  
Town of Lexington  
1625 Massachusetts Avenue  
Lexington, MA 02420

Dear Mr. Pato;

I am writing to advise the Select Board that I am resigning my appointment as the Commissioner/Tenant Member of the Lexington Housing Authority Board, effective January 31, 2024. Consequently, I will not be completing the term of my appointment which was for the period April 1, 2021-March 31, 2027.

Thank you for the opportunity to serve.

Very truly yours,

A handwritten signature in dark ink, appearing to be "Maureen F. Rynn", written over a horizontal line.

Maureen F. Rynn

cc: Richard Perry, Chair, Lexington Housing Authority Board  
Caileen Foley, Executive Director, Lexington Housing Authority

Dear Select Board,

I am writing to share that I wish to resign from the Town of Lexington, Human Rights Committee effective January 10<sup>th</sup>, 2024. It has been an honor and pleasure to serve on the committee, however given my upcoming graduation from college, I can no longer commit to fulfilling the rest of my term and believe this would be a good opportunity to make way for a new appointment with the new year.

Thank You,

Salvador A. Jaramillo

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve Town Manager Committee Appointment

### **PRESENTER:**

Joe Pato, Select Board Chair

### **ITEM NUMBER:**

C.8

### **SUMMARY:**

#### **Category: Decision-Making**

At the recommendation of the Conservation Director, Karen Mullins, the Select Board is being asked to approve the Town Manager's appointment of Mr. Thomas Whelan to the Conservation Commission. The appointment would be effective immediately with a term set to expire on March 31, 2027.

### **SUGGESTED MOTION:**

To approve the Town Manager's appointment of Thomas Whelan to the Conservation Commission as a full member for a three-year term set to expire on March 31, 2027.

Move to approve the consent.

### **FOLLOW-UP:**

Town Manager's Office

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

### **ATTACHMENTS:**

Description	Type
 Thomas Whelan	Backup Material



## APPLICATION FOR BOARD OR COMMITTEE MEMBERSHIP

*Applicants are encouraged to also include a letter of interest or current resume along with their submission of this application.*

Board/Committee Name (one application per Committee): \_\_\_\_\_

Would you like your application kept on file for up to one year? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Full Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Preferred Title: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Length of Residence in Lexington (*note: ZBA requirement is a minimum of 8 years*): \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

Special Training and/or Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your interest in this Committee? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about the Committee? \_\_\_\_\_

Have you recently attended any meetings of the Committee? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you confirmed your availability to attend the Committee's meetings? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*(For questions regarding the meeting schedule, please contact the Board/Committee via the Town website.)*

Do you currently serve on another Board/Committee? Yes: \_\_\_\_\_ No: \_\_\_\_\_



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Approve Select Board Meeting Minutes

### **PRESENTER:**

Joe Pato, Select Board Chair

### **ITEM NUMBER:**

C.9

### **SUMMARY:**

#### **Category: Decision-Making**

The Select Board is being asked to approve the minutes of the January 8, 2024 Select Board meeting.

### **SUGGESTED MOTION:**

To approve and release the January 8, 2024 Select Board meeting minutes.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> DRAFT 01082024 Select Board Minutes	Backup Material

**SELECT BOARD MEETING**  
January 8, 2024

A meeting of the Lexington Select Board was called to order at 6:30p.m. on Monday, January 8, 2024, via a hybrid meeting platform. Mr. Pato, Chair; Ms. Barry, Mr. Lucente, Mr. Sandeen, and Ms. Hai were present, as well as Mr. Malloy, Town Manager; Ms. Axtell, Deputy Town Manager and Ms. Katzenback, Executive Clerk.

**PUBLIC COMMENTS**

Dawn McKenna, 9 Hancock Street, stated that the work done around the roundabout during the last storm was less than satisfactory and created many traffic problems. The Town did not plow to the edge of the curb near her driveway, making this area unsafe. The crosswalk put in-between her front door and driveway is also completely iced over. She said she feels these items need to be fixed before the next storm.

**SELECT BOARD MEMBER CONCERNS AND LIAISON REPORTS**

1. Select Board Member Concerns and Liaison Reports

There were no additional reports at this time.

**DOCUMENTS:** Select Board Announcements and Liaison Reports - January 8, 2024

**TOWN MANAGER REPORT**

1. Introduction of Dana Bickelman, Director of Human Services

Mr. Malloy introduced Dana Bickelman, the new Director of Human. Ms. Bickelman has worked for the Town of Belmont for the past several years and was previously their Council on Aging Director. She also worked for the City of Marlborough, MA. Ms. Bickelman's Bachelor's Degree is in Special Education/Human Services, and she holds a Master's Degree in Public Administration.

2. Town Manager Weekly Update

Mr. Malloy stated that the Public Works Department was awarded a communications award from the New England Waterworks Association for their communications regarding the AMI system. Also, the second water bottle filling station has been installed along the bikeway. The Mass Municipal Association awarded the Town third place in its annual town report contest. The Town will also be receiving an additional \$463,000 through the Fair Share Amendment. This portion goes to infrastructure improvements. Finally, the new Economic Development Department and Visitor Center website has launched.

Regarding the FY25 budget process, Mr. Malloy explained that Staff originally built the budget around an 8% increase in health insurance costs. The Town was informed by the GIC that the increase would be between 8%-11%, and that the Town should be budgeting 9.5%. With this change, the Town ended up with \$10,178, to fund Program Improvement Requests (PIRs). Mr. Malloy stated that he has identified approximately \$700,000 in potential budget reductions that could then be used to fund PIRs. Sometimes, even with level funded budgets, the amount is not fully expended. He stated that he has an overall ranking of PIRs and how each one would be funded. There should be approximately \$500,000 available for PIRs after this process is complete.

**DOCUMENTS:** Weekly Update 12-22-23, Weekly Update 12-29-23, Weekly Update 01-05-24

## **CONSENT AGENDA**

1. Approve Select Board Committee Reappointment
  - Lexington Retirement Board - Frederick Weiss

To reappoint Frederick Weiss to the Lexington Retirement Board for a three-year term set to expire on January 11, 2027.

**DOCUMENTS:** 2023 Lexington Retirement Board Reappointment Recommendation Letter - F. Weiss (Sent by J. Condon)

2. Accept Select Board Committee Resignation
  - Vision for Lexington Committee - Weidong Wang

To accept the resignation of Weidong Wang from the Vision for Lexington Committee effective on January 31, 2024.

**DOCUMENTS:** Resignation Letter - W. Wang

3. Approve Select Board Meeting Minutes

To approve and release the following minutes: November 29, 2023 FY2025 Proposed Department Budget Presentations; November 30, 2023 FY2025 Proposed Department Budget Presentations; December 4, 2023 Select Board; December 5, 2023 FY2025 Proposed Department Budget Presentations; December 11, 2023 Select Board; December 18, 2023 Select Board

**DOCUMENTS:** DRAFT 11292023 Minutes Dept Budget Presentations, DRAFT 11302023 Minutes Dept Budget Presentations, DRAFT 12042023 Select Board minutes, DRAFT 12052023 minutes Dept Budget Presentations, DRAFT 12112023 Select Board minutes, DRAFT 12182023 Select Board minutes

4. 2024 Class II License Renewal

To approve the 2024 Annual Class II License Renewal for the following business:

**CLASS II**

Lexington Auto Sales - 542 Massachusetts Avenue

5. 2024 Common Victualler License Renewals

To approve the 2024 Annual Common Victualler License Renewals for the following businesses:

**COMMON VICTUALLER**

Aloft Lexington - 727 Marrett Road A

Avenue Deli - 1806 Massachusetts Avenue

Coco Fresh Tea and Juice - 1764 Massachusetts Avenue

Element Lexington - 727 Marrett Road B

Fruitee Yogurt - 1707 Massachusetts Avenue, Unit 5

Inn at Hastings Park - 2013-2027 Massachusetts Avenue

Ixtapa Cantina - 177 Massachusetts Avenue

6. 2024 Entertainment License Renewals

To approve the 2024 Annual Entertainment License Renewals for the following businesses:

**ENTERTAINMENT**

Aloft Lexington - 727 Marrett Road A

Element Lexington - 727 Marrett Road B

Inn at Hastings Park - 2013-2027 Massachusetts Avenue

7. 2024 Innholder License Renewals

To approve the 2024 Annual Innholder License Renewals for the following businesses:

**INNHOLDER**

Aloft Lexington - 727 Marrett Road A

Element Lexington - 727 Marrett Road B

Inn at Hastings Park - 2013-2027 Massachusetts Avenue

8. Approve Letter to Legislators Supporting Real Estate Transfer Fee Legislation

To approve letter to legislators supporting Real Estate Transfer Fee legislation.

**DOCUMENTS:** RETF Legislation Support Letter

9. Approve Updates to the Outstanding Youth Award

To rename the Outstanding Youth Award to the 'Pat Flynn Outstanding Youth Award', continuing the tradition of awarding medals on Patriots' Day and honoring up to three youths annually.

To approve the inclusion of a member from the Lexington Veterans Association in the Lexington Youth Recognition Committee as part of the award selection process.

To approve the new funding arrangement for the award, with financial support from both the Charles E. Ferguson Youth Recognition Award Fund and the Pat Flynn Youth Fund, ensuring a minimum of \$500 for each recipient. This arrangement will use interest income first, and if necessary, the principal from the Pat Flynn Youth Fund, while the Ferguson Fund will contribute solely through its interest income.

To approve the updated communication and acknowledgment plan, which includes highlighting the financial support from both the Charles E. Ferguson Youth Recognition Award Fund and the Pat Flynn Youth Fund in the Patriots' Day speech and related literature.

10. Approve and Sign Eagle Scout Commendation Letters

- Austin Raiche Nathaniel Voss

To approve and sign letters of commendation congratulating Austin Raiche and Nathaniel Voss of Boy Scout Troop 160 for attaining the highest rank of Eagle in Boy Scouting.

**DOCUMENTS:** 2024 Eagle Scout Letter - A. Raiche - Troop 160, 2024 Eagle Scout Letter - N. Voss - Troop 160

**VOTE:** Upon a motion duly made and seconded, the Select Board voted by roll call 5-0 to approve the Consent Agenda.

## ITEMS FOR INDIVIDUAL CONSIDERATION

### 1. Discuss and Approve Use of Town-Owned Building at 173 Bedford Street

Mike Cronin

Mr. Malloy explained that there was a presentation made at the November 15, 2023, Summit meeting in which the future uses of 173 Bedford Street were discussed. At that meeting, Mr. Pato asked all of the Committees present whether they concurred with this plan. The general consensus was that all parties (Select Board, School Committee, Appropriation Committee, Recreation Committee and Capital Expenditures Committee) agreed with this course of action.

The Board discussed moving of the School Central Office (CO) from Old Harrington School property to 173 Bedford Street temporarily, with plans to raze Old Harrington School converting it into recreation fields.

Many concerns were raised. There was discussion regarding an affordable housing option at 173 Bedford St. There was a request to consider the cost and feasibility of leasing commercial space for the CO versus relocating to 173 Bedford Street. There were also concerns about the ownership of the Old Harrington property once converted into recreation fields.

Board Members expressed the following concerns:

Mr. Sandeen:

- Reviewed the basis for the Board's previous discussions regarding whether to move CO to 173 Bedford Street or to leased space. At the time of the previous discussions the cost to renovate the space was presented as \$6.1 million and the cost to lease was presented as \$5 million. Since that time, the Town Manager has revised the cost to lease commercial space down to \$3.2 million. Mr. Sandeen expressed his desire reconsider leasing in order to save that roughly \$3 million in a time when the Town is trying to save money for the high school.
- Wants to explore leased commercial space elsewhere for the CO and pursue housing at 173 Bedford St.
- Ordering of need - converting space from office to library to office; it would be easier if office use for CO were followed by Town Office Building use rather than having library use in the middle.
- Cash flow - suggests that lease payments would be spread out over the term of the lease rather than incurring up-front capital costs.
- Observes the possibility to move the schedule for the library renovation project earlier, if the Town chooses to lease space for CO.
- 173 Bedford St. is the ideal location for affordable housing - would like to see how to accelerate the process for housing rather than having to wait 10 years.
- Agrees with Ms. Barry on opposing CO move to 173 Bedford, agrees with Ms. Hai request for more analysis including a plan for how to expedite affordable housing at this site.

Ms Barry:

- Expressed concern that recreation won't gain control of the fields and/or the fields aren't developed.
- Asks about the possibility that the field land be included as part of the Article 97 land swap.
- Concerned that we might invest in fields but that sometime in the future the school department would move forward to request school facilities developed at the location.

- Opposes use of 173 Bedford for CO - opposed design funds; wants us to find another location and wants 173 Bedford to become housing.
- Opposes retention of Old Harrington by School Department – wants land split with recreation controlling fields.

Ms Hai:

- Want mapping of needs for the three projected uses, in order to be sure that we are pricing (and potentially undertaking) only one major renovation.
- Wants to confirm, possibly with an RFI/RFP, the best option for the roughly 10 year building need (commercial market lease versus use of 173 Bedford St.).
- If relocation to 173 Bedford St. is the best option, wants to know if it is possible to use the existing building for the swing space needs while simultaneously beginning development of a housing project for the site. Asked for the exploration of a dedicated construction drive on the site rather than the current circular pattern.

Mr. Lucente:

- Concerned over the sequence of renovation needs for subsequent swing-space needs; concerned that we might incur multiple high-cost refits.
- This is a financial decision - what's the cheapest path and the lowest community impact - wants to put the CO in the best location for the least amount of money.
- Wants to know if there are locations that wouldn't work - or other limitations that might constrain CO location.

Mr. Pato:

- CO move to 173 Bedford St. is the presumption unless we find a better deal - but need to move out of Old Harrington and need to be on a path to accomplish this.
- Don't want to rush the move to housing at 173 Bedford St. - wants to keep the site available for potential future educational needs; wants to see how private-sector housing development under recent zoning changes develops.
- Believes the 173 Bedford St. is excellent for housing - but does not want to preclude municipal or educational uses for the next decade. Believes that we are pursuing opportunities for housing elsewhere and doesn't believe we should tackle multiple large projects simultaneously.
- Should do the appropriate analyses at the right times (e.g. integrate analysis concerns from the Economic Development Advisory Committee, and do this in a timeframe that is relevant to leasing and in time to make a retrofit decision at 173 Bedford)
- Should authorize funding to allow retrofit at the Annual Town Meeting but not execute against it if a leasing situation is shown to be better.

Mr. Malloy explained that the Town Meeting warrant was built around construction projects that involve debt issuance, as opposed to lease payments. Lease payments would come out of something other than a debt issuance, such as the operating budgets, or reserves. This would be a different Town Meeting vote.

Dawn McKenna, 9 Hancock Street, stated that the Cary Library previously operated out of Cary Hall and will likely operate well wherever located. The Town has gone out for RFIs in the past seeking ideas for sites prior to making decisions. She urged the Board to send out an RFI on this item.

Nanette Byrnes, 6 Sherburne Road, stated that the Housing Partnership Board would like to be part of the feasibility study discussions that are underway for the long-term potential for housing.



Bob Pressman, 22 Locust Avenue, stated that the fields are an integral part of the High School project. The Community Preservation Fund is not a High School construction fund. The fields should be funded as part of the High School project.

Bridger McGaw, 89 Meriam Street, stated that there is a cashflow opportunity here to minimize expenditures across all these different uses. Regarding an RFI, the broker community will give the Town extra intelligence on this item.

Elaine Tung, Affordable Housing Trust, stated that, in reviewing the parcels that are available in the center of Town, which is the ideal location for affordable housing, the feasibility study identifies these three parcels and the parcel at 173 Bedford Street is by far the best parcel for a developer.

Dr. Hackett, Superintendent of Schools, stated that the High School refresh project is in the Educational Plan development portion of the project. Through development of the ED plan details of what the new school will look like will be determined. This process started last June and needs to be finished by this June. There are six months left to figure out this planning. Some of the operations at the Central Office could potentially be integrated into the new High School. If the Board does not vote in favor of a move to 173 Bedford Street it could be, in essence, a vote against the plan altogether, as time is short. This is about less disruption to children. Without an answer, the School Building Committee will not be able to integrate into the Educational Plan things that may offset costs for taxpayers down the road.

**VOTE:** Upon a motion duly made and seconded, the Select Board voted 5-0 to support the relocation of the School Department Central Office out of old Harrington.

**VOTE:** Upon a motion duly made and seconded, the Select Board voted 4-1 to support the demolition of the Central Administration Office Building for use as recreation fields.

Ms. Barry explained that she voted against because, while she would like the fields to be located there, she would like the fields to be under the Town municipality's control, not the School Department's control.

It was agreed to bring the discussion back to a meeting by the end of February in order to settle on location for the temporary relocation of the School Department Central Office.

**DOCUMENTS:** Building Update Summary from Summit, Space Needs Analysis for Central Administration, AHT Letter of Recommendation for Affordable Housing

## 2. Discuss Potential Location of Dog Park

Mr. Malloy explained that there are three potential sites identified by Melissa Battite, Director of Recreation & Community Services, Dave Pinsonneault, Director of Public Works, and Karen Mullins, Conservation Director. The three sites include the Blossom Street Property, the Wyman Road Property or 572 Massachusetts Avenue. Staff plans to engage an engineering firm to review the site the Board supports. Once a site is chosen, Staff will submit a grant application that will cover the majority of the cost of construction for the dog park.

Mr. Sandeen noted that this item was part of the participatory budgeting process. In that process, this was identified as an \$85,000 project. He asked if a motion could be contingent on obtaining grant financing. Mr. Malloy explained that the project will be contingent either way, as the Board would have to approve additional ARPA funds or go seek additional funding through Town Meeting.

The Board discussed the three potential sites. There was agreement that none of the three sites were appropriate for a dog park at this time.

**VOTE:** Upon a motion duly made and seconded, the Select Board voted 5-0 to find none of the locations suitable and to defer any action on the participatory budgeting ARPA funded dog park.

**DOCUMENTS:** Dog Park Preliminary Sites, Massachusetts Ave Site, BlossomStSite, Wyman Rd Site

3. Review and Approve Lexington Council for the Arts' Request to Paint Additional Town-Owned Utility Boxes

Steve Poltorzycki, Chair of Lexington Council for the Arts, explained that the Council has painted a number of utility boxes in the past. The proposal is to paint an additional three this calendar year. One location is at Waltham Street/Brookside Ave, which is the turnoff for the Clark School. The second is Mass Ave at Worthen Road. The third is in the center of Town, in front of the CVS, at Mass Ave at Waltham Street. The third box will not be painted until its warranty period is up and this box may be painted with a Lex 250 theme, working with the Lex 250 Committee.

**VOTE:** Upon a motion duly made and seconded, the Select Board voted by roll call 5-0 to approve the request from the Arts Council to paint Utility Boxes L3 (Mass Ave @ Worthen Road); L4 (Mass Ave @ Waltham Street); and L6 (Waltham Street @ Brookside Ave) with the provision that no painting occurs to any boxes until the warranty has expired and further that the Arts Council meet/obtain approval from the HDC and/or the Lexington Semiquincentennial Commission as appropriate.

**DOCUMENTS:** Email Chain - Utility Boxes

4. 2024 Annual Town Meeting
  - Review 2024 Annual Town Meeting Draft Warrant

Kelly Axtell, Deputy Town Manager, reviewed the draft warrant.

- Review Letter from Town Moderator for Inclusion in 2024 Annual Town Meeting Warrant

The Board took a straw poll on holding a hybrid Town Meeting. There was no opposition to this proposal.

**DOCUMENTS:** DRAFT 2024 ATM warrant

5. Review and Approve Town Manager's 2023 Performance Evaluation  
The Board reviewed a draft of the final Performance Evaluation for the Town Manager for the period October 1, 2022 – September 30, 2023. Per the Board's agreed upon procedure, Mr. Pato incorporated feedback and discussion from the Board's December 11, 2023, meeting into the revised document.

The Board reviewed the annual Town Manager Performance Evaluation, to be placed in his personnel file.

**VOTE:** Upon a motion duly made and seconded, the Select Board voted 5-0 to approve the Town Manager Performance Evaluation and to place it in Mr. Malloy's personnel file.

**DOCUMENTS:** DRAFT Town Manager Performance Evaluation

## **ADJOURN**

**VOTE:** Upon a motion duly made and seconded, the Select Board voted 5-0 to adjourn the meeting at 8:57 p.m.

A true record; Attest:  
Kristan Patenaude  
Recording Secretary

DRAFT

## **AGENDA ITEM SUMMARY**

### **LEXINGTON SELECT BOARD MEETING**

#### **AGENDA ITEM TITLE:**

2024 Common Victualler License Renewals

#### **PRESENTER:**

Joe Pato, Select Board Chair

#### **ITEM NUMBER:**

C.10

#### **SUMMARY:**

##### **Category: Decision-Making**

The Select Board is being asked to approve the 2024 Annual Common Victualler License renewals. The Select Board Office is in receipt of all of the required documentation and departmental reviews with sign-offs for the renewals of the following businesses holding a Common Victualler License:

##### **COMMON VICTUALLER**

Lexington Knights of Columbus Members Association Inc. - 177 Bedford Street  
Spirit of India - 321 Marrett Road

#### **SUGGESTED MOTION:**

To approve the 2024 Annual Common Victualler License Renewals for the following businesses:

##### **COMMON VICTUALLER**

Lexington Knights of Columbus Members Association Inc. - 177 Bedford Street  
Spirit of India - 321 Marrett Road

Move to approve the consent.

#### **FOLLOW-UP:**

Select Board Office

#### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Application: One-Day Liquor License - T.P. Bronx LLC d/b/a Galaray House, 1720 Massachusetts Avenue, Unit 2

### **PRESENTER:**

Joe Pato, Select Board Chair

### **ITEM NUMBER:**

C.11

### **SUMMARY:**

**Category: Decision-Making**

### **T.P. Bronx LLC d/b/a Galaray House:**

T.P. Bronx LLC d/b/a Galaray House has requested a One-Day Liquor License to serve wine and champagne inside the Galaray House, 1720 Massachusetts Avenue, Unit 2, for the purpose of a First Friday Reception on Friday, February 2, 2024 from 6:00pm to 8:30pm.

### **SUGGESTED MOTION:**

To approve a One-Day Liquor License for T.P. Bronx LLC d/b/a Galaray House to serve wine and champagne inside the Galaray House, 1720 Massachusetts Avenue, Unit 2, for the purpose of a First Friday Reception on Friday, February 2, 2024 from 6:00pm to 8:30pm.

Move to approve the consent.

### **FOLLOW-UP:**

Select Board Office

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024



## **AGENDA ITEM SUMMARY**

### **LEXINGTON SELECT BOARD MEETING**

#### **AGENDA ITEM TITLE:**

Public Hearing: Intent to Layout Tucker Avenue as a Public Way

#### **PRESENTER:**

John Livsey, Town Engineer

#### **ITEM NUMBER:**

I.1

#### **SUMMARY:**

##### **Category: Decision-Making**

Attached please find a memorandum to the Select Board, Tucker Avenue limits and timetable for the acceptance of a portion of Tucker Avenue. John Livsey, Town Engineer will present. The Board initially heard this proposal and voted to move it forward in the process on 11/6/23.

#### **SUGGESTED MOTION:**

No motion is required, this is a public hearing to hear any public input for the next step in the process.

#### **FOLLOW-UP:**

#### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

6:40pm

#### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Memorandum	Cover Memo
<input type="checkbox"/> Timetable	Cover Memo
<input type="checkbox"/> Tucker Ave Unaccepted Limits	Cover Memo



***Town of Lexington***  
Department of Public Works  
Engineering Division

John R. Livsey, P.E., Town Engineer  
Ross Morrow, P.E., Assistant Town Engineer

Tel: (781) 274-8305  
Fax: (781) 274-8323

**MEMORANDUM**

TO: Select Board Office  
FROM: John Livsey, P.E., Town Engineer  
DATE: January 18, 2024  
RE: Tucker Ave Notice of Intention to Layout

○ **Agenda Item/Title**

Public Hearing: Intent to layout Tucker Ave as a public way

○ **Whether a Vote of the Select Board is being requested, whether this is an update on a previous item or if it is for informational purposes only and what you need from the Select Board (directional guidance, approval, etc).**

The Select Board is expected to have a hearing for the intent to layout Tucker Ave as a public way with a scheduled vote to layout Tucker Ave as a public way scheduled for February 5<sup>th</sup>, 2024

○ **A summary explanation of what is being presented including costs and funding source, plan for public outreach, impact on department work/goals and any alignment with the Select Board goals.**

*A summary explanation of what is being presented*

There is no formal presentation. The town has received a petition that is signed by all seven abutters to the unaccepted portion of Tucker Avenue requesting that the town approve a betterment to improve the roadway and accept it as a town way. The intent to layout Tucker Ave as a public way follows the earlier 'Notice of Intention to Layout' by the Select Board. A notice to the direct abutters has been delivered to all direct abutters notifying them of the January 22<sup>nd</sup>, 2024 Select Board hearing.

*Costs and funding source*

The estimated cost for the betterment is thirty thousand dollars (\$30,000) which will be requested at Annual Town Meeting 2025. This funded will allow the town to perform the improvements and upon completion the total cost of the work (not to exceed \$30,000) will be charged to the direct abutters.

Plan for public outreach

The direct abutters have all been informed and have signed the petition. Additionally, we have had extensive conversations with numerous abutters over the last several years to ensure they fully understood the process. A notice has been delivered by Constable to ensure the abutters are aware of the Select Board hearing.

impact on department work/goals and any alignment with the Select Board goals.

This will be added to the Engineering Divisions resurfacing list for calendar year 2024 and will become the ownership of the town following the acceptance. The cost of maintaining the road in perpetuity will be borne by the town moving forward. The road will also be added to the state list so that the additional mileage is accounted for in the Chapter 90 formula.

- **Timeline summary**

The Street Acceptance timeline guidance has been provided to the Select Board office

- **For items where action of the Board is being requested, a statement of the implications of taking the action vs. not taking the action.**

If no action is taken then Tucker Avenue will not proceed forward for street acceptance

Thank you

## TIME SEQUENCE FOR FY25 STREET ACCEPTANCE

1. **November 6 , 2023**

Vote of intent to layout by the Select Board;

Select Board to sign "Notice of Intention to Layout" and notify Planning Board and Constable;

2. **January 8, 2024**

By this date, written notice delivered to abutters by Constable informing them that the Select Board intend to vote to layout as public way;

3. **January 22, 2024**

Public Hearing by Select Board in regard to their intent to layout public ways;

4. **February 5, 2024**

Vote to layout public ways by Select Board;

5. **February 26, 2024**

On or before this date layout plans filed with the Town Clerk by the Town Engineer;

6. **March 4, 2024**

After this date and before the close of Town Meeting, acceptance of the layout by the Town at a Town Meeting. Within thirty (30) days of the date of acceptance of layout by the Town Meeting, adoption of an Order of Taking by eminent domain by the Select Board and an award of damages, if any;

7. Within thirty (30) days of adoption of the Order of Taking, recording in Registry of Deeds of said Order and any betterment by the Town Engineer.


Approved by the Select Board at its meeting on **???????????????**.





Copyright nearmap 2015

**Legend**

 Unaccepted street limits



**TUCKER AVE  
LEXINGTON, MA**



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Discuss and Approve Potential Relocation of Bus Stop in Front of Conte's Bike Shop, 1684 Massachusetts Avenue to New Area in Lexington Center

### **PRESENTER:**

John Livsey, Town Engineer

### **ITEM NUMBER:**

I.2

### **SUMMARY:**

#### **Category: Decision-Making**

The Town has received concerns over the location of the bus stop near Conte's Bike Shop at 1684 Massachusetts Avenue. The Town's Engineering Department has worked with the Commission on Disability, MBTA and others to identify the best location and is recommending the bus stop be moved as per the attached presentation so that it is located in front of 1690 Massachusetts Avenue.

### **SUGGESTED MOTION:**

Move to approve moving the bus stop location from 1684 Massachusetts Avenue to 1690 Massachusetts Avenue.

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

6:50pm

### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Presentation on Bus Stop	Cover Memo



# Select Board Meeting

January 22, 2024

Relocation of Bus stop

# Pre-Center Streetscape



- Bus stop in front of 1666 (Clay Oven)
- 4 parking spaces along 1666 frontage
- 6 parking spaces along 1684-1710 frontage
- Bus stop approx. 40'; does not meet MBTA guidelines, bus couldn't pull to curb if parking spaces were in use



# Post Center Streetscape

(current)



- Bus stop relocated in front of 1684 (Conte's)
- Crosswalk added and 4 parking spaces retained along 1666 frontage
- 3 parking spaces retained (3 lost) along 1684-1710 frontage
- Bus stop approx. 60'; does not meet MBTA guidelines, bus still can't pull to curb when parking spaces are in use



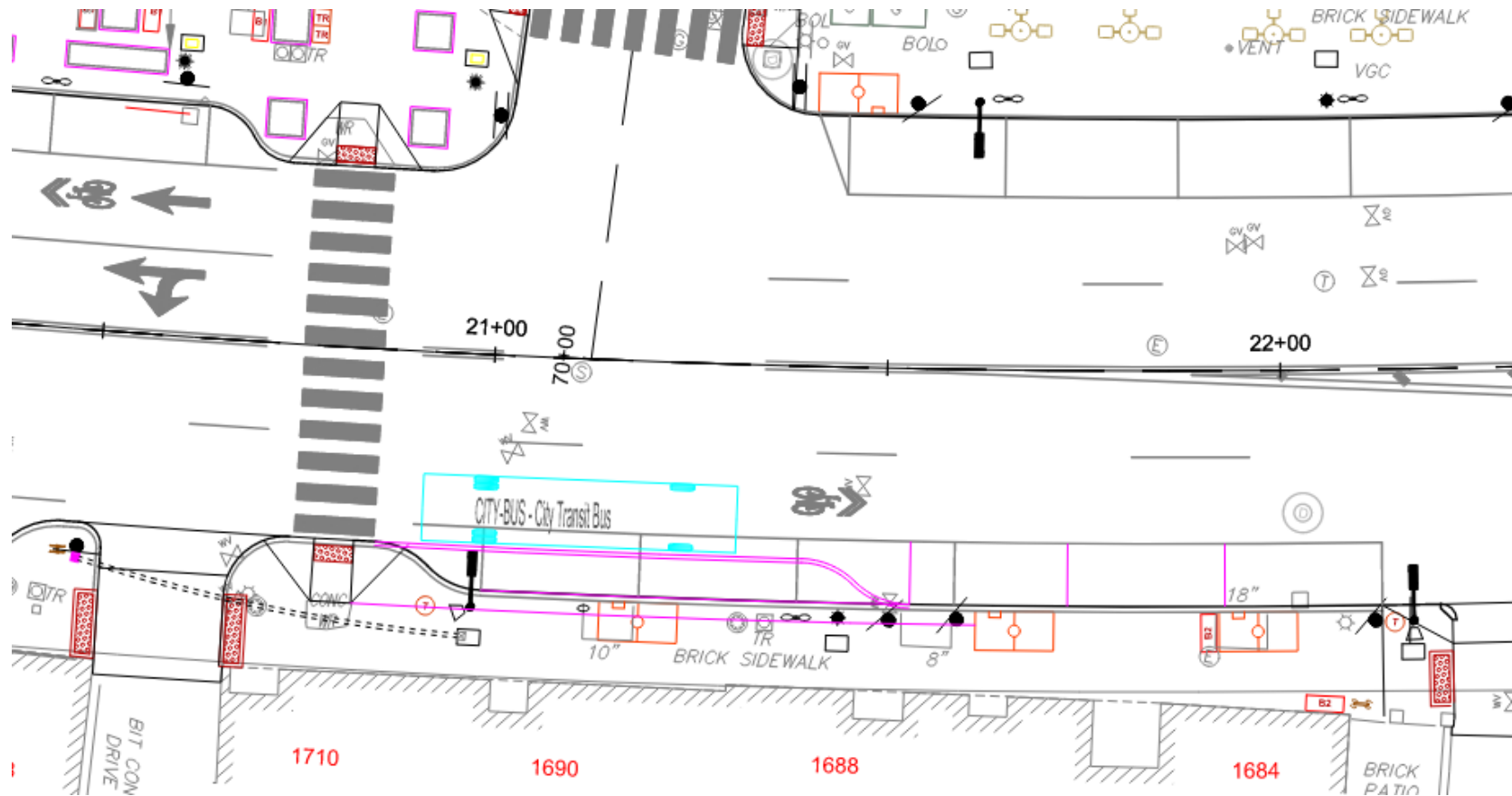
# Bus Stop Options



Bus stop relocation options:

- Remove 2 more parking stalls (retain 1) along 1684-1710 frontage to allow bus to pull to curb
- Relocate to 1666 frontage, replicate 2 parking spaces (lose 1) in front of 1684
- Several options further east were evaluated but did not appear feasible
- Bulb-out current bus stop
- Relocate bus stop in front of 1690, extend crosswalk bulb-out

# New Bus Stop Option



Relocate bus stop in front of 1690, extend crosswalk bulb-out

- Bulb-out increases clear space/sidewalk area
- Relocate 2 parking spaces (no loss of parking)
- MBTA preferred design provides easier access to curb, shorter/quicker stop times, easier to merge with traffic
- No drainage work required

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Review and Approve Increase to Town Clerk's Fees

### **PRESENTER:**

Mary de Alderete, Town Clerk

### **ITEM NUMBER:**

I.3

### **SUMMARY:**

#### **Category: Decision-Making**

Mary de Alderete, Town Clerk, will review the proposed Town Clerk's Department fees that would target to increase as of July 1, 2024.

### **SUGGESTED MOTION:**

Move to approve/disapprove the increase in Town Clerk's fees as presented at the 1/22/24 Select Board meeting.

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

7:10pm

### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> BOS memo to increase fees	Backup Material
<input type="checkbox"/> Proposed 2024 fee schedule	Backup Material



*Town of Lexington*  
Town Clerk's Office

Mary de Alderete, Town Clerk

Tel: (781) 698-4558  
Fax: (781) 861-2754

**MEMORANDUM**

To: Select Board  
Joe Pato, Chair  
From: Mary de Alderete, Town Clerk  
Date: December 20, 2023  
Re: Town Clerk – Department Fees

After a review of neighboring Towns and internal discussions related to possible fee changes, I respectfully request an increase in the fees as attached.

Costs for paper, processing time, and personnel time for routine services provided by the Town Clerk's Office have all increased since the last vote regarding these items by the Select Board in 2009.

It is recommended to change fees collected for items such as affidavits and correction of vital records, street listing books, dba certificates, duplicate dog tags, and raffle permit fees. All other fees remain unchanged.

Attached is the recommended fee schedule for which a vote of the Select Board is requested, to be effective July 1, 2024 (FY2025). Thank you.



	Current	Proposed
<b>Copies/Certifications</b>		
Certification of Document	\$2.00	\$2.00
Certification of Residency or Voter Registration	\$5.00	\$5.00
Photocopies, per page	\$0.05	\$0.05
Computer Printout, per page - Changed with 2017 Public Records Law	\$0.05	\$0.05
Computer database files/extracts, per file - No charge - Changed with 2017 Public Records Law 201	\$0.00	
<b>Vital Records</b>		
Certificate of Birth, Marriage, or Death	\$15.00	\$15.00
Abstract of Birth, Marriage, or Death Record	\$15.00	\$15.00
Burial Permit	\$0.00	\$0.00
Intention of Marriage	\$40.00	\$40.00
Affidavits & Corrections (includes 1 certified copy)	\$25.00	\$40.00
Out of Commonwealth Events (includes 1 certified copy)	\$25.00	\$40.00
Delayed Record of Birth (includes 1 certified copy)	\$25.00	\$40.00
Street Listing (Annual List of Persons)	\$17.00	\$20.00
<b>Business/Professional Filings &amp; Recordings</b>		
File certificate of person conducting business under any title other than his/her real name - DBA	\$25.00	\$40.00
File by person conducting business under any title other than his/her real name of a statement of change of his/her residence or of his/her <u>discontinuance</u> , <i>retirement or withdrawal from, or of a change of location of such business</i> - DBA Changes	\$10.00	\$15.00
<b>Permits &amp; Licenses</b>		
Flammables (gasoline) - Annual Permit	\$65.00	\$65.00
Raffles/Bazaars - Annual Permit - New	\$20.00	\$25.00
Raffles/Bazaars - Annual Permit - Renewal of a current permit	\$10.00	\$15.00
Annual Dog Licenses---Male/Female	\$20.00	\$20.00
Annual Dog Licenses--Spayed/Neutered	\$15.00	\$15.00
Duplicate tags	\$1.50	\$2.00
*Dog License Fees voted by Board of Selectmen 12/17/2012, all other fees as voted 5/18/2009		

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

2024 Annual Town Meeting

### **PRESENTER:**

Kelly Axtell, Deputy TM; Marilyn Fenollosa, Chair of CPC; Nancy Sofen, Tree Committee; Charlie Wyman

### **ITEM NUMBER:**

I.4

### **SUMMARY:**

#### **Category: Decision-Making**

#### **2024 Annual Town Meeting**

The Select Board is being asked to review and approve the Town Moderator's letter requesting hybrid participation for 2024 Annual Town Meeting and to include the letter in the 2024 Annual Town Meeting Warrant.

The Select Board is being asked to review and approve the 2024 Annual Town Meeting Warrant.

Marilyn Fenollosa, Chair of the Community Preservation Committee, will update the Select Board on Article 10: Appropriate for the FY2025 Community Preservation Committee Operating Budget and CPA Projects.

Nancy Sofen, Tree Committee Member, will update the Select Board on Article 34: Amend General Bylaws - Tree Bylaw - Tree Protection Plan, Article 35: Amend General Bylaws - Tree Bylaw - Require Mitigation Planting in Certain Instances and Article 36: Amend General Bylaws - Tree Bylaw - Exemptions.

Charlie Wyman, Citizen Petitioner, will update the Select Board on Article 37: Importance of Trees Resolution (Citizen Petition).

The Select Board may assign presenters, discuss articles and may take positions for 2024 Annual Town Meeting.

### **SUGGESTED MOTION:**

Move to approve the Town Moderator's letter requesting hybrid participation for 2024 Annual Town Meeting and to include such letter in the 2024 Annual Town Meeting Warrant.

Move to approve and sign the 2024 Annual Town Meeting Warrant (*"with gas leaf blower prohibition delay"* or *"without the gas leaf blower prohibition delay"*) and authorize staff to make non-substantive edits as necessary or as recommended by Town Counsel.

**FOLLOW-UP:**

Deputy Town Manager

**DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

7:20pm

**ATTACHMENTS:**

Description	Type
Art 10 CPA presentation	Presentation
Art 34 with Draft motion	Presentation
Art 34 Tree protection slides	Presentation
Art 35 with draft motion	Backup Material
Art 35 mitigation planting slides	Presentation
Article 36 and draft motion	Backup Material
Art 36 Amend general bylaw-trees-exemption slides	Presentation
Art 37 motion importance of trees	Backup Material
Art 37 Importance of trees resolution slides	Backup Material
Moderator Request Letter	Backup Material
2024 ATM Warrant with Noise section B	Backup Material
2024 ATM Warrant without Noise section B	Backup Material

# The Community Preservation Act in Lexington

---

## Article 10

### FY 2025 Projects



**Presentation to  
Select Board 01/22/2024**

# CPA PROJECT FUNDING TO DATE

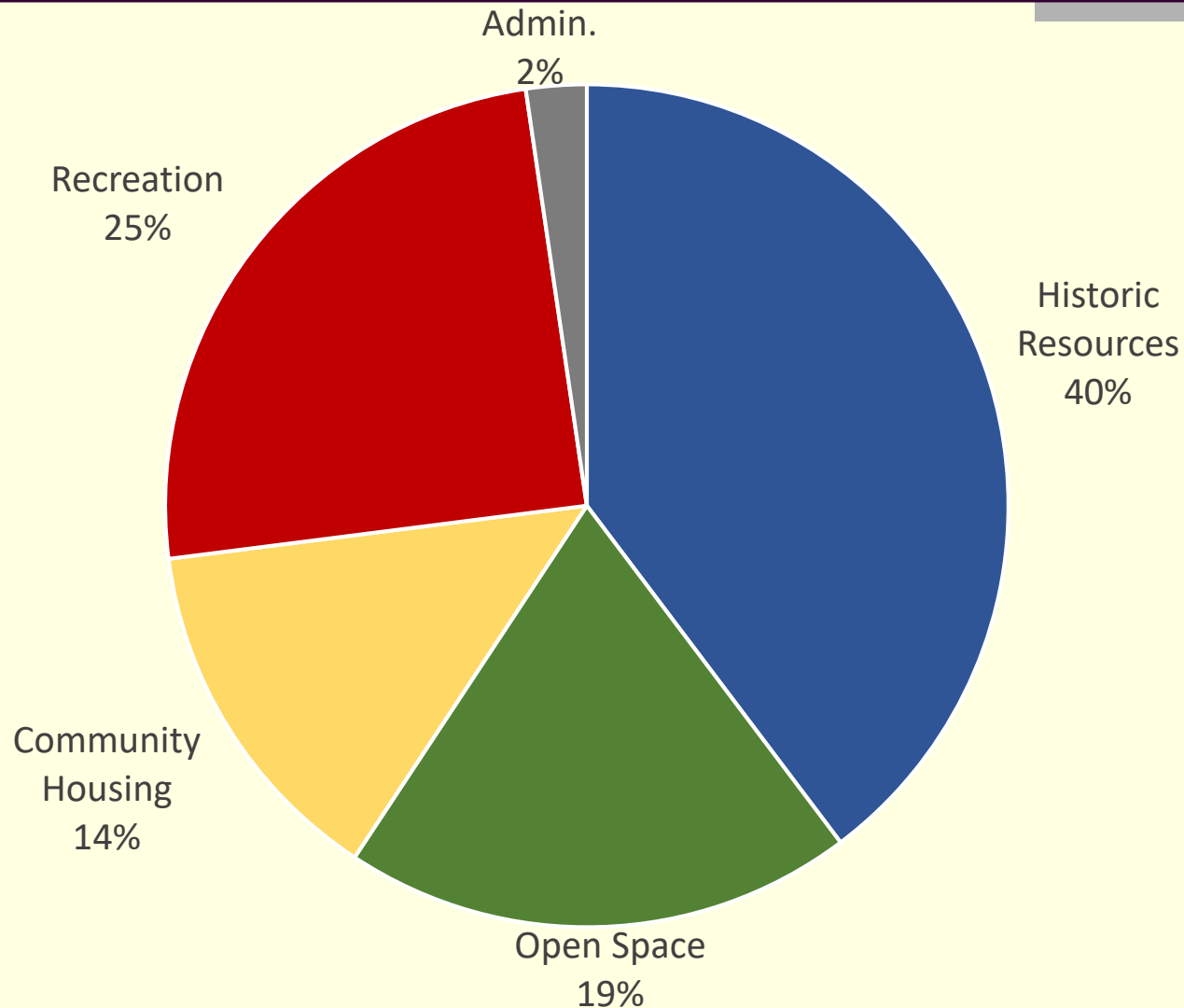
---

■ <b><u>Community Housing</u></b>	<b>\$14.2 million</b>
<i>Created 43 units of Community Housing</i>	
■ <b><u>Historic Resources</u></b>	<b>\$41.2 million</b>
<i>Funded 102 Historic Resource projects</i>	
■ <b><u>Open Space</u></b>	<b>\$20.3 million</b>
<i>Acquired or preserved 68 acres of Open Space</i>	
■ <b><u>Recreational Resources</u></b>	<b>\$25.6 million</b>
<i>Created or preserved 73 Recreational Resources</i>	
<b><u>TOTAL</u></b>	<b><u>\$101.3 million*</u></b>

*\* (Does not include debt service or total administrative expense appropriation)*

# PERCENTAGES APPROPRIATED TO DATE

---





# STATE MATCHES TO DATE

Fiscal Year	Percentage	Amount
-------------	------------	--------

2008	100.00	\$2,556,362
2009	69.40	\$1,927,708
2010	36.17	\$1,060,390
2011	28.22	\$ 858,729
2012	27.62	\$ 885,463
2013	27.79	\$ 929,507
2014	54.09	\$1,932,347
2015	32.56	\$1,230,116
2016	30.70	\$1,229,774
2017	21.30	\$ 897,243
2018	17.80	\$ 789,905
2019	19.80	\$ 922,256
2020	24.80	\$1,219,950
2021	29.70	\$1,549,955
2022	45.50	\$2,500,261
2023	39.96	\$2,323,956
2024	21.80	\$1,354,935

**TOTAL**

**\$20,489,996**

# AVAILABLE FOR APPROPRIATION

---

*(at the beginning of 2024 Annual Town Meeting)*

■ Available Balances	\$3,541,335
■ Estimated Surcharge	\$6,950,000
■ Estimated State Match	\$ 940,000
■ Estimated Interest Income	<u>\$ 150,000</u>

**TOTAL**

**\$11,581,335**



# Article 10 (a)

## Cary Memorial Library Renovation

---

**Historic Resources (9-0)**

**\$2,300,000**

**Renovation of  
Children's Room  
and Large  
Meeting Room,  
and installation of  
a new HVAC  
system.**



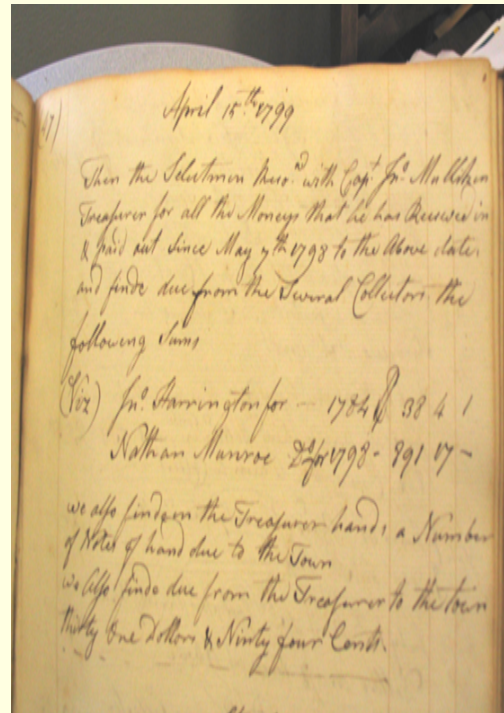
# Article 10 (b)

## Archives & Records Management

**Historic Resources (9-0)**

**\$20,000**

**Conservation and preservation of 19<sup>th</sup> and 20<sup>th</sup> century historic municipal documents and records.**



# **Article 10 (c)**

## **Park Improvements – Athletic Fields**

### **Bowman School**

---

**Recreational Resources (9-0)**

**\$545,000**

**Renovation of fields, including installation of natural grass, new irrigation system, new backstops, signage, and park benches; plus improved accessibility to Dunback Meadow.**





# **Article 10 (d)**

## **Lincoln Park Fitness Stations Equipment**

---

**Recreational Resources (9-0)**

**\$160,000**

**Upgrades and  
replacement of the  
fitness stations at  
Lincoln Park**



# **Article 10 (e)**

## **Park Improvements- Hard Court Surfaces - Valley Road Tennis Courts**

---

**Recreational Resources (9-0)**

**\$492,000**

**Construction of post  
tension concrete court  
surfaces for  
tennis/pickleball; plus  
new fencing, athletic  
equipment, and site  
amenities.**



# **Article 10 (f)**

## **Lincoln Park Field Improvements**

---

**Recreational Resources (7-2)**

**\$1,145,000**

**Replacement of the Athletic Field #2 at Lincoln Park, including construction, landscaping, and site improvements.**



# Article 10 (g)

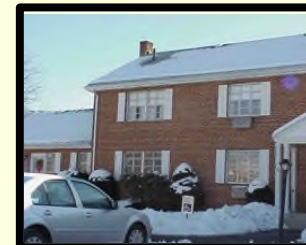
## LexHAB Affordable Housing Support, Restoration, Preservation, and Decarbonization

---

**Community Housing (9-0)**

**\$482,365**

**Preservation and rehabilitation of 26 LexHAB units, including kitchen/bath renovations, electrical upgrades, new doors, exterior painting to prevent damage, and decarbonization efforts; plus rent subsidies for LexHAB's lowest income tenants.**





# Article 10 (h)

## Lexington Housing Authority Exterior Preservation

---

**Community Housing (9-0)**

**\$100,000**

**Replacement of siding, windows, and exterior door at a LHA-owned duplex.**



# Article 10 (i)

## Affordable Housing Trust Funding

---

**Community Housing (9-0)      \$3,200,000**

**Funding for  
acquisition, holding,  
and other affordable  
housing costs, hiring  
of consultants to  
prepare RFPs,  
preparation of housing  
needs assessments,  
etc.**





# Article 10 (j) CPA Debt Service

---

## Historic Resources (9-0)

▪ Cary Memorial Building Upgrades	\$681,200
▪ TOTAL	\$681,200

Obligations for payment based upon previous Town Meeting votes in support of CPA projects.



# Article 10 (k)

## Administrative Expenses

---

**Administrative (9-0)      \$150,000**

**Staff expense, legal bills, Community Preservation Coalition dues, miscellaneous expenses, and \$50,000 in land planning funds (including appraisals).**



# Thank you for your support!

---



# For Additional Information and to Post Questions:

---

- **Website:**

<https://www.lexingtonma.gov/community-preservation-committee>

- **Contact us:**

[communitypreservationcomm@lexingtonma.gov](mailto:communitypreservationcomm@lexingtonma.gov)

## **Article 34 – AMEND GENERAL BYLAWS – Tree Protection Plan**

To see if the Town will vote to amend Chapter 120 of the Code of the Town of Lexington, Trees, to require the participation of a certified arborist in the preparation of tree protection plans required under the bylaw, to set a minimum standard for the survival of retained trees, and to provide additional enforcement methods; or act in any other manner in relation thereto.

(Inserted by the Select Board at the request of the Tree Committee)

**Description:** This amendment requires that a certified arborist provide a tree protection plan for protected trees that are not removed and for Public Trees in the right-of-way of a property under construction. It further requires that the certified arborist affirm that protections are correctly installed before site work begins, that trees survive for one year after construction, and adds stricter enforcement measures.

---

### **Draft Motion for Article 34:**

**Motion:** That the Town's Tree Bylaw, Chapter 120 Sections 3A, 8B, 8D and 8E of the Code of the Town of Lexington, be amended as follows:

Amend § 120-3 **Definitions** as follows:

#### **A.**

Add

#### **CERTIFIED ARBORIST**

An arborist who is certified by the International Society of Arboriculture or through the Massachusetts Certified Arborist Program of the Massachusetts Arborists Association.

Amend § 120-8 **Protected trees** as follows:

#### **§ 120-8 Protected trees**

#### **B.**

Procedures. When major construction or demolition is planned, the owner of the property shall submit to the Building Commissioner as part of the application for a building or demolition permit a site plan drawn and stamped by a registered land surveyor, showing all existing trees on the property of six-inch DBH or greater. The owner shall also submit the tree species, if known, location, DBH for all trees on the property of six-inch DBH or greater, whether or not they are proposed to be removed, and for any trees six inches DBH or

greater that are proposed to be removed, the reason for removal and alternatives to removal considered. The owner shall also submit to the Town a tree protection plan prepared by a certified arborist for any Protected Trees that are to be retained on the site and for any trees in the Town right of way.

[Amended 4-4-2007 ATM by Art. 13; 3-19-2008 ATM by Art. 37; 3-27-2019 ATM by Art. 34; 4-14-2021 ATM by Art. 33]

(2)

The Building Commissioner shall refer the tree proposal to the Tree Warden. The Tree Warden shall conduct a site visit. If the applicant's proposal is consistent with the mitigation and tree protection requirements herein and the rules, regulations or manuals issued by the Select Board, the Tree Warden will issue a permit within 10 business days of receipt by the Tree Warden of the proposal to authorize the tree work. If the proposal does not meet or satisfy these requirements, the Tree Warden shall so notify the applicant and deny the permit.

**D.**

Trees not removed. Trees that are to be left on the site and trees in the Town right-of-way must be protected as specified in Section VIIIB in the Tree Management Manual. These protection measures shall be delineated within a Tree Protection Plan prepared by a Certified Arborist and submitted to the Town, shall be installed prior to commencement of any site work, and shall remain in place until the site is ready for final landscaping. The applicant shall submit to the Town written documentation, prepared, dated, and signed by a Certified Arborist, certifying that the required tree protections identified in the Tree Protection Plan have been installed. The plan (or any amendment) may allow for temporary encroachment within the critical root zone and/or dripline of a Protected Tree, as necessary, provided it specifies mitigating measures the applicant shall take, including a maintenance plan for the tree.

(1)

Each Protected Tree or Town Tree retained shall be maintained in good health for a period of no less than twelve (12) months from the date of issuance of the Certificate of Occupancy. Should the tree die within this twelve (12) month period, the owner of the property shall be required to provide mitigation consistent with the requirements for the removal of a Protected Tree or Town Tree as contained herein within nine (9) months from the death of the original tree.

[Added 4-4-2007 ATM by Art. 13; amended 4-5-2017 ATM by Art. 37]



**E.**

Failure to protect trees not removed.

**(5)**

Upon notice from the Tree Warden that work on any property on which a Protected Tree is located is being performed contrary to any applicable Tree Protection Plan or any provision of this Chapter, such work shall be immediately stopped by the Building Inspector or a designee of the Building Inspector. The stop work order shall be in writing and shall be given to the owner of the property involved, or to the owner's agent, or to the person doing the work, and shall state the conditions under which work will be permitted to resume.

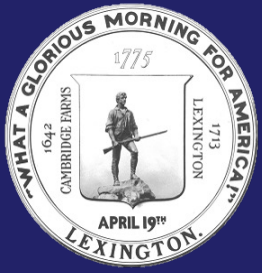


# *Annual Town Meeting*

*Spring 2024*

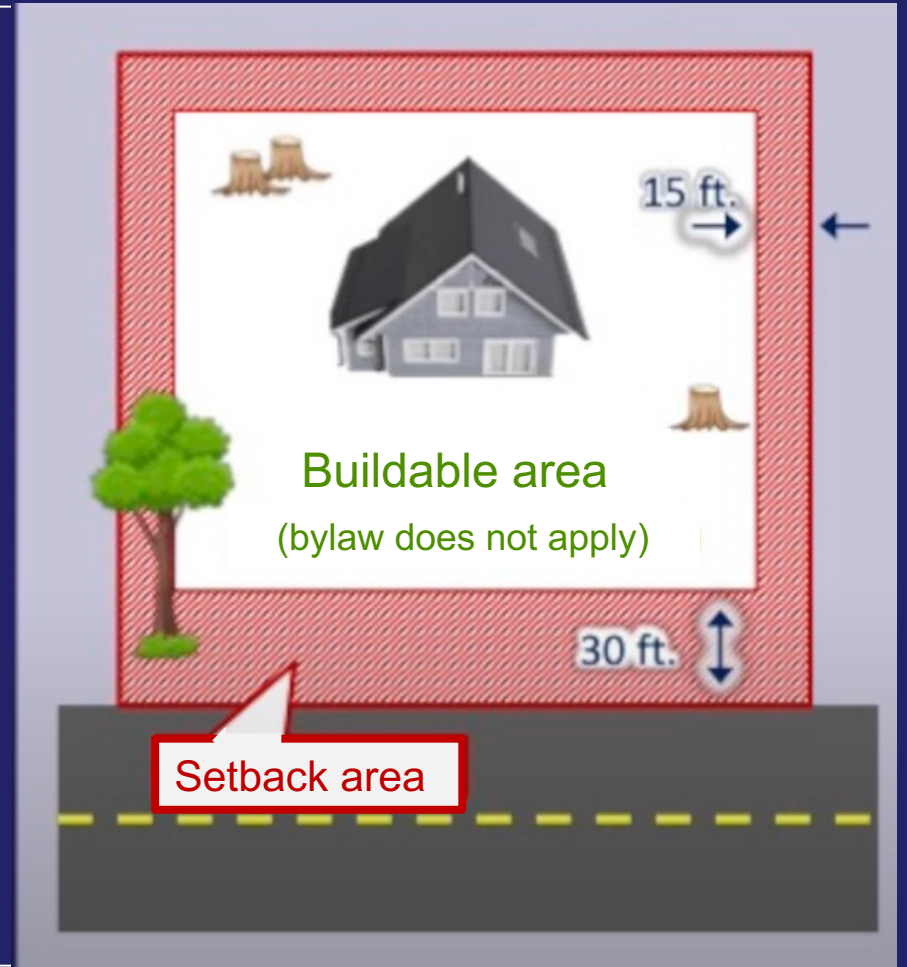
*Article 34*

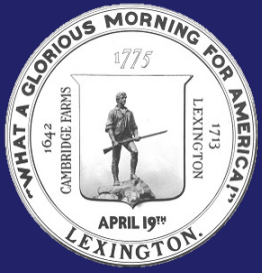
*Amend Tree Bylaw: Tree Protection Plan*



# Lexington's Tree Bylaw section 120-8

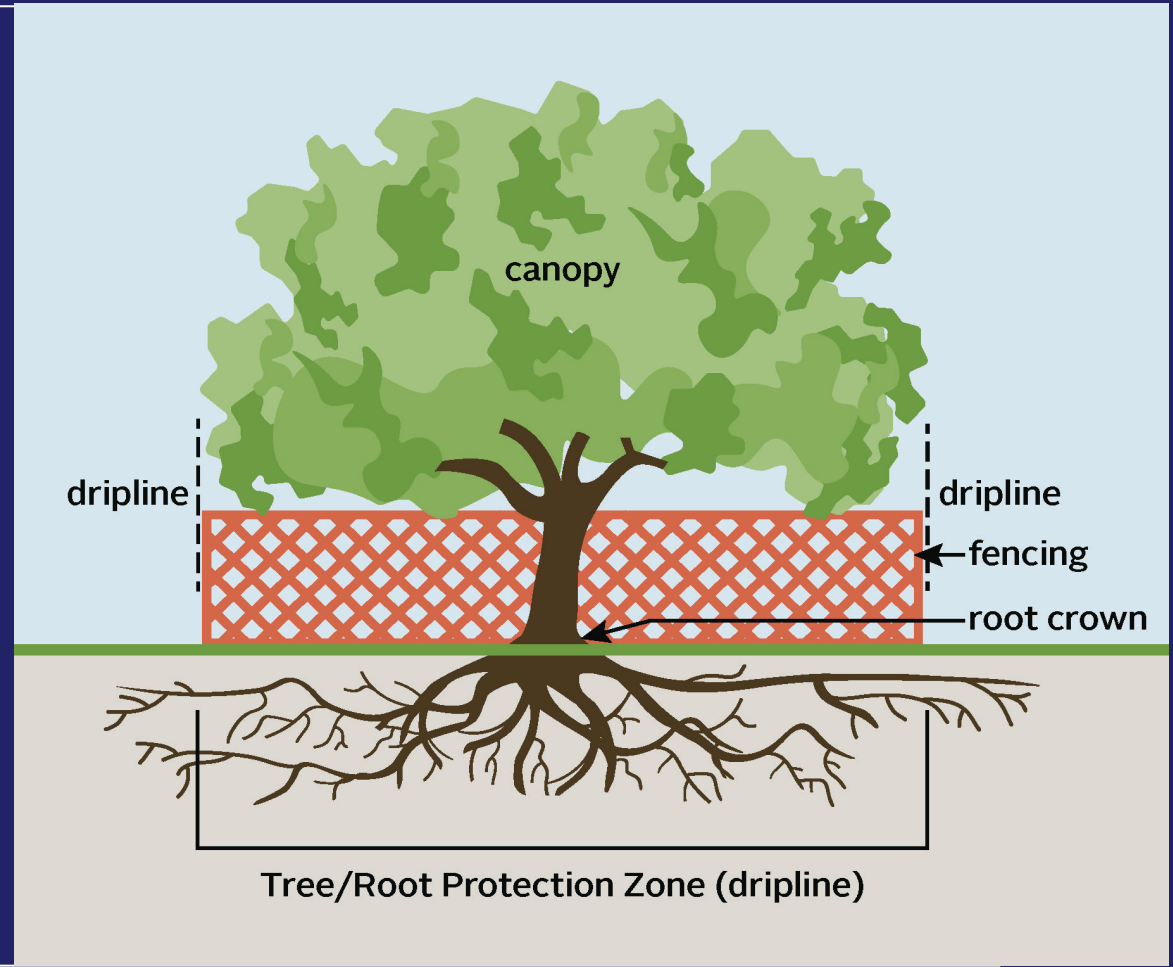
- Applies to setback areas when major construction or demolition
- Applies to trees 6" diameter or larger in the setbacks ("protected trees")
- Requires mitigation for removed protected trees: 🌳 💰

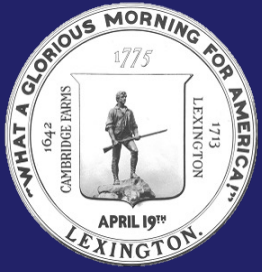




# Protected Trees

- No prohibitions
- Requires mitigation for removed protected trees
- Requires that retained trees be protected from damage





# Conflicts with Building Codes and Practices

---

- Large homes on small lots
  - Foundation extends to setback line, with excavation into setback
  - Utilities
  - Stormwater retention systems
  - Construction material storage, including soils
  - Equipment access
-



# The problems

---

- Legitimate constraints posed by construction practices
- Builders don't have expertise in tree preservation practices
- Some ignore the bylaw





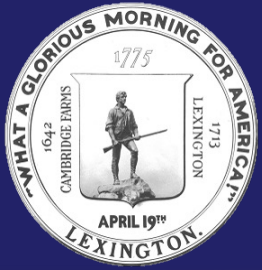
# Tree protections often never put up











# Fencing not installed at the drip line







# Fencing taken down or knocked down

---



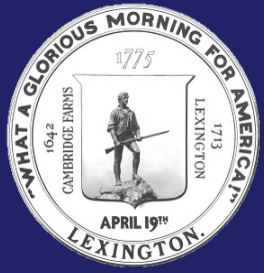




# Material stored inside fencing



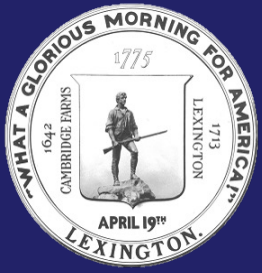




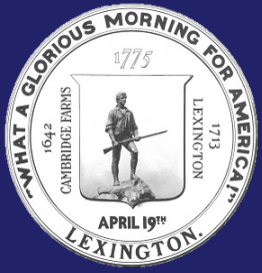
# Trees in decline in years following construction







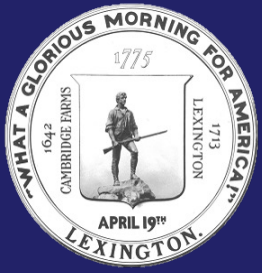
2 years later



# Tree Protection Plan

---

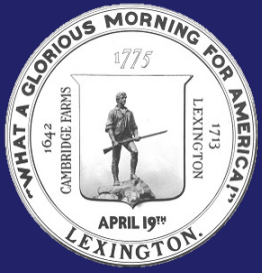
- Bylaw Enforcement Working Group recommendation
  - Plan prepared by a certified arborist hired by property owner
  - Expertise solicited at beginning of permit process
  - Provides concrete action plan to keep tree healthy
    - Root pruning, tunneling, mats to distribute weight, water, fertilizer, etc.
-



# New Process

---

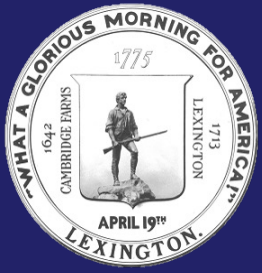
- Tree protection plan by certified arborist submitted with plot plan, for protected trees and trees in town right-of-way
  - Certified arborist notifies the Town that protections have been installed before site work may begin
  - Allows for encroachment on critical root zone if necessary
  - Protection remains in place until landscaping phase
  - If the tree dies within 12 months from CO, mitigation applies as if it had been removed.
-



# Enforcement

---

- Currently:
    - Town may install protections and bill owner
    - Town may hire arborist and bill owner
  - Add:
    - Tree Warden recommends to Building Inspector that a stop work order be issued
    - Work on the project may not proceed until violations are corrected.
-



# Motion Summary

---

- Arborist-prepared Tree Protection Plan
  - No site work until arborist attests that protective measures are in place; stay in place until landscaping begins
  - Plan allows for carefully managed encroachment on critical root zone, if necessary
  - 1 year survival
  - Stop work order
-



## **Article 35 – AMEND GENERAL BYLAWS - Require mitigation planting in certain instances**

To see if the Town will vote to amend Chapter 120 of the Code of the Town of Lexington, Trees to require planting of trees as part of mitigation for removal of trees and to set a minimum standard for the survival of newly planted trees; or act in any other manner in relation thereto.

**Description:** This amendment would mandate tree planting when protected trees have been removed, with no option to pay a fee in lieu of replanting in certain circumstances. There is also a requirement that trees planted as mitigation survive for at least one year.

---

### **Draft Motion for Article 35**

Motion: That the Town's Tree Bylaw, Chapter 120 section 8C of the Code of the Town of Lexington, be amended as follows:

Amend § 120-8 C Mitigation as follows

Add

(5)

It is required that a minimum number of trees shall be replanted in the front setback and/or the Town right-of-way and cannot otherwise be mitigated by paying into the tree fund. This required number of replanted trees shall be the lesser of

- i. that needed to satisfy the mitigation requirements for protected trees removed, and
- ii. that needed to achieve the desired minimum street-frontage tree spacing, as described below, subject to the availability of planting sites.

The desired minimum street-frontage tree spacing is achieved when there is no greater than a 35' gap in between trees located in the combined area of the Town right of way and the front setback of a property, as measured along the street frontage. An available planting site shall conform to Tree Planting Guidelines established by the Tree Committee and approved by the Select Board and be deemed appropriate by the Tree Warden. Planting may occur in the Town right-of-way with permission of the Tree Warden. Replanted trees shall be selected from the Large Shade Tree list, unless there are mitigating circumstances as delineated in the Tree Planting Guidelines.

(6)

All new trees planted to mitigate the removal of Protected Tree(s) shall be maintained in good health for a period of no less than 12 months from the date of issuance of the Certificate of Occupancy. If a replacement tree dies within this 12-month period, the owner of the property shall be responsible for replacing the tree with a tree equal to or greater than the size of the original replacement tree at the time of planting; such tree shall be planted within nine (9) months of the death of the original replacement tree.





# ***Article 35: Mandatory Street Tree Planting When Mitigation is Due***

*Annual Town Meeting 2024*



# Article Motivation and Summary

---

- Motivation: Trees near streets and sidewalks contribute significantly to quality of life.





# Article Motivation and Summary

---

- Motivation: Trees near streets and sidewalks contribute significantly to quality of life.
- Problem: There are 70-85 major residential construction projects each year in Lexington. Many of these projects remove a significant fraction of the trees on the property. Trees are rarely replanted in the front of the property, where they contribute most to the neighborhood.





# Article Motivation and Summary

---

- Motivation: Trees near streets and sidewalks contribute significantly to quality of life.
- Problem: There are 70-85 major residential construction projects each year in Lexington. Many of these projects remove a significant fraction of the trees on the property. Trees are rarely replanted in the front of the property, where they contribute most to the neighborhood.
- Background: Regulations for new subdivisions (§175-7.6) require a developer to plant street trees, at their own expense.







# Article Motivation and Summary

- Motivation: Trees near streets and sidewalks contribute significantly to quality of life.
- Problem: There are 70-85 major residential construction projects each year in Lexington. Many of these projects remove a significant fraction of the trees on the property. Trees are rarely replanted in the front of the property, where they contribute most to the neighborhood.
- Background: Regulations for new subdivisions (§175-7.6) require a developer to plant street trees, at their own expense.
- Proposal: We propose that individual properties under development should also be required to plant trees in the front of the property, if they have removed protected trees from the property and if conditions on the site allow. Credit would be given for this planting.







# Tree Bylaw Overview (§120)

---

- **GOAL:** To minimize the loss of Lexington's mature trees, and to encourage replanting of new trees when the loss of mature trees is unavoidable.

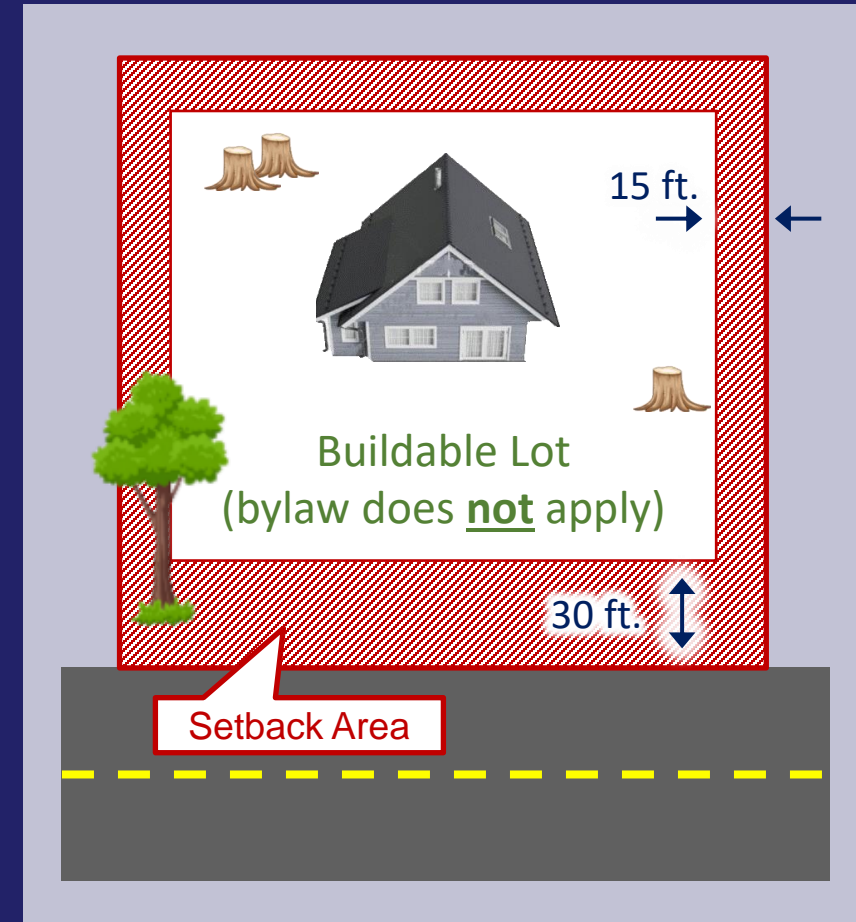
Two domains of the bylaw:

1. Town property and right of way
2. Site of a Major Construction Project



# Tree Bylaw Overview (§120)

- **No prohibitions** on removing any trees, ever.
- All trees on the buildable lot may be removed at will.
- Trees in the setback area greater than 6" in diameter are deemed "*protected*".
- When *protected* trees are removed, the owner must mitigate by some combination of:
  1. Replanting trees
  2. Paying into the Tree Fund
- E.g., removing one 12"-diameter *protected* tree would require replanting one 3" shade tree OR paying \$2400.





# Example of Replanting







Annual Town Meeting 2024











Annual Town Meeting 2024





Annual Town Meeting 2024

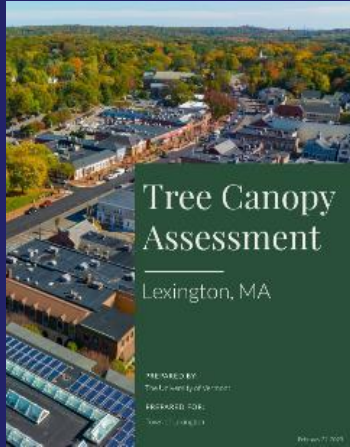




Annual Town Meeting 2024



# Lexington is Lacking Public Shade

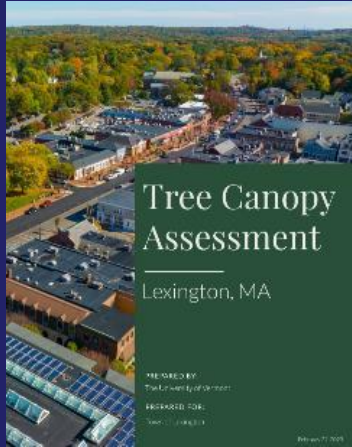


- The recent Tree Canopy Assessment by UVM shows that Lexington has 60% tree coverage.
- However, most of our trees lie in deep reservoirs like conservation land and big back yards.
- Further analysis shows that many of our streets and sidewalks are **poorly shaded compared to Cambridge.**





# Lexington is Lacking Public Shade



- The recent Tree Canopy Assessment by UVM shows that Lexington has 60% tree coverage.
- However, most of our trees lie in deep reservoirs like conservation land and big back yards.
- Further analysis shows that many of our streets and sidewalks are **poorly shaded compared to Cambridge**.

Typical\* **Lexington** Neighborhood  
60% Tree Canopy



➡  
Extract trees  
using 3D data



**26%** canopy  
along street

Typical\* **Cambridge** Neighborhood  
25% Tree Canopy



➡  
Extract trees  
using 3D data



**64%** canopy  
along street



# Shaded Streets and Sidewalks

---

Lexington



Cambridge



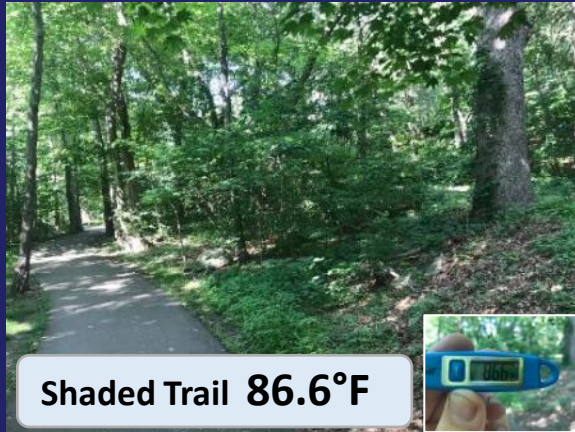
Same streets as on previous slide.

---





# A Focus on Public Shade



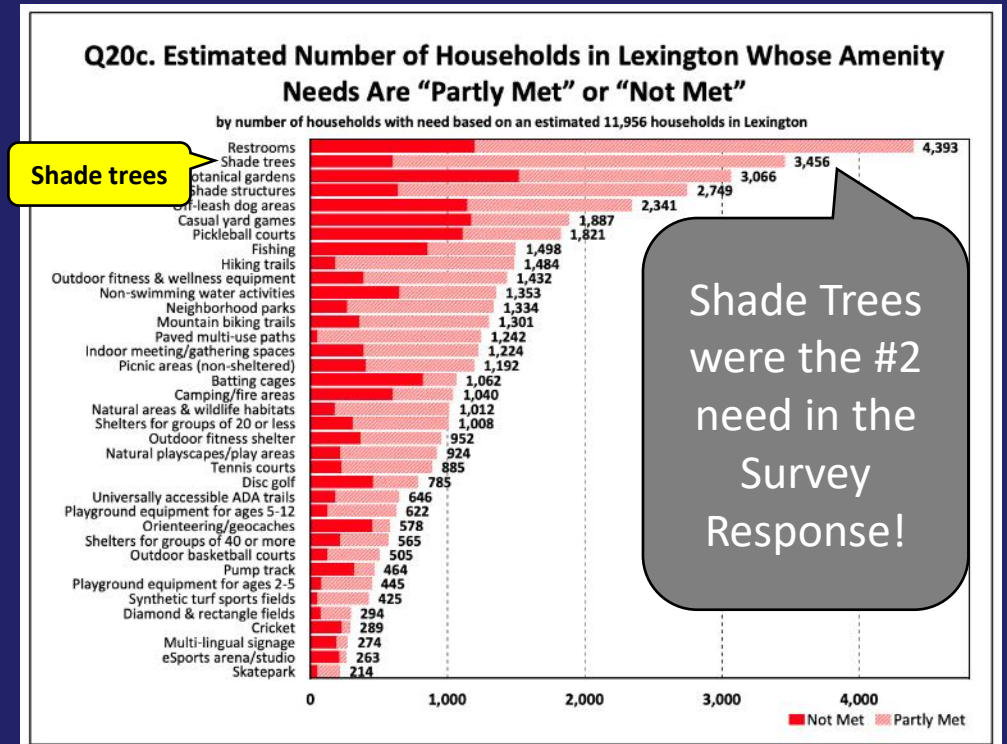
- The tree canopy can make a 30°F temperature difference on hot days, dramatically impacting quality of life in public spaces.



# Lexington Residents Want Shade Trees

- Residents tell us that we need more shade trees. The Open Space and Recreation Plan identified shade trees as the #2 need in our recreation space.
- Public shade is not only about parks. It is about neighborhoods too.
- This amendment is focused on getting trees planted in the front setback, where they have the greatest impact on our street and sidewalks.

## 2022 Lexington Open Space and Recreation Plan





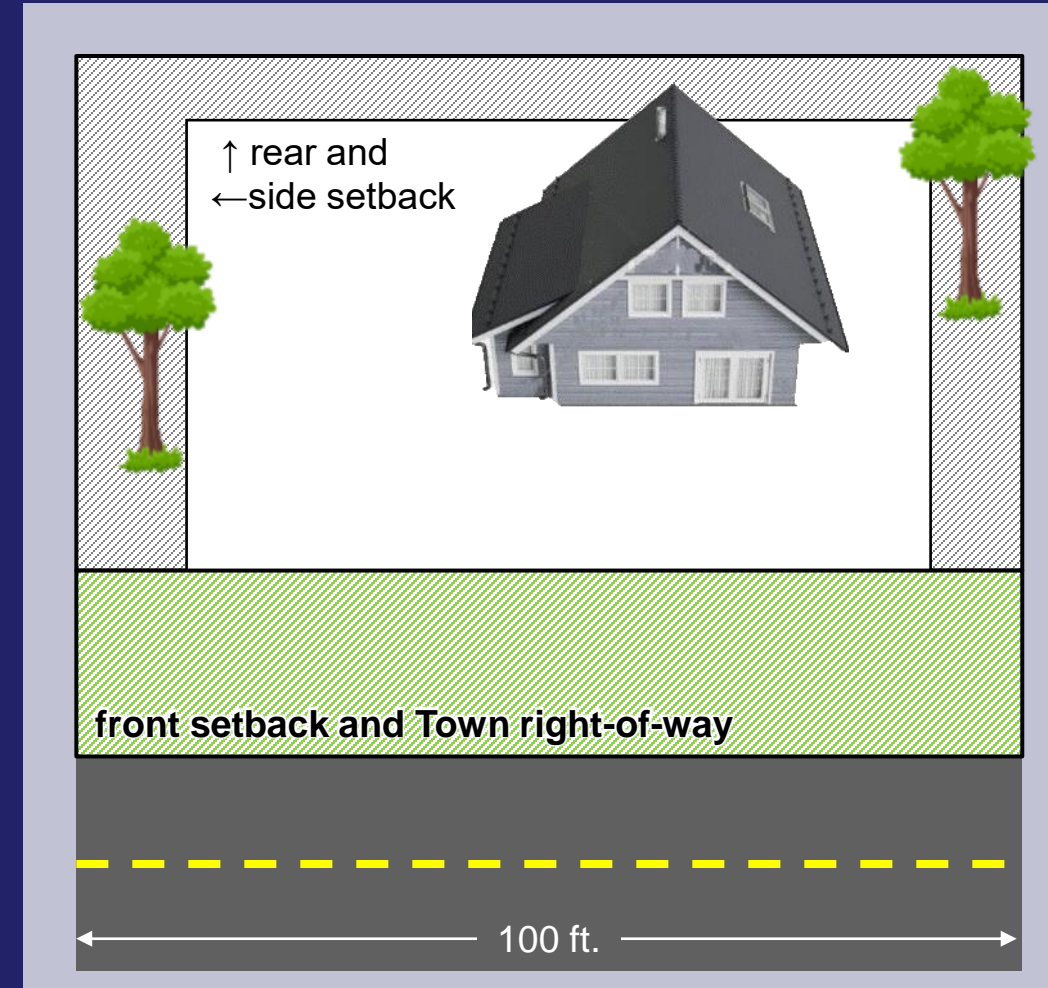
# Proposed Amendment





# Proposed Amendment

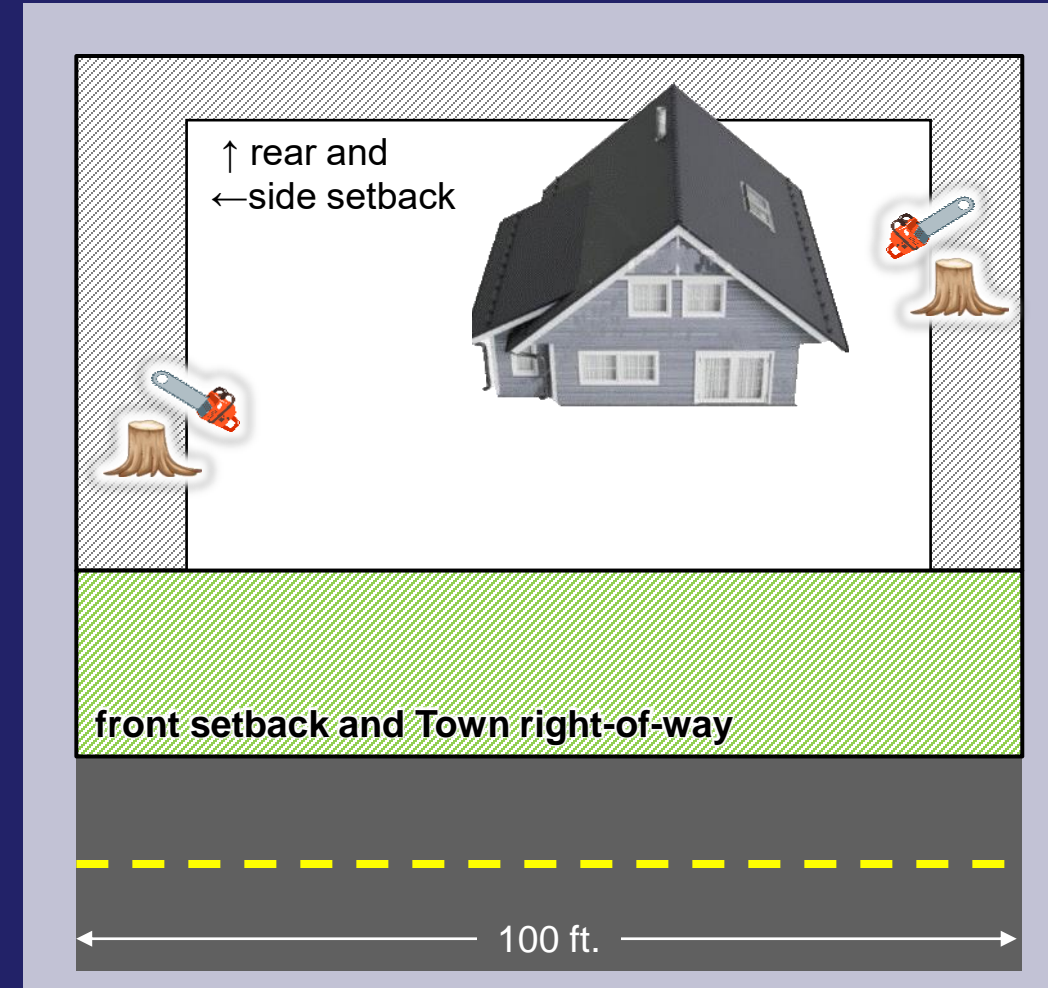
- Replanting would only be required if protected trees are removed from the setback.

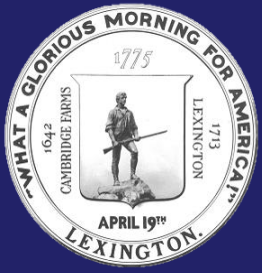




# Proposed Amendment

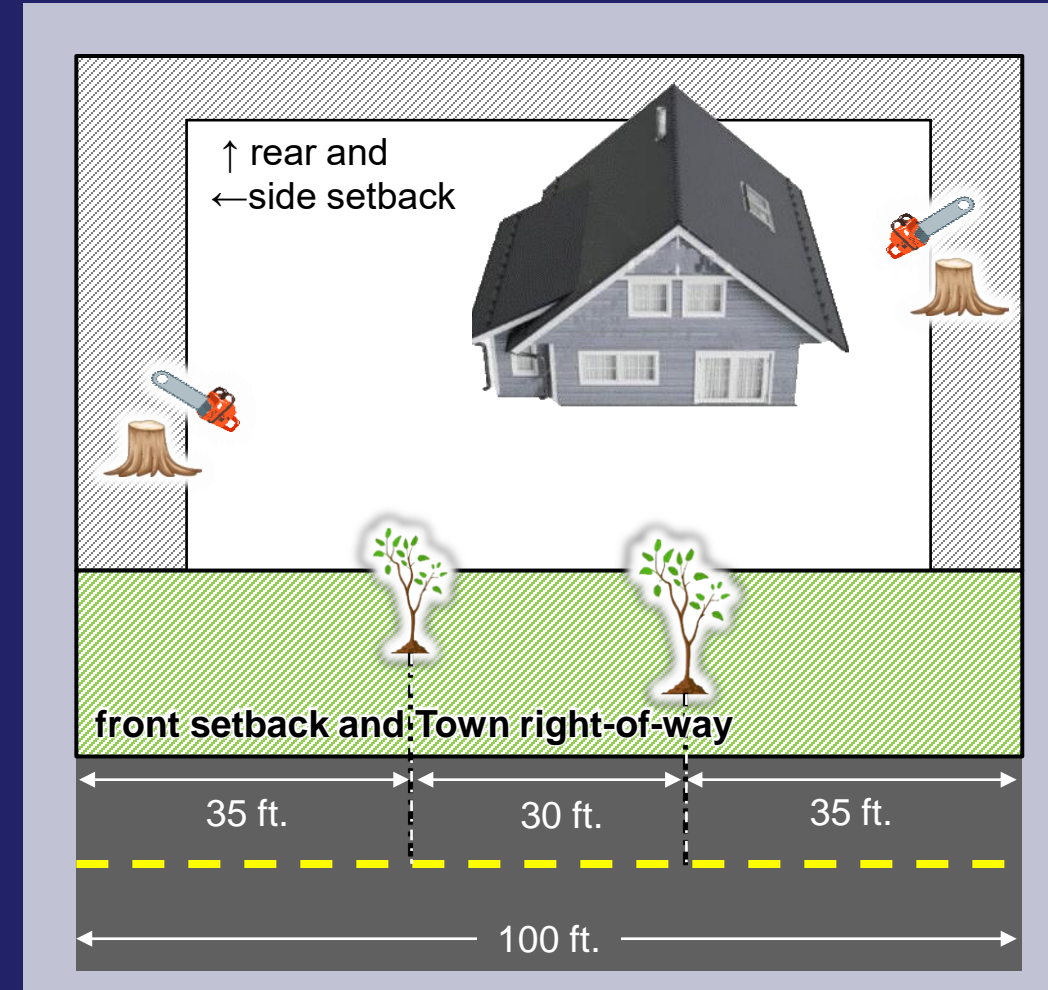
- Replanting would only be required if protected trees are removed from the setback.





# Proposed Amendment

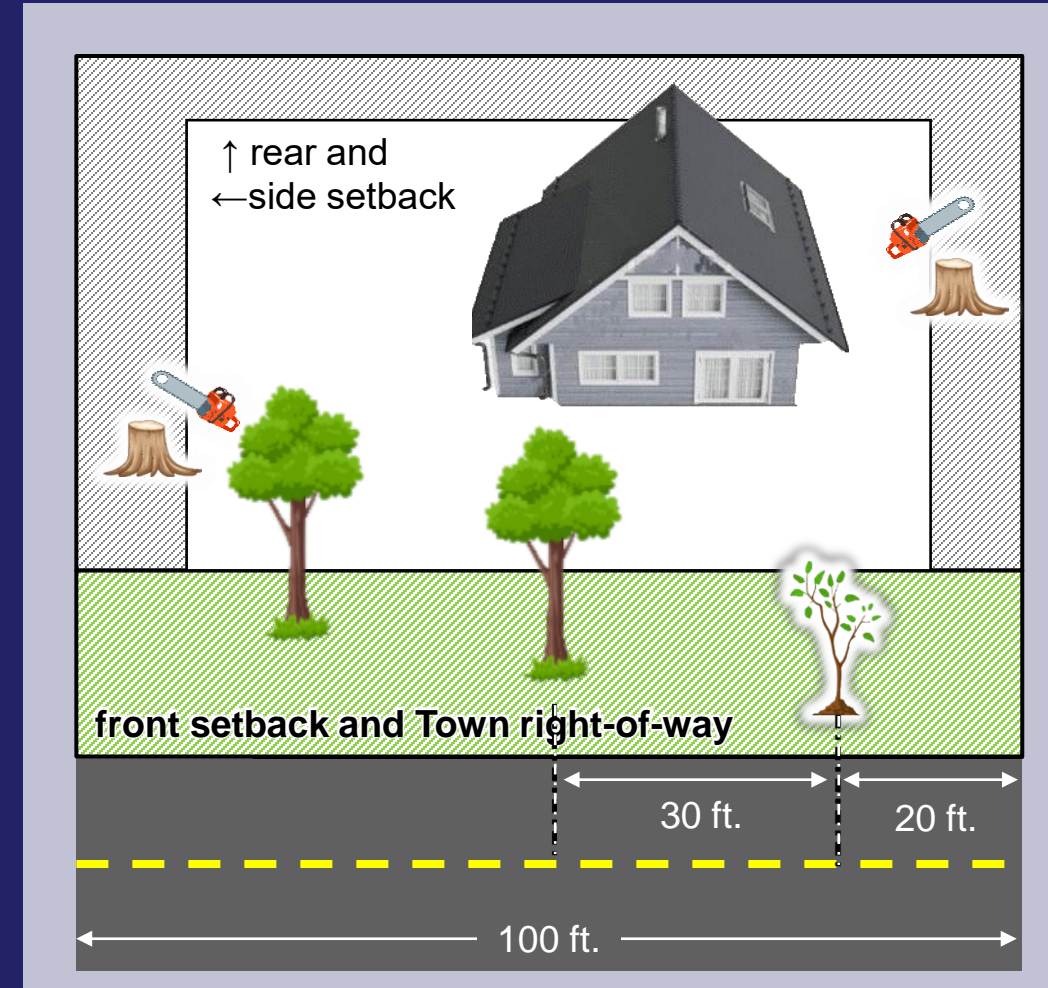
- Replanting would only be required if protected trees are removed from the setback.
- Replanting should allow no more than a gap of 35 ft. between trees or to the property boundary.

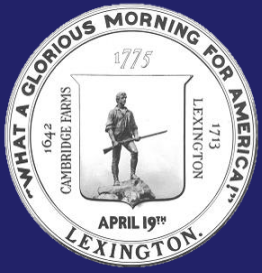




# Proposed Amendment

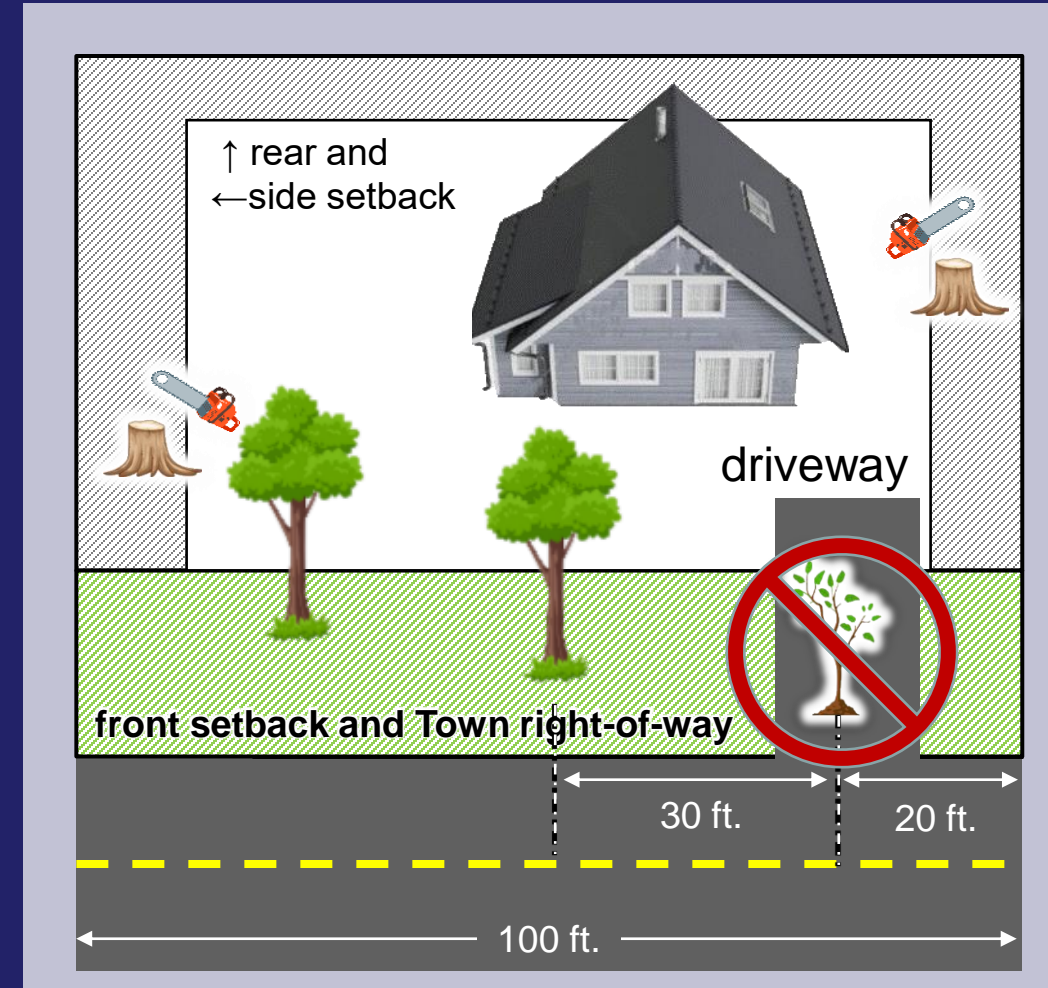
- Replanting would only be required if protected trees are removed from the setback.
- Replanting should allow no more than a gap of 35 ft. between trees or to the property boundary.
- Pre-existing trees count toward achieving this goal.





# Proposed Amendment

- Replanting would only be required if protected trees are removed from the setback.
- Replanting should allow no more than a gap of 35 ft. between trees or to the property boundary.
- Pre-existing trees count toward achieving this goal.
- Replanting is not required when suitable planting sites are unavailable due, for example, to the location of a driveway or utilities.







# Guidelines for Suitable Planting Sites

- Guidelines for what constitutes a suitable planting site were written by the Tree Committee and the DPW, and approved by the Select Board.
- This would serve as the basis for exemptions due to conditions of the site, and could be updated if needed.



## Lexington Tree Committee Recommendations for Tree Planting

A collaborative effort of the Tree Committee and Department of Public Works

*Approved December 12, 2019*

Item to be Measured	Size or Distance
Tree pit size	at least 3' x 6' or 16 square feet with minimum width of 3'
Distance from curb edge, where street has curb	30"
Distance from adjacent trees	15'-40', varies with species
Distance from street intersections	20'
Distance from driveways	5'
Distance from fire hydrants	5'
Distance from underground utility lines	5'
Distance from gas or water valve	5'
Height of mature trees under utility lines	30' maximum
Distance from street lights	10', varies with species
Distance from utility poles	5'
Distance from stop sign	20'
Distance from traffic signs	Depends on sightline requirements
Distance to opposite obstructions	5'

...



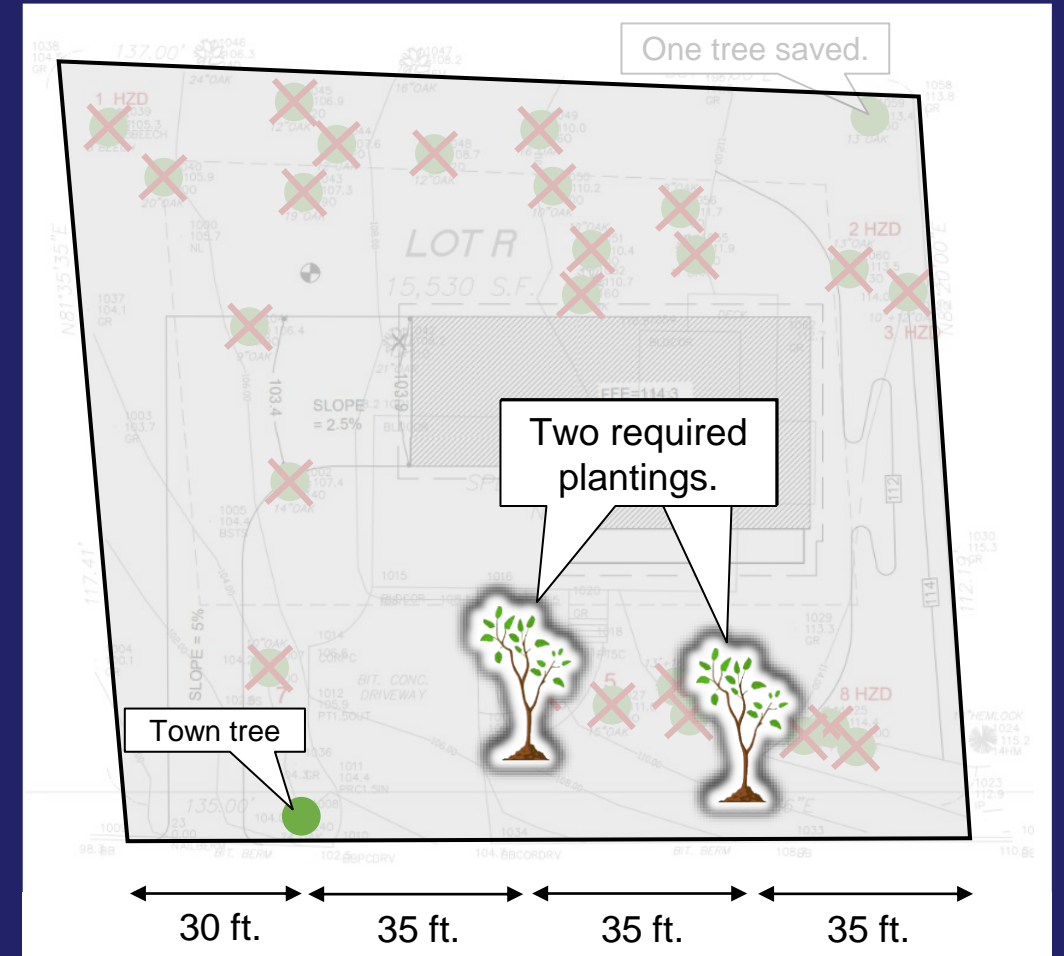




# Example



- 24 of 26 trees were removed on this property that was completed in May 2023.
- With 135 ft. of street frontage, and one Town tree remaining in the right-of-way, the owner would need to plant two trees (if there exist suitable planting sites).





# Summary

- Street trees contribute greatly to quality of life in our neighborhoods, but we are losing many to development.
- We already require street tree planting in our new subdivisions, at the builder's expense.
- We propose to require street tree planting for individual properties under development:
  - only when protected trees are removed
  - only when suitable planting sites exist
  - with greater flexibility than for our subdivisions
  - with monetary credit given

## Article 36 – AMEND GENERAL BYLAWS - Exemptions

To see if the Town will vote to amend Chapter 120 of the Code of the Town of Lexington, Trees to specify the requirements under which town boards, committees or officials may grant an exemption under the Tree Bylaw; or act in any other manner in relation thereto.

(Inserted by the Select Board at the request of the Tree Committee)

**Description:** This amendment would further specify the requirements for exemption from the bylaw for hazardous trees and certain invasive tree species.

---

### Draft Motion for Article 36

Motion: That the Town's Tree Bylaw, Chapter 120 sections 3A, 9B and 9C of the Code of the Town of Lexington, be amended as follows:

Amend § 120-3 **Definitions** as follows:

#### A.

Add

#### **CERTIFIED ARBORIST**

An arborist who is certified by the International Society of Arboriculture or through the Massachusetts Certified Arborist Program of the Massachusetts Arborists Association.

Amend § 120-9 **Emergencies and exemptions** as follows:

Provisions of this bylaw shall not apply to:

#### B.

~~Trees that are hazardous as determined in writing by the Tree Warden;~~

Trees that in accordance with a Level 2 ISA, BMP Tree Risk Assessment submitted to the Town, have a high or extreme overall tree risk rating for which no alternative reasonable mitigation of the risk exists other than by the removal of the tree as determined in writing by a certified arborist.

#### C.

Ailanthus altissima (Tree of Heaven). (Reserved)<sup>[1]</sup>

[1]



*Editor's Note: Former Subsection C, which excluded invasive tree species, was repealed 3-22-2010 ATM by Art. 27.*

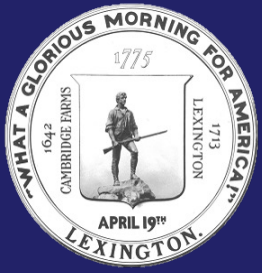


# *Annual Town Meeting*

*Spring 2024*

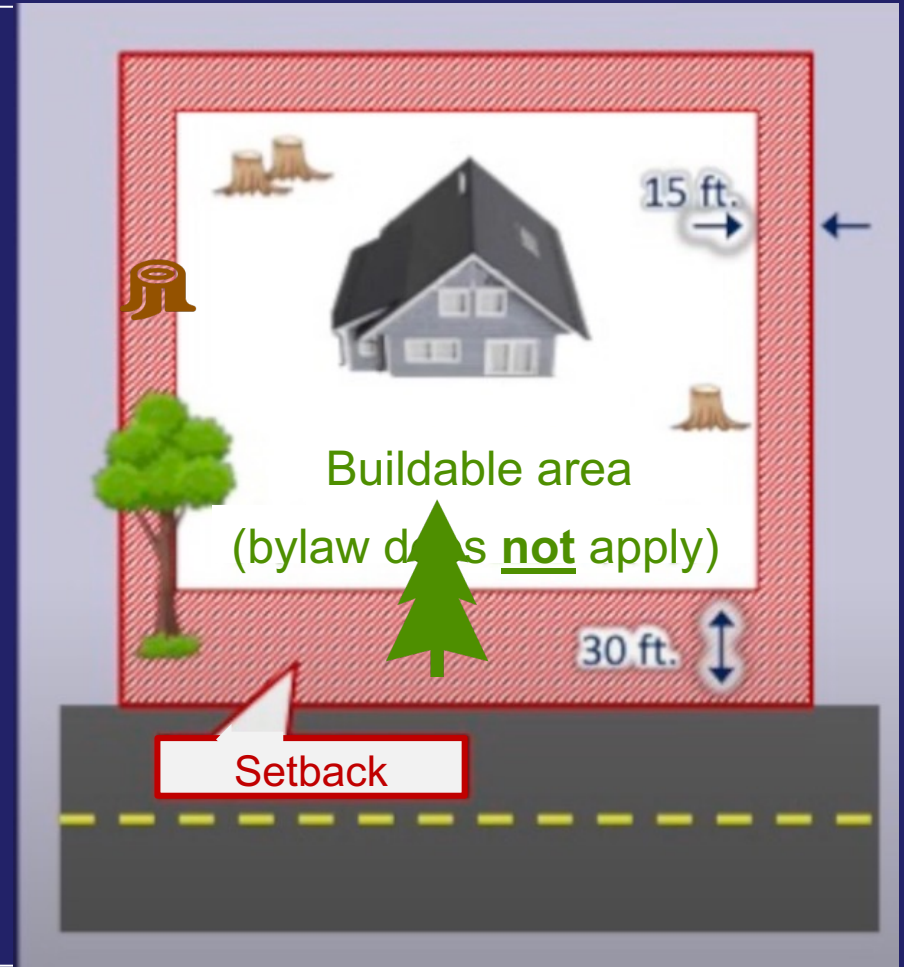
*Article 36*

*Amend Tree Bylaw: Exemptions*



# Lexington's Tree Bylaw

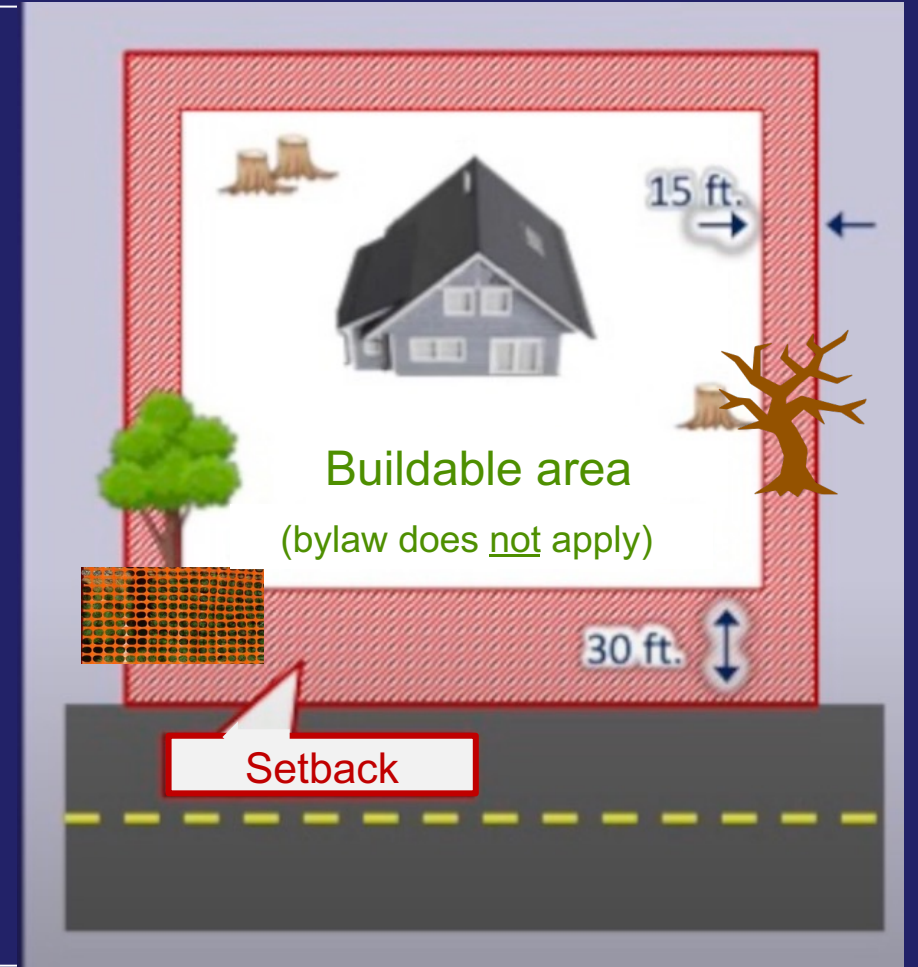
- Applies to major construction or demolition
- Applies to trees 6" diameter or larger in the setbacks ("protected trees")
- Requires mitigation for removed protected trees

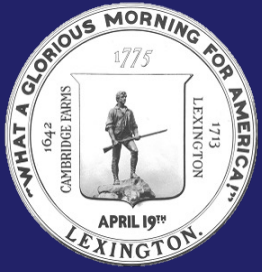




# Lexington's Tree Bylaw

- Protected trees left on site must be physically protected from damage
- Protected trees that are hazardous as determined by the Tree Warden are exempt from permit fees or mitigation



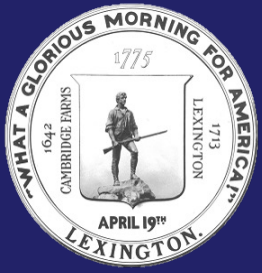


# Hazardous tree

- Has a structural defect that poses a high risk of failure or fracture
- That failure has the potential to cause an unacceptable degree of injury to people, damage to property, or disruption
- Risk cannot be mitigated by pruning or other corrective measures



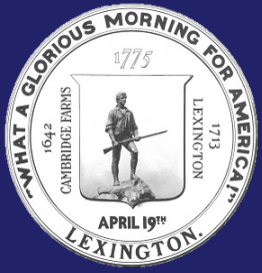




# What's not working

---

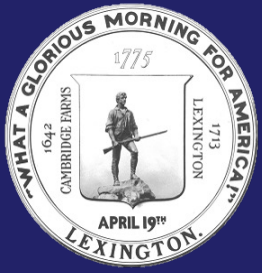
- Bylaw has no operational definition of hazard
- Time-consuming process for Town staff
- Some evade inspections



# New Process

---

- Property owner hires certified arborist to assess tree
  - Arborist submits ISA Tree Risk Assessment Form showing overall tree risk rating of high or extreme, with photo and affidavit
  - Tree may be removed without any mitigation required
  - If tree is removed without that paperwork, mitigation is required
  - Adds consistency and eases load on Tree Warden
-



# Invasive Tree Species

---

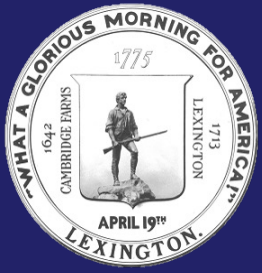
- An invasive or alien species is an introduced species to an environment that becomes overpopulated and harms its new environment
  - MA Dept. of Agricultural Resources Prohibited Plant list
  - Import, sale or purchase banned
-



# Exemptions for Invasive Tree Species

---

- Exemption for invasive tree species was removed from the bylaw in 2010
  - Some invasive trees can be managed, and do not have to be removed
  - Not all trees listed on MA Prohibited Plant List will be exempt
-



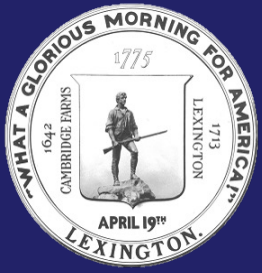
# Exemption for Tree of Heaven

---

- This amendment would reinstate exemption for one invasive tree
- *Ailanthus altissima* (Tree of Heaven)
- Host for spotted lanternfly







# Motion Summary

---

- Creates process for hazard tree exemptions
  - Certified arborist
  - ISA Basic Tree Risk Assessment Form
  - High or Extreme overall risk
- Restores exemption for invasive tree
  - Tree of Heaven, *Ailanthus altissima*

**Town of Lexington**  
**Motion**  
**2024 Annual Town Meeting**

**ARTICLE 37**

**IMPORTANCE OF TREES RESOLUTION (Citizen Petition)**

**MOTION:** That the Town adopt the following resolution:

**WHEREAS**, trees are one of the best defenses Lexington can have against the growing impacts of climate change;

**WHEREAS**, Middlesex County has historically had 8.7 days each year above 90°, but by century's end we are expected to have 35 such days under a low-to-moderate emissions scenario and 67 days with business-as-usual emissions;

**WHEREAS**, heat like this creates health risks for our children, elderly and other vulnerable populations, and places an enormous energy burden on our cooling systems and will make many summer outdoor activities unpleasant if not dangerous;

**WHEREAS**, trees can reduce heating and cooling energy use by 25% or more by shading our homes in summer and buffering them against wind in winter, reducing heating and cooling energy use by 25-40%;

**WHEREAS**, a tree canopy, through shading and evapotranspiration, can lower summer air temperatures 4-6°F and the heat experienced by someone moving from sun to shade by 20°F or more, the difference between our children playing outside or sitting in an air-conditioned room;

**WHEREAS**, trees combat climate change both by sequestering carbon directly and by reducing building energy demands (due to tree shading and windbreak);

**WHEREAS**, trees mitigate stormwater and flooding impacts by promoting soil infiltration and intercepting rainfall that then evaporates;

**WHEREAS**, trees improve air quality through uptake of gaseous pollution via leaf pores and interception of particulates, and inhibit the formation of smog;

**WHEREAS**, trees are a foundational part of the ecological communities that surround and sustain us, providing habitat to countless species of insects, fungi, moss, birds, mammals, and plants, and serving as critical elements in most food chains;

**WHEREAS**, trees enhance property values, as suggested by a range of studies that have found increases of about 3 to 15 percent in residential property values associated with the presence of trees and vegetation;

**WHEREAS**, studies have shown that trees provide a wealth of mental health and quality-of-life benefits, from increased cognitive function to reductions in stress and anxiety, reduced crime, and even more rapid recovery from surgery;

**WHEREAS**, shade trees can take 100 years or more to mature and fill the canopy, and what is cut down now may not be regrown in our children's lifetimes; and

**WHEREAS**, the Town's recently adopted Climate Action Plan notes that "increasing tree canopy overall will enhance community health and resilience by providing natural cooling, reducing pollution, and mitigating flooding," and sets as a town goal to "protect and expand Lexington's tree canopy;"

## **Town of Lexington**

### **Motion**

#### **2024 Annual Town Meeting**

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Lexington declares that a robust tree canopy is vital to the quality of life, public health, and sustainability of Lexington and its residents, workers, and visitors;

**BE IT FURTHER RESOLVED** that the Town declares that facilitating the growth and maintenance of this canopy, including widespread public shade and tree-lined streets is a goal of the Town and commits to using its resources and authority to work towards this goal with appropriate investment and regulatory measures, while mindful of the need for balance with other pressing public needs like housing and solar energy production;

**BE IT FURTHER RESOLVED** that to achieve this goal, Town departments and committees are called upon to set actionable goals reflecting the magnitude of the need and metrics by which to measure their progress;

**BE IT FURTHER RESOLVED** that the Town of Lexington commits to educating our residents about the importance of trees to our and our children's quality of life; and

**BE IT FURTHER RESOLVED** that the Town of Lexington underscores the need for full community participation, inclusion, and support in this endeavor, and recognizes that the residents of Lexington, community organizations, academic institutions, faith, youth, labor, business and homeowners' associations and groups, as well as groups focused on environmental, food and economic issues all have important role to play in providing support and the leadership for this effort.

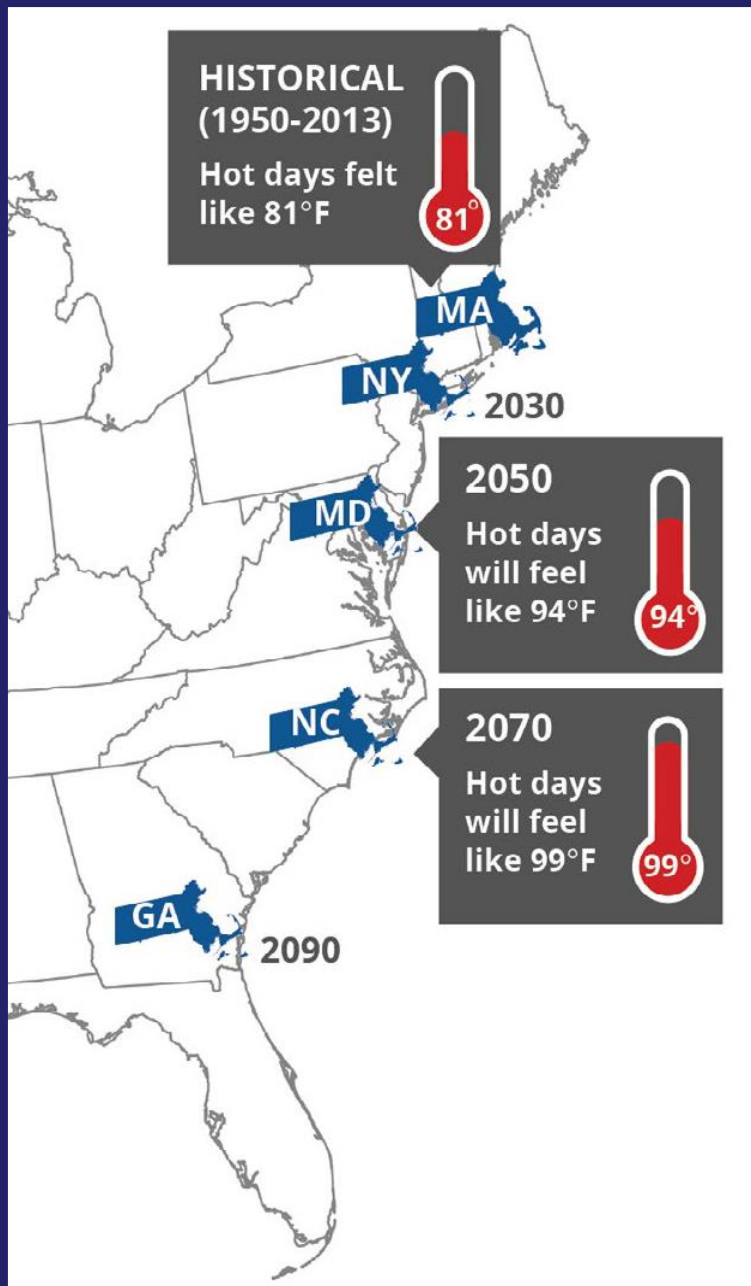
(01/23/2024)

Article 37:

Resolution on the Importance of Trees

2024 Annual Town Meeting

Citizens Petition



## Rising Temperatures and Humidity from Climate Change

From Massachusetts Climate Change Assessment  
December 2022

### Days annually above 90°

Historically (1990-2010): 9

By century's end:

Low to moderate emissions scenario (RCP4.5) 35

High emissions scenario (RCP8.5) 67

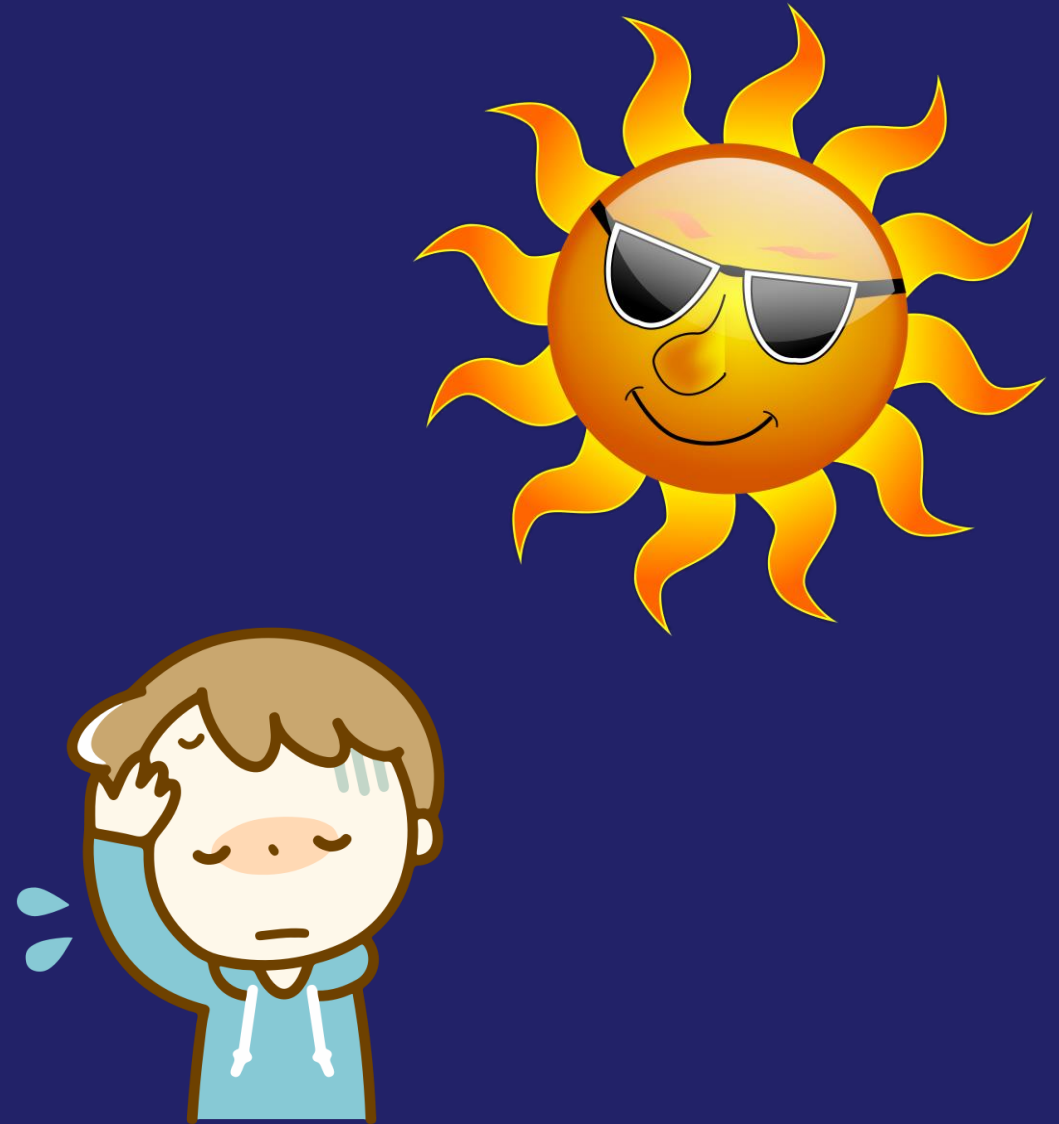
From: Climate Change Impacts and  
Projections for the Greater Boston Area  
Douglas and Kirshen, 2022



# What Can Trees Do?

Trees lower ambient temperatures by **4-6° F** through their shading and evaporation.

The experience of individuals can be much greater: the Mean Radiant Temperature – a measure of the heat felt by an individual – can be **20° F** or more cooler in the shade of a tree than in the open sun.



# Trees:

Absorb air  
pollutants

Reduce  
stormwater  
flows

Lower energy  
demand for cooling  
and heating

Provide wildlife  
habitat

Absorb carbon

Increase property  
values

Cool our  
neighborhoods

Improve our  
mental health and  
well-being

















# Education

For almost three decades, the Town of Mount Pleasant has been an annual recipient of the Arbor Day Foundation's Tree City USA designation.

In order to be eligible for this designation a community must meet the four standards of Tree City USA:

1. A tree board or department
2. A tree care ordinance
3. A community forestry program with an annual budget of a least \$2 per capita
4. An Arbor Day observance and proclamation.

The Town takes great pride in its continued commitment to the protection and enhancement of its trees.

## Benefits of Trees

Trees provide tremendous benefits to society including: lessening air pollution; increasing dust filtration; reducing noise, heat and glare; preventing soil erosion; improving surface drainage; and minimizing flooding. It is for these reasons that the Town promotes the protection of existing trees and provides for the replacement and planting of new trees.



The Town seal is an oak tree with the term Cresco; latin for "we grow".

## Tree Bank

The Town of Mount Pleasant initiated a grant program for its residents, civic clubs, and other groups or individuals who have a desire to beautify and enhance the Town through the planting of trees. This program is intended to provide financial assistance to proposed tree planting projects where trees are to be planted within publicly accessible areas such as street right-of-ways, public parks, school yards, residential common areas, and church yards.



The tree bank grant program is administered by the Pride Committee who reviews the applications and selects those projects which meet or exceed their guidelines. Grants are offered twice a year, once in the beginning of the year (January/February) and again in the early fall (September/October). Those were selected because they are generally the best times of the season to plant trees. Those are interested in applying for a tree grant please contact the Public Works Department at 843-849-2022.

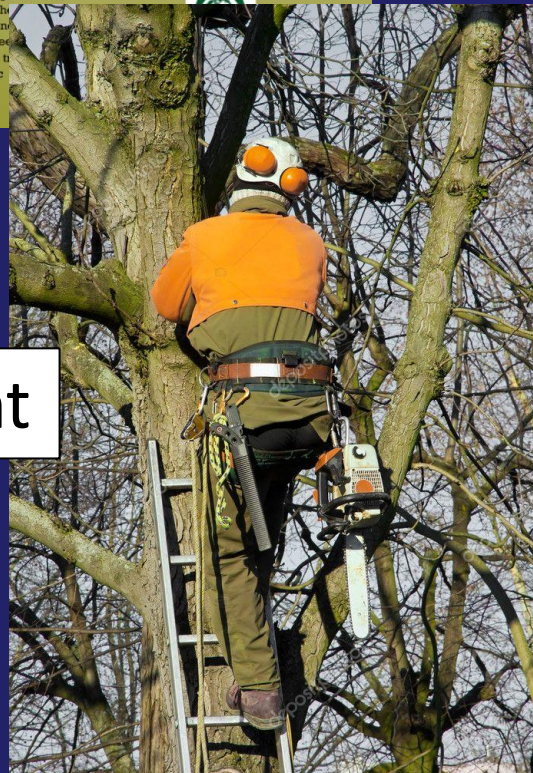


Town of Mount Pleasant  
Department of Planning and Development

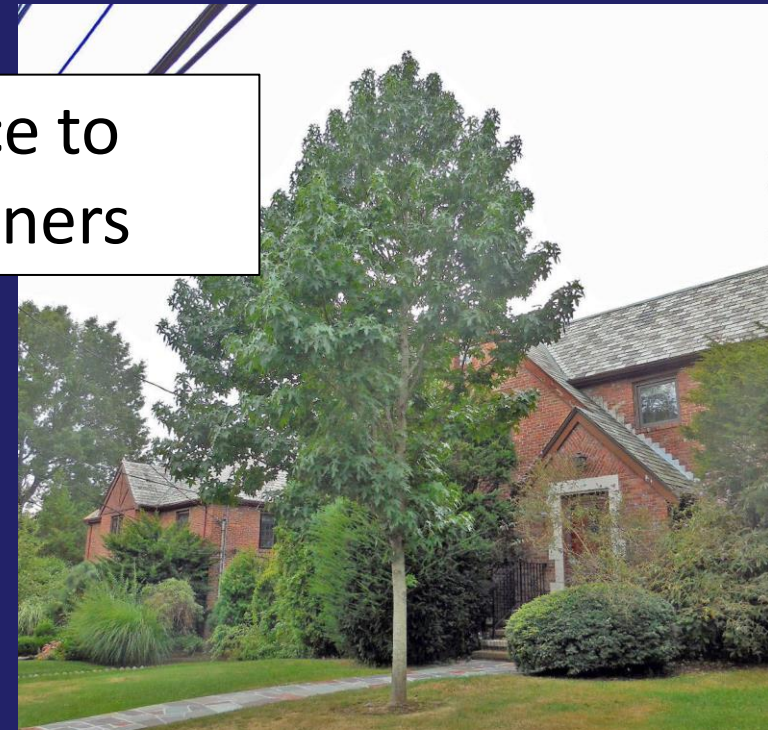
## Residential Tree Guide



This brochure contains information pertaining to the Town tree ordinance. The regulations contained herein may change periodically. Please contact the Department of Planning and Development for the most up to date regulations.



# Assistance to Homeowners



# Town Investment

# Regulation

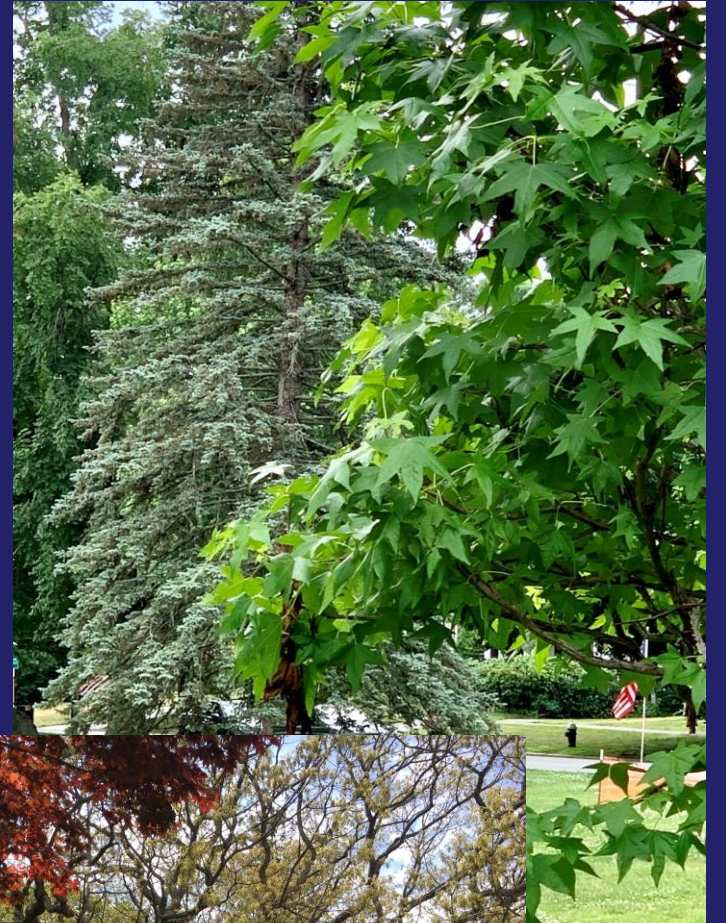
Town of Lexington, MA / Part I, General Bylaws

## Chapter 120 Trees

HISTORY: Adopted by the Annual Town Meeting of the Town of Lexington, MA [1996, applicable.]

- ☐ § 120-1 Findings.
- ☐ § 120-2 Intent and purpose.
- ☐ § 120-3 Definitions.
- ☐ § 120-4 Applicability.









We've signed the Statement of Concern. Please join us.

Individuals Living or Working in Lexington

Fern Abrams	Abby Fanucci	Rong Liang	Lila Sandler
Eugene Achter	Linda Farkas-Wagner	Nick Liberati	Anders Sandvik
Katherine Ackerman	Jessica Farman	Amy Lieberman	Arjun Sarathy
Susan Acton	DonnaLee Farris	Wendy Liebow	Cindy Savage
Darwin Adams	Benjamin Feifke	Youngshil Lim	Lester Savage
Jane Adams	Carole Feifke	Elizabeth Lin	Elizabeth Savir
Miriam Adams	Derek Feifke	Karen Lin	Gabriel Savir
Michal Adar-Orgad	Gideon Feifke	Melanie Lin	Lenore Sayers
Jayne Adelman	Steven Feifke	Siqi Lin	Kathy Schaefer
Ellen Adolph	Benjamin Feingold Thoryn	Gila Lindsley	Lori Schaefer
Lauren Aguirre	Rex Claire Feingold Thoryn	Miranda Liskov	Susan Schiffer
Hamed Alemohammad	Leora Fishman	Janice Litvin	Linda Schiffman
Alessandro Alessandrini	Robin Fishman	Jeffrey Liu	Toby Schlein
Mohamed Alimi	Allison Flaherty	Jennifer Logan	Hollie Schmidt
Claire Allen	Charlie Flammer	Katherine Longo	Kenneth Schultz
Michael Allen	Carolyn Fleiss	Kathie Longo	Elizabeth Schutt
Nathan Allen	Richard Fleiss	Christine Loup	Abigail Schwartz
Roger Allen	Sylvia Fohlin	Eugene Luarasi	Jonathan Schwartz
Scott Allen	Lisa Foo	Tatevik Luarasi	Deborah Schwartzberg
Janet Alpert	Deborah Fortin	Fran Ludvig	Henry Schwarzbart

NOW, THEREFORE, BE IT RESOLVED that the Town of Lexington declares that a robust tree canopy is vital to the quality of life, public health, and sustainability of Lexington and its residents, workers, and visitors;

BE IT FURTHER RESOLVED that the Town declares that facilitating the growth and maintenance of this canopy, including widespread public shade and tree-lined streets, is a goal of the Town, and commits to using its resources and authority to work towards this goal with appropriate investment and regulatory measures, while mindful of the need for balance with other pressing public needs like housing and solar energy production;

BE IT FURTHER RESOLVED that to achieve this goal, Town departments and committees are called upon to set actionable goals reflecting the magnitude of the need and metrics by which to measure their progress;



***Town of Lexington***  
**MODERATOR**  
**DEBORAH BROWN**

December 31, 2023

DELIVERED BY EMAIL

Dear Select Board Members,

Pursuant to Massachusetts Section 26 of Chapter 22 of the Acts of 2022, as amended by Section 47 of Chapter 2 of the Acts of 2023, I request approval to conduct the 2024 Annual Town Meeting as a hybrid meeting. I propose to use a combination of: (1) the Zoom videoconferencing platform, (2) the online voting tool developed by Select Board member Joe Pato, and (3) an online queuing function developed by Select Board member Joe Pato to facilitate the process of debate.

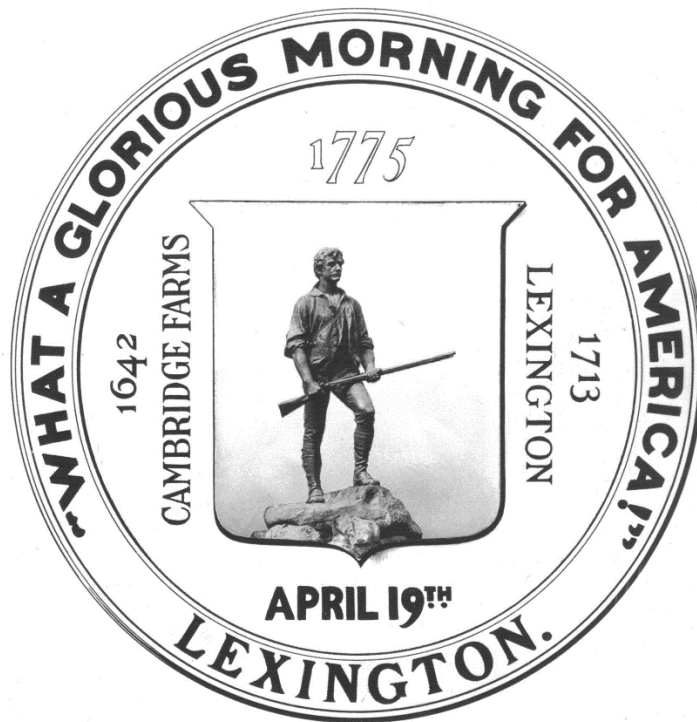
I certify that all components of the system described above have been fully tested and utilized successfully for prior Town Meetings, and I am satisfied that this system enables our meetings to be conducted in substantially the same manner whether a member is participating in person or remotely. I certify that the system for those opting for remote participation (i) allows the moderator, town meeting members, town officials and any other interested members of the public to identify and hear the moderator and each town meeting member who attends and participates in the remote meeting, as well as any other individuals who participate in the meeting; (ii) provides the ability to determine whether a quorum is present; (iii) allows participants to request recognition by the moderator and makes such requests visible to the meeting participants and the public; (iv) allows the moderator to determine when a town meeting member wishes to be recognized to speak, make a motion, or raise a point of order or personal privilege; (v) enables the moderator to recognize a town meeting member, town official or other individual and enable that person to speak; (vi) provides the ability to conduct a roll call or electronically recorded vote; (vii) allows any interested members of the public to access the meeting remotely through LexMedia for purposes of witnessing the deliberations and actions taken at the town meeting; (viii) allows members of the public to participate in debate in-person or through the submission of statements for or against a motion; and (ix) provides for the town meeting to be recorded and available for future viewing. I further confirm that I have consulted with Lexington's Commission on Disability regarding system accessibility.

Sincerely,

Deborah Brown  
Town Moderator  
617-512-7901



# Town of Lexington Annual Town Meeting 2024





*Town of Lexington, Massachusetts*  
Select Board

JOSEPH N. PATO, CHAIR  
SUZANNE E. BARRY  
DOUGLAS M. LUCENTE  
JILL I. HAI  
MARK D. SANDEEN

TEL: (781) 698-4580

FAX: (781) 863-9468

January 22, 2024

To the Residents of Lexington:

This warrant document provides notification of the 2024 Annual Town Meeting and advises residents of the various issues being considered at the meetings. Only Articles listed in this warrant may be discussed. The purpose of the Warrant is to inform citizens of the issues to be discussed and does not provide for detailed information about the Articles.

Articles for the Annual Town Meeting are grouped in three categories: Financial, General and Zoning. Descriptions are provided in an attempt to make the Warrant useful and understandable.

The most important votes that take place at the Annual Town Meeting are related to the budget. We urge citizens to read the budget, understand it, and help us find a way to foster excellence within the community. The Town website, <http://www.lexingtonma.gov/town-meeting>, includes the most recent version of the FY2025 Budget and other financial Articles as well as other relevant information for each Article.

Between now and Town Meeting there will be multiple meetings to develop a comprehensive recommended budget for FY2025. That budget will be delivered to all Town Meeting Members prior to the consideration of any financial articles by Town Meeting.

SELECT BOARD

Joseph N. Pato, Chair  
Suzanne E. Barry  
Douglas M. Lucente  
Jill I. Hai  
Mark D. Sandeen

**WARRANT**  
**2024 ANNUAL TOWN MEETING**  
**Detailed information on these Town Meeting Warrant Articles and other updated information**  
**can be found at <https://www.lexingtonma.gov/town-meeting>**

**TABLE OF CONTENTS**

	SELECT BOARD MESSAGE.....	
ARTICLE 1	NOTICE OF ELECTION .....	3
ARTICLE 2	ELECTION OF DEPUTY MODERATOR AND REPORTS OF TOWN BOARDS, OFFICERS AND COMMITTEES.....	4
ARTICLE 3	APPOINTMENTS TO CARY LECTURE SERIES .....	4
	<u>FINANCIAL ARTICLES</u> .....	5
ARTICLE 4	APPROPRIATE FY2025 OPERATING BUDGET .....	5
ARTICLE 5	APPROPRIATE FY2025 ENTERPRISE FUNDS BUDGETS .....	5
ARTICLE 6	APPROPRIATE FOR SENIOR SERVICES PROGRAM .....	6
ARTICLE 7	SUSTAINABLE CAPITAL PROJECTS.....	6
ARTICLE 8	ACCEPT TUCKER AVE (Westernmost portion) .....	6
ARTICLE 9	ESTABLISH AND CONTINUE DEPARTMENTAL REVOLVING FUNDS .....	6
ARTICLE 10	APPROPRIATE FOR THE FY2025 COMMUNITY PRESERVATION COMMITTEE OPERATING BUDGET AND CPA PROJECTS .....	7
ARTICLE 11	APPROPRIATE FOR RECREATION CAPITAL PROJECTS .....	8
ARTICLE 12	APPROPRIATE FOR MUNICIPAL CAPITAL PROJECTS AND EQUIPMENT .....	8
ARTICLE 13	APPROPRIATE FOR WATER SYSTEM IMPROVEMENTS .....	9
ARTICLE 14	APPROPRIATE FOR WASTEWATER SYSTEM IMPROVEMENTS .....	9
ARTICLE 15	APPROPRIATE FOR SCHOOL CAPITAL PROJECTS AND EQUIPMENT.....	10
ARTICLE 16	APPROPRIATE FOR PUBLIC FACILITIES CAPITAL PROJECTS .....	10
ARTICLE 17	APPROPRIATE TO POST EMPLOYMENT INSURANCE LIABILITY FUND .....	10
ARTICLE 18	RESCIND PRIOR BORROWING AUTHORIZATIONS .....	10
ARTICLE 19	ESTABLISH, AMEND, DISSOLVE AND APPROPRIATE TO AND FROM SPECIFIED STABILIZATION FUNDS.....	11
ARTICLE 20	APPROPRIATE FOR PRIOR YEARS' UNPAID BILLS .....	11
ARTICLE 21	AMEND FY2024 OPERATING, ENTERPRISE AND CPA BUDGETS .....	11
ARTICLE 22	APPROPRIATE FOR AUTHORIZED CAPITAL IMPROVEMENTS .....	11
ARTICLE 23	APPROPRIATE OPIOID SETTLEMENT .....	12
ARTICLE 24	APPROPRIATE FUNDING FOR SEMIQUINCENTENNIAL COMMISSION .....	12
ARTICLE 25	PINE MEADOWS CLUBHOUSE RENOVATION .....	12
ARTICLE 26	APPROPRIATE FOR DESIGN FUNDS FOR LEXINGTON HIGH SCHOOL CONSTRUCTION PROJECT .....	13
ARTICLE 27	APPROPRIATE FOR RENOVATION OF 173 BEDFORD STREET.....	13
	<u>GENERAL ARTICLES</u> .....	13
ARTICLE 28	SELECT BOARD TO ACCEPT EASEMENTS .....	13

ARTICLE 29	AMEND THE GENERAL BYLAW - NOISE CONTROL .....	13
ARTICLE 30	PROHIBITION OF SINGLE USE FOOD CONTAINERS (Citizen Petition) .....	14
ARTICLE 31	PROHIBIT SINGLE-SERVE PLASTIC WATER BOTTLES (Citizen Petition).....	15
ARTICLE 32	OLD SPRING STREET NAME CHANGE .....	15
ARTICLE 33	AUTHORIZE THE SELECT BOARD TO SEEK AFFORDABLE HOUSING.....	15
ARTICLE 34	AMEND GENERAL BYLAWS - TREE BYLAW - TREE PROTECTION PLAN .....	16
ARTICLE 35	AMEND GENERAL BYLAWS - TREE BYLAW - REQUIRE MITIGATION PLANTING IN CERTAIN INSTANCES .....	16
ARTICLE 36	AMEND GENERAL BYLAWS - TREE BYLAW - EXEMPTIONS .....	16
ARTICLE 37	IMPORTANCE OF TREES RESOLUTION (Citizen Petition).....	16
ARTICLE 38	AMEND REGULATION OF FOSSIL FUEL INFRASTRUCTURE BYLAW - MEET DEPARTMENT OF ENERGY RESOURCES (DOER) REQUESTED CHANGES .....	16
ARTICLE 39	HOME RULE PETITION TO ADJUST THE NUMBER OF ON-PREMISE WINE AND MALT ALCOHOL LICENSES .....	17
ARTICLE 40	INTEGRATED PEST MANAGEMENT RESOLUTION (Citizen Petition).....	17
ARTICLE 41	MASSACHUSETTS BAY TRANSPORTATION AUTHORITY .....	17
ARTICLE 42	DIGITAL PUBLICATION OF LEGAL NOTICES (Citizen Petition) .....	17
ARTICLE 43	VOTING RIGHTS 16 AND OLDER (Citizen Petition) .....	17
ARTICLE 44	AMEND GENERAL BYLAWS – CHAPTER 100 PUBLIC WAYS AND PLACES (Citizen Petition) .....	18
ARTICLE 45	INDIGENOUS PEOPLES DAY (Citizen Petition) .....	18
ARTICLE 46	ROYAL FAMILY INVITATION TO 250TH CELEBRATION .....	18
	<u>ZONING ARTICLES</u> .....	18
ARTICLE 47	AMEND ZONING BYLAW - SIGNS .....	18
ARTICLE 48	AMEND ZONING BYLAW - SHORT TERM RENTALS .....	18
ARTICLE 49	AMEND ZONING BYLAW - PERMITTED USES AND DEVELOPMENT STANDARDS .....	19
ARTICLE 50	AMEND ZONING BYLAW - INCLUSIONARY HOUSING FOR VILLAGE AND MULTI-FAMILY OVERLAY DISTRICTS .....	19
ARTICLE 51	AMEND ZONING BYLAW – MAXIMUM HEIGHT FOR VILLAGE OVERLAY DISTRICT .....	19
ARTICLE 52	AMEND ZONING BYLAW AND MAP - TECHNICAL CORRECTIONS .....	19
ARTICLE 53	AMEND ZONING MAP - 507 BEDFORD STREET (Owner Petition).....	19
ARTICLE 54	AMEND ZONING MAP- 509 BEDFORD STREET (Owner Petition).....	20
	TOWN MEETING MEMBER LISTING .....	

**TOWN OF LEXINGTON WARRANT  
ANNUAL TOWN MEETING 2024**

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.

<b>PRECINCT ONE</b>	<b>SCHOOL ADMINISTRATION BUILDING</b>
<b>PRECINCT TWO</b>	<b>BOWMAN SCHOOL</b>
<b>PRECINCT THREE</b>	<b>LEXINGTON COMMUNITY CENTER</b>
<b>PRECINCT FOUR</b>	<b>CARY MEMORIAL BUILDING</b>
<b>PRECINCT FIVE</b>	<b>SCHOOL ADMINISTRATION BUILDING</b>
<b>PRECINCT SIX</b>	<b>CARY MEMORIAL BUILDING</b>
<b>PRECINCT SEVEN</b>	<b>LEXINGTON COMMUNITY CENTER</b>
<b>PRECINCT EIGHT</b>	<b>SAMUEL HADLEY PUBLIC SERVICES BUILDING</b>
<b>PRECINCT NINE</b>	<b>LEXINGTON COMMUNITY CENTER</b>

**On Tuesday, the Fifth Day of March, 2024**

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

**ARTICLE 1 NOTICE OF ELECTION**

One Select Board member; for a term of three years;

One Moderator for a term of one year;

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

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

One Lexington Housing Authority Member, for a term of five years.

Eight Town Meeting Members in Precinct One, 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 for a seat ending in 2025;

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

Nine Town Meeting Members in Precinct Three, 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 for a seat ending in 2026; and the one receiving the next highest number of votes to fill an unexpired term for a seat ending in 2025;

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

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



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 for a seat ending in 2025;

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

Eight Town Meeting Members in Precinct Nine, 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 for a seat ending in 2026.

You are also to notify the inhabitants aforesaid to meet at the Margery Milne Battin Hall in the Cary Memorial Building, 1605 Massachusetts Avenue, Lexington or by means of the audio/video conferencing platform described more particularly below

**on Monday, the eighteenth day of March, 2024 at 7:30 p.m.**

at which time and place the following articles are to be acted upon and determined exclusively by the Town Meeting Members in accordance with Chapter 215 of the Acts of 1929, as amended, and subject to the referendum provided for by Section eight of said Chapter, as amended.

Pursuant to Chapter 92 of the Acts of 2020, as amended, including without limitation by Chapter 2 of the Acts of 2023, the Town Meeting shall be held through a hybrid of in person meeting and remote participation by the means requested by the Moderator as follows:

Town Meeting members will either attend the meeting in person at Margery Milne Battin Hall, or via remote participation. The meeting will be facilitated by use of: (1) the Zoom videoconferencing platform, (2) the online voting tool developed by Select Board member Joe Pato and (3) an online queuing function developed by Select Board member Joe Pato to facilitate debate. Other Town residents who wish to follow the proceedings may do so by attending the meeting in person in the areas reserved for non-Town Meeting Members, or via LexMedia at <https://www.youtube.com/user/LexMediaMATV>. Other residents who wish to participate in the Meeting may email the Town Clerk's Office at [clerk@lexingtonma.gov](mailto:clerk@lexingtonma.gov) and by completing the online form at <http://www.lexingtonma.gov/town-meeting>.

For more information, please see the Moderator's letter dated December 31, 2023 to the Select Board attached to this warrant as Appendix A.

## **ARTICLE 2 ELECTION OF DEPUTY MODERATOR AND REPORTS OF TOWN BOARDS, OFFICERS AND COMMITTEES**

To see if the Town will vote to approve the Deputy Moderator nominated by the Moderator; receive the reports of any Board or Town Officer or of any Committee of the Town; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

DESCRIPTION: This article remains open throughout Town Meeting and reports may be presented at any Town Meeting session by boards, officers, or committees. In addition, the Town will consider the approval of the nomination of a Deputy Moderator as authorized under Section 118-11 of the Code of the Town of Lexington.

## **ARTICLE 3 APPOINTMENTS TO CARY LECTURE SERIES**

To see if the Town will authorize the appointment of the committee on lectures under the wills of Eliza Cary Farnham and Susanna E. Cary; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

DESCRIPTION: This is an annual article that provides for the appointment of citizens to the Cary Lecture Series by the Moderator.

## **FINANCIAL ARTICLES**

### **ARTICLE 4 APPROPRIATE FY2025 OPERATING BUDGET**

To see if the Town will vote to make appropriations for expenditures by departments, officers, boards and committees of the Town for the ensuing fiscal year and determine whether the money shall be provided by the tax levy, by transfer from available funds, by transfer from enterprise funds, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: See the most recent version of the FY2025 budget proposals posted at <http://lexingtonma.gov/budget>.

DESCRIPTION: This article requests funds for the FY2025 (July 1, 2024 - June 30, 2025) operating budget. The operating budget includes the school and municipal budgets. The operating budget includes requests for funds to provide prospective salary increases for employees, including salaries to be negotiated through collective bargaining negotiations. The budget also includes certain shared expenses.

### **ARTICLE 5 APPROPRIATE FY2025 ENTERPRISE FUNDS BUDGETS**

To see if the Town will vote to appropriate a sum of money to fund the operations of the DPW Water and Wastewater Divisions and the Department of Recreation and Community Programs; determine whether the money shall be provided by the estimated income to be derived in FY2025 from the operations of the related enterprise, by the tax levy, by transfer from available funds, including the retained earnings of the relevant enterprise fund, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

#### **FUNDS REQUESTED:**

<b>Enterprise Fund</b>	<b>FY2023 Appropriated</b>	<b>FY2024 Appropriated</b>	<b>FY2025 Requested</b>
<b>a) Water</b>			
Personal Services	\$769,073	\$892,639	\$923,470
Expenses	\$454,419	\$577,500	\$614,400
Debt Service	\$1,195,179	\$2,375,661	\$1,325,768
MWRA Assessment	\$8,493,467	\$9,342,814	\$10,277,096
<b>Total Water Enterprise Fund</b>	<b>\$10,912,138</b>	<b>\$13,188,614</b>	<b>\$13,140,734</b>
<b>b) Wastewater</b>			
Personal Services	\$348,279	\$421,922	\$422,910
Expenses	\$335,965	\$517,400	\$536,400
Debt Service	\$1,561,467	\$1,406,381	\$1,449,549
MWRA Assessment	\$8,432,789	\$9,349,530	\$10,284,483
<b>Total Water Enterprise Fund</b>	<b>\$10,678,500</b>	<b>\$11,695,233</b>	<b>\$12,693,342</b>
<b>c) Recreation and Community Programs</b>			
Personal Services	\$1,449,636	\$1,682,935	\$1,789,916
Expenses	\$1,318,614	\$1,588,814	\$1,579,751
<b>Total Recreation and Community Programs Enterprise Fund</b>	<b>\$2,768,250</b>	<b>\$3,271,749</b>	<b>\$3,369,667</b>

DESCRIPTION: Under Massachusetts General Laws Chapter 44, Section 53F½, towns may establish Enterprise Funds for a utility, health care, recreation or transportation operation, with the operation to receive related revenue

and receipts and pay expenses of such operation. This article provides for the appropriation to and expenditure from three enterprise funds previously established by the Town. The Recreation and Community Programs Fund includes the operations and programs for the Community Center.

#### **ARTICLE 6 APPROPRIATE FOR SENIOR SERVICES PROGRAM**

To see if the Town will vote to appropriate a sum of money for the purpose of conducting a Senior Services Tax Relief Program, to be spent under the direction of the Town Manager; to authorize the Select Board to establish and amend rules and regulations for the conduct of the program, and determine whether the money shall be provided by the tax levy, by transfer from available funds or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$15,000

DESCRIPTION: In FY2007, the Town established a Senior Services Tax Relief Program that provides more flexibility than the State program in assisting low-income seniors and disabled residents in reducing their property tax bills. This article requests funds to continue the program.

#### **ARTICLE 7 SUSTAINABLE CAPITAL PROJECTS**

To see if the Town will vote to appropriate a sum of money for sustainable capital projects including electric vehicle charging equipment and related infrastructure improvements; the study, design, purchase and installation of solar collector, canopy, rooftop or other solar energy collection systems, including battery storage and any costs incidental or related thereto; and determine whether the money shall be provided by the tax levy, by transfer from available funds, by borrowing, or by any combination of these methods; and further to determine whether the Town will authorize the Select Board to apply for, accept, and expend in anticipation of federal and state aid for such sustainable projects, or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$65,000

DESCRIPTION: This article requests funds for sustainable capital projects which may include the purchase and installation of electric vehicle chargers in municipal and public parking lots, the study, design and construction of rooftop solar or solar canopies, including battery storage, and other projects intended to move the Town towards achieving its sustainability goals. For a description of the proposed sustainability projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

#### **ARTICLE 8 ACCEPT TUCKER AVE (Westernmost portion)**

To see if the Town will vote to establish as a Town way and accept the layout of as a Town way Tucker Ave from Carville Avenue a distance of 300 feet, more or less, to the accepted portion of Tucker Avenue, as laid out by the Select Board, and to take by eminent domain, purchase or otherwise acquire any fee, easement, or other interest in land necessary therefor; and raise and appropriate money for the construction of said street and for land acquisition; determine whether the money shall be provided in the tax levy, by transfer from available funds, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$30,000

DESCRIPTION: This article has been requested by residents of Tucker Ave to have the street brought up to Town standards and accepted by the Town. The total cost of bringing the street up to Town standards will be borne by the residents through the assessment of betterments.

#### **ARTICLE 9 ESTABLISH AND CONTINUE DEPARTMENTAL REVOLVING FUNDS**

To see if the Town will vote, pursuant to the Massachusetts General Laws Chapter 44, Section 53E½ and Chapter 110 of the Code of the Town of Lexington, to continue existing revolving funds; to amend said Chapter 110 to

establish new revolving funds; to determine whether the maximum amounts that may be expended from such new and existing revolving fund accounts in FY2025 shall be the following amounts or any other amounts; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

**FUNDS REQUESTED:**

<b>Program or Purpose for Revolving Funds</b>	<b>FY2025 Authorization</b>
School Bus Transportation	\$1,150,000
Building Rental Revolving Fund	\$632,000
Regional Cache - Hartwell Avenue	\$0
Lexington Tree Fund	\$120,000
DPW Burial Containers	\$60,000
DPW Compost Operations	\$859,000
Minuteman Household Hazardous Waste Program	\$250,000
Senior Services	\$75,000
Residential Engineering Review	\$57,600
Health Programs	\$110,000
Lab Animal Permits	\$40,000
Tourism Revolving Fund	\$558,000
Refuse and Recycling Collection	\$0

DESCRIPTION: The amount that may be spent from a revolving fund established under Massachusetts General Laws Chapter 44, Section 53E½ must be approved annually by Town Meeting. The Funds are credited with the receipts received in connection with the programs supported by such funds, and expenditures may be made from the revolving fund without further appropriation.

**ARTICLE 10 APPROPRIATE FOR THE FY2025 COMMUNITY PRESERVATION COMMITTEE  
OPERATING BUDGET AND CPA PROJECTS**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY2025 Community Preservation budget and, pursuant to the recommendations of the Community Preservation Committee, to appropriate from the Community Preservation Fund, or to reserve amounts in the Community Preservation Fund for future appropriations; for the debt service on previously authorized financing; for the administrative expenses of the Community Preservation Committee for FY2025; for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space and community housing that is acquired or created with moneys from the Community Preservation Fund; to appropriate funds for such projects and determine whether the money shall be provided by the tax levy, or from estimated Community Preservation Act surcharges and the state match for the upcoming fiscal year, by transfer from available funds, including enterprise funds, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Community Preservation Committee)*



**FUNDS REQUESTED:**

- a. Cary Memorial Library Renovation – \$4,000,000
- b. Archives and Records Management – \$20,000
- c. Park Improvements – Athletic Fields – Bowman School – \$545,000
- d. Lincoln Park Fitness Stations Equipment – \$160,000
- e. Park Improvements – Hard Court Surfaces – Valley Rd – \$492,000
- f. Lincoln Park Field Improvements – \$1,145,000
- g. LexHAB Support, Restoration, Preservation, and Decarbonization – \$482,365
- h. Lexington Housing Authority Exterior Preservation – \$100,000
- i. Affordable Housing Trust Funding – \$3,200,000
- j. Projected Debt Service – \$681,200
- k. Administrative Budget – \$150,000

**DESCRIPTION:** This article requests that Community Preservation funds and other funds, as necessary, be appropriated for the projects recommended by the Community Preservation Committee and for administrative costs. The total project cost for the Cary Memorial Library Renovation is \$5,500,000, of which \$1,500,000 has been committed by the Cary Memorial Library Trust, and the remaining \$4,000,000 appropriation is requested in this article.

**ARTICLE 11 APPROPRIATE FOR RECREATION CAPITAL PROJECTS**

To see if the Town will vote to appropriate a sum of money for recreation-related capital projects and equipment; and determine whether the money shall be provided by the tax levy, by transfer from available funds, including the Recreation and Community Programs Enterprise Fund, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Recreation Committee)*

**FUNDS REQUESTED:** \$110,000

**DESCRIPTION:** For a description of the proposed projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

**ARTICLE 12 APPROPRIATE FOR MUNICIPAL CAPITAL PROJECTS AND EQUIPMENT**

To see if the Town will vote to appropriate a sum of money for the following capital projects and equipment:

- a) Transportation Mitigation;
- b) Heavy Vehicle Extrication Equipment;
- c) Ambulance Replacement;
- d) Equipment Replacement;
- e) Sidewalk Improvements;
- f) Hydrant Replacement;
- g) Townwide Signalization Improvements;
- h) Stormwater Management Program;
- i) Cemetery Columbarium - Design;
- j) Public Parking Lot Improvement Program;

- k) Network Core Equipment Replacement;
- l) Municipal Technology Improvement Program;
- m) Network Redundancy & Improvement Plan;
- n) Network Technology Improvements;
- o) Scanning - Electronic Document Management; and
- p) Election Equipment Upgrade;

and authorize the Select Board to take by eminent domain, purchase or otherwise acquire, any fee, easement or other interests in land necessary therefor; determine whether the money shall be provided by the tax levy, by transfer from available funds, including enterprise funds, by borrowing, or by any combination of these methods; determine if the Town will authorize the Select Board to apply for, accept, expend and borrow in anticipation of state aid for such capital improvements; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$10,253,686

DESCRIPTION: For a description of the proposed projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

### **ARTICLE 13 APPROPRIATE FOR WATER SYSTEM IMPROVEMENTS**

To see if the Town will vote to make water distribution system improvements, including the installation of new water mains and replacement or cleaning and lining of existing water mains and standpipes, the replacement or rehabilitation of water towers, engineering studies and the purchase and installation of equipment in connection therewith, in such accepted or unaccepted streets or other land as the Select Board may determine, subject to the assessment of betterments or otherwise; and to take by eminent domain, purchase or otherwise acquire any fee, easement or other interest in land necessary therefor; appropriate money for such improvements and land acquisition and determine whether the money shall be provided by the tax levy, water enterprise fund, by transfer from available funds, including any special water funds, or by borrowing, or by any combination of these methods; to determine whether the Town will authorize the Select Board to apply for, accept, expend and borrow in anticipation of federal and state aid for such projects; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$2,288,900

DESCRIPTION: For a description of the proposed projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

### **ARTICLE 14 APPROPRIATE FOR WASTEWATER SYSTEM IMPROVEMENTS**

To see if the Town will vote to install and line sanitary sewer mains and sewerage systems and replacements and upgrades to pump stations thereof, including engineering studies and the purchase of equipment in connection therewith; in such accepted or unaccepted streets or other land as the Select Board may determine, subject to the assessment of betterments or otherwise, in accordance with Chapter 504 of the Acts of 1897, and acts in addition thereto and in amendment thereof, or otherwise; and to take by eminent domain, purchase or otherwise acquire any fee, easement or other interest in land necessary therefor; appropriate money for such installation and land acquisition and determine whether the money shall be provided by the tax levy, the wastewater enterprise fund, by transfer from available funds, including any special wastewater funds, by borrowing, or by any combination of these methods; to determine whether the Town will authorize the Select Board to apply for, accept, expend and borrow in anticipation of federal and state aid for such wastewater projects; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$1,111,210

DESCRIPTION: For a description of the proposed projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

#### **ARTICLE 15 APPROPRIATE FOR SCHOOL CAPITAL PROJECTS AND EQUIPMENT**

To see if the Town will vote to appropriate a sum of money to maintain and upgrade the schools' technology systems and equipment; determine whether the money shall be provided by the tax levy, by transfer from available funds, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the School Committee)*

FUNDS REQUESTED: \$1,323,050

DESCRIPTION: For a description of the proposed projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

#### **ARTICLE 16 APPROPRIATE FOR PUBLIC FACILITIES CAPITAL PROJECTS**

To see if the Town will vote to appropriate a sum of money for capital improvements and renovations, including new construction to public facilities for:

- a) Public Facilities Bid Documents;
- b) Public Facilities Interior Finishes;
- c) School Paving and Sidewalks; and
- d) Public Facilities Mechanical/Electrical/Plumbing Replacements;

and determine whether the money shall be provided by the tax levy, by transfer from available funds, including enterprise funds, by borrowing, or by any combination of these methods; to determine if the Town will authorize the Select Board to apply for, accept, expend and borrow in anticipation of state aid for such capital improvements; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$4,855,000

DESCRIPTION: For a description of the proposed projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

#### **ARTICLE 17 APPROPRIATE TO POST EMPLOYMENT INSURANCE LIABILITY FUND**

To see if the Town will vote to appropriate a sum of money to the Town of Lexington Post Retirement Insurance Liability Fund, as established by Chapter 317 of the Acts of 2002; determine whether the money shall be provided by the tax levy, by transfer from available funds, including enterprise funds, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This article will allow the Town to continue to fund its liability for post-employment benefits for Town of Lexington retirees. Beginning with the FY2007 audit, the Town has been required to disclose this liability. Special legislation establishing a trust fund for this purpose was enacted in 2002.

#### **ARTICLE 18 RESCIND PRIOR BORROWING AUTHORIZATIONS**

To see if the Town will vote to rescind the unused borrowing authority voted under previous Town Meeting articles; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: State law requires that Town Meeting vote to rescind authorized and unissued debt that is no longer required for its intended purpose.

## **ARTICLE 19 ESTABLISH, AMEND, DISSOLVE AND APPROPRIATE TO AND FROM SPECIFIED STABILIZATION FUNDS**

To see if the Town will vote to create, amend, dissolve, rename or appropriate sums of money to and from Stabilization Funds in accordance with Massachusetts General Laws, Section 5B of Chapter 40, for the purposes of: (a) Section 135, Zoning By-Law; (b) Traffic Mitigation; (c) Transportation Demand Management/Public Transportation; (d) Special Education; (e) Center Improvement District; (f) Transportation Management Overlay District; (g) Capital; (h) Payment in Lieu of Parking; (i) Visitors Center Capital Stabilization Fund; (j) Affordable Housing Capital Stabilization Fund; (k) Water System Capital Stabilization Fund; and (l) Ambulance Stabilization Fund; determine whether such sums shall be provided by the tax levy, by transfer from available funds, from fees, charges or gifts or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This article proposes to establish, dissolve, and fund Stabilization Funds for specific purposes and to appropriate funds therefrom. Money in those funds may be invested and the interest may then become a part of the particular fund. These funds may later be appropriated for the fund's specific designated purpose by a majority vote of an Annual or Special Town Meeting.

## **ARTICLE 20 APPROPRIATE FOR PRIOR YEARS' UNPAID BILLS**

To see if the Town will vote to raise and appropriate money to pay any unpaid bills rendered to the Town for prior years; to determine whether the money shall be provided by the tax levy, by transfer from available funds, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This is an annual article to request funds to pay bills after the close of the fiscal year in which the goods were received or the services performed and for which no money was encumbered.

## **ARTICLE 21 AMEND FY2024 OPERATING, ENTERPRISE AND CPA BUDGETS**

To see if the Town will vote to make supplementary appropriations, to be used in conjunction with money appropriated under Articles 4, 5, 9, and 10 of the warrant for the 2023 Annual Town Meeting, and Article 4 of the warrant for the Special Town Meeting 2023-1, to be used during the current fiscal year, or make any other adjustments to the current fiscal year budgets and appropriations that may be necessary; to determine whether the money shall be provided by transfer from available funds including the Community Preservation Fund; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This is an annual article to permit adjustments to current fiscal year (FY2024) appropriations.

## **ARTICLE 22 APPROPRIATE FOR AUTHORIZED CAPITAL IMPROVEMENTS**

To see if the Town will vote to make supplementary appropriations to be used in conjunction with sums appropriated in prior years for the installation or construction of water mains, sewers and sewerage systems, drains, streets, buildings, recreational facilities or other capital improvements and equipment that have heretofore been authorized; determine whether the money shall be provided by the tax levy, by transfer from the balances in other



articles, by transfer from available funds, including enterprise funds and the Community Preservation Fund, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This is an annual article to request funds to supplement existing appropriations for certain capital projects in light of revised cost estimates that exceed such appropriations.

### **ARTICLE 23 APPROPRIATE OPIOID SETTLEMENT**

To see if the Town will vote to appropriate amounts received from Statewide Opioid Settlements between the Massachusetts Attorney General and non-bankrupt opioid industry participants, for the funding of prevention, harm reduction, treatment and recovery programs as further detailed in the Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements, or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This article will allow the Town to spend abatement funds received from the Statewide Opioid Settlement for purposes and programs outlined in the settlement agreement, including supplementing and strengthening community resources available to residents and families for substance use disorder prevention, education, harm reduction, treatment, and recovery programs.

### **ARTICLE 24 APPROPRIATE FUNDING FOR SEMIQUINCENTENNIAL COMMISSION**

To see if the Town will vote to raise and appropriate a sum of money for the celebration of the 250<sup>th</sup> Anniversary of the Battle of Lexington, including personnel costs, supplies, event support, planning, promotion and advertising therefor, as coordinated by the Semiquincentennial Commission-Lex250 with the approval of the Select Board; and determine whether the money will be provided by the tax levy, by transfer from available funds, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Semiquincentennial Commission (Lex250))*

FUNDS REQUESTED: \$500,000

DESCRIPTION: The amount requested is to fund initial startup costs of planning and coordinating the events for the yearlong celebration of the 250th Anniversary of the Battle of Lexington which will take place in 2025. Time frame for events is anticipated to be Fall of 2024 through Fall of 2025.

### **ARTICLE 25 PINE MEADOWS CLUBHOUSE RENOVATION**

To see if the Town will vote to appropriate a sum of money for the renovation of the Pine Meadows Golf Course Clubhouse, including architectural and engineering services, original equipment, furnishings, landscaping, solar energy collection system installation; and any additional costs incidental or related thereto; and determine whether the money shall be provided by the tax levy, by transfer from available funds, including enterprise funds, by borrowing, or by any combination of these methods; or act in any other manner in action relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$2,575,000

DESCRIPTION: A Feasibility Study and Design of this project were funded at the 2022 Annual Town Meeting and 2023 Annual Town Meeting, respectively. This third phase of the project will fund the construction costs of the Pine Meadows Clubhouse, including building envelope and interior renovations, the installation of solar panels, and improvements to achieve ADA compliance.

## **ARTICLE 26 APPROPRIATE FOR DESIGN FUNDS FOR LEXINGTON HIGH SCHOOL CONSTRUCTION PROJECT**

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the School Building Committee for a Feasibility Study, including design, engineering and architectural services for the Lexington High School located at 251 Waltham St, Lexington, MA 02421, for which Feasibility Study the Town may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"). The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the Feasibility Study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town and any amount of borrowing authorized pursuant to this Article shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the Town and the MSBA; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$10,000,000

DESCRIPTION: In spring of 2022, the Massachusetts School Building Authority voted to accept the Lexington High School project into the MSBA reimbursement program. The Special Town Meeting 2022-2 appropriated \$1,825,000 to conduct a feasibility study as the first phase of the project. This article would fund the second design phase of the process, under MSBA guidance. These design funds will allow the project to advance through the Schematic Design Phase and determine construction cost estimates for a future construction appropriation.

## **ARTICLE 27 APPROPRIATE FOR RENOVATION OF 173 BEDFORD STREET**

To see if the Town will vote to raise and appropriate a sum of money for remodeling, reconstructing, and making extraordinary repairs to the building at 173 Bedford Street, including engineering and architectural services, original equipment, furnishings and all costs incidental or related thereto to provide swing space for the School Administration or other municipal departments; and determine whether the money will be provided by the tax levy, by transfer from available funds, by borrowing or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$6,000,000

DESCRIPTION: This article requests funds for renovation of 173 Bedford Street to include full ADA compliance including an elevator, a fire suppression system, an HVAC system, and minor modifications to the interior spaces. This building is intended to be used as swing space for the School Administration department until the construction project at Lexington High School is complete.

## **GENERAL ARTICLES**

### **ARTICLE 28 SELECT BOARD TO ACCEPT EASEMENTS**

To see if the Town will vote to authorize the Select Board to acquire by purchase, gift, eminent domain or otherwise accept, easement interests for trails, drainage, sewer, utility or other public purposes, on such terms and conditions and in a final location or locations as the Select Board may determine, or act in any other manner in action relation thereto.

*(Inserted by the Select Board )*

DESCRIPTION: This article would permit the Select Board to accept easements for trails and utility infrastructure in order to allow these amenities to be built and conveyed to the Town as required in accordance with many land use permits, as opposed to requiring each such easement to be approved by Town Meeting.

### **ARTICLE 29 AMEND THE GENERAL BYLAW - NOISE CONTROL**

To see if the Town will vote to amend or replace the Noise Control Bylaw, Chapter 80 of the Code of the Town of Lexington to:

- a. Provide clarity related to construction-related noise complaints;
  - Clarify that ledge work includes a broad set of techniques;
  - Clearly identify legal holidays during which construction noise is limited;
  - Allow the Building Commissioner to require noise monitoring and reporting as part of a noise mitigation plan and identify required elements of the mitigation plan;
  - Clarify that noise mitigation plans must be prepared by a credentialed noise mitigation consultant and provide conditions under which the Building Commissioner is authorized to require a noise mitigation plan;
  - Increase penalties;
  - Consolidate enforcement authority; and
- b. Delay the implementation of the gas-powered leaf blower prohibition for commercial landscapers by one year to March 15, 2026. § 80-4H(6); or

act in any other manner in relation thereto.

*(Inserted by the Select Board)*

DESCRIPTION: The Noise Bylaw Working Group was assembled to review the current noise control bylaw. This article addresses changes that will make the bylaw clearer for construction noise definition and to delay the leaf blower prohibition by a year.

### **ARTICLE 30 PROHIBITION OF SINGLE USE FOOD CONTAINERS (Citizen Petition)**

Prohibition of the following items

- Food establishments are not allowed to dispense prepared food or beverages to any person in single use food containers made from foam polystyrene.
- Food establishments are not allowed to dispense plastic stirrers.
- Retail establishments are not allowed to sell or distribute single use food containers made from foam polystyrene to customers.
- Retail establishments are not allowed to sell or distribute to customers any packing material that is made in whole or in part from foam polystyrene.

In addition

- Any helium balloons must be sold with weighted attachments designed to limit unintentional release.
- Retail establishments are not allowed to sell or distribute dishware and containers that are not reusable, compostable, or recyclable to consumers.
- Retail establishments are not allowed to sell or distribute packing materials that are not reusable, compostable, or recyclable to consumers.
- Food establishments are not allowed to dispense prepared food and beverages in dishware/containers larger than 4 ounces that are not reusable, compostable, or recyclable.
- Food establishments are not allowed to automatically provide single use accessories (including in takeout orders) whether orders are placed online, via phone, or in person. Single use accessories may be provided only upon request of the consumer. Single use accessories may not be prepackaged in sets. Food establishments may have single use accessories available at self-service stations.
- Full service food establishments can only use reusable food and beverage serveware for dine-in customers.
- Retail establishment are not allowed to sell single use water bottles

\*Note: Prohibited materials for dishware, containers, and packing include, but are not limited to, foam polystyrene, black plastic, and paper lined with petroleum-based plastic.

#### **Fines**

- Any food or retail establishment which violates any part of this ordinance will be subject to the following fine schedule:
- First offense: Warning

- Second offense: \$100.00 fine
- Third offense: \$200.00 fine
- Fourth and subsequent offenses: \$300.00 fine.
- Each day a violation occurs shall constitute a separate offense

*(Inserted by Thomas Wanderer and 9 or more registered voters)*

DESCRIPTION: In 2018, Town Meeting passed a ban on polystyrene food containers. This article expands upon that ban to include retail items and to establish fines for any food or retail establishment that violates this bylaw.

### **ARTICLE 31 PROHIBIT SINGLE-SERVE PLASTIC WATER BOTTLES (Citizen Petition)**

To see if the Town will vote to prohibit or restrict the sale of drinking water in single-serving plastic bottles in the Town; or take any other action in relation thereto.

*(Inserted by Thomas Wanderer and 9 or more registered voters)*

DESCRIPTION: In 2018, Town Meeting passed a ban on polystyrene food containers. This article expands upon that ban to include retail items and to establish fines for any food or retail establishment that violates this bylaw.

### **ARTICLE 32 OLD SPRING STREET NAME CHANGE**

To see if the Town will vote to formally change the name of Spring Street (aka Old Spring Street) from the intersection with Spring Street to the terminus of the roadway at the Cul-de-Sac to "Old Spring Street"; or act in any other manner in relation thereto.

*(Inserted by the Select Board )*

DESCRIPTION: Some residents at the dead end portion of Spring Street have voiced concerns over confusion caused by this street having a duplicate name to the street that it intersects with. There has been a request that the street be renamed to "Old Spring Street". Although the street sign identifies the street as Old Spring Street there is no record of the street name formally being changed This article would formally make the change which also officially changes the addresses of those that live on the street.

### **ARTICLE 33 AUTHORIZE THE SELECT BOARD TO SEEK AFFORDABLE HOUSING**

To see if the Town will vote to authorize the Select Board to sell, lease or otherwise dispose of Town-owned land described as parcel 68-44 located on Lowell Street near the northeast corner of North Street and Lowell Street for the purposes of developing affordable housing thereon, and to authorize the Select Board or its designee to enter into a Land Disposition Agreement and associated agreements in connection therewith; or to act in any other manner thereto.

*(Inserted by the Select Board at the request of the Affordable Housing Trust)*

DESCRIPTION: In 1978, the Select Board was authorized by Annual Town Meeting to accept land, including a parcel containing approximately 3.12 acres, as a gift of Route 3 surplus land from the Commonwealth of Massachusetts "for conservation, recreation and housing purposes" (Article 50, April 26, 1978 Annual Town Meeting. "Parcel 101" in Article 50 is parcel 68-44.) The Select Board unanimously voted on September 18, 2023 to support the AHT proceeding with investigating development of affordable housing on this parcel. This article would authorize the Board or its designee to offer the parcel for development by a private affordable housing entity subject to a land disposition agreement to be negotiated by the Board or its designee.

### **ARTICLE 34 AMEND GENERAL BYLAWS - TREE BYLAW - TREE PROTECTION PLAN**

To see if the Town will vote to amend Chapter 120 of the Code of the Town of Lexington, Trees, to require the participation of a certified arborist in the preparation of tree protection plans required under the bylaw, to set a minimum standard for the survival of retained trees, and to provide additional enforcement methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Tree Committee)*



DESCRIPTION: This amendment requires that a certified arborist provide a tree protection plan for protected trees that are not removed and for public trees in the right-of-way of a property under construction. It further requires that the certified arborist affirm that protections are correctly installed before site work begins, that trees survive for one year after construction.

### **ARTICLE 35 AMEND GENERAL BYLAWS - TREE BYLAW - REQUIRE MITIGATION PLANTING IN CERTAIN INSTANCES**

To see if the Town will vote to amend Chapter 120 of the Code of the Town of Lexington, Trees, to require planting of trees as part of mitigation for removal of trees and to set a minimum standard for the survival of newly planted trees; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Tree Committee)*

DESCRIPTION: This amendment would mandate tree planting when protected trees have been removed, with no option to pay a fee in lieu of replanting in certain circumstances.

### **ARTICLE 36 AMEND GENERAL BYLAWS - TREE BYLAW - EXEMPTIONS**

To see if the Town will vote to amend Chapter 120 of the Code of the Town of Lexington, Trees, to specify the requirements under which town boards, committees or officials may grant an exemption under the Tree Bylaw; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Tree Committee)*

DESCRIPTION: This amendment would further specify the requirements for exemption from the bylaw for hazardous trees and certain invasive tree species.

### **ARTICLE 37 IMPORTANCE OF TREES RESOLUTION (Citizen Petition)**

To see if the Town will adopt a resolution declaring the importance of trees to the town's sustainability, quality of life, and public health, and calling on the Town to use all appropriate measures to promote a robust tree canopy, in balance with other pressing public needs including housing and the production of solar energy, or act in any other manner in relation thereto.

*(Inserted by Charles Wyman and 9 or more registered voters)*

DESCRIPTION: This article seeks Town Meeting adoption of a resolution declaring that trees are vitally important to the current and future quality of life and health of those residing, working, and visiting in Lexington, and directing the Town to take appropriate steps to protect and expand the town's tree canopy

### **ARTICLE 38 AMEND REGULATION OF FOSSIL FUEL INFRASTRUCTURE BYLAW - MEET DEPARTMENT OF ENERGY RESOURCES (DOER) REQUESTED CHANGES**

To see if the Town will vote to make amendments to the Town's Regulation of Fossil Fuel Infrastructure (Chapter 106 of the Code of the Town of Lexington) recommended by the Massachusetts Department of Energy Resources' (DOER); or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

DESCRIPTION: The Town of Lexington submitted an application in August 2023 to DOER to be one of ten communities granted authority to regulate fossil fuels in new construction and major renovations. Upon review of Lexington's fossil fuel free bylaw, DOER recommended that the Town makes two amendments in order to better match the program guidelines and the bylaws/ordinances of other participating communities. The first change is to remove the existing exemption for indoor cooking and indoor fireplaces. The second change is to update the definition of "major renovation" to match the definition in the program regulations.

### **ARTICLE 39 HOME RULE PETITION TO ADJUST THE NUMBER OF ON-PREMISE WINE AND MALT ALCOHOL LICENSES**

To see if the Town will vote to authorize the Select Board to petition the General Court for Home Rule Legislation authorizing the Select Board, as the local licensing authority, to issue additional licenses for the sale of wine and malt beverages to be drunk on the premises; or act in any other manner in relation thereto.

*(Inserted by the Select Board )*

DESCRIPTION: This article would increase the number of on premises wine and beer licenses that the Select Board can currently issue based on the updated population numbers.

### **ARTICLE 40 INTEGRATED PEST MANAGEMENT RESOLUTION (Citizen Petition)**

To see if the Town will vote to adopt a resolution to encourage adoption of Integrated Pest Management (IPM) Policies for the Town that in part prohibits the use of certain rodenticides on Town properties, including second generation anticoagulant rodenticides (SGARs); provides for waivers; provides for educating the public about rodenticide hazards to human health and the ecosystem and IPM alternatives; and further establishes such definitions and provisions necessary to effectuate a policy to protect Lexington's citizens, children, wildlife, and ecosystem; or to act in any other manner in relation thereto.

*(Inserted by Marci Cemeshua and at least 9 other voters)*

DESCRIPTION: Many wild animals (and some domestic pets) are being poisoned by second generation anticoagulate rodenticides (SGARs) and this often leads to severe illness or death. This resolution would seek to have the town develop IPM policies that prohibit the use of SGARs, allows for waivers, and provides for public education on the dangers and alternatives to these poisons.

### **ARTICLE 41 MASSACHUSETTS BAY TRANSPORTATION AUTHORITY**

To see if the Town will vote to endorse a resolution calling for improvements to service provided to the Town of Lexington by the Massachusetts Bay Transportation Authority; or take any action related thereto.

*(Inserted by Select Board at the request of the Transportation Advisory Committee)*

DESCRIPTION: The purpose of this resolution is to appeal to the MBTA and its current service that runs through Lexington. and with the passage of Article 34 of the ATM 2023, the committee believes the MBTA needs to re-evaluate its service.

### **ARTICLE 42 DIGITAL PUBLICATION OF LEGAL NOTICES (Citizen Petition)**

To see if the Town will vote to authorize and request the Select Board to petition the Massachusetts General Court to allow the Town to satisfy requirements for legal notices set forth in the general laws by allowing the publication of notices on the Town's website and/or in a local digital newspaper, along with the option of continuing the current practice of publication in a newspaper of general circulation; or take any action relative thereto.

*(Inserted by Diane Pursley and 9 or more registered voters)*

DESCRIPTION: This article would authorize digital communications to satisfy legal requirements set forth in the general laws.

### **ARTICLE 43 VOTING RIGHTS 16 AND OLDER (Citizen Petition)**

To determine if the Town will authorize and request the Select Board to petition the General Court of the Commonwealth for Home Rule Legislation to allow any citizens in the Town of Lexington, notwithstanding the provisions of M.G.L. 51, Sections 1, and Section 47A, who have reached the age of 16 or older, to register and vote in municipal elections within the Town, or to take any action in relative thereto.

*(Inserted by Kunal Botla and 9 or more registered voters)*

DESCRIPTION: This article would authorize the Select Board to petition the General Court for Home Rule Legislation to allow any citizens in the Town of Lexington sixteen (16) or seventeen (17) years of age, and otherwise qualified to vote, the ability to vote in municipal elections.

**ARTICLE 44 AMEND GENERAL BYLAWS – CHAPTER 100 PUBLIC WAYS AND PLACES (Citizen Petition)**

To see if the Town will vote to amend Chapter 100-2 of the Code of the Town of Lexington, Use of streets, sidewalks and public places, by adding “skate boards and scooters” to Section D (1) after “bicycles”, or act in any other manner in relation thereto.

*(Inserted by Andrew Friedlich and 9 or more registered voters)*

DESCRIPTION: Given the danger to pedestrians posed by people riding their bicycles on the sidewalk in the center business district, bicycle riding has been banned there for years. With the proliferation of electric skate boards and scooters and the speed with which they have been riding through the center, this amendment will adequately adjust our bylaw.

**ARTICLE 45 INDIGENOUS PEOPLES DAY (Citizen Petition)**

That the town- adopt:

The second Monday of October shall henceforth be commemorated in Lexington as Indigenous Peoples Day, in honor of the resilience and contributions of Indigenous peoples in our Town, the Commonwealth of Massachusetts and our country.

*(Inserted by Frances Ludwig and 9 or more registered voters)*

DESCRIPTION: This article asks the Town to rename the second Monday of October to Indigenous Peoples Day.

**ARTICLE 46 ROYAL FAMILY INVITATION TO 250TH CELEBRATION**

To see if the Town will vote to adopt a resolution to invite selected members of the House of Windsor, the Royal Family of the United Kingdom, to attend the events commemorating the 250th Anniversary of the Battle of Lexington in 2025.

*(Inserted by the Select Board)*

DESCRIPTION: This article would formally invite the members of the House of Windsor, the Royal Family of the United Kingdom to attend events commemorating the 250th Anniversary of the Battle of Lexington.

**ZONING ARTICLES**

**ARTICLE 47 AMEND ZONING BYLAW - SIGNS**

To see if the Town will vote to amend Section 5.2 and Section 10.0 of the Zoning Bylaw to update regulations related to signs and add new definitions for certain types of signs; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Planning Board)*

DESCRIPTION: This article would amend the signage section of the Zoning Bylaw to comply with recent case law; increase the allowed number, location, and area for certain signs; allow additional types of signs; and streamline the sign approval process.

**ARTICLE 48 AMEND ZONING BYLAW - SHORT TERM RENTALS**

To see if the Town will vote to amend Section 6.10 of the Zoning Bylaw to modify regulations pertaining to short term rentals; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Planning Board)*

DESCRIPTION: This amendment would amend the Zoning Bylaw regulating short term rentals with modifications to limit a property to one listing, prohibit combination with rooming units, and limit the number of vehicles.

#### **ARTICLE 49 AMEND ZONING BYLAW - PERMITTED USES AND DEVELOPMENT STANDARDS**

To see if the Town will vote to amend Section 3.4 Table 1 (Table of Permitted Uses and Development Standards) and Section 10.0 (Definitions) of the Zoning Bylaw to modernize allowed uses and definitions for eating and drinking establishments; and permit additional uses in commercial zoning districts; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Planning Board)*

DESCRIPTION: This amendment would amend the Zoning Bylaw's Table of Permitted Uses with updated eating and drinking establishment uses, amend in which districts uses are allowed, and modify their definitions.

#### **ARTICLE 50 AMEND ZONING BYLAW - INCLUSIONARY HOUSING FOR VILLAGE AND MULTI-FAMILY OVERLAY DISTRICTS**

To see if the Town will vote to amend Section 7.5.12.1 of the Zoning Bylaw to require greater than 10% of a project's total dwelling units to be inclusionary units for developments in the Village and Multi-family Overlay Districts to comply with MBTA Communities; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the Request of the Planning Board)*

DESCRIPTION: This article would amend the inclusionary housing requirements to comply with revised guidance from the Executive Office of Housing and Livable Communities (EOHLC) under G.L. c. 40A, Section 3A.

#### **ARTICLE 51 AMEND ZONING BYLAW – MAXIMUM HEIGHT FOR VILLAGE OVERLAY DISTRICT**

To see if the Town will vote to amend Section 7.5.5.10.a of the Zoning Bylaw, Chapter 135 of the Code of Lexington, to base eligibility for the mixed-use height bonus in the Village Overlay (VO) District on the type of underlying district and the floor areas of uses across the entire development; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the Request of the Planning Board)*

DESCRIPTION: This article would change which mixed-use developments in the VO District are eligible for a 52' or 60' maximum height to be based on the type of underlying district (commercial or residential) and the proportion of uses across the entire development, rather than the street floor only and whether the uses are permitted in the underlying district.

#### **ARTICLE 52 AMEND ZONING BYLAW AND MAP - TECHNICAL CORRECTIONS**

To see if the Town will vote to approve certain amendments to the Zoning Bylaw and Zoning Map that are clerical in nature to correct any typographical errors, create consistency, or make other non-substantive changes; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Planning Board)*

DESCRIPTION: This article would not change the Zoning Bylaw or Zoning Map in any substantive way, but would correct typos, changes to section references for consistency, and correct any errors discovered during the public hearings for zoning amendments.

#### **ARTICLE 53 AMEND ZONING MAP - 507 BEDFORD STREET (Owner Petition)**

To see if the Town will vote to Amend the Zoning Map to add the property known as Assessor's Map 88, Lot 73C (507 Bedford Street) as shown on the map on file with the Town Clerk to the Village and Multi-family Overlay (MFO) District; or act in any other manner in relation thereto.

*(Inserted by Annol Wassan, land owner)*



DESCRIPTION: This article would add the property located at 507 Bedford Street to the Bedford Street North Village and Multi-Family Overlay Zoning District which is described in Section 7.5 of the Zoning Bylaw.

**ARTICLE 54 AMEND ZONING MAP- 509 BEDFORD STREET (Owner Petition)**

To see if the Town will vote to Amend the Zoning Map to add the property known as Map 88, Lot 73B (509 Bedford Street) as shown on the map on file with the Town Clerk to the Village and Multi-Family Overlay (MFO) District; or act in any other manner in relation thereto.

*(Inserted by Paul Rossi, land owner)*

DESCRIPTION: This article would add the property located at 509 Bedford Street to the Bedford Street North Village and Multi-Family Overlay Zoning District which is described in Section 7.5 of the Zoning Bylaw.

And you are directed to serve this warrant not less than 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 2024.

Joseph N. Pato, Chair	Select Board
Suzanne E. Barry	
Douglas M. Lucente,	of
Jill I. Hai	
Mark D. Sandeen	Lexington

A true copy, Attest:  
Constable of Lexington

## TOWN MEETING MEMBERS AS OF JANUARY 18, 2024

For most current list, go to: <https://www.lexingtonma.gov/624/Elected-Town-State-Officials>

### **AT LARGE MEMBERS**

Michael J. Barrett, 7 Augustus Rd.  
Suzanne E. Barry, 159 Burlington St.  
Deborah J. Brown, 47 Robinson Rd.  
Michelle Ciccolo, 50 Shade St.  
Jill I. Hai, 6 Highland Ave.

Douglas M. Lucente, 17 Vine Brook Rd.  
Joseph N. Pato, 900 Massachusetts Ave.  
Mark Sandeen, 10 Brent Rd.

### **Precinct 1**

#### **Term Expires 2024**

Sandhya Beebee, 10 Page Rd.  
Robert William Cunha, 10 Stevens Rd.  
Jeffrey Paul Fennelly, 905 Massachusetts Ave.  
Tanya J. Gisolfi-McCready, 22 Cliffe Ave.  
Yifang Gong, 23 Rawson Ave.  
Janet M. Kern, 72 Lowell St.  
Carol Jeanne Sampson, 8 Brandon St.  
Judith Liskov Zabin, 1 Page Rd.

#### **Term Expires 2025**

Lois Angelo, 11 Spencer St.  
Larry D. Freeman, 218 Lowell St.  
Stephanie Hayes Hsu, 9 Locke Ln.  
Eric Jay Michelson, 45 Circle Rd.  
Valerie Gale Overton, 25 Emerson Gdns  
Katherine E. Reynolds, 114 Lowell St.

#### **Term Expires 2026**

John C. Bartenstein, 46 Sanderson Rd.  
James C. Luker, 26 Rindge Ave.  
Noah Samuel Michelson, 45 Circle Rd.  
Margaret Muckenhoupt, 19 Whipple Rd.  
John F. Rossi, 40 Arcola St.  
Bella D. Tsvetkova, 42 Lowell St.  
Albert Paul Zabin, 1 Page Rd.

### **Precinct 2**

#### **Term Expires 2024**

Marian A.O. Cohen, 8 Plymouth Rd.  
Barbara Katzenberg, 37 Moon Hill Rd.  
Peter B. Lee, 770 Waltham St.  
Syed Ali Rizvi, 237 Worthen Rd. E  
Kenneth J. Shine, 7 Ellis St.  
Rita Vachani, 75 Blossomcrest Rd.  
Amy Karen Weinstock, 33 Dawes Rd.

#### **Term Expires 2025**

Matthew Cohen, 29 Tower Rd.  
Matthew P. Daggett, 11 White Pine Ln.  
Rita B. Goldberg, 10 Independence Ave.  
Ajay T. Joseph, 46 Golden Ave.  
Ricki Pappo, 16 Blossomcrest Rd.  
Emilie Rinard Webster, 7 Lexington Ave.  
Betsey Weiss, 8 Dover Ln.

#### **Term Expires 2026**

Avram S. Baskin, 43 Carville Ave.  
Sarah S. Daggett, 11 White Pine Ln.  
Carolyn M. Goldstein, 10 Peacock Farm Rd.  
Jeffrey C. Howry, 5 Bennett Ave.

Mark Allan Manasas, 6 Bennett Ave.  
Jonathan E. Suber, 56 Taft Ave.  
Laura W. Swain, 29 Locust Ave.  
\*Charles Hornig, 18 Bacon St  
\*Sean D. Osborne, 822 Massachusetts Ave.

### **Precinct 3**

#### **Term Expires 2024**

Joshua F. Apgar, 31 Barberry Rd.  
Delanot Bastien, 2002 Main Campus Dr.  
Edward F. Dolan, 66 Potter Pond  
Michael J. Martignetti, 37 Barberry Rd.  
Ipek Ozer-Stillman, 6 Stonewall Rd.  
Letha MS Prestbo, 470 Concord Ave.  
Robert Rotberg, 14 Barberry Rd.  
Michael J. Schanbacher, 516 Concord Ave.  
Prashant Singh, 65 Munroe Rd.

#### **Term Expires 2025**

Courtney McCollum Apgar, 31 Barberry Rd.  
Sallye F. Bleiberg, 960 Waltham St. #170  
Christopher B. Buenrostro, 59 Potter Pond  
Jeanne K. Krieger, 44 Webster Rd.  
Glenn Parker, 186 Spring St.  
Franklin E. Smith, 7 Potter Pond

#### **Term Expires 2026**

Bronte M. Abraham, 22 Hudson Rd.  
Cynthia E. Arens, 7 Kitson Park Dr.  
Norman Paul Cohen, 1010 Waltham St. #291  
Steven Philip Heinrich, 11 Potter Pond  
Henry S. Lau, 3215 Main Campus Dr.  
Stanley Yap, 30 April Ln.  
\*Sudhir K. Jain, 3 Benjamin Rd.

### **Precinct 4**

#### **Term Expires 2024**

Laura Champneys Atlee, 6 Rowland Ave.  
Gloria J. Bloom, 17 Loring Rd.  
Robert N. Cohen, 10 Grassland St.  
Eileen S. Jay, 191 Waltham St.  
Charles W. Lamb, 55 Baskin Rd.  
Kathleen M. Lenihan, 60 Bloomfield St.  
Jennifer Richlin, 36 Sherburne Rd.

#### **Term Expires 2025**

Nyles Nathan Barnert, 142 Worthen Rd.  
Linda Boardman Liu, 18 Belfry Ter.  
Lawrence Chan, 10 Hilltop Ave.  
Wendy Manz, 3 Captain Parker Arms, #24  
Gerald Paul, 43 Highland Ave.  
Kathryn A. Roy, 382 Marrett Rd.  
Sandra J. Shaw, 51 Wachusett Dr.

#### **Term Expires 2026**

Alessandro Alessandrini, 32 Slocum Rd. Michael  
P. Boudett, 39 Prospect Hill Rd.  
Kathryn Rivard Colburn, 49 Forest St.  
Katie Ponty Cutler, 115 Kendall Rd.  
Heather Lynn Hartshorn, 62 Farmcrest Rd.  
Nancy Ann Shepard, 2 Baskin Rd.  
Ruth S. Thomas, 10 Parker St.  
\*Kunal P. Botla, 40 Grapevine Ave.  
\*Sreenivasa Rao Chippada, 109 Kendall Rd.

\* New Candidates for 2024 Annual Town Election  
† Moved/Resigned

\*James Cameron Eisenberg, 5 Malt Ln.

### **Precinct 5**

#### **Term Expires 2024**

Anil A. Ahuja, 7 Leonard Rd. Robert  
Balaban, 22 Leonard Rd.  
Sarah E. Higginbotham, 21 Byron Ave.  
Salvador Alexander Jaramillo, 425 Waltham St. #13  
Aneesha Karody, 38 Maple St. Rita  
Pandey, 102 Maple St.  
Marc A. Saint Louis, 5 Brookwood Rd.

#### **Term Expires 2025**

Irene Margaret Dondley, 22 Leonard Rd.  
Marilyn M. Fenollosa, 10 Marshall Rd.  
Andrew Friedlich, 22 Young St.  
Jerold S. Michelson, 3 Clyde Pl.  
Melanie A. Thompson, 360 Lowell St.  
M. Masha Traber, 106 Maple St.  
John Zhiqiang Zhao, 10 Cooke Rd.

#### **Term Expires 2026**

Nancy Corcoran-Ronchetti, 340 Lowell St.  
Judith Ann Crocker, 5 Currier Ct.  
Anthony Grant Galaitis, 7 Burroughs Rd.  
Steven B. Kaufman, 116 East Emerson Rd.  
Pamela B. Lyons, 51 Grant St.  
Lin Xu, 117 Vine St.  
Lily Manhua Yan, 46 Courtyard Pl.  
\*Alex J. Tsouvalas, 77 Grant St

## TOWN MEETING MEMBERS AS OF JANUARY 18, 2024

For most current list, go to: <https://www.lexingtonma.gov/624/Elected-Town-State-Officials>

### **Precinct 6**

#### Term Expires 2024

Jodia L. Finnagan, 5 Keeler Farm Way  
Edmund C. Grant, 27 Grove St.  
Jyotsna Kakullavarapu, 5 Diamond Rd.  
Brian P. Kelley, 44 Grant St.  
Deepika Sawhney, 6 Porter Ln.  
Taylor Carroll Singh, 40 Hancock St. Vinita  
Verma, 3 Graham Rd.

#### Term Expires 2025

Sara Gurley Bothwell Allen, 158 Burlington St.  
Margaret L. Counts-Klebe, 8 Hancock Ave.  
Andrea J. Fribush, 61 East St.  
Frederic S. Johnson, 4 Stetson St.  
Dawn E. McKenna, 9 Hancock St.  
Deborah Cohen Strod, 10 Thoreau Rd.  
Eran Cohen Strod, 10 Thoreau Rd.

#### Term Expires 2026

Thomas C. Barry, 159 Burlington St.  
Jonathan Andrew Himmel, 66 Hancock St.  
Morton Gerald Kahan, 44 Hancock St.  
Innessa Anne Manning, 46 York St.  
Bridger E. McGaw, 89 Meriam St.  
Dinesh Patel, 22 Brent Rd.  
Ryan Samuel Wise, 8 Berwick Rd.  
\*Susan A. McLeish, 665 Lowell St #52

### **Precinct 7**

#### Term Expires 2024

Marsha Baker, 46 Burlington St.  
† Patricia Elen Costello, 9 Preston Rd.  
Philip K. Hamilton, 23 Fifer Ln.  
Stacey A. Hamilton, 25 Robinson Rd.  
David G. Kanter, 48 Fifer Ln.  
Ravish Kumar, 7 Calvin St.  
Benjamin Charles Lees, 57 Gleason Rd.  
Leonard J. Morse-Fortier, 20 Bernard St.  
Pamela C. Tames, 26 Bertwell Rd.

#### Term Expires 2025

Christian L. Boutwell, 22 Burlington St.  
Mary C. Burnell, 4 Eaton Rd.  
Robert Kevin Creech, 2 Grimes Rd.  
Mary Causey Hamilton, 23 Fifer Ln.  
Vikas Kinger, 13 Donald St.  
Robert D. Peters, 43 Fifer Ln.

#### Term Expires 2026

Sara Cuthbertson, 541 Bedford St.  
Harry Clarke Forsdick, 46 Burlington St.  
Pam Hoffman, 4 Rangeway  
Samita A. Mandelia, 59 Harding Rd.  
Raul Marques-Pascual, 4 John Benson Rd.  
Tina M. McBride, 45 Turning Mill Rd.  
Umesh Shelat, 34 James St.  
\*Meghana Khanolkar, 63 Winter St.

### **Precinct 8**

#### Term Expires 2024

Lin D. Jensen, 133 Reed St.  
Brielle Kissel Meade, 17 Manning St.  
James Arthur Osten, 8 Revere St.

Sanjay Padaki, 46 Ward St.  
Dahua Pan, 34 Balfour St.  
Jessie Steigerwald, 143 Cedar St.  
† Weidong Wang, 59 Reed St.

#### Term Expires 2025

Victoria C. Buckley, 18 Bates Rd.  
Margaret E. Coppe, 202 Katahdin Dr.  
Margaret S. Enders, 11 Kimball Rd.  
Alix O'Brien Fox, 5 Hillside Ter.  
Betty J. Gau, 64 Ward St.  
Alan Mayer Levine, 54 Reed St.  
Sudhir Ranjan, 155 Reed St.

#### Term Expires 2026

Robert M. Avallone, 21 Constitution Rd.  
Lauren Deems Black, 143 Bedford St.  
Shailesh Chandra, 10 Childs Rd.  
Gang Chen, 24 Bellflower St.  
Thomas R. Diaz, 13 Lois Ln.  
Robin L. Lovett, 18 Bates Rd.  
Andrei Radulescu-Banu, 86 Cedar St.  
\*Heidi Pasternak Burkholder, 51 Ward St.

### **Precinct 9**

#### Term Expires 2024

Hemaben P. Bhatt, 8 Jean Rd.  
Scott A. Bokun, 15 Middleby Rd.  
Richard L. Canale, 29 Shade St.  
Mollie K. Garberg, 16 Cary Ave.  
Kimberly Hensle-Lowrance, 23 Tufts Rd.  
Philip T. Jackson, 50 Shade St.  
Ethan Paul Kiczek, 26 Tufts Rd.  
Thomas R. Shipley, 18 Phinney Rd.

#### Term Expires 2025

Victoria Lawrence Blier, 41 Shade St.  
Scott Foster Burson, 5 Willard Cir.  
Rodney Cole, 80 School St.  
Diana J. Donovan, 112 Shade St.  
Thomas O. Fenn, 15 Shade St.  
Vineeta Kumar, 14 Munroe Rd.  
Janet M. Perry, 16 Ellison Rd.

#### Term Expires 2026

Shireen Ahmed, 393 Lincoln St.  
Mark Valerian Andersen, 2400 Massachusetts Ave.  
Todd O. Burger, 386 Lincoln St.  
Jeanne P. Canale, 29 Shade St.  
Suzanne D. Lau, 18 Phinney Rd.  
Lisah Susan Schmidt Rhodes, 482 Marrett Rd.  
\*Alicia M. Morris, 19 Welch Rd.

\* New Candidates for 2024 Annual Town Election  
† Moved/Resigned

Appendix A



***Town of Lexington***

**MODERATOR  
DEBORAH BROWN**

December 31, 2023

DELIVERED BY EMAIL

Dear Select Board Members,

Pursuant to Massachusetts Section 26 of Chapter 22 of the Acts of 2022, as amended by Section 47 of Chapter 2 of the Acts of 2023, I request approval to conduct the 2024 Annual Town Meeting as a hybrid meeting. I propose to use a combination of: (1) the Zoom videoconferencing platform, (2) the online voting tool developed by Select Board member Joe Pato, and (3) an online queuing function developed by Select Board member Joe Pato to facilitate the process of debate.

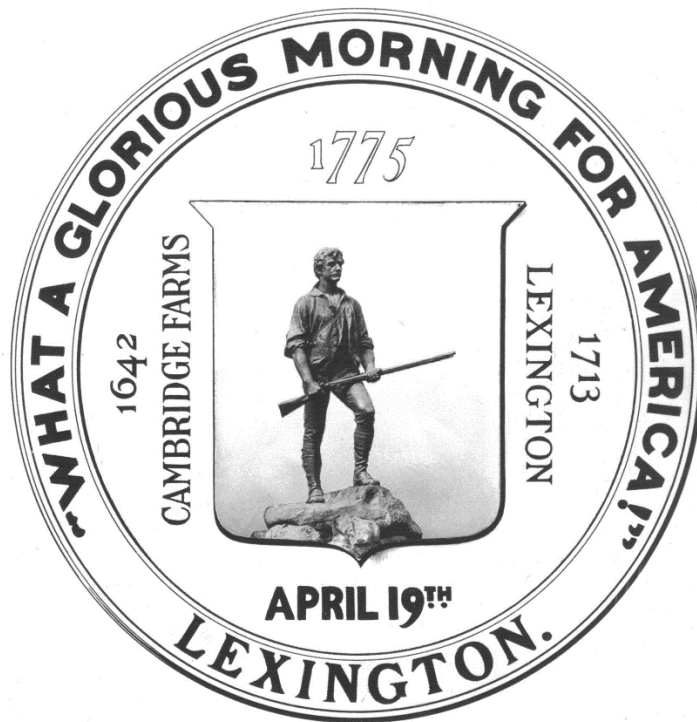
I certify that all components of the system described above have been fully tested and utilized successfully for prior Town Meetings, and I am satisfied that this system enables our meetings to be conducted in substantially the same manner whether a member is participating in person or remotely. I certify that the system for those opting for remote participation (i) allows the moderator, town meeting members, town officials and any other interested members of the public to identify and hear the moderator and each town meeting member who attends and participates in the remote meeting, as well as any other individuals who participate in the meeting; (ii) provides the ability to determine whether a quorum is present; (iii) allows participants to request recognition by the moderator and makes such requests visible to the meeting participants and the public; (iv) allows the moderator to determine when a town meeting member wishes to be recognized to speak, make a motion, or raise a point of order or personal privilege; (v) enables the moderator to recognize a town meeting member, town official or other individual and enable that person to speak; (vi) provides the ability to conduct a roll call or electronically recorded vote; (vii) allows any interested members of the public to access the meeting remotely through LexMedia for purposes of witnessing the deliberations and actions taken at the town meeting; (viii) allows members of the public to participate in debate in-person or through the submission of statements for or against a motion; and (ix) provides for the town meeting to be recorded and available for future viewing. I further confirm that I have consulted with Lexington's Commission on Disability regarding system accessibility.

Sincerely,

Deborah Brown  
Town Moderator  
617-512-7901



# Town of Lexington Annual Town Meeting 2024





*Town of Lexington, Massachusetts*  
Select Board

JOSEPH N. PATO, CHAIR  
SUZANNE E. BARRY  
DOUGLAS M. LUCENTE  
JILL I. HAI  
MARK D. SANDEEN

TEL: (781) 698-4580

FAX: (781) 863-9468

January 22, 2024

To the Residents of Lexington:

This warrant document provides notification of the 2024 Annual Town Meeting and advises residents of the various issues being considered at the meetings. Only Articles listed in this warrant may be discussed. The purpose of the Warrant is to inform citizens of the issues to be discussed and does not provide for detailed information about the Articles.

Articles for the Annual Town Meeting are grouped in three categories: Financial, General and Zoning. Descriptions are provided in an attempt to make the Warrant useful and understandable.

The most important votes that take place at the Annual Town Meeting are related to the budget. We urge citizens to read the budget, understand it, and help us find a way to foster excellence within the community. The Town website, <http://www.lexingtonma.gov/town-meeting>, includes the most recent version of the FY2025 Budget and other financial Articles as well as other relevant information for each Article.

Between now and Town Meeting there will be multiple meetings to develop a comprehensive recommended budget for FY2025. That budget will be delivered to all Town Meeting Members prior to the consideration of any financial articles by Town Meeting.

SELECT BOARD

Joseph N. Pato, Chair  
Suzanne E. Barry  
Douglas M. Lucente  
Jill I. Hai  
Mark D. Sandeen

**WARRANT**  
**2024 ANNUAL TOWN MEETING**  
**Detailed information on these Town Meeting Warrant Articles and other updated information**  
**can be found at <https://www.lexingtonma.gov/town-meeting>**

**TABLE OF CONTENTS**

	SELECT BOARD MESSAGE.....	
ARTICLE 1	NOTICE OF ELECTION .....	3
ARTICLE 2	ELECTION OF DEPUTY MODERATOR AND REPORTS OF TOWN BOARDS, OFFICERS AND COMMITTEES.....	4
ARTICLE 3	APPOINTMENTS TO CARY LECTURE SERIES.....	4
	<u>FINANCIAL ARTICLES</u> .....	5
ARTICLE 4	APPROPRIATE FY2025 OPERATING BUDGET .....	5
ARTICLE 5	APPROPRIATE FY2025 ENTERPRISE FUNDS BUDGETS.....	5
ARTICLE 6	APPROPRIATE FOR SENIOR SERVICES PROGRAM .....	6
ARTICLE 7	SUSTAINABLE CAPITAL PROJECTS.....	6
ARTICLE 8	ACCEPT TUCKER AVE (Westernmost portion) .....	6
ARTICLE 9	ESTABLISH AND CONTINUE DEPARTMENTAL REVOLVING FUNDS.....	6
ARTICLE 10	APPROPRIATE FOR THE FY2025 COMMUNITY PRESERVATION COMMITTEE OPERATING BUDGET AND CPA PROJECTS .....	7
ARTICLE 11	APPROPRIATE FOR RECREATION CAPITAL PROJECTS .....	8
ARTICLE 12	APPROPRIATE FOR MUNICIPAL CAPITAL PROJECTS AND EQUIPMENT .....	8
ARTICLE 13	APPROPRIATE FOR WATER SYSTEM IMPROVEMENTS.....	9
ARTICLE 14	APPROPRIATE FOR WASTEWATER SYSTEM IMPROVEMENTS .....	9
ARTICLE 15	APPROPRIATE FOR SCHOOL CAPITAL PROJECTS AND EQUIPMENT.....	10
ARTICLE 16	APPROPRIATE FOR PUBLIC FACILITIES CAPITAL PROJECTS.....	10
ARTICLE 17	APPROPRIATE TO POST EMPLOYMENT INSURANCE LIABILITY FUND .....	10
ARTICLE 18	RESCIND PRIOR BORROWING AUTHORIZATIONS .....	10
ARTICLE 19	ESTABLISH, AMEND, DISSOLVE AND APPROPRIATE TO AND FROM SPECIFIED STABILIZATION FUNDS.....	11
ARTICLE 20	APPROPRIATE FOR PRIOR YEARS' UNPAID BILLS.....	11
ARTICLE 21	AMEND FY2024 OPERATING, ENTERPRISE AND CPA BUDGETS.....	11
ARTICLE 22	APPROPRIATE FOR AUTHORIZED CAPITAL IMPROVEMENTS .....	11
ARTICLE 23	APPROPRIATE OPIOID SETTLEMENT .....	12
ARTICLE 24	APPROPRIATE FUNDING FOR SEMIQUINCENTENNIAL COMMISSION .....	12
ARTICLE 25	PINE MEADOWS CLUBHOUSE RENOVATION .....	12
ARTICLE 26	APPROPRIATE FOR DESIGN FUNDS FOR LEXINGTON HIGH SCHOOL CONSTRUCTION PROJECT .....	13
ARTICLE 27	APPROPRIATE FOR RENOVATION OF 173 BEDFORD STREET.....	13
	<u>GENERAL ARTICLES</u> .....	13
ARTICLE 28	SELECT BOARD TO ACCEPT EASEMENTS .....	13

ARTICLE 29	AMEND THE GENERAL BYLAW - NOISE CONTROL .....	13
ARTICLE 30	PROHIBITION OF SINGLE USE FOOD CONTAINERS (Citizen Petition) .....	14
ARTICLE 31	PROHIBIT SINGLE-SERVE PLASTIC WATER BOTTLES (Citizen Petition).....	15
ARTICLE 32	OLD SPRING STREET NAME CHANGE .....	15
ARTICLE 33	AUTHORIZE THE SELECT BOARD TO SEEK AFFORDABLE HOUSING.....	15
ARTICLE 34	AMEND GENERAL BYLAWS - TREE BYLAW - TREE PROTECTION PLAN .....	16
ARTICLE 35	AMEND GENERAL BYLAWS - TREE BYLAW - REQUIRE MITIGATION PLANTING IN CERTAIN INSTANCES .....	16
ARTICLE 36	AMEND GENERAL BYLAWS - TREE BYLAW - EXEMPTIONS .....	16
ARTICLE 37	IMPORTANCE OF TREES RESOLUTION (Citizen Petition).....	16
ARTICLE 38	AMEND REGULATION OF FOSSIL FUEL INFRASTRUCTURE BYLAW - MEET DEPARTMENT OF ENERGY RESOURCES (DOER) REQUESTED CHANGES.....	16
ARTICLE 39	HOME RULE PETITION TO ADJUST THE NUMBER OF ON-PREMISE WINE AND MALT ALCOHOL LICENSES .....	17
ARTICLE 40	INTEGRATED PEST MANAGEMENT RESOLUTION (Citizen Petition).....	17
ARTICLE 41	MASSACHUSETTS BAY TRANSPORTATION AUTHORITY .....	17
ARTICLE 42	DIGITAL PUBLICATION OF LEGAL NOTICES (Citizen Petition) .....	17
ARTICLE 43	VOTING RIGHTS 16 AND OLDER (Citizen Petition) .....	17
ARTICLE 44	AMEND GENERAL BYLAWS – CHAPTER 100 PUBLIC WAYS AND PLACES (Citizen Petition) .....	18
ARTICLE 45	INDIGENOUS PEOPLES DAY (Citizen Petition) .....	18
ARTICLE 46	ROYAL FAMILY INVITATION TO 250TH CELEBRATION .....	18
	<u>ZONING ARTICLES</u> .....	18
ARTICLE 47	AMEND ZONING BYLAW - SIGNS .....	18
ARTICLE 48	AMEND ZONING BYLAW - SHORT TERM RENTALS .....	18
ARTICLE 49	AMEND ZONING BYLAW - PERMITTED USES AND DEVELOPMENT STANDARDS .....	19
ARTICLE 50	AMEND ZONING BYLAW - INCLUSIONARY HOUSING FOR VILLAGE AND MULTI-FAMILY OVERLAY DISTRICTS .....	19
ARTICLE 51	AMEND ZONING BYLAW – MAXIMUM HEIGHT FOR VILLAGE OVERLAY DISTRICT .....	19
ARTICLE 52	AMEND ZONING BYLAW AND MAP - TECHNICAL CORRECTIONS .....	19
ARTICLE 53	AMEND ZONING MAP - 507 BEDFORD STREET (Owner Petition).....	19
ARTICLE 54	AMEND ZONING MAP- 509 BEDFORD STREET (Owner Petition).....	20
	TOWN MEETING MEMBER LISTING .....	



**TOWN OF LEXINGTON WARRANT  
ANNUAL TOWN MEETING 2024**

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.

<b>PRECINCT ONE</b>	<b>SCHOOL ADMINISTRATION BUILDING</b>
<b>PRECINCT TWO</b>	<b>BOWMAN SCHOOL</b>
<b>PRECINCT THREE</b>	<b>LEXINGTON COMMUNITY CENTER</b>
<b>PRECINCT FOUR</b>	<b>CARY MEMORIAL BUILDING</b>
<b>PRECINCT FIVE</b>	<b>SCHOOL ADMINISTRATION BUILDING</b>
<b>PRECINCT SIX</b>	<b>CARY MEMORIAL BUILDING</b>
<b>PRECINCT SEVEN</b>	<b>LEXINGTON COMMUNITY CENTER</b>
<b>PRECINCT EIGHT</b>	<b>SAMUEL HADLEY PUBLIC SERVICES BUILDING</b>
<b>PRECINCT NINE</b>	<b>LEXINGTON COMMUNITY CENTER</b>

**On Tuesday, the Fifth Day of March, 2024**

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

**ARTICLE 1 NOTICE OF ELECTION**

One Select Board member; for a term of three years;

One Moderator for a term of one year;

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

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

One Lexington Housing Authority Member, for a term of five years.

Eight Town Meeting Members in Precinct One, 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 for a seat ending in 2025;

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

Nine Town Meeting Members in Precinct Three, 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 for a seat ending in 2026; and the one receiving the next highest number of votes to fill an unexpired term for a seat ending in 2025;

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

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

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 for a seat ending in 2025;

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

Eight Town Meeting Members in Precinct Nine, 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 for a seat ending in 2026.

You are also to notify the inhabitants aforesaid to meet at the Margery Milne Battin Hall in the Cary Memorial Building, 1605 Massachusetts Avenue, Lexington or by means of the audio/video conferencing platform described more particularly below

**on Monday, the eighteenth day of March, 2024 at 7:30 p.m.**

at which time and place the following articles are to be acted upon and determined exclusively by the Town Meeting Members in accordance with Chapter 215 of the Acts of 1929, as amended, and subject to the referendum provided for by Section eight of said Chapter, as amended.

Pursuant to Chapter 92 of the Acts of 2020, as amended, including without limitation by Chapter 2 of the Acts of 2023, the Town Meeting shall be held through a hybrid of in person meeting and remote participation by the means requested by the Moderator as follows:

Town Meeting members will either attend the meeting in person at Margery Milne Battin Hall, or via remote participation. The meeting will be facilitated by use of: (1) the Zoom videoconferencing platform, (2) the online voting tool developed by Select Board member Joe Pato and (3) an online queuing function developed by Select Board member Joe Pato to facilitate debate. Other Town residents who wish to follow the proceedings may do so by attending the meeting in person in the areas reserved for non-Town Meeting Members, or via LexMedia at <https://www.youtube.com/user/LexMediaMATV>. Other residents who wish to participate in the Meeting may email the Town Clerk's Office at [clerk@lexingtonma.gov](mailto:clerk@lexingtonma.gov) and by completing the online form at <http://www.lexingtonma.gov/town-meeting>.

For more information, please see the Moderator's letter dated December 31, 2023 to the Select Board attached to this warrant as Appendix A.

## **ARTICLE 2 ELECTION OF DEPUTY MODERATOR AND REPORTS OF TOWN BOARDS, OFFICERS AND COMMITTEES**

To see if the Town will vote to approve the Deputy Moderator nominated by the Moderator; receive the reports of any Board or Town Officer or of any Committee of the Town; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

DESCRIPTION: This article remains open throughout Town Meeting and reports may be presented at any Town Meeting session by boards, officers, or committees. In addition, the Town will consider the approval of the nomination of a Deputy Moderator as authorized under Section 118-11 of the Code of the Town of Lexington.

## **ARTICLE 3 APPOINTMENTS TO CARY LECTURE SERIES**

To see if the Town will authorize the appointment of the committee on lectures under the wills of Eliza Cary Farnham and Susanna E. Cary; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

DESCRIPTION: This is an annual article that provides for the appointment of citizens to the Cary Lecture Series by the Moderator.

## **FINANCIAL ARTICLES**

### **ARTICLE 4 APPROPRIATE FY2025 OPERATING BUDGET**

To see if the Town will vote to make appropriations for expenditures by departments, officers, boards and committees of the Town for the ensuing fiscal year and determine whether the money shall be provided by the tax levy, by transfer from available funds, by transfer from enterprise funds, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: See the most recent version of the FY2025 budget proposals posted at <http://lexingtonma.gov/budget>.

DESCRIPTION: This article requests funds for the FY2025 (July 1, 2024 - June 30, 2025) operating budget. The operating budget includes the school and municipal budgets. The operating budget includes requests for funds to provide prospective salary increases for employees, including salaries to be negotiated through collective bargaining negotiations. The budget also includes certain shared expenses.

### **ARTICLE 5 APPROPRIATE FY2025 ENTERPRISE FUNDS BUDGETS**

To see if the Town will vote to appropriate a sum of money to fund the operations of the DPW Water and Wastewater Divisions and the Department of Recreation and Community Programs; determine whether the money shall be provided by the estimated income to be derived in FY2025 from the operations of the related enterprise, by the tax levy, by transfer from available funds, including the retained earnings of the relevant enterprise fund, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

#### **FUNDS REQUESTED:**

<b>ENTERPRISE FUND</b>	<b>FY2023 Appropriated</b>	<b>FY2024 Appropriated</b>	<b>FY2025 Requested</b>
<b>a) Water</b>			
Personal Services	\$769,073	\$892,639	\$923,470
Expenses	\$454,419	\$577,500	\$614,400
Debt Service	\$1,195,179	\$2,375,661	\$1,325,768
MWRA Assessment	\$8,493,467	\$9,342,814	\$10,277,096
<b>Total Water Enterprise Fund</b>	<b>\$10,912,138</b>	<b>\$13,188,614</b>	<b>\$13,140,734</b>
<b>b) Wastewater</b>			
Personal Services	\$348,279	\$421,922	\$422,910
Expenses	\$335,965	\$517,400	\$536,400
Debt Service	\$1,561,467	\$1,406,381	\$1,449,549
MWRA Assessment	\$8,432,789	\$9,349,530	\$10,284,483
<b>Total Water Enterprise Fund</b>	<b>\$10,678,500</b>	<b>\$11,695,233</b>	<b>\$12,693,342</b>
<b>c) Recreation and Community Programs</b>			
Personal Services	\$1,449,636	\$1,682,935	\$1,789,916
Expenses	\$1,318,614	\$1,588,814	\$1,579,751
<b>Total Recreation and Community Programs Enterprise Fund</b>	<b>\$2,768,250</b>	<b>\$3,271,749</b>	<b>\$3,369,667</b>

DESCRIPTION: Under Massachusetts General Laws Chapter 44, Section 53F½, towns may establish Enterprise Funds for a utility, health care, recreation or transportation operation, with the operation to receive related revenue

and receipts and pay expenses of such operation. This article provides for the appropriation to and expenditure from three enterprise funds previously established by the Town. The Recreation and Community Programs Fund includes the operations and programs for the Community Center.

#### **ARTICLE 6 APPROPRIATE FOR SENIOR SERVICES PROGRAM**

To see if the Town will vote to appropriate a sum of money for the purpose of conducting a Senior Services Tax Relief Program, to be spent under the direction of the Town Manager; to authorize the Select Board to establish and amend rules and regulations for the conduct of the program, and determine whether the money shall be provided by the tax levy, by transfer from available funds or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$15,000

DESCRIPTION: In FY2007, the Town established a Senior Services Tax Relief Program that provides more flexibility than the State program in assisting low-income seniors and disabled residents in reducing their property tax bills. This article requests funds to continue the program.

#### **ARTICLE 7 SUSTAINABLE CAPITAL PROJECTS**

To see if the Town will vote to appropriate a sum of money for sustainable capital projects including electric vehicle charging equipment and related infrastructure improvements; the study, design, purchase and installation of solar collector, canopy, rooftop or other solar energy collection systems, including battery storage and any costs incidental or related thereto; and determine whether the money shall be provided by the tax levy, by transfer from available funds, by borrowing, or by any combination of these methods; and further to determine whether the Town will authorize the Select Board to apply for, accept, and expend in anticipation of federal and state aid for such sustainable projects, or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$65,000

DESCRIPTION: This article requests funds for sustainable capital projects which may include the purchase and installation of electric vehicle chargers in municipal and public parking lots, the study, design and construction of rooftop solar or solar canopies, including battery storage, and other projects intended to move the Town towards achieving its sustainability goals. For a description of the proposed sustainability projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

#### **ARTICLE 8 ACCEPT TUCKER AVE (Westernmost portion)**

To see if the Town will vote to establish as a Town way and accept the layout of as a Town way Tucker Ave from Carville Avenue a distance of 300 feet, more or less, to the accepted portion of Tucker Avenue, as laid out by the Select Board, and to take by eminent domain, purchase or otherwise acquire any fee, easement, or other interest in land necessary therefor; and raise and appropriate money for the construction of said street and for land acquisition; determine whether the money shall be provided in the tax levy, by transfer from available funds, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$30,000

DESCRIPTION: This article has been requested by residents of Tucker Ave to have the street brought up to Town standards and accepted by the Town. The total cost of bringing the street up to Town standards will be borne by the residents through the assessment of betterments.

#### **ARTICLE 9 ESTABLISH AND CONTINUE DEPARTMENTAL REVOLVING FUNDS**

To see if the Town will vote, pursuant to the Massachusetts General Laws Chapter 44, Section 53E½ and Chapter 110 of the Code of the Town of Lexington, to continue existing revolving funds; to amend said Chapter 110 to

establish new revolving funds; to determine whether the maximum amounts that may be expended from such new and existing revolving fund accounts in FY2025 shall be the following amounts or any other amounts; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

**FUNDS REQUESTED:**

<b>Program or Purpose for Revolving Funds</b>	<b>FY2025 Authorization</b>
School Bus Transportation	\$1,150,000
Building Rental Revolving Fund	\$632,000
Regional Cache - Hartwell Avenue	\$0
Lexington Tree Fund	\$120,000
DPW Burial Containers	\$60,000
DPW Compost Operations	\$859,000
Minuteman Household Hazardous Waste Program	\$250,000
Senior Services	\$75,000
Residential Engineering Review	\$57,600
Health Programs	\$110,000
Lab Animal Permits	\$40,000
Tourism Revolving Fund	\$558,000
Refuse and Recycling Collection	\$0

DESCRIPTION: The amount that may be spent from a revolving fund established under Massachusetts General Laws Chapter 44, Section 53E½ must be approved annually by Town Meeting. The Funds are credited with the receipts received in connection with the programs supported by such funds, and expenditures may be made from the revolving fund without further appropriation.

**ARTICLE 10 APPROPRIATE FOR THE FY2025 COMMUNITY PRESERVATION COMMITTEE  
OPERATING BUDGET AND CPA PROJECTS**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY2025 Community Preservation budget and, pursuant to the recommendations of the Community Preservation Committee, to appropriate from the Community Preservation Fund, or to reserve amounts in the Community Preservation Fund for future appropriations; for the debt service on previously authorized financing; for the administrative expenses of the Community Preservation Committee for FY2025; for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space and community housing that is acquired or created with moneys from the Community Preservation Fund; to appropriate funds for such projects and determine whether the money shall be provided by the tax levy, or from estimated Community Preservation Act surcharges and the state match for the upcoming fiscal year, by transfer from available funds, including enterprise funds, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Community Preservation Committee)*



**FUNDS REQUESTED:**

- a. Cary Memorial Library Renovation – \$4,000,000
- b. Archives and Records Management – \$20,000
- c. Park Improvements – Athletic Fields – Bowman School – \$545,000
- d. Lincoln Park Fitness Stations Equipment – \$160,000
- e. Park Improvements – Hard Court Surfaces – Valley Rd – \$492,000
- f. Lincoln Park Field Improvements – \$1,145,000
- g. LexHAB Support, Restoration, Preservation, and Decarbonization – \$482,365
- h. Lexington Housing Authority Exterior Preservation – \$100,000
- i. Affordable Housing Trust Funding – \$3,200,000
- j. Projected Debt Service – \$681,200
- k. Administrative Budget – \$150,000

**DESCRIPTION:** This article requests that Community Preservation funds and other funds, as necessary, be appropriated for the projects recommended by the Community Preservation Committee and for administrative costs. The total project cost for the Cary Memorial Library Renovation is \$5,500,000, of which \$1,500,000 has been committed by the Cary Memorial Library Trust, and the remaining \$4,000,000 appropriation is requested in this article.

**ARTICLE 11 APPROPRIATE FOR RECREATION CAPITAL PROJECTS**

To see if the Town will vote to appropriate a sum of money for recreation-related capital projects and equipment; and determine whether the money shall be provided by the tax levy, by transfer from available funds, including the Recreation and Community Programs Enterprise Fund, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Recreation Committee)*

**FUNDS REQUESTED:** \$110,000

**DESCRIPTION:** For a description of the proposed projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

**ARTICLE 12 APPROPRIATE FOR MUNICIPAL CAPITAL PROJECTS AND EQUIPMENT**

To see if the Town will vote to appropriate a sum of money for the following capital projects and equipment:

- a) Transportation Mitigation;
- b) Heavy Vehicle Extrication Equipment;
- c) Ambulance Replacement;
- d) Equipment Replacement;
- e) Sidewalk Improvements;
- f) Hydrant Replacement;
- g) Townwide Signalization Improvements;
- h) Stormwater Management Program;
- i) Cemetery Columbarium - Design;
- j) Public Parking Lot Improvement Program;

- k) Network Core Equipment Replacement;
- l) Municipal Technology Improvement Program;
- m) Network Redundancy & Improvement Plan;
- n) Network Technology Improvements;
- o) Scanning - Electronic Document Management; and
- p) Election Equipment Upgrade;

and authorize the Select Board to take by eminent domain, purchase or otherwise acquire, any fee, easement or other interests in land necessary therefor; determine whether the money shall be provided by the tax levy, by transfer from available funds, including enterprise funds, by borrowing, or by any combination of these methods; determine if the Town will authorize the Select Board to apply for, accept, expend and borrow in anticipation of state aid for such capital improvements; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$10,253,686

DESCRIPTION: For a description of the proposed projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

### **ARTICLE 13 APPROPRIATE FOR WATER SYSTEM IMPROVEMENTS**

To see if the Town will vote to make water distribution system improvements, including the installation of new water mains and replacement or cleaning and lining of existing water mains and standpipes, the replacement or rehabilitation of water towers, engineering studies and the purchase and installation of equipment in connection therewith, in such accepted or unaccepted streets or other land as the Select Board may determine, subject to the assessment of betterments or otherwise; and to take by eminent domain, purchase or otherwise acquire any fee, easement or other interest in land necessary therefor; appropriate money for such improvements and land acquisition and determine whether the money shall be provided by the tax levy, water enterprise fund, by transfer from available funds, including any special water funds, or by borrowing, or by any combination of these methods; to determine whether the Town will authorize the Select Board to apply for, accept, expend and borrow in anticipation of federal and state aid for such projects; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$2,288,900

DESCRIPTION: For a description of the proposed projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

### **ARTICLE 14 APPROPRIATE FOR WASTEWATER SYSTEM IMPROVEMENTS**

To see if the Town will vote to install and line sanitary sewer mains and sewerage systems and replacements and upgrades to pump stations thereof, including engineering studies and the purchase of equipment in connection therewith; in such accepted or unaccepted streets or other land as the Select Board may determine, subject to the assessment of betterments or otherwise, in accordance with Chapter 504 of the Acts of 1897, and acts in addition thereto and in amendment thereof, or otherwise; and to take by eminent domain, purchase or otherwise acquire any fee, easement or other interest in land necessary therefor; appropriate money for such installation and land acquisition and determine whether the money shall be provided by the tax levy, the wastewater enterprise fund, by transfer from available funds, including any special wastewater funds, by borrowing, or by any combination of these methods; to determine whether the Town will authorize the Select Board to apply for, accept, expend and borrow in anticipation of federal and state aid for such wastewater projects; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$1,111,210

DESCRIPTION: For a description of the proposed projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

#### **ARTICLE 15 APPROPRIATE FOR SCHOOL CAPITAL PROJECTS AND EQUIPMENT**

To see if the Town will vote to appropriate a sum of money to maintain and upgrade the schools' technology systems and equipment; determine whether the money shall be provided by the tax levy, by transfer from available funds, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the School Committee)*

FUNDS REQUESTED: \$1,323,050

DESCRIPTION: For a description of the proposed projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

#### **ARTICLE 16 APPROPRIATE FOR PUBLIC FACILITIES CAPITAL PROJECTS**

To see if the Town will vote to appropriate a sum of money for capital improvements and renovations, including new construction to public facilities for:

- a) Public Facilities Bid Documents;
- b) Public Facilities Interior Finishes;
- c) School Paving and Sidewalks; and
- d) Public Facilities Mechanical/Electrical/Plumbing Replacements;

and determine whether the money shall be provided by the tax levy, by transfer from available funds, including enterprise funds, by borrowing, or by any combination of these methods; to determine if the Town will authorize the Select Board to apply for, accept, expend and borrow in anticipation of state aid for such capital improvements; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$4,855,000

DESCRIPTION: For a description of the proposed projects, see Section XI: Capital Investment section of the FY2025 budget. The most recent version of the capital section can be found at <http://www.lexingtonma.gov/fy25capital>.

#### **ARTICLE 17 APPROPRIATE TO POST EMPLOYMENT INSURANCE LIABILITY FUND**

To see if the Town will vote to appropriate a sum of money to the Town of Lexington Post Retirement Insurance Liability Fund, as established by Chapter 317 of the Acts of 2002; determine whether the money shall be provided by the tax levy, by transfer from available funds, including enterprise funds, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This article will allow the Town to continue to fund its liability for post-employment benefits for Town of Lexington retirees. Beginning with the FY2007 audit, the Town has been required to disclose this liability. Special legislation establishing a trust fund for this purpose was enacted in 2002.

#### **ARTICLE 18 RESCIND PRIOR BORROWING AUTHORIZATIONS**

To see if the Town will vote to rescind the unused borrowing authority voted under previous Town Meeting articles; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: State law requires that Town Meeting vote to rescind authorized and unissued debt that is no longer required for its intended purpose.

## **ARTICLE 19 ESTABLISH, AMEND, DISSOLVE AND APPROPRIATE TO AND FROM SPECIFIED STABILIZATION FUNDS**

To see if the Town will vote to create, amend, dissolve, rename or appropriate sums of money to and from Stabilization Funds in accordance with Massachusetts General Laws, Section 5B of Chapter 40, for the purposes of: (a) Section 135, Zoning By-Law; (b) Traffic Mitigation; (c) Transportation Demand Management/Public Transportation; (d) Special Education; (e) Center Improvement District; (f) Transportation Management Overlay District; (g) Capital; (h) Payment in Lieu of Parking; (i) Visitors Center Capital Stabilization Fund; (j) Affordable Housing Capital Stabilization Fund; (k) Water System Capital Stabilization Fund; and (l) Ambulance Stabilization Fund; determine whether such sums shall be provided by the tax levy, by transfer from available funds, from fees, charges or gifts or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This article proposes to establish, dissolve, and fund Stabilization Funds for specific purposes and to appropriate funds therefrom. Money in those funds may be invested and the interest may then become a part of the particular fund. These funds may later be appropriated for the fund's specific designated purpose by a majority vote of an Annual or Special Town Meeting.

## **ARTICLE 20 APPROPRIATE FOR PRIOR YEARS' UNPAID BILLS**

To see if the Town will vote to raise and appropriate money to pay any unpaid bills rendered to the Town for prior years; to determine whether the money shall be provided by the tax levy, by transfer from available funds, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This is an annual article to request funds to pay bills after the close of the fiscal year in which the goods were received or the services performed and for which no money was encumbered.

## **ARTICLE 21 AMEND FY2024 OPERATING, ENTERPRISE AND CPA BUDGETS**

To see if the Town will vote to make supplementary appropriations, to be used in conjunction with money appropriated under Articles 4, 5, 9, and 10 of the warrant for the 2023 Annual Town Meeting, and Article 4 of the warrant for the Special Town Meeting 2023-1, to be used during the current fiscal year, or make any other adjustments to the current fiscal year budgets and appropriations that may be necessary; to determine whether the money shall be provided by transfer from available funds including the Community Preservation Fund; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This is an annual article to permit adjustments to current fiscal year (FY2024) appropriations.

## **ARTICLE 22 APPROPRIATE FOR AUTHORIZED CAPITAL IMPROVEMENTS**

To see if the Town will vote to make supplementary appropriations to be used in conjunction with sums appropriated in prior years for the installation or construction of water mains, sewers and sewerage systems, drains, streets, buildings, recreational facilities or other capital improvements and equipment that have heretofore been authorized; determine whether the money shall be provided by the tax levy, by transfer from the balances in other

articles, by transfer from available funds, including enterprise funds and the Community Preservation Fund, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This is an annual article to request funds to supplement existing appropriations for certain capital projects in light of revised cost estimates that exceed such appropriations.

### **ARTICLE 23 APPROPRIATE OPIOID SETTLEMENT**

To see if the Town will vote to appropriate amounts received from Statewide Opioid Settlements between the Massachusetts Attorney General and non-bankrupt opioid industry participants, for the funding of prevention, harm reduction, treatment and recovery programs as further detailed in the Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements, or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: Unknown at press time

DESCRIPTION: This article will allow the Town to spend abatement funds received from the Statewide Opioid Settlement for purposes and programs outlined in the settlement agreement, including supplementing and strengthening community resources available to residents and families for substance use disorder prevention, education, harm reduction, treatment, and recovery programs.

### **ARTICLE 24 APPROPRIATE FUNDING FOR SEMIQUINCENTENNIAL COMMISSION**

To see if the Town will vote to raise and appropriate a sum of money for the celebration of the 250<sup>th</sup> Anniversary of the Battle of Lexington, including personnel costs, supplies, event support, planning, promotion and advertising therefor, as coordinated by the Semiquincentennial Commission-Lex250 with the approval of the Select Board; and determine whether the money will be provided by the tax levy, by transfer from available funds, or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Semiquincentennial Commission (Lex250))*

FUNDS REQUESTED: \$500,000

DESCRIPTION: The amount requested is to fund initial startup costs of planning and coordinating the events for the yearlong celebration of the 250th Anniversary of the Battle of Lexington which will take place in 2025. Time frame for events is anticipated to be Fall of 2024 through Fall of 2025.

### **ARTICLE 25 PINE MEADOWS CLUBHOUSE RENOVATION**

To see if the Town will vote to appropriate a sum of money for the renovation of the Pine Meadows Golf Course Clubhouse, including architectural and engineering services, original equipment, furnishings, landscaping, solar energy collection system installation; and any additional costs incidental or related thereto; and determine whether the money shall be provided by the tax levy, by transfer from available funds, including enterprise funds, by borrowing, or by any combination of these methods; or act in any other manner in action relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$2,575,000

DESCRIPTION: A Feasibility Study and Design of this project were funded at the 2022 Annual Town Meeting and 2023 Annual Town Meeting, respectively. This third phase of the project will fund the construction costs of the Pine Meadows Clubhouse, including building envelope and interior renovations, the installation of solar panels, and improvements to achieve ADA compliance.



## **ARTICLE 26 APPROPRIATE FOR DESIGN FUNDS FOR LEXINGTON HIGH SCHOOL CONSTRUCTION PROJECT**

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the School Building Committee for a Feasibility Study, including design, engineering and architectural services for the Lexington High School located at 251 Waltham St, Lexington, MA 02421, for which Feasibility Study the Town may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"). The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the Feasibility Study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town and any amount of borrowing authorized pursuant to this Article shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the Town and the MSBA; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$10,000,000

DESCRIPTION: In spring of 2022, the Massachusetts School Building Authority voted to accept the Lexington High School project into the MSBA reimbursement program. The Special Town Meeting 2022-2 appropriated \$1,825,000 to conduct a feasibility study as the first phase of the project. This article would fund the second design phase of the process, under MSBA guidance. These design funds will allow the project to advance through the Schematic Design Phase and determine construction cost estimates for a future construction appropriation.

## **ARTICLE 27 APPROPRIATE FOR RENOVATION OF 173 BEDFORD STREET**

To see if the Town will vote to raise and appropriate a sum of money for remodeling, reconstructing, and making extraordinary repairs to the building at 173 Bedford Street, including engineering and architectural services, original equipment, furnishings and all costs incidental or related thereto to provide swing space for the School Administration or other municipal departments; and determine whether the money will be provided by the tax levy, by transfer from available funds, by borrowing or by any combination of these methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

FUNDS REQUESTED: \$6,000,000

DESCRIPTION: This article requests funds for renovation of 173 Bedford Street to include full ADA compliance including an elevator, a fire suppression system, an HVAC system, and minor modifications to the interior spaces. This building is intended to be used as swing space for the School Administration department until the construction project at Lexington High School is complete.

## **GENERAL ARTICLES**

### **ARTICLE 28 SELECT BOARD TO ACCEPT EASEMENTS**

To see if the Town will vote to authorize the Select Board to acquire by purchase, gift, eminent domain or otherwise accept, easement interests for trails, drainage, sewer, utility or other public purposes, on such terms and conditions and in a final location or locations as the Select Board may determine, or act in any other manner in action relation thereto.

*(Inserted by the Select Board )*

DESCRIPTION: This article would permit the Select Board to accept easements for trails and utility infrastructure in order to allow these amenities to be built and conveyed to the Town as required in accordance with many land use permits, as opposed to requiring each such easement to be approved by Town Meeting.

### **ARTICLE 29 AMEND THE GENERAL BYLAW - NOISE CONTROL**

To see if the Town will vote to amend or replace the Noise Control Bylaw, Chapter 80 of the Code of the Town of Lexington to:

- a. Provide clarity related to construction-related noise complaints;
  - Clarify that ledge work includes a broad set of techniques;
  - Clearly identify legal holidays during which construction noise is limited;
  - Allow the Building Commissioner to require noise monitoring and reporting as part of a noise mitigation plan and identify required elements of the mitigation plan;
  - Clarify that noise mitigation plans must be prepared by a credentialed noise mitigation consultant and provide conditions under which the Building Commissioner is authorized to require a noise mitigation plan;
  - Increase penalties;
  - Consolidate enforcement authority;

or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

DESCRIPTION: The Noise Bylaw Working Group was assembled to review the current noise control bylaw. This article addresses changes that will make the bylaw clearer for construction noise definition and to delay the leaf blower prohibition by a year.

### **ARTICLE 30 PROHIBITION OF SINGLE USE FOOD CONTAINERS (Citizen Petition)**

Prohibition of the following items

- Food establishments are not allowed to dispense prepared food or beverages to any person in single use food containers made from foam polystyrene.
- Food establishments are not allowed to dispense plastic stirrers.
- Retail establishments are not allowed to sell or distribute single use food containers made from foam polystyrene to customers.
- Retail establishments are not allowed to sell or distribute to customers any packing material that is made in whole or in part from foam polystyrene.

In addition

- Any helium balloons must be sold with weighted attachments designed to limit unintentional release.
- Retail establishments are not allowed to sell or distribute dishware and containers that are not reusable, compostable, or recyclable to consumers.
- Retail establishments are not allowed to sell or distribute packing materials that are not reusable, compostable, or recyclable to consumers.
- Food establishments are not allowed to dispense prepared food and beverages in dishware/containers larger than 4 ounces that are not reusable, compostable, or recyclable.
- Food establishments are not allowed to automatically provide single use accessories (including in takeout orders) whether orders are placed online, via phone, or in person. Single use accessories may be provided only upon request of the consumer. Single use accessories may not be prepackaged in sets. Food establishments may have single use accessories available at self-service stations.
- Full service food establishments can only use reusable food and beverage serviceware for dine-in customers.
- Retail establishment are not allowed to sell single use water bottles

\*Note: Prohibited materials for dishware, containers, and packing include, but are not limited to, foam polystyrene, black plastic, and paper lined with petroleum-based plastic.

#### **Fines**

- Any food or retail establishment which violates any part of this ordinance will be subject to the following fine schedule:
- First offense: Warning

- Second offense: \$100.00 fine
- Third offense: \$200.00 fine
- Fourth and subsequent offenses: \$300.00 fine.
- Each day a violation occurs shall constitute a separate offense

*(Inserted by Thomas Wanderer and 9 or more registered voters)*

DESCRIPTION: In 2018, Town Meeting passed a ban on polystyrene food containers. This article expands upon that ban to include retail items and to establish fines for any food or retail establishment that violates this bylaw.

### **ARTICLE 31 PROHIBIT SINGLE-SERVE PLASTIC WATER BOTTLES (Citizen Petition)**

To see if the Town will vote to prohibit or restrict the sale of drinking water in single-serving plastic bottles in the Town; or take any other action in relation thereto.

*(Inserted by Thomas Wanderer and 9 or more registered voters)*

DESCRIPTION: In 2018, Town Meeting passed a ban on polystyrene food containers. This article expands upon that ban to include retail items and to establish fines for any food or retail establishment that violates this bylaw.

### **ARTICLE 32 OLD SPRING STREET NAME CHANGE**

To see if the Town will vote to formally change the name of Spring Street (aka Old Spring Street) from the intersection with Spring Street to the terminus of the roadway at the Cul-de-Sac to "Old Spring Street"; or act in any other manner in relation thereto.

*(Inserted by the Select Board )*

DESCRIPTION: Some residents at the dead end portion of Spring Street have voiced concerns over confusion caused by this street having a duplicate name to the street that it intersects with. There has been a request that the street be renamed to "Old Spring Street". Although the street sign identifies the street as Old Spring Street there is no record of the street name formally being changed This article would formally make the change which also officially changes the addresses of those that live on the street.

### **ARTICLE 33 AUTHORIZE THE SELECT BOARD TO SEEK AFFORDABLE HOUSING**

To see if the Town will vote to authorize the Select Board to sell, lease or otherwise dispose of Town-owned land described as parcel 68-44 located on Lowell Street near the northeast corner of North Street and Lowell Street for the purposes of developing affordable housing thereon, and to authorize the Select Board or its designee to enter into a Land Disposition Agreement and associated agreements in connection therewith; or to act in any other manner thereto.

*(Inserted by the Select Board at the request of the Affordable Housing Trust)*

DESCRIPTION: In 1978, the Select Board was authorized by Annual Town Meeting to accept land, including a parcel containing approximately 3.12 acres, as a gift of Route 3 surplus land from the Commonwealth of Massachusetts for conservation, recreation and housing purposes”(Article 50, April 26, 1978 Annual Town Meeting. “Parcel 101” in Article 50 is parcel 68-44.) The Select Board unanimously voted on September 18, 2023 to support the AHT proceeding with investigating development of affordable housing on this parcel. This article would authorize the Board or its designee to offer the parcel for development by a private affordable housing entity subject to a land disposition agreement to be negotiated by the Board or its designee.

### **ARTICLE 34 AMEND GENERAL BYLAWS - TREE BYLAW - TREE PROTECTION PLAN**

To see if the Town will vote to amend Chapter 120 of the Code of the Town of Lexington, Trees, to require the participation of a certified arborist in the preparation of tree protection plans required under the bylaw, to set a minimum standard for the survival of retained trees, and to provide additional enforcement methods; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Tree Committee)*

DESCRIPTION: This amendment requires that a certified arborist provide a tree protection plan for protected trees that are not removed and for public trees in the right-of-way of a property under construction. It further requires that the certified arborist affirm that protections are correctly installed before site work begins, that trees survive for one year after construction.

### **ARTICLE 35 AMEND GENERAL BYLAWS - TREE BYLAW - REQUIRE MITIGATION PLANTING IN CERTAIN INSTANCES**

To see if the Town will vote to amend Chapter 120 of the Code of the Town of Lexington, Trees, to require planting of trees as part of mitigation for removal of trees and to set a minimum standard for the survival of newly planted trees; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Tree Committee)*

DESCRIPTION: This amendment would mandate tree planting when protected trees have been removed, with no option to pay a fee in lieu of replanting in certain circumstances.

### **ARTICLE 36 AMEND GENERAL BYLAWS - TREE BYLAW - EXEMPTIONS**

To see if the Town will vote to amend Chapter 120 of the Code of the Town of Lexington, Trees, to specify the requirements under which town boards, committees or officials may grant an exemption under the Tree Bylaw; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Tree Committee)*

DESCRIPTION: This amendment would further specify the requirements for exemption from the bylaw for hazardous trees and certain invasive tree species.

### **ARTICLE 37 IMPORTANCE OF TREES RESOLUTION (Citizen Petition)**

To see if the Town will adopt a resolution declaring the importance of trees to the town's sustainability, quality of life, and public health, and calling on the Town to use all appropriate measures to promote a robust tree canopy, in balance with other pressing public needs including housing and the production of solar energy, or act in any other manner in relation thereto.

*(Inserted by Charles Wyman and 9 or more registered voters)*

DESCRIPTION: This article seeks Town Meeting adoption of a resolution declaring that trees are vitally important to the current and future quality of life and health of those residing, working, and visiting in Lexington, and directing the Town to take appropriate steps to protect and expand the town's tree canopy

### **ARTICLE 38 AMEND REGULATION OF FOSSIL FUEL INFRASTRUCTURE BYLAW - MEET DEPARTMENT OF ENERGY RESOURCES (DOER) REQUESTED CHANGES**

To see if the Town will vote to make amendments to the Town's Regulation of Fossil Fuel Infrastructure (Chapter 106 of the Code of the Town of Lexington) recommended by the Massachusetts Department of Energy Resources' (DOER); or act in any other manner in relation thereto.

*(Inserted by the Select Board)*

DESCRIPTION: The Town of Lexington submitted an application in August 2023 to DOER to be one of ten communities granted authority to regulate fossil fuels in new construction and major renovations. Upon review of Lexington's fossil fuel free bylaw, DOER recommended that the Town makes two amendments in order to better match the program guidelines and the bylaws/ordinances of other participating communities. The first change is to remove the existing exemption for indoor cooking and indoor fireplaces. The second change is to update the definition of "major renovation" to match the definition in the program regulations.

### **ARTICLE 39 HOME RULE PETITION TO ADJUST THE NUMBER OF ON-PREMISE WINE AND MALT ALCOHOL LICENSES**

To see if the Town will vote to authorize the Select Board to petition the General Court for Home Rule Legislation authorizing the Select Board, as the local licensing authority, to issue additional licenses for the sale of wine and malt beverages to be drunk on the premises; or act in any other manner in relation thereto.

*(Inserted by the Select Board )*

DESCRIPTION: This article would increase the number of on premises wine and beer licenses that the Select Board can currently issue based on the updated population numbers.

### **ARTICLE 40 INTEGRATED PEST MANAGEMENT RESOLUTION (Citizen Petition)**

To see if the Town will vote to adopt a resolution to encourage adoption of Integrated Pest Management (IPM) Policies for the Town that in part prohibits the use of certain rodenticides on Town properties, including second generation anticoagulant rodenticides (SGARs); provides for waivers; provides for educating the public about rodenticide hazards to human health and the ecosystem and IPM alternatives; and further establishes such definitions and provisions necessary to effectuate a policy to protect Lexington's citizens, children, wildlife, and ecosystem; or to act in any other manner in relation thereto.

*(Inserted by Marci Cemeshua and at least 9 other voters)*

DESCRIPTION: Many wild animals (and some domestic pets) are being poisoned by second generation anticoagulate rodenticides (SGARs) and this often leads to severe illness or death. This resolution would seek to have the town develop IPM policies that prohibit the use of SGARs, allows for waivers, and provides for public education on the dangers and alternatives to these poisons.

### **ARTICLE 41 MASSACHUSETTS BAY TRANSPORTATION AUTHORITY**

To see if the Town will vote to endorse a resolution calling for improvements to service provided to the Town of Lexington by the Massachusetts Bay Transportation Authority; or take any action related thereto.

*(Inserted by Select Board at the request of the Transportation Advisory Committee)*

DESCRIPTION: The purpose of this resolution is to appeal to the MBTA and its current service that runs through Lexington. and with the passage of Article 34 of the ATM 2023, the committee believes the MBTA needs to re-evaluate its service.

### **ARTICLE 42 DIGITAL PUBLICATION OF LEGAL NOTICES (Citizen Petition)**

To see if the Town will vote to authorize and request the Select Board to petition the Massachusetts General Court to allow the Town to satisfy requirements for legal notices set forth in the general laws by allowing the publication of notices on the Town's website and/or in a local digital newspaper, along with the option of continuing the current practice of publication in a newspaper of general circulation; or take any action relative thereto.

*(Inserted by Diane Pursley and 9 or more registered voters)*

DESCRIPTION: This article would authorize digital communications to satisfy legal requirements set forth in the general laws.

### **ARTICLE 43 VOTING RIGHTS 16 AND OLDER (Citizen Petition)**

To determine if the Town will authorize and request the Select Board to petition the General Court of the Commonwealth for Home Rule Legislation to allow any citizens in the Town of Lexington, notwithstanding the provisions of M.G.L. 51, Sections 1, and Section 47A, who have reached the age of 16 or older, to register and vote in municipal elections within the Town, or to take any action in relative thereto.



*(Inserted by Kunal Botla and 9 or more registered voters)*

DESCRIPTION: This article would authorize the Select Board to petition the General Court for Home Rule Legislation to allow any citizens in the Town of Lexington sixteen (16) or seventeen (17) years of age, and otherwise qualified to vote, the ability to vote in municipal elections.

**ARTICLE 44 AMEND GENERAL BYLAWS – CHAPTER 100 PUBLIC WAYS AND PLACES (Citizen Petition)**

To see if the Town will vote to amend Chapter 100-2 of the Code of the Town of Lexington, Use of streets, sidewalks and public places, by adding “skate boards and scooters” to Section D (1) after “bicycles”, or act in any other manner in relation thereto.

*(Inserted by Andrew Friedlich and 9 or more registered voters)*

DESCRIPTION: Given the danger to pedestrians posed by people riding their bicycles on the sidewalk in the center business district, bicycle riding has been banned there for years. With the proliferation of electric skate boards and scooters and the speed with which they have been riding through the center, this amendment will adequately adjust our bylaw.

**ARTICLE 45 INDIGENOUS PEOPLES DAY (Citizen Petition)**

That the town- adopt:

The second Monday of October shall henceforth be commemorated in Lexington as Indigenous Peoples Day, in honor of the resilience and contributions of Indigenous peoples in our Town, the Commonwealth of Massachusetts and our country.

*(Inserted by Frances Ludwig and 9 or more registered voters)*

DESCRIPTION: This article asks the Town to rename the second Monday of October to Indigenous Peoples Day.

**ARTICLE 46 ROYAL FAMILY INVITATION TO 250TH CELEBRATION**

To see if the Town will vote to adopt a resolution to invite selected members of the House of Windsor, the Royal Family of the United Kingdom, to attend the events commemorating the 250th Anniversary of the Battle of Lexington in 2025.

*(Inserted by the Select Board)*

DESCRIPTION: This article would formally invite the members of the House of Windsor, the Royal Family of the United Kingdom to attend events commemorating the 250th Anniversary of the Battle of Lexington.

**ZONING ARTICLES**

**ARTICLE 47 AMEND ZONING BYLAW - SIGNS**

To see if the Town will vote to amend Section 5.2 and Section 10.0 of the Zoning Bylaw to update regulations related to signs and add new definitions for certain types of signs; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Planning Board)*

DESCRIPTION: This article would amend the signage section of the Zoning Bylaw to comply with recent case law; increase the allowed number, location, and area for certain signs; allow additional types of signs; and streamline the sign approval process.

**ARTICLE 48 AMEND ZONING BYLAW - SHORT TERM RENTALS**

To see if the Town will vote to amend Section 6.10 of the Zoning Bylaw to modify regulations pertaining to short term rentals; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Planning Board)*

DESCRIPTION: This amendment would amend the Zoning Bylaw regulating short term rentals with modifications to limit a property to one listing, prohibit combination with rooming units, and limit the number of vehicles.

#### **ARTICLE 49 AMEND ZONING BYLAW - PERMITTED USES AND DEVELOPMENT STANDARDS**

To see if the Town will vote to amend Section 3.4 Table 1 (Table of Permitted Uses and Development Standards) and Section 10.0 (Definitions) of the Zoning Bylaw to modernize allowed uses and definitions for eating and drinking establishments; and permit additional uses in commercial zoning districts; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Planning Board)*

DESCRIPTION: This amendment would amend the Zoning Bylaw's Table of Permitted Uses with updated eating and drinking establishment uses, amend in which districts uses are allowed, and modify their definitions.

#### **ARTICLE 50 AMEND ZONING BYLAW - INCLUSIONARY HOUSING FOR VILLAGE AND MULTI-FAMILY OVERLAY DISTRICTS**

To see if the Town will vote to amend Section 7.5.12.1 of the Zoning Bylaw to require greater than 10% of a project's total dwelling units to be inclusionary units for developments in the Village and Multi-family Overlay Districts to comply with MBTA Communities; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the Request of the Planning Board)*

DESCRIPTION: This article would amend the inclusionary housing requirements to comply with revised guidance from the Executive Office of Housing and Livable Communities (EOHLC) under G.L. c. 40A, Section 3A.

#### **ARTICLE 51 AMEND ZONING BYLAW – MAXIMUM HEIGHT FOR VILLAGE OVERLAY DISTRICT**

To see if the Town will vote to amend Section 7.5.5.10.a of the Zoning Bylaw, Chapter 135 of the Code of Lexington, to base eligibility for the mixed-use height bonus in the Village Overlay (VO) District on the type of underlying district and the floor areas of uses across the entire development; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the Request of the Planning Board)*

DESCRIPTION: This article would change which mixed-use developments in the VO District are eligible for a 52' or 60' maximum height to be based on the type of underlying district (commercial or residential) and the proportion of uses across the entire development, rather than the street floor only and whether the uses are permitted in the underlying district.

#### **ARTICLE 52 AMEND ZONING BYLAW AND MAP - TECHNICAL CORRECTIONS**

To see if the Town will vote to approve certain amendments to the Zoning Bylaw and Zoning Map that are clerical in nature to correct any typographical errors, create consistency, or make other non-substantive changes; or act in any other manner in relation thereto.

*(Inserted by the Select Board at the request of the Planning Board)*

DESCRIPTION: This article would not change the Zoning Bylaw or Zoning Map in any substantive way, but would correct typos, changes to section references for consistency, and correct any errors discovered during the public hearings for zoning amendments.

#### **ARTICLE 53 AMEND ZONING MAP - 507 BEDFORD STREET (Owner Petition)**

To see if the Town will vote to Amend the Zoning Map to add the property known as Assessor's Map 88, Lot 73C (507 Bedford Street) as shown on the map on file with the Town Clerk to the Village and Multi-family Overlay (MFO) District; or act in any other manner in relation thereto.

*(Inserted by Annol Wassan, land owner)*

DESCRIPTION: This article would add the property located at 507 Bedford Street to the Bedford Street North Village and Multi-Family Overlay Zoning District which is described in Section 7.5 of the Zoning Bylaw.

**ARTICLE 54 AMEND ZONING MAP- 509 BEDFORD STREET (Owner Petition)**

To see if the Town will vote to Amend the Zoning Map to add the property known as Map 88, Lot 73B (509 Bedford Street) as shown on the map on file with the Town Clerk to the Village and Multi-Family Overlay (MFO) District; or act in any other manner in relation thereto.

*(Inserted by Paul Rossi, land owner)*

DESCRIPTION: This article would add the property located at 509 Bedford Street to the Bedford Street North Village and Multi-Family Overlay Zoning District which is described in Section 7.5 of the Zoning Bylaw.

And you are directed to serve this warrant not less than 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 2024.

Joseph N. Pato, Chair	Select Board
Suzanne E. Barry	
Douglas M. Lucente	of
Jill I. Hai,	
Mark D. Sandeen	Lexington

A true copy, Attest:  
Constable of Lexington

## TOWN MEETING MEMBERS AS OF JANUARY 18, 2024

For most current list, go to: <https://www.lexingtonma.gov/624/Elected-Town-State-Officials>

### **AT LARGE MEMBERS**

Michael J. Barrett, 7 Augustus Rd.  
Suzanne E. Barry, 159 Burlington St.  
Deborah J. Brown, 47 Robinson Rd.  
Michelle Ciccolo, 50 Shade St.  
Jill I. Hai, 6 Highland Ave.  
Douglas M. Lucente, 17 Vine Brook Rd.  
Joseph N. Pato, 900 Massachusetts Ave.  
Mark Sandeen, 10 Brent Rd.

### **Precinct 1**

#### **Term Expires 2024**

Sandhya Beebee, 10 Page Rd.  
Robert William Cunha, 10 Stevens Rd.  
Jeffrey Paul Fennelly, 905 Massachusetts Ave.  
Tanya J. Gisolfi-McCready, 22 Cliffe Ave.  
Yifang Gong, 23 Rawson Ave.  
Janet M. Kern, 72 Lowell St.  
Carol Jeanne Sampson, 8 Brandon St.  
Judith Liskov Zabin, 1 Page Rd.

#### **Term Expires 2025**

Lois Angelo, 11 Spencer St.  
Larry D. Freeman, 218 Lowell St.  
Stephanie Hayes Hsu, 9 Locke Ln.  
Eric Jay Michelson, 45 Circle Rd.  
Valerie Gale Overton, 25 Emerson Gdns  
Katherine E. Reynolds, 114 Lowell St.

#### **Term Expires 2026**

John C. Bartenstein, 46 Sanderson Rd.  
James C. Luker, 26 Rindge Ave.  
Noah Samuel Michelson, 45 Circle Rd.  
Margaret Muckenhoupt, 19 Whipple Rd.  
John F. Rossi, 40 Arcola St.  
Bella D. Tsvetkova, 42 Lowell St.  
Albert Paul Zabin, 1 Page Rd.

### **Precinct 2**

#### **Term Expires 2024**

Marian A.O. Cohen, 8 Plymouth Rd.  
Barbara Katzenberg, 37 Moon Hill Rd.  
Peter B. Lee, 770 Waltham St.  
Syed Ali Rizvi, 237 Worthen Rd. E  
Kenneth J. Shine, 7 Ellis St.  
Rita Vachani, 75 Blossomcrest Rd.  
Amy Karen Weinstock, 33 Dawes Rd.

#### **Term Expires 2025**

Matthew Cohen, 29 Tower Rd.  
Matthew P. Daggett, 11 White Pine Ln.  
Rita B. Goldberg, 10 Independence Ave.  
Ajay T. Joseph, 46 Golden Ave.  
Ricki Pappo, 16 Blossomcrest Rd.  
Emilie Rinard Webster, 7 Lexington Ave.  
Betsey Weiss, 8 Dover Ln.

#### **Term Expires 2026**

Avram S. Baskin, 43 Carville Ave.  
Sarah S. Daggett, 11 White Pine Ln.  
Carolyn M. Goldstein, 10 Peacock Farm Rd.  
Jeffrey C. Howry, 5 Bennett Ave.

Mark Allan Manasas, 6 Bennett Ave.  
Jonathan E. Suber, 56 Taft Ave.  
Laura W. Swain, 29 Locust Ave.  
\*Charles Hornig, 18 Bacon St  
\*Sean D. Osborne, 822 Massachusetts Ave.

### **Precinct 3**

#### **Term Expires 2024**

Joshua F. Apgar, 31 Barberry Rd.  
Delanot Bastien, 2002 Main Campus Dr.  
Edward F. Dolan, 66 Potter Pond  
Michael J. Martignetti, 37 Barberry Rd.  
Ipek Ozer-Stillman, 6 Stonewall Rd.  
Letha MS Prestbo, 470 Concord Ave.  
Robert Rotberg, 14 Barberry Rd.  
Michael J. Schanbacher, 516 Concord Ave.  
Prashant Singh, 65 Munroe Rd.

#### **Term Expires 2025**

Courtney McCollum Apgar, 31 Barberry Rd.  
Sallye F. Bleiberg, 960 Waltham St. #170  
Christopher B. Buenrostro, 59 Potter Pond  
Jeanne K. Krieger, 44 Webster Rd.  
Glenn Parker, 186 Spring St.  
Franklin E. Smith, 7 Potter Pond

#### **Term Expires 2026**

Bronte M. Abraham, 22 Hudson Rd.  
Cynthia E. Arens, 7 Kitson Park Dr.  
Norman Paul Cohen, 1010 Waltham St. #291  
Steven Philip Heinrich, 11 Potter Pond  
Henry S. Lau, 3215 Main Campus Dr.  
Stanley Yap, 30 April Ln.  
\*Sudhir K. Jain, 3 Benjamin Rd.

### **Precinct 4**

#### **Term Expires 2024**

Laura Champneys Atlee, 6 Rowland Ave.  
Gloria J. Bloom, 17 Loring Rd.  
Robert N. Cohen, 10 Grassland St.  
Eileen S. Jay, 191 Waltham St.  
Charles W. Lamb, 55 Baskin Rd.  
Kathleen M. Lenihan, 60 Bloomfield St.  
Jennifer Richlin, 36 Sherburne Rd.

#### **Term Expires 2025**

Nyles Nathan Barnert, 142 Worthen Rd.  
Linda Boardman Liu, 18 Belfry Ter.  
Lawrence Chan, 10 Hilltop Ave.  
Wendy Manz, 3 Captain Parker Arms, #24  
Gerald Paul, 43 Highland Ave.  
Kathryn A. Roy, 382 Marrett Rd.  
Sandra J. Shaw, 51 Wachusett Dr.

#### **Term Expires 2026**

Alessandro Alessandrini, 32 Slocum Rd. Michael  
P. Boudett, 39 Prospect Hill Rd.  
Kathryn Rivard Colburn, 49 Forest St.  
Katie Ponty Cutler, 115 Kendall Rd.  
Heather Lynn Hartshorn, 62 Farmcrest Rd.  
Nancy Ann Shepard, 2 Baskin Rd.  
Ruth S. Thomas, 10 Parker St.  
\*Kunal P. Botla, 40 Grapevine Ave.  
\*Sreenivasa Rao Chippada, 109 Kendall Rd.

\* New Candidates for 2024 Annual Town Election  
† Moved/Resigned

\*James Cameron Eisenberg, 5 Malt Ln.

### **Precinct 5**

#### **Term Expires 2024**

Anil A. Ahuja, 7 Leonard Rd. Robert  
Balaban, 22 Leonard Rd.  
Sarah E. Higginbotham, 21 Byron Ave.  
Salvador Alexander Jaramillo, 425 Waltham St. #13  
Aneesha Karody, 38 Maple St. Rita  
Pandey, 102 Maple St.  
Marc A. Saint Louis, 5 Brookwood Rd.

#### **Term Expires 2025**

Irene Margaret Dondley, 22 Leonard Rd.  
Marilyn M. Fenollosa, 10 Marshall Rd.  
Andrew Friedlich, 22 Young St.  
Jerold S. Michelson, 3 Clyde Pl.  
Melanie A. Thompson, 360 Lowell St.  
M. Masha Traber, 106 Maple St.  
John Zhiqiang Zhao, 10 Cooke Rd.

#### **Term Expires 2026**

Nancy Corcoran-Ronchetti, 340 Lowell St.  
Judith Ann Crocker, 5 Currier Ct.  
Anthony Grant Galaitis, 7 Burroughs Rd.  
Steven B. Kaufman, 116 East Emerson Rd.  
Pamela B. Lyons, 51 Grant St.  
Lin Xu, 117 Vine St.  
Lily Manhua Yan, 46 Courtyard Pl.  
\*Alex J. Tsouvalas, 77 Grant St

## TOWN MEETING MEMBERS AS OF JANUARY 18, 2024

For most current list, go to: <https://www.lexingtonma.gov/624/Elected-Town-State-Officials>

### **Precinct 6**

#### Term Expires 2024

Jodia L. Finnagan, 5 Keeler Farm Way  
Edmund C. Grant, 27 Grove St.  
Jyotsna Kakullavarapu, 5 Diamond Rd.  
Brian P. Kelley, 44 Grant St.  
Deepika Sawhney, 6 Porter Ln.  
Taylor Carroll Singh, 40 Hancock St. Vinita  
Verma, 3 Graham Rd.

#### Term Expires 2025

Sara Gurley Bothwell Allen, 158 Burlington St.  
Margaret L. Counts-Klebe, 8 Hancock Ave.  
Andrea J. Fribush, 61 East St.  
Frederic S. Johnson, 4 Stetson St.  
Dawn E. McKenna, 9 Hancock St.  
Deborah Cohen Strod, 10 Thoreau Rd.  
Eran Cohen Strod, 10 Thoreau Rd.

#### Term Expires 2026

Thomas C. Barry, 159 Burlington St.  
Jonathan Andrew Himmel, 66 Hancock St.  
Morton Gerald Kahan, 44 Hancock St.  
Innessa Anne Manning, 46 York St.  
Bridger E. McGaw, 89 Meriam St.  
Dinesh Patel, 22 Brent Rd.  
Ryan Samuel Wise, 8 Berwick Rd.  
\*Susan A. McLeish, 665 Lowell St #52

### **Precinct 7**

#### Term Expires 2024

Marsha Baker, 46 Burlington St.  
† Patricia Elen Costello, 9 Preston Rd.  
Philip K. Hamilton, 23 Fifer Ln.  
Stacey A. Hamilton, 25 Robinson Rd.  
David G. Kanter, 48 Fifer Ln.  
Ravish Kumar, 7 Calvin St.  
Benjamin Charles Lees, 57 Gleason Rd.  
Leonard J. Morse-Fortier, 20 Bernard St.  
Pamela C. Tames, 26 Bertwell Rd.

#### Term Expires 2025

Christian L. Boutwell, 22 Burlington St.  
Mary C. Burnell, 4 Eaton Rd.  
Robert Kevin Creech, 2 Grimes Rd.  
Mary Causey Hamilton, 23 Fifer Ln.  
Vikas Kinger, 13 Donald St.  
Robert D. Peters, 43 Fifer Ln.

#### Term Expires 2026

Sara Cuthbertson, 541 Bedford St.  
Harry Clarke Forsdick, 46 Burlington St.  
Pam Hoffman, 4 Rangeway  
Samita A. Mandelia, 59 Harding Rd.  
Raul Marques-Pascual, 4 John Benson Rd.  
Tina M. McBride, 45 Turning Mill Rd.  
Umesh Shelat, 34 James St.  
\*Meghana Khanolkar, 63 Winter St.

### **Precinct 8**

#### Term Expires 2024

Lin D. Jensen, 133 Reed St.  
Brielle Kissel Meade, 17 Manning St.  
James Arthur Osten, 8 Revere St.

Sanjay Padaki, 46 Ward St.  
Dahua Pan, 34 Balfour St.  
Jessie Steigerwald, 143 Cedar St.  
† Weidong Wang, 59 Reed St.

#### Term Expires 2025

Victoria C. Buckley, 18 Bates Rd.  
Margaret E. Coppe, 202 Katahdin Dr.  
Margaret S. Enders, 11 Kimball Rd.  
Alix O'Brien Fox, 5 Hillside Ter.  
Betty J. Gau, 64 Ward St.  
Alan Mayer Levine, 54 Reed St.  
Sudhir Ranjan, 155 Reed St.

#### Term Expires 2026

Robert M. Avallone, 21 Constitution Rd.  
Lauren Deems Black, 143 Bedford St.  
Shailesh Chandra, 10 Childs Rd.  
Gang Chen, 24 Bellflower St.  
Thomas R. Diaz, 13 Lois Ln.  
Robin L. Lovett, 18 Bates Rd.  
Andrei Radulescu-Banu, 86 Cedar St.  
\*Heidi Pasternak Burkholder, 51 Ward St.

### **Precinct 9**

#### Term Expires 2024

Hemaben P. Bhatt, 8 Jean Rd.  
Scott A. Bokun, 15 Middleby Rd.  
Richard L. Canale, 29 Shade St.  
Mollie K. Garberg, 16 Cary Ave.  
Kimberly Hensle-Lowrance, 23 Tufts Rd.  
Philip T. Jackson, 50 Shade St.  
Ethan Paul Kiczek, 26 Tufts Rd.  
Thomas R. Shipley, 18 Phinney Rd.

#### Term Expires 2025

Victoria Lawrence Blier, 41 Shade St.  
Scott Foster Burson, 5 Willard Cir.  
Rodney Cole, 80 School St.  
Diana J. Donovan, 112 Shade St.  
Thomas O. Fenn, 15 Shade St.  
Vineeta Kumar, 14 Munroe Rd.  
Janet M. Perry, 16 Ellison Rd.

#### Term Expires 2026

Shireen Ahmed, 393 Lincoln St.  
Mark Valerian Andersen, 2400 Massachusetts Ave.  
Todd O. Burger, 386 Lincoln St.  
Jeanne P. Canale, 29 Shade St.  
Suzanne D. Lau, 18 Phinney Rd.  
Lisah Susan Schmidt Rhodes, 482 Marrett Rd.  
\*Alicia M. Morris, 19 Welch Rd.

\* New Candidates for 2024 Annual Town Election  
† Moved/Resigned



Appendix A



***Town of Lexington***

**MODERATOR  
DEBORAH BROWN**

December 31, 2023

DELIVERED BY EMAIL

Dear Select Board Members,

Pursuant to Massachusetts Section 26 of Chapter 22 of the Acts of 2022, as amended by Section 47 of Chapter 2 of the Acts of 2023, I request approval to conduct the 2024 Annual Town Meeting as a hybrid meeting. I propose to use a combination of: (1) the Zoom videoconferencing platform, (2) the online voting tool developed by Select Board member Joe Pato, and (3) an online queuing function developed by Select Board member Joe Pato to facilitate the process of debate.

I certify that all components of the system described above have been fully tested and utilized successfully for prior Town Meetings, and I am satisfied that this system enables our meetings to be conducted in substantially the same manner whether a member is participating in person or remotely. I certify that the system for those opting for remote participation (i) allows the moderator, town meeting members, town officials and any other interested members of the public to identify and hear the moderator and each town meeting member who attends and participates in the remote meeting, as well as any other individuals who participate in the meeting; (ii) provides the ability to determine whether a quorum is present; (iii) allows participants to request recognition by the moderator and makes such requests visible to the meeting participants and the public; (iv) allows the moderator to determine when a town meeting member wishes to be recognized to speak, make a motion, or raise a point of order or personal privilege; (v) enables the moderator to recognize a town meeting member, town official or other individual and enable that person to speak; (vi) provides the ability to conduct a roll call or electronically recorded vote; (vii) allows any interested members of the public to access the meeting remotely through LexMedia for purposes of witnessing the deliberations and actions taken at the town meeting; (viii) allows members of the public to participate in debate in-person or through the submission of statements for or against a motion; and (ix) provides for the town meeting to be recorded and available for future viewing. I further confirm that I have consulted with Lexington's Commission on Disability regarding system accessibility.

Sincerely,

Deborah Brown  
Town Moderator  
617-512-7901

# AGENDA ITEM SUMMARY

## LEXINGTON SELECT BOARD MEETING

### **AGENDA ITEM TITLE:**

Discuss FY2025 Town Manager's Preliminary Budget & Financial Planning

### **PRESENTER:**

Jim Malloy, Town Manager; Carolyn  
Kosnoff, Assistant Town Manager for  
Finance

### **ITEM NUMBER:**

I.5

### **SUMMARY:**

#### **Category: Informing**

Staff will provide an overview of the FY2025 Preliminary Recommended Budget and Financing plan (White Book) ahead of Summit III. The Budget Overview, Program Summary, and Summary of Program Improvement Requests (PIRs), along with the full White Book document are attached for the Board's review.

### **SUGGESTED MOTION:**

N/A

### **FOLLOW-UP:**

FY2025 Budget Summit III will be held on Thursday, January 25th at 7:00pm. The meeting will be fully remote.

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

8:05pm

### **ATTACHMENTS:**

Description	Type
<input type="checkbox"/> FY2025 White Book - Program Summary	Backup Material
<input type="checkbox"/> FY2025 Program Improvement Summary	Backup Material
<input type="checkbox"/> FY2025 Preliminary Budget & Financing Plan (White Book)	Backup Material

## Section I Budget Overview

*Town of Lexington, MA*

### Summary of Revenues and Expenditures

The summary below shows revenues & expenditures for the Town of Lexington for FY2022-FY2025. It reflects actual results of FY2022 and FY2023, FY2024 estimated revenues and budgeted expenditures submitted to the Department of Revenue for the certification of the FY2024 tax rate, and the budget recommendations of the Town Manager and School Superintendent for FY2025 budget and projected revenues to support those recommendations.

<b>Revenue Summary</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Recap</b>	<b>FY2025 Projected</b>
Tax Levy	\$ 204,228,740	\$ 216,187,221	\$ 227,334,427	\$ 236,032,572
State Aid	\$ 16,677,318	\$ 17,095,119	\$ 19,633,417	\$ 20,078,825
Local Receipts	\$ 16,714,478	\$ 23,992,007	\$ 14,771,452	\$ 16,115,992
Available Funds	\$ 17,825,379	\$ 17,643,279	\$ 17,328,585	\$ 17,941,718
Revenue Offsets	\$ (2,002,403)	\$ (1,831,259)	\$ (1,890,555)	\$ (2,362,772)
Enterprise Funds (Indirect)	\$ 1,432,356	\$ 1,805,613	\$ 1,894,067	\$ 1,835,478
<b>Total General Fund</b>	<b>\$ 254,875,869</b>	<b>\$ 274,891,981</b>	<b>\$ 279,071,393</b>	<b>\$ 289,641,813</b>
<b>General Fund Expenditure Summary</b>				
Education				
Lexington Public Schools	\$ 120,636,545	\$ 128,254,447	\$ 134,730,244	\$ 140,508,367
Minuteman Regional School	\$ 3,130,038	\$ 2,820,911	\$ 3,904,964	\$ 3,482,747
<i>Subtotal Education</i>	<i>\$ 123,766,583</i>	<i>\$ 131,075,358</i>	<i>\$ 138,635,208</i>	<i>\$ 143,991,114</i>
Municipal Departments	\$ 41,023,558	\$ 43,996,639	\$ 47,117,941	\$ 49,056,323
Shared Expenses				
Benefits & Insurance	\$ 37,832,472	\$ 40,827,320	\$ 45,622,435	\$ 48,921,971
Property Insurance & Solar	\$ 1,440,965	\$ 1,513,156	\$ 1,582,000	\$ 1,730,800
Debt (within-levy)	\$ 10,364,264	\$ 7,168,480	\$ 6,854,101	\$ 6,123,352
Reserve Fund	\$ —	\$ —	\$ 750,000	\$ 850,000
Facilities	\$ 12,183,930	\$ 12,834,332	\$ 14,060,403	\$ 14,565,854
Refuse & Recycle (School & Muni)	\$ —	\$ —	\$ —	\$ 104,838
<i>Subtotal Shared Expenses</i>	<i>\$ 61,821,631</i>	<i>\$ 62,343,287</i>	<i>\$ 68,868,939</i>	<i>\$ 72,296,815</i>
Capital				
Cash Capital (designated)	\$ 10,136,491	\$ 14,251,037	\$ 16,342,464	\$ 16,243,759
<i>Subtotal Capital</i>	<i>\$ 10,136,491</i>	<i>\$ 14,251,037</i>	<i>\$ 16,342,464</i>	<i>\$ 16,243,759</i>
Other				
Other (allocated)	\$ 6,541,910	\$ 8,282,271	\$ 8,106,841	\$ 7,053,802
Other (unallocated)	\$ —	\$ —	\$ —	\$ 1,000,000
<i>Subtotal Other</i>	<i>\$ 6,541,910</i>	<i>\$ 8,282,271</i>	<i>\$ 8,106,841</i>	<i>\$ 8,053,802</i>
<b>Total General Fund</b>	<b>\$ 243,290,172</b>	<b>\$ 259,948,591</b>	<b>\$ 279,071,393</b>	<b>\$ 289,641,813</b>
<b>General Fund Surplus/(Deficit)</b>	<b>\$ 11,585,697</b>	<b>\$ 14,943,390</b>	<b>\$ —</b>	<b>\$ —</b>

# Section I Budget Overview

Town of Lexington, MA

Program Summary		A	B	C	D	E	D	E (D-C)	F (E/C)
Element	Description	FY2022 Actual	FY2023 Actual**	FY2024 Restated**	FY2025 Request	FY2025 Add/Delete	FY2025 Recommended	Change \$	Change %
<b>Operating Budget - General Fund Expenses</b>									
<u>Program 1000: Education</u>									
	1100 Lexington Public Schools	\$ 120,636,545	\$ 128,254,447	\$ 134,730,244	\$ 140,508,367		\$ 140,508,367	\$ 5,778,123	4.29 %
	1200 Regional High School	\$ 3,130,038	\$ 3,223,898	\$ 3,501,977	\$ 3,482,747	\$ —	\$ 3,482,747	\$ (19,230)	(0.55) %
<b>Total Education</b>		<b>\$ 123,766,583</b>	<b>\$ 131,478,345</b>	<b>\$ 138,232,221</b>	<b>\$ 143,991,114</b>	<b>\$ —</b>	<b>\$ 143,991,114</b>	<b>\$ 5,758,893</b>	<b>4.17 %</b>
<u>Program 2000: Shared Expenses</u>									
	2110 Contributory Retirement	\$ 7,417,500	\$ 9,219,250	\$ 9,984,800	\$ 10,743,076	\$ —	\$ 10,743,076	\$ 758,276	7.59 %
	2120 Non-Contributory Retirement	\$ 8,798	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	2130 Employee Benefits (Health/Dental/Life/Medicare)	\$ 29,568,050	\$ 30,864,222	\$ 34,937,635	\$ 37,384,853	\$ 94,043	\$ 37,478,895	\$ 2,541,260	7.27 %
	2140 Unemployment	\$ 88,124	\$ 118,848	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	— %
	2150 Workers' Comp.* (MGL Ch.40:13A&13C, Ch.41:111F)	\$ 750,000	\$ 625,000	\$ 500,000	\$ 500,000	\$ —	\$ 500,000	\$ —	— %
<i>Subtotal 2100 Benefits</i>		<i>\$ 37,832,472</i>	<i>\$ 40,827,320</i>	<i>\$ 45,622,435</i>	<i>\$ 48,827,929</i>	<i>\$ 94,043</i>	<i>\$ 48,921,971</i>	<i>\$ 3,299,536</i>	<i>7.23 %</i>
	2210 Property & Liability Insurance	\$ 830,781	\$ 932,619	\$ 992,000	\$ 1,140,800	\$ —	\$ 1,140,800	\$ 148,800	15.00 %
	2220 Uninsured Losses* (MGL Ch. 40, Sec. 13)	\$ 250,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	— %
<i>Subtotal 2200 Property &amp; Liability Insurance</i>		<i>\$ 1,080,781</i>	<i>\$ 1,132,619</i>	<i>\$ 1,192,000</i>	<i>\$ 1,340,800</i>	<i>\$ —</i>	<i>\$ 1,340,800</i>	<i>\$ 148,800</i>	<i>12.48 %</i>
	2310 Solar Producer Payments	\$ 360,184	\$ 380,537	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
<i>Subtotal 2300 Solar Producer Payments</i>		<i>\$ 360,184</i>	<i>\$ 380,537</i>	<i>\$ 390,000</i>	<i>\$ 390,000</i>	<i>\$ —</i>	<i>\$ 390,000</i>	<i>\$ —</i>	<i>— %</i>
	2410 Principal on Long Term Debt	\$ 5,626,400	\$ 5,274,000	\$ 4,840,333	\$ 4,032,700	\$ —	\$ 4,032,700	\$ (807,633)	(16.69) %
	2420 Interest on Long Term Debt	\$ 956,198	\$ 1,217,534	\$ 1,210,458	\$ 1,084,208	\$ —	\$ 1,084,208	\$ (126,250)	(10.43) %
	2430 Principal & Interest on Temporary Debt	\$ 3,781,666	\$ 676,945	\$ 803,310	\$ 1,006,444	\$ —	\$ 1,006,444	\$ 203,134	25.29 %
<i>Subtotal 2400 Debt Services</i>		<i>\$ 10,364,264</i>	<i>\$ 7,168,480</i>	<i>\$ 6,854,101</i>	<i>\$ 6,123,352</i>	<i>\$ —</i>	<i>\$ 6,123,352</i>	<i>\$ (730,749)</i>	<i>(10.66) %</i>
	2510 Reserve Fund	\$ —	\$ —	\$ 750,000	\$ 850,000	\$ —	\$ 850,000	\$ 100,000	13.33 %
<i>Subtotal 2500 Reserve Fund</i>		<i>\$ —</i>	<i>\$ —</i>	<i>\$ 750,000</i>	<i>\$ 850,000</i>	<i>\$ —</i>	<i>\$ 850,000</i>	<i>\$ 100,000</i>	<i>13.33 %</i>
	2600 Facilities	\$ 12,183,930	\$ 12,834,332	\$ 14,060,403	\$ 14,811,605	\$ (245,751)	\$ 14,565,854	\$ 505,451	3.59 %
	3450 Refuse & Recycle Collection for Municipal & School Buildings	\$ —	\$ —	\$ —	\$ 104,838	\$ —	\$ 104,838	\$ 104,838	100.00 %
<b>Total Shared Expenses</b>		<b>\$ 61,821,631</b>	<b>\$ 62,343,287</b>	<b>\$ 68,868,939</b>	<b>\$ 72,448,524</b>	<b>\$ (151,708)</b>	<b>\$ 72,296,815</b>	<b>\$ 3,427,876</b>	<b>4.98 %</b>

# Section I Budget Overview

Town of Lexington, MA

Program Summary		A	B	C	D	E	D	E (D-C)	F (E/C)
Element	Description	FY2022 Actual	FY2023 Actual**	FY2024 Restated**	FY2025 Request	FY2025 Add/Delete	FY2025 Recommended	Change \$	Change %
<u>Program 3000: Public Works</u>									
	3100-3500 DPW Personal Services	\$ 4,706,712	\$ 4,649,707	\$ 5,014,681	\$ 5,151,925	\$ 83,895	\$ 5,235,820	\$ 221,139	4.41 %
	3100-3500 DPW Expenses	\$ 5,996,893	\$ 6,923,480	\$ 7,702,828	\$ 8,044,708	\$ (265,422)	\$ 7,779,286	\$ 76,458	0.99 %
<b>Total Public Works</b>		<b>\$ 10,703,605</b>	<b>\$ 11,573,187</b>	<b>\$ 12,717,509</b>	<b>\$ 13,196,633</b>	<b>\$ (181,527)</b>	<b>\$ 13,015,106</b>	<b>\$ 297,597</b>	<b>2.34 %</b>
<u>Program 4000: Public Safety</u>									
	4100 Law Enforcement Personal Services	\$ 7,047,347	\$ 7,484,155	\$ 7,868,662	\$ 8,317,126	\$ 16,000	\$ 8,333,126	\$ 464,464	5.90 %
	4100 Law Enforcement Expenses	\$ 1,005,548	\$ 1,071,903	\$ 1,173,868	\$ 1,237,680	\$ (34,483)	\$ 1,203,197	\$ 29,329	2.50 %
	<i>Subtotal 4100 Law Enforcement</i>	<i>\$ 8,052,895</i>	<i>\$ 8,556,059</i>	<i>\$ 9,042,530</i>	<i>\$ 9,554,806</i>	<i>\$ (18,483)</i>	<i>\$ 9,536,323</i>	<i>\$ 493,793</i>	<i>5.46 %</i>
	4200 Fire Personal Services	\$ 7,367,013	\$ 7,278,612	\$ 7,286,211	\$ 8,459,217	\$ (56,261)	\$ 8,402,956	\$ 1,116,745	15.33 %
	4200 Fire Expenses	\$ 632,642	\$ 780,112	\$ 815,860	\$ 906,644	\$ (19,700)	\$ 886,944	\$ 71,084	8.71 %
	<i>Subtotal 4200 EMS/Fire</i>	<i>\$ 7,999,655</i>	<i>\$ 8,058,724</i>	<i>\$ 8,102,071</i>	<i>\$ 9,365,861</i>	<i>\$ (75,961)</i>	<i>\$ 9,289,900</i>	<i>\$ 1,187,829</i>	<i>14.66 %</i>
<b>Total Public Safety</b>		<b>\$ 16,052,550</b>	<b>\$ 16,614,783</b>	<b>\$ 17,144,601</b>	<b>\$ 18,920,667</b>	<b>\$ (94,444)</b>	<b>\$ 18,826,223</b>	<b>\$ 1,681,622</b>	<b>9.81 %</b>
<u>Program 5000: Culture &amp; Recreation</u>									
	5100 Library Personal Services	\$ 2,412,910	\$ 2,650,088	\$ 2,696,650	\$ 2,748,471	\$ —	\$ 2,748,471	\$ 51,821	1.92 %
	5100 Library Expenses	\$ 606,529	\$ 694,637	\$ 689,170	\$ 725,894	\$ (13,800)	\$ 712,094	\$ 22,924	3.33 %
<b>Total Culture &amp; Recreation</b>		<b>\$ 3,019,439</b>	<b>\$ 3,344,725</b>	<b>\$ 3,385,820</b>	<b>\$ 3,474,365</b>	<b>\$ (13,800)</b>	<b>\$ 3,460,565</b>	<b>\$ 74,745</b>	<b>2.21 %</b>
<u>Program 6000: Human Services and Health</u>									
	6100-6200 Human Services Personal Services	\$ 687,126	\$ 681,739	\$ 748,917	\$ 750,616	\$ —	\$ 750,616	\$ 1,699	0.23 %
	6100-6200 Human Services Expenses	\$ 529,081	\$ 798,968	\$ 952,781	\$ 763,823	\$ (500)	\$ 763,323	\$ (189,458)	(19.88) %
	<i>Subtotal 6100-6200 Human Services</i>	<i>\$ 1,216,207</i>	<i>\$ 1,480,707</i>	<i>\$ 1,701,698</i>	<i>\$ 1,514,439</i>	<i>\$ (500)</i>	<i>\$ 1,513,939</i>	<i>\$ (187,759)</i>	<i>(11.03) %</i>
	6500 Health Personal Services	\$ 266,439	\$ 355,674	\$ 426,513	\$ 458,098	\$ —	\$ 458,098	\$ 31,585	7.41 %
	6500 Health Expenses	\$ 64,135	\$ 49,061	\$ 100,800	\$ 103,050	\$ (16,000)	\$ 87,050	\$ (13,750)	(13.64) %
	<i>Subtotal 6500 Health</i>	<i>\$ 330,575</i>	<i>\$ 404,735</i>	<i>\$ 527,313</i>	<i>\$ 561,148</i>	<i>\$ (16,000)</i>	<i>\$ 545,148</i>	<i>\$ 17,835</i>	<i>3.38 %</i>
<b>Total Human Services and Health</b>		<b>\$ 1,546,782</b>	<b>\$ 1,885,442</b>	<b>\$ 2,229,011</b>	<b>\$ 2,075,587</b>	<b>\$ (16,500)</b>	<b>\$ 2,059,087</b>	<b>\$ (169,924)</b>	<b>(7.62) %</b>



# Section I Budget Overview

Town of Lexington, MA

## Program Summary

		A	B	C	D	E	D	E (D-C)	F (E/C)
		FY2022	FY2023	FY2024	FY2025	FY2025	FY2025		
Element	Description	Actual	Actual**	Restated**	Request	Add/Delete	Recommended	Change \$	Change %
Program 7000: Land Use, Housing and Development (LUHD) Department									
	7100-7400 LUHD Dept. Personal Services	\$ 1,761,781	\$ 1,863,837	\$ 2,024,579	\$ 2,046,055	\$ 9,600	\$ 2,055,655	\$ 31,076	1.53 %
	7100-7400 LUHD Dept. Expenses	\$ 256,933	\$ 311,676	\$ 374,537	\$ 402,237	\$ (15,286)	\$ 386,951	\$ 12,414	3.31 %
<b>Total Land Use, Housing &amp; Development Dept.</b>		<b>\$ 2,018,714</b>	<b>\$ 2,175,513</b>	<b>\$ 2,399,116</b>	<b>\$ 2,448,292</b>	<b>\$ (5,686)</b>	<b>\$ 2,442,606</b>	<b>\$ 43,490</b>	<b>1.81 %</b>
Program 8000: General Government									
	8110 Select Board Personal Services	\$ 136,988	\$ 144,276	\$ 150,784	\$ 156,709	\$ —	\$ 156,709	\$ 5,925	3.93 %
	8110 Select Board Expenses	\$ 81,625	\$ 92,651	\$ 136,338	\$ 145,638	\$ (17,625)	\$ 128,013	\$ (8,325)	(6.11) %
	8120 Legal	\$ 327,582	\$ 377,130	\$ 375,000	\$ 375,000	\$ —	\$ 375,000	\$ —	— %
	8130 Town Report	\$ 11,653	\$ 12,766	\$ 13,688	\$ 13,688	\$ —	\$ 13,688	\$ —	— %
	8140 PEG Access	\$ 608,831	\$ 622,794	\$ 658,517	\$ 715,224	\$ —	\$ 715,224	\$ 56,707	8.61 %
<i>Subtotal 8100 Select Board</i>		<i>\$ 1,166,679</i>	<i>\$ 1,249,618</i>	<i>\$ 1,334,327</i>	<i>\$ 1,406,259</i>	<i>\$ (17,625)</i>	<i>\$ 1,388,634</i>	<i>\$ 54,307</i>	<i>4.07 %</i>
	8210-8220 Town Manager Personal Services	\$ 934,899	\$ 968,492	\$ 1,138,391	\$ 1,204,878	\$ (75,000)	\$ 1,129,878	\$ (8,513)	(0.75) %
	8210-8220 Town Manager Expenses	\$ 152,185	\$ 217,608	\$ 346,561	\$ 317,462	\$ 72,500	\$ 389,962	\$ 43,401	12.52 %
	8230 Salary Transfer Account* (MGL Ch.40, Sec 13D)	\$ 313,529	\$ 826,422	\$ 725,300	\$ 279,179	\$ —	\$ 279,179	\$ (446,121)	(61.51) %
<i>Subtotal 8200 Town Manager</i>		<i>\$ 1,400,613</i>	<i>\$ 2,012,522</i>	<i>\$ 2,210,252</i>	<i>\$ 1,801,519</i>	<i>\$ (2,500)</i>	<i>\$ 1,799,019</i>	<i>\$ (411,233)</i>	<i>(18.61) %</i>
	8310 Financial Committees	\$ 6,630	\$ 451	\$ 8,535	\$ 8,676	\$ —	\$ 8,676	\$ 141	1.65 %
	8320 Misc. Boards and Committees	\$ 6,502	\$ 5,996	\$ 10,500	\$ 10,500	\$ —	\$ 10,500	\$ —	— %
	8330 Town Celebrations Committee	\$ 44,842	\$ 49,859	\$ 47,173	\$ 53,734	\$ —	\$ 53,734	\$ 6,561	13.9 %
<i>Subtotal 8300 Town Committees</i>		<i>\$ 57,974</i>	<i>\$ 56,306</i>	<i>\$ 66,208</i>	<i>\$ 72,910</i>	<i>\$ —</i>	<i>\$ 72,910</i>	<i>\$ 6,702</i>	<i>10.1 %</i>
	8400 Finance Personal Services	\$ 1,487,307	\$ 1,486,805	\$ 1,623,147	\$ 1,636,918	\$ —	\$ 1,636,918	\$ 13,771	0.85 %
	8400 Finance Expenses	\$ 432,482	\$ 437,118	\$ 492,025	\$ 527,560	\$ 22,700	\$ 550,260	\$ 58,235	11.84 %
<i>Subtotal 8400 Finance</i>		<i>\$ 1,919,788</i>	<i>\$ 1,923,922</i>	<i>\$ 2,115,172</i>	<i>\$ 2,164,478</i>	<i>\$ 22,700</i>	<i>\$ 2,187,178</i>	<i>\$ 72,006</i>	<i>3.40 %</i>
	8500 Town Clerk Personal Services	\$ 396,034	\$ 433,848	\$ 487,985	\$ 554,770	\$ —	\$ 554,770	\$ 66,785	13.69 %
	8500 Town Clerk Expenses	\$ 108,656	\$ 139,337	\$ 109,375	\$ 126,049	\$ —	\$ 126,049	\$ 16,674	15.24 %
<i>Subtotal 8500 Town Clerk</i>		<i>\$ 504,690</i>	<i>\$ 573,185</i>	<i>\$ 597,360</i>	<i>\$ 680,819</i>	<i>\$ —</i>	<i>\$ 680,819</i>	<i>\$ 83,459</i>	<i>13.97 %</i>
	8600 IT Personal Services	\$ 830,098	\$ 849,519	\$ 808,139	\$ 850,185	\$ 1,406	\$ 851,591	\$ 43,452	5.38 %
	8600 IT Expenses	\$ 1,802,626	\$ 1,737,917	\$ 2,110,426	\$ 2,313,084	\$ (40,500)	\$ 2,272,584	\$ 162,158	7.68 %
<i>Subtotal 8600 Innovation &amp; Technology</i>		<i>\$ 2,632,724</i>	<i>\$ 2,587,436</i>	<i>\$ 2,918,565</i>	<i>\$ 3,163,269</i>	<i>\$ (39,094)</i>	<i>\$ 3,124,175</i>	<i>\$ 205,610</i>	<i>7.04 %</i>
<b>Total General Government</b>		<b>\$ 7,682,467</b>	<b>\$ 8,402,989</b>	<b>\$ 9,241,884</b>	<b>\$ 9,289,255</b>	<b>\$ (36,519)</b>	<b>\$ 9,252,736</b>	<b>\$ 10,851</b>	<b>0.12 %</b>
<b>Total Municipal</b>		<b>\$ 41,023,558</b>	<b>\$ 43,996,639</b>	<b>\$ 47,117,941</b>	<b>\$ 49,404,799</b>	<b>\$ (348,476)</b>	<b>\$ 49,056,323</b>	<b>\$ 1,938,382</b>	<b>4.11 %</b>

# Section I Budget Overview

Town of Lexington, MA

## Program Summary

		A	B	C	D	E	D	E (D-C)	F (E/C)
		FY2022	FY2023	FY2024	FY2025	FY2025	FY2025		
Element	Description	Actual	Actual**	Restated**	Request	Add/Delete	Recommended	Change \$	Change %
<u>Operating Department Summary</u>									
	Education Operating	\$ 123,766,583	\$ 131,478,345	\$ 138,232,221	\$ 143,991,114	\$ —	\$ 143,991,114	\$ 5,758,893	4.17 %
	Shared Expenses	\$ 61,821,631	\$ 62,343,287	\$ 68,868,939	\$ 72,448,524	\$ (151,708)	\$ 72,296,815	\$ 3,427,876	4.98 %
	Municipal Operating	\$ 41,023,558	\$ 43,996,639	\$ 47,117,941	\$ 49,404,799	\$ (348,476)	\$ 49,056,323	\$ 1,938,382	4.11 %
		\$ 226,611,772	\$ 237,818,271	\$ 254,219,101	\$ 265,844,437	\$ (500,184)	\$ 265,344,252	\$ 11,125,151	4.38 %
<b>Capital</b>									
	Capital Requests (Cash-GF, Prior Bond Auth., BAN Premiums)	\$ 6,806,505	\$ 11,049,906	\$ 13,299,438	\$ 13,137,549	\$ —	\$ 13,137,549	\$ (161,889)	(1.22) %
	Non-General Fund Capital Requests	\$ 464,126	\$ 311,824	\$ 129,685	\$ 168,234	\$ —	\$ 168,234	\$ 38,549	29.73 %
	Building Envelope & Systems Set-Aside	\$ 214,186	\$ 219,540	\$ 225,029	\$ 230,655	\$ —	\$ 230,655	\$ 5,626	2.50 %
	Streets Set-Aside	\$ 2,651,674	\$ 2,669,767	\$ 2,688,312	\$ 2,707,321	\$ —	\$ 2,707,321	\$ 19,009	0.71 %
<b>Total Capital</b>		<b>\$ 10,136,491</b>	<b>\$ 14,251,037</b>	<b>\$ 16,342,464</b>	<b>\$ 16,243,759</b>	<b>\$ —</b>	<b>\$ 16,243,759</b>	<b>\$ (98,705)</b>	<b>(0.60)%</b>
<b>Other</b>									
	Unallocated	\$ —	\$ —	\$ —	\$ 1,000,000	\$ —	\$ 1,000,000	\$ 1,000,000	— %
	Set-Aside for Unanticipated Current FY Needs	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ 200,000	\$ 200,000	— %
	Special Education Stabilization Fund	\$ —	\$ —	\$ 500,000	\$ —	\$ —	\$ —	\$ (500,000)	(100.00) %
	Special Education Reserve Fund	\$ —	\$ —	\$ 750,000	\$ —	\$ —	\$ —	\$ (750,000)	(100.00) %
	General Fund Support for Recreation & Community Programs (Transfer to Article 5, ATM)	\$ 509,215	\$ 242,790	\$ 256,675	\$ 272,708	\$ —	\$ 272,708	\$ 16,033	6.25 %
	Tax Levy Dedicated to Capital Stabilization Fund	\$ 57,138	\$ 1,733,137	\$ 4,036,373	\$ 4,036,373	\$ —	\$ 4,036,373	\$ —	— %
	Allocated to Capital Stabilization Fund	\$ 3,730,836	\$ 3,784,689	\$ 396,145	\$ —	\$ —	\$ —	\$ (396,145)	(100.0) %
	Transfer to the Transportation Demand Management (TDM) Stab. Fund from Tax Levy	\$ 200,000	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	Senior Service Program	\$ 15,000	\$ 15,000	\$ —	\$ 15,000	\$ —	\$ 15,000	\$ 15,000	— %
	Climate Action Plan	\$ —	\$ 50,570	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	Vision for Lexington Townwide Survey	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	OPEB Trust Fund***	\$ 1,879,721	\$ 1,929,721	\$ 1,979,721	\$ 2,029,721	\$ —	\$ 2,029,721	\$ 50,000	2.53 %
	Warrant Articles	\$ 100,000	\$ 526,364	\$ 187,927	\$ 500,000	\$ —	\$ 500,000	\$ 312,073	166.1 %
<b>Total Other Articles</b>		<b>\$ 6,541,910</b>	<b>\$ 8,282,271</b>	<b>\$ 8,106,841</b>	<b>\$ 8,053,802</b>	<b>\$ —</b>	<b>\$ 8,053,802</b>	<b>\$ (53,039)</b>	<b>(0.65)%</b>
<b>General Fund Total</b>		<b>\$ 243,290,172</b>	<b>\$ 260,351,578</b>	<b>\$ 278,668,406</b>	<b>\$ 290,141,998</b>	<b>\$ (500,184)</b>	<b>\$ 289,641,813</b>	<b>\$ 10,973,407</b>	<b>3.94 %</b>

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

\*\*The FY2023 Actual and FY2024 Appropriations for Minuteman Regional High School have been adjusted to reflect the actual assessments for those years, rather than the timing of actual payments.

\*\*\*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.



# Appendix A: Program Improvement Requests

Shared and Municipal Programs 2000 - 8000

FY2025 Recommended Budget: Program Improvements

## Program Improvement Request Summary

Program	Department Requests	Recommended	Not Recommended	Recommended ARPA
<b>General Fund</b>				
Public Facilities	\$ 9,937	\$ 9,937	\$ —	\$ —
Public Works	\$ 498,747	\$ 102,747	\$ —	\$ 396,000
Police	\$ 346,740	\$ 16,232	\$ 330,508	\$ —
Fire	\$ 112,733	\$ 112,733	\$ —	\$ —
Library	\$ 93,700	\$ —	\$ 93,700	\$ —
Recreation - Non-Enterprise	\$ 20,000	\$ —	\$ 20,000	\$ —
Human Services	\$ —	\$ —	\$ —	\$ —
Health	\$ 50,000	\$ —	\$ —	\$ 50,000
Land Use, Housing and Development	\$ 111,153	\$ 68,279	\$ 42,874	\$ —
Select Board	\$ —	\$ —	\$ —	\$ —
Town Manager's Office	\$ 185,000	\$ 85,000	\$ —	\$ 100,000
Miscellaneous Boards and Committees	\$ 31,200	\$ —	\$ 31,200	\$ —
Finance	\$ 144,882	\$ 40,000	\$ —	\$ 105,000
Town Clerk	\$ 61,714	\$ —	\$ 61,714	\$ —
Innovation & Technology	\$ 6,499	\$ 6,499	\$ —	\$ —
<b>Total General Fund Requests</b>	<b>\$ 1,672,305</b>	<b>\$ 441,427</b>	<b>\$ 579,996</b>	<b>\$ 651,000</b>

### Non-General Fund

Water/Sewer Enterprise	\$ 158,931	\$ 108,931	\$ —	\$ 50,000
Recreation Enterprise	\$ 53,143	\$ 53,143	\$ —	\$ —
State Funding - NOI Fees	\$ 20,290	\$ 20,290	\$ —	\$ —
<b>Total Non-General Fund</b>	<b>\$ 232,364</b>	<b>\$ 182,364</b>	<b>\$ —</b>	<b>\$ 50,000</b>

<b>Combined Requests Total</b>	<b>\$ 1,904,669</b>	<b>\$ 623,791</b>	<b>\$ 579,996</b>	<b>\$ 701,000</b>
--------------------------------	---------------------	-------------------	-------------------	-------------------

GENERAL FUND		Departmental Request				Recommendation		Recommended ARPA
Program	Description							
Public Facilities		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
2600 - Facilities	AV Technician Upgrade	\$ 9,795	\$ —	\$ 142	\$ 9,937	\$ 9,937	\$ —	\$ —
Total Public Facilities		\$ 9,795	\$ —	\$ 142	\$ 9,937	\$ 9,937	\$ —	\$ —
Public Works		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
3420-Recycling	Expanded Food Waste Collection Program	\$ —	\$ 396,000	\$ —	\$ 396,000	\$ —	\$ —	\$ 396,000
3300 - Public Grounds	Assistant Superintendent for Public Grounds	\$ 83,895	\$ —	\$ 18,852	\$ 102,747	\$ 102,747	\$ —	\$ —
Total Public Works		\$ 83,895	\$ 396,000	\$ 18,852	\$ 498,747	\$ 102,747	\$ —	\$ 396,000
Police		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
4110 - Police Administration	Deputy Chief Position	\$ 189,000	\$ —	\$ 20,376	\$ 209,376	\$ —	\$ 209,376	\$ —
4140 - Investigations and Prevention	School Resource Officer	\$ 102,018	\$ —	\$ 19,114	\$ 121,132	\$ —	\$ 121,132	\$ —
4110 - Police Administration	Code Enforcement Officer	\$ 16,000	\$ —	\$ 232	\$ 16,232	\$ 16,232	\$ —	\$ —
Total Police		\$ 307,018	\$ —	\$ 39,722	\$ 346,740	\$ 16,232	\$ 330,508	\$ —
Fire		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
4220 - Fire Prevention	Lieutenant Fire Inspector	\$ 93,739	\$ —	\$ 18,994	\$ 112,733	\$ 112,733	\$ —	\$ —
Total Fire		\$ 93,739	\$ —	\$ 18,994	\$ 112,733	\$ 112,733	\$ —	\$ —
Library		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
5130 - Youth Services	Full Time Teen Services Librarian	\$ 74,978	\$ —	\$ 18,722	\$ 93,700	\$ —	\$ 93,700	\$ —
Total Library		\$ 74,978	\$ —	\$ 18,722	\$ 93,700	\$ —	\$ 93,700	\$ —
Recreation - General Fund		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
5240 - Community Center	Community Center/DPF Facility Expenses	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —
Total Recreation - General Fund		\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —
Health		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
6500-Health	Health Dept. Staff Electric Vehicle	\$ —	\$ 50,000	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000
Total Health		\$ —	\$ 50,000	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000
Land Use, Housing & Development		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
7110- Building and Zoning	Mechanical Inspector	\$ 49,920	\$ —	\$ 18,359	\$ 68,279	\$ 68,279	\$ —	\$ —
7130 - Conservation	Conservation Land Chipping	\$ —	\$ 5,000	\$ —	\$ 5,000	\$ —	\$ 5,000	\$ —
7300 - Economic Development	Full-time Assistant Visitors Center Manager	\$ 19,950	\$ —	\$ 17,924	\$ 37,874	\$ —	\$ 37,874	\$ —
Total Land Use, Housing & Development		\$ 69,870	\$ 5,000	\$ 36,283	\$ 111,153	\$ 68,279	\$ 42,874	\$ —

Town Manager		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
8210 - Org. Dir. & Admin.	Consultant Services - General Liability Insurance	\$ —	\$ 25,000	\$ —	\$ 25,000	\$ —	\$ —	\$ 25,000
8210 - Org. Dir. & Admin.	ADA Town Building Self-Evaluation and Transition Plan	\$ —	\$ 75,000	\$ —	\$ 75,000	\$ —	\$ —	\$ 75,000
8210 - Org. Dir. & Admin.	Chief Equity Officer Annual Budget	\$ —	\$ 50,000	\$ —	\$ 50,000	\$ 50,000	\$ —	\$ —
8210 - Org. Dir. & Admin.	Sustainability & Resilience Officer Annual Budget	\$ —	\$ 25,000	\$ —	\$ 25,000	\$ 25,000	\$ —	\$ —
8210 - Org. Dir. & Admin.	Energy Intelligence Dashboard and BEU-D Reporting Support	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ 10,000	\$ —	\$ —
<b>Total Town Manager</b>		\$ —	\$ 185,000	\$ —	\$ 185,000	\$ 85,000	\$ —	\$ 100,000

Town Committees		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
8320 - Misc. Boards & Committees	Human Rights Committee	\$ —	\$ 21,200	\$ —	\$ 21,200	\$ —	\$ 21,200	\$ —
8320 - Misc. Boards & Committees	Lexington Council for the Arts	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —
<b>Total Town Committees</b>		\$ —	\$ 31,200	\$ —	\$ 31,200	\$ —	\$ 31,200	\$ —

Finance		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
8420 - Treasurer/Collector	Tyler ERP/Cashiering Module	\$ —	\$ 144,882	\$ —	\$ 144,882	\$ 40,000	\$ —	\$ 105,000
<b>Total Finance</b>		\$ —	\$ 144,882	\$ —	\$ 144,882	\$ 40,000	\$ —	\$ 105,000

Town Clerk		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
8500 - Town Clerk	Staffing Improvements	\$ 21,706	\$ —	\$ 315	\$ 22,021	\$ —	\$ 22,021	\$ —
8500 - Town Clerk	Archivist/Records Officer	\$ 21,743	\$ —	\$ 17,950	\$ 39,693	\$ —	\$ 39,693	\$ —
<b>Total Town Clerk</b>		\$ 43,449	\$ —	\$ 18,265	\$ 61,714	\$ —	\$ 61,714	\$ —

Innovation & Technology		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
8600 - IT	Applications & Systems Administrator Upgrade	\$ 6,406	\$ —	\$ 93	\$ 6,499	\$ 6,499	\$ —	\$ —
<b>Total Innovation &amp; Technology</b>		\$ 6,406	\$ —	\$ 93	\$ 6,499	\$ 6,499	\$ —	\$ —

**Total General Fund** \$ 689,150 \$ 832,082 \$ 151,073 \$ 1,672,305 \$ 441,427 \$ 579,996 \$ 651,000

#### NON-GENERAL FUND

Water/Sewer Enterprise		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
3600/3700 Water/Sewer	Assistant Superintendent for Water/Sewer	\$ 83,895	\$ —	\$ 18,949	\$ 102,844	\$ 102,844	\$ —	\$ —
3600 Water	Leadman Upgrade	\$ 6,000	\$ —	\$ 87	\$ 6,087	\$ 6,087	\$ —	\$ —
8410 - Comptroller	Water and Sewer Rate Study	\$ —	\$ 50,000	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000
<b>Total Water/Sewer Enterprise</b>		\$ 89,895	\$ 50,000	\$ 19,036	\$ 158,931	\$ 108,931	\$ —	\$ 50,000

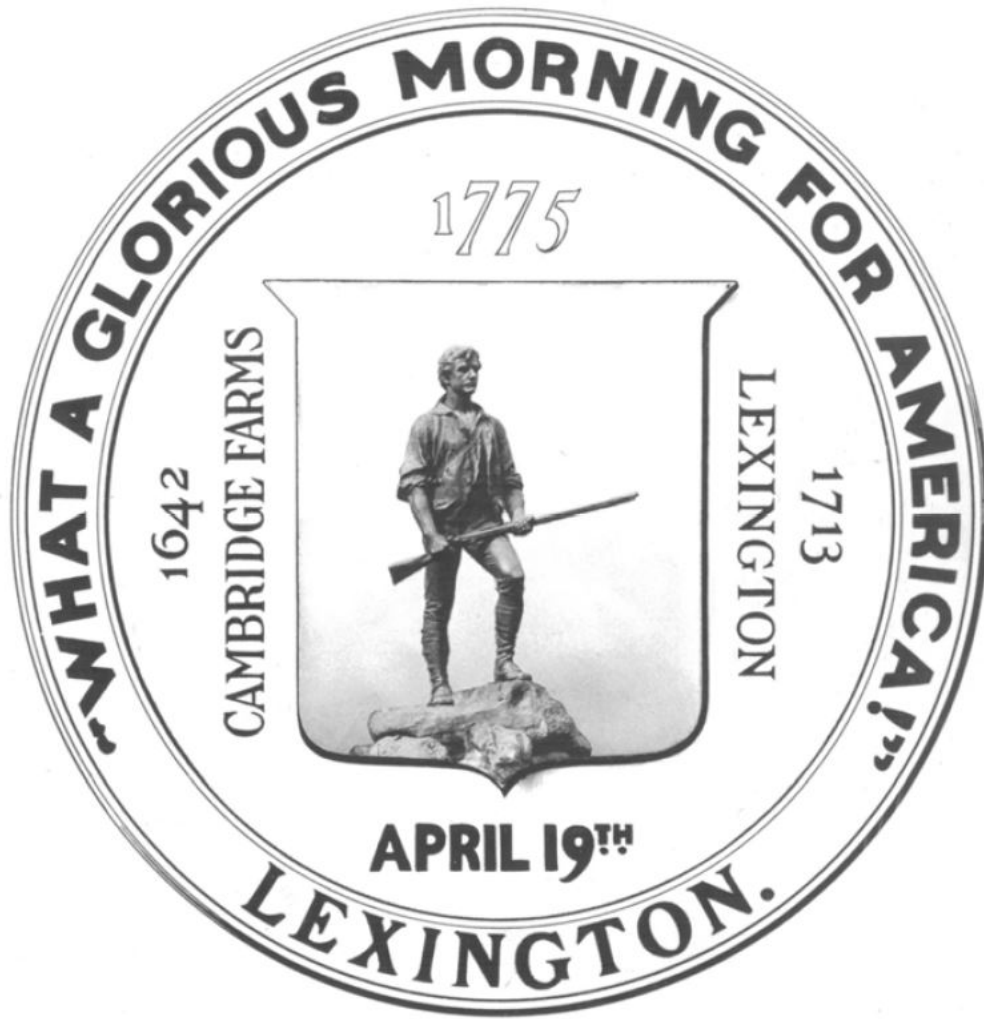
Recreation Enterprise		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
5220 - Recreation	Full-time Recreation Coordinator	\$ 35,000	\$ —	\$ 18,143	\$ 53,143	\$ 53,143	\$ —	\$ —
<b>Total Recreation Enterprise</b>		\$ 35,000	\$ —	\$ 18,143	\$ 53,143	\$ 53,143	\$ —	\$ —

State Funding - NOI Fees		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended	ARPA
7130-Conservation	Conservation Regulatory Assistant Hours	\$ 20,000	\$ —	\$ 290	\$ 20,290	\$ 20,290	\$ —	\$ —
<b>Total State Funding - NOI Fees</b>		\$ 20,000	\$ —	\$ 290	\$ 20,290	\$ 20,290	\$ —	\$ —

**Total Non-General Fund** \$ 144,895 \$ 50,000 \$ 37,469 \$ 232,364 \$ 182,364 \$ — \$ 50,000



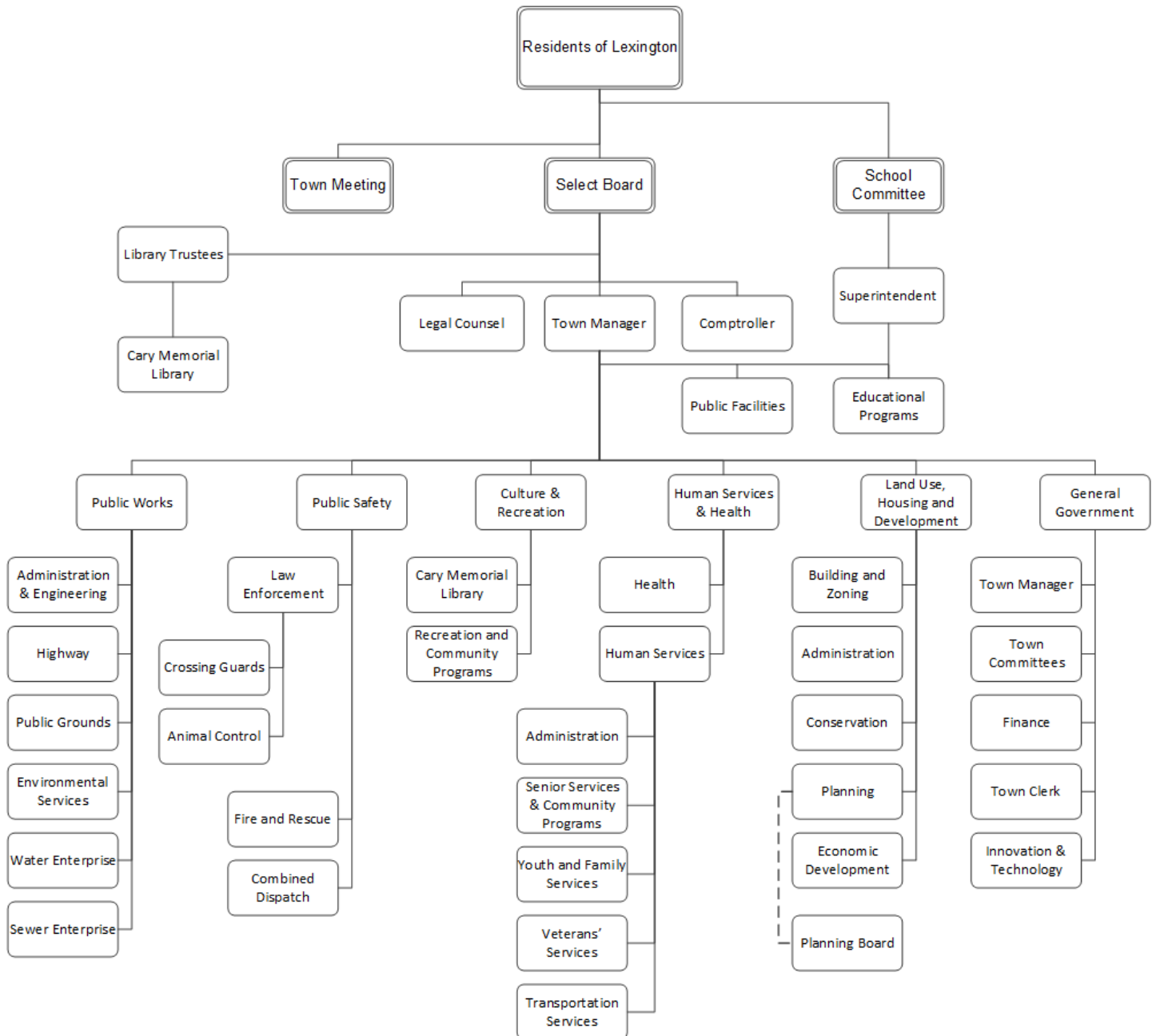
Town of Lexington,  
Massachusetts



Fiscal Year 2025  
Preliminary  
Budget & Financing Plan  
January 18, 2024



# Town of Lexington Organizational Chart



# Table of Contents

The budget document outlines the Town's financial plan as recommended by the Select Board. Both the operating and capital budgets are contained in this document. The effective period of this budget is from July 1, 2024 to June 30, 2025.



---

## Budget-In-Brief

---

### Report of the Town Manager

---

The Budget Message is a letter to the Select Board 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 FY2025 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.

Description of Revenues

II-3

---

## Detailed Budget Information

---

### Section III: Program 1000: Education

---

1000 Education Program

III-1

1100 Lexington Public Schools

III-2

1200 Minuteman Regional High School

III-18

### Section IV: Program 2000: Shared Expenses

---

2000 Shared Expenses

IV-1

2100 Employee Benefits

IV-3

2200 Property & Liability Insurance

IV-8

2300 Solar Producer Payments

IV-10

2400 Debt Service

IV-12

2500 Reserve Fund

IV-14

2600 Public Facilities

IV-17

## **Section V: Program 3000: Public Works**

---

3000 Public Works	V-1
3000 - 3500 DPW Summary	V-2
3100 DPW Administration and Engineering	V-7
3200 Highway	V-12
3300 Public Grounds	V-16
3400 Environmental Services	V-20
3600 Water Enterprise	V-25
3700 Sewer Enterprise	V-29

## **Section VI: Program 4000: Public Safety**

---

4000 Public Safety	VI-1
4100 Law Enforcement	VI-3
4200 Fire & Rescue	VI-10

## **Section VII: Program 5000: Culture and Recreation**

---

5000 Culture and Recreation	VII-1
5100 Cary Memorial Library	VII-3
5200 Recreation and Community Programs	VII-9

## **Section VIII: Program 6000: Human Services and Health**

---

6000 Human Services and Health	VIII-1
6100 - 6200 Administration, Veterans' Services, Youth and Family Services, Senior Services and Community Programs, and Transportation Services	VIII-2
6500 Health	VIII-8

## **Section IX: Program 7000: Land Use, Housing and Development Department**

---

7000 Land Use, Housing and Development Department	IX-1
7100 - 7400 Summary	IX-3
7110 Building and Zoning	IX-10
7120 Administration	IX-14
7130 Conservation	IX-17
7200 Planning	IX-21
7300 Economic Development	IX-25

## Section X: Program 8000: General Government

---

8000 General Government	X-1
8100 Select Board	X-1
8200 Town Manager	X-6
8300 Town Committees	X-11
8400 Finance	X-13
8500 Town Clerk	X-18
8600 Innovation & Technology	X-22

---

## FY2025 Capital Improvement Budget & Financing Plan

---

### Section XI: Capital Investment

---

FY2025 Capital Improvement Budget & Financing Plan	XI-1
--	------

---

### Acknowledgments

Preparing a budget document with this level of detail is a significant undertaking. I would like to express my appreciation to Superintendent of Schools Julie Hackett, Assistant Superintendent for Finance and Administration David Coelho, 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 Town Accountant Krista Murphy, Director of Assessing Robert Lent, Management Fellow James Robinson, Human Resources Director Anne Kostos, and Deputy Town Manager Kelly Axtell for their work in preparing the many facets of this document. In addition, the completion of the 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 Rosalyn Impink.

**James J. Malloy, Town Manager**





***Town of Lexington***  
Town Manager's Office

James J. Malloy, Town Manager  
Kelly E. Axtell, Deputy Town Manager

Tel: (781) 698-4540  
Fax: (781) 861-2921

January 18, 2024

**The Honorable Select Board, Appropriation Committee and Capital Expenditures Committee:**

I am hereby submitting the FY2025 Town Manager's Preliminary Budget and Financing Plan for your review. Our primary goal has been to develop a budget and financing plan that maintains a high level of municipal and school services while remaining sustainable for the community in the long term. We strive to articulate this plan in a transparent manner through the leadership actions, behaviors and visions of the Select Board and various policy and advisory committees.

**A Sustainable Budget:** Budgets are about priorities and 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 competing demands. We hope this document is helpful in this regard.

We expect the Town will maintain a sound financial position leading up to and throughout FY2025 due to conservative budgeting and strong fiscal management. For FY2025 we expect a modest amount of revenue growth that is sufficient to maintain contractual obligations and current levels of service. Importantly, new commercial growth will allow the Town to pursue financial policies and goals that address long-term liabilities and capital needs.

This Preliminary Budget is balanced and based on a 4.3% increase in revenue as projected in the Town's Revenue Allocation Model that has been used by the Town for the past two decades to ensure a fair distribution of new revenues to the School and Municipal sides of Town government. This projected revenue is up from the 3.7% increase that was presented at Summit II in November 2023. The updated allocation of revenue provides funding for the School Department at \$140,508,367 for FY2025, an increase of \$5,778,123 over the FY2024 budget. The Municipal budget is \$49,423,073, an increase of \$2,032,424 over the FY2024 budget.

In addition to the budget presented here, the Town continues to utilize \$9.9 million in federal funds that were directly allocated to Lexington via the American Rescue Plan Act (ARPA). This federal grant funding is allocated by the Lexington Select Board; these funds must be obligated by end of calendar year 2024 and fully expended by the end of calendar year 2026. The Board has made it a priority to utilize this funding to support economic recovery, maintain public health and safety, and assist those residents and businesses disproportionately impacted by the pandemic.

**A Transparent Budget:** The operating and capital budget the Board recommends to Town Meeting is the single most important policy document considered each year, as the budget is the one-year spending plan based on the Board's strategic priorities. 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.

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. 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. This FY2025 Preliminary Budget proposes \$290 million in General Fund spending, \$36 million in Enterprise Fund spending, \$4 million in Revolving Fund spending and \$49 million in capital projects.

As always, the Senior Management Team and I remain committed to working with the Select Board, School Department and financial committees in striking a balance in the allocation of projected revenues for Town services, educational programs and capital improvements to ensure that we continue to meet the needs and expectations of Lexington's residents. We believe this document is comprehensive enough so that readers understand where Town revenue comes from and what they are spent on, yet succinct enough that the details are not overwhelming. Staff and I will continue to endeavor to improve not only this document, but the budgeting process and will continue to strive to provide improvements and welcome comments and suggestions in order to provide a better communicated budget in the future.

I want to acknowledge and thank the work and effort that Carolyn Kosnoff, Assistant Town Manager for Finance and Rosalyn Impink, Budget Officer have contributed to this document and the entire budget process, along with the entire Senior Management Team and other staff of the Town.

Very truly yours,

*James J. Malloy*

Town Manager

# Preliminary Budget - In Summary

This budget, as submitted, is **balanced** given the revenue assumptions shown in Section II of this document. FY2025 revenue was presented in detail at Financial Summit II and was subsequently updated to reflect increases in certain line items as staff refined projections.

## Town Manager's Overall Recommendations

In light of the goals and priorities of the Select Board and the discussions at Financial Summits I & II, this preliminary budget includes the following key recommendations:

- **Municipal and School Department Revenue Allocations** - At Financial Summit II, a Revenue Allocation Formula was presented which projected an available funding increase of 3.7%. This figure was recently refined and the allocation to both Town and School increased to 4.3%. The Town Manager's recommended budget, including recommended program improvements, fully expends the allocation for municipal services. The Superintendent of Schools' recommended budget fully expends the allocation for the schools.
- **Municipal Program Improvement Requests (PIRs)** - Senior managers submitted a total of \$1,521,232 in municipal program improvement requests for the FY2025 General Fund budget. While FY2025 revenues are expected to increase modestly, several large collective bargaining agreements recently settled, and new compensation rates are reflected in the FY2025 budget. This originally resulted in little to no funding for discretionary program improvements in FY2025.

In order to fund some of the Board's top priorities, the Town Manager and Senior Management Team reviewed and reduced targeted line items in the municipal budget to allow for \$441,427 in recommended General Fund program improvements for FY2025. This detailed review was to identify areas where historic spending was lower than budget, and therefore these targeted reductions are not expected to have a negative impact on existing service levels. Additional program improvements are recommended if they are outside the General Fund and will be covered with Enterprise, Revolving Fund or other available revenues, including American Rescue Plan Act (ARPA) funds.

- **Capital Budget** - This Preliminary Budget includes recommendations for \$49.4 million in capital projects, including those identified as priorities by the Select Board, as well as the typical capital programs included in the capital plan in order to maintain the Town's infrastructure. Of this amount, \$28.1 million is sourced from available funding sources, such as the tax levy, user charges, Free Cash, Enterprise retained earnings, the Community Preservation Act (CPA), and other funds. The remaining \$21.3 million is proposed to be debt financed. Debt financing will be within the limits of Proposition 2½, with the potential exception of the \$10 million request for design funds for Lexington High School which is expected to be included in a future Proposition 2 1/2 debt exclusion referendum.
- **Dedicated Tax Levy for Capital Stabilization Fund (CSF)** - The Town has utilized the CSF over the last several years to create stability in the Town's obligated debt service, and has reaffirmed the intention to continue this practice in the coming years. The FY2025 budget continues the fiscal guideline adopted in 2022 to dedicate new tax levy growth from specific properties (PSDUP & Hartwell Redevelopment) to increase reserves for future capital projects, specifically, the Lexington High School construction project. In FY2024, \$4,036,373 was transferred to the CSF from the tax levy under this new guideline. That amount continues into FY2025 and is anticipated to grow once new levy growth for the targeted properties is calculated for FY2025. The Fall 2024 Special Town Meeting will be asked to transfer that further amount to the CSF. This funding will provide a sustainable funding source that will mitigate a portion of the new high school debt service costs.

- **Reduced Reliance on Free Cash for Operating Budget** - In FY2023, the Town completed a 5-year transition of eliminating the use of Free Cash to support the operating budget. Implementation of this fiscal guideline has begun showing results by increasing funds available for cash capital, thereby reducing within levy debt service resulting in greatly reduced interest costs. The Town does not intend to use Free Cash for operations in FY2025.
- **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 Select Board, School Committee and the financial committees. This preliminary budget provides \$1,000,000 in unallocated funds (Free Cash) that can be directed towards any of these purposes during the review and vetting process.

## Select Board Priorities

This preliminary FY2025 budget is responsive to many of the priorities identified by the Select Board during its annual goal-setting meetings, and in response to needs arising throughout the year, including:

- **Staffing to Support Recent Town Meeting Actions:** The 2023 Annual Town Meeting passed new Tree bylaws, and the 2021 Special Town Meeting and subsequent 2022 townwide referendum passed a more stringent noise bylaw and imposed a ban on gas powered leaf blowers. This budget proposes new positions for an Assistant Superintendent of Public Grounds and a Code Enforcement Officer to address the additional workload that have resulted from the increase in operational demands. This budget also proposes one full-time and one part-time position for fire and mechanical inspectors, respectively, to keep up with the increase in development that has resulted from changes in zoning bylaws.
- **Funding for the Semiquincentennial Celebration:** The FY2025 budget proposed to appropriate \$500,000 for planning and coordinating the events for the yearlong celebration of the 250th Anniversary of the Battle of Lexington which will take place in 2025. The time frame for events is anticipated to be Fall of 2024 through Fall of 2025.
- **Sustainability:** Departments have continued to implement the Select Board's electric vehicle policy, and have factored increased costs into the General Fund for the planned replacement of fossil fuel municipal vehicles with electric models.

The Select Board has expressed desire to expand the Town's food waste collection and composting program from 2,000 households in FY2024 to 4,000 households in FY2025. The recommendation of the Town Manager is to fund this expanded program with ARPA funds in FY2025, with the expectation for this to become part of the General Fund operating budget in FY2026.

Lastly, this budget includes funding of a program improvement for sustainability in the operating budget, and capital requests for electric vehicle chargers and a feasibility study for a new solar canopy over the parking lot at Lincoln Field.

- **Capital Improvement Planning:** The FY2025 capital budget continues to plan for a large-scale reconstruction or renovation of Lexington High School (LHS) with a request for \$10 million in design funds to advance the project through schematic design. The FY2025 budget also proposes funding to begin a multi-phased reorganization of Town assets including:
  - A \$6 million renovation of the swing space building at 173 Bedford Street in FY2025 to allow the Superintendent of Schools and School Administration to occupy the building in the coming years as LHS is under construction.

- The FY2026 capital plan is expected to include funding to demolish the existing School Administration Building at 146 Maple Street and additional funding for site work and installation of recreation fields at that site. These fields will help address field loss at the LHS site in future years while that project is under construction.
- The FY2026 capital plan is expected to include construction funding for LHS. Office space for the School Administration will be included in the new LHS building.
- In a future fiscal year the 173 Bedford Street building may be used as swing space for the Cary Memorial Library and/or the Town Office Building as additional capital improvements are implemented in those buildings.
- **Maintain Public Access Television:** This budget includes a partial funding of the LexMedia contract from the tax levy at a level equal with FY2024. As local subscriptions to cable television continue to decline, revenues to the Town's PEG Access Fund have declined. Projections indicate that continuation of Public Access Television will no longer be possible without General Fund support. This budget allocates \$100,000 of tax levy support to maintain current levels of service. This amount of General Fund support is expected to increase in future budget cycles.
- **Pedestrian, Bicycle and Vehicle Safety on Town Roads:** Overall, \$3,902,321 is recommended for the construction of new Sidewalks; existing Sidewalk Improvements; Street Improvements and traffic safety.
- **Fiscal Stability:** This budget implements fiscal guidelines discussed above to dedicate a portion of the tax levy to the Capital Stabilization Fund to align with long-term capital spending, and to the Retirement Fund to continue to address the Town's unfunded liabilities. This budget also appropriates available funds to continue to address the Town's long-term liability for Other Post-Employment Benefits (OPEB).



## 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 FY2024 appropriated budget to the FY2025 recommended General Fund budget is shown below.

<b>Table 1</b>	<b>FY2024 Appropriated</b>	<b>FY2025 Recommended Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Lexington Public Schools	\$ 134,730,244	\$ 140,508,367	\$ 5,778,123	4.3 %
Minuteman High School*	\$ 3,501,977	\$ 3,482,747	\$ (19,230)	(0.5) %
Shared Expenses	\$ 68,868,939	\$ 72,296,815	\$ 3,427,876	5.0 %
Municipal Departments	\$ 47,117,941	\$ 49,056,323	\$ 1,938,382	4.1 %
Cash Capital-Tax Levy and Available Funds	\$ 16,342,464	\$ 16,243,759	\$ (98,705)	(0.6) %
Other**	\$ 8,106,841	\$ 8,053,802	\$ (53,039)	(0.7) %
<b>Total - General Fund Only</b>	<b>\$278,668,406</b>	<b>\$ 289,641,812</b>	<b>\$10,973,405</b>	<b>3.9 %</b>

\*The FY2024 Appropriations for Minuteman Regional High School has been adjusted to reflect the actual assessments for that year.

\*\*Other captures Unallocated revenue, contributions to the Capital Stabilization and OPEB Trust Funds, and various other expenses.

## Preliminary Budget and Financing Plan

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

### 1. FY2025 Projected Revenues

- **Revenue Projections (Section II)** - General Fund operating revenues are projected to increase by \$10,555,996 or 3.8% over FY2024 estimated revenues. Lexington's projected and actual revenue growth for prior years is shown below:

	<u>Projected</u>	<u>Actual</u>		<u>Projected</u>	<u>Actual</u>
FY2025	3.8%		FY2019	3.6%	3.6%
FY2024	4.7%		FY2018	4.6%	6.6%
FY2023	3.9%	7.8%	FY2017	2.8%	3.3%
FY2022	7.0%	7.2%	FY2016	4.2%	6.8%
FY2021	3.6%	2.5%	FY2015	3.6%	2.6%
FY2020	3.5%	3.4%	FY2014	6.9%	9.4%

- **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 is reviewed annually. The FY2025 model was reviewed by the Select Board, financial committees and School Committee at Financial Summit II, and was subsequently updated for Summit III in January 2024 to allocate an additional \$1.05 million in revenue between the Town and School. The final model projected \$7.82 million in net new revenue to be allocated, which represents a 4.3% increase compared to budgeted amounts from the prior year.

For FY2025 the final Revenue Allocation reflects a minor change in methodology related to Shared Expenses. The Town Manager and Superintendent of Schools have agreed to share the cost of the Town's contracted Refuse and Recycling collection and disposal costs for Municipal and School buildings. Previously this cost was fully covered in the Department of Public Works - Environmental Services expense budget. This Preliminary Budget and Financing Plan presents the estimated cost of \$104,838 as a Shared Expense beginning in FY2025.

The amounts shown in this Preliminary Budget and Financing Plan represent the Town Manager's recommended FY2025 budget for municipal operations and Superintendent of School's recommended FY2025 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 and adoption by the Select Board.

### **Other Revenue Considerations**

- In FY2024 the Town Manager recommended, and Town Meeting voted, to create a **Refuse Collection Revolving Fund** which was intended to generate a fee for collection and disposal of bulky items and white goods. After further discussion and consideration the Select Board chose not to implement a fee for this service during FY2024. The cost for collection and disposal of these large items remains in the Town's Refuse Collection budget at no additional cost to the user. Management has not proposed reauthorization or budget for the Refuse Collection Revolving Fund in FY2025. Additional information about the Town's Refuse Collection and Recycling programs can be found in Section V: Program 3400 - Environmental Services.
- Over the last several years Town management has explored creating a **Stormwater Enterprise Fund** to be funded by a Stormwater Management Fee. Stormwater management is an important local, state and national concern. The Town is expending approximately \$2,500,000 annually as part of the capital and operating budgets to improve and maintain drainage townwide, to comply with Environmental Protection Agency (EPA)'s stormwater regulations including the National Pollution Discharge Elimination system (NPDES) permit.

The establishment of this new Enterprise fund has been put on hold as the EPA's regulations evolve and until they issue the town a new Municipal Separated Storm Sewer System (MS4) permit, which is expected in 2024. Once issued Town staff will assess requirements of the permit and whether or not Stormwater capital requirements can be managed within the existing budget. If the new permit requirements result in an expansion of the Town's Stormwater management program, costs may increase rapidly and the Town may reconsider the proposal for a Stormwater Enterprise Fund.

## 2. Departmental Budget Summary

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

Lexington Public Schools	FY2024 Appropriation	FY2025 Superintendent's Recommended Budget	\$ Change	% Change
Compensation/Expenses	\$ 134,730,244	\$ 140,508,367	\$ 5,778,123	4.29%

The Superintendent's proposed budget, presented to the School Committee on January 9, 2024, can be found on the School Department Website at <https://sites.google.com/lexingtonma.org/lps-finance-and-operations/fy-25-budget>.

- b. **Section IV** of this document includes all Shared Expenses. Overall, Shared Expenses are increasing by \$3,427,876 or 5.0%. Beginning in FY2025, Refuse and Recycling collection and processing expenses for School and Municipal buildings are included with Shared Expenses.

A summary table of Shared Expenses is shown below:

Shared Expenses	FY2024 Appropriated	FY2025 Recommended Budget	\$ Change	% Change
Contributory Retirement	\$ 9,984,800	\$ 10,743,076	\$ 758,276	7.59 %
Employee Benefits	\$ 34,937,635	\$ 37,478,895	\$ 2,541,260	7.27 %
Unemployment	\$ 200,000	\$ 200,000	\$ —	— %
Workers Compensation	\$ 500,000	\$ 500,000	\$ —	— %
Property & Liability Insurance	\$ 992,000	\$ 1,140,800	\$ 148,800	15.00 %
Uninsured Losses	\$ 200,000	\$ 200,000	\$ —	— %
Solar Producer Payments	\$ 390,000	\$ 390,000	\$ —	— %
Within-Levy Debt Service*	\$ 6,854,101	\$ 6,123,352	\$ (730,749)	(10.66) %
Reserve Fund	\$ 750,000	\$ 850,000	\$ 100,000	13.33 %
Facilities Department	\$ 14,060,403	\$ 14,565,854	\$ 505,451	3.59 %
Refuse & Recycle (School & Muni)	\$ —	\$ 104,838	\$ 104,838	100.00 %
<b>Total</b>	<b>\$ 68,868,939</b>	<b>\$ 72,296,815</b>	<b>\$ 3,427,876</b>	<b>4.98 %</b>

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

- c. **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 (PIRs) submitted by the Department manager for evaluation by the Town Manager. A table of requested Program Improvements Requests can be found in the Appendix, located in Section XII of this document.

In FY2025 a total of \$1,672,305 in General Fund Program Improvements were requested by Senior Managers, of which the Town Manager is recommending to fund \$441,427 from General Fund revenues. The following list highlights key program improvements for the FY2025 budget as recommended by the Town Manager:

1. Hiring a full-time **Lieutenant Fire Inspector**; \$112,733 for salary and benefits. The increased inspections, licensing, permitting and oversight due to growth in the town's residential, commercial, lab, flammables, oil, propane photovoltaic and energy storage systems on private and municipal projects pushed the current staffing model to its limit. This position will ensure timely inspections that are required for licensing, permitting, occupancy and public safety.
2. Hiring an **Assistant Superintendent for Public Grounds**; \$102,747 for salary and benefits. Changes in the Tree by-law, increases in oversight and maintenance responsibilities, special event coordination, Capital projects, and stakeholder requests have stretched the effective time the Superintendent can work on these tasks. The assistant will allow the Public Grounds Superintendent to concentrate on the most pressing issues, deliver more timely and effective service and help meet the needs of the stakeholders and the community.
3. Hiring a part-time **Code Enforcement Officer**; \$16,232 in wages, non-benefitted. This part-time seasonal position is requested to allow for proper enforcement of changes in the Noise by-law approved at the 2021 Special Town Meeting that banned the use of gas powered leaf blowers in the Town of Lexington.
4. Hiring a part-time **Mechanical Inspector**; \$68,279 for salary and benefits. New energy codes, changing building sciences, and new technology for HVAC and controls has created the need for a staff position with experience and expertise in the mechanical codes, equipment and installations to perform building inspections and enforce the Town's building codes.
5. Adding \$35,000 to the **Sustainability & Resilience Officer's** budget expand programs for energy procurement and planning; the Lexington Heat Smart program, the LexElectrify Community Educational Campaign, building decarbonization roadmap and public outreach and events. Of this amount, \$10,000 is reserved to continue the Town's partnership with Power Options and utilize their professional Energy Intelligence Dashboard to better track and monitor electricity and gas usage and solar production at all town-owned buildings.
6. Creating an annual budget for the **Chief Equity Officer**; \$25,000 to allow for volunteer trainings and community oriented programming. This request may also provide matching funds in grant applications.
7. Hiring an **Assistant Superintendent for Water/Sewer**; \$102,844 for salary and benefits. The responsibilities of the Water/Sewer Superintendent continue to grow and program improvements are needed to keep up with regulations and Department of Environmental Protection mandates. This position will ensure we continue to meet critical reporting timelines, maintain compliance, perform critical maintenance and manage the staff in an effective manner. This position will be split funded between the Water and Wastewater Enterprise Funds.
8. Ongoing license and maintenance fees for **Tyler ERP Cashiering Module and Customer Self Service**; \$40,000. This module will modernize revenue collections in the Treasurer Collector's Office and improve the online payment experience for all customers paying tax bills, utility bills and other fees in the Town Offices. A related request for a one-time implementation cost of this program is requested from ARPA.

As noted in the Town Manager's Report, in addition to program improvement requests, this budget reflects targeted reductions to department budgets in other areas to allow for funding critical PIRs. These reductions are reflected in the Manager's Add/Delete column. The reductions presented are not expected to have a negative impact on existing service levels.

The following table provides a summary of the FY2024 to FY2025 municipal department budget requests, as adjusted and recommended by the Town Manager:

<b>Municipal Budgets*</b>	<b>FY2024 Appropriated</b>	<b>FY2025 Recommended Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Public Works	\$ 12,717,509	\$ 13,015,106	\$ 297,597	2.3%
Police	\$ 9,042,530	\$ 9,536,323	\$ 493,793	5.5%
Fire	\$ 8,102,071	\$ 9,289,900	\$ 1,187,829	14.7%
Library	\$ 3,385,820	\$ 3,460,565	\$ 74,745	2.2%
Human Services	\$ 1,701,698	\$ 1,513,939	\$ (187,759)	(11.0)%
Health	\$ 527,313	\$ 545,148	\$ 17,835	3.4%
Land Use Department	\$ 2,399,116	\$ 2,442,606	\$ 43,490	1.8%
Select Board	\$ 1,334,327	\$ 1,388,634	\$ 54,307	4.1%
Town Manager	\$ 1,484,952	\$ 1,519,840	\$ 34,888	2.3%
Salary Adjustment Account	\$ 725,300	\$ 279,179	\$ (446,121)	(61.5)%
Town Committees	\$ 66,208	\$ 72,910	\$ 6,702	10.1%
Finance	\$ 2,115,172	\$ 2,187,178	\$ 72,006	3.4%
Town Clerk	\$ 597,360	\$ 680,819	\$ 83,459	14.0%
Innovation & Technology	\$ 2,918,565	\$ 3,124,175	\$ 205,610	7.0%
<b>Total</b>	<b>\$ 47,117,941</b>	<b>\$ 49,056,323</b>	<b>\$1,938,382</b>	<b>4.1%</b>

The Town Manager's Preliminary Recommended budget reflects contractual salaries for recently settled collective bargaining agreements for the Fire Department, Lexington Municipal Employee Association and Lexington Municipal Management Association, as well as other units that are under contract through FY2025.

The following table present the status of the town's bargaining units:

<b>Title of Union Contract</b>	<b>Department</b>	<b>Contract Expiration Date <sup>(1)</sup></b>
Library Staff Association	Library	6/30/2023
AFSCME (Building Maintenance)	Facilities	6/30/2024
AFSCME (DPW)	Public Works	6/30/2024
IBPO Police Superiors	Police (Superiors)	6/30/2025
IAFF (Fire)	Fire	6/30/2025
Lexington Municipal Management Association	Town Staff	6/30/2025
Lexington Municipal Employees Association	Town Staff	6/30/2025
SEIU - School Crossing Guards Police	Police	6/30/2025
AFSCME (Dispatch)	Public Safety	6/30/2026
Lexington Police Association	Patrol Officers	6/30/2026
Lexington Educational Association (Unit D)	Schools	6/30/2023
Lexington Education Association Technology Unit	Schools	6/30/2024
Lexington Educational Association (Unit C)	Schools	8/31/2024
Local 888 SEIU (Custodians & Tradesmen)	Schools	6/30/2025
Association of Lexington Administrators	Schools	6/30/2026
Lexington Education Association (Unit A)	Schools	8/31/2026

<sup>(1)</sup> Expired contracts are currently in negotiations.



Recent contract negotiations have resulted in new policies and competitive compensation programs to ensure the Town of Lexington can recruit and retain highly qualified employees. Beginning in FY2025 budget request for the Town Manager's Salary Reserve Account has set-aside funding to cover a new Town Policy for Paid Parental Leave that will go into effect as of July 1, 2024. This policy was implemented through contract negotiations and is therefore included in the initial budget request by the Town Manager.

The recently settled Police union contracts included a Police Career Incentive Pay Program, also known as the Quinn Bill, to encourage police officers to earn degrees in law enforcement and criminal justice. A similar Career Educational Incentive Pay Program was included in the recently settled bargaining agreement with the Fire Department.

### **Proposed American Rescue Plan Act Funding**

In addition to the Program Improvement Requests noted above, the Town Manager has proposed funding \$701,000 of other FY2025 Program Improvement Requests through the American Rescue Plan Act. The Town's total federal grant of ARPA funds was \$9.9 million, which may be allocated by the Lexington Select Board. ARPA funds must be obligated by end of calendar year 2024 and fully expended by the end of calendar year 2026.

The following FY2025 program improvement requests, which are mostly one-time expenses, have been proposed to be funded by ARPA:

<b>Program Improvement Requests:</b>	<b>Department</b>	<b>Amount Requested</b>
Insurance Consulting Services (Casualty and Property Insurance)	Town Manager	\$ 25,000
ADA Town Building Self Evaluation/Transition Plan	Town Manager	\$ 75,000
Health Department Vehicle (EV)	Health	\$ 50,000
Water/Sewer Rate Study	Finance	\$ 50,000
Tyler ERP Cashiering Module	Finance/IT	\$ 105,000
Expanded Food Waste Collection	Public Works	\$ 396,000
Total Program Improvements Requested from ARPA		\$ 701,000

The Tyler ERP Cashiering Module consists of an one-time cost of \$105,000 for implementation, and a \$40,000 annual software cost which is included as a PIR in the General Fund budget. The Expanded Food Waste Collection program will need to be calculated into the FY2026 General Fund budget as this is proposed to be an ongoing annual expense.

This Page Intentionally Left Blank.



## Proposed Appropriations Into Reserves/Trust Funds

The Town maintains a variety of reserve funds. This includes stabilization funds that can be used to balance the budget in times of economic downturn or volatility (General Stabilization Fund, SPED Stabilization Fund); Specialized Stabilization funds that can be used for specific purposes (Capital Stabilization Fund); OPEB and Pension funds to cover future liabilities, and a General Fund reserve (\$850,000) which is set aside in the operating budget for extraordinary and unforeseen expenses within the fiscal year and can be allocated at the recommendation of the Appropriation Committee.

As in prior years, the proposed budget includes recommendations to increase certain reserves/trusts that are for targeted purposes. The table below presents the current balance of our larger reserve funds:

Reserve Fund	General Stabilization	Special Education Stabilization	Special Education Reserve Fund	Other Post Employment Benefits (OPEB)	Capital Stabilization
Balance as of December 31, 2023	\$10,373,342	\$683,122	\$750,000	\$29,811,364	\$31,763,404

**Special Education Reserve Fund** - In FY2024 Town Meeting created a new Special Education Reserve Fund and set aside \$750,000 for unexpected expenses related to special education, out-of-district tuition or transportation. This funding can be allocated at the recommendation of the School Committee and the Select Board at any point during the fiscal year. Unspent funds will carry forward into future fiscal years. As of publication none of this reserve has been spent in FY2024 and therefore no additional appropriations are recommended to this reserve in FY2025.

**OPEB Trust Fund** - The purpose of this Trust fund is to continue to fund the Town's Retiree Health Insurance Liability. The Town's most recent actuarial valuation calculated the net OPEB liability to be approximately \$242 million.

### Recent Appropriations into the Other Post Employment Benefits (OPEB) Trust Fund

FY2019 Appropriated	FY2020 Appropriated	FY2021 Appropriated	FY2022 Appropriated	FY2023 Appropriated	FY2024 Appropriated	FY2025 Recommended
\$1,842,895	\$1,885,486	\$750,000	\$1,885,486	\$1,935,486	\$1,985,486	\$2,033,375

**Capital Stabilization Fund (CSF)** - Over the last five years the Town completed a significant number of capital projects, including a new Hastings Elementary School, a new facility for the Lexington Children's Place (LCP), a new Fire Station Headquarters, a new Visitors Center, new Cemetery building and the Center Streetscape project. In addition, construction is nearly complete on the new Police Station and Battle Green Streetscape. Finally, Town Meeting approved funding for a feasibility study for renovating or reconstructing Lexington High School at the 2022-2 Special Town Meeting. An additional \$10 million in design funds for LHS is included in this FY2025 budget, and construction funding is anticipated in FY2026.

A key aspect for funding these projects has been to set aside one-time revenues to build the Capital Stabilization Fund (CSF) and then use a portion of the CSF in future budgets to materially reduce the property tax impact of these projects on taxpayers. This approach has generated healthy balances in the CSF, which have been successfully used to mitigate the impact of the Hastings School, LCP, Fire Headquarters, and Police Station. A Fiscal Guideline Working Group was formed to review this approach and propose updates, which resulted in a new fiscal framework for the CSF.

At the fiscal summits in 2021, policy makers endorsed a new fiscal framework to dedicate to the CSF the new tax levy growth generated from projects approved at Town Meeting for a Preliminary Site

Development and Use Plan (PSDUP), as well as for many of the new projects approved under the revised zoning on Hartwell Avenue. The amounts dedicated to the CSF are expected to grow significantly over the next few years. The initial FY2025 set aside of \$4,036,373 can be found in Table 1A of the Revenue section. That amount is expected to increase once FY2025 new levy growth is calculated; Fall 2024 Special Town Meeting will be asked to transfer that further amount to the CSF.

The accumulated CSF balance will be available to either mitigate annual increases in debt service, or fund projects with cash. Once new exempt debt for the high school comes due, the ongoing annual revenue stream can be diverted to cover part of the debt service payments. Each of those approaches allows for flexibility in capital planning and reduces dramatic impacts to taxpayers anticipated from the high school construction project. In addition, one-time revenues will continue to be dedicated to the CSF, as available during the annual budget process.

Below is a history use of the Capital Stabilization Fund to mitigate the property tax impact of the projects noted above, as well as the two middle school additions/renovations and the elementary school modular classrooms approved by the voters in May 2016.

Capital Stabilization Fund (CSF)	FY2021 Appropriated	FY2022 Appropriated	FY2023 Actual	FY2024 Appropriated	FY2025 Proposed Allocation
Appropriated One-Time Sources for CSF	\$ —	\$ 3,730,836	\$ 3,784,689	\$ —	\$ —
Dedicated Tax Levy Growth for CSF	\$ —	\$ 57,138	\$ 1,733,137	\$ 4,036,373	\$ 4,036,373
Prior Year Balance	\$ 25,229,254	\$ 20,674,058	\$ 21,730,961	\$ 26,784,070	\$ 30,320,443
Investment Income	\$ 44,804	\$ 68,929	\$ 335,283	<i>TBD</i>	<i>TBD</i>
Subtotal - Available for Appropriation	\$ 25,274,058	\$ 24,530,961	\$ 27,584,070	\$ 30,820,443	\$ 34,356,816

Appropriation From Stabilization Fund

Excluded Debt Service Tax Relief	\$ 4,600,000	\$ 2,800,000	\$ 800,000	\$ 500,000	\$ —
Within Levy Debt Service	\$ —	\$ —	\$ —	\$ —	\$ —
Subtotal	\$ 4,600,000	\$ 2,800,000	\$ 800,000	\$ 500,000	\$ —
Projected Balance of Fund	\$ 20,674,058	\$ 21,730,961	\$ 26,784,070	\$ 30,320,443	\$ 34,356,816

## Capital Budget (Section XI)

The proposed capital budget continues to make important progress in addressing the Town's list of planned capital projects. The capital budget recommendations include \$49 million for a variety of capital projects for FY2025.

<b>Capital Requests Summary</b>					
	<b>Free Cash/ Tax Levy</b>	<b>Other Funding Sources</b>	<b>Debt</b>	<b>Total</b>	<b>Other**</b>
General Fund	\$ 16,075,525	\$ —	\$ 20,442,977	\$ 36,518,502	\$ —
Excluded Debt Projects	\$ —	\$ —	\$ —	\$ —	\$ —
Other Funding & Chapter 90	\$ —	\$ 168,234	\$ —	\$ 168,234	\$ 974,012
Water Enterprise	\$ —	\$ 2,488,900	\$ —	\$ 2,488,900	\$ —
Sewer Enterprise	\$ —	\$ 810,000	\$ 561,210	\$ 1,371,210	\$ —
Recreation Enterprise	\$ —	\$ 110,000	\$ —	\$ 110,000	\$ —
Compost Revolving Fund	\$ —	\$ —	\$ 320,000	\$ 320,000	\$ —
Community Preservation Act*	\$ —	\$ 8,444,365	\$ —	\$ 8,444,365	\$ —
<b>Total (all Funds)</b>	<b>\$ 16,075,525</b>	<b>\$ 12,021,499</b>	<b>\$ 21,324,187</b>	<b>\$ 49,421,211</b>	<b>\$ 974,012</b>

\*Includes both Town and non-Town CPA funded projects. In FY2025 a total of \$3,782,365.00 of non-Town projects are requested.

\*\*Other represents Chapter 90 Aid for street improvements. This item does not require a Town Meeting appropriation.

### Planning for Lexington High School

The Town continues to plan for a large-scale reconstruction or renovation of Lexington High School. Special Town Meeting 2022-2 appropriated \$1,825,000 for a Feasibility Phase of this project. The FY2025 request includes a second-phase request for \$10,000,000 in design funds to advance the project through the Schematic Design Phase and determine construction cost estimates for a construction appropriation in the FY2026 budget. This request is included in the General Fund Debt column of the table above, however the Town anticipates the future debt service for this project may be excluded from the limits of Proposition 2 1/2 in the future. A townwide debt exclusion vote is anticipated to occur in late 2025.

Additional information about the Lexington High School Construction project and other related projects can be found in the Preliminary Budget - In Summary section of this Town Manager's Report, and in Section XI: Capital Investment of this Preliminary Budget.

### New Capital Programs for FY2025

This budget proposes to create two new capital programs beginning in FY2025.

- Stormwater Management Program** - This new capital program is combining three existing capital programs (Townwide Culvert Replacement, Storm Drain Improvements and NPDES Compliance, and Comprehensive Stormwater Management) into one funding request. The aggregated funding will continue to be utilized for supporting the National Pollutant Discharge and Elimination System (NPDES) program with an emphasis on Illicit Discharge Detection and Elimination (IDDE) and nutrient removal which are both required by the Environmental Protection Agency (EPA) Municipal Separated Storm Sewer System (MS4) permit. Combining these programs into one request recognizes the natural overlap that occurs between the three separate programs and will create more flexibility and agility for the Department of Public Works in planning, bidding and implementing stormwater improvements throughout Lexington.



- **Sustainable Capital Initiatives** - This new program will provide an ongoing source of funding for the design, purchase and installation of electric vehicle chargers, rooftop solar panels and solar canopies, battery storage and other sustainable equipment or capital improvements. This program will be coordinated by the Town's Sustainability and Resilience Officer who may allocate funding to matching grants and other opportunities that arise during the year. This program will be included in the Town's 5-year capital plan and may incorporate requests initiated by other municipal departments.

Other large or notable projects included in the FY2025 Capital Budget are highlighted below.

- **Cary Memorial Library Renovation Project - Construction** - This request for **\$4,000,000** in CPA funds and General Fund Debt will support the renovation of the Large Meeting Room and Children's Room. Approximately half of the project cost will go towards the installation of a new green energy HVAC system for the lower level of the library.
- **Pine Meadows Clubhouse Renovation - Construction** - This request for **\$2,575,000** is to renovate the clubhouse at Pine Meadows Golf Club to bring the building into ADA compliance and ensure a functional user space.
- **173 Bedford Street Renovation - \$6,000,000** - This request is part of a multi-phased plan to reorganize the Town's assets in preparation for the Lexington High School construction project. This phase will allow for the renovation of 173 Bedford Street in order to house the School Administration staff for several years during the Lexington High School construction project and may also be used to house Cary Library operations during the planned HVAC project and a future renovation of the Town Office Building.
- **Lincoln Park Field Improvements** - This request for **\$1,810,000** will fund an end-of-life synthetic turf replacement at Lincoln Field #2 including restoration of the walkways, guardrails, and plantings surrounding the field.
- **Affordable Housing Trust (AHT) Pre-funding** - This request for **\$3,200,000** is to fund the Lexington Affordable Housing Trust (AHT) by providing Community Preservation Act (CPA) seed money for affordable housing and to allow the AHT greater flexibility in purchasing property and competing with for-profit developers in the real estate market.

The Town's full FY2025 Capital Plan and additional information on these projects may be found in Section XI: Capital Investment of this Preliminary Budget.

# Policy Issues

The Town has set aggressive guidelines for addressing our long-term capital needs and funding of the Town's long-term liabilities. The following policy items are to be reaffirmed or addressed by the Select Board in finalizing this preliminary budget:

- **Dedicate New Tax Levy Growth to the Capital Stabilization Fund (CSF)** - Whether to support the future transfers of new tax levy growth into the CSF. The FY2025 recommended transfer is \$4,036,373. This amount is expected to grow in future years as new projects are completed. The contributions and future dedicated revenues are anticipated to be applied in future budgets to offset the debt service from the renovation or reconstruction of Lexington High School.
- **Expand Use of Cash Capital** (Free Cash and Tax Levy) - For FY2025, a total of \$12,387,549 in Free Cash is recommended to fund capital items with cash rather than by issuing debt, thereby reducing future debt service expenses. Further, this budget proposes to allocate \$750,000 of tax levy to support ongoing capital programs. This amount is available due to the decreasing amount of debt service in FY2025 compared to FY2024. Funding some part of the Town's ongoing capital programs with tax levy will allow the town to maintain its assets if lower amounts of Free Cash are available in future years.
- **Appropriate into the Other Post-Employment Benefits (OPEB) Trust Fund** - Whether to support the appropriation of \$2,033,375 into the OPEB Trust Fund. The most recent actuarial valuation calculated Town's total OPEB liability to be approximately \$242 million. Continuing to fund this liability will help ensure the Town is able to meet its future financial obligations related to post-employment health insurance.
- **Confirm the proposed multi-phased reorganization of Town assets** - This recommended budget includes a \$6 million renovation of the swing space building at 173 Bedford Street in FY2025 to allow the Superintendent of Schools and School Administration to occupy the building in the coming years as LHS is under construction. This is the first request of a multi-phased project that includes demolition of the School Administration Building at 146 Maple Street and construction of new fields. Confirmation of the 5-year capital plan and future use of the Town's assets including plans for the 173 Bedford Street building must be confirmed in the final FY2025 Recommended Budget.
- **Unallocated Revenues for Contingencies** - The recommended budget includes \$1,000,000 in unallocated revenues sourced from Free Cash which is a one-time revenue source and can be allocated if needed for three primary purposes:
  1. To balance the budget if State Aid is less than projected. The Legislature will likely not approve the FY2025 State budget until after the conclusion of Town Meeting;
  2. To fund programs, services, capital projects or reserves not currently proposed in this Preliminary Budget; 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.
- **Reduce/Eliminate the Use of Free Cash to Balance the General Fund Operating Budget** - The Government Finance Officers Association (GFOA) recommends against using non-recurring revenues to balance the operating budget. The Town had used Free Cash to

support operations for many years, and in FY2019 the Town Manager implemented a phase-out of this practice over a 5-year period which was subsequently completed in FY2023. As currently proposed, the FY2025 budget includes no funding from free cash to support operations.

Additional policy considerations to be discussed either during finalization of the FY2025 budget, or in anticipation of future budgets, include the following:

- **Appropriate from the Capital Stabilization Fund** - As of June 30, 2023 the Capital Stabilization Fund had a balance of \$26.78 million which has been set-aside to mitigate the impact of excluded debt projects on the taxpayer. For FY2025 there is no request to draw from the Capital Stabilization Fund to mitigate excluded debt service.

In future years the Town will need to revisit the use of this fund to determine the best strategy for offsetting the cost of the Lexington High School construction project. Funds may continue to be drawn down over a period of years to offset debt service, or they may be drawn down in lump-sum amounts to fund parts of the project with cash. Town Staff will continue to model the impact of this project and potential mitigation options as the design and cost projections are refined.




- **Food Waste Collection and Composting Program** - This proposed budget does not include the expansion of the \$396,000 food waste collection and composting program in the Town's General Fund. Alternatively it is recommended to be financed with ARPA funds in FY2025, at no cost to residents. If the Town intends to continue this program in future years it will be necessary to fund this within the General Fund budget. The Town may need to consider implementing a fee for this service or other changes to the Town's refuse and recycling policies in order to balance the budget in future years.

## 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 Select Board, the remaining FY2025 budget dates are proposed to be the following:

- **January 25, 2024** - Summit III to review this Preliminary budget;
- **February 12, 2024** - Select Board to vote recommended FY2025 budget as outlined in the Program Summary;
- **On or before February 23, 2024** - The recommended budget will be forwarded, electronically, to the Appropriation Committee, Capital Expenditures Committee and Town Meeting Members (printed copies to follow);
- **March 18, 2024** - Town Meeting begins;
- **On or before March 23, 2024** - Town Meeting may consider financial articles.

## FY2025 Budget Process

	July	August	September	October	November	December	January	February	March	April	May	June
Elections												
Town Meeting					STM							
Town Manager												
Summit			FG	I	II		III					
Select Board												
School Cmte.												
Calendar Year 2023						Calendar Year 2024						

## Important Dates

<b>July 2023</b>		<b>January 2024</b>	
Issuance of Capital and Operating Budget Guidelines		Submittal of Superintendent's Recommended Budget to SC	
		Submittal of Manager's Recommended Budget to Select Board	
<b>September 2023</b>		School Committee Hearings on Budget	
Town Manager Review of Capital Budget Requests		Budget Summit III - Review of Town Manager's Preliminary Budget	
<b>October 2023</b>		<b>February 2024</b>	
I Budget Summit I - Review FY2023 results		Select Board Vote on FY2025 Recommended Budget	
Town Manager Review of Operating Budget Requests		FY2025 Recommended Budget submitted to Town Meeting	
<b>November-December 2023</b>		<b>March 2024</b>	
STM Special Town Meeting		Municipal Election	
II Budget Summit II - Financial Indicators & Projections		Town Meeting Commences	
Municipal Budget Presentations for Select Board		Budget Presentations by Town Manager and Superintendant	
		Town Meeting Begins Budget Deliberations	



This Page Intentionally Left Blank.



## Section I Budget Overview

*Town of Lexington, MA*

### Summary of Revenues and Expenditures

The summary below shows revenues & expenditures for the Town of Lexington for FY2022-FY2025. It reflects actual results of FY2022 and FY2023, FY2024 estimated revenues and budgeted expenditures submitted to the Department of Revenue for the certification of the FY2024 tax rate, and the budget recommendations of the Town Manager and School Superintendent for FY2025 budget and projected revenues to support those recommendations.

<b>Revenue Summary</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Recap</b>	<b>FY2025 Projected</b>
Tax Levy	\$ 204,228,740	\$ 216,187,221	\$ 227,334,427	\$ 236,032,572
State Aid	\$ 16,677,318	\$ 17,095,119	\$ 19,633,417	\$ 20,078,825
Local Receipts	\$ 16,714,478	\$ 23,992,007	\$ 14,771,452	\$ 16,115,992
Available Funds	\$ 17,825,379	\$ 17,643,279	\$ 17,328,585	\$ 17,941,718
Revenue Offsets	\$ (2,002,403)	\$ (1,831,259)	\$ (1,890,555)	\$ (2,362,772)
Enterprise Funds (Indirect)	\$ 1,432,356	\$ 1,805,613	\$ 1,894,067	\$ 1,835,478
<b>Total General Fund</b>	<b>\$ 254,875,869</b>	<b>\$ 274,891,981</b>	<b>\$ 279,071,393</b>	<b>\$ 289,641,813</b>
<b>General Fund Expenditure Summary</b>				
Education				
Lexington Public Schools	\$ 120,636,545	\$ 128,254,447	\$ 134,730,244	\$ 140,508,367
Minuteman Regional School	\$ 3,130,038	\$ 2,820,911	\$ 3,904,964	\$ 3,482,747
<i>Subtotal Education</i>	<i>\$ 123,766,583</i>	<i>\$ 131,075,358</i>	<i>\$ 138,635,208</i>	<i>\$ 143,991,114</i>
Municipal Departments	\$ 41,023,558	\$ 43,996,639	\$ 47,117,941	\$ 49,056,323
Shared Expenses				
Benefits & Insurance	\$ 37,832,472	\$ 40,827,320	\$ 45,622,435	\$ 48,921,971
Property Insurance & Solar	\$ 1,440,965	\$ 1,513,156	\$ 1,582,000	\$ 1,730,800
Debt (within-levy)	\$ 10,364,264	\$ 7,168,480	\$ 6,854,101	\$ 6,123,352
Reserve Fund	\$ —	\$ —	\$ 750,000	\$ 850,000
Facilities	\$ 12,183,930	\$ 12,834,332	\$ 14,060,403	\$ 14,565,854
Refuse & Recycle (School & Muni)	\$ —	\$ —	\$ —	\$ 104,838
<i>Subtotal Shared Expenses</i>	<i>\$ 61,821,631</i>	<i>\$ 62,343,287</i>	<i>\$ 68,868,939</i>	<i>\$ 72,296,815</i>
Capital				
Cash Capital (designated)	\$ 10,136,491	\$ 14,251,037	\$ 16,342,464	\$ 16,243,759
<i>Subtotal Capital</i>	<i>\$ 10,136,491</i>	<i>\$ 14,251,037</i>	<i>\$ 16,342,464</i>	<i>\$ 16,243,759</i>
Other				
Other (allocated)	\$ 6,541,910	\$ 8,282,271	\$ 8,106,841	\$ 7,053,802
Other (unallocated)	\$ —	\$ —	\$ —	\$ 1,000,000
<i>Subtotal Other</i>	<i>\$ 6,541,910</i>	<i>\$ 8,282,271</i>	<i>\$ 8,106,841</i>	<i>\$ 8,053,802</i>
<b>Total General Fund</b>	<b>\$ 243,290,172</b>	<b>\$ 259,948,591</b>	<b>\$ 279,071,393</b>	<b>\$ 289,641,813</b>
<b>General Fund Surplus/(Deficit)</b>	<b>\$ 11,585,697</b>	<b>\$ 14,943,390</b>	<b>\$ —</b>	<b>\$ —</b>

# Section I Budget Overview

Town of Lexington, MA

Program Summary		A	B	C	D	E	D	E (D-C)	F (E/C)
Element	Description	FY2022 Actual	FY2023 Actual**	FY2024 Restated**	FY2025 Request	FY2025 Add/Delete	FY2025 Recommended	Change \$	Change %
<b>Operating Budget - General Fund Expenses</b>									
<u>Program 1000: Education</u>									
	1100 Lexington Public Schools	\$ 120,636,545	\$ 128,254,447	\$ 134,730,244	\$ 140,508,367		\$ 140,508,367	\$ 5,778,123	4.29 %
	1200 Regional High School	\$ 3,130,038	\$ 3,223,898	\$ 3,501,977	\$ 3,482,747	\$ —	\$ 3,482,747	\$ (19,230)	(0.55) %
<b>Total Education</b>		<b>\$ 123,766,583</b>	<b>\$ 131,478,345</b>	<b>\$ 138,232,221</b>	<b>\$ 143,991,114</b>	<b>\$ —</b>	<b>\$ 143,991,114</b>	<b>\$ 5,758,893</b>	<b>4.17 %</b>
<u>Program 2000: Shared Expenses</u>									
	2110 Contributory Retirement	\$ 7,417,500	\$ 9,219,250	\$ 9,984,800	\$ 10,743,076	\$ —	\$ 10,743,076	\$ 758,276	7.59 %
	2120 Non-Contributory Retirement	\$ 8,798	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	2130 Employee Benefits (Health/Dental/Life/Medicare)	\$ 29,568,050	\$ 30,864,222	\$ 34,937,635	\$ 37,384,853	\$ 94,043	\$ 37,478,895	\$ 2,541,260	7.27 %
	2140 Unemployment	\$ 88,124	\$ 118,848	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	— %
	2150 Workers' Comp.* (MGL Ch.40:13A&13C, Ch.41:111F)	\$ 750,000	\$ 625,000	\$ 500,000	\$ 500,000	\$ —	\$ 500,000	\$ —	— %
<i>Subtotal 2100 Benefits</i>		<i>\$ 37,832,472</i>	<i>\$ 40,827,320</i>	<i>\$ 45,622,435</i>	<i>\$ 48,827,929</i>	<i>\$ 94,043</i>	<i>\$ 48,921,971</i>	<i>\$ 3,299,536</i>	<i>7.23 %</i>
	2210 Property & Liability Insurance	\$ 830,781	\$ 932,619	\$ 992,000	\$ 1,140,800	\$ —	\$ 1,140,800	\$ 148,800	15.00 %
	2220 Uninsured Losses* (MGL Ch. 40, Sec. 13)	\$ 250,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	— %
<i>Subtotal 2200 Property &amp; Liability Insurance</i>		<i>\$ 1,080,781</i>	<i>\$ 1,132,619</i>	<i>\$ 1,192,000</i>	<i>\$ 1,340,800</i>	<i>\$ —</i>	<i>\$ 1,340,800</i>	<i>\$ 148,800</i>	<i>12.48 %</i>
	2310 Solar Producer Payments	\$ 360,184	\$ 380,537	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
<i>Subtotal 2300 Solar Producer Payments</i>		<i>\$ 360,184</i>	<i>\$ 380,537</i>	<i>\$ 390,000</i>	<i>\$ 390,000</i>	<i>\$ —</i>	<i>\$ 390,000</i>	<i>\$ —</i>	<i>— %</i>
	2410 Principal on Long Term Debt	\$ 5,626,400	\$ 5,274,000	\$ 4,840,333	\$ 4,032,700	\$ —	\$ 4,032,700	\$ (807,633)	(16.69) %
	2420 Interest on Long Term Debt	\$ 956,198	\$ 1,217,534	\$ 1,210,458	\$ 1,084,208	\$ —	\$ 1,084,208	\$ (126,250)	(10.43) %
	2430 Principal & Interest on Temporary Debt	\$ 3,781,666	\$ 676,945	\$ 803,310	\$ 1,006,444	\$ —	\$ 1,006,444	\$ 203,134	25.29 %
<i>Subtotal 2400 Debt Services</i>		<i>\$ 10,364,264</i>	<i>\$ 7,168,480</i>	<i>\$ 6,854,101</i>	<i>\$ 6,123,352</i>	<i>\$ —</i>	<i>\$ 6,123,352</i>	<i>\$ (730,749)</i>	<i>(10.66) %</i>
	2510 Reserve Fund	\$ —	\$ —	\$ 750,000	\$ 850,000	\$ —	\$ 850,000	\$ 100,000	13.33 %
<i>Subtotal 2500 Reserve Fund</i>		<i>\$ —</i>	<i>\$ —</i>	<i>\$ 750,000</i>	<i>\$ 850,000</i>	<i>\$ —</i>	<i>\$ 850,000</i>	<i>\$ 100,000</i>	<i>13.33 %</i>
	2600 Facilities	\$ 12,183,930	\$ 12,834,332	\$ 14,060,403	\$ 14,811,605	\$ (245,751)	\$ 14,565,854	\$ 505,451	3.59 %
	3450 Refuse & Recycle Collection for Municipal & School Buildings	\$ —	\$ —	\$ —	\$ 104,838	\$ —	\$ 104,838	\$ 104,838	100.00 %
<b>Total Shared Expenses</b>		<b>\$ 61,821,631</b>	<b>\$ 62,343,287</b>	<b>\$ 68,868,939</b>	<b>\$ 72,448,524</b>	<b>\$ (151,708)</b>	<b>\$ 72,296,815</b>	<b>\$ 3,427,876</b>	<b>4.98 %</b>

# Section I Budget Overview

Town of Lexington, MA

Program Summary		A	B	C	D	E	D	E (D-C)	F (E/C)
Element	Description	FY2022 Actual	FY2023 Actual**	FY2024 Restated**	FY2025 Request	FY2025 Add/Delete	FY2025 Recommended	Change \$	Change %
<u>Program 3000: Public Works</u>									
	3100-3500 DPW Personal Services	\$ 4,706,712	\$ 4,649,707	\$ 5,014,681	\$ 5,151,925	\$ 83,895	\$ 5,235,820	\$ 221,139	4.41 %
	3100-3500 DPW Expenses	\$ 5,996,893	\$ 6,923,480	\$ 7,702,828	\$ 8,044,708	\$ (265,422)	\$ 7,779,286	\$ 76,458	0.99 %
<b>Total Public Works</b>		<b>\$ 10,703,605</b>	<b>\$ 11,573,187</b>	<b>\$ 12,717,509</b>	<b>\$ 13,196,633</b>	<b>\$ (181,527)</b>	<b>\$ 13,015,106</b>	<b>\$ 297,597</b>	<b>2.34 %</b>
<u>Program 4000: Public Safety</u>									
	4100 Law Enforcement Personal Services	\$ 7,047,347	\$ 7,484,155	\$ 7,868,662	\$ 8,317,126	\$ 16,000	\$ 8,333,126	\$ 464,464	5.90 %
	4100 Law Enforcement Expenses	\$ 1,005,548	\$ 1,071,903	\$ 1,173,868	\$ 1,237,680	\$ (34,483)	\$ 1,203,197	\$ 29,329	2.50 %
	<i>Subtotal 4100 Law Enforcement</i>	<i>\$ 8,052,895</i>	<i>\$ 8,556,059</i>	<i>\$ 9,042,530</i>	<i>\$ 9,554,806</i>	<i>\$ (18,483)</i>	<i>\$ 9,536,323</i>	<i>\$ 493,793</i>	<i>5.46 %</i>
	4200 Fire Personal Services	\$ 7,367,013	\$ 7,278,612	\$ 7,286,211	\$ 8,459,217	\$ (56,261)	\$ 8,402,956	\$ 1,116,745	15.33 %
	4200 Fire Expenses	\$ 632,642	\$ 780,112	\$ 815,860	\$ 906,644	\$ (19,700)	\$ 886,944	\$ 71,084	8.71 %
	<i>Subtotal 4200 EMS/Fire</i>	<i>\$ 7,999,655</i>	<i>\$ 8,058,724</i>	<i>\$ 8,102,071</i>	<i>\$ 9,365,861</i>	<i>\$ (75,961)</i>	<i>\$ 9,289,900</i>	<i>\$ 1,187,829</i>	<i>14.66 %</i>
<b>Total Public Safety</b>		<b>\$ 16,052,550</b>	<b>\$ 16,614,783</b>	<b>\$ 17,144,601</b>	<b>\$ 18,920,667</b>	<b>\$ (94,444)</b>	<b>\$ 18,826,223</b>	<b>\$ 1,681,622</b>	<b>9.81 %</b>
<u>Program 5000: Culture &amp; Recreation</u>									
	5100 Library Personal Services	\$ 2,412,910	\$ 2,650,088	\$ 2,696,650	\$ 2,748,471	\$ —	\$ 2,748,471	\$ 51,821	1.92 %
	5100 Library Expenses	\$ 606,529	\$ 694,637	\$ 689,170	\$ 725,894	\$ (13,800)	\$ 712,094	\$ 22,924	3.33 %
<b>Total Culture &amp; Recreation</b>		<b>\$ 3,019,439</b>	<b>\$ 3,344,725</b>	<b>\$ 3,385,820</b>	<b>\$ 3,474,365</b>	<b>\$ (13,800)</b>	<b>\$ 3,460,565</b>	<b>\$ 74,745</b>	<b>2.21 %</b>
<u>Program 6000: Human Services and Health</u>									
	6100-6200 Human Services Personal Services	\$ 687,126	\$ 681,739	\$ 748,917	\$ 750,616	\$ —	\$ 750,616	\$ 1,699	0.23 %
	6100-6200 Human Services Expenses	\$ 529,081	\$ 798,968	\$ 952,781	\$ 763,823	\$ (500)	\$ 763,323	\$ (189,458)	(19.88) %
	<i>Subtotal 6100-6200 Human Services</i>	<i>\$ 1,216,207</i>	<i>\$ 1,480,707</i>	<i>\$ 1,701,698</i>	<i>\$ 1,514,439</i>	<i>\$ (500)</i>	<i>\$ 1,513,939</i>	<i>\$ (187,759)</i>	<i>(11.03) %</i>
	6500 Health Personal Services	\$ 266,439	\$ 355,674	\$ 426,513	\$ 458,098	\$ —	\$ 458,098	\$ 31,585	7.41 %
	6500 Health Expenses	\$ 64,135	\$ 49,061	\$ 100,800	\$ 103,050	\$ (16,000)	\$ 87,050	\$ (13,750)	(13.64) %
	<i>Subtotal 6500 Health</i>	<i>\$ 330,575</i>	<i>\$ 404,735</i>	<i>\$ 527,313</i>	<i>\$ 561,148</i>	<i>\$ (16,000)</i>	<i>\$ 545,148</i>	<i>\$ 17,835</i>	<i>3.38 %</i>
<b>Total Human Services and Health</b>		<b>\$ 1,546,782</b>	<b>\$ 1,885,442</b>	<b>\$ 2,229,011</b>	<b>\$ 2,075,587</b>	<b>\$ (16,500)</b>	<b>\$ 2,059,087</b>	<b>\$ (169,924)</b>	<b>(7.62) %</b>

# Section I Budget Overview

Town of Lexington, MA

## Program Summary

Program Summary		A		B		C		D		E		D		E (D-C)		F (E/C)	
Element	Description	FY2022 Actual		FY2023 Actual**		FY2024 Restated**		FY2025 Request		FY2025 Add/Delete		FY2025 Recommended		Change \$		Change %	
Program 7000: Land Use, Housing and Development (LUHD) Department																	
	7100-7400 LUHD Dept. Personal Services	\$	1,761,781	\$	1,863,837	\$	2,024,579	\$	2,046,055	\$	9,600	\$	2,055,655	\$	31,076	1.53	%
	7100-7400 LUHD Dept. Expenses	\$	256,933	\$	311,676	\$	374,537	\$	402,237	\$	(15,286)	\$	386,951	\$	12,414	3.31	%
Total Land Use, Housing & Development Dept.		\$	2,018,714	\$	2,175,513	\$	2,399,116	\$	2,448,292	\$	(5,686)	\$	2,442,606	\$	43,490	1.81	%
Program 8000: General Government																	
	8110 Select Board Personal Services	\$	136,988	\$	144,276	\$	150,784	\$	156,709	\$	—	\$	156,709	\$	5,925	3.93	%
	8110 Select Board Expenses	\$	81,625	\$	92,651	\$	136,338	\$	145,638	\$	(17,625)	\$	128,013	\$	(8,325)	(6.11)	%
	8120 Legal	\$	327,582	\$	377,130	\$	375,000	\$	375,000	\$	—	\$	375,000	\$	—	—	%
	8130 Town Report	\$	11,653	\$	12,766	\$	13,688	\$	13,688	\$	—	\$	13,688	\$	—	—	%
	8140 PEG Access	\$	608,831	\$	622,794	\$	658,517	\$	715,224	\$	—	\$	715,224	\$	56,707	8.61	%
Subtotal 8100 Select Board		\$	1,166,679	\$	1,249,618	\$	1,334,327	\$	1,406,259	\$	(17,625)	\$	1,388,634	\$	54,307	4.07	%
	8210-8220 Town Manager Personal Services	\$	934,899	\$	968,492	\$	1,138,391	\$	1,204,878	\$	(75,000)	\$	1,129,878	\$	(8,513)	(0.75)	%
	8210-8220 Town Manager Expenses	\$	152,185	\$	217,608	\$	346,561	\$	317,462	\$	72,500	\$	389,962	\$	43,401	12.52	%
	8230 Salary Transfer Account* (MGL Ch.40, Sec 13D)	\$	313,529	\$	826,422	\$	725,300	\$	279,179			\$	279,179	\$	(446,121)	(61.51)	%
Subtotal 8200 Town Manager		\$	1,400,613	\$	2,012,522	\$	2,210,252	\$	1,801,519	\$	(2,500)	\$	1,799,019	\$	(411,233)	(18.61)	%
	8310 Financial Committees	\$	6,630	\$	451	\$	8,535	\$	8,676	\$	—	\$	8,676	\$	141	1.65	%
	8320 Misc. Boards and Committees	\$	6,502	\$	5,996	\$	10,500	\$	10,500	\$	—	\$	10,500	\$	—	—	%
	8330 Town Celebrations Committee	\$	44,842	\$	49,859	\$	47,173	\$	53,734	\$	—	\$	53,734	\$	6,561	13.9	%
Subtotal 8300 Town Committees		\$	57,974	\$	56,306	\$	66,208	\$	72,910	\$	—	\$	72,910	\$	6,702	10.1	%
	8400 Finance Personal Services	\$	1,487,307	\$	1,486,805	\$	1,623,147	\$	1,636,918	\$	—	\$	1,636,918	\$	13,771	0.85	%
	8400 Finance Expenses	\$	432,482	\$	437,118	\$	492,025	\$	527,560	\$	22,700	\$	550,260	\$	58,235	11.84	%
Subtotal 8400 Finance		\$	1,919,788	\$	1,923,922	\$	2,115,172	\$	2,164,478	\$	22,700	\$	2,187,178	\$	72,006	3.40	%
	8500 Town Clerk Personal Services	\$	396,034	\$	433,848	\$	487,985	\$	554,770	\$	—	\$	554,770	\$	66,785	13.69	%
	8500 Town Clerk Expenses	\$	108,656	\$	139,337	\$	109,375	\$	126,049	\$	—	\$	126,049	\$	16,674	15.24	%
Subtotal 8500 Town Clerk		\$	504,690	\$	573,185	\$	597,360	\$	680,819	\$	—	\$	680,819	\$	83,459	13.97	%
	8600 IT Personal Services	\$	830,098	\$	849,519	\$	808,139	\$	850,185	\$	1,406	\$	851,591	\$	43,452	5.38	%
	8600 IT Expenses	\$	1,802,626	\$	1,737,917	\$	2,110,426	\$	2,313,084	\$	(40,500)	\$	2,272,584	\$	162,158	7.68	%
Subtotal 8600 Innovation & Technology		\$	2,632,724	\$	2,587,436	\$	2,918,565	\$	3,163,269	\$	(39,094)	\$	3,124,175	\$	205,610	7.04	%
Total General Government		\$	7,682,467	\$	8,402,989	\$	9,241,884	\$	9,289,255	\$	(36,519)	\$	9,252,736	\$	10,851	0.12	%
Total Municipal		\$	41,023,558	\$	43,996,639	\$	47,117,941	\$	49,404,799	\$	(348,476)	\$	49,056,323	\$	1,938,382	4.11	%



# Section I Budget Overview

Town of Lexington, MA

## Program Summary

		A	B	C	D	E	D	E (D-C)	F (E/C)
		FY2022	FY2023	FY2024	FY2025	FY2025	FY2025		
Element	Description	Actual	Actual**	Restated**	Request	Add/Delete	Recommended	Change \$	Change %
<u>Operating Department Summary</u>									
	Education Operating	\$ 123,766,583	\$ 131,478,345	\$ 138,232,221	\$ 143,991,114	\$ —	\$ 143,991,114	\$ 5,758,893	4.17 %
	Shared Expenses	\$ 61,821,631	\$ 62,343,287	\$ 68,868,939	\$ 72,448,524	\$ (151,708)	\$ 72,296,815	\$ 3,427,876	4.98 %
	Municipal Operating	\$ 41,023,558	\$ 43,996,639	\$ 47,117,941	\$ 49,404,799	\$ (348,476)	\$ 49,056,323	\$ 1,938,382	4.11 %
		\$ 226,611,772	\$ 237,818,271	\$ 254,219,101	\$ 265,844,437	\$ (500,184)	\$ 265,344,252	\$ 11,125,151	4.38 %
<b>Capital</b>									
	Capital Requests (Cash-GF, Prior Bond Auth., BAN Premiums)	\$ 6,806,505	\$ 11,049,906	\$ 13,299,438	\$ 13,137,549	\$ —	\$ 13,137,549	\$ (161,889)	(1.22) %
	Non-General Fund Capital Requests	\$ 464,126	\$ 311,824	\$ 129,685	\$ 168,234	\$ —	\$ 168,234	\$ 38,549	29.73 %
	Building Envelope & Systems Set-Aside	\$ 214,186	\$ 219,540	\$ 225,029	\$ 230,655	\$ —	\$ 230,655	\$ 5,626	2.50 %
	Streets Set-Aside	\$ 2,651,674	\$ 2,669,767	\$ 2,688,312	\$ 2,707,321	\$ —	\$ 2,707,321	\$ 19,009	0.71 %
<b>Total Capital</b>		<b>\$ 10,136,491</b>	<b>\$ 14,251,037</b>	<b>\$ 16,342,464</b>	<b>\$ 16,243,759</b>	<b>\$ —</b>	<b>\$ 16,243,759</b>	<b>\$ (98,705)</b>	<b>(0.60)%</b>
<b>Other</b>									
	Unallocated	\$ —	\$ —	\$ —	\$ 1,000,000	\$ —	\$ 1,000,000	\$ 1,000,000	— %
	Set-Aside for Unanticipated Current FY Needs	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ 200,000	\$ 200,000	— %
	Special Education Stabilization Fund	\$ —	\$ —	\$ 500,000	\$ —	\$ —	\$ —	\$ (500,000)	(100.00) %
	Special Education Reserve Fund	\$ —	\$ —	\$ 750,000	\$ —	\$ —	\$ —	\$ (750,000)	(100.00) %
	General Fund Support for Recreation & Community Programs (Transfer to Article 5, ATM)	\$ 509,215	\$ 242,790	\$ 256,675	\$ 272,708	\$ —	\$ 272,708	\$ 16,033	6.25 %
	Tax Levy Dedicated to Capital Stabilization Fund	\$ 57,138	\$ 1,733,137	\$ 4,036,373	\$ 4,036,373	\$ —	\$ 4,036,373	\$ —	— %
	Allocated to Capital Stabilization Fund	\$ 3,730,836	\$ 3,784,689	\$ 396,145	\$ —	\$ —	\$ —	\$ (396,145)	(100.0) %
	Transfer to the Transportation Demand Management (TDM) Stab. Fund from Tax Levy	\$ 200,000	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	Senior Service Program	\$ 15,000	\$ 15,000	\$ —	\$ 15,000	\$ —	\$ 15,000	\$ 15,000	— %
	Climate Action Plan	\$ —	\$ 50,570	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	Vision for Lexington Townwide Survey	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	OPEB Trust Fund***	\$ 1,879,721	\$ 1,929,721	\$ 1,979,721	\$ 2,029,721	\$ —	\$ 2,029,721	\$ 50,000	2.53 %
	Warrant Articles	\$ 100,000	\$ 526,364	\$ 187,927	\$ 500,000	\$ —	\$ 500,000	\$ 312,073	166.1 %
<b>Total Other Articles</b>		<b>\$ 6,541,910</b>	<b>\$ 8,282,271</b>	<b>\$ 8,106,841</b>	<b>\$ 8,053,802</b>	<b>\$ —</b>	<b>\$ 8,053,802</b>	<b>\$ (53,039)</b>	<b>(0.65)%</b>
<b>General Fund Total</b>		<b>\$ 243,290,172</b>	<b>\$ 260,351,578</b>	<b>\$ 278,668,406</b>	<b>\$ 290,141,998</b>	<b>\$ (500,184)</b>	<b>\$ 289,641,813</b>	<b>\$ 10,973,407</b>	<b>3.94 %</b>

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

\*\*The FY2023 Actual and FY2024 Appropriations for Minuteman Regional High School have been adjusted to reflect the actual assessments for those years, rather than the timing of actual payments.

\*\*\*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.

This Page Intentionally Left Blank.



## Section II: Revenues

---

This section includes detailed information about FY2025 Projected Revenues. It includes:

- General Fund Revenue Description II-3

This Page Intentionally Left Blank.



The summary below presents Total General Fund Operating Revenues and Net General Fund Revenues. General Fund Operating Revenues include all revenues projected as available for use in FY2025.

- Total General Fund Operating Revenues are from annually recurring and non-recurring sources, including transfers from special revenue funds and Specialized Stabilization Funds.
- Net General Fund Revenues are Total General Fund Revenues less revenues recommended to be set-aside to fund designated expenses such as capital programs and reserves. Set-asides are predominately designated from non-recurring revenue sources, but may also be partly from the tax levy.

In FY2025, Total General Fund Operating Revenues are projected to increase by approximately \$10.56 million, or 3.8%. Net General Fund Revenues, those available to support school and municipal operating budgets, are projected to increase by \$10.79 million, or 4.2%, as proposed set-aside revenues are slightly less than FY2024.

General Fund Revenue Summary	FY2022 Actual	FY2023 Actual	FY2024 Recap	FY2025 Projected	FY2024-25 Change	
					\$	%
Property Tax Levy (Table 1)	\$ 204,228,741	\$ 216,187,221	\$ 227,348,851	\$ 236,032,572	\$ 8,683,721	3.82%
State Aid (Table 2)	\$ 16,677,318	\$ 17,095,119	\$ 19,633,417	\$ 20,078,824	\$ 445,407	2.27%
Local Receipts (Table 3)	\$ 16,714,478	\$ 23,992,007	\$ 14,771,452	\$ 16,115,992	\$ 1,344,541	9.10%
Available Funds (Table 4)	\$ 17,825,379	\$ 17,643,279	\$ 17,328,585	\$ 17,941,718	\$ 613,133	3.54%
Revenue Offsets (Table 5)	\$ (2,002,403)	\$ (1,831,259)	\$ (1,890,555)	\$ (2,362,772)	\$ (472,217)	24.98%
Enterprise Receipts (Table 6)	\$ 1,432,356	\$ 1,805,613	\$ 1,894,067	\$ 1,835,478	\$ (58,589)	(3.09)%
<b>Total General Fund Operating Revenues</b>	<b>\$254,875,869</b>	<b>\$274,891,981</b>	<b>\$279,085,817</b>	<b>\$289,641,813</b>	<b>\$10,555,996</b>	<b>3.78%</b>
Less - Tax Levy Dedicated to Capital Stabilization Fund	\$ 57,138	\$ 1,733,137	\$ 4,036,373	\$ 4,036,373	\$ —	—%
Less - Revenues Set-Aside for Other Designated Purposes	\$ 16,621,263	\$ 19,450,814	\$ 20,225,005	\$ 19,988,480	\$ (236,525)	(1.17)%
<b>Net General Fund Revenues</b>	<b>\$238,197,468</b>	<b>\$253,708,031</b>	<b>\$254,824,439</b>	<b>\$265,616,960</b>	<b>\$10,792,521</b>	<b>4.24%</b>

## Detailed Description:

**Property Tax Levy:** The FY2025 property tax levy is projected to increase approximately \$8.66 million, or 3.9%. The projected levy is a function of the FY2024 levy limit increased by 2.5% per Proposition 2½, plus an increment for new growth. FY2025 new growth will be a function of construction activity for the period July 1, 2023 to June 30, 2024. FY2025 new growth is estimated at \$3,000,000 based on a review of historical data on new growth.

**State Aid:** The majority of the Town's State Aid is attributable to Chapter 70 School Aid, but also includes Unrestricted General Government Aid (UGGA). The amount of State Aid received by the Town will vary annually due to the amount of projected State revenues. Chapter 70 School Aid is further allocated according to a formula defined by the Massachusetts Department of Elementary and Secondary Education (DESE).

For FY2025 the Town expects to receive the minimum increase in Chapter 70 State Aid, or \$60 per student, which is in line with the minimum per student Aid in the State's FY2024 allocation. FY2025 initial State Aid estimates project an overall increase of \$445,407 or 2.27% compared to FY2024. Final State Aid figures are likely to be known in June 2024 when the Legislature adopts, and the Governor signs, the FY2025 State budget.



**Local Receipts:** FY2025 projections for each category of receipt are based on the history of actual collections and projections of 3- and 5-year historical averages, with some adjustments due to other local trends such as increases in fees, local development activity, and current interest rates. FY2025 local receipts are estimated to increase by approximately \$1,344,541 or 9.10% over FY2024 estimates.

**Available Funds:** Available Funds are projected to increase \$613,133, or 3.54%. The increase in available funds is primarily due to a projected increase in Free Cash, estimated at \$16,500,000 as of June 30, 2023, and increases in transfers from the Parking Fund. Free Cash has not been certified by the Department of Revenue as of this publication, but is expected prior to Town Meeting. The available balance of the Parking Meter Fund decreased significantly from FY2021-2023 due to the temporary suspension of parking meter enforcement during the pandemic and Center Streetscape project in order to support businesses. The Town has recently started to enforce parking fees which will rebuild the balance in the Parking Fund. A transfer of \$250,000 from the Parking Fund has been included in the FY2025 budget to support parking operations.

The transfer from the PEG Access Fund is increasing due to the estimated cost of providing Public Access television. The transfer from the PEG Access fund is equal to the total estimated budget for that service, less \$100,000 which represents a general fund subsidy. This FY2025 subsidy is level with FY2024, but projected to increase in future years due to a decline in cable franchise fees as residents move from cable to streaming platforms. The Select Board has committed to funding Public Access television and providing General Fund support for this service in future budget cycles if necessary to maintain the service.

**Revenue Offsets:** Revenue Offsets are projected to increase by approximately \$472,217 or 24.98%. 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, based on updated projections issued alongside the Governor's budget;
- (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 FY2025 increase in total Revenue Offsets is driven by the set-aside of \$400,000 in estimated FY2025 revenue to cover a potential snow and ice deficit at the end of FY2024.

**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. Overall Enterprise Receipts are decreasing by (3.1)%, or \$(58,589), primarily due to staff turnover, and changes in benefits costs as supported by a detailed indirect analysis completed by the Finance department.

## Revenue Summary

Table 1: Property Tax Levy	FY2022 Actual	FY2023 Actual	FY2024 Recap	FY2025 Projected	FY2024-25 Change	
					\$	%
Tax Levy	\$ 194,415,314	\$ 204,256,773	\$ 216,220,071	\$ 227,348,851	\$ 11,128,780	5.15%
Prop. 2.5%	\$ 4,860,383	\$ 5,106,419	\$ 5,405,502	\$ 5,683,721	\$ 278,219	5.15%
New Growth	\$ 4,981,076	\$ 6,856,879	\$ 5,723,278	\$ 3,000,000	\$ (2,723,278)	(47.58)%
Override/Excess Levy Capacity	\$ (28,032)	\$ (32,849)	\$ (14,424)	NA		
<b>Subtotal</b>	<b>\$ 204,228,740</b>	<b>\$ 216,187,221</b>	<b>\$ 227,334,427</b>	<b>\$ 236,032,572</b>	<b>\$ 8,698,145</b>	<b>3.83%</b>

## Table 2: State Aid

Chapter 70	\$ 14,647,494	\$ 15,063,127	\$ 17,609,131	\$ 18,014,611	\$ 405,480	2.30%
Charter School Reimbursement	\$ 101,651	\$ 60,734	\$ 9,736	\$ 9,736	\$ —	—%
Unrestricted General Government Aid	\$ 1,769,494	\$ 1,775,314	\$ 1,832,124	\$ 1,868,766	\$ 36,642	2.00%
Veterans' Benefits & Exemptions	\$ 105,119	\$ 118,316	\$ 99,284	\$ 99,659	\$ 375	0.38%
Offsets (Library)	\$ 53,560	\$ 77,628	\$ 83,142	\$ 86,052	\$ 2,910	3.50%
<b>Subtotal</b>	<b>\$ 16,677,318</b>	<b>\$ 17,095,119</b>	<b>\$ 19,633,417</b>	<b>\$ 20,078,824</b>	<b>\$ 445,407</b>	<b>2.27%</b>

## Table 3: Local Receipts

Motor Vehicle Excise Tax	\$ 5,330,281	\$ 5,846,393	\$ 5,457,417	\$ 5,508,000	\$ 50,583	0.93%
Other Excise	\$ 1,351,204	\$ 1,683,396	\$ 1,373,000	\$ 1,528,000	\$ 155,000	11.29%
Penalties & Interest	\$ 590,842	\$ 413,104	\$ 380,500	\$ 380,500	\$ —	—%
PILOTs	\$ 682,107	\$ 709,774	\$ 811,000	\$ 744,000	\$ (67,000)	(8.26)%
Rentals	\$ 394,624	\$ 319,837	\$ 325,299	\$ 338,184	\$ 12,885	3.96%
Departmental-Schools	\$ 1,169,058	\$ 550,130	\$ 297,500	\$ 348,500	\$ 51,000	17.14%
Departmental-Municipal	\$ 2,742,233	\$ 3,245,975	\$ 2,705,525	\$ 2,965,525	\$ 260,000	9.61%
Licenses & Permits	\$ 3,171,808	\$ 5,840,007	\$ 2,824,850	\$ 3,194,850	\$ 370,000	13.10%
Special Assessments	\$ 18,165	\$ 13,531	\$ 10,433	\$ 10,433	\$ —	—%
Fines & Forfeits	\$ 79,398	\$ 111,594	\$ 98,000	\$ 98,000	\$ —	—%
Investment Income	\$ 281,726	\$ 4,401,414	\$ 300,000	\$ 1,000,000	\$ 700,000	233.33%
Miscellaneous Non-Recurring	\$ 903,030	\$ 856,853	\$ 187,927	\$ —	\$ (187,927)	(100.00)%
<b>Subtotal</b>	<b>\$ 16,714,478</b>	<b>\$ 23,992,007</b>	<b>\$ 14,771,452</b>	<b>\$ 16,115,992</b>	<b>\$ 1,344,541</b>	<b>9.10%</b>

## Table 4: Available Funds

Parking Fund	\$ 828,237	\$ —	\$ 100,000	\$ 250,000	\$ 150,000	150.00%
Cemetery Sale of Lots Fund	\$ 51,933	\$ 16,125	\$ 50,408	\$ 123,000	\$ 72,592	144.01%
Free Cash	\$ 14,638,059	\$ 15,519,832	\$ 15,919,159	\$ 16,500,000	\$ 580,841	3.65%
Health Claims Trust Fund	\$ 750,000	\$ 750,000	\$ 240,000	\$ 32,270	\$ (207,730)	(86.55)%
Transportation Demand Management Stab. Fund	\$ 141,000	\$ 141,000	\$ 171,000	\$ 171,000	\$ —	—%
Traffic Mitigation Stabilization Fund	\$ —	\$ 240,000	\$ 80,000	\$ —	\$ (80,000)	(100.00)%
Transportation Management Overlay District (TMOD) Stabilization Fund	\$ —	\$ 65,000	\$ 42,000	\$ —	\$ (42,000)	(100.00)%
Center Improvement District Stabilization Fund	\$ —	\$ —	\$ —	\$ —	\$ —	—%
PEG Access Special Revenue Fund	\$ 629,287	\$ 637,576	\$ 586,833	\$ 646,214	\$ 59,381	10.12%
Transportation Network Company (TNC) Special Revenue Fund	\$ 20,889	\$ 6,824	\$ 7,685	\$ 13,234	\$ 5,549	72.21%
Betterments Fund	\$ —	\$ —	\$ 11,500	\$ 1,000	\$ (10,500)	(91.30)%
Visitors Center Stabilization Fund	\$ —	\$ —	\$ 50,000	\$ 50,000	\$ —	—%
Special Education Stabilization Fund	\$ 500,000	\$ —	\$ —	\$ —	\$ —	—%
Special Education Reserve Fund	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Balances from Prior Yr. Capital Articles	\$ 155,974	\$ 266,923	\$ —	\$ —	\$ —	—%
Use of BAN Premiums	\$ 110,000	\$ —	\$ 70,000	\$ 30,000	\$ (40,000)	(57.14)%
<b>Subtotal</b>	<b>\$ 17,825,379</b>	<b>\$ 17,643,279</b>	<b>\$ 17,328,585</b>	<b>\$ 17,941,718</b>	<b>\$ 613,133</b>	<b>3.54%</b>

## Table 4a: Other Available Funds

Capital Stabilization Fund	\$ —	\$ —	\$ —	\$ —	\$ —	—
<b>Subtotal</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>---</b>

**Table 5: Revenue Offsets**

Cherry Sheet Assessments	\$ (1,048,843)	\$ (1,003,631)	\$ (1,057,413)	\$ (1,126,720)	\$ (69,307)	6.55%
Cherry Sheet Offsets - Public Libraries	\$ (53,560)	\$ (77,628)	\$ (83,142)	\$ (86,052)	\$ (2,910)	3.50%
Overlay (abatements)	\$ (900,000)	\$ (750,000)	\$ (750,000)	\$ (750,000)	\$ —	—%
Snow Deficit	\$ —	\$ —	\$ —	\$ (400,000)	\$ (400,000)	—
<b>Subtotal</b>	<b>\$ (2,002,403)</b>	<b>\$ (1,831,259)</b>	<b>\$ (1,890,555)</b>	<b>\$ (2,362,772)</b>	<b>\$ (472,217)</b>	<b>24.98%</b>

**Table 6: Enterprise Receipts**

Water	\$ 918,245	\$ 977,093	\$ 1,011,340	\$ 958,131	\$ (53,209)	(5.26)%
Wastewater (Sewer)	\$ 514,111	\$ 542,416	\$ 588,040	\$ 586,499	\$ (1,541)	(0.26)%
Recreation & Community Programs	\$ —	\$ 286,104	\$ 294,687	\$ 290,848	\$ (3,839)	(1.30)%
<b>Subtotal</b>	<b>\$ 1,432,356</b>	<b>\$ 1,805,613</b>	<b>\$ 1,894,067</b>	<b>\$ 1,835,478</b>	<b>\$ (58,589)</b>	<b>(3.09)%</b>

<b>Gross General Fund Revenues</b>	<b>\$ 254,875,869</b>	<b>\$ 274,891,981</b>	<b>\$ 279,071,393</b>	<b>\$ 289,641,813</b>	<b>\$10,570,420</b>	<b>3.79%</b>
<b>Less: Property Tax Levy Dedicated to the Capital Stabilization Fund</b>						
1050 Waltham St.	\$ —	\$ 1,252,291	\$ 2,353,956	\$ 2,353,956	\$ —	—%
186 Bedford St.	\$ 21,451	\$ 45,939	\$ 55,824	\$ 55,824	\$ —	—%
55 Watertown St.	\$ 35,687	\$ 434,907	\$ 604,804	\$ 604,804	\$ —	—%
440 Bedford St.	\$ —	\$ —	\$ 164,207	\$ 164,207	\$ —	—%
20 Maguire Rd.	\$ —	\$ —	\$ 857,582	\$ 857,582	\$ —	—%
<b>Subtotal</b>	<b>\$ 57,138</b>	<b>\$ 1,733,137</b>	<b>\$ 4,036,373</b>	<b>\$ 4,036,373</b>	<b>\$ —</b>	<b>—%</b>
<b>Less: Other Revenues Set Aside for Designated Expenses</b>	<b>\$ 16,621,263</b>	<b>\$ 19,450,814</b>	<b>\$ 20,225,005</b>	<b>\$ 19,988,480</b>	<b>\$ (236,525)</b>	<b>(1.17)%</b>
<b>Total Revenues Set Aside for Designated Expenses</b>	<b>\$ 16,678,401</b>	<b>\$ 21,183,951</b>	<b>\$ 24,261,378</b>	<b>\$ 24,024,853</b>	<b>\$ (236,525)</b>	<b>(0.97)%</b>
<b>Net General Fund Revenues Available for Appropriation</b>	<b>\$ 238,197,468</b>	<b>\$ 253,708,031</b>	<b>\$ 254,810,015</b>	<b>\$ 265,616,960</b>	<b>\$10,806,945</b>	<b>4.24%</b>

**Tax Levy Dedicated to Capital Stabilization Fund:** In Fall 2021 the Town Manager proposed a new fiscal guideline, a Capital Stabilization Framework, to prepare for future capital projects. Beginning in FY2022, new levy growth generated from specified commercial and industrial development will be dedicated to the Capital Stabilization Fund (CSF) rather than becoming general revenue for the town's operating budget. Projects include those with a Preliminary Site Development and Use Plan (PSDUP) approved by Town Meeting, or those eligible for development due to new zoning changes on Hartwell Ave. This framework will reserve levy capacity to absorb a sudden increase in debt service for large capital projects such as a high school construction project in future years. The set-aside funds can also be applied in future years to mitigate exempt debt service created by those capital projects. A list of properties currently subject to this guideline is listed in the table above.

**Revenues Set Aside for Other Designated Expenses:** This represents components of Gross General Fund Revenues that are set aside for designated purposes. Set-asides are predominately designated from non-recurring revenue sources, such as Free Cash, but may also include set-asides from the tax levy. The proposed set-aside purposes are shown in the table below.

## Section II Revenues

*Town of Lexington, Massachusetts*

		Financing Sources			Total	Notes
		Tax Levy	Free Cash	Other		
1	Set-Aside for Unanticipated Current Fiscal Year Needs	\$ —	\$ 200,000	\$ —	\$ 200,000	Reserve for appropriation at the 2024 Annual Town Meeting to fund supplemental appropriations to the FY2024 (current year) budget.
2	Other Post-Employment Benefits (OPEB)	\$ 32,270	\$1,997,451	\$ —	\$ 2,029,721	Appropriate to OPEB Trust.
3	Unallocated	\$ —	\$1,000,000	\$ —	\$ 1,000,000	Set aside for yet-to-be identified one-time needs in the FY2025 budget.
4	Cash Capital	\$ 750,000	\$12,387,549	\$ 168,234	\$13,305,783	Free Cash, Tax Levy and other available funds to support capital improvements.
5	Appropriate into Capital Stabilization Fund	\$4,036,373	\$ —	\$ —	\$4,036,373	To meet future capital/debt service needs.
6	Street Improvement Program	\$2,707,321	\$ —	\$ —	\$2,707,321	Tax Levy designated for long-term street maintenance plan.
7	Municipal Building Envelope and Systems	\$ 230,655	\$ —	\$ —	\$ 230,655	Initially funded in 2006 override; increases by 2.5% per year.
8	Warrant Articles	\$ —	\$ 515,000	\$ —	\$ 515,000	Senior Tax Work-Off (\$15K); Lex250 (\$500K)
9	Subtotal	\$7,756,619	\$16,100,000	\$ 168,234	\$24,024,853	
10	Funding for New Pension Schedule	\$ —	\$ 400,000	\$ —	\$ 400,000	Amount of incremental increase in the updated Pension Funding schedule will continue to be supported with Free Cash in FY2025.
11	Grand Total	\$7,756,619	\$16,500,000	\$ 168,234	\$24,424,853	

This Page Intentionally Left Blank.





---

# Section III: Program 1000: Education

---

This section includes detailed information about the FY2025 Operating Budget & Financing Plan for education. It includes:

- 1100 Lexington Public Schools III-2
- 1200 Minuteman Regional High School III-18

---

This Page Intentionally Left Blank.



---

*FY2025 Superintendent's Recommended Budget*

**BUDGET OVERVIEW**

Superintendent's Budget Message.....	2
Strategic Plan.....	3
Our Core Values.....	3
Vision Statement.....	3
Strategic Goals.....	3
Budget Development Process.....	7
Budget Timeline.....	7
Superintendent's Recommended Budget.....	8
Negotiated Salary Increases.....	9
Budget Overview.....	9
Summary of Significant Budget Changes.....	11
FY2025 Personnel Overview.....	11
FY2025 Expense Overview by School/Department.....	12
Student Enrollment Summary.....	13
Revenue Allocation Model.....	14
State Benchmark Comparisons.....	16

# Superintendent's Budget Message

---

January 4, 2024

Dear School Committee Members, Elected Officials, and Lexington Residents:

Last year was hard. In FY 2024, we shared our worry that it was a “rainy day,” and our schools would need more funding—but today is different. While we will never have everything we want or need, this year promises to be better. English poet Alfred Lord Tennyson said, *“Hope smiles from the threshold of the year to come, whispering, it will be happier—*and so it goes with the FY 2025 school budget.

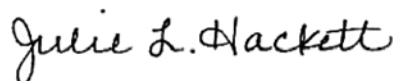
In the 2022–2023 school year, recovery from the lingering effects of unfinished learning during the pandemic created outsized student needs that put pressure on the school budget. Overwhelmed by an influx of new students with significant needs, we found ourselves simultaneously dealing with a nationwide labor shortage. On the heels of an ongoing pandemic, contentious contract negotiations plagued school systems across the state, including ours. Miraculously, we received an unexpected windfall of an additional \$1.75 million in the Chapter 70 funding, helping to close our budgetary gaps.

Today there is a renewed sense of optimism in our schools. Our students continue to rebound from the pandemic and its associated health-related challenges of the past few years. We have been able to address historic inequities in teacher workload and settle a fair contract. Lexington also received the good news the Massachusetts School Building Authority was inviting us into their capital pipeline for a potential new or renovated high school. This is most welcome news, given the looming \$187 million price tag for necessary capital repairs at Lexington High School in the next 10 years, with HVAC replacement costs alone estimated at \$62 million. With the pandemic behind us, a new teachers’ contract in place, and a potential new or renovated high school on the horizon, this year promises to be better.

The total FY 2025 appropriation for the Lexington Public Schools is \$140,335,244, representing a 4.16% increase over the FY 2024 base budget. Once we finalize the Unit D contract, we will have completed negotiations with all collective bargaining units. Our end-of-year “turnbacks” to the Town continue to be substantial, with a \$3 million turnback this year alone. With a new high school project on the horizon, these funds that revert to free cash demonstrate our commitment to do our part and spend only what is needed. That said, it is important to keep in mind that it costs approximately 3.75% to carry forward the same level of service in a school budget from one year to the next. While we are feeling more optimistic about our financial outlook than in years past, a relatively modest 4.16% increase over the base budget could affect the school department’s end-of-year turnbacks this year.

We’ve come a long way in a short period of time, and we have a long way to go. Our community’s strong support of its public schools is what sets us apart from the rest, and there is no challenge too great in Lexington. Every day, our students get to experience joy in learning, curiosity in life, and compassion in all we do, and we couldn’t do it without you. Thank you so much for your support.

Sincerely,



Julie L. Hackett, Ed.D.  
Lexington Public Schools

# Organizational

---

## Strategic Plan

The [Strategic Plan of the Lexington Public Schools, 2019–2029](#), identifies the following mission statement, core values, vision statement, and strategic goals for the district:

### Mission Statement

*Joy in learning; curiosity in life; and compassion in all we do.*

### Our Core Values

- We all Belong
- Use Your Mind
- Be Curious & Have Fun
- Care for Yourself & Others
- Do Your Part
- Be Courageous
- Embrace Your Revolutionary Spirit

### Vision Statement

- Diversity, Equity, Inclusion
- Redefining Success
- Students as Active Agents
- Authentic Learning Experiences
- Community Partnership

### Strategic Goals

- **Goal 1: Address and Narrow Equity Gaps**—Identify, address, and narrow equity gaps in student opportunities, experiences, and achievement, ensuring the meaningful inclusion and integration of every member of our school community.
- **Goal 2: Redefine Success**—Transform our practices, systems, and structures to reflect a broader definition of success for our students, staff, and schools, including new measures of student achievement that extend beyond academics to include the knowledge, skills, and attributes students need to be prepared for the future and content in life.
- **Goal 3: Cultivate Student Agency**—Cultivate student agency and a sense of self-efficacy by ensuring that all our PreK–12 students' educational experiences place them at the center of their learning; consistently revisit our curriculum, instruction, assessment, and professional learning practices to (1) ensure relevancy and student voice; (2) to teach students to set their own meaningful goals; (3) to value productive struggle as they work toward them; and (4) to reflect and monitor their progress toward attaining those goals.
- **Goal 4: Innovate for Sustainable Change**—Refine and improve our school- and districtwide practices, systems, and structures related to managing innovation and promoting lasting change. We will develop clear decision-making structures and communication methods to prevent initiative overload and enable us to more consistently scale up promising practices.



## Budget Development Process

Annually, the administration develops its capital and operating budgets, which begin July 1 and end June 30. This highly collaborative and public process engages the School Committee, the Select Board, the Appropriation Committee, the Capital Expenditures Committee, municipal and school staff, and citizens. The employees of the Finance Office are responsible for coordinating, developing, and monitoring the 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 accordance with the outlined policy objectives. The School Committee is responsible for reviewing and approving the budget for incorporation within the complete Town budget.

### Budget Timeline

**Summer:** School Committee and Superintendent establish Collaborative Goals.

**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 Operations to review existing staffing levels, budget priorities, and anticipated budget requests. During this time, a series of working Summit Meetings, including the School Committee, the Select Board, the Appropriation Committee, and the Capital Expenditures Committee are conducted to discuss the current financial health of the Town, along with any budgetary issues. This process provides policy guidance to the municipal and school staff in finalizing budget recommendations. The Superintendent, in consultation with the Assistant Superintendent for Finance and Operations and the School Department's Administrative Council, reviews budget requests and makes recommendations for all school programs to the School Committee. After public hearings on the Superintendent's Budget Recommendations, the School Committee makes final budget decisions consistent with their Collaborative Goals.

**Early Spring:** Before Town Meeting members discuss financial articles, the approved budget of the School Committee is distributed to Town Meeting Members and the various finance committees. The document is available to citizens at the School Department's Central Office, the Town Library, and the Town Manager's Office. In addition, the budget documents are publicly available on the Lexington Public Schools website <https://bit.ly/LPSBUDGETPAGES>.

**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 comprehensive Town budget. Town Meeting has authority over the total appropriation of school department funds, but line-item authority and spending priorities are the purview of the School Committee.

**View the full Lexington Public Schools FY 2025 [Budget Guidelines](#) and [Budget Calendar](#).**

## Superintendent's Recommended Budget

Funding Sources	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget Recommended Allocation	FY 2025 Budget Recommended Allocation	Dollar Increase	Percent Increase
Tax Levy	\$118,318,895	\$122,633,481	\$128,009,947	\$134,644,617	\$139,986,744	\$5,342,127	3.97%
Fees & Charges	\$88,500	\$243,500	\$244,500	\$297,500	\$348,500	\$51,000	17.14%
Special Education Stabilization Fund		\$500,000	\$0	\$0	\$0		
Total 1100 Lexington Public Schools	\$118,407,395	\$123,376,981	\$128,254,447	\$134,942,117	\$140,335,244	\$5,393,127	4.00%
Appropriation Summary	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget Recommended	FY 2025 Budget Recommended	Dollar Increase	Percent Increase
Salary and Wages	\$96,807,462	\$101,412,689	\$106,160,982	\$112,791,505	\$120,852,942	\$8,061,437	7.15%
Expenses	\$18,464,904	\$19,407,875	\$19,077,403	\$21,938,740	\$19,482,303	-\$2,456,437	-11.20%
Total	\$115,272,366	\$120,820,565	\$125,238,385	\$134,730,244	\$140,335,244	\$5,605,000	4.16%
Special Education Stabilization Fund							
Total 1100 Lexington Public Schools	\$115,272,366	\$120,820,565	\$125,238,385	\$134,730,244	\$140,335,244	\$5,605,000	4.16%
* 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							
Transfer to Unclassified (Health, Medicare, Workers Comp)						(8.61) FTE	
Total Recommended					\$140,335,244	\$5,605,000	4.16%

The School Department was allocated a revenue increase of \$5,605,000 which is 4.16% over the FY 2024 base budget. The FY 2025 Revenue Allocation Model was adopted by Summit II participants and revised in December 2023. The current FY 2025 Superintendent's Recommended Budget is \$140,335,244, representing an increase of \$5,605,000, which is approximately 4.16% over the FY 2024 base budget.

Salaries and wages comprise over 86% of the School Department budget. The FY 2025 salaries and wages line is increasing by \$8,061,437 (7.15%) to support existing positions funded for FY 2025, although there is an actual reduction of 8.61 FTEs. The expense line is recommended to decrease by \$2,456,437 (-11.2%) over the FY 2024 appropriation, representing a significant decrease compared to previous years. As a result, we are making strategic reductions across several lines. It also will be necessary to rely more heavily on some departmental offset accounts, such as Circuit Breaker and Transportation Revolving accounts.

## Negotiated Salary Increases

The FY 2025 budget includes funding for estimated wage increases for all collective bargaining units and non-union positions, including step increases and Cost-of-Living Adjustment (COLA), including full salary table modifications. The current status of collective bargaining agreements, corresponding expiration dates, and negotiated adjustments are listed below:

Bargaining Unit	Contract Term	Negotiated Increases
LEA: Unit A	09/01/2023 – 08/31/2026	Effective Sept. 1, 2023: 2.5% Effective Sept. 1, 2024: 2.5% Effective Sept. 1, 2025: 2.75%
LEA: Unit C	09/01/2021 – 08/31/2024	Effective Sept. 1, 2021: 2% Effective Sept. 1, 2022: Market adjustments and further modifications to full salary scale Effective Sept. 1, 2023: 2%
LEA: Unit D	07/01/2020 – 06/30/2023	Contract negotiations pending; prior collective bargaining agreement was 2.25%; 2.5%; 2.75%
LEA: Tech	07/01/2021 – 06/30/2024	Effective July 1, 2021: 2.25% Effective July 1, 2022: 2.5% Effective July 1, 2023: 1.5%
ALA: Administrators	07/01/2023 – 06/30/2026	Effective Sept. 1, 2023: 2.5% Effective Sept. 1, 2024: 2.5% Effective Sept. 1, 2025: 2.75%

## Budget Overview

A summary of all changes in the operating budget follows. We begin with the FY 2025 Personnel Overview, which outlines personnel changes represented in four categories:

1. **Base Changes** (e.g., corrections, transfers, reclassifications, eliminated positions, reallocation of current FTE, and removal of one-time/base adjustment expenses)
2. **Legally Mandated Changes** (e.g., contractual changes, FTE required by Individualized Education Program (IEP) or other statutes or regulations)
3. **Enrollment Changes**
4. **Program Improvement Changes**

A list of changes to the expense budgets, by category follows. Detailed descriptions of all staffing and expense changes can be found in their respective program area of the budget.

Request Category	Program	FTE Request	FTE Granted
<b>BASE</b>	6-8 MATH	-2	-2
	6-8 SOC STUDIES	-1	-1
	HARRINGTON	-1	-1
	K-12 COUNSELING	-1.73	-1.73
	SPEC ED	-17.8	-17.8
	6-8 ENGLISH	-2	-2
	6-8 SOCIAL STUDIES	-1	-1
	6-8 SCIENCE	-2	-2
<b>ENROLLMENT</b>	BRIDGE	0.27	0
	ESTABROOK	0.28	0
	K-12 COUNSELING	0.2	0
	PreK-5 LITERACY	0.2	0.2
	SYSWIDE-UNALLOCATED	8	8
<b>MANDATE</b>	K-12 PERFORMING ARTS	0.2	0
	SPEC ED	8.1	1
	9-12 MATH	4	4
	9-12 SOC STUDIES	1	1
	9-12 WORLD LANG	2.55	2.55
	9-12 PERF ARTS	0.45	0.45
	9-12 VISUAL ARTS	0.63	0.63
	9-12 PE/WELLNESS	1	1
	9-12 ELL	0.1	0.1
<b>PROGRAM IMPROVEMENT</b>	6-8 MATH	2	0
	ELL	2	0
	HUMAN RESOURCES	1	0
	K-12 COUNSELING	1	0
	K-12 PERFORMING ARTS	-	0
	K-12 VISUAL ARTS	0.4	0
	PreK-5 MATH	-	0
	LCP	-	0
	LHS	1	0
	PE/HEALTH	1	1
	SPEC ED	1.1	0
<b>Grand Total</b>		<b>7.94</b>	<b>-8.61</b>

# Summary of Significant Budget Changes

## FY 2025 Personnel Overview

During the annual budget development process, Central Office leaders, building Principals, and Department Heads submit budgetary requests for the upcoming year. During the months of October and November these needs are evaluated and considered for the upcoming fiscal year's budget. The FY 2025 budgetary requests this year represent a decrease of 8.61 Full-Time Equivalents (FTEs) across various programs and levels. These FTE are summarized within categories, as shown in the table below.

## FY 2025 Salary and Wages Budget Recommendation

Line	Group/BU Description	FY22 FTE (Adj)	FY23 FTE (Adj)	FY24 FTE (Adj)	FY24 Request	FY25 FTE Request	FY25 Request	FTE Request Diff	\$ Change	% Change
1	Unit A - LEA	777.65	787.93	816.02	\$81,236,888	821.94	\$88,411,994	5.93	\$7,175,107	8.83%
2	Unit A - Stipends	-	-		\$1,078,262	-	\$1,034,172	-	-\$44,090	-4.09%
3	Unit A - Coaches	-	-	-	\$906,935	-	\$931,244	-	\$24,309	2.68%
4	Unit D - LEA	90.55	91.64	95.74	\$5,279,497	95.74	\$5,548,333	-	\$268,836	5.09%
5	Non-Union Dis. Supp./Mgrs.	28.55	24.45	22.45	\$2,541,758	22.45	\$2,321,441	-	-\$220,317	-8.67%
7	Unit C - Inst Asst/SSI/SIA	188.85	202.19	219.32	\$9,802,286	204.79	\$9,954,546	(14.53)	\$152,260	1.55%
7.1	Non-Union Hourly & ESY	3.00	3.00	3.00	\$936,604	3.00	\$873,268	-	-\$63,336	-6.76%
8	ABA/BCBA Instructors	5.72	5.06	7.00	\$554,416	7.00	\$794,292	-	\$239,876	43.27%
13	Technology Unit	13.00	12.60	12.60	\$972,156	12.60	\$1,011,149	-	\$38,993	4.01%
14	Central Administrators	7.00	9.00	9.00	\$1,632,327	9.00	\$1,672,244	-	\$39,917	2.45%
15	Principals	10.50	9.50	9.50	\$1,643,936	9.50	\$1,668,352	-	\$24,417	1.49%
16	ALA - Asst Prin/Supervisors	42.05	44.65	46.45	\$6,065,445	46.45	\$6,740,911	-	\$675,466	11.14%
17	Substitutes (Per-Diem)				\$825,044	0	\$825,044		\$0	0.00%
17.1	Substitutes (Nurses)				\$15,644	0	\$15,644		\$0	0.00%
18	Substitutes (Para)				\$73,620	0	\$73,620		\$0	0.00%
18.2	Substitutes (Sec)				\$76,688	0	\$76,688		\$0	0.00%
19	Salary Differential				(\$850,000)		(\$1,100,000)		-\$250,000	29.41%
<b>Grand Total</b>		<b>1,166.86</b>	<b>1,190.02</b>	<b>1,241.08</b>	<b>\$112,791,505</b>	<b>1,232.47</b>	<b>\$120,852,942</b>	<b>(8.61)</b>	<b>\$8,061,437</b>	<b>7.15%</b>



## FY 2025 Expense Overview by School/Department

Line	Program	FY24 Budget	FY25 Budget	FY25 over FY24	% Change	Notes
1	Bowman	\$63,062	\$64,592	\$1,530	2.43%	(1)
2	Bridge	\$55,841	\$56,383	\$542	0.97%	(1)
3	Estabrook	\$75,846	\$75,489	-\$357	-0.47%	(1)
4	Fiske	\$44,731	\$47,245	\$2,514	5.62%	(1)
5	Harrington	\$53,270	\$53,416	\$146	0.27%	(1)
6	Hastings	\$82,349	\$86,317	\$3,968	4.82%	(1)
7	Clarke	\$45,564	\$44,891	-\$673	-1.48%	(1)
8	Diamond	\$52,397	\$55,689	\$3,292	6.28%	(1)
9	Lexington High School	\$208,816	\$217,475	\$8,659	4.15%	(1)
10	PreK-5 Literacy	\$180,221	\$184,585	\$4,364	2.42%	(1)
11	PreK-5 Math	\$139,750	\$143,147	\$3,397	2.43%	(1)
12	PreK-5 Science	\$47,681	\$48,836	\$1,155	2.42%	(1)
13	PreK-5 Social Studies	\$35,628	\$36,491	\$863	2.42%	(1)
14	6-8 English/Lang Arts	\$43,615	\$44,784	\$1,169	2.68%	(1)
16	6-8 World Language	\$54,086	\$55,535	\$1,449	2.68%	(1)
17	6-8 Math	\$62,965	\$65,575	\$2,610	4.15%	(1)
18	6-8 Science	\$126,048	\$128,670	\$2,622	2.08%	(1)
19	6-8 Social Studies	\$33,980	\$34,890	\$910	2.68%	(1)
21	9-12 English	\$40,322	\$41,994	\$1,672	4.15%	(1)
22	9-12 World Language	\$49,157	\$51,195	\$2,038	4.15%	(1)
23	9-12 Math	\$47,923	\$49,910	\$1,987	4.15%	(1)
23.1	9-12 Math Team	\$6,463	\$6,731	\$268	4.15%	(1)
24	9-12 Science	\$120,332	\$125,321	\$4,989	4.15%	(1)
25	9-12 Social Studies	\$49,180	\$51,219	\$2,039	4.15%	(1)
25.1	Debate & Competitive Speech	\$87,449	\$91,075	\$3,626	4.15%	(1)
29	K-12 Curriculum	\$527,451	\$471,018	-\$56,433	-10.70%	(1) (2)
30	K-12 Library Media Program	\$225,591	\$230,861	\$5,270	2.34%	(1)
31	K-12 Technology	\$708,000	\$708,000	\$0	0.00%	(3)
32	K-12 English Learner Education	\$67,048	\$68,724	\$1,676	2.50%	(1)
33	K-12 PE/Wellness	\$83,975	\$81,490	-\$2,485	-2.96%	(1)
34	K-12 Visual Arts	\$93,527	\$96,506	\$2,979	3.19%	(1)
35	K-12 Performing Arts	\$135,978	\$136,181	\$203	0.15%	(1)
36	K-12 Athletics	\$214,972	\$220,346	\$5,374	2.50%	(1)
37	Early Childhood Education	\$52,054	\$53,355	\$1,301	2.50%	(1)
38	Health Services	\$91,478	\$118,766	\$27,288	29.83%	(1) (4)
39.3	9-12 Counseling	\$19,144	\$19,623	\$479	2.50%	(1)
39.4	K-12 Counseling	\$91,122	\$93,400	\$2,278	2.50%	(1)
40.1	PreK-5 Special Education	\$73,288	\$75,120	\$1,832	2.50%	(1)
40.2	6-8 Special Education	\$38,940	\$39,914	\$974	2.50%	(1)
40.3	9-12 Special Education	\$39,149	\$40,128	\$979	2.50%	(1)
40.4	PreK-22 Special Education	\$248,332	\$254,540	\$6,208	2.50%	(1)
41	Tuition	\$9,323,652	\$7,465,036	-\$1,858,616	-19.93%	(5)
42	Transportation: Special Education	\$2,842,467	\$2,491,417	-\$351,050	-12.35%	(6)
42.1	Transportation: Homeless	\$75,000	\$75,000	\$0	0.00%	(3)
43	Special Educ. Consultants	\$701,465	\$719,002	\$17,537	2.50%	(1)
44	Transportation: Regular Day	\$2,677,821	\$2,703,056	\$25,235	0.94%	(7)
45	Print Center	\$318,948	\$326,922	\$7,974	2.50%	(1)
46	Legal Services	\$125,000	\$125,000	\$0	0.00%	(3)
46.1	School Committee	\$21,125	\$21,125	\$0	0.00%	(3)
48.2	Superintendent	\$180,535	\$157,291	-\$23,244	-12.88%	(8)
48.2	Strategic Planning Initiatives	\$76,193	\$66,383	-\$9,810	-12.88%	(8)
48.3	Finance and Operations	\$413,263	\$144,379	-\$268,884	-65.06%	(8)
48.4	Human Resources	\$389,558	\$339,402	-\$50,156	-12.87%	(8)
56	Telephone	\$74,987	\$76,862	\$1,875	2.50%	(1)
58	Prior Year Unpaid Bills	\$0	\$0	\$0	0.00%	
60	Emergency Planning & Training	\$77,000	\$77,000	\$0	0.00%	(3)
61	Facility Improvements	\$125,000	\$125,000	\$0	0.00%	(3)
<b>Grand Total</b>		<b>\$21,938,740</b>	<b>\$19,482,303</b>	<b>-\$2,456,437</b>	<b>-11.20%</b>	

**Notes:** (1) Adjusted per pupil expenditure base for enrollment, added 2.5% inflation; (2) 15% reduction based on historical spending; (3) Level funding for FY25; (4) \$25K added for state mandated hygiene products distribution; (5) Expanded use of Circuit Breaker, prepay, and grant reserves; (6) Based on historical spending and projected needs for FY25 (7); Based on contracted pricing and increased use of Transportation Revolving account; (8) Base adjusted for 2.5% inflation; 15% reduction based on historical spending

# Informational

## Student Enrollment Summary

Table 1 summarizes enrollment counts by school and grade as of October 1, 2023 (FY 2024). This table also features enrollment totals by school and district for FY 2021, FY 2022, and FY 2023.

Total (PreK–12) enrollment for FY 2024 was 6,805, representing a slight decrease of 40 students from the previous year. Total K–5 elementary enrollment was 2,674 and ranges across schools from 365 (Bridge) to 631 (Hastings). At the secondary level, Diamond continues to be the larger of the two middle schools with an enrollment of 927, compared to 810 students at Clarke. Total enrollment at the secondary level was 1,737 for the middle school grades and 2,318 at the high school level.

**Table 1: What Is Current LPS Enrollment (October 1, 2023)?**

					FY 2024 By Grade													
	FY21	FY22	FY23	FY24	PK	K	1	2	3	4	5	6	7	8	9	10	11	12
<a href="#">District Total</a>	6901	6790	6845	6805														
<a href="#">LCP (PK)</a>	57	67	75	76	76													
<a href="#">Bowman</a>	470	430	451	428		69	63	65	72	77	82							
<a href="#">Bridge</a>	400	360	374	365		50	59	57	68	59	72							
<a href="#">Estabrook</a>	522	524	542	537		71	72	101	88	94	111							
<a href="#">Fiske</a>	387	342	341	335		37	46	55	61	75	61							
<a href="#">Harrington</a>	446	423	396	378		56	54	60	51	78	79							
<a href="#">Hastings</a>	565	623	598	631		79	79	119	96	118	140							
<a href="#">Clarke Middle</a>	881	829	823	810								266	258	286				
<a href="#">Diamond Middle</a>	912	919	942	927								297	308	322				
<a href="#">Lexington High</a>	2261	2273	2303	2318											595	596	591	536

Source: LPS SIMS

Additional [Student Enrollment](#) data, history, and forecasts can be found [here](#).

# Revenue Allocation Model

## Revenue Offsets

The Town follows a revenue sharing model that provides for the prior year appropriation, adjusted for new revenue growth under an allocation model of 74% (School Department) and 26% (Municipal).

## 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 School Committee, the Select Board, the Appropriation Committee, and the Capital Expenditures Committee. Topics covered at these meetings include:

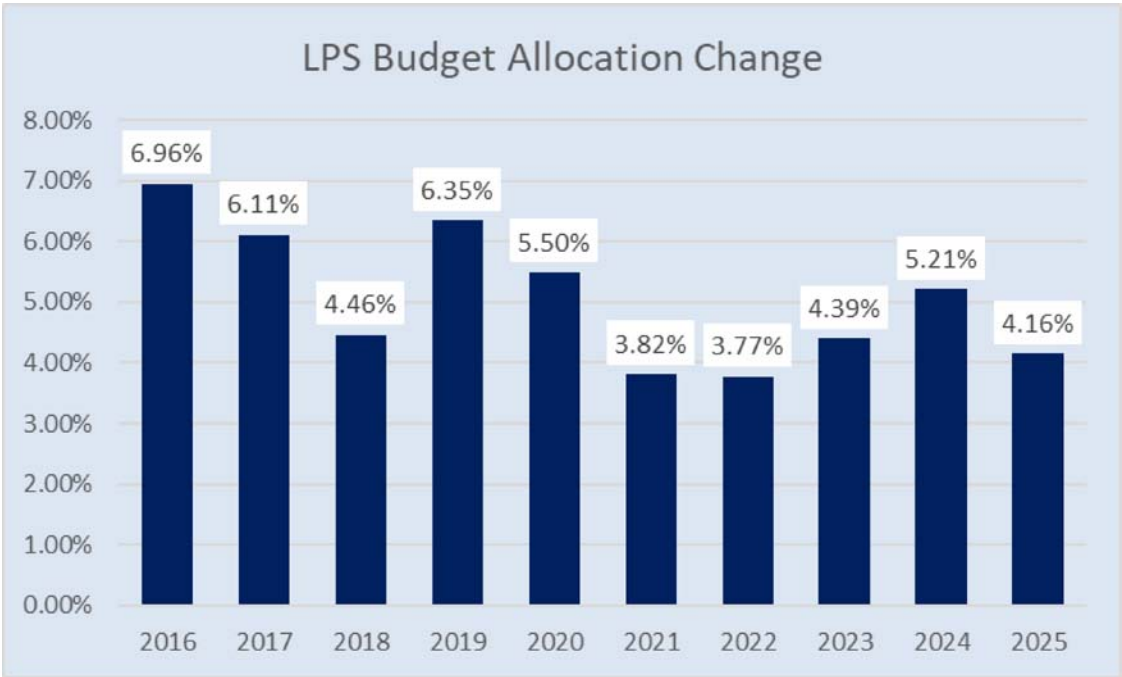
- Summit I: Financial Indicators; 5-Year Forecast; Initial Revenue Projection
- Summit II: FY 2025 Town FY 2025 Town Budget Allocation
- Summit III: FY 2025 Revenue Allocation Model
- Summit IV: FY 2025 White Book Preview

The Revenue Allocation Model, revised in December 2023, provides for a projected 4.16% increase over the School Department's FY 2024 budget. The table below was originally presented at the Summit II meeting on November 15, 2023. Since then additional funds have been allocated and a finalized allocation table will be forthcoming.

FY 2025 Revenue Allocation Model					
\$289,294					Projected FY 2025 Revenue
		Shared	Municipal	School	(\$s in 000s)
(1)	\$ (134,730)	\$ -	\$ -	\$ (134,730)	FY 2024 School Budget
(2)	\$ (47,375)	\$ -	\$ (47,375)	\$ -	FY 2024 Municipal Budget + Community Center Support
(3)	\$ (3,782)	\$ (3,782)	\$ -	\$ -	FY 2025 Minuteman
(4)	\$ (10,764)	\$ (10,764)	\$ -	\$ -	FY 2025 Contributory Retirement
(5)	\$ (37,240)	\$ (37,240)	\$ -	\$ -	FY 2025 Benefits
(6)	\$ (200)	\$ (200)	\$ -	\$ -	FY 2025 Unemployment
(7)	\$ (500)	\$ (500)	\$ -	\$ -	FY 2025 Workers' Comp
(8)	\$ (1,141)	\$ (1,141)	\$ -	\$ -	FY 2025 Property and Liability Insurance
(9)	\$ (200)	\$ (200)	\$ -	\$ -	FY 2025 Uninsured Losses
(10)	\$ (390)	\$ (390)	\$ -	\$ -	FY 2025 Solar Production Payment
(11)	\$ (6,464)	\$ (6,464)	\$ -	\$ -	FY 2025 Debt Service
(12)	\$ (850)	\$ (850)	\$ -	\$ -	FY 2025 Reserve Fund
(13)	\$ (14,812)	\$ (14,812)	\$ -	\$ -	FY 2025 Facilities Department Budget
(14)	\$ -	\$ (10)	\$ -	\$ -	Facilities PIRs
		\$ (1,000)	\$ -	\$ -	Set-Aside for as yet to be identified FY 2025 needs
		\$ (200)	\$ -	\$ -	Unanticipated Current Fiscal Year Needs FY 2024
		\$ -	\$ -	\$ -	Special Education Stabilization Fund
		\$ (4,036)	\$ -	\$ -	Tax Levy Dedicated to Capital Stabilization Fund
		\$ -	\$ -	\$ -	Free Cash Set-Aside to Capital Stabilization Fund
(15)	\$ (24,074)	\$ (12,855)	\$ -	\$ -	Cash Capital - Free Cash and Other Available Funds
		\$ (1,000)	\$ -	\$ -	Cash Capital - Tax Levy
		\$ (2,030)	\$ -	\$ -	OPEB (Free Cash)
		\$ (2,707)	\$ -	\$ -	Street Improvement Program (Tax Levy)
		\$ (231)	\$ -	\$ -	Building Envelope Program (Tax Levy)
		\$ (15)	\$ -	\$ -	Senior Tax Work-Off Program (Free Cash)
(16)	\$ (282,521)	\$ (100,426)	\$ (47,375)	\$ (134,730)	Base Budget - Used for Allocation
			26.0%	74.0%	Percentage - Municipal and School Only
(17)	\$ 6,773		\$ 1,762	\$ 5,011	Incremental Revenue
			3.72%	3.72%	Percent of Current Budget

Revenue Allocation History & Trends

Below is the growth factor or the increase in funding available for the school operating budget approved during the last ten budget cycles:



Each year, the formulation of the Lexington Public Schools' operating budget is driven by a commitment to maintaining "level services" and fostering ongoing strategic program improvement. This process involves a consideration of dynamic elements such as evolving state mandates, inflationary pressures, the multi-year commitments embedded in contracted services, and the impact of collective bargaining agreements with our dedicated staff.

To continue to realize our commitment to excellence, the annual increase sought ranges from 3.75% to 3.95% on the base budget. This increment is essential to provide the necessary resources required to sustain the high standard of services and facilitate continuous improvement in our educational programs. By proactively addressing these factors, we can ensure that our budget aligns with the evolving needs of our educational community and positions us for ongoing success.

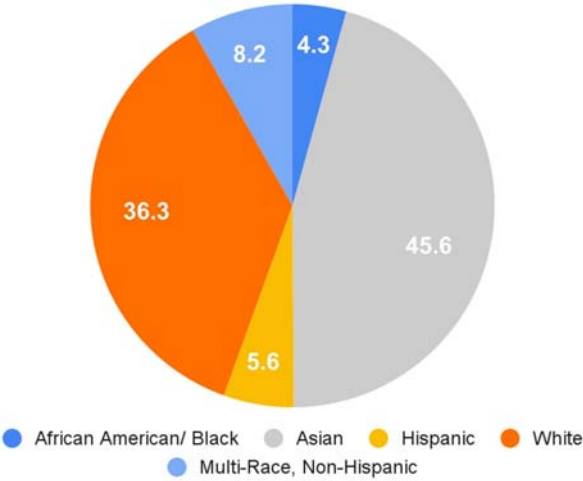
# State Benchmark Comparisons

Source: LPS SIMS & MA DESE Public Profiles

## Student Demographics

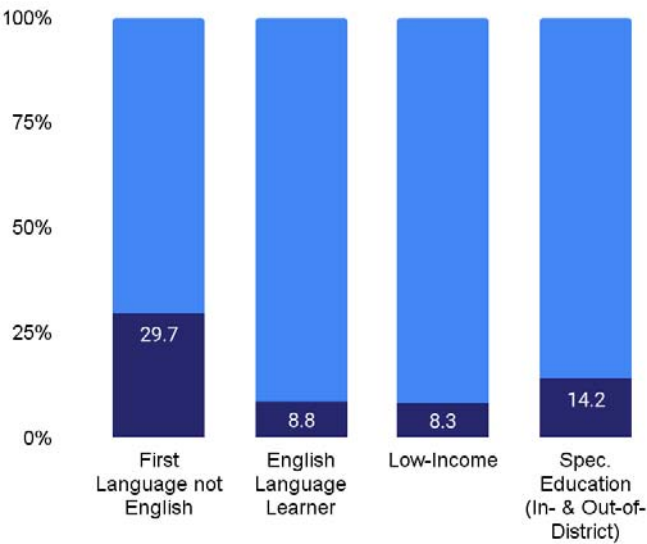
	% LPS FY 2024	% State FY 2023
African American/Black	4.3	9.4
Asian	45.6	7.3
Hispanic	5.6	24.2
Native American	0.0	0.2
White	36.3	54.4
Nat. Hawaiian, Pac. Islander	0.0	0.1
Multi-Race, Non-Hispanic	8.2	4.4

LPS Race/Ethnicity 2023-2024



	% LPS FY 2024	% State FY 2023
First Language not English	29.7	25
English Language Learner	8.8	12.1
Low-Income	8.3	42.3
Spec. Education (In- & Out-of-District)	14.2	19.4

LPS Select Populations 2023-2024



## Student/Teacher Ratio

11.0 to 1  
Lexington

11.9 to 1  
Massachusetts



## Per Pupil Expenditures

The tables below indicate Lexington's per pupil expenditures in comparison to other local districts.

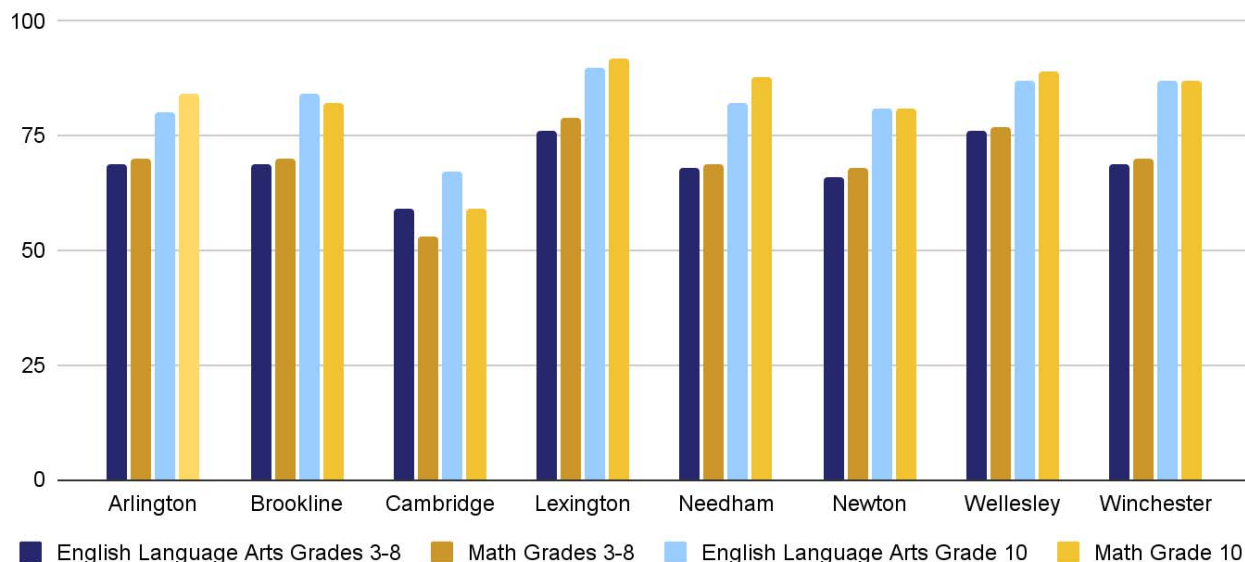
Community	Total Per Pupil Expenditures 2021
Arlington	\$17,934
Brookline	\$25,690
Cambridge	\$35,114
Lexington	\$21,429
Needham	\$21,147
Newton	\$23,431
Wellesley	\$24,183
Winchester	\$16,818

Community	2008 Enrollment	2022 Enrollment	Percent Growth	2008 Actual NSS	2022 Actual NSS	Percent Growth	Per Pupil Adjusted Budget Growth 2008 - 2022
Arlington	4,429	5,836	32%	\$47,213,452	\$96,979,638	105%	55.89%
Brookline	6,004	6,858	14%	\$79,810,953	\$162,525,759	104%	78.28%
Cambridge	6,443	7,160	11%	\$131,202,149	\$235,834,898	80%	61.75%
Lexington	6,109	6,982	14%	\$81,693,214	\$150,016,427	84%	60.67%
Needham	4,822	5,561	15%	\$54,222,585	\$112,761,387	108%	80.32%
Newton	11,688	12,113	4%	\$156,198,906	\$260,370,453	67%	60.84%
Wellesley	4,653	4,466	-4%	\$55,442,005	\$98,048,781	77%	84.25%
Winchester	3,812	4,513	18%	\$35,227,690	\$71,616,120	103%	71.72%

## MCAS Results

Massachusetts Comprehensive Assessment System (MCAS) is an online assessment, linked to state learning standards, administered each year. A graph of select 2023 MCAS results for Lexington and comparison districts is below. Find additional [District Performance Measures here](#).

### 2023 MCAS Results: Percent of Students Meeting or Exceeding Expectations



---

This Page Intentionally Left Blank.



**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 9 towns as of July 1, 2023, as well as out-of-district students.

Minuteman Tech's programs include courses in Biotechnology, Environmental Science, Multi-media Engineering, Design and Visual Communication, Engineering and Robotics Automation, Cosmetology, Early Education and Teaching, Carpentry, Culinary Arts and Hospitality, Plumbing, Electrical, Health Occupations, Horticulture, Programming and Web Development, Automotive Technology, Welding and Metal Fabrication, Advanced Manufacturing, and Veterinary Science, as well as four-year academic and college preparatory programs. In addition, 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.

	10/1/2018	10/1/2019	10/1/2020	10/1/2021	10/1/2022	10/1/2023
<b>High School Students</b>	52	62	71	68	77	82
<b>Post Graduate Students*</b>	1	4	0	0	0	0
<b>Total</b>	<b>53</b>	<b>66</b>	<b>71</b>	<b>68</b>	<b>77</b>	<b>82</b>

\*Beginning in FY2021, Minuteman began offering Minuteman Technical Institute (MTI) for post-secondary students. MTI students pay tuition directly to Minuteman; it had previously been included in the assessment.

## Appropriated/Authorized Staffing:

No Town staff are charged to this budget.

## Budget Recommendations

The FY2025 projected budget for the Minuteman Regional High School assessment is \$3,482,747, a decrease \$(19,230) or (0.55)% from the FY2024 budget due to Lexington's projected enrollment compared to other member communities and an increase in available revenues other than the annual assessment.

The assessment incorporates \$975,834 in debt service, a increase of \$46,264 or 5.0%. The annual assessment is broken out as follows:

Category	FY2022	FY2023	FY2024	FY2025	\$ Change	% Change
Minimum Required Contribution	\$ 1,156,993	\$ 1,158,939	\$ 1,310,022		\$(1,310,022)	(100.0)%
Transportation Assessment	\$ 109,594	\$ 78,524	\$ 79,620		\$ (79,620)	(100.0)%
Remaining Operating Assessment	\$ 935,559	\$ 969,283	\$ 1,182,765		\$(1,182,765)	(100.0)%
Capital/Debt Service	\$ 927,892	\$ 1,017,152	\$ 929,570	\$ 975,834	\$ 46,264	5.0%
<b>Total Assessment</b>	<b>\$ 3,130,038</b>	<b>\$ 3,223,898</b>	<b>\$ 3,501,977</b>	<b>\$ 3,482,747</b>	<b>\$ (19,230)</b>	<b>(0.5)%</b>

\*Numbers may not add due to rounding.

## Budget Summary:

Funding Sources	FY2022 Actual	FY2023 Actual*	FY2024 Estimate*	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 3,130,038	\$ 3,223,898	\$ 3,501,977	\$ 3,482,747	\$ (19,230)	-0.55%
<b>Total 1200 Minuteman</b>	<b>\$ 3,130,038</b>	<b>\$ 3,223,898</b>	<b>\$ 3,501,977</b>	<b>\$ 3,482,747</b>	<b>\$ (19,230)</b>	<b>-0.55%</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual*	FY2024 Appropriation*	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Expenses	\$ 3,130,038	\$ 3,223,898	\$ 3,501,977	\$ 3,482,747	\$ (19,230)	(0.55)%
<b>Total 1200 Minuteman</b>	<b>\$ 3,130,038</b>	<b>\$ 3,223,898</b>	<b>\$ 3,501,977</b>	<b>\$ 3,482,747</b>	<b>\$ (19,230)</b>	<b>(0.55)%</b>

Level-Service Requests	FY2022 Actual	FY2023 Actual*	FY2024 Appropriation*	FY2025 Recommended	Dollar Increase	Percent Increase
Total 1200 Minuteman	\$ 3,130,038	\$ 3,223,898	\$ 3,501,977	\$ 3,482,747	\$ (19,230)	(0.55)%
<b>Total 1200 Minuteman</b>	<b>\$ 3,130,038</b>	<b>\$ 3,223,898</b>	<b>\$ 3,501,977</b>	<b>\$ 3,482,747</b>	<b>\$ (19,230)</b>	<b>(0.55)%</b>

Object Code Summary	FY2022 Actual	FY2023 Actual*	FY2024 Appropriation*	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Compensation</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>—%</i>
Contractual Services	\$ 3,130,038	\$ 3,223,898	\$ 3,501,977	\$ 3,482,747	\$ (19,230)	(0.55)%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 3,130,038</i>	<i>\$ 3,223,898</i>	<i>\$ 3,501,977</i>	<i>\$ 3,482,747</i>	<i>\$ (19,230)</i>	<i>(0.55)%</i>
<b>Total 1200 Minuteman</b>	<b>\$ 3,130,038</b>	<b>\$ 3,223,898</b>	<b>\$ 3,501,977</b>	<b>\$ 3,482,747</b>	<b>\$ (19,230)</b>	<b>(0.55)%</b>

The FY2023 actual and FY2024 Appropriations have been adjusted to reflect the actual assessments for those years, rather than the timing of actual payments.

This Page Intentionally Left Blank.





## Section IV: Program 2000: Shared Expenses

---

This section includes detailed information about the FY2025 Operating Budget & Financing Plan for shared expenses. It includes:

- 2100 Employee Benefits IV-3
- 2200 Property & Liability Insurance IV-8
- 2300 Solar Producer Payments IV-10
- 2400 Debt Service IV-12
- 2500 Reserve Fund IV-14
- 2600 Public Facilities IV-17
- 3450 Refuse & Recycling Collections for Municipal & School Buildings\* V-20

\*For FY2025 the Town Manager and Superintendent of Schools have agreed to share the cost of the Town's contracted Refuse and Recycling collection and disposal costs for Municipal and School buildings. For additional information on this Shared Expense see Section V-3400: Environmental Services section of this Preliminary Budget.

This Page Intentionally Left Blank.



**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. Beginning in FY2023 the Town no longer has any non-contributory retirees.
- Employee/Retiree Benefits: The Town's annual contribution for health, dental and life insurance for active Municipal 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 Municipal or School Department employment. The Town self-insures for this expense.
- Workers' Compensation: The medical costs incurred by Municipal 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 five employees are charged to the General Fund health insurance budget.

## **Budget Recommendations:**

The FY2025 recommended All Funds Employee Benefits and Insurance budget is \$49,081,904. This is a \$3,311,998 or 7.24% increase from the FY2024 budget. The recommended budget includes the benefits costs (health, dental, life, Medicare, and workers' compensation) for all municipal and school staff and retirees as of November 1, 2023.

## Changes Include:

1. A \$758,276, or 7.59% increase in Contributory Retirement based on the approved funding schedule from the January 1, 2023 actuarial valuation of the Lexington Retirement System, plus an amount of dedicated tax levy new growth. In FY2023, \$1,060,000 of new levy growth from Takeda personal property taxes was dedicated to the Pension Fund. This amount, plus an increase of 2.5% per year will continue to be set-aside to the Pension Fund in future years. The dedicated tax levy plus growth for FY2025 is \$10,743,076. For FY2025, \$400,000 is funded from Free Cash, which is the same level of Free Cash funding as in FY2024. The Retirement system's unfunded liability is expected to be funded by 2030, given the current actuarial assumptions.
2. A \$115,351 or 5.27% increase in the Town's contribution for the Medicare Tax based on FY2023 actual costs, projected FY2024 and FY2025 salaries and wages, new municipal positions, and historical rates of increase in this item.
3. A \$2,335,074 or 7.39% increase in health insurance costs (General Fund). The FY2025 budget is based on an increase of 9.6% in health insurance premiums across all plans at November 2023 enrollment levels, and the projected addition of eighty (80) 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).
4. A \$90,835 or 8.18% increase in dental insurance costs (General Fund) based on a 10% increase in premium rates for FY2025 as compared to originally budgeted FY24 rates, further updated to reflect November 2023 enrollment levels.
5. No increase in life insurance costs based on projected enrollments.
6. Level-funding of unemployment insurance based on the revised budget of \$200,000, which is reflective of average claim activity.
7. A level funding of workers' compensation costs to a total of \$500,000. As of June 30, 2023, this continuing appropriation account had a total balance of \$2,931,805.

# 2100 Employee Benefits & Insurance

Program: Shared Expenses  
Town of Lexington, MA

## Budget Summary - General Fund

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 37,215,122	\$ 39,616,886	\$ 44,354,188	\$ 47,533,058	\$ 94,043	\$ 47,627,100	\$ 3,272,912	7.38%
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 611,775	\$ 805,256	\$ 863,256	\$888,722.052	\$ —	\$ 888,722	\$ 25,466	2.95%
Free Cash for Updated Pension Schedule	\$ —	\$ 400,000	\$ 400,000	\$ 400,000	\$ —	\$ 400,000	\$ —	—%
PEG Access Special Revenue Fund	\$ 5,575	\$ 5,178	\$ 4,991	\$6,149.25269	\$ —	\$ 6,149	\$ 1,158	23.21%
<b>Total 2100 Employee Benefits</b>	<b>\$ 37,832,472</b>	<b>\$ 40,827,320</b>	<b>\$ 45,622,435</b>	<b>\$48,827,928.9</b>	<b>\$ 94,043</b>	<b>\$ 48,921,971</b>	<b>\$ 3,299,536</b>	<b>7.23%</b>

Appropriation Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 118,996	\$ 130,585	\$ 142,636	\$ 174,120	\$ —	\$ 174,120	\$ 31,484	22.07%
Expenses	\$ 37,713,476	\$ 40,696,734	\$ 45,479,799	\$ 48,653,809	\$ 94,043	\$ 48,747,851	\$ 3,268,052	7.19%
<b>Total 2100 Employee Benefits</b>	<b>\$ 37,832,472</b>	<b>\$ 40,827,320</b>	<b>\$ 45,622,435</b>	<b>\$ 48,827,929</b>	<b>\$ 94,043</b>	<b>\$ 48,921,971</b>	<b>\$ 3,299,536</b>	<b>7.23%</b>

Level-Service Requests (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 2110 Contributory Retirement	\$ 7,417,500	\$ 9,219,250	\$ 9,984,800	\$ 10,743,076	\$ —	\$ 10,743,076	\$ 758,276	7.59%
Total 2120 Non-Contributory Retirement	\$ 8,798	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Subtotal - Retirement</i>	<i>\$ 7,426,298</i>	<i>\$ 9,219,250</i>	<i>\$ 9,984,800</i>	<i>\$ 10,743,076</i>	<i>\$ —</i>	<i>\$ 10,743,076</i>	<i>\$ 758,276</i>	<i>7.59%</i>
Total 2130 Medicare	\$ 1,986,677	\$ 2,089,413	\$ 2,189,679	\$ 2,299,163	\$ 5,868	\$ 2,305,030	\$ 115,351	5.27%
Total 2130 Health Insurance	\$ 26,483,798	\$ 27,711,900	\$ 31,612,815	\$ 33,862,441	\$ 85,448	\$ 33,947,889	\$ 2,335,074	7.39%
Total 2130 Dental Insurance	\$ 1,080,414	\$ 1,045,057	\$ 1,110,141	\$ 1,198,249	\$ 2,727	\$ 1,200,976	\$ 90,835	8.18%
Total 2130 Life Insurance	\$ 17,160	\$ 17,851	\$ 25,000	\$ 25,000	\$ —	\$ 25,000	\$ —	—
<i>Subtotal - Health/Life Benefits</i>	<i>\$ 29,568,050</i>	<i>\$ 30,864,222</i>	<i>\$ 34,937,635</i>	<i>\$ 37,384,853</i>	<i>\$ 94,043</i>	<i>\$ 37,478,895</i>	<i>\$ 2,541,260</i>	<i>7.27%</i>
Total 2140 Unemployment	\$ 88,124	\$ 118,848	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	—%
Total 2150 Workers Compensation	\$ 750,000	\$ 625,000	\$ 500,000	\$ 500,000	\$ —	\$ 500,000	\$ —	—%
<i>Subtotal - Other Employee Benefits</i>	<i>\$ 838,124</i>	<i>\$ 743,848</i>	<i>\$ 700,000</i>	<i>\$ 700,000</i>	<i>\$ —</i>	<i>\$ 700,000</i>	<i>\$ —</i>	<i>—%</i>
<b>Total 2100 Employee Benefits</b>	<b>\$ 37,832,472</b>	<b>\$ 40,827,320</b>	<b>\$ 45,622,435</b>	<b>\$ 48,827,929</b>	<b>\$ 94,043</b>	<b>\$ 48,921,971</b>	<b>\$ 3,299,536</b>	<b>7.23%</b>

Object Code Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 118,996	\$ 130,585	\$ 142,636	\$ 174,120	\$ —	\$ 174,120	\$ 31,484	22.07%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
<i>Personal Services</i>	<i>\$ 118,996</i>	<i>\$ 130,585</i>	<i>\$ 142,636</i>	<i>\$ 174,120</i>	<i>\$ —</i>	<i>\$ 174,120</i>	<i>\$ 31,484</i>	<i>22.07%</i>
Contractual Services	\$ 37,713,476	\$ 40,696,734	\$ 45,479,799	\$ 48,653,809	\$ 94,043	\$ 48,747,851	\$ 3,268,052	7.19%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
<i>Expenses</i>	<i>\$ 37,713,476</i>	<i>\$ 40,696,734</i>	<i>\$ 45,479,799</i>	<i>\$ 48,653,809</i>	<i>\$ 94,043</i>	<i>\$ 48,747,851</i>	<i>\$ 3,268,052</i>	<i>7.19%</i>
<b>Total 2100 Employee Benefits</b>	<b>\$ 37,832,472</b>	<b>\$ 40,827,320</b>	<b>\$ 45,622,435</b>	<b>\$ 48,827,929</b>	<b>\$ 94,043</b>	<b>\$ 48,921,971</b>	<b>\$ 3,299,536</b>	<b>7.23%</b>

## Budget Summary - Revolving Funds\*

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Directed Funding (Revolving Funds)	\$ 133,586	\$ 139,863	\$ 147,471	\$ 159,933	\$ —	\$ 159,933	\$ 12,462	8.45%
<b>Total 2100 Employee Benefits</b>	<b>\$ 133,586</b>	<b>\$ 139,863</b>	<b>\$ 147,471</b>	<b>\$ 159,933</b>	<b>\$ —</b>	<b>\$ 159,933</b>	<b>\$ 12,462</b>	<b>8.45%</b>

\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Level-Service Requests (Revolving Funds)	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 2130 Health Insurance	\$ 129,199	\$ 135,729	\$ 143,337	\$ 154,563	\$ —	\$ 154,563	\$ 11,226	7.83%
Total 2130 Dental Insurance	\$ 4,387	\$ 4,134	\$ 4,134	\$ 5,370	\$ —	\$ 5,370	\$ 1,236	29.90%
<b>Total 2100 Employee Benefits</b>	<b>\$ 133,586</b>	<b>\$ 139,863</b>	<b>\$ 147,471</b>	<b>\$ 159,933</b>	<b>\$ —</b>	<b>\$ 159,933</b>	<b>\$ 12,462</b>	<b>8.45%</b>

## Budget Summary - All Funds

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 118,996	\$ 130,585	\$ 142,636	\$ 174,120	\$ —	\$ 174,120	\$ 31,484	22.07%
Expenses	\$ 37,847,062	\$ 40,836,597	\$ 45,627,270	\$ 48,813,742	\$ 94,043	\$ 48,907,784	\$ 3,280,514	7.19%
<b>Total 2100 Employee Benefits</b>	<b>\$ 37,966,058</b>	<b>\$ 40,967,183</b>	<b>\$ 45,769,906</b>	<b>\$ 48,987,862</b>	<b>\$ 94,043</b>	<b>\$ 49,081,904</b>	<b>\$ 3,311,998</b>	<b>7.24%</b>



## 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.

The Town has an agreement with the Public Employees Committee (PEC) to remain in the GIC through June 30, 2025.

The table below displays an approximate distribution of health insurance costs for Municipal and School employees and Retirees.

Table 1: Health Insurance Budget: FY2020 - FY2025							
	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	Budgeted FY2024	Projected FY2025	Increase FY2024 to FY2025
<b>Town<sup>(1)</sup></b>	\$ 3,903,453	\$ 4,242,098	\$ 4,148,176	\$ 5,059,791	\$ 5,340,948		(100.00)%
<b>School</b>	\$ 13,170,788	\$ 13,965,697	\$ 13,985,906	\$ 16,244,427	\$ 17,475,695		(100.00)%
<b>Retirees</b>	\$ 6,980,911	\$ 7,165,298	\$ 7,233,013	\$ 8,175,329	\$ 8,718,255		(100.00)%
<b>Total</b>	\$ 24,055,153	\$ 25,373,093	\$ 25,367,096	\$ 29,479,547	\$ 31,534,898	\$ 33,947,889	7.65%
<b>Medicare Part B Penalty<sup>(3)</sup></b>	\$ 78,264	\$ 74,935	\$ 77,917	\$ 74,935	\$ 77,917		(100.00)%
<b>Net Budget Amount</b>	\$ 24,133,417	\$ 25,448,028	\$ 25,445,013	\$ 29,554,482	\$ 31,612,815	\$ 33,947,889	7.39%

(1) Portion of salaries attributable to health insurance administration is inclusive in these figures.

(2) Payment made to the Public Employee Committee (PEC) HRA Mitigation Fund to offset increasing co-pays and deductibles.

(3) Medicare Part B Penalty is the penalty the Town must pay due to deferred migration of retirees from active plans to Medicare supplement plans.

# 2100 Employee Benefits & Insurance

Program: Shared Expenses  
Town of Lexington, MA

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

**Table 2: Health Insurance Enrollments** <sup>(1)</sup>

				<b>FY2024 Budget</b>	<b>FY2025 Budget</b>
<b>Actual Subscribers</b>				Based on Actual Subscribers, plus Additional Projected Lives shown below	
<b>Subscribers</b>	<b>Nov. 2019 (FY2020)</b>	<b>Nov. 2020 (FY2021)</b>	<b>Nov. 2021 (FY2022)</b>	<b>Nov. 2022 (FY2023)</b>	<b>Nov. 2023 (FY2024)</b>
<u>Municipal</u>					
Individual	107	98	110	105	116
Family	168	171	172	166	155
<b>subtotal</b>	<b>269</b>	<b>269</b>	<b>282</b>	<b>271</b>	<b>271</b>
<u>School</u>					
Individual	358	358	376	374	371
Family	555	555	536	520	544
<b>subtotal</b>	<b>913</b>	<b>913</b>	<b>912</b>	<b>894</b>	<b>915</b>
<u>Retirees</u>	1,307	1,302	1,338	1,372	1,391
<b>subtotal</b>	<b>2,493</b>	<b>2,484</b>	<b>2,532</b>	<b>2,537</b>	<b>2,577</b>
<b>Additional projected lives for budget purposes</b>					
<b>Position Vacancies</b>					
Municipal				9	3
School				23	38
<b>subtotal</b>				<b>32</b>	<b>41</b>
<b>Estimated Open Enrollment / Qualifying Events</b> <sup>(2)</sup>					
Individual				9	9
Family				27	47
Retirees				44	44
<b>subtotal</b>				<b>80</b>	<b>80</b>
<b>total</b>	<b>2,493</b>	<b>2,484</b>	<b>2,647</b>	<b>2,649</b>	<b>2,698</b>
<b>New Positions</b>					
School <sup>(3)</sup>				12	0
Municipal <sup>(3)</sup>				1	5
Facilities Dept.				0	0
<b>subtotal</b>				<b>13</b>	<b>5</b>
<b>Estimated Reduction in Subscribers</b>					
Retirees				(34)	(34)
<b>total</b>	<b>2,493</b>	<b>2,484</b>	<b>2,647</b>	<b>2,628</b>	<b>2,669</b>
(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) Based on the budgets as recommended by the School Committee and Select Board and assumes that each full-time equivalent will subscribe to Town's insurance. The cost is estimated at a composite rate based on school and municipal personnel enrollment.					

# 2200 Property & Liability Insurance

Program: Shared Expenses  
Town of Lexington, MA

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

**Budget Overview:** 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 Deputy Town Manager's salary is charged to this line item in recognition of the ongoing support provided.

**Budget Recommendations:**

The FY2025 overall recommendation for Property and Liability Insurance is \$1,340,800, which is an increase from the FY2024 appropriation.

1. Property and liability insurance is projected to increase by \$148,800 or 15.00%.
2. A level funding of the budget for uninsured losses. The balance in this continuing balance account as of June 30, 2023, is \$951,885. Staff recommend a guideline of maintaining a fund balance of approximately \$1 million.

# 2200 Property & Liability Insurance

Program: Shared Expenses  
Town of Lexington, MA

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$1,055,742	\$1,102,482	\$ 1,162,050	\$1,309,966	\$ —	\$ 1,309,966	\$ 147,916	12.73 %
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 25,039	\$ 30,137	\$ 29,950	\$ 30,834	\$ —	\$ 30,834	\$ 884	2.95 %
Total 2200 Property & Liability Insurance	\$1,080,781	\$1,132,619	\$ 1,192,000	\$1,340,800	\$ —	\$ 1,340,800	\$ 148,800	12.48 %

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 38,718	\$ 40,009	\$ 39,333	\$ 40,921	\$ —	\$ 40,921	\$ 1,588	4.04 %
Expenses	\$1,042,063	\$1,092,609	\$ 1,152,667	\$1,299,879	\$ —	\$ 1,299,879	\$ 147,212	12.77 %
Total 2200 Property & Liability Insurance	\$1,080,781	\$1,132,619	\$ 1,192,000	\$1,340,800	\$ —	\$ 1,340,800	\$ 148,800	12.48 %

Level-Service Requests	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 2210 Property & Liability Insurance	\$ 830,781	\$ 932,619	\$ 992,000	\$1,140,800	\$ —	\$ 1,140,800	\$ 148,800	15.00 %
Total 2220 Uninsured Losses	\$ 250,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	—
Total 2200 Property & Liability Insurance	\$1,080,781	\$1,132,619	\$ 1,192,000	\$1,340,800	\$ —	\$ 1,340,800	\$ 148,800	12.48 %

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 38,718	\$ 40,009	\$ 39,333	\$ 40,921	\$ —	\$ 40,921	\$ 1,588	4.04 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Compensation	\$ 38,718	\$ 40,009	\$ 39,333	\$ 40,921	\$ —	\$ 40,921	\$ 1,588	4.04 %
Contractual Services	\$1,042,063	\$1,092,609	\$ 1,152,667	\$1,299,879	\$ —	\$ 1,299,879	\$ 147,212	12.77 %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Expenses	\$1,042,063	\$1,092,609	\$ 1,152,667	\$1,299,879	\$ —	\$ 1,299,879	\$ 147,212	12.77 %
Total 2200 Property & Liability Insurance	\$1,080,781	\$1,132,619	\$ 1,192,000	\$1,340,800	\$ —	\$ 1,340,800	\$ 148,800	12.48 %

# 2300 Solar Producer Payments

Program: Shared Expenses  
Town of Lexington, MA

**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 solar power generated via monthly payments, rather than issue a credit on the Town's electric bills. For the rooftop solar panels on Town and School buildings, that energy is credited in the monthly bill, thereby reducing utility costs at the Department of Public Facilities. As a means of separately tracking the Hartwell Avenue arrangement, this budget division reflects:

- Net Metering Credits: The revenues received from Eversource in return for solar power generated 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 FY2025 overall recommendation for Solar Producer Payments is \$390,000, which is level-funded from the FY2024 appropriation.



# 2300 Solar Producer Payments

Program: Shared Expenses  
Town of Lexington, MA

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ (281,965)	\$ (460,880)	\$ (280,000)	\$ (290,000)	\$ —	\$ (290,000)	\$ (10,000)	3.57 %
Net-Metering Credits	\$ 642,150	\$ 841,417	\$ 670,000	\$ 680,000	\$ —	\$ 680,000	\$ 10,000	1.49 %
Total 2300 Solar Producer Payments	\$ 360,184	\$ 380,537	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 360,184	\$ 380,537	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Total 2300 Solar Producer Payments	\$ 360,184	\$ 380,537	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %

Level-Service Requests	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 2300 Solar Producer Payments	\$ 360,184	\$ 380,537	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Total 2300 Solar Producer Payments	\$ 360,184	\$ 380,537	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Contractual Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Utilities	\$ 360,184	\$ 380,537	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 360,184	\$ 380,537	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Total 2300 Solar Producer Payments	\$ 360,184	\$ 380,537	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %

## Summary of Townwide Solar Credits and Expenses

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Actuals	FY2023 Actuals	FY2024 Estimate	FY2025 Projection
Rooftop Solar Bill Credits	\$ 333,329	\$ 326,421	\$ 308,738	\$ 336,046	\$ 291,500	\$ 330,000	\$ —
Rooftop PILOT*	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ —
Rooftop Solar Payments	\$ (159,033)	\$ (173,254)	\$ (164,249)	\$ (156,669)	\$ (165,000)	\$ (156,000)	\$ —
Net Revenue subtotal	\$ 204,296	\$ 183,167	\$ 174,489	\$ 209,377	\$ 156,500	\$ 204,000	\$ —
Hartwell Solar Revenue	\$ 720,493	\$ 691,986	\$ 674,298	\$ 755,891	\$ 670,000	\$ 700,000	\$ —
Hartwell PILOT	\$ 55,400	\$ 55,400	\$ 55,400	\$ 55,400	\$ 55,400	\$ 55,400	\$ —
Hartwell Annual Lease	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ —
Hartwell Solar Payments	\$ (351,839)	\$ (385,512)	\$ (367,694)	\$ (395,706)	\$ (390,000)	\$ (390,000)	\$ —
Net Revenue subtotal	\$ 425,054	\$ 362,875	\$ 363,004	\$ 416,585	\$ 336,400	\$ 366,400	\$ —
Total Net Revenue	\$ 629,350	\$ 546,042	\$ 537,493	\$ 625,962	\$ 492,900	\$ 570,400	\$ —

\*Payments in Lieu of Taxes (PILOT) are considered Personal Property taxes paid to the Town.

**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 2024 Annual Town Meeting.

Debt service on projects funded from the Compost Revolving Fund is shown in the DPW Budget element 3420; and debt service for Water and Sewer Enterprise projects is shown in the DPW Budget under elements 3610 and 3710, respectively.

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

**Authorized/Appropriated Staffing:**

There is no direct staff charged to this line-item. Staff support for managing debt service is provided through the Finance department.

**Budget Recommendations:**

Total gross debt service is decreasing by \$(712,356), or (3.00)% compared to FY2024, which reflects a decrease in within levy debt service.

Within-Levy debt service of \$6,123,352 is decreasing by \$(730,749), or (10.66)% as existing debt on older projects has been fully paid-off. In recent years the Town has increased the cash capital program and accordingly reduced the issuance of new within-levy debt. Lower debt service expense reduces interest costs and creates capacity within the tax levy to fund future capital projects with cash. The Town will continue to issue new within-levy debt to meet ongoing capital needs when cash financing is not available.

FY2025 gross exempt debt service is projected at \$16,902,562, a increase of \$18,393, or 0.11% compared to FY2024 gross exempt debt service due to the declining interest payments of prior issuances. No funding is appropriated in FY2025 from the Capital Stabilization Fund to offset exempt debt service, and net exempt debt service in FY2025 is projected to increase slightly to \$16,902,562 or 3.16% more than FY2024.

The Town continues to plan for a large-scale reconstruction or renovation of Lexington High School in the coming years. This process, timing and budget are driven by the schedule outlined by the Massachusetts School Building Authority (MSBA). The Town expects that a future debt exclusion vote will be proposed for the costs of design and construction for the High School Building project, and if successful, this project will increase exempt debt service in the coming years. The Town has implemented fiscal guidelines and plans to continue to mitigate the impact of this exempt debt on the taxpayer. More information on these efforts can be found in the [Budget Overview](#) Section of this Preliminary Budget and Financing Plan.

The FY2025 proposed capital projects are described in greater detail in [Section XI: Capital Investment](#) in this Preliminary Budget and Financing Plan.

# 2400 Debt Service

Program: Shared Expenses  
Town of Lexington, MA

## Budget Summary

Funding Sources (All Funds)	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$24,260,322	\$22,360,740	\$ 23,126,362	\$22,851,914	\$ —	\$ 22,851,914	\$ (274,448)	(1.19)%
Fund Transfers								
Capital Stab. Fund - Exempt Debt	\$ 2,800,000	\$ 800,000	\$ 500,000	\$ —	\$ —	\$ —	\$ (500,000)	(100.00)%
Cemetery Sale of Lots Fund	\$ 51,933	\$ 16,125	\$ 50,408	\$ 123,000	\$ —	\$ 123,000	\$ 72,592	144.01 %
Betterments Fund	\$ —	\$ —	\$ 11,500	\$ 1,000	\$ —	\$ 1,000	\$ (10,500)	(91.30)%
Visitors Center Stabilization Fund	\$ —	\$ —	\$ 50,000	\$ 50,000	\$ —	\$ 50,000	\$ —	— %
<b>Total Debt Service</b>	<b>\$27,112,255</b>	<b>\$23,176,865</b>	<b>\$ 23,738,270</b>	<b>\$23,025,914</b>	<b>\$ —</b>	<b>\$ 23,025,914</b>	<b>\$ (712,356)</b>	<b>(3.00)%</b>

Appropriation Summary (All Funds)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$27,112,255	\$23,176,865	\$ 23,738,270	\$23,025,914	\$ —	\$ 23,025,914	\$ (712,356)	(3.00)%
<b>Total Debt Service</b>	<b>\$27,112,255</b>	<b>\$23,176,865</b>	<b>\$ 23,738,270</b>	<b>\$23,025,914</b>	<b>\$ —</b>	<b>\$ 23,025,914</b>	<b>\$ (712,356)</b>	<b>(3.00)%</b>

Gross Within Levy Debt Service	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 2410 Within-Levy Long-Term Principal*	\$ 5,626,400	\$ 5,274,000	\$ 4,840,333	\$ 4,032,700	\$ —	\$ 4,032,700	\$ (807,633)	(16.69)%
Total 2420 Within-Levy Long-Term Interest	\$ 956,198	\$ 1,217,534	\$ 1,210,458	\$ 1,084,208	\$ —	\$ 1,084,208	\$ (126,250)	(10.43)%
Total 2430 Within-Levy Short-Term Principal	\$ 3,708,638	\$ 659,012	\$ 138,954	\$ —	\$ —	\$ —	\$ (138,954)	(100.00)%
Total 2430 Within-Levy Short-Term Interest	\$ 73,028	\$ 17,933	\$ 664,356	\$ 1,006,444	\$ —	\$ 1,006,444	\$ 342,088	51.49 %
<b>Total Gross Within-Levy Debt Service</b>	<b>\$10,364,264</b>	<b>\$ 7,168,480</b>	<b>\$ 6,854,101</b>	<b>\$ 6,123,352</b>	<b>\$ —</b>	<b>\$ 6,123,352</b>	<b>\$ (730,749)</b>	<b>(10.66)%</b>

Net Within Levy Debt Service	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 2410 Within-Levy Long-Term Principal	\$ 5,626,400	\$ 5,274,000	\$ 4,840,333	\$ 4,032,700	\$ —	\$ 4,032,700	\$ (807,633)	(16.69)%
Total 2420 Within-Levy Long-Term Interest	\$ 956,198	\$ 1,217,534	\$ 1,210,458	\$ 1,084,208	\$ —	\$ 1,084,208	\$ (126,250)	(10.43)%
Total 2430 Within-Levy Short-Term Borrowing	\$ 3,781,666	\$ 676,945	\$ 803,310	\$ 1,006,444	\$ —	\$ 1,006,444	\$ 203,134	25.29 %
Funding from Cemetery Sale of Lots/ Betterments/Visitors Center	\$ (51,933)	\$ (16,125)	\$ (111,908)	\$ (174,000)	\$ —	\$ (174,000)	\$ (62,092)	55.48 %
<b>Total Net Within-Levy Debt Service</b>	<b>\$10,312,331</b>	<b>\$ 7,152,355</b>	<b>\$ 6,742,193</b>	<b>\$ 5,949,352</b>	<b>\$ —</b>	<b>\$ 5,949,352</b>	<b>\$ (792,841)</b>	<b>(11.76)%</b>

Exempt Debt Service	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total Exempt Debt Service	\$16,747,991	\$16,008,385	\$ 16,884,169	\$16,902,562	\$ —	\$ 16,902,562	\$ 18,393	0.11 %
Use of Capital Stabilization Fund to mitigate impact of excluded debt service on property tax bills	\$ (2,800,000)	\$ (800,000)	\$ (500,000)	\$ —	\$ —	\$ —	\$ 500,000	(100.00)%
<b>Net Exempt Debt Service</b>	<b>\$13,947,991</b>	<b>\$15,208,385</b>	<b>\$ 16,384,169</b>	<b>\$16,902,562</b>	<b>\$ —</b>	<b>\$ 16,902,562</b>	<b>\$ 518,393</b>	<b>3.16 %</b>
<b>Total Gross Debt Service - All Funds</b>	<b>\$27,112,255</b>	<b>\$23,176,865</b>	<b>\$ 23,738,270</b>	<b>\$23,025,914</b>	<b>\$ —</b>	<b>\$ 23,025,914</b>	<b>\$ (712,356)</b>	<b>(3.00)%</b>
<b>Total Net Debt Service - All Funds</b>	<b>\$24,260,322</b>	<b>\$22,360,740</b>	<b>\$ 23,126,362</b>	<b>\$22,851,914</b>	<b>\$ —</b>	<b>\$ 22,851,914</b>	<b>\$ (274,448)</b>	<b>(1.19)%</b>

**Mission:** To provide for extraordinary and unforeseen expenses.

**Budget Overview:** The Reserve Fund (General Fund) is under the jurisdiction of the Appropriation Committee. Funds may be utilized for extraordinary and/or unforeseen expenses in any given fiscal year. If not utilized, the budget in this account reverts to Free Cash at the end of the fiscal year.

**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 FY2025 recommendation for the Reserve Fund is \$850,000, which is increasing by \$100,000 compared to the original FY2024 appropriation.

**Notes:** In FY2022 through FY2024 budgets for the Reserve Fund were \$750,000 in each year.

- In FY2023 the full \$750,000 was transferred to fund the purchase and installation of public safety communication equipment that was incompatible with the more modern technology at the temporary and new Police Station sites. Town Meeting subsequently appropriated an additional \$500,000 to replenish the Reserve Fund at the Fall 2022-3 Special Town Meeting. No further transfers were made from the Reserve Fund for FY2023.
- In FY2022, \$174,000 was transferred to the Recreation Department to address a drainage issue at Pine Meadows Golf Course. An equal amount was transferred back to the Reserve Fund from the Enterprise Fund at annual Town Meeting.
- In FY2021, \$15,000 was transferred to the Conservation Division to allow them to respond to a Letter of Map Revision from the Town of Belmont.

# 2500 Reserve Fund

Program: Shared Expenses  
Town of Lexington, Massachusetts

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ —	\$ —	\$ 750,000	\$ 850,000	\$ —	\$ 850,000	\$ 100,000	13.33 %
Total 2500 Reserve Fund	\$ —	\$ —	\$ 750,000	\$ 850,000	\$ —	\$ 850,000	\$ 100,000	13.33 %

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ —	\$ —	\$ 750,000	\$ 850,000	\$ —	\$ 850,000	\$ 100,000	13.33 %
Total 2500 Reserve Fund	\$ —	\$ —	\$ 750,000	\$ 850,000	\$ —	\$ 850,000	\$ 100,000	13.33 %

Level-Service Requests	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 2500 Reserve Fund	\$ —	\$ —	\$ 750,000	\$ 850,000	\$ —	\$ 850,000	\$ 100,000	13.33 %
Total 2500 Reserve Fund	\$ —	\$ —	\$ 750,000	\$ 850,000	\$ —	\$ 850,000	\$ 100,000	13.33 %

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Contractual Services	\$ —	\$ —	\$ 750,000	\$ 850,000	\$ —	\$ 850,000	\$ 100,000	13.33 %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ —	\$ —	\$ 750,000	\$ 850,000	\$ —	\$ 850,000	\$ 100,000	13.33 %
Total 2500 Reserve Fund	\$ —	\$ —	\$ 750,000	\$ 850,000	\$ —	\$ 850,000	\$ 100,000	13.33 %

This Page Intentionally Left Blank.



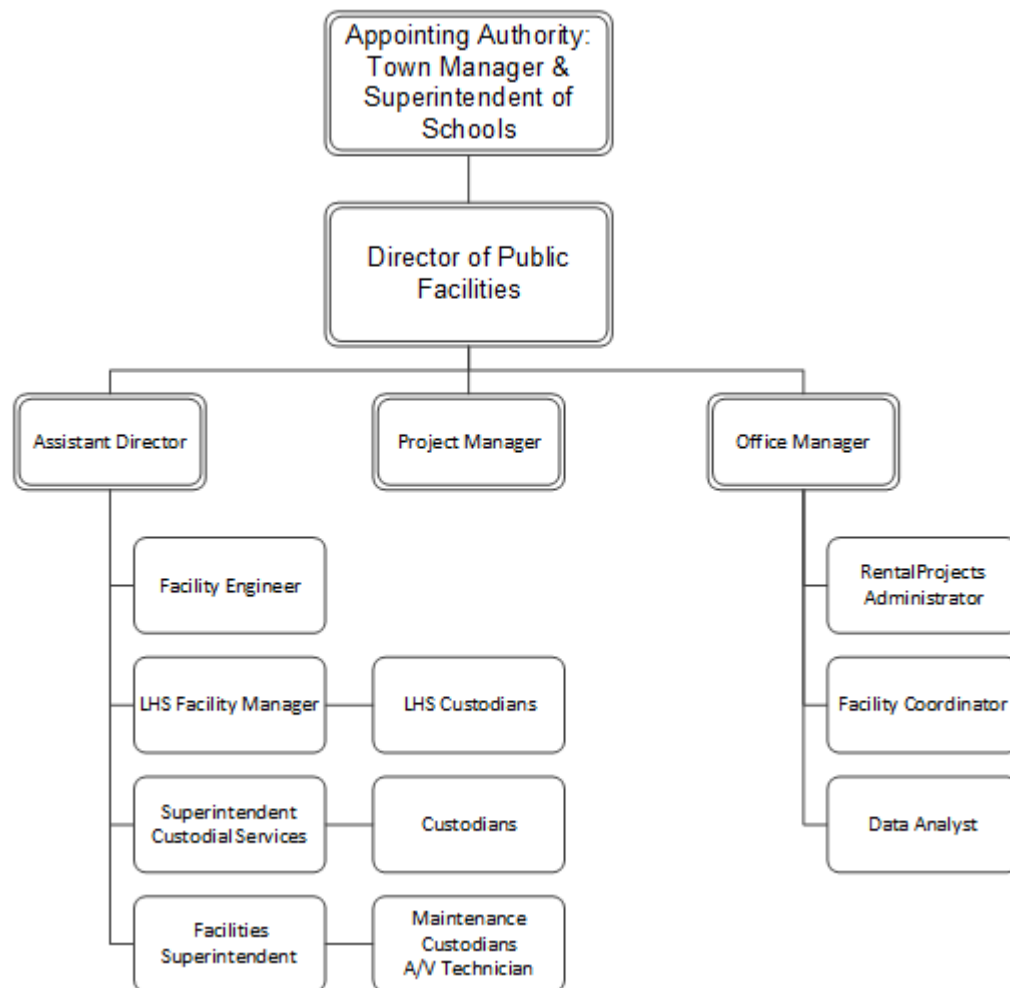


**Mission:** The mission of the Department of Public Facilities is to manage the efficient operation and maintenance of Town buildings, preserve the facility and equipment assets of the Town, and plan and implement capital improvements. This mission is accomplished by establishing appropriate services 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, Recreation Committee, 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 maintenance 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. Working closely with the School Department, students, elected officials, committees and the citizens on the development and construction of a new Lexington High School project.
2. Support implementation of Town solar integration projects.
3. Continue to develop and refine a 10 year construction schedule
4. Incorporate the recommendations from the 20-year capital plan into the 5-year capital plan.



# 2600 Public Facilities

Program: Shared Expenses  
Town of Lexington, MA

## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
<b>School Facilities 2610</b>				
Maintenance Staff	12	12	12	12
Custodian	54	54	54	54
<b>Subtotal FTE</b>	<b>66</b>	<b>66</b>	<b>66</b>	<b>66</b>

## Municipal Facilities 2620

Custodian	12	12	12	12
<b>Subtotal FTE</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

## Shared Facilities 2630

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/AV Tech*	1	1	1	1
LHS Facility Manager	1	1	1	1
Office Manager	1	1	1	1
Admin. Asst. - Facility Coordinator	1	1	1	1
Admin. Asst. - Clerical/Rental Administrator	1	1	1	1
Data Analyst**	0.5	1	1	1
<b>Subtotal FTE</b>	<b>11.5</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>

<b>Total FTE</b>	<b>89.5</b>	<b>90</b>	<b>90</b>	<b>90</b>
------------------	-------------	-----------	-----------	-----------

\*The Event Manager/AV Technician is requested to increase hours from 35 to 40 in the FY2025 budget.

\*\*In FY2023, a program improvement request revised the Municipal Assistant's responsibilities to reflect the management of the 20-year capital plan database, and increased the FTE from 0.5 to 1.0. Title change from Municipal Assistant to Data Analyst.

## Budget Recommendations:

The FY2025 recommended All Funds Department of Public Facilities budget inclusive of the General Fund operating budget and the Building Rental Revolving Fund is \$15,197,171. The recommended budget is a \$534,702, or 3.65% increase from the FY2024 budget.

The Department of Public Facilities FY2025 recommended General Fund operating budget, inclusive of the Education Facilities, Municipal Facilities and Shared Facilities divisions, is \$14,565,855, which is a \$505,452, or 3.59% increase from the FY2024 General Fund budget.

The General Fund operating budget for Compensation is \$6,990,292, and reflects a \$212,306 or 3.13% increase, which provides contractually obligated and projected step increases and cost of living increases for the AFSCME contract that is settled through June 30, 2025, and the SEIU contract that is settled through June 30, 2025. This increase also reflects a program improvement to increase the hours of the AV Technician from 35 to 40 hours in order to provide better coverage to building renters.

The General Fund operating budget for Expenses is \$7,575,561 and reflects a \$293,144, or 4.03% increase. This reflects an overall increase in the cost of utilities, contract labor, cleaning materials and other supplies.

For FY2025, Utilities are increasing by \$62,523 or 1.44% which reflects an increase in projected electricity costs, mostly offset by a decrease in natural gas expenses. In developing this FY2025 budget the Facilities Department conducted a review of natural gas usage in Municipal and School buildings as several have converted to be all electric in recent years. This review resulted in a reduction of \$(216,598) in natural gas expenses in the FY2025 budget.

The FY2025 Facilities Department recommended Building Rental Revolving Fund budget is \$631,318, an increase of \$29,252 or 4.86%, which is attributable to increases in wages, staff overtime and benefits 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	
AV Technician Upgrade	\$ 9,795	\$ 142	\$ 9,937	\$ 9,795	\$ 142	\$ 9,937	\$ —

# 2600 Public Facilities

Program: Shared Expenses  
Town of Lexington, MA

## Budget Summary - General Fund

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$12,162,718	\$12,812,047	\$ 14,037,078	\$14,686,765	\$ (245,751)	\$ 14,441,014	\$ 403,936	2.88 %
PEG Special Revenue Fund	\$ 21,212	\$ 22,285	\$ 23,325	\$ 24,840	\$ —	\$ 24,840	\$ 1,515	6.50 %
<b>Total 2600 - Gen'l Fund</b>	<b>\$12,183,930</b>	<b>\$12,834,332</b>	<b>\$ 14,060,403</b>	<b>\$14,811,605</b>	<b>\$ (245,751)</b>	<b>\$ 14,465,854</b>	<b>\$ 405,451</b>	<b>5.34 %</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,966,608	\$ 5,975,877	\$ 6,777,986	\$ 6,980,355	\$ 9,937	\$ 6,990,292	\$ 212,306	3.13 %
Expenses	\$ 6,217,322	\$ 6,858,455	\$ 7,282,417	\$ 7,831,249	\$ (255,688)	\$ 7,575,561	\$ 293,144	4.03 %
<b>Total 2600 - Gen'l Fund</b>	<b>\$12,183,930</b>	<b>\$12,834,332</b>	<b>\$ 14,060,403</b>	<b>\$14,811,605</b>	<b>\$ (245,751)</b>	<b>\$ 14,565,854</b>	<b>\$ 505,451</b>	<b>3.59 %</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
2610 - Education Facilities	\$ 8,814,863	\$ 9,174,614	\$ 9,811,072	\$10,282,420	\$ (220,884)	\$ 10,061,536	\$ 250,464	2.55 %
2620 - Municipal Facilities	\$ 2,191,909	\$ 2,470,510	\$ 2,798,632	\$ 3,019,227	\$ (34,804)	\$ 2,984,423	\$ 185,791	6.64 %
2630 - Shared Facilities	\$ 1,177,159	\$ 1,189,208	\$ 1,450,700	\$ 1,509,959	\$ 9,937	\$ 1,519,896	\$ 69,196	4.77 %
<b>Total 2600 - Gen'l Fund</b>	<b>\$12,183,930</b>	<b>\$12,834,332</b>	<b>\$ 14,060,403</b>	<b>\$14,811,605</b>	<b>\$ (245,751)</b>	<b>\$ 14,565,855</b>	<b>\$ 505,452</b>	<b>3.59 %</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,489,552	\$ 5,655,659	\$ 6,418,666	\$ 6,590,539	\$ 9,937	\$ 6,600,476	\$ 181,810	2.83 %
Overtime	\$ 477,056	\$ 320,218	\$ 359,320	\$ 389,816	\$ —	\$ 389,816	\$ 30,496	8.49 %
<i>Personal Services</i>	<i>\$ 5,966,608</i>	<i>\$ 5,975,877</i>	<i>\$ 6,777,986</i>	<i>\$ 6,980,355</i>	<i>\$ 9,937</i>	<i>\$ 6,990,292</i>	<i>\$ 212,306</i>	<i>3.13 %</i>
Contractual Services	\$ 1,539,017	\$ 2,088,476	\$ 1,776,560	\$ 1,928,519	\$ —	\$ 1,928,519	\$ 151,959	8.55 %
Utilities	\$ 3,688,401	\$ 3,274,577	\$ 4,346,477	\$ 4,664,688	\$ (255,688)	\$ 4,409,000	\$ 62,523	1.44 %
Supplies	\$ 856,074	\$ 1,112,073	\$ 895,541	\$ 949,675	\$ —	\$ 949,675	\$ 54,134	6.04 %
Small Capital	\$ 133,830	\$ 383,329	\$ 263,840	\$ 288,368	\$ —	\$ 288,368	\$ 24,528	9.30 %
<i>Expenses</i>	<i>\$ 6,217,322</i>	<i>\$ 6,858,455</i>	<i>\$ 7,282,417</i>	<i>\$ 7,831,249</i>	<i>\$ (255,688)</i>	<i>\$ 7,575,561</i>	<i>\$ 293,144</i>	<i>4.03 %</i>
<b>Total 2600 - Gen'l Fund</b>	<b>\$12,183,930</b>	<b>\$12,834,332</b>	<b>\$ 14,060,403</b>	<b>\$14,811,605</b>	<b>\$ (245,751)</b>	<b>\$ 14,565,854</b>	<b>\$ 505,451</b>	<b>3.59 %</b>

## Budget Summary - Non-General Funds

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Building Rental Revolving Fund	\$ 358,979	\$ 558,955	\$ 600,650	\$ 615,666	\$ —	\$ 615,666	\$ 15,016	2.50 %
<b>Total 2600 - Non-Gen'l Fund</b>	<b>\$ 358,979</b>	<b>\$ 558,955</b>	<b>\$ 600,650</b>	<b>\$ 615,666</b>	<b>\$ —</b>	<b>\$ 615,666</b>	<b>\$ 15,016</b>	<b>2.50 %</b>

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

Appropriations Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
<b>Building Rental Revolving Fund</b>	<b>\$ 225,809</b>	<b>\$ 419,624</b>	<b>\$ 602,066</b>	<b>\$ 631,318</b>	<b>\$ —</b>	<b>\$ 631,318</b>	<b>\$ 29,252</b>	<b>4.86 %</b>
Personal Services	\$ 210,019	\$ 293,761	\$ 384,178	\$ 413,089	\$ —	\$ 413,089	\$ 28,911	7.53 %
Expenses	\$ —	\$ 109,547	\$ 198,000	\$ 198,000	\$ —	\$ 198,000	\$ —	— %
Benefits	\$ 15,789	\$ 16,316	\$ 19,888	\$ 20,229	\$ —	\$ 20,229	\$ 341	1.71 %
<b>Total 2600 - Non-Gen'l Fund</b>	<b>\$ 225,809</b>	<b>\$ 419,624</b>	<b>\$ 602,066</b>	<b>\$ 631,318</b>	<b>\$ —</b>	<b>\$ 631,318</b>	<b>\$ 29,252</b>	<b>4.86 %</b>

## Budget Summary - All Funds

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 6,176,627	\$ 6,269,638	\$ 7,162,164	\$ 7,393,444	\$ 9,937	\$ 7,403,381	\$ 241,217	3.37 %
Expenses	\$ 6,217,322	\$ 6,968,002	\$ 7,480,417	\$ 8,029,249	\$ (255,688)	\$ 7,773,561	\$ 293,144	3.92 %
Benefits	\$ 15,789	\$ 16,316	\$ 19,888	\$ 20,229	\$ —	\$ 20,229	\$ 341	1.71 %
<b>Total 2600 (All Funds)</b>	<b>\$12,409,738</b>	<b>\$13,253,956</b>	<b>\$ 14,662,469</b>	<b>\$15,442,922</b>	<b>\$ (245,751)</b>	<b>\$ 15,197,171</b>	<b>\$ 534,702</b>	<b>3.65 %</b>

This Page Intentionally Left Blank.





# Section V: Program 3000: Public Works

---

This section includes detailed information about the FY2025 Operating Budget & Financing Plan for the Department of Public Works (DPW). It includes:

- |   |      |
|---|------|
| • 3000-3500 DPW Summary                 | V-2  |
| • 3100 DPW Administration & Engineering | V-7  |
| • 3200 Highway                          | V-12 |
| • 3300 Public Grounds                   | V-16 |
| • 3400 Environmental Services           | V-20 |
| • 3600 Water Enterprise                 | V-25 |
| • 3700 Sewer Enterprise                 | V-29 |

**Mission:** The Department of Public Works (DPW) 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 ten DPW divisions. The services provided by Public Works include the maintenance, repair, and construction of the Town's infrastructure, roads, equipment, and property. The DPW 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, 160 pieces of equipment, 9 parks, 4 cemeteries, and the 5.5 mile-long Jack Eddison 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 and Sewer Abatement Board, the Capital Expenditures Committee, the Appropriation Committee, the Transportation Safety Group, the Bicycle Advisory Committee, the Commission on Disabilities, the Monuments and Memorials Committee, Sustainable Lexington Committee, the Noise Advisory Committee and the Recreation Committee. Committee members and staff also work collaboratively on internal committees and teams.

### **Departmental Initiatives:**

1. Coordinate Administrative and Operations functions to maintain a functionally efficient organization.
2. Continue to research, test and implement new technologies to improve efficiencies.
3. Ensure staff accessibility and participation for training and advancement opportunities.

## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
<b>Department of Public Works - General Fund</b>				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst*	0.6	1	1	1
Office Manager	1	1	1	1
Department Account Assistants**	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***	3	4	4	4
Engineering Assistant***	3	2	2	2
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	16	16	16	16
Information Coordinator	1	1	1	1
Seasonal Laborers	1.1	1.1	1.1	1.1
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
Superintendent of Public Grounds	1	1	1	1
Asst. Supt. of Public Grounds****	—	—	—	1
Leadmen	7	7	7	7
Arborists	3	3	3	3
Cemetery Foreman	1	1	1	1
<b>Department of Public Works - Compost Revolving Fund</b>				
Superintendent of Environmental Services	1	1	1	1
Compost Facility Foreman	1	1	1	1
Leadman*****	—	1	1	1
Heavy Equipment Operator*****	2	1	1	1
Seasonal Attendant	0.7	0.7	0.7	0.7
<b>Total FTE</b>	<b>64.7</b>	<b>65.1</b>	<b>65.1</b>	<b>66.1</b>
<b>Total FT/PT</b>	<b>63 FT/5 PT</b>	<b>63 FT/5 PT</b>	<b>64 FT/5 PT</b>	<b>65 FT/5 PT</b>

\*In FY2023, the part-time Management Analyst transitioned to a full-time position via a program improvement.

\*\*One full-time Department Account Assistant is shown as 0.6 FTE from the General Fund; 0.4 FTE is charged to the Water/Sewer Enterprise Funds.

\*\*\*In FY2023, an Engineering Assistant was upgraded to a Senior Civil Engineer.

\*\*\*\*An Assistant Superintendent of Public Grounds position is recommended for funding in the FY2025 budget.

\*\*\*\*\*In FY2023, a Heavy Equipment Operator was upgraded to a Leadman via a program improvement.

## Budget Recommendations:

The FY2025 recommended All Funds Public Works budget inclusive of the General Fund operating budget and the Burial Containers, Compost Operations, Lexington Tree Fund and Minuteman Household Hazardous Waste revolving funds is \$14,303,474. The recommended budget is a \$282,732, or 2.02% increase from the FY2024 budget.

The FY2025 recommended Public Works General Fund operating budget is \$13,015,106, which is a \$297,597, or 2.34% increase from the FY2024 General Fund budget.

The General Fund operating budget for Compensation is \$5,235,820, and reflects a \$221,139 or 4.41% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. This FY2025 request includes funding for a full-time, benefited Assistant Superintendent of Public Grounds position.

The General Fund operating budget for Expenses is \$7,779,286 and reflects a \$76,458 or 0.99% increase.

The combined FY2025 recommended Revolving Fund budgets (see page V-7) are \$1,288,368 which is a \$(14,865) or (1.14)% decrease from the FY2024 budget due to staff turnover in compost operations and a reduction in household hazardous waste expenses.

Please see the division sections on the following pages for a detailed explanation of the FY2025 budget changes.

## Program Improvement Requests:

	Request			Recommended				
Description	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	Not Recommended	
Expanded Food Waste Collection Program	\$ 396,000	\$ —	\$ 396,000	\$ —	\$ —	\$ —	\$ 396,000	*
Assistant Superintendent for Public Grounds	\$ 83,895	\$ 18,852	\$ 102,747	\$ 83,895	\$ 18,852	\$ 102,747	\$ —	
Assistant Superintendent for Water/Sewer	\$ 83,895	\$ 18,949	\$ 102,844	\$ 83,895	\$ 18,949	\$ 102,844	\$ —	**
Leadman Upgrade	\$ 6,000	\$ 87	\$ 6,087	\$ 6,000	\$ 87	\$ 6,087	\$ —	**

\*This project is not recommended from the General Fund in the FY25, but is a one-time expense that is being recommended to be funded from ARPA funds. Funding in future years is expected to come from the General Fund.

\*\*This position will be funded from the Water/Sewer Enterprise Funds.

# 3000-3500 DPW Summary

Program: Public Works  
Town of Lexington, MA

## Budget Summary:

Funding Sources (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 9,585,798	\$10,493,129	\$ 11,685,047	\$12,145,471	\$ (181,527)	\$ 11,963,944	\$ 278,897	2.39 %
Enterprise Funds (Indirects)	\$ 519,198	\$ 614,351	\$ 633,912	\$ 652,612	\$ —	\$ 652,612	\$ 18,700	2.95 %
Fees, Charges and Available Funds								
Parking Fund	\$ 72,900	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Cemetery Trust	\$ 95,969	\$ 101,500	\$ 70,000	\$ 70,000	\$ —	\$ 70,000	\$ —	— %
Cemetery Prep Fees	\$ 308,303	\$ 308,826	\$ 250,000	\$ 250,000	\$ —	\$ 250,000	\$ —	— %
Misc. Charges for Service	\$ 247	\$ 142	\$ 200	\$ 200	\$ —	\$ 200	\$ —	— %
Licenses & Permits	\$ 121,191	\$ 55,239	\$ 78,350	\$ 78,350	\$ —	\$ 78,350	\$ —	— %
Total 3100-3500 DPW Gen'l Fund	\$10,703,605	\$11,573,187	\$ 12,717,509	\$13,196,633	\$ (181,527)	\$ 13,015,106	\$ 297,597	2.34 %

Appropriation Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,706,712	\$ 4,649,707	\$ 5,014,681	\$ 5,151,925	\$ 83,895	\$ 5,235,820	\$ 221,139	4.41 %
Expenses	\$ 5,996,893	\$ 6,923,480	\$ 7,702,828	\$ 8,044,708	\$ (265,422)	\$ 7,779,286	\$ 76,458	0.99 %
Total 3100-3500 DPW Gen'l Fund	\$10,703,605	\$11,573,187	\$ 12,717,509	\$13,196,633	\$ (181,527)	\$ 13,015,106	\$ 297,597	2.34 %

Program Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 3110 Administration	\$ 689,192	\$ 761,210	\$ 766,915	\$ 788,096	\$ (1,900)	\$ 786,196	\$ 19,281	2.51 %
Total 3120 Town Engineering	\$ 921,050	\$ 970,131	\$ 1,125,915	\$ 1,178,513	\$ (6,400)	\$ 1,172,113	\$ 46,198	4.10 %
Total 3130 Street Lighting	\$ 148,140	\$ 219,792	\$ 194,300	\$ 193,100	\$ (2,600)	\$ 190,500	\$ (3,800)	(1.96) %
Total 3210 Highway	\$ 1,402,731	\$ 1,528,234	\$ 1,699,389	\$ 1,770,327	\$ (68,900)	\$ 1,701,427	\$ 2,038	0.12 %
Total 3220 Equipment Maint.	\$ 800,784	\$ 1,027,533	\$ 973,295	\$ 1,009,031	\$ (47,500)	\$ 961,531	\$ (11,764)	(1.21) %
Total 3230 Snow Removal	\$ 1,445,837	\$ 1,469,361	\$ 1,594,186	\$ 1,652,444	\$ (58,258)	\$ 1,594,186	\$ —	— %
Total 3310 Parks	\$ 1,449,229	\$ 1,483,909	\$ 1,541,606	\$ 1,596,933	\$ 68,395	\$ 1,665,328	\$ 123,722	8.03 %
Total 3320 Forestry	\$ 535,853	\$ 520,468	\$ 533,103	\$ 567,420	\$ (11,500)	\$ 555,920	\$ 22,817	4.28 %
Total 3330 Cemetery	\$ 286,447	\$ 343,787	\$ 409,072	\$ 430,261	\$ (17,500)	\$ 412,761	\$ 3,689	0.90 %
Total 3410 Refuse Collection	\$ 980,996	\$ 1,010,426	\$ 1,222,297	\$ 1,255,735	\$ —	\$ 1,255,735	\$ 33,438	2.74 %
Total 3420 Recycling	\$ 1,282,728	\$ 1,494,697	\$ 1,876,197	\$ 2,022,428	\$ (26,500)	\$ 1,995,928	\$ 119,731	6.38 %
Total 3430 Refuse Disposal	\$ 760,618	\$ 743,640	\$ 781,235	\$ 732,345	\$ (8,864)	\$ 723,481	\$ (57,754)	(7.39) %
Total 3100-3500 DPW Gen'l Fund	\$10,703,605	\$11,573,187	\$ 12,717,509	\$13,196,633	\$ (181,527)	\$ 13,015,106	\$ 297,597	2.34 %

Object Code Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 4,060,081	\$ 4,076,586	\$ 4,546,720	\$ 4,668,665	\$ 83,895	\$ 4,752,560	\$ 205,840	4.53 %
Prior Year Retro Payments	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Overtime	\$ 646,632	\$ 573,122	\$ 467,961	\$ 483,260	\$ —	\$ 483,260	\$ 15,299	3.27 %
Personal Services	\$ 4,706,712	\$ 4,649,707	\$ 5,014,681	\$ 5,151,925	\$ 83,895	\$ 5,235,820	\$ 221,139	4.41 %
Contractual Services	\$ 4,591,678	\$ 5,075,388	\$ 5,767,428	\$ 6,025,608	\$ (119,222)	\$ 5,906,386	\$ 138,958	2.41 %
Utilities	\$ 331,109	\$ 501,745	\$ 537,500	\$ 555,100	\$ (41,000)	\$ 514,100	\$ (23,400)	(4.35) %
Supplies	\$ 1,020,293	\$ 1,308,514	\$ 1,296,400	\$ 1,346,000	\$ (102,200)	\$ 1,243,800	\$ (52,600)	(4.06) %
Small Capital	\$ 53,813	\$ 37,832	\$ 101,500	\$ 118,000	\$ (3,000)	\$ 115,000	\$ 13,500	13.30 %
Expenses	\$ 5,996,893	\$ 6,923,480	\$ 7,702,828	\$ 8,044,708	\$ (265,422)	\$ 7,779,286	\$ 76,458	0.99 %
Total 3100-3500 DPW Gen'l Fund	\$10,703,605	\$11,573,187	\$ 12,717,509	\$13,196,633	\$ (181,527)	\$ 13,015,106	\$ 297,597	2.34 %

# 3000-3500 DPW Summary

Program: Public Works  
Town of Lexington, MA

## Budget Summary - Revolving Funds\*

Funding Sources (Non-General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Lexington Tree Fund	\$ 121,390	\$ 217,571	\$ 90,000	\$ 120,000	\$ —	\$ 120,000	\$ 30,000	33.33 %
Burial Containers	\$ 44,005	\$ 57,232	\$ 60,000	\$ 60,000	\$ —	\$ 60,000	\$ —	— %
Compost Operations	\$ 1,075,242	\$ 881,867	\$ 875,000	\$ 875,000	\$ —	\$ 875,000	\$ —	— %
Refuse & Recycling Collection Rev. Fund	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Minuteman Household Hazardous Waste	\$ 155,587	\$ 171,732	\$ 300,000	\$ 250,000	\$ —	\$ 250,000	\$ (50,000)	(16.67) %
<b>Total 3100-3500 DPW Rev. Funds</b>	<b>\$ 1,396,224</b>	<b>\$ 1,328,402</b>	<b>\$ 1,325,000</b>	<b>\$ 1,305,000</b>	<b>\$ —</b>	<b>\$ 1,305,000</b>	<b>\$ (20,000)</b>	<b>(1.51) %</b>

\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Non-General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
<b>Tree Revolving Fund (3320)</b>								
Expenses	\$ 70,000	\$ 115,457	\$ 90,000	\$ 120,000	\$ —	\$ 120,000	\$ 30,000	33.33 %
<b>Burial Containers Revolving Fund (3330)</b>								
Expenses	\$ 24,882	\$ 32,380	\$ 60,000	\$ 60,000	\$ —	\$ 60,000	\$ —	— %
<b>Compost Operations Rev. Fund (3420)</b>	<b>\$ 750,851</b>	<b>\$ 839,417</b>	<b>\$ 853,233</b>	<b>\$ 858,368</b>	<b>\$ —</b>	<b>\$ 858,368</b>	<b>\$ 5,135</b>	<b>0.60 %</b>
Compensation	\$ 349,716	\$ 346,268	\$ 370,208	\$ 368,821	\$ —	\$ 368,821	\$ (1,387)	(0.37) %
Expenses	\$ 241,689	\$ 263,850	\$ 204,000	\$ 225,600	\$ —	\$ 225,600	\$ 21,600	10.59 %
Benefits	\$ 1,945	\$ 1,824	\$ 89,589	\$ 81,981	\$ —	\$ 81,981	\$ (7,608)	(8.49) %
Debt	\$ 157,501	\$ 227,475	\$ 189,436	\$ 181,966	\$ —	\$ 181,966	\$ (7,470)	(3.94) %
<b>Refuse &amp; Recycling Collection Rev. Fund (3420)</b>								
Expenses	\$ —	\$ —	\$ —	\$ 230,000	\$ —	\$ —	\$ —	— %
<b>Minuteman Household Hazardous Waste (3420)</b>								
Expenses	\$ 156,770	\$ 155,584	\$ 300,000	\$ 250,000	\$ —	\$ 250,000	\$ (50,000)	(16.67) %
<b>Total 3100-3500 DPW Rev. Funds</b>	<b>\$ 1,002,502</b>	<b>\$ 1,142,837</b>	<b>\$ 1,303,233</b>	<b>\$ 1,288,368</b>	<b>\$ —</b>	<b>\$ 1,288,368</b>	<b>\$ (14,865)</b>	<b>(1.14) %</b>

## Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,056,428	\$ 4,995,975	\$ 5,384,889	\$ 5,520,746	\$ 83,895	\$ 5,604,641	\$ 219,752	4.08 %
Expenses	\$ 6,490,234	\$ 7,490,750	\$ 8,356,828	\$ 8,700,308	\$ (265,422)	\$ 8,434,886	\$ 78,058	0.93 %
Benefits (Revolving Funds)	\$ 1,945	\$ 1,824	\$ 89,589	\$ 81,981	\$ —	\$ 81,981	\$ (7,608)	(8.49) %
Debt Service (Revolving Fund)	\$ 157,501	\$ 227,475	\$ 189,436	\$ 181,966	\$ —	\$ 181,966	\$ (7,470)	(3.94) %
<b>Total 3100-3500 DPW All Funds</b>	<b>\$11,706,107</b>	<b>\$12,716,024</b>	<b>\$ 14,020,742</b>	<b>\$14,485,001</b>	<b>\$ (181,527)</b>	<b>\$ 14,303,474</b>	<b>\$ 282,732</b>	<b>2.02 %</b>



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

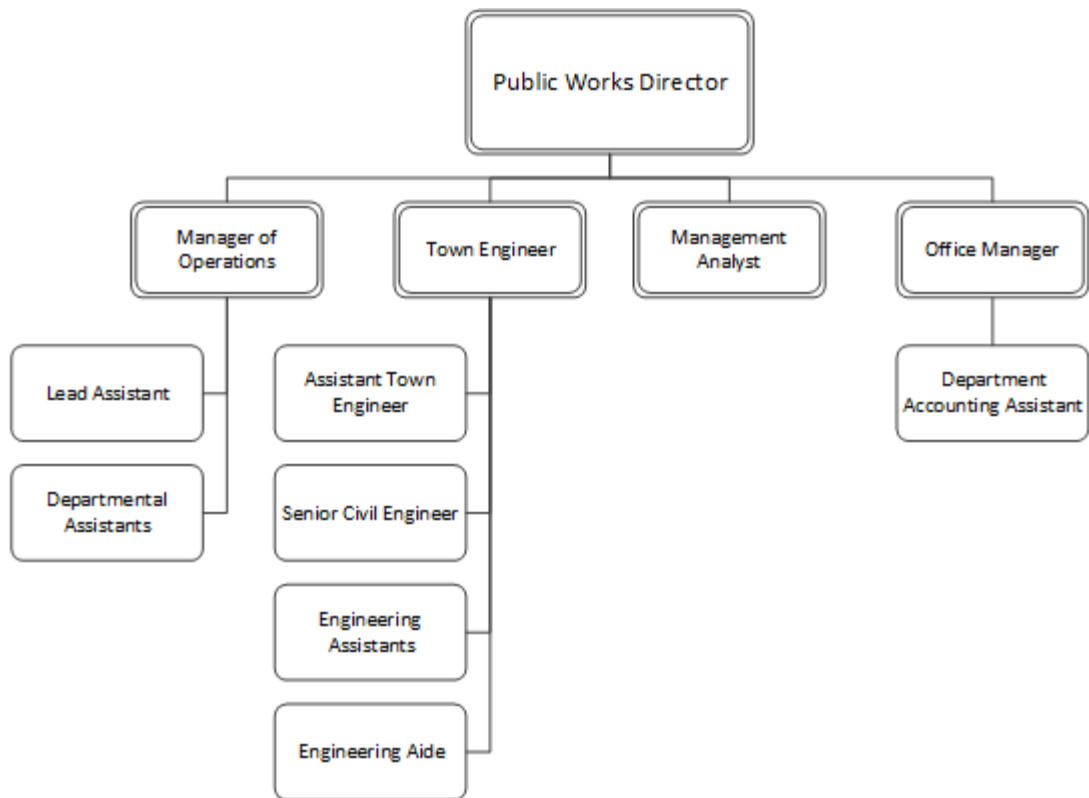
**Budget Overview:**

DPW Administration includes Administration, Operations, Engineering and Street Lighting. DPW Administration Management staff plan, supervise, 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, the Center Committee, the Capital Expenditures Committee, the Conservation Committee, the Bicycle Advisory Committee, the Tree Committee, and Sustainable Lexington.

**Division Initiatives:**

1. Continue use of work order system and explore other programs that ensure the efficiency of customer response and also enhance employee skills.
2. Continue to research and implement new technologies that improve efficiency and effectiveness.
3. Maintain and create a diverse and talented workforce by utilizing improved employee recruitment processes and continuing to promote professional growth and development of staff.
4. Continue to research and implement environmental initiatives.



# 3100 DPW Administration & Engineering

Program: Public Works  
Town of Lexington, MA

## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
<b>Element 3110: DPW Administration</b>				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst*	0.6	1	1	1
Office Manager	1	1	1	1
Department Lead Assistant	1	1	1	1
Department Account Assistants**	2.6	2.6	2.6	2.6
<b>Subtotal FTE</b>	<b>7.2</b>	<b>7.6</b>	<b>7.6</b>	<b>7.6</b>
<b>Subtotal FT/PT</b>	<b>7 FT/1 PT</b>	<b>8 FT/0 PT</b>	<b>8 FT/0 PT</b>	<b>8 FT/0 PT</b>
<b>Element 3120: Engineering</b>				
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer***	3	4	4	4
Engineering Assistant***	3	2	2	2
Engineering Aide	0.7	0.7	0.7	0.7
<b>Subtotal FTE</b>	<b>8.7</b>	<b>7.7</b>	<b>8.7</b>	<b>8.7</b>
<b>Subtotal FT/PT</b>	<b>8 FT/1 PT</b>	<b>8 FT/1 PT</b>	<b>8 FT/1 PT</b>	<b>8 FT/1 PT</b>
<b>Total FTE</b>	<b>15.9</b>	<b>15.3</b>	<b>16.3</b>	<b>16.3</b>
<b>Total FT/PT</b>	<b>15 FT/2 PT</b>	<b>16 FT/1 PT</b>	<b>16 FT/1 PT</b>	<b>16 FT/1 PT</b>

\*In FY23, the part-time Management Analyst transitioned to a full-time position via a program improvement.

\*\*One full-time Department Account Assistant is split between the DPW Admin, Water, and Sewer divisions.

\*\*\*In FY2023, an Engineering Assistant was upgraded to a Senior Civil Engineer.

## Budget Recommendations:

The FY2025 recommended All Funds Administration and Engineering budget, inclusive of the General Fund operating budgets for Administration, Engineering, and Street Lighting, is \$2,148,809. The recommended budget is a \$61,679 or 2.96% increase from the FY2024 budget.

The recommended FY2025 Administration and Engineering General Fund operating budget is \$2,148,809 which is a \$61,679, or 2.96% increase from FY2024. Of this amount, \$1,708,809 is for Compensation and reflects a \$62,779 or 3.81% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended FY2025 Administration and Engineering General Fund operating budget for Expenses is \$440,000 and reflects a \$(1,100), or (0.25)% decrease. This net decrease is due to a decrease in professional services in the Engineering budget, and a decrease of \$(3,800) or (2.04)% in the Street Lighting expense budget which realizes savings from the LED Street Light conversion.

## 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	
Expanded Food Waste Collection Program	\$ 396,000	\$ —	\$ 396,000	\$ —	\$ —	\$ —	\$ 396,000 *

*\*This project is not recommended from the General Fund in the FY25, but is a one-time expense that is being recommended to be funded from ARPA funds. Funding in future years is expected to come from the General Fund.*

# 3100 DPW Administration & Engineering

Program: Public Works  
Town of Lexington, MA

## Budget Summary:

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,192,280	\$ 1,447,274	\$ 1,539,739	\$ 1,598,487	\$ (10,900)	\$ 1,587,587	\$ 47,848	3.11 %
Enterprise Funds (Indirects)	\$ 442,964	\$ 448,477	\$ 468,841	\$ 482,672	\$ —	\$ 482,672	\$ 13,831	2.95 %
Fees & Charges								
Charges for Service	\$ 247	\$ 142	\$ 200	\$ 200	\$ —	\$ 200	\$ —	— %
Licenses & Permits	\$ 121,191	\$ 55,239	\$ 78,350	\$ 78,350	\$ —	\$ 78,350	\$ —	— %
Parking Fund	\$ 1,700	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<b>Total 3100 - General Fund</b>	<b>\$ 1,758,382</b>	<b>\$ 1,951,133</b>	<b>\$ 2,087,130</b>	<b>\$ 2,159,709</b>	<b>\$ (10,900)</b>	<b>\$ 2,148,809</b>	<b>\$ 61,679</b>	<b>2.96 %</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,443,180	\$ 1,534,186	\$ 1,646,030	\$ 1,708,809	\$ —	\$ 1,708,809	\$ 62,779	3.81 %
Expenses	\$ 315,201	\$ 416,946	\$ 441,100	\$ 450,900	\$ (10,900)	\$ 440,000	\$ (1,100)	(0.25)%
<b>Total 3100 - General Fund</b>	<b>\$ 1,758,382</b>	<b>\$ 1,951,133</b>	<b>\$ 2,087,130</b>	<b>\$ 2,159,709</b>	<b>\$ (10,900)</b>	<b>\$ 2,148,809</b>	<b>\$ 61,679</b>	<b>2.96 %</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 3110 DPW Administration	\$ 689,192	\$ 761,210	\$ 766,915	\$ 788,096	\$ (1,900)	\$ 786,196	\$ 19,281	2.51 %
Total 3120 Engineering	\$ 921,050	\$ 970,131	\$ 1,125,915	\$ 1,178,513	\$ (6,400)	\$ 1,172,113	\$ 46,198	4.10 %
Total 3130 Street Lighting	\$ 148,140	\$ 219,792	\$ 194,300	\$ 193,100	\$ (2,600)	\$ 190,500	\$ (3,800)	(1.96)%
<b>Total 3100 - General Fund</b>	<b>\$ 1,758,382</b>	<b>\$ 1,951,133</b>	<b>\$ 2,087,130</b>	<b>\$ 2,159,709</b>	<b>\$ (10,900)</b>	<b>\$ 2,148,809</b>	<b>\$ 61,679</b>	<b>2.96 %</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,436,156	\$ 1,530,117	\$ 1,633,909	\$ 1,696,551	\$ —	\$ 1,696,551	\$ 62,642	3.83 %
Overtime	\$ 7,024	\$ 4,069	\$ 12,121	\$ 12,258	\$ —	\$ 12,258	\$ 137	1.13 %
<i>Personal Services</i>	<i>\$ 1,443,180</i>	<i>\$ 1,534,186</i>	<i>\$ 1,646,030</i>	<i>\$ 1,708,809</i>	<i>\$ —</i>	<i>\$ 1,708,809</i>	<i>\$ 62,779</i>	<i>3.81 %</i>
Contractual Services	\$ 200,739	\$ 262,085	\$ 287,800	\$ 296,800	\$ (7,900)	\$ 288,900	\$ 1,100	0.38 %
Utilities	\$ 89,658	\$ 101,045	\$ 102,200	\$ 102,200	\$ —	\$ 102,200	\$ —	— %
Supplies	\$ 24,285	\$ 53,752	\$ 50,100	\$ 50,900	\$ (3,000)	\$ 47,900	\$ (2,200)	(4.39)%
Small Capital	\$ 519	\$ 64	\$ 1,000	\$ 1,000	\$ —	\$ 1,000	\$ —	— %
<i>Expenses</i>	<i>\$ 315,201</i>	<i>\$ 416,946</i>	<i>\$ 441,100</i>	<i>\$ 450,900</i>	<i>\$ (10,900)</i>	<i>\$ 440,000</i>	<i>\$ (1,100)</i>	<i>(0.25)%</i>
<b>Total 3100 - General Fund</b>	<b>\$ 1,758,382</b>	<b>\$ 1,951,133</b>	<b>\$ 2,087,130</b>	<b>\$ 2,159,709</b>	<b>\$ (10,900)</b>	<b>\$ 2,148,809</b>	<b>\$ 61,679</b>	<b>2.96 %</b>

**Mission:** The Highway Division maintains the town streets, sidewalks and stormwater 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 Equipment Maintenance Division ensures the Town's fleet is operational and well maintained by performing repairs, preventive maintenance and managing the fuel management program.

**Budget Overview:** The Highway Division includes Highway Maintenance, Equipment Maintenance and Snow Removal.

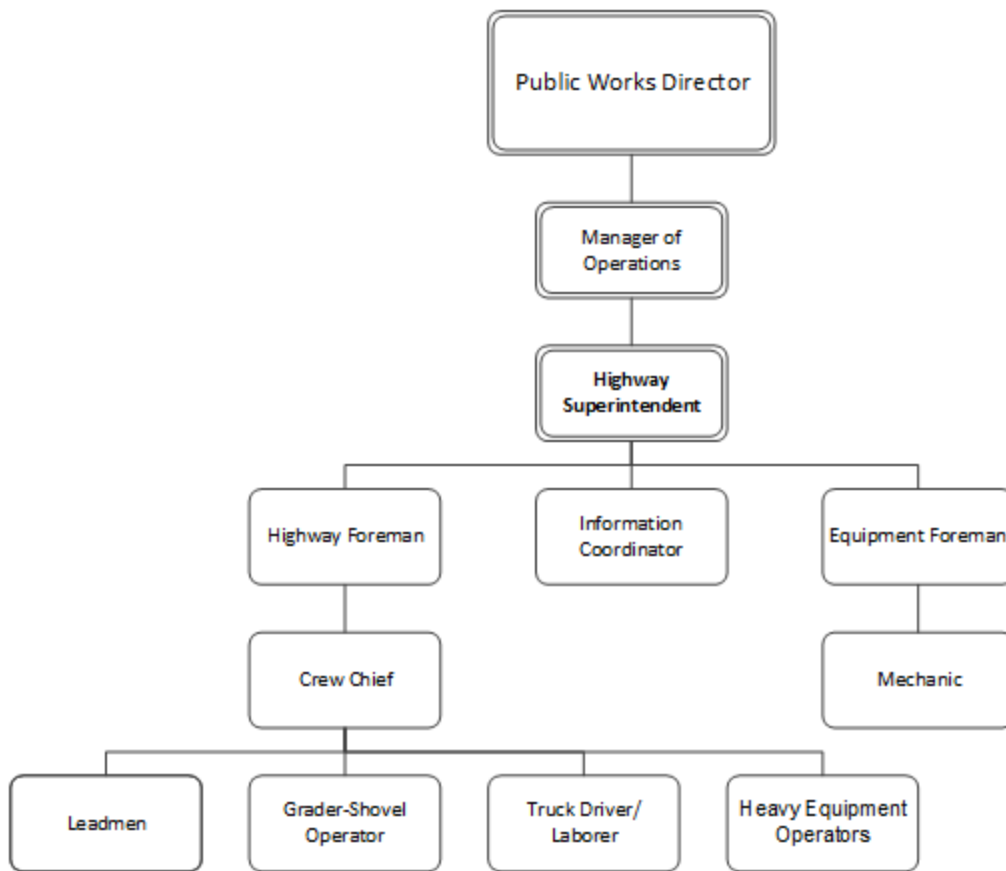
- Highway Maintenance is responsible for all public streets, sidewalks, town parking lots, drainage infrastructure and brooks, performing minor construction repairs, as well as maintaining all traffic signage and traffic markings.
- Equipment Maintenance is responsible for the repair and preventive maintenance 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 sidewalks based on the 2020 BETA sidewalk assessment report.
2. Continue with Municipal Separate Storm Sewer System (MS4) permitting requirements including street sweeping, catch basin cleaning, culvert cleaning, brook cleaning and stormwater best management practices.
3. Take proactive measures to clean and repair catch basins townwide.
4. Provide timely and efficient response to road hazards that arise on Town roads.





## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
<b>Element 3210: Highway Maintenance</b>				
Supt. of Equipment, Highways & Drains	1	1	1	1
Highway Foreman	1	1	1	1
Crew Chief	2	2	2	2
Leadman	2	2	2	2
Shovel Operator	1	1	1	1
Heavy Equipment Operator	5	5	5	5
Information Coordinator	1	1	1	1
Seasonal Laborer	0.5	0.5	0.5	0.5
<b>Subtotal FTE</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>
<b>Subtotal FT/PT</b>	<b>13 FT/1 PT</b>	<b>13 FT/1 PT</b>	<b>13 FT/1 PT</b>	<b>13 FT/1 PT</b>
<b>Element 3220: Equipment Maintenance</b>				
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
<b>Subtotal FTE</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Subtotal FT/PT</b>	<b>5 FT/0 PT</b>	<b>5 FT/0 PT</b>	<b>5 FT/0 PT</b>	<b>5 FT/0 PT</b>
<b>Total FTE</b>	<b>18.5</b>	<b>18.5</b>	<b>18.5</b>	<b>18.5</b>
<b>Total FT/PT</b>	<b>18 FT/1 PT</b>	<b>18 FT/1 PT</b>	<b>18 FT/1 PT</b>	<b>18 FT/1 PT</b>

### **Budget Recommendations:**

The FY2025 recommended Highway budget inclusive of the Highway Maintenance, Equipment Maintenance and Snow Removal divisions is \$4,257,144. The recommended budget is a \$(9,726), or (0.23)%, decrease from the FY2024 budget.

The budget for Compensation is \$1,614,602, and reflects an increase of \$31,732 or 2.00%, which is attributable to the cost of contractually obligated step increases and cost of living adjustments in the contract with Public Works staff.

The budget for Expenses is \$2,642,542 and reflects a \$(41,458) or (1.54)% decrease which includes decreases in equipment maintenance and repair, as well as reductions in gas and diesel costs.

### **Program Improvement Requests:**

None requested.

# 3200 Highway

Program: Public Works  
Town of Lexington, MA

## Budget Summary:

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$3,501,918	\$3,956,217	\$ 4,201,671	\$4,364,680	\$ (174,658)	\$ 4,190,022	\$ (11,649)	(0.28)%
Enterprise Funds (Indirects)	\$ 76,234	\$ 68,911	\$ 65,199	\$ 67,122	\$ —	\$ 67,122	\$ 1,923	2.95 %
Fees & Charges								
Parking Fund	\$ 71,200	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<b>Total 3200 Highway</b>	<b>\$3,649,352</b>	<b>\$4,025,128</b>	<b>\$ 4,266,870</b>	<b>\$4,431,802</b>	<b>\$ (174,658)</b>	<b>\$ 4,257,144</b>	<b>\$ (9,726)</b>	<b>(0.23)%</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$1,591,880	\$1,561,421	\$ 1,582,870	\$1,614,602	\$ —	\$ 1,614,602	\$ 31,732	2.00 %
Expenses	\$2,057,472	\$2,463,707	\$ 2,684,000	\$2,817,200	\$ (174,658)	\$ 2,642,542	\$ (41,458)	(1.54)%
<b>Total 3200 Highway</b>	<b>\$3,649,352</b>	<b>\$4,025,128</b>	<b>\$ 4,266,870</b>	<b>\$4,431,802</b>	<b>\$ (174,658)</b>	<b>\$ 4,257,144</b>	<b>\$ (9,726)</b>	<b>(0.23)%</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 3210 Highway Maintenance	\$1,402,731	\$1,528,234	\$ 1,699,389	\$1,770,327	\$ (68,900)	\$ 1,701,427	\$ 2,038	0.12 %
Total 3220 Equipment Maintenance	\$ 800,784	\$1,027,533	\$ 973,295	\$1,009,031	\$ (47,500)	\$ 961,531	\$ (11,764)	(1.21)%
Total 3230 Snow Removal	\$1,445,837	\$1,469,361	\$ 1,594,186	\$1,652,444	\$ (58,258)	\$ 1,594,186	\$ —	— %
<b>Total 3200 Highway</b>	<b>\$3,649,352</b>	<b>\$4,025,128</b>	<b>\$ 4,266,870</b>	<b>\$4,431,802</b>	<b>\$ (174,658)</b>	<b>\$ 4,257,144</b>	<b>\$ (9,726)</b>	<b>(0.23)%</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$1,179,636	\$1,188,253	\$ 1,259,124	\$1,280,088	\$ —	\$ 1,280,088	\$ 20,964	1.66 %
Overtime	\$ 412,244	\$ 373,168	\$ 323,746	\$ 334,514	\$ —	\$ 334,514	\$ 10,768	3.33 %
<i>Personal Services</i>	<i>\$1,591,880</i>	<i>\$1,561,421</i>	<i>\$ 1,582,870</i>	<i>\$1,614,602</i>	<i>\$ —</i>	<i>\$ 1,614,602</i>	<i>\$ 31,732</i>	<i>2.00 %</i>
Contractual Services	\$1,037,156	\$1,167,731	\$ 1,242,900	\$1,326,800	\$ (49,758)	\$ 1,277,042	\$ 34,142	2.75 %
Utilities	\$ 197,462	\$ 281,573	\$ 347,100	\$ 357,100	\$ (38,000)	\$ 319,100	\$ (28,000)	(8.07)%
Supplies	\$ 781,842	\$ 982,793	\$ 1,005,000	\$1,033,300	\$ (83,900)	\$ 949,400	\$ (55,600)	(5.53)%
Small Capital	\$ 41,012	\$ 31,610	\$ 89,000	\$ 100,000	\$ (3,000)	\$ 97,000	\$ 8,000	8.99 %
<i>Expenses</i>	<i>\$2,057,472</i>	<i>\$2,463,707</i>	<i>\$ 2,684,000</i>	<i>\$2,817,200</i>	<i>\$ (174,658)</i>	<i>\$ 2,642,542</i>	<i>\$ (41,458)</i>	<i>(1.54)%</i>
<b>Total 3200 Highway</b>	<b>\$3,649,352</b>	<b>\$4,025,128</b>	<b>\$ 4,266,870</b>	<b>\$4,431,802</b>	<b>\$ (174,658)</b>	<b>\$ 4,257,144</b>	<b>\$ (9,726)</b>	<b>(0.23)%</b>

**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 and open spaces, and promote public safety. Through the Cemetery Division, it also serves bereaved families and provides well-maintained cemetery grounds.

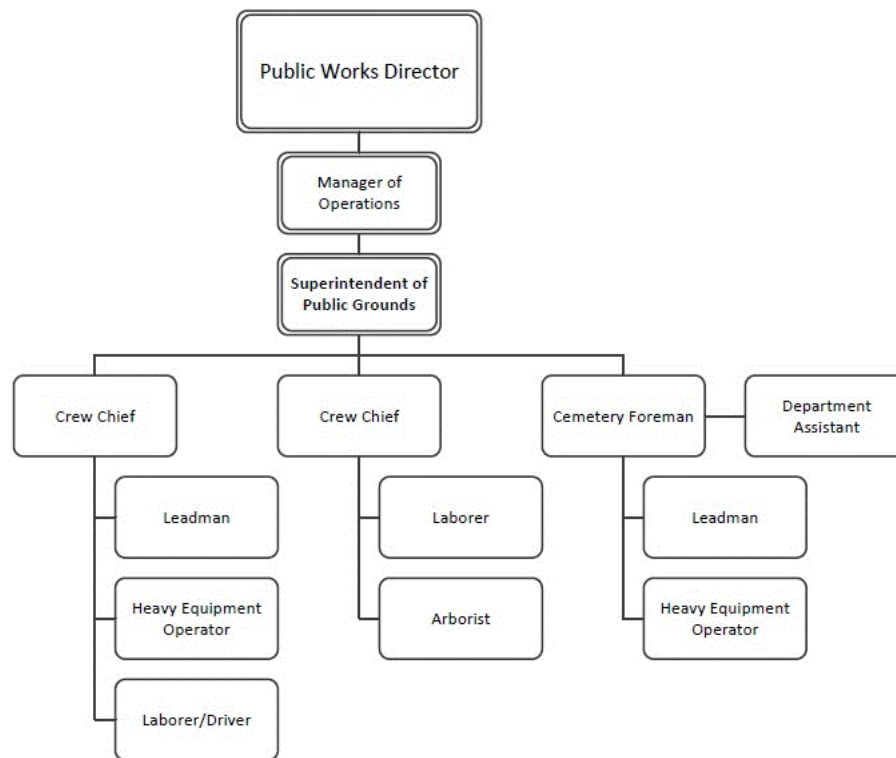
**Budget Overview:** The Public Grounds Division is comprised of the Parks, Forestry, and Cemetery functions.

- 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 acres in Colonial and 0.5 acres in Robbins.

Staff support the Recreation, Tree and Bicycle Advisory Committees.

## **Division Initiatives:**

1. Continue the implementation of a proactive park maintenance program to provide safe, well-maintained, aesthetically pleasing parks, athletic fields and public ground areas.
2. Continue to improve two turf areas per year; Sutherland Park and Adams Field areas are targeted for FY2025.
3. Continue to plant 140 trees in the Town Right-of-Ways, parks, public grounds areas, and setback areas on private property.
4. Continue the implementation of a proactive tree maintenance program to minimize hazard trees and perform timely tree pruning to promote good tree health, safety and aesthetics.
5. Begin using the tree inventory for Town trees.
6. Continue the GPS location of graves at Westview Cemetery and begin plans for the other cemeteries.
7. Become acclimated with using the new Westview Cemetery building.
8. Continue to develop the Green Burial program.



## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
<b>Element 3310: Parks Division</b>				
Superintendent of Public Grounds	1	1	1	1
Asst. Supt. of Public Grounds*	—	—	—	1
Crew Chief	3	3	3	3
Leadman	4	4	4	4
Heavy Equipment Operator	8	8	8	8
<b>Subtotal FTE</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>17</b>
<b>Subtotal FT/PT</b>	<b>16 FT/0 PT</b>	<b>16 FT/0 PT</b>	<b>16 FT/0 PT</b>	<b>17 FT/0 PT</b>
<b>Element 3320: Forestry Division</b>				
Crew Chief	1	1	1	1
Arborists	3	3	3	3
Heavy Equipment Operator	1	1	1	1
Seasonal Laborer	0.6	0.3	0.3	0.3
<b>Subtotal FTE</b>	<b>5.6</b>	<b>5.3</b>	<b>5.3</b>	<b>5.3</b>
<b>Subtotal FT/PT</b>	<b>5 FT/2 PT</b>	<b>5 FT/1 PT</b>	<b>5 FT/1 PT</b>	<b>5 FT/1 PT</b>
<b>Element 3330: Cemetery Division</b>				
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	0.3	0.3	0.3
<b>Subtotal FTE</b>	<b>4.6</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>
<b>Subtotal FT/PT</b>	<b>4 FT/2 PT</b>	<b>4 FT/1 PT</b>	<b>4 FT/1 PT</b>	<b>4 FT/1 PT</b>
<b>Total FTE</b>	<b>26.2</b>	<b>25.6</b>	<b>25.6</b>	<b>26.6</b>
<b>Total FT/PT</b>	<b>25 FT/4 PT</b>	<b>25 FT/2 PT</b>	<b>25 FT/2 PT</b>	<b>25 FT/2 PT</b>

\*An Assistant Superintendent of Public Grounds position is recommended for funding in the FY25 budget.

## Budget Recommendations:

The FY2025 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 \$2,814,009, which is a \$180,228 or 6.84% increase over the FY2024 budget.

The combined Parks, Forestry and Cemetery FY2025 recommended General Fund operating budget is \$2,634,009 which is a \$150,228 or 6.05% increase from the FY2024 General Fund budget.

The combined Parks, Forestry and Cemetery General Fund operating budget for Compensation is \$1,912,409 and reflects a \$126,628 or 7.09% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments in the contract with Public Works staff. This increase also includes funding for a full-time, benefited Assistant Superintendent for Public Grounds in the FY25 budget.

The combined Parks, Forestry and Cemetery General Fund operating budget for Expenses is \$721,600 and reflects a \$23,600 or 3.38% increase to reflect actual spending.

The combined FY2025 revolving fund budgets are funded at \$180,000, an increase of \$30,000, attributable to the Tree Revolving Fund. The increase in the Tree Revolving budget is supported by increasing tree removal mitigation payments and will allow for additional tree planting in FY2025.

## 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 Superintendent for Public Grounds	\$ 83,895	\$ 18,852	\$ 102,747	\$ 83,895	\$ 18,852	\$ 102,747	\$ —



# 3300 Public Grounds

Program: Public Works  
Town of Lexington, MA

## Budget Summary:

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,867,257	\$ 1,840,874	\$ 2,063,909	\$ 2,171,796	\$ 39,395	\$ 2,211,191	\$147,282	7.14%
Enterprise Funds (Indirects)	\$ —	\$ 96,963	\$ 99,872	\$ 102,818	\$ —	\$ 102,818	\$ 2,946	2.95%
Fees & Charges								
Cemetery Prep Fees	\$ 308,303	\$ 308,826	\$ 250,000	\$ 250,000	\$ —	\$ 250,000	\$ —	—%
Directed Funding								
Cemetery Trust	\$ 95,969	\$ 101,500	\$ 70,000	\$ 70,000	\$ —	\$ 70,000	\$ —	—%
<b>Total 3300 - General Fund</b>	<b>\$ 2,271,529</b>	<b>\$ 2,348,163</b>	<b>\$ 2,483,781</b>	<b>\$ 2,594,614</b>	<b>\$ 39,395</b>	<b>\$ 2,634,009</b>	<b>\$150,228</b>	<b>6.05%</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,671,652	\$ 1,554,100	\$ 1,785,781	\$ 1,828,514	\$ 83,895	\$ 1,912,409	\$126,628	7.09%
Expenses	\$ 599,877	\$ 794,064	\$ 698,000	\$ 766,100	\$ (44,500)	\$ 721,600	\$ 23,600	3.38%
<b>Total 3300 - General Fund</b>	<b>\$ 2,271,529</b>	<b>\$ 2,348,163</b>	<b>\$ 2,483,781</b>	<b>\$ 2,594,614</b>	<b>\$ 39,395</b>	<b>\$ 2,634,009</b>	<b>\$150,228</b>	<b>6.05%</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 3310 Parks Division	\$ 1,449,229	\$ 1,483,909	\$ 1,541,606	\$ 1,596,933	\$ 68,395	\$ 1,665,328	\$123,722	8.03%
Total 3320 Forestry	\$ 535,853	\$ 520,468	\$ 533,103	\$ 567,420	\$ (11,500)	\$ 555,920	\$ 22,817	4.28%
Total 3330 Cemetery	\$ 286,447	\$ 343,787	\$ 409,072	\$ 430,261	\$ (17,500)	\$ 412,761	\$ 3,689	0.90%
<b>Total 3300 - General Fund</b>	<b>\$ 2,271,529</b>	<b>\$ 2,348,163</b>	<b>\$ 2,483,781</b>	<b>\$ 2,594,614</b>	<b>\$ 39,395</b>	<b>\$ 2,634,009</b>	<b>\$150,228</b>	<b>6.05%</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,444,289	\$ 1,358,215	\$ 1,653,687	\$ 1,692,026	\$ 83,895	\$ 1,775,921	\$122,234	7.39%
Overtime	\$ 227,363	\$ 195,885	\$ 132,094	\$ 136,488	\$ —	\$ 136,488	\$ 4,394	3.33%
Personal Services	\$ 1,671,652	\$ 1,554,100	\$ 1,785,781	\$ 1,828,514	\$ 83,895	\$ 1,912,409	\$126,628	7.09%
Contractual Services	\$ 349,797	\$ 430,507	\$ 398,500	\$ 432,200	\$ (27,000)	\$ 405,200	\$ 6,700	1.68%
Utilities	\$ 43,989	\$ 119,127	\$ 88,200	\$ 95,800	\$ (3,000)	\$ 92,800	\$ 4,600	5.22%
Supplies	\$ 193,809	\$ 238,271	\$ 199,800	\$ 221,100	\$ (14,500)	\$ 206,600	\$ 6,800	3.40%
Small Capital	\$ 12,282	\$ 6,158	\$ 11,500	\$ 17,000	\$ —	\$ 17,000	\$ 5,500	47.83%
Expenses	\$ 599,877	\$ 794,064	\$ 698,000	\$ 766,100	\$ (44,500)	\$ 721,600	\$ 23,600	3.38%
<b>Total 3300 - General Fund</b>	<b>\$ 2,271,529</b>	<b>\$ 2,348,163</b>	<b>\$ 2,483,781</b>	<b>\$ 2,594,614</b>	<b>\$ 39,395</b>	<b>\$ 2,634,009</b>	<b>\$150,228</b>	<b>6.05%</b>

## Budget Summary - Revolving Funds\*

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Lexington Tree Fund	\$ 121,390	\$ 217,571	\$ 90,000	\$ 120,000	\$ —	\$ 120,000	\$ 30,000	33.33%
Burial Containers	\$ 44,005	\$ 57,232	\$ 60,000	\$ 60,000	\$ —	\$ 60,000	\$ —	—%
<b>Total 3300 - Revolving Funds</b>	<b>\$ 165,395</b>	<b>\$ 274,803</b>	<b>\$ 150,000</b>	<b>\$ 180,000</b>	<b>\$ —</b>	<b>\$ 180,000</b>	<b>\$ 30,000</b>	<b>20.00%</b>

\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
<b>Lexington Tree Revolving Fund</b>								
Expenses	\$ 70,000	\$ 115,457	\$ 90,000	\$ 120,000	\$ —	\$ 120,000	\$ 30,000	33.33%
<b>Burial Container Revolving Fund</b>								
Expenses	\$ 24,882	\$ 32,380	\$ 60,000	\$ 60,000	\$ —	\$ 60,000	\$ —	—%
<b>Total 3300 - Revolving Funds</b>	<b>\$ 94,882</b>	<b>\$ 147,837</b>	<b>\$ 150,000</b>	<b>\$ 180,000</b>	<b>\$ —</b>	<b>\$ 180,000</b>	<b>\$ 30,000</b>	<b>20.00%</b>

## Budget Summary - All Funds

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,671,652	\$ 1,554,100	\$ 1,785,781	\$ 1,828,514	\$ 83,895	\$ 1,912,409	\$126,628	7.09%
Expenses	\$ 694,759	\$ 941,901	\$ 848,000	\$ 946,100	\$ (44,500)	\$ 901,600	\$ 53,600	6.32%
<b>Total 3300 - All Funds</b>	<b>\$ 2,366,411</b>	<b>\$ 2,496,000</b>	<b>\$ 2,633,781</b>	<b>\$ 2,774,614</b>	<b>\$ 39,395</b>	<b>\$ 2,814,009</b>	<b>\$180,228</b>	<b>6.84%</b>

**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 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 (CRTs) and drop-off of corrugated cardboard.

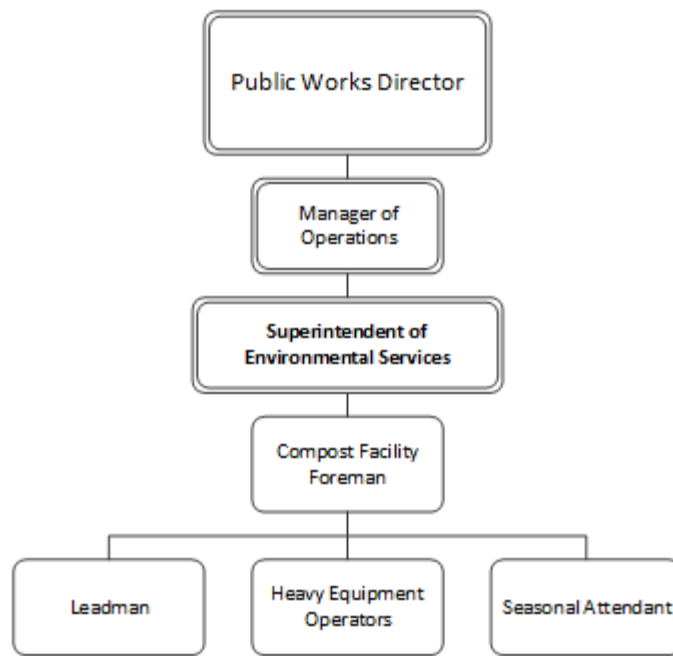
The Town entered into a 5-year contract for the collection of trash and recyclables with Capitol Waste beginning July 1, 2023 running through June 30, 2028. This budget incorporates contract prices.

In FY2024 the Town Manager recommended, and Town Meeting voted, to create a Refuse Collection Revolving Fund which was intended to generate a fee for collection and disposal of bulky items and white goods. After further discussion and consideration the Select Board chose not to implement a fee for this service during FY2024. The cost for collection and disposal of these items remains in the Town's Refuse Collection budget at no additional cost to the user.

The Town is also currently under contract with Wheelabrator in North Andover for refuse disposal through June 30, 2025.

## **Division Initiatives:**

1. Continue to monitor the Capitol Waste contract to ensure quality and timely service.
2. Continue to support programs to divert organics and other hard to manage items such as mattresses, food waste, and carpet from residential trash
3. Assess markets and pricing for compost, loam, leaf, bark mulch and yard waste disposal permits. Propose increase of disposal rates and product pricing reflected in the local markets.
4. Continue to support Zero Waste activities and programs, to promote waste reduction programs at public events such as Discovery Day, community fairs and other events.
5. Continue the implementation of DPW yard/compost facility operation's plan including gate installation, security and conservation improvements.
6. Develop and implement cost effective management plan to divert organics from Lexington's municipal solid waste (MSW).
7. Continue compliance as directed by Mass DEP waste bans of mattresses, carpet and organics.
8. Continue to develop a long term plan to identify waste streams and implement waste reduction and diversion programs and explore alternative disposal options available in the future.



## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
<b>Element 3420: Recycling* (Compost Facility)</b>				
Superintendent of Environmental Services	1	1	1	1
Compost Facility Foreman	1	1	1	1
Leadman**	—	1	1	1
Heavy Equipment Operator	2	1	1	1
Seasonal Attendant	0.7	0.7	0.7	0.7
<b>Subtotal FTE</b>	<b>4.7</b>	<b>4.7</b>	<b>4.7</b>	<b>4.7</b>
<b>Subtotal FT/PT</b>	<b>4 FT/1 PT*</b>	<b>4 FT/1 PT*</b>	<b>4 FT/1 PT*</b>	<b>4 FT/1 PT*</b>
<b>Total FTE</b>	<b>4.7</b>	<b>4.7</b>	<b>4.7</b>	<b>4.7</b>
<b>Total FT/PT</b>	<b>4 FT/1 PT</b>	<b>4 FT/1 PT</b>	<b>4 FT/1 PT</b>	<b>4 FT/1 PT</b>

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

\*\*In FY2023, a Heavy Equipment Operator was upgraded to a Leadman position via a program improvement.

## **Budget Recommendations:**

The recommended FY2025 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 \$5,083,467, which is a net \$50,506 or 1.00% increase from the FY2024 budget.

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 \$3,975,144 and reflects a \$95,416 or 2.46% increase. The Refuse Collection expense budget is recommended at \$1,255,735, a increase of \$33,439 or 2.74%, and the Recycling expense budget is recommended at \$1,995,928 a increase of \$119,732 or 6.38%, both of which reflect the Town's contracts for refuse and recycling collections. The Refuse Disposal expense budget is recommended at \$723,481, a decrease of \$(57,754) or (7.39)%, attributable to a projected decrease in tonnage.

For FY2025 the Town Manager and Superintendent of Schools have agreed to share the cost of the Town's contracted Refuse and Recycling collection and disposal costs for Municipal and School buildings. Previously this cost was included in this Department of Public Works - Environmental Services expense budget. This Preliminary Budget and Financing Plan has moved the estimated cost of \$104,838 to Shared Expenses and therefore it is not included in the budget request below.

The FY2025 revolving fund budgets are recommended at \$1,108,368, a \$(44,865) or (3.89)% net decrease due to staff turnover. The Minuteman Household Hazardous Waste Program Revolving Fund is decreasing to \$250,000 to reflect historic activity and contractual agreements.. The Compost Operations Revolving Fund is recommended at \$858,368, a \$5,135 or 0.60% increase.

## **Program Improvement Requests:**

None requested.

# 3400 Environmental Services

Program: Public Works  
Town of Lexington, MA

## Budget Summary:

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$3,024,343	\$3,248,763	\$ 3,879,728	\$4,010,508	\$ (35,364)	\$ 3,975,144	\$ 95,416	2.46 %
<b>Total 3400 - General Fund</b>	<b>\$3,024,343</b>	<b>\$3,248,763</b>	<b>\$ 3,879,728</b>	<b>\$4,010,508</b>	<b>\$ (35,364)</b>	<b>\$ 3,975,144</b>	<b>\$ 95,416</b>	<b>2.46 %</b>
Appropriation Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$3,024,343	\$3,248,763	\$ 3,879,728	\$4,010,508	\$ (35,364)	\$ 3,975,144	\$ 95,416	2.46 %
<b>Total 3400 - General Fund</b>	<b>\$3,024,343</b>	<b>\$3,248,763</b>	<b>\$ 3,879,728</b>	<b>\$4,010,508</b>	<b>\$ (35,364)</b>	<b>\$ 3,975,144</b>	<b>\$ 95,416</b>	<b>2.46 %</b>
Program Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 3410 Refuse Collection	\$ 980,996	\$1,010,426	\$1,222,296.5	\$1,255,735	\$ —	\$ 1,255,735	\$ 33,439	2.74 %
Total 3420 Recycling	\$1,282,728	\$1,494,697	\$1,876,196.5	\$2,022,428	\$ (26,500)	\$ 1,995,928	\$119,732	6.38 %
Total 3430 Refuse Disposal	\$ 760,618	\$ 743,640	\$ 781,235	\$ 732,345	\$ (8,864)	\$ 723,481	\$ (57,754)	(7.39) %
<b>Total 3400 - General Fund</b>	<b>\$3,024,343</b>	<b>\$3,248,763</b>	<b>\$ 3,879,728</b>	<b>\$4,010,508</b>	<b>\$ (35,364)</b>	<b>\$ 3,975,144</b>	<b>\$ 95,416</b>	<b>2.46 %</b>
Object Code Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Personal Services</i>	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Contractual Services	\$3,003,986	\$3,215,065	\$ 3,838,228	\$3,969,808	\$ (34,564)	\$ 3,935,244	\$ 97,016	2.53 %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ 20,357	\$ 33,698	\$ 41,500	\$ 40,700	\$ (800)	\$ 39,900	\$ (1,600)	(3.86) %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Expenses</i>	<b>\$3,024,343</b>	<b>\$3,248,763</b>	<b>\$ 3,879,728</b>	<b>\$4,010,508</b>	<b>\$ (35,364)</b>	<b>\$ 3,975,144</b>	<b>\$130,780</b>	<b>3.37 %</b>
<b>Total 3400 - General Fund</b>	<b>\$3,024,343</b>	<b>\$3,248,763</b>	<b>\$ 3,879,728</b>	<b>\$4,010,508</b>	<b>\$ (35,364)</b>	<b>\$ 3,975,144</b>	<b>\$130,780</b>	<b>2.46 %</b>

## Budget Summary - Revolving Funds\*

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Compost Operations Rev. Fund	\$1,075,242	\$ 881,867	\$ 875,000	\$ 875,000	\$ —	\$ 875,000	\$ —	— %
Refuse & Recycling Collection Rev. Fund	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Minuteman Haz. Waste Rev. Fund	\$ 155,587	\$ 171,732	\$ 300,000	\$ 250,000	\$ —	\$ 250,000	\$ (50,000)	(16.67) %
<b>Total 3400 - Revolving Funds</b>	<b>\$1,230,829</b>	<b>\$1,053,599</b>	<b>\$ 1,175,000</b>	<b>\$1,125,000</b>	<b>\$ —</b>	<b>\$ 1,125,000</b>	<b>\$ (50,000)</b>	<b>(4.26) %</b>

\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
<b>Compost Operations Rev. Fund</b>	<b>\$ 750,851</b>	<b>\$ 839,417</b>	<b>\$ 853,233</b>	<b>\$ 858,368</b>	<b>\$ —</b>	<b>\$ 858,368</b>	<b>\$ 5,135</b>	<b>0.60 %</b>
Compensation	\$ 349,716	\$ 346,268	\$ 370,208	\$ 368,821	\$ —	\$ 368,821	\$ (1,387)	(0.37) %
Expenses	\$ 241,689	\$ 263,850	\$ 204,000	\$ 225,600	\$ —	\$ 225,600	\$ 21,600	10.59 %
Benefits	\$ 1,945	\$ 1,824	\$ 89,589	\$ 81,981	\$ —	\$ 81,981	\$ (7,608)	(8.49) %
Debt	\$ 157,501	\$ 227,475	\$ 189,436	\$ 181,966	\$ —	\$ 181,966	\$ (7,470)	(3.94) %
<b>Refuse &amp; Recycling Collection Rev. Fund</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>— %</b>
Expenses	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<b>Minuteman Haz. Waste Rev. Fund</b>	<b>\$ 156,770</b>	<b>\$ 155,584</b>	<b>\$ 300,000</b>	<b>\$ 250,000</b>	<b>\$ —</b>	<b>\$ 250,000</b>	<b>\$ (50,000)</b>	<b>(16.67) %</b>
Expenses	\$ 156,770	\$ 155,584	\$ 300,000	\$ 250,000	\$ —	\$ 250,000	\$ (50,000)	(16.67) %
<b>Total 3400 - Revolving Funds</b>	<b>\$ 907,620</b>	<b>\$ 995,000</b>	<b>\$ 1,153,233</b>	<b>\$1,108,368</b>	<b>\$ —</b>	<b>\$ 1,108,368</b>	<b>\$ (44,865)</b>	<b>(3.89) %</b>

# 3400 Environmental Services

Program: Public Works  
Town of Lexington, MA

## Budget Summary - All Funds

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 349,716	\$ 346,268	\$ 370,208	\$ 368,821	\$ —	\$ 368,821	\$ (1,387)	(0.37) %
Expenses	\$3,422,802	\$3,668,197	\$ 4,383,728	\$4,486,108	\$ (35,364)	\$ 4,450,744	\$ 67,016	1.53 %
Benefits (Revolving Fund)	\$ 1,945	\$ 1,824	\$ 89,589	\$ 81,936	\$ —	\$ 81,936	\$ (7,653)	(8.54) %
Debt Service (Revolving Fund)	\$ 157,501	\$ 227,475	\$ 189,436	\$ 181,966	\$ —	\$ 181,966	\$ (7,470)	(3.94) %
Total 3400 - All Funds	\$3,931,963	\$4,243,763	\$ 5,032,961	\$5,118,831	\$ (35,364)	\$ 5,083,467	\$ 50,506	1.00 %



**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.

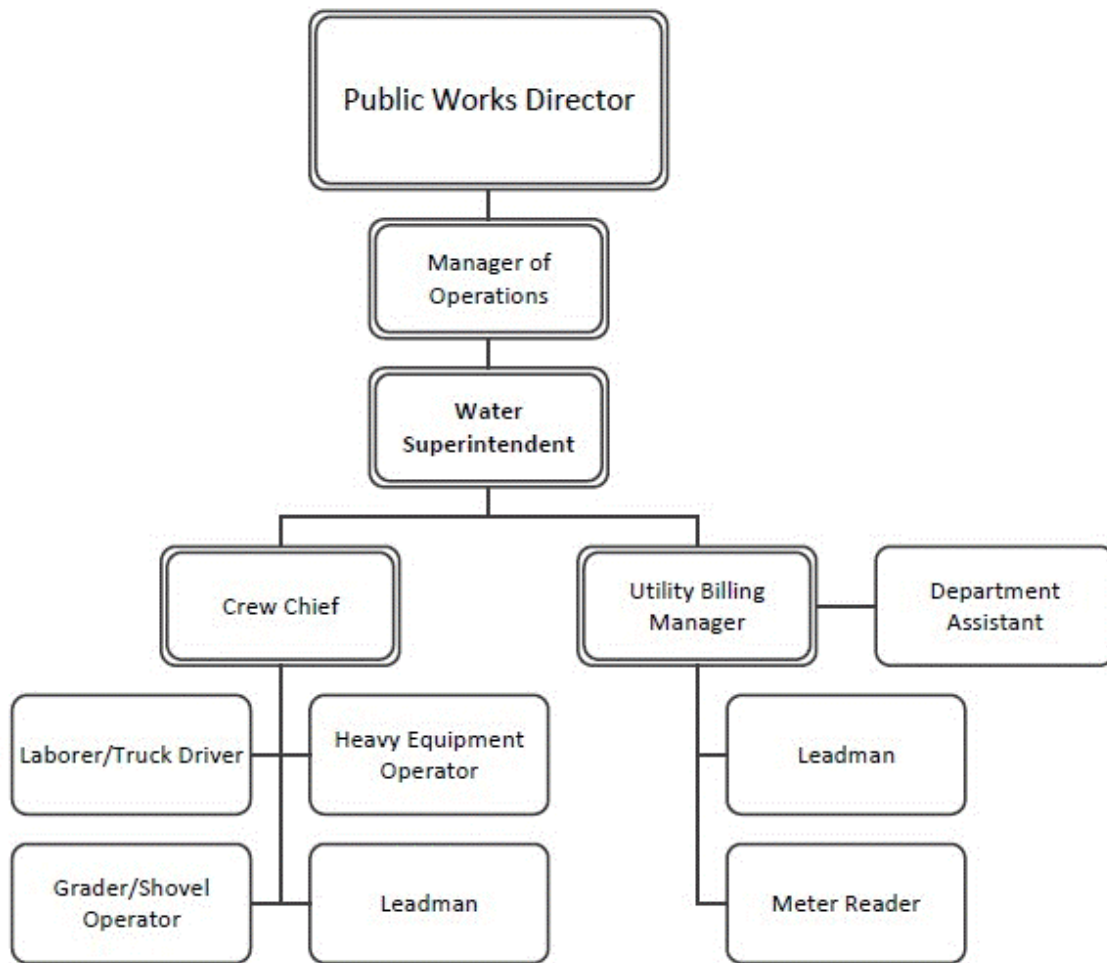
**Budget Overview:** The Water Division budget is comprised of Water Operations, Massachusetts Water Resources Authority (MWRA) purchases and indirect support from the General Fund.

The Water Operations maintains and repairs the water system that delivers water to Lexington homes and businesses through 154 miles of water mains, 1,747 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 FY2025, the Water Enterprise Fund will contribute 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. Continue implementation of the Automatic Meter Reading Infrastructure System (AMI).
3. Continue working on a valve/hydrant maintenance and/or backflow/cross connection program.
4. Continue to evaluate water usage, to move towards conservation efforts.



## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
Superintendent of Water & Sewer	0.5	0.5	0.5	0.5
Utility Billing Manager	0.5	0.5	0.5	0.5
Crew Chief	2	2	2	2
Grader-Shovel Operator	1	1	1	1
Leadman/Cross Connector Inspector*	2	2	3	3
Heavy Equipment Operator*	4	4	3	3
Laborer-Meter Reader	1	1	1	1
Dept. Account Assistant**	0.2	0.2	0.2	0.2
<b>Total FTE</b>	<b>11.2</b>	<b>11.2</b>	<b>11.2</b>	<b>11.2</b>
<b>Total FT/PT</b>	<b>10 FT/3 PT</b>	<b>10 FT/3 PT</b>	<b>10 FT/3 PT</b>	<b>10 FT/3 PT</b>

\*In FY2024, a Heavy Equipment Operator was upgraded to a Leadman via a program improvement.

\*\*One full-time Department Account Assistant is split between the DPW Admin, Water, and Sewer divisions.

## Budget Recommendations:

The FY2025 recommended Water operating budget is \$15,160,028, inclusive of indirect costs. The recommended budget reflects a \$157,313 or 1.05% increase from the FY2024 budget.

The budget for Compensation is \$971,418, and reflects a \$78,779 or 8.83% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments in the contract with Public Works staff. This increase also includes funding for a full-time, benefited Assistant Superintendent of Water/Sewer position (split funded between the Water and Sewer Enterprise Funds) in FY25.

The budget for Expenses is \$614,400 which is an increase of \$36,900, or 6.39% from FY2024, and is primarily due to an increase in contractual services.

In FY2021, a new budget category of Cash Capital was initiated to begin to transition the ongoing water main replacement program to being funded directly by user charges instead of debt financing. This is the fifth year of an 11-year transition to move the entire \$2,200,000 annual program to cash financing. In doing so, rate payers will save a considerable amount on interest costs in the long-term. The FY2025 recommendation for cash capital is \$1,000,000.

Debt service is recommended to decrease by \$(1,049,893) or (44.19)% due to a one-time paydown of a BAN in FY2024 that will not recur in FY2025.

The preliminary MWRA Assessment is \$10,277,096, which is a \$934,282 or 10.00% increase from FY2024. This is a conservative placeholder as the final assessment will be issued in June 2024.

In FY2025, 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 \$968,301, a decrease of \$(43,039) or (4.26)% due to staff turnover and changes in benefit plans.

## 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 Superintendent for Water/Sewer	\$ 83,895	\$ 18,949	\$ 102,844	\$ 83,895	\$ 18,949	\$ 102,844	\$ —

# 3600 Water Enterprise

Program: Public Works  
Town of Lexington, MA

## Budget Summary:

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Enterprise Funds								
Retained Earnings	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
User Charges	\$ 10,892,419	\$ 14,786,042	\$ 14,675,715	\$ 14,774,910	\$ 58,118	\$ 14,833,028	\$ 157,313	1.07 %
Meter Charges	\$ 84,872	\$ 69,806	\$ 40,000	\$ 40,000	\$ —	\$ 40,000	\$ —	— %
Investment Income	\$ 11,196	\$ 328,490	\$ 25,000	\$ 25,000	\$ —	\$ 25,000	\$ —	— %
Fees & Charges	\$ 398,196	\$ 293,494	\$ 262,000	\$ 262,000	\$ —	\$ 262,000	\$ —	— %
<b>Total 3600 Water Enterprise</b>	<b>\$ 11,386,683</b>	<b>\$ 15,477,833</b>	<b>\$ 15,002,715</b>	<b>\$ 15,101,910</b>	<b>\$ 58,118</b>	<b>\$ 15,160,028</b>	<b>\$ 157,313</b>	<b>1.05 %</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 823,447	\$ 769,073	\$ 892,639	\$ 923,470	\$ 47,948	\$ 971,418	\$ 78,779	8.83 %
Expenses	\$ 462,428	\$ 454,419	\$ 577,500	\$ 614,400	\$ —	\$ 614,400	\$ 36,900	6.39 %
Cash Capital	\$ 400,000	\$ 600,000	\$ 800,000	\$ 1,000,000		\$ 1,000,000	\$ 200,000	25.00 %
Debt	\$ 1,097,696	\$ 1,195,179	\$ 2,375,661	\$ 1,325,768	\$ —	\$ 1,325,768	\$ (1,049,893)	(44.19)%
MWRA	\$ 8,743,912	\$ 8,493,467	\$ 9,342,814	\$ 10,277,096	\$ —	\$ 10,277,096	\$ 934,282	10.00 %
OPEB	\$ 2,761	\$ 2,761	\$ 2,761	\$ 3,045	\$ —	\$ 3,045	\$ 284	10.29 %
Indirects	\$ 918,245	\$ 977,093	\$ 1,011,340	\$ 958,131	\$ 10,170	\$ 968,301	\$ (43,039)	(4.26)%
<b>Total 3600 Water Enterprise</b>	<b>\$ 12,448,489</b>	<b>\$ 12,491,992</b>	<b>\$ 15,002,715</b>	<b>\$ 15,101,910</b>	<b>\$ 58,118</b>	<b>\$ 15,160,028</b>	<b>\$ 157,313</b>	<b>1.05 %</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
3610 Water Operations	\$ 2,383,571	\$ 2,418,671	\$ 3,845,800	\$ 2,863,638	\$ 47,948	\$ 2,911,586	\$ (934,214)	(24.29)%
3620 MWRA	\$ 8,743,912	\$ 8,493,467	\$ 9,342,814	\$ 10,277,096	\$ —	\$ 10,277,096	\$ 934,282	10.00 %
Cash Capital	\$ 400,000	\$ 600,000	\$ 800,000	\$ 1,000,000	\$ —	\$ 1,000,000	\$ 200,000	25.00 %
OPEB	\$ 2,761	\$ 2,761	\$ 2,761	\$ 3,045	\$ —	\$ 3,045	\$ 284	10.29 %
Indirects	\$ 918,245	\$ 977,093	\$ 1,011,340	\$ 958,131	\$ 10,170	\$ 968,301	\$ (43,039)	(4.26)%
<b>Total 3600 Water Enterprise</b>	<b>\$ 12,448,489</b>	<b>\$ 12,491,992</b>	<b>\$ 15,002,715</b>	<b>\$ 15,101,910</b>	<b>\$ 58,118</b>	<b>\$ 15,160,028</b>	<b>\$ 157,313</b>	<b>1.05 %</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 643,422	\$ 609,678	\$ 704,035	\$ 732,414	\$ 47,948	\$ 780,362	\$ 76,327	10.84 %
Overtime	\$ 180,025	\$ 159,395	\$ 188,604	\$ 191,056	\$ —	\$ 191,056	\$ 2,452	1.30 %
Personal Services	\$ 823,447	\$ 769,073	\$ 892,639	\$ 923,470	\$ 47,948	\$ 971,418	\$ 78,779	8.83 %
Contractual Services	\$ 300,613	\$ 332,136	\$ 365,300	\$ 392,200	\$ —	\$ 392,200	\$ 26,900	7.36 %
Utilities	\$ 25,920	\$ 18,581	\$ 17,000	\$ 18,000	\$ —	\$ 18,000	\$ 1,000	5.88 %
Supplies	\$ 135,895	\$ 102,903	\$ 170,200	\$ 174,200	\$ —	\$ 174,200	\$ 4,000	2.35 %
Small Capital	\$ —	\$ 800	\$ 25,000	\$ 30,000	\$ —	\$ 30,000	\$ 5,000	20.00 %
Expenses	\$ 462,428	\$ 454,419	\$ 577,500	\$ 614,400	\$ —	\$ 614,400	\$ 36,900	6.39 %
Cash Capital	\$ 400,000	\$ 600,000	\$ 800,000	\$ 1,000,000	\$ —	\$ 1,000,000	\$ 200,000	25.00 %
Debt	\$ 1,097,696	\$ 1,195,179	\$ 2,375,661	\$ 1,325,768	\$ —	\$ 1,325,768	\$ (1,049,893)	(44.19)%
MWRA	\$ 8,743,912	\$ 8,493,467	\$ 9,342,814	\$ 10,277,096	\$ —	\$ 10,277,096	\$ 934,282	10.00 %
OPEB	\$ 2,761	\$ 2,761	\$ 2,761	\$ 3,045	\$ —	\$ 3,045	\$ 284	10.29 %
Indirects	\$ 918,245	\$ 977,093	\$ 1,011,340	\$ 958,131	\$ 10,170	\$ 968,301	\$ (43,039)	(4.26)%
<b>Total 3600 Water Enterprise</b>	<b>\$ 12,448,489</b>	<b>\$ 12,491,992</b>	<b>\$ 15,002,715</b>	<b>\$ 15,101,910</b>	<b>\$ 58,118</b>	<b>\$ 15,160,028</b>	<b>\$ 157,313</b>	<b>1.05 %</b>

**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 10,326 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.

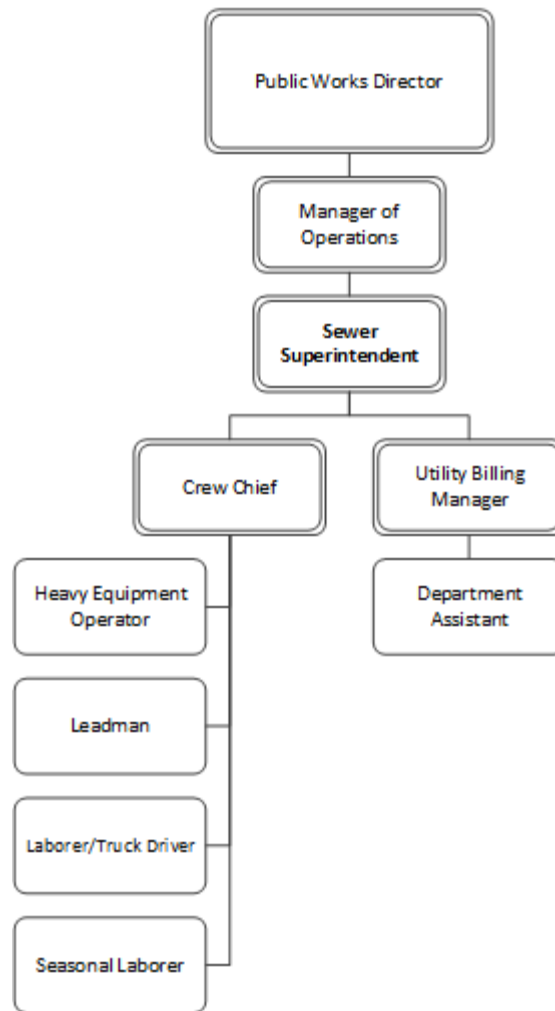
The MWRA provides wastewater treatment to Lexington and Greater Boston at the Deer Island treatment facility.

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 FY2025, the Sewer Enterprise Fund is recommended to contribute 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. Work with the Water Enterprise Division on the ongoing Automatic Meter Infrastructure System project (AMI).
3. Continue to educate the public on the costs and problems created by Inflow & Infiltration.



## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
Supt. of Water & Sewer	0.5	0.5	0.5	0.5
Utility Billing Manager	0.5	0.5	0.5	0.5
Crew Chief	1	1	1	1
Leadman*	—	—	1	1
Heavy Equipment Operator*	2	2	1	1
Dept. Account 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
<b>Total FTE</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>
<b>Total FT/PT</b>	<b>3 FT/5 PT</b>	<b>3 FT/5 PT</b>	<b>3 FT/5 PT</b>	<b>3 FT/5 PT</b>

\*In FY2024, a Heavy Equipment Operator was upgraded to a Leadman via a program improvement.

\*\*One full-time Department Account Assistant is split between the DPW Admin, Water, and Sewer divisions.



**Budget Recommendations:**

The FY2025 recommended Sewer operating budget, inclusive of indirect costs, is \$13,832,423, a \$1,146,146 or 9.03% increase over the FY2024 budget.

The budget for Compensation is \$464,858 and reflects a \$42,936 or 10.18% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments in the contract with Public Works staff. This increase also includes funding for a full-time, benefited Assistant Superintendent of Water/Sewer position (split funded between the Water and Sewer Enterprise Funds) and a position upgrade from a Heavy Equipment Operator to a Leadman in FY25.

The budget for Expenses is \$536,400, an increase of \$19,000 or 3.67%, which reflects anticipated inflationary increases for electricity, supplies and materials, and software maintenance, and facility service and repair.

In FY2021, a new budget category of Cash Capital was initiated to begin to transition the ongoing sanitary sewer main replacement program to being funded directly by user charges instead of debt financing. This is the fifth year of a 10-year transition to move the entire \$1,000,000 annual program to cash financing. In doing so, rate payers will save a considerable amount on interest costs in the long-term. The FY2025 recommendation for cash capital is \$500,000.

Debt service is recommended to increase by \$43,168 or 3.07% due to an increase in benefit costs for new positions.

The preliminary MWRA Assessment is \$10,284,483, which is a \$934,953 or 10% increase from FY2024. This is a conservative placeholder as the final assessment will be issued in June 2024.

In FY2025, 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 \$596,525, an increase of \$8,485 or 1.44%.

**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 Superintendent for Water/Sewer	\$ 83,895	\$ 18,949	\$ 102,844	\$ 83,895	\$ 18,949	\$ 102,844	\$ —
Leadman Upgrade	\$ 6,000	\$ 87	\$ 6,087	\$ 6,000	\$ 87	\$ 6,087	\$ —

# 3700 Sewer Enterprise

Program: Public Works  
Town of Lexington, MA

## Budget Summary:

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Enterprise Funds								
Retained Earnings	\$ —	\$ —	\$ 500,000	\$ —	\$ —	\$ —	\$ (500,000)	(100.00)%
User Charges	\$10,831,707	\$11,887,286	\$ 11,804,277	\$13,418,450	\$ 51,973	\$ 13,470,423	\$1,666,146	14.11 %
Connection Fees	\$ 1,824	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Investment Income	\$ 5,827	\$ 8,000	\$ 20,000	\$ 8,000	\$ —	\$ 8,000	\$ (12,000)	(60.00)%
Fees & Charges	\$ 462,270	\$ 354,000	\$ 362,000	\$ 354,000	\$ —	\$ 354,000	\$ (8,000)	(2.21)%
<b>Total 3700 Sewer Enterprise</b>	<b>\$11,301,628</b>	<b>\$12,249,286</b>	<b>\$ 12,686,277</b>	<b>\$13,780,450</b>	<b>\$ 51,973</b>	<b>\$ 13,832,423</b>	<b>\$1,146,146</b>	<b>9.03 %</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 279,417	\$ 348,279	\$ 421,922	\$ 422,910	\$ 41,948	\$ 464,858	\$ 42,936	10.18 %
Expenses	\$ 329,323	\$ 335,965	\$ 517,400	\$ 536,400	\$ —	\$ 536,400	\$ 19,000	3.67 %
Cash Capital	\$ 200,000	\$ 300,000	\$ 400,000	\$ 500,000	\$ —	\$ 500,000	\$ 100,000	25.00 %
Debt	\$ 1,352,192	\$ 1,561,467	\$ 1,406,381	\$ 1,449,549	\$ —	\$ 1,449,549	\$ 43,168	3.07 %
MWRA	\$ 8,177,213	\$ 8,432,789	\$ 9,349,530	\$10,284,483	\$ —	\$ 10,284,483	\$ 934,953	10.00 %
OPEB	\$ 3,004	\$ 3,004	\$ 3,004	\$ 609	\$ —	\$ 609	\$ (2,395)	(79.73)%
Indirects	\$ 514,111	\$ 542,416	\$ 588,040	\$ 586,499	\$ 10,026	\$ 596,525	\$ 8,485	1.44 %
<b>Total 3700 Sewer Enterprise</b>	<b>\$10,855,261</b>	<b>\$11,523,920</b>	<b>\$ 12,686,277</b>	<b>\$13,780,450</b>	<b>\$ 51,973</b>	<b>\$ 13,832,423</b>	<b>\$1,146,146</b>	<b>9.03 %</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
3710 Sewer Enterprise	\$ 1,960,933	\$ 2,245,711	\$ 2,345,703	\$ 2,408,859	\$ 41,948	\$ 2,450,807	\$ 105,104	4.48 %
3720 - MWRA	\$ 8,177,213	\$ 8,432,789	\$ 9,349,530	\$10,284,483	\$ —	\$ 10,284,483	\$ 934,953	10.00 %
Cash Capital	\$ 200,000	\$ 300,000	\$ 400,000	\$ 500,000	\$ —	\$ 500,000	\$ 100,000	25.00 %
OPEB	\$ 3,004	\$ 3,004	\$ 3,004	\$ 609	\$ —	\$ 609	\$ (2,395)	(79.73)%
Indirects	\$ 514,111	\$ 542,416	\$ 588,040	\$ 586,499	\$ 10,026	\$ 596,525	\$ 8,485	1.44 %
<b>Total 3700 Sewer Enterprise</b>	<b>\$10,855,261</b>	<b>\$11,523,920</b>	<b>\$ 12,686,277</b>	<b>\$13,780,450</b>	<b>\$ 51,973</b>	<b>\$ 13,832,423</b>	<b>\$1,146,146</b>	<b>9.03 %</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 241,222	\$ 291,096	\$ 334,989	\$ 334,847	\$ 41,948	\$ 376,795	\$ 41,806	12.48 %
Overtime	\$ 38,195	\$ 57,183	\$ 86,933	\$ 88,063	\$ —	\$ 88,063	\$ 1,130	1.30 %
<i>Personal Services</i>	<i>\$ 279,417</i>	<i>\$ 348,279</i>	<i>\$ 421,922</i>	<i>\$ 422,910</i>	<i>\$ 41,948</i>	<i>\$ 464,858</i>	<i>\$ 42,936</i>	<i>10.18 %</i>
Contractual Services	\$ 148,624	\$ 184,801	\$ 292,400	\$ 308,400	\$ —	\$ 308,400	\$ 16,000	5.47 %
Utilities	\$ 149,329	\$ 128,846	\$ 132,000	\$ 132,500	\$ —	\$ 132,500	\$ 500	0.38 %
Supplies	\$ 31,370	\$ 21,958	\$ 79,000	\$ 79,500	\$ —	\$ 79,500	\$ 500	0.63 %
Small Capital	\$ —	\$ 360	\$ 14,000	\$ 16,000	\$ —	\$ 16,000	\$ 2,000	14.29 %
<i>Expenses</i>	<i>\$ 329,323</i>	<i>\$ 335,965</i>	<i>\$ 517,400</i>	<i>\$ 536,400</i>	<i>\$ —</i>	<i>\$ 536,400</i>	<i>\$ 19,000</i>	<i>3.67 %</i>
Cash Capital	\$ 200,000	\$ 300,000	\$ 400,000	\$ 500,000	\$ —	\$ 500,000	\$ 100,000	25.00 %
Debt	\$ 1,352,192	\$ 1,561,467	\$ 1,406,381	\$ 1,449,549	\$ —	\$ 1,449,549	\$ 43,168	3.07 %
MWRA	\$ 8,177,213	\$ 8,432,789	\$ 9,349,530	\$10,284,483	\$ —	\$ 10,284,483	\$ 934,953	10.00 %
OPEB	\$ 3,004	\$ 3,004	\$ 3,004	\$ 609	\$ —	\$ 609	\$ (2,395)	(79.73)%
Indirects	\$ 514,111	\$ 542,416	\$ 588,040	\$ 586,499	\$ 10,026	\$ 596,525	\$ 8,485	1.44 %
<b>Total 3700 Sewer Enterprise</b>	<b>\$10,855,261</b>	<b>\$11,523,920</b>	<b>\$ 12,686,277</b>	<b>\$13,780,450</b>	<b>\$ 51,973</b>	<b>\$ 13,832,423</b>	<b>\$1,146,146</b>	<b>9.03 %</b>

This Page Intentionally Left Blank.



## Section VI: Program 4000: Public Safety

---

This section includes detailed information about the FY2025 Operating Budget & Financing Plan for public safety. It includes:

- 4100 Law Enforcement
- 4200 Fire & Rescue

VI-3

VI-10

This Page Intentionally Left Blank.



**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 FY2023, the Police Department responded to 15,343 calls for service with 711 crimes investigated.

The Administration division is comprised of 11 full-time and 6 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; 6 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) and one account assistant. Meter and parking enforcement in Lexington Center is done by the PEO. 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: three major case detectives, a family services detective, a Community Resource Officer (CRO) and a School Resource Officer (SRO).

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

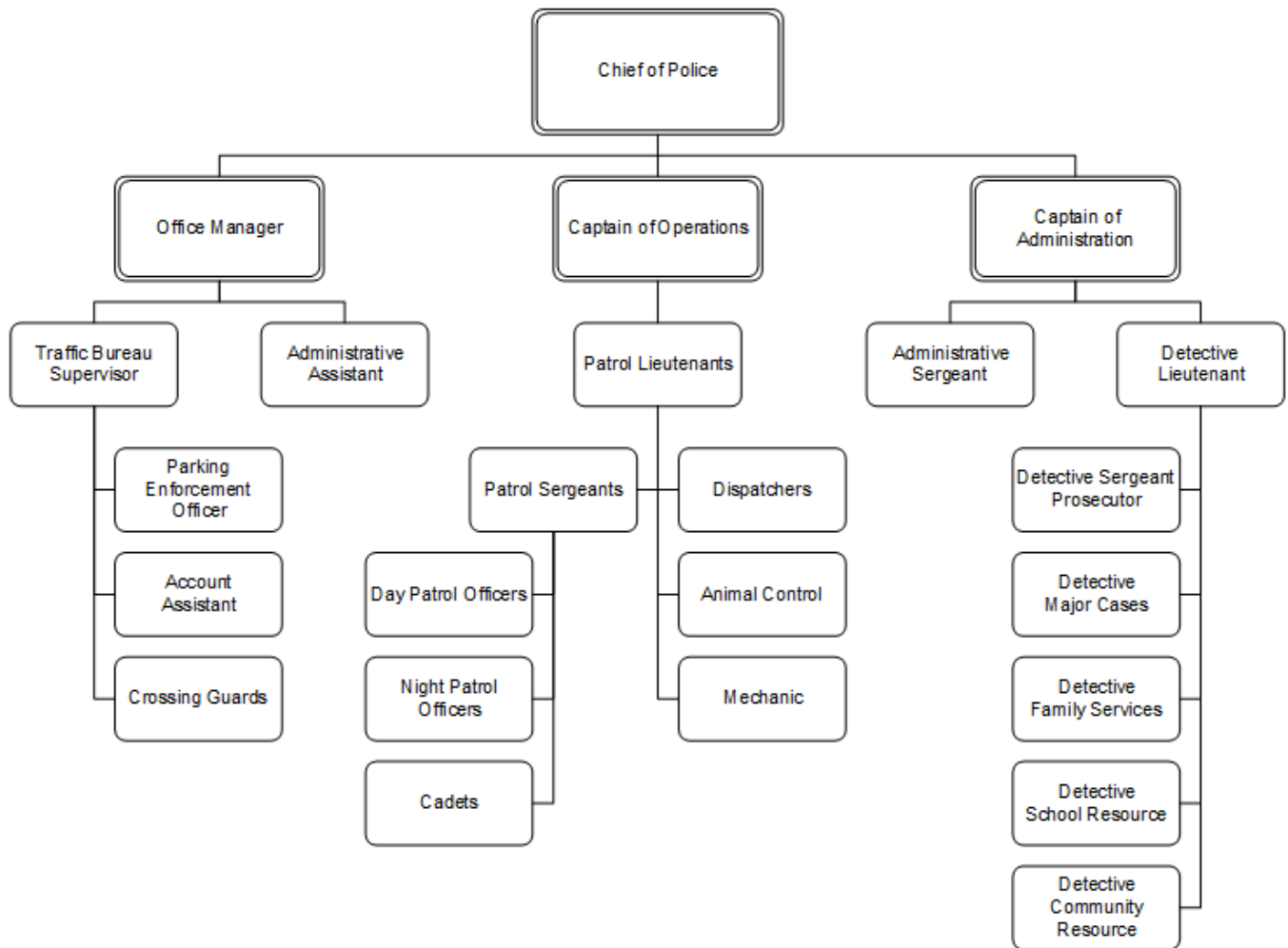
The Animal Control division entered into an agreement to share a full-time Animal Control Officer (ACO) with the Town of Bedford in October 2015, with 70%, or 27 hours per week allocated to Lexington. The ACO is an employee of the Town of Bedford, but will continue to work collaboratively with the Lexington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

The School Crossing guard program has 18 part-time civilian members who cover 16 school crossings during the school year.



## **Departmental Initiatives:**

1. The staffing of the Lexington Police Department has not significantly changed in over 50 years. It is imperative to continue to review and evaluate current programs and positions within the department. This process most likely will result in a request for staffing increases to ensure the department is meeting the demands of the Massachusetts POST and Accreditation Commissions and high expectations of the community.
2. The completion of the new Police Headquarters is scheduled for late spring/early summer of 2024. It will require a comprehensive plan to move all of the files and equipment from the temporary station. This will require a tremendous amount of teamwork among all of the staff in the department. It is also imperative to continue to collaborate with the CTA Construction Managers and members of the Facilities Department to ensure a successful completion to the project. We plan to engage the community to organize events that will bring members of the community in to tour their new station as well.
3. The Lexington Police Department is currently a member of the Jail Diversion Program who provide two full time Mental Health Clinicians. These clinicians specialize in responding with police to calls involving members of the community in mental health crisis or substance abuse. Lexington has experienced an increase in the number of these calls much like other communities in Massachusetts and across the nation. The Lexington Police Department will be exploring a grant that will bring a full time clinician embedded in the new station alongside the members of the department. This service will allow the department to offer immediate services to those in need and provide consistent follow up to individuals with multiple involvements with public safety and other town departments.



## Authorized/Appropriated Staffing:

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 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
Patrol Lieutenants	4	4	4	4
Patrol Sergeants	5	5	5	5
Police Officers	29	29	29	29
Detective Lieutenant	1	1	1	1
Detective - Sergeant Prosecutor	1	1	1	1
Detectives - Major Cases	3	3	3	3
Detective - Family Services	1	1	1	1
Detective - School Resource Officer	1	1	1	1
Detective - Community Resource Officer	1	1	1	1
Cadets - 6 part-time	3.06	3.06	3.06	3.06
Parking Enforcement Officer	1	1	1	1
Code Enforcement Officer*	—	—	—	0.22
Dispatch Supervisor	1	1	1	1
Dispatchers	9	9	9	9
Office Manager	1	1	1	1
Traffic Bureau Supervisor	1	1	1	1
Administrative Assistant	1	1	1	1
Department Account Assistant	1	1	1	1
Mechanic	1	1	1	1
Animal Control Officer**	—	—	—	—
Crossing Guards - 18 part-time	3.69	3.91	3.91	3.91
<b>Total FTE</b>	<b>72.75</b>	<b>72.97</b>	<b>72.97</b>	<b>73.19</b>
	50 Officers	50 Officers	50 Officers	50 Officers
<b>Total FT/PT</b>	<b>66FT/24PT</b>	<b>66FT/25PT</b>	<b>66FT/25PT</b>	<b>66FT/26PT</b>

\*A part-time seasonal Code Enforcement Officer position is recommended for funding in the FY2025 budget.

\*\*The Animal Control Officer is a part-time position shared with the Town of Bedford that is paid as a contract service and does not add to headcount.

## Budget Recommendations:

The FY2025 recommended Police Department budget is \$9,536,323 which is a \$493,793 or 5.46% increase from the FY2024 budget.

The budget for Compensation is \$8,333,126, an increase of \$464,464 or 5.90%, that reflects contractually obligated step increases, cost of living adjustments, stipend increases and education incentives for contracts that recently settled. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. Compensation also includes funding for a part-time, non-benefited Code Enforcement Officer position in FY25.

The budget for Expenses is \$1,203,197 and reflects an increase of \$29,329 or 2.50%. The majority of the increase is due to an increase in contractual services and the purchase of additional hybrid vehicles in our fleet along with the costs associated to transfer and/or upgrade the equipment to fabricate these vehicles for Police use. There are minor increases throughout the budget due to inflationary impacts. which are partially offset by a decrease in telephone utility 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	
Deputy Chief Position	\$ 189,000	\$ 20,376	\$ 209,376	\$ —	\$ —	\$ —	\$ 209,376
Code Enforcement Officer	\$ 16,000	\$ 232	\$ 16,232	\$ 16,000	\$ 232	\$ 16,232	\$ —
School Resource Officer	\$ 102,018	\$ 19,114	\$ 121,132	\$ —	\$ —	\$ —	\$ 121,132

# 4100 Law Enforcement

Program: Public Safety  
Town of Lexington, MA

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 7,565,076	\$ 8,322,880	\$ 8,726,530	\$ 9,088,806	\$ (18,483)	\$ 9,070,323	\$ 343,793	3.94 %
Fees & Charges								
Fees	\$ 92,420	\$ 118,272	\$ 115,000	\$ 115,000	\$ —	\$ 115,000	\$ —	— %
Fines & Forfeitures	\$ 79,398	\$ 111,594	\$ 98,000	\$ 98,000	\$ —	\$ 98,000	\$ —	— %
Licenses & Permits	\$ 3,900	\$ 3,313	\$ 3,000	\$ 3,000	\$ —	\$ 3,000	\$ —	— %
Parking Fund*	\$ 312,100	\$ —	\$ 100,000	\$ 250,000	\$ —	\$ 250,000	\$ 150,000	150.00 %
<b>Total 4100 Law Enforcement</b>	<b>\$ 8,052,895</b>	<b>\$ 8,556,059</b>	<b>\$ 9,042,530</b>	<b>\$ 9,554,806</b>	<b>\$ (18,483)</b>	<b>\$ 9,536,323</b>	<b>\$ 493,793</b>	<b>5.46 %</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 7,047,347	\$ 7,484,155	\$ 7,868,662	\$ 8,317,126	\$ 16,000	\$ 8,333,126	\$ 464,464	5.90 %
Expenses	\$ 1,005,548	\$ 1,071,903	\$ 1,173,868	\$ 1,237,680	\$ (34,483)	\$ 1,203,197	\$ 29,329	2.50 %
<b>Total 4100 Law Enforcement</b>	<b>\$ 8,052,895</b>	<b>\$ 8,556,059</b>	<b>\$ 9,042,530</b>	<b>\$ 9,554,806</b>	<b>\$ (18,483)</b>	<b>\$ 9,536,323</b>	<b>\$ 493,793</b>	<b>5.46 %</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 4110 Police Administration	\$ 1,645,214	\$ 1,862,299	\$ 1,917,504	\$ 1,956,305	\$ 14,800	\$ 1,971,105	\$ 53,601	2.80 %
Total 4120 Patrol & Enforcement	\$ 4,204,150	\$ 4,352,106	\$ 4,717,591	\$ 5,124,955	\$ (33,283)	\$ 5,091,672	\$ 374,081	7.93 %
Total 4130 Traffic Bureau	\$ 389,295	\$ 390,378	\$ 382,174	\$ 407,443	\$ —	\$ 407,443	\$ 25,269	6.61 %
Total 4140 Investigations	\$ 832,152	\$ 899,250	\$ 1,009,435	\$ 1,028,121	\$ —	\$ 1,028,121	\$ 18,686	1.85 %
Total 4150 Dispatch	\$ 759,419	\$ 816,400	\$ 779,975	\$ 788,957	\$ —	\$ 788,957	\$ 8,982	1.15 %
Total 4160 Animal Control	\$ 69,728	\$ 73,102	\$ 75,400	\$ 78,248	\$ —	\$ 78,248	\$ 2,848	3.78 %
Total 4170 Crossing Guards	\$ 152,937	\$ 162,524	\$ 160,451	\$ 170,777	\$ —	\$ 170,777	\$ 10,326	6.44 %
<b>Total 4100 Law Enforcement</b>	<b>\$ 8,052,895</b>	<b>\$ 8,556,059</b>	<b>\$ 9,042,530</b>	<b>\$ 9,554,806</b>	<b>\$ (18,483)</b>	<b>\$ 9,536,323</b>	<b>\$ 493,793</b>	<b>5.46 %</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,575,843	\$ 5,979,255	\$ 6,822,838	\$ 7,154,150	\$ 16,000	\$ 7,170,150	\$ 347,312	5.09 %
Overtime	\$ 1,471,504	\$ 1,504,901	\$ 1,045,824	\$ 1,162,976	\$ —	\$ 1,162,976	\$ 117,152	11.20 %
<i>Personal Services</i>	<i>\$ 7,047,347</i>	<i>\$ 7,484,155</i>	<i>\$ 7,868,662</i>	<i>\$ 8,317,126</i>	<i>\$ 16,000</i>	<i>\$ 8,333,126</i>	<i>\$ 464,464</i>	<i>5.90 %</i>
Contractual Services	\$ 330,177	\$ 381,889	\$ 402,578	\$ 420,660	\$ (4,083)	\$ 416,577	\$ 13,999	3.48 %
Utilities	\$ 111,930	\$ 114,017	\$ 157,723	\$ 153,453	\$ (19,400)	\$ 134,053	\$ (23,670)	(15.01) %
Supplies	\$ 264,609	\$ 280,424	\$ 230,067	\$ 231,567	\$ —	\$ 231,567	\$ 1,500	0.65 %
Small Capital	\$ 298,832	\$ 295,573	\$ 383,500	\$ 432,000	\$ (11,000)	\$ 421,000	\$ 37,500	9.78 %
<i>Expenses</i>	<i>\$ 1,005,548</i>	<i>\$ 1,071,903</i>	<i>\$ 1,173,868</i>	<i>\$ 1,237,680</i>	<i>\$ (34,483)</i>	<i>\$ 1,203,197</i>	<i>\$ 29,329</i>	<i>2.50 %</i>
<b>Total 4100 Law Enforcement</b>	<b>\$ 8,052,895</b>	<b>\$ 8,556,059</b>	<b>\$ 9,042,530</b>	<b>\$ 9,554,806</b>	<b>\$ (18,483)</b>	<b>\$ 9,536,323</b>	<b>\$ 493,793</b>	<b>5.46 %</b>

\*Reflects transfers from the Parking Fund to the General Fund rather than actual revenue from parking permits, Pay-by-Phone and meter revenue. The fund balance was insufficient to support a transfer to the General Fund in FY2023 due to effects from the pandemic as well as sizeable capital projects in FY2022. FY2024 included a partial transfer, and in FY2025 this amount further increased as the Town has recently started to enforce parking fees which will rebuild the balance in the Parking Fund.

This Page Intentionally Left Blank.





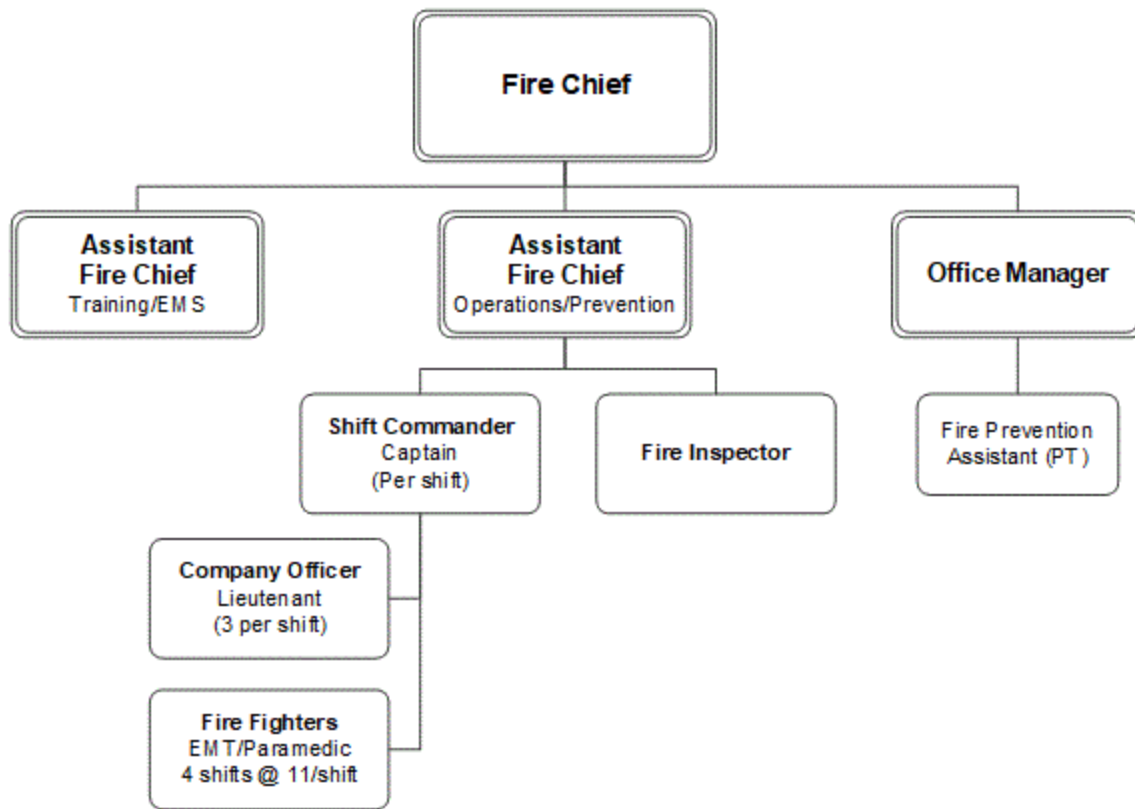
**Mission:** The Lexington Fire Department protects the people, homes and businesses in our community from fire, medical emergencies, hazardous material incidents and natural disasters. This is accomplished through public education, safety code management and emergency response.

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

- Administration is responsible for developing policies and procedures, training, inventory control, financial and budgetary oversight, and managing the day-to-day operations of the Department.
- Fire Prevention 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.
- Fire Suppression 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.
- Emergency Medical Services operates in conjunction with the Fire Suppression division, staffing two ambulances 24/7 at the Advanced Life Support (ALS) level. These vehicles respond to over 3,353 calls for assistance annually.
- Emergency Management 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 Townwide emergency operation plans. The Chief serves as the Emergency Management Director and the department's administrative staff support this division.

**Departmental Initiatives:**

1. Continue to develop and implement online inventory tracking.
2. Continue to refine and expand the fire permitting process.
3. Develop an improved employee recruitment process to address diversity and retention.



## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 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
Lieutenant Fire Inspector*	—	—	—	1
Fire Captains	4	4	4	4
Fire Lieutenants	12	12	12	12
Firefighters/Paramedics	44	44	44	44
Fire Prevention Assistant	0.86	0.86	0.86	0.86
<b>Total FTE</b>	<b>65.86</b>	<b>65.86</b>	<b>65.86</b>	<b>66.86</b>
<b>Total FT/PT</b>	<b>65FT/1PT</b>	<b>65FT/1PT</b>	<b>65FT/1PT</b>	<b>66FT/1PT</b>

\*A Lieutenant Fire Inspector position is recommended for funding in the FY2025 budget.

## Budget Recommendations:

The FY2025 recommended Fire Department budget is \$9,289,900. The recommended budget is a \$1,187,829 or 14.66% increase from the FY2024 budget.

The recommended budget for Compensation is \$8,402,956, and reflects an increase of \$1,116,745 or 15.33% from the revised FY2024 budget. This increase includes three years of contractually obligated cost of living adjustments, new steps and education incentives that were included in the recently settled collective bargaining agreement. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. This increase includes funding for a full-time, benefited Lieutenant Fire Inspector position in FY25.

The budget for Expenses is \$886,944 and reflects a net increase of \$71,084 or 8.71%, which includes anticipated increases in contract services, mileage costs, equipment repair, and EMS supplies. In FY2025, the department will begin to upgrade Automated External Chest compressors (LUCAS), and will continue utilizing the online training program introduced during the pandemic to assist in the recertification of the department's paramedics, as well as OSHA, town-required and fire-based training.

## 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	
Lieutenant Fire Inspector	\$ 93,739	\$ 18,994	\$ 112,733	\$ 93,739	\$ 18,994	\$ 112,733	\$ —

# 4200 Fire & Rescue

Program: Public Safety  
Town of Lexington, MA

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 6,479,688	\$ 6,235,989	\$ 6,613,396	\$ 7,727,186	\$ (75,961)	\$ 7,651,225	\$1,037,829	15.69 %
Fees & Charges								
Ambulance Fees	\$ 1,425,457	\$ 1,728,905	\$ 1,400,000	\$ 1,550,000	\$ —	\$ 1,550,000	\$ 150,000	10.71 %
Fire Department Fees	\$ 39,061	\$ 38,225	\$ 38,675	\$ 38,675	\$ —	\$ 38,675	\$ —	— %
Licenses & Permits	\$ 55,450	\$ 55,605	\$ 50,000	\$ 50,000	\$ —	\$ 50,000	\$ —	— %
<b>Total 4200 Fire &amp; Rescue</b>	<b>\$ 7,999,655</b>	<b>\$ 8,058,724</b>	<b>\$ 8,102,071</b>	<b>\$ 9,365,861</b>	<b>\$ (75,961)</b>	<b>\$ 9,289,900</b>	<b>\$1,187,829</b>	<b>14.66 %</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 7,367,013	\$ 7,278,612	\$ 7,286,211	\$ 8,459,217	\$ (56,261)	\$ 8,402,956	\$1,116,745	15.33 %
Expenses	\$ 632,642	\$ 780,112	\$ 815,860	\$ 906,644	\$ (19,700)	\$ 886,944	\$ 71,084	8.71 %
<b>Total 4200 Fire &amp; Rescue</b>	<b>\$ 7,999,655</b>	<b>\$ 8,058,724</b>	<b>\$ 8,102,071</b>	<b>\$ 9,365,861</b>	<b>\$ (75,961)</b>	<b>\$ 9,289,900</b>	<b>\$1,187,829</b>	<b>14.66 %</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 4210 Fire Administration	\$ 550,877	\$ 605,905	\$ 629,370	\$ 679,182	\$ (2,000)	\$ 677,182	\$ 47,812	7.60 %
Total 4220 Fire Prevention	\$ 244,408	\$ 250,438	\$ 253,635	\$ 268,010	\$ 90,139	\$ 358,149	\$ 104,514	41.21 %
Total 4320 Fire Suppression	\$ 6,998,539	\$ 6,920,853	\$ 6,963,325	\$ 8,112,068	\$ (162,500)	\$ 7,949,568	\$ 986,243	14.16 %
Total 4240 Emergency Medical Services	\$ 199,733	\$ 275,889	\$ 247,041	\$ 296,701	\$ —	\$ 296,701	\$ 49,660	20.10 %
Total 4250 Emergency Management	\$ 6,099	\$ 5,639	\$ 8,700	\$ 9,900	\$ (1,600)	\$ 8,300	\$ (400)	(4.60)%
<b>Total 4200 Fire &amp; Rescue</b>	<b>\$ 7,999,655</b>	<b>\$ 8,058,724</b>	<b>\$ 8,102,071</b>	<b>\$ 9,365,861</b>	<b>\$ (75,961)</b>	<b>\$ 9,289,900</b>	<b>\$1,187,829</b>	<b>14.66 %</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,993,437	\$ 6,050,829	\$ 6,134,946	\$ 6,940,233	\$ 93,739	\$ 7,033,972	\$ 899,026	14.65 %
Overtime	\$ 1,373,576	\$ 1,227,783	\$ 1,151,265	\$ 1,518,984	\$ (150,000)	\$ 1,368,984	\$ 217,719	18.91 %
<i>Personal Services</i>	<i>\$ 7,367,013</i>	<i>\$ 7,278,612</i>	<i>\$ 7,286,211</i>	<i>\$ 8,459,217</i>	<i>\$ (56,261)</i>	<i>\$ 8,402,956</i>	<i>\$1,116,745</i>	<i>15.33 %</i>
Contractual Services	\$ 324,000	\$ 333,787	\$ 378,744	\$ 396,848	\$ (14,100)	\$ 382,748	\$ 4,004	1.06 %
Utilities	\$ 48,652	\$ 71,719	\$ 80,331	\$ 78,831	\$ (2,000)	\$ 76,831	\$ (3,500)	(4.36)%
Supplies	\$ 211,740	\$ 262,734	\$ 236,785	\$ 265,965	\$ (3,600)	\$ 262,365	\$ 25,580	10.80 %
Small Capital	\$ 48,250	\$ 111,872	\$ 120,000	\$ 165,000	\$ —	\$ 165,000	\$ 45,000	37.50 %
<i>Expenses</i>	<i>\$ 632,642</i>	<i>\$ 780,112</i>	<i>\$ 815,860</i>	<i>\$ 906,644</i>	<i>\$ (19,700)</i>	<i>\$ 886,944</i>	<i>\$ 71,084</i>	<i>8.71 %</i>
<b>Total 4200 Fire &amp; Rescue</b>	<b>\$ 7,999,655</b>	<b>\$ 8,058,724</b>	<b>\$ 8,102,071</b>	<b>\$ 9,365,861</b>	<b>\$ (75,961)</b>	<b>\$ 9,289,900</b>	<b>\$1,187,829</b>	<b>14.66 %</b>

This Page Intentionally Left Blank.



## **Section VII: Program 5000: Culture & Recreation**

This section includes detailed information about the FY2025 Operating Budget & Financing Plan for culture & recreation services. It includes:

- 5100 Cary Memorial Library VII-3
- 5200 Recreation and Community Programs VII-9



This Page Intentionally Left Blank.



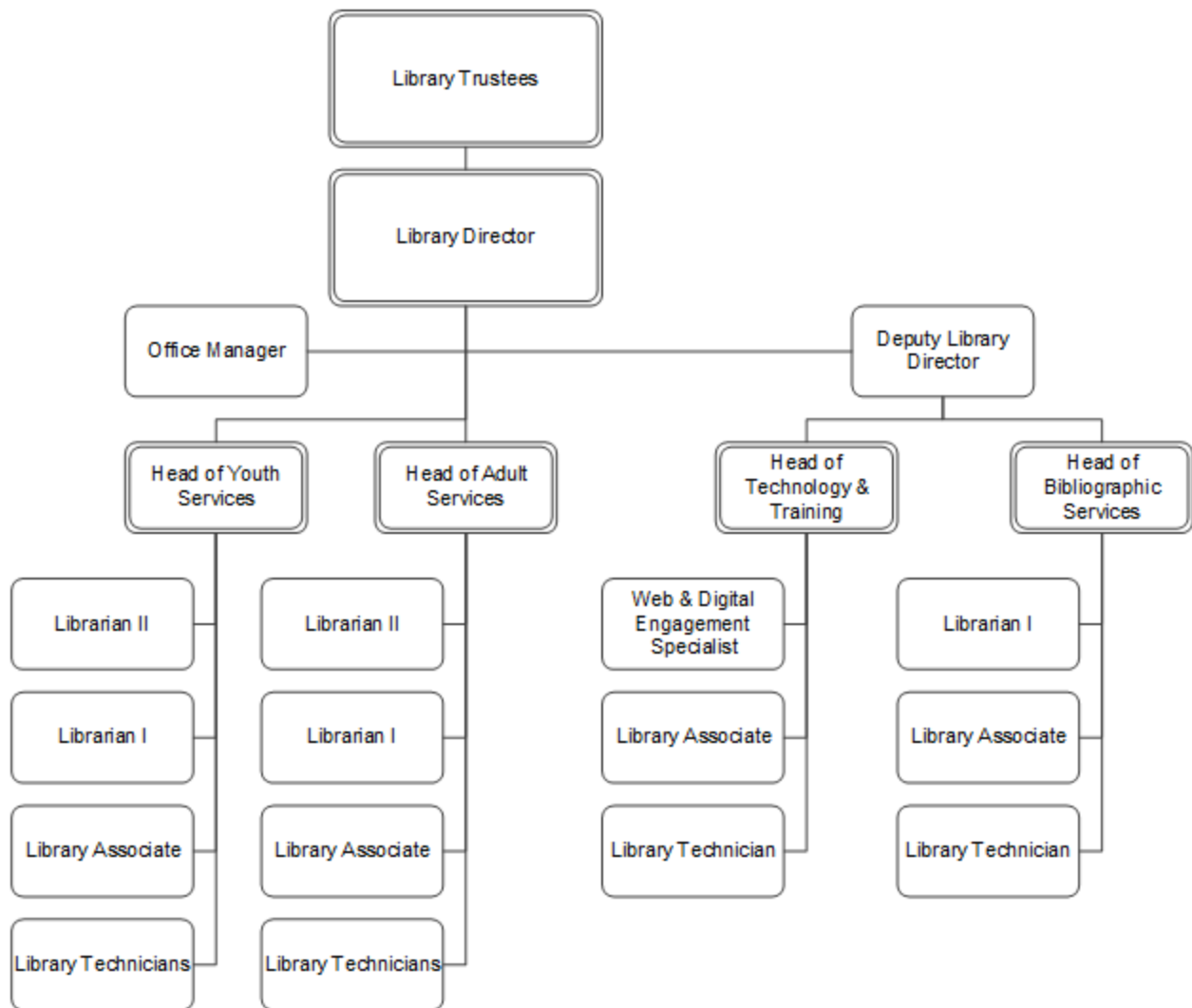
**Mission:** The Cary Memorial Library's mission is to ignite curiosity, engage minds, and connect our community.

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

- Administration and General Services includes administrative staff and webmaster salaries, 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 books and audiovisual materials.
- Youth Services includes all children's library staff and also includes library materials for children and teens.

**Departmental Initiatives:** Our Guiding Principles

1. Books, information, and so much more: We continue our 150-year-long tradition of providing books and other materials that reflect the needs and interests of Lexington residents. Though much has changed since our doors first opened in 1869, our essential function remains the same - to bring the world of information and ideas to you.
2. At the intersection of learning, making, and play: In recent years, educational research has increasingly shown that we learn best through experience - by making mistakes and trying again. In furthering this effort, we are expanding these types of learning opportunities, giving you more chances to build, create and play.
3. A place that works for everyone: We value the rich diversity of our community, and our commitment to equitable service for all is unwavering. Efforts to identify and remove barriers to access are ongoing - we are a work in progress.
4. With opportunities for human connection: In a world where technology is ever-present, we are committed to fostering human interactions. Sometimes that is as simple as providing comfortable chairs for a serendipitous meeting between old friends. Other times it takes the shape of an elaborate event with community partners and hundreds of guests. Large and small, these moments, shared among neighbors, strengthen the social fabric of Lexington.
5. A future as vibrant as our past: With more than a half million visitors each year, Cary Library is a cherished community asset and a source of civic pride. Stewardship of this resource requires equal attention to preservation and transformation.



## Authorized/Appropriated Staffing:

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
Library Director	1	1	1	1
Deputy Library Director*	1	1	1	1
Office Manager	1	1	1	1
Webmaster**	1	1	1	1
Head of Adult Services	1	1	1	1
Head of Youth Services	1	1	1	1
Head of Technology & Training*	1	1	1	1
Head of Bibliographic Services***	—	1	1	1
Librarian I****, *****	6	9	9	9
Librarian II/Manager *, ***	4	3	3	3
Library Associates****, *****	8	6	6	6
Library Technician I****	2.8	2.9	2.9	3
Library Technician II	6	6	6	6
Adult Pages*****	1.6	2.6	2.6	2.6
Student Pages*****	0.7	—	—	—
Seasonal/Sunday Substitutes	As Needed	As Needed	As Needed	As Needed
<b>Total FTE</b>	<b>36.1</b>	<b>37.2</b>	<b>37.2</b>	<b>37.3</b>
<b>Total FT/PT</b>	<b>28FT/22PT</b>	<b>28FT/22PT</b>	<b>28FT/22PT</b>	<b>28FT/22PT</b>

\*In FY2022, due to staff turnover, the Head of Technology role was broken out from the Deputy Library Director and re-established as a Department Head position. A Librarian II was assigned to the role.

\*\*In FY2022, Fall STM approved the transfer of the Library's dedicated webmaster from the Innovation & Technology budget to the Library budget.

\*\*\*In FY2023 a new Department Head position was created, and a Librarian II was assigned to the role.

\*\*\*\*In FY2022, two Library Technician Is were reclassified to a Library Associate and a Librarian I.

\*\*\*\*\*In FY2023, two Library Associates were reclassified to Librarian Is.

\*\*\*\*\*In FY2023, all Pages were combined under Adult Pages.

## Budget Recommendations:

The FY2025 recommended General Fund Library budget is \$3,460,565, which is a \$74,745 or 2.21% increase from the FY2024 budget.

The General Fund operating budget for Compensation is \$2,748,471, and reflects a \$51,821 or 1.92% increase, which incorporates contractually obligated step increases and cost of living increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. 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 \$712,094 and reflects a \$22,924 or 3.33% increase, which reflects anticipated expenses for FY2025.

## 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	
Full Time Teen Services Librarian	\$ 74,978	\$ 18,722	\$ 93,700	\$ —	\$ —	\$ —	\$ 93,700

# 5100 Cary Memorial Library

Program: Culture & Recreation  
Town of Lexington, MA

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 3,019,439	\$ 3,344,725	\$ 3,385,820	\$ 3,474,365	\$ (13,800)	\$ 3,460,565	\$ 74,745	2.21 %
<b>Total 5100 Library</b>	<b>\$ 3,019,439</b>	<b>\$ 3,344,725</b>	<b>\$ 3,385,820</b>	<b>\$ 3,474,365</b>	<b>\$ (13,800)</b>	<b>\$ 3,460,565</b>	<b>\$ 74,745</b>	<b>2.21 %</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 2,412,910	\$ 2,650,088	\$ 2,696,650	\$ 2,748,471	\$ —	\$ 2,748,471	\$ 51,821	1.92 %
Expenses	\$ 606,529	\$ 694,637	\$ 689,170	\$ 725,894	\$ (13,800)	\$ 712,094	\$ 22,924	3.33 %
<b>Total 5100 Library</b>	<b>\$ 3,019,439</b>	<b>\$ 3,344,725</b>	<b>\$ 3,385,820</b>	<b>\$ 3,474,365</b>	<b>\$ (13,800)</b>	<b>\$ 3,460,565</b>	<b>\$ 74,745</b>	<b>2.21 %</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 5110 Admin. & General Services	\$ 546,897	\$ 667,373	\$ 658,399	\$ 683,590	\$ (6,000)	\$ 677,590	\$ 19,191	2.91 %
Total 5120 Adult Services	\$ 1,591,779	\$ 1,743,302	\$ 1,790,030	\$ 1,840,044	\$ (7,800)	\$ 1,832,244	\$ 42,214	2.36 %
Total 5130 Youth Services	\$ 880,763	\$ 934,050	\$ 937,391	\$ 950,731	\$ —	\$ 950,731	\$ 13,340	1.42 %
<b>Total 5100 Library</b>	<b>\$ 3,019,439</b>	<b>\$ 3,344,725</b>	<b>\$ 3,385,820</b>	<b>\$ 3,474,365</b>	<b>\$ (13,800)</b>	<b>\$ 3,460,565</b>	<b>\$ 74,745</b>	<b>2.21 %</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 2,351,919	\$ 2,588,481	\$ 2,631,524	\$ 2,683,345	\$ —	\$ 2,683,345	\$ 51,821	1.97 %
Overtime (Sunday Premium)	\$ 60,991	\$ 61,607	\$ 65,126	\$ 65,126	\$ —	\$ 65,126	\$ —	— %
<i>Personal Services</i>	<i>\$ 2,412,910</i>	<i>\$ 2,650,088</i>	<i>\$ 2,696,650</i>	<i>\$ 2,748,471</i>	<i>\$ —</i>	<i>\$ 2,748,471</i>	<i>\$ 51,821</i>	<i>1.92 %</i>
Contractual Services	\$ 124,499	\$ 157,309	\$ 162,724	\$ 168,500	\$ (6,000)	\$ 162,500	\$ (224)	(0.14)%
Utilities	\$ 858	\$ 430	\$ 1,000	\$ 500	\$ —	\$ 500	\$ (500)	(50.00)%
Supplies	\$ 441,059	\$ 496,961	\$ 495,446	\$ 521,894	\$ (7,800)	\$ 514,094	\$ 18,648	3.76 %
Small Capital	\$ 40,114	\$ 39,937	\$ 30,000	\$ 35,000	\$ —	\$ 35,000	\$ 5,000	16.67 %
<i>Expenses</i>	<i>\$ 606,529</i>	<i>\$ 694,637</i>	<i>\$ 689,170</i>	<i>\$ 725,894</i>	<i>\$ (13,800)</i>	<i>\$ 712,094</i>	<i>\$ 22,924</i>	<i>3.33 %</i>
<b>Total 5100 Library</b>	<b>\$ 3,019,439</b>	<b>\$ 3,344,725</b>	<b>\$ 3,385,820</b>	<b>\$ 3,474,365</b>	<b>\$ (13,800)</b>	<b>\$ 3,460,565</b>	<b>\$ 74,745</b>	<b>2.21 %</b>



This Page Intentionally Left Blank.



**Mission:** To provide the community opportunities to engage in quality, inclusive and accessible programs and services. To be a leader in promoting inclusion, community engagement and a healthy active lifestyle. Creating Community Through People, Parks, and Places.

**Budget Overview:** The Department operates as an Enterprise Fund whereby program and facility fees must cover the direct cost of operations including all full- and part-time staff and program, services and facility expenses including supplies, equipment, utilities and wages/overhead. As such, the operating budget may increase or decrease year to year to meet changes in enrollment and facility use demands. The Director of Recreation and Community Programs, through the Recreation Committee, sets program fees with the approval of the Select Board. The operating budget supports staff who manage and deliver programs along with the supplies and equipment needed to operate those programs and services in addition to seven full-time staff. The Enterprise Fund is comprised of four divisions: Recreation, Pine Meadows Golf Club, Community Center and the Administrative Division. The Administrative Division was created in FY2020 to centralize administrative support for the business aspects within the Recreation, Pine Meadows and Community Center operations.

In FY2025, revenues received (Recreation, Pine Meadows Golf Club and Community Center) will continue to help support the funding of Capital Improvement Projects.

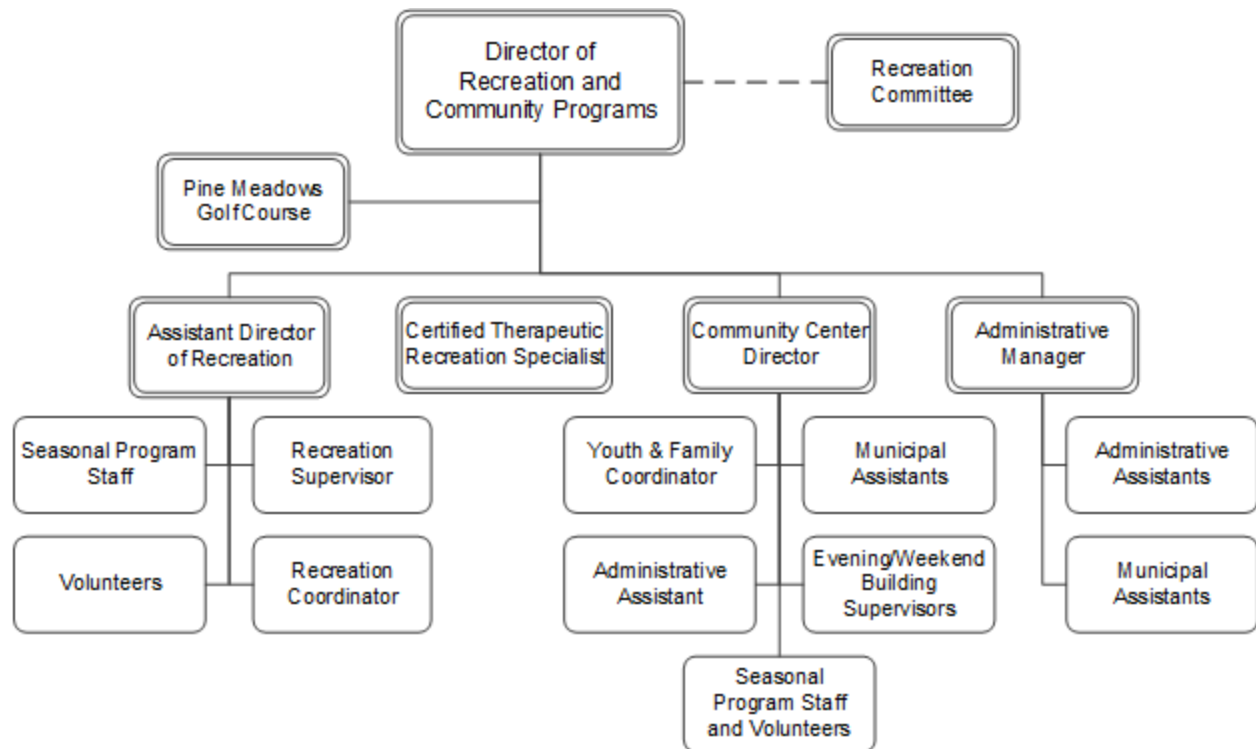
The Department offers a wide variety of leisure, socialization and recreational opportunities for individuals of all ages and abilities. Staff plan, schedule and coordinate programs, activities and special events at Outdoor Recreation Facilities such as, parks, playgrounds, athletic fields, hard court surfaces, the Town Pool, Old Reservoir and Pine Meadows Golf Club. Other outdoor resources include Conservation and Open Spaces. Additionally, the indoor facilities the department utilize include the Community Center, the Public Schools, off-site and out-of-town venues.

## Departmental Initiatives:

1. Implement the Key Findings of the 2021-2022 Comprehensive Study of Athletic & Outdoor Recreation Facilities and the 2023 Lincoln Park Master Plan in the development of the operational and capital improvement planning for the future needs of the community.
2. Actively participate in the planning and preparations for the 5-year impact on the community with the permanent and temporary loss of outdoor recreation facilities at the Center Recreation Complex.
3. Maintain and sustain the financial stability of the Recreation Enterprise Fund.
4. Continue the growth and implementation of the department's therapeutic, adaptive and inclusive recreation programming.
5. Support Townwide cultural and historic events and initiatives such as diversity equity and inclusion.

# 5200 Recreation & Community Programs

Program: Culture & Recreation  
Town of Lexington, MA



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

# 5200 Recreation & Community Programs

Program: Culture & Recreation  
Town of Lexington, MA

## Authorized/Appropriated Staffing

<b>Element: 5210 Administration</b>	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>	<b>FY2025 Request</b>
Director of Recreation and Community Programs	1	1	1	1
Administrative Manager	1	1	1	1
Municipal Assistant	—	—	—	—
Administrative Assistant	2	1.8	1.8	2
<b>Subtotal FTE</b>	<b>4.0</b>	<b>3.8</b>	<b>3.8</b>	<b>4.0</b>
<b>Subtotal FT/PT</b>	<b>3FT/1PT</b>	<b>3FT/1PT</b>	<b>3FT/1PT</b>	<b>3FT/1PT</b>

<b>Element: 5220 Recreation</b>	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>	<b>FY2025 Request</b>
Assistant Director	1	1	1	1
Recreation Supervisor	1	1	1	1
Recreation Coordinator*	—	0.4	0.4	1
Certified Therapeutic Recreation Specialist	1	1	1	1
Seasonal (Part-time)	225+/-	225+/-	225+/-	225+/-
<b>Subtotal FTE</b>	<b>3.0</b>	<b>3.4</b>	<b>3.4</b>	<b>4.0</b>
<b>Subtotal FT/PT</b>	<b>3FT/0PT</b>	<b>3FT/0PT</b>	<b>3FT/1PT</b>	<b>4FT/0PT</b>

<b>Element: 5240 Community Center</b>	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>	<b>FY2025 Request</b>
Community Center Director	1	1	1	1
Youth & Family Coordinator	1	1	1	1
Administrative Assistant**	1	1	1	1
Municipal Assistant (3, PT)	1	1	1	1
Building Supervisor (2, PT)	1	1	1	1
Seasonal (Part-time)	50+/-	50+/-	50+/-	50+/-
<b>Subtotal FTE</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
<b>Subtotal FT/PT</b>	<b>3 FT/5 PT</b>	<b>3 FT/5 PT</b>	<b>3 FT/5 PT</b>	<b>3 FT/5 PT</b>

<b>Total FTE</b>	<b>12.00</b>	<b>12.2</b>	<b>12.2</b>	<b>13.0</b>
<b>Total FT/PT</b>	<b>10FT/6PT + Seasonal</b>	<b>10FT/7PT + Seasonal</b>	<b>10FT/7PT + Seasonal</b>	<b>10FT/7PT + Seasonal</b>

\*A part-time Recreation Coordinator was funded as a program improvement in FY2023. The FY2025 budget recommends transitioning the Recreation Coordinator to full-time.

\*\* In FY2023, title change from Department Assistant to Administrative Assistant.

## Budget Recommendations:

The FY2025 recommended budget for the Department of Recreation and Community Programs - comprised of four divisions: Pine Meadows Golf, Recreation, Community Center and Administrative - is \$3,713,658. The recommended budget is an increase of \$147,222 or 4.13% from the FY2024 budget.

It should be noted that the Recreation and Community Programs Department operating budget has historically been supported solely from program fees. In FY2016, with the opening of the Community Center, the tax levy began to contribute the equivalent of the wages and benefits for the three full-time employees who are most closely involved with managing the Community Center operations and programming. This will continue in FY2025, with \$272,708 being proposed in General Fund support of Community Center wages.

The Community Center provides free drop-in programs and opportunities to promote social, emotional, and 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 Community Center provides opportunities and access to all residents that are generally not supported through fees, in addition to many programs, activities and services that may require a fee. The customer service counter at the Center supports the Community Center, including the operations of the Human Services and the Recreation & Community Programs Departments, allowing for one-stop shopping for services and programs.

The recommended budget for Compensation is \$1,824,916, which is a \$141,981 or 8.44% increase from the FY2024 budget, and reflects step increases, cost-of-living adjustments, and a rate increase for Seasonal staff to remain competitive with the current market. This increase also includes funding to transition the part-time Recreation Coordinator position to a full-time, benefited position in FY25.

The recommended budget for Expenses is \$1,579,751 and reflects a \$(9,063) or (0.57)% decrease from the FY2024 budget, primarily due to the financial restructuring of our vendor sports camps. The recommended budget for the operation of the Pine Meadows Golf Course is \$618,000 and reflects a net increase of \$48,500 or 8.52%. The current golf management contract is awarded to New England Golf Corporation (NEGC). In September 2023, NEGC was awarded a new three-year contract, with an option for two, one-year extensions.

## 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	
Community Center/DPF Facility Expenses	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ 20,000
Full-time Recreation Coordinator	\$ 35,000	\$ 18,143	\$ 53,143	\$ 35,000	\$ 18,143	\$ 53,143	\$ — *

\*This position will be funded from the Recreation Enterprise Fund.

# 5200 Recreation & Community Programs

Program: Culture & Recreation  
Town of Lexington, MA

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 509,215	\$ 242,790	\$ 256,675	\$ 272,708	\$ —	\$ 272,708	\$ 16,033	6.25 %
Enterprise Funds								
Retained Earnings	\$ —	\$ 375,000	\$ 375,000	\$ 375,000	\$ —	\$ 375,000	\$ —	— %
Recreation User Charges	\$ 1,626,464	\$ 1,508,486	\$ 1,707,530	\$ 1,660,697	\$ 50,000	\$ 1,710,697	\$ 3,167	0.19 %
Community Center User Charges	\$ 318,413	\$ 331,076	\$ 327,231	\$ 330,000	\$ 3,143	\$ 333,143	\$ 5,912	1.81 %
Golf User Charges	\$ 1,099,659	\$ 1,255,914	\$ 900,000	\$ 1,005,610	\$ —	\$ 1,005,610	\$ 105,610	11.73 %
Investment Income	\$ 5,999	\$ 73,207	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<b>Total 5200 Recreation</b>	<b>\$ 3,559,750</b>	<b>\$ 3,786,473</b>	<b>\$ 3,566,436</b>	<b>\$ 3,644,015</b>	<b>\$ 53,143</b>	<b>\$ 3,697,158</b>	<b>\$ 130,722</b>	<b>3.67 %</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,250,760	\$ 1,449,636	\$ 1,682,935	\$ 1,789,916	\$ 35,000	\$ 1,824,916	\$ 141,981	8.44 %
Expenses	\$ 1,346,285	\$ 1,318,614	\$ 1,588,814	\$ 1,579,751	\$ —	\$ 1,579,751	\$ (9,063)	(0.57)%
Debt Service	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Indirect Costs (Trans. to Gen. Fund)	\$ —	\$ 286,104	\$ 294,687	\$ 290,848	\$ 18,143	\$ 308,991	\$ 14,304	4.85 %
<b>Total 5200 Recreation</b>	<b>\$ 2,597,045</b>	<b>\$ 3,054,354</b>	<b>\$ 3,566,436</b>	<b>\$ 3,660,515</b>	<b>\$ 53,143</b>	<b>\$ 3,713,658</b>	<b>\$ 147,222</b>	<b>4.13 %</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 5210 Administration	\$ 451,308	\$ 435,210	\$ 509,073	\$ 593,961	\$ —	\$ 593,961	\$ 84,888	16.68 %
Total 5220 Recreation	\$ 1,106,994	\$ 1,183,592	\$ 1,529,855	\$ 1,462,709	\$ 35,000	\$ 1,497,709	\$ (32,146)	(2.10)%
Total 5230 Pine Meadows	\$ 513,167	\$ 589,562	\$ 569,500	\$ 618,000	\$ —	\$ 618,000	\$ 48,500	8.52 %
Total 5240 Community Center	\$ 525,576	\$ 559,885	\$ 663,321	\$ 694,997	\$ —	\$ 694,997	\$ 31,676	4.78 %
Indirect Costs	\$ —	\$ 286,104	\$ 294,687	\$ 290,848	\$ —	\$ 308,991	\$ 14,304	4.85 %
<b>Total 5200 Recreation</b>	<b>\$ 2,597,045</b>	<b>\$ 3,054,354</b>	<b>\$ 3,566,436</b>	<b>\$ 3,660,515</b>	<b>\$ 53,143</b>	<b>\$ 3,713,658</b>	<b>\$ 147,222</b>	<b>4.13 %</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,250,227	\$ 1,447,934	\$ 1,682,935	\$ 1,789,916	\$ 35,000	\$ 1,824,916	\$ 141,981	8.44 %
Overtime	\$ 533	\$ 1,702	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Personal Services</i>	<i>\$ 1,250,760</i>	<i>\$ 1,449,636</i>	<i>\$ 1,682,935</i>	<i>\$ 1,789,916</i>	<i>\$ 35,000</i>	<i>\$ 1,824,916</i>	<i>\$ 141,981</i>	<i>8.44 %</i>
Contractual Services	\$ 1,190,844	\$ 1,155,966	\$ 1,357,654	\$ 1,349,816	\$ —	\$ 1,349,816	\$ (7,838)	(0.58)%
Utilities	\$ 52,248	\$ 50,816	\$ 79,925	\$ 77,350	\$ —	\$ 77,350	\$ (2,575)	(3.22)%
Supplies	\$ 99,853	\$ 108,272	\$ 134,235	\$ 135,585	\$ —	\$ 135,585	\$ 1,350	1.01 %
Small Capital	\$ 3,339	\$ 3,560	\$ 17,000	\$ 17,000	\$ —	\$ 17,000	\$ —	— %
<i>Expenses</i>	<i>\$ 1,346,285</i>	<i>\$ 1,318,614</i>	<i>\$ 1,588,814</i>	<i>\$ 1,579,751</i>	<i>\$ —</i>	<i>\$ 1,579,751</i>	<i>\$ (9,063)</i>	<i>(0.57)%</i>
Debt	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Indirect	\$ —	\$ 286,104	\$ 294,687	\$ 290,848	\$ 18,143	\$ 308,991	\$ 14,304	4.85 %
<b>Total 5200 Recreation</b>	<b>\$ 2,597,045</b>	<b>\$ 3,054,354</b>	<b>\$ 3,566,436</b>	<b>\$ 3,660,515</b>	<b>\$ 53,143</b>	<b>\$ 3,713,658</b>	<b>\$ 147,222</b>	<b>4.13 %</b>



This Page Intentionally Left Blank.



## **Section VIII: Program 6000: Human Services & Health**

This section includes detailed information about the FY2025 Operating Budget & Financing Plan for Human Services and Health. It includes:

- 6100-6200 Human Services Administration; Veterans' Services; Youth and Family Services and Community Programs; and Transportation Services VIII-2
- 6500 Health VIII-8

This Page Intentionally Left Blank.



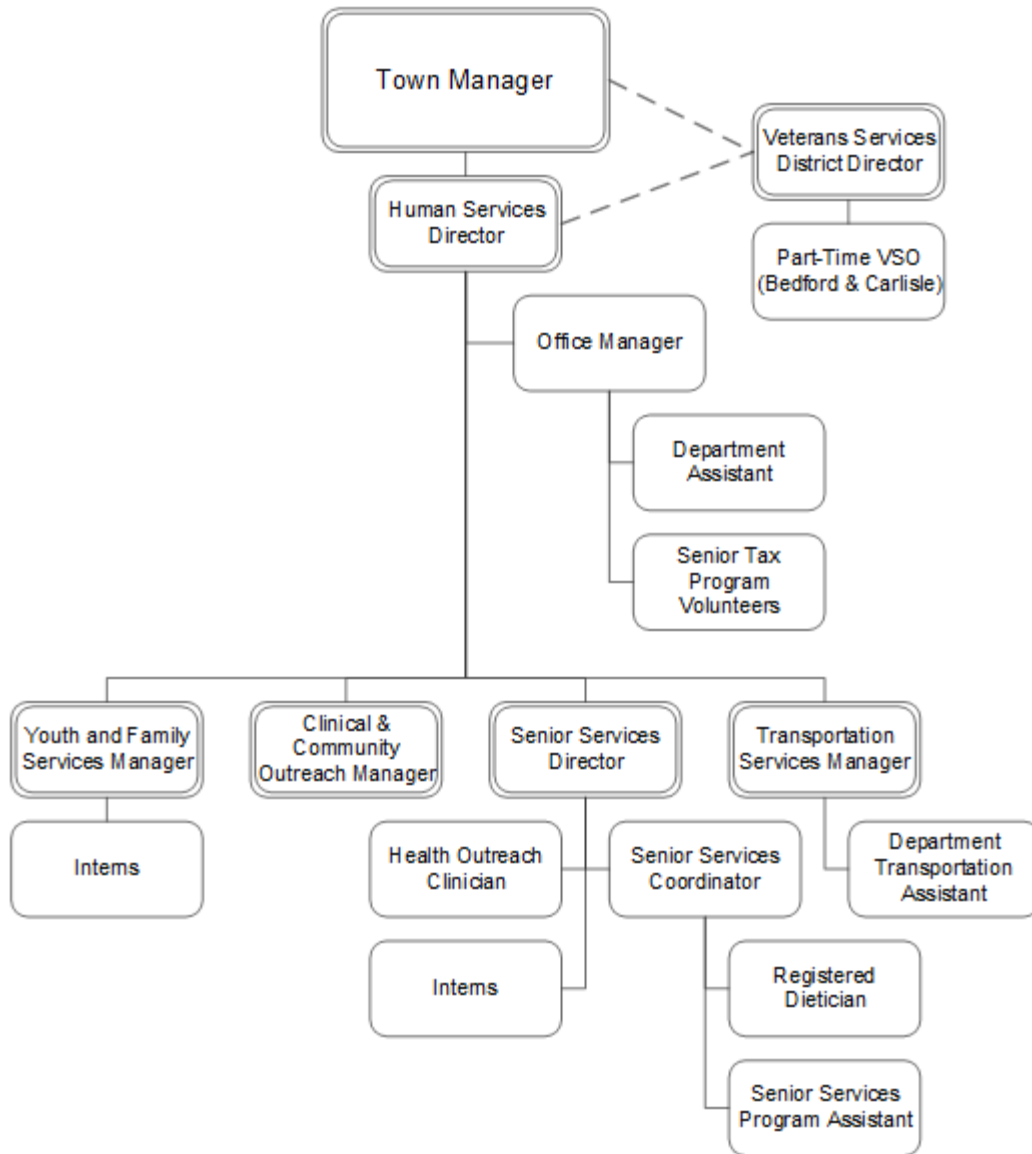
**Mission:** The Human Services Department connects Lexington residents across the lifespan to information, support and services that promote health and well being; and is responsible for managing the Lexpress bus system, Lex-Connect taxi, and other transportation initiatives. The department seeks to identify the unmet needs of our community by providing outreach and prevention services to families, seniors, veterans and youth.

**Budget Overview:** The Human Services Department is organized to provide services and support to residents of all ages. Department Staff oversee the following divisions: Administration and Outreach, Senior Services, Youth and Family Services, Veterans' Services and Transportation Services. Since moving to the Lexington Community Center in 2015, attendance, walk-in visits, phone calls and requests for information have increased significantly.

Staff from Senior Services and Youth and Family Services provide senior, youth and intergenerational programming, assessments, information and referral, short-term counseling and case management, financial assistance, and consultation on life changes. Veterans' services staff provide veterans in Lexington, Bedford, and Carlisle with information and connection to State and Federal benefits, as well as work with colleagues to plan Town celebrations and special events that honor Veterans. Transportation Staff manage the Lexpress bus and Lex-Connect taxi, as well as provide travel consultation on other transit options.

### **Departmental Initiatives:**

1. Continue to prioritize diversity, equity, and inclusion in all internal operations and external programming.
2. Support and promote access to mental health services through direct therapeutic services offered by the department and community partners.
3. Reestablish the work of the Mental Health Task Force.
4. Participate in and advocate for housing-related initiatives that create more access to housing resources, promote housing diversity across the lifespan, and allow residents to age in place.
5. Increase awareness and utilization of Lexpress.
6. To enhance transportation options and mobility and induce mode shift in accordance with town goals and plans.



## Authorized/Appropriated Staffing:

	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>	<b>FY2025 Request</b>
Director of Human Services	1	1	1	1
Senior Services Director	1	1	1	1
Youth & Family Services Manager	1	1	1	1
Clinical & Community Outreach Manager	1	1	1	1
Senior Services Coordinator	1	1	1	1
Health Outreach Clinician	0.57	0.57	0.57	0.57
Office Manager	1	1	1	1
Department Assistant	0.69	0.69	0.69	0.69
Veterans' Services District Director*	1	1	1	1
Veterans' Services Officer*	0.51	0.51	0.51	0.51
Transportation Services Manager	1	1	1	1
Department Transportation Assistant	0.80	0.80	0.80	0.80
Registered Dietician**	PT	PT	PT	PT
Senior Services Assistant**	PT	PT	PT	PT
<b>Total FTE</b>	<b>10.57</b>	<b>10.57</b>	<b>10.57</b>	<b>10.57</b>
<b>Total FT/PT</b>	<b>8FT / 6PT</b>	<b>8FT / 6PT</b>	<b>8FT / 6PT</b>	<b>8FT / 6PT</b>

\*The Veterans' Services District Director and Officer are shared positions between Lexington, Bedford, and Carlisle.

\*\*The part-time temporary positions of Registered Dietician and Senior Services Assistant are fully funded by grants from the Executive Office of Elder Affairs.



**Budget Recommendations:**

The recommended FY2025 All Funds Human Services budget is \$2,076,762 which is a \$3,312 or 0.16% increase from the revised FY2024 budget. 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. FY2025 reflects the addition of a one-time Community Transit grant for \$200,000. The Towns of Bedford and Carlisle fund a portion of the Veterans' Services budget through an Intermunicipal Veterans' District agreement.

The Human Services FY2025 recommended General Fund operating budget request is \$1,513,939 and reflects a \$(187,759) or (11.03)% decrease from the revised FY2024 budget.

The General Fund operating budget for Compensation is \$750,616, and reflects a \$1,699 or 0.23% increase, which reflects the cost of contractually obligated step increases and cost of living adjustments, offset by staff turnover. 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 \$763,323 and reflects a \$(189,458) or (19.88)% decrease, which reflects a decrease in contractual services. This decrease is due to the award of a \$200,000 Community Transit grant for transportation operating costs, and therefore the general fund budget has decreased by an equal amount. If this grant is not received in future years that cost will need to return to the General Fund. The current Lexpress contract has been extended through June 30, 2025 and a Request for Proposals (RFP) will be issued in the coming month soliciting proposals for multiple options for levels of service and investment in busses going forward.

The FY2025 budget proposes to transfer \$125,000 from the Transportation Demand Management Stabilization Fund to cover transportation services, which is level from FY2024.

**Program Improvement Requests:**

None requested.

## Budget Summary - General Fund

Funding Sources (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,043,699	\$ 1,343,181	\$ 1,520,056	\$ 1,332,797	\$ (500)	\$ 1,332,297	\$ (187,759)	(12.35) %
Veteran Benefits Reimbursement	\$ 61,498	\$ 30,109	\$ 26,642	\$ 26,642	\$ —	\$ 26,642	\$ —	— %
TDM Allocation	\$ 95,000	\$ 95,000	\$ 125,000	\$ 125,000		\$ 125,000	\$ —	— %
Fees								
Lexpress Fares	\$ 16,010	\$ 12,417	\$ 30,000	\$ 30,000	\$ —	\$ 30,000	\$ —	— %
<b>Total 6000 - General Fund</b>	<b>\$ 1,216,207</b>	<b>\$ 1,480,707</b>	<b>\$ 1,701,698</b>	<b>\$ 1,514,439</b>	<b>\$ (500)</b>	<b>\$ 1,513,939</b>	<b>\$ (187,259)</b>	<b>(11.00) %</b>

Appropriation Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 687,126	\$ 681,739	\$ 748,917	\$ 750,616	\$ —	\$ 750,616	\$ 1,699	0.23 %
Expenses	\$ 529,081	\$ 798,968	\$ 952,781	\$ 763,823	\$ (500)	\$ 763,323	\$ (189,458)	(19.88) %
<b>Total 6000 - General Fund</b>	<b>\$ 1,216,207</b>	<b>\$ 1,480,707</b>	<b>\$ 1,701,698</b>	<b>\$ 1,514,439</b>	<b>\$ (500)</b>	<b>\$ 1,513,939</b>	<b>\$ (187,759)</b>	<b>(11.03) %</b>

Program Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 6110 Administration	\$ 227,095	\$ 237,276	\$ 248,094	\$ 233,061	\$ (500)	\$ 232,561	\$ (15,533)	(6.26) %
Total 6140 Veterans' Services	\$ 76,743	\$ 55,304	\$ 94,655	\$ 94,992	\$ —	\$ 94,992	\$ 337	0.36 %
Total 6150 Youth & Family Services	\$ 186,389	\$ 168,456	\$ 215,694	\$ 224,907	\$ —	\$ 224,907	\$ 9,213	4.27 %
Total 6170 Senior Services & Community Programs	\$ 178,149	\$ 174,235	\$ 205,383	\$ 205,869	\$ —	\$ 205,869	\$ 486	0.24 %
Total 6210 Transportation Services	\$ 547,831	\$ 845,436	\$ 937,872	\$ 755,610	\$ —	\$ 755,610	\$ (182,262)	(19.43) %
<b>Total 6000 - General Fund</b>	<b>\$ 1,216,207</b>	<b>\$ 1,480,707</b>	<b>\$ 1,701,698</b>	<b>\$ 1,514,439</b>	<b>\$ (500)</b>	<b>\$ 1,513,939</b>	<b>\$ (187,259)</b>	<b>(11.00) %</b>

Object Code Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 687,126	\$ 681,739	\$ 748,917	\$ 750,616	\$ —	\$ 750,616	\$ 1,699	0.23 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Personal Services</i>	<i>\$ 687,126</i>	<i>\$ 681,739</i>	<i>\$ 748,917</i>	<i>\$ 750,616</i>	<i>\$ —</i>	<i>\$ 750,616</i>	<i>\$ 1,699</i>	<i>0.23 %</i>
Contractual Services	\$ 495,250	\$ 771,333	\$ 914,036	\$ 725,678	\$ (500)	\$ 725,178	\$ (188,858)	(20.66) %
Utilities	\$ 3,217	\$ 2,075	\$ 3,260	\$ 3,265	\$ —	\$ 3,265	\$ 5	0.15 %
Supplies	\$ 26,997	\$ 21,987	\$ 30,985	\$ 30,380	\$ —	\$ 30,380	\$ (605)	(1.95) %
Small Capital	\$ 3,617	\$ 3,574	\$ 4,500	\$ 4,500	\$ —	\$ 4,500	\$ —	— %
<i>Expenses</i>	<i>\$ 529,081</i>	<i>\$ 798,968</i>	<i>\$ 952,781</i>	<i>\$ 763,823</i>	<i>\$ (500)</i>	<i>\$ 763,323</i>	<i>\$ (188,958)</i>	<i>(19.83) %</i>
<b>Total 6000 - General Fund</b>	<b>\$ 1,216,207</b>	<b>\$ 1,480,707</b>	<b>\$ 1,701,698</b>	<b>\$ 1,514,439</b>	<b>\$ (500)</b>	<b>\$ 1,513,939</b>	<b>\$ (187,259)</b>	<b>(11.00) %</b>

## Budget Summary - Revolving Funds\* and Grants

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
EOEA Grant	\$ 94,764	\$ 124,992	\$ 124,992	\$ 126,112	\$ —	\$ 126,112	\$ 1,120	0.90 %
Veterans Services Regional Funding	\$ 97,641	\$ 81,400	\$ 106,760	\$ 96,711	\$ —	\$ 96,711	\$ (10,049)	(9.41) %
Senior Services Revolving Fund*	\$ 42,011	\$ 54,371	\$ 75,000	\$ 75,000	\$ —	\$ 75,000	\$ —	— %
Community Transit Grant	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ 200,000	\$ 200,000	— %
MBTA Grant	\$ 58,493	\$ 55,000	\$ 65,000	\$ 65,000	\$ —	\$ 65,000	\$ —	— %
<b>Total 6000 - Non-General Fund</b>	<b>\$ 292,909</b>	<b>\$ 315,763</b>	<b>\$ 371,752</b>	<b>\$ 562,823</b>	<b>\$ —</b>	<b>\$ 562,823</b>	<b>\$ 191,071</b>	<b>51.40 %</b>

\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriations Summary (Non-General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
<b>EOEA Grant</b>	<b>\$ 87,951</b>	<b>\$ 85,299</b>	<b>\$ 124,992</b>	<b>\$ 126,112</b>	<b>\$ —</b>	<b>\$ 126,112</b>	<b>\$ 1,120</b>	<b>0.90 %</b>
Personal Services	\$ 62,954	\$ 62,177	\$ 68,447	\$ 68,447	\$ —	\$ 68,447	\$ —	— %
Expenses	\$ 24,997	\$ 23,122	\$ 56,545	\$ 57,665	\$ —	\$ 57,665	\$ 1,120	1.98 %
<b>Veterans' Services Regional Funding</b>	<b>\$ 97,459</b>	<b>\$ 81,194</b>	<b>\$ 106,760</b>	<b>\$ 96,711</b>	<b>\$ —</b>	<b>\$ 96,711</b>	<b>\$ (10,049)</b>	<b>(9.41)%</b>
Personal Services	\$ 93,830	\$ 79,042	\$ 104,485	\$ 94,001	\$ —	\$ 94,001	\$ (10,484)	(10.03) %
Expenses	\$ 3,629	\$ 2,152	\$ 2,275	\$ 2,710	\$ —	\$ 2,710	\$ 435	19.12 %
<b>Senior Services Revolving Fund</b>								
Expenses	\$ 29,461	\$ 56,182	\$ 75,000	\$ 75,000	\$ —	\$ 75,000	\$ —	— %
<b>Transportation Services Grant Funding</b>								
Expenses	\$ 58,493	\$ 65,000	\$ 65,000	\$ 265,000	\$ —	\$ 265,000	\$ 200,000	307.69 %
<b>Total 6000 - Non-General Fund</b>	<b>\$ 273,364</b>	<b>\$ 287,676</b>	<b>\$ 371,752</b>	<b>\$ 562,823</b>	<b>\$ —</b>	<b>\$ 562,823</b>	<b>\$ 191,071</b>	<b>51.40 %</b>

## Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 843,910	\$ 822,959	\$ 921,849	\$ 913,064	\$ —	\$ 913,064	\$ (8,785)	(0.95) %
Expenses	\$ 645,661	\$ 945,424	\$ 1,151,601	\$ 1,164,198	\$ (500)	\$ 1,163,698	\$ 12,097	1.05 %
<b>Total 6000 Human Services (All Funds)</b>	<b>\$ 1,489,570</b>	<b>\$ 1,768,383</b>	<b>\$ 2,073,450</b>	<b>\$ 2,077,262</b>	<b>\$ (500)</b>	<b>\$ 2,076,762</b>	<b>\$ 3,312</b>	<b>0.16 %</b>

This Page Intentionally Left Blank.

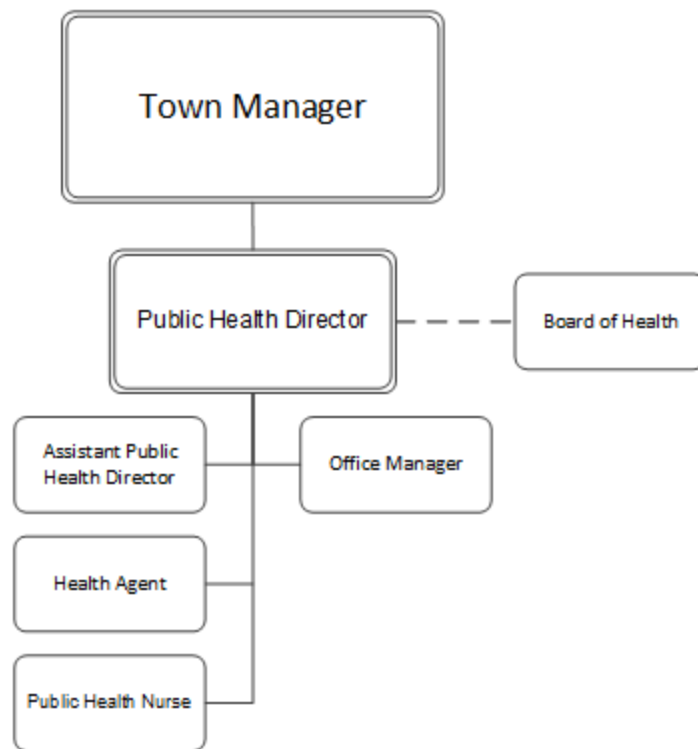


**Mission:** Under the direction of the Lexington Board of Health, the mission of the Lexington Health Department is to prevent disease and promote wellness in order to protect and improve the health and quality of life of its residents, visitors and workforce.

**Budget Overview:** Beginning in FY2024, the Public Health Office became a separate Public Health Department to better reflect the vital importance of Local Public Health, and is no longer a division of what is now called the Land Use, Housing and Development Department (LUHD) (Program 7000). 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, infectious disease surveillance and case investigation activities, oversight and enforcement of all state and local community health and environmental health regulations, mosquito-borne disease prevention efforts, public vaccination clinics, and public health emergency planning and response efforts. The Health Department staff is comprised of the Health Director, an Assistant Health Director, a Health Agent, a Public Health Nurse and an Office Manager.

**Department Initiatives:**

1. Strive to make the Health Department more visible and accessible to residents, businesses and staff as a reference, resource and trusted municipal partner.
2. Continue to review all the local Board of Health regulations, and update as necessary, to coincide with current State and Federal regulations, standards and best practices. Research and develop new regulations as necessary.
3. Emphasis on developing programming and services with a focus on Health Equity, Diversity and Inclusion.
4. Implementation of new inspection software and tablets has decreased reliance on paper forms and allows for more efficient and accurate record keeping. Will continue to support enhanced customer service satisfaction and improve staff efficiency by updating Health permit applications in ViewPoint Cloud as necessary.
5. Continue involvement with the newly formed Central Middlesex Medical Reserve Corps. Offer preparedness trainings and classes for the community such as Stop the Bleed and Behavioral First Aid.
6. Continue to grow the Clinical Public Health programs including expanding the availability of adult and pediatric vaccines, beyond flu vaccine, Senior Wellness Clinics, CPR/First Aid, collaborate with Human Services Health Outreach Clinician to expand services to Elders, and collaborate with other clinical partners in the community. Research grant opportunities to fund future programs and services. Continue to monitor and be a resource for Covid-19 concerns in the community and to offer COVID vaccines.
7. Evaluate and expand the Environmental focus of the Health Department by offering or sponsoring trainings, certifications or education, such as ServSafe for food establishments, septic/cesspool maintenance, well water testing, mosquito/tick safety. Work with partners to address hoarding in the community through a multi-disciplined approach.
8. Research grants and other financial opportunities to enhance and expand functions of the Health Department such as the FDA Voluntary Retail Food Grant, Public Health Excellence Grants, NACCHO grants for the MRC, or other opportunities offered by the Office of Local and Regional Health of the Massachusetts Department of Public Health.

**Authorized/Appropriated Staffing**

	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>	<b>FY2025 Request</b>
Public Health Director	1	1	1	1
Asst. Public Health Director	1	1	1	1
Public Health Agent	1	1	1	1
Public Health Nurse*	0.6	1	1	1
Office Manager**	—	—	1	1
<b>Total FTE</b>	<b>3.6</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>
<b>Total FT/PT</b>	<b>3FT/1PT</b>	<b>5FT/0PT</b>	<b>5FT/0PT</b>	<b>5FT/0PT</b>

In FY2023, the Public Health Nurse position transitioned to a full-time position via a program improvement. From FY2009-FY2022, the position was shared between Lexington (.6) and Belmont (.4).

\*\*In FY2024 a Land Use Department Assistant was reclassified to Office Manager for the new Health Department.

**Budget Recommendations:**

The recommended FY2025 All Funds Health budget inclusive of the General Fund operating budget and the Health Program Revolving Fund, which funds health clinics, is \$695,148. The recommended budget is a \$37,835 or 5.76% increase from the FY2024 budget.

The FY2025 recommended Health General Fund operating budget is \$545,148, which is a \$17,835 or 3.38% increase from the FY2024 General Fund budget.

The General Fund operating budget for Compensation is \$458,098 and reflects a \$31,585 or 7.41% increase due to the cost of contractually obligated step increases and cost of living adjustments.

The General Fund operating budget for Expenses is \$87,050, a \$(13,750) or (13.64)% decrease from FY2024, which reflects a decrease in contractual services, partly offset by an increase in supplies required for the new department, as well as mileage costs to cover personal vehicle use for health inspections.

The FY2025 Health Programs Revolving Fund is recommended at \$110,000, a \$20,000 or 22.22% increase from the FY2024 authorization, which is attributed to a rise in vaccines costs. First authorized in FY2021, a revolving fund for Lab Animal Permits is recommended at \$40,000 to handle inspections for an increasing number of lab animals in the commercial and industrial properties in town.

**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	
Health Dept. Staff Electric Vehicle	\$ 50,000	\$ —	\$ 50,000	\$ —	\$ —	\$ —	\$ 50,000 *

\*This project is not recommended from the General Fund, but is being recommended to be funded from ARPA funds.



**Budget Summary - General Fund**

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 258,585	\$ 298,905	\$ 487,313	\$ 521,148	\$ (16,000)	\$ 505,148	\$ 17,835	3.66 %
Directed Funding								
Permits	\$ 71,990	\$ 105,830	\$ 40,000	\$ 40,000	\$ —	\$ 40,000	\$ —	— %
<b>Total 6500 Health</b>	<b>\$ 330,575</b>	<b>\$ 404,735</b>	<b>\$ 527,313</b>	<b>\$ 561,148</b>	<b>\$ (16,000)</b>	<b>\$ 545,148</b>	<b>\$ 17,835</b>	<b>3.38 %</b>

Appropriation Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 266,439	\$ 355,674	\$ 426,513	\$ 458,098	\$ —	\$ 458,098	\$ 31,585	7.41 %
Expenses	\$ 64,135	\$ 49,061	\$ 100,800	\$ 103,050	\$ (16,000)	\$ 87,050	\$ (13,750)	(13.64)%
<b>Total 6500 Health</b>	<b>\$ 330,575</b>	<b>\$ 404,735</b>	<b>\$ 527,313</b>	<b>\$ 561,148</b>	<b>\$ (16,000)</b>	<b>\$ 545,148</b>	<b>\$ 17,835</b>	<b>3.38 %</b>

Object Code Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 265,934	\$ 352,226	\$ 424,697	\$ 456,258	\$ —	\$ 456,258	\$ 31,561	7.43 %
Overtime	506	3,448	1,816	1,840	—	1,840	24	1.32 %
<i>Personal Services</i>	<i>\$ 266,439</i>	<i>\$ 355,674</i>	<i>\$ 426,513</i>	<i>\$ 458,098</i>	<i>\$ —</i>	<i>\$ 458,098</i>	<i>\$ 31,585</i>	<i>7.41 %</i>
Contractual Services	\$ 59,637	\$ 43,165	\$ 90,750	\$ 91,250	\$ (16,000)	\$ 75,250	\$ (15,500)	(17.08)%
Utilities	\$ 1,453	\$ 1,867	\$ 2,800	\$ 2,800	\$ —	\$ 2,800	\$ —	— %
Supplies	\$ 3,045	\$ 4,028	\$ 7,250	\$ 9,000	\$ —	\$ 9,000	\$ 1,750	24.14 %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Expenses</i>	<i>\$ 64,135</i>	<i>\$ 49,061</i>	<i>\$ 100,800</i>	<i>\$ 103,050</i>	<i>\$ (16,000)</i>	<i>\$ 87,050</i>	<i>\$ (13,750)</i>	<i>(13.64)%</i>
<b>Total 6500 Health</b>	<b>\$ 330,575</b>	<b>\$ 404,735</b>	<b>\$ 527,313</b>	<b>\$ 561,148</b>	<b>\$ (16,000)</b>	<b>\$ 545,148</b>	<b>\$ 17,835</b>	<b>3.38 %</b>

**Budget Summary - Revolving Funds\***

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Health Programs Revolving Fund	\$ 27,176	\$ 63,998	\$ 90,000	\$ 90,000	\$ —	\$ 90,000	\$ —	— %
Lab Animal Permits Revolving Fund	\$ —	\$ 25,000	\$ 40,000	\$ 40,000	\$ —	\$ 40,000	\$ —	— %
<b>Total 6500 Health</b>	<b>\$ 27,176</b>	<b>\$ 88,998</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ —</b>	<b>\$ 130,000</b>	<b>\$ —</b>	<b>— %</b>

\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
<b>6500 - Health Programs Revolving Fund</b>								
<i>Expenses</i>	<i>\$ 34,207</i>	<i>\$ 50,690</i>	<i>\$ 90,000</i>	<i>\$ 90,000</i>	<i>\$ 20,000</i>	<i>\$ 110,000</i>	<i>\$ 20,000</i>	<i>22.22 %</i>
<b>6500 - Lab Animal Permits Revolving Fund</b>								
<i>Expenses</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ 40,000</i>	<i>\$ 40,000</i>	<i>\$ —</i>	<i>\$ 40,000</i>	<i>\$ —</i>	<i>— %</i>
<b>Total 6500 Health</b>	<b>\$ 34,207</b>	<b>\$ 50,690</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 20,000</b>	<b>\$ 150,000</b>	<b>\$ 20,000</b>	<b>15.38 %</b>

**Budget Summary - All Funds**

Appropriation Summary (All Funds)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 266,439	\$ 355,674	\$ 426,513	\$ 458,098	\$ —	\$ 458,098	\$ 31,585	7.41 %
Expenses	\$ 98,342	\$ 99,750	\$ 230,800	\$ 233,050	\$ 4,000	\$ 237,050	\$ 6,250	2.71 %
<b>Total 6500 Health - All Funds</b>	<b>\$ 364,781</b>	<b>\$ 455,425</b>	<b>\$ 657,313</b>	<b>\$ 691,148</b>	<b>\$ 4,000</b>	<b>\$ 695,148</b>	<b>\$ 37,835</b>	<b>5.76 %</b>

This Page Intentionally Left Blank.



# Section IX: Program 7000: Land Use, Housing and Development Department

---

This section includes detailed information about the FY2025 Operating Budget & Financing Plan for the Land Use, Housing and Development Department. It includes:

- |                             |       |
|-----------------------------|-------|
| • 7100-7400 Summary         | IX-3  |
| • 7110 Building and Zoning  | IX-10 |
| • 7120 Administration       | IX-14 |
| • 7130 Conservation         | IX-17 |
| • 7200 Planning             | IX-21 |
| • 7300 Economic Development | IX-25 |

This Page Intentionally Left Blank.



## 7100-7400 Program Summary

---

**Mission:** The Land Use, Health and Development department was created in 2015 to support the Town Manager, under the direction of an Assistant Town Manager for Development, by providing strategic leadership and accountability for a new Department comprising the Planning, Economic Development, Building & Zoning, Conservation, and Public Health functions, and by managing land-related negotiations, acquisitions, agreements, restrictions, leases. The Department included those offices 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 building code, zoning, wetland protection, planning, economic development, housing and land-use. This structure enabled the Town to further streamline code enforcement, program and policy development, and outreach and educational activities related to commercial, residential and public development and local public health.

In recent years the COVID-19 pandemic highlighted the vital importance of local public health, and in 2022 the Town Manager conducted an organization study of the Town's departmental structure. Based on that evaluation, the Health Office became a stand-alone Town department in FY2024 and is now separately reflected under Program 6500.

Further, Lexington's commitment to Affordable Housing goals has come to the forefront of the Town's initiatives. Going forward 'Housing' will be reflected in the Department's new name: the Land Use, Housing and Development Department.

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

- Building and Zoning is responsible for enforcing the State building, electrical, gas and plumbing codes, the local zoning bylaw, and Architectural Access Board Regulations.
- Conservation 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.
- Planning 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.
- Affordable Housing has become an increasing priority in Lexington, and the Town has recently established an Affordable Housing Trust to fund the preservation and creation of affordable housing units in Lexington. While the FY2025 budget does not reflect dedicated staffing or expenses, the Town's Affordable Housing initiatives are expected to expand in future years.
- Economic Development 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 expanding the life sciences sector 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

## **7100-7400 Program Summary**

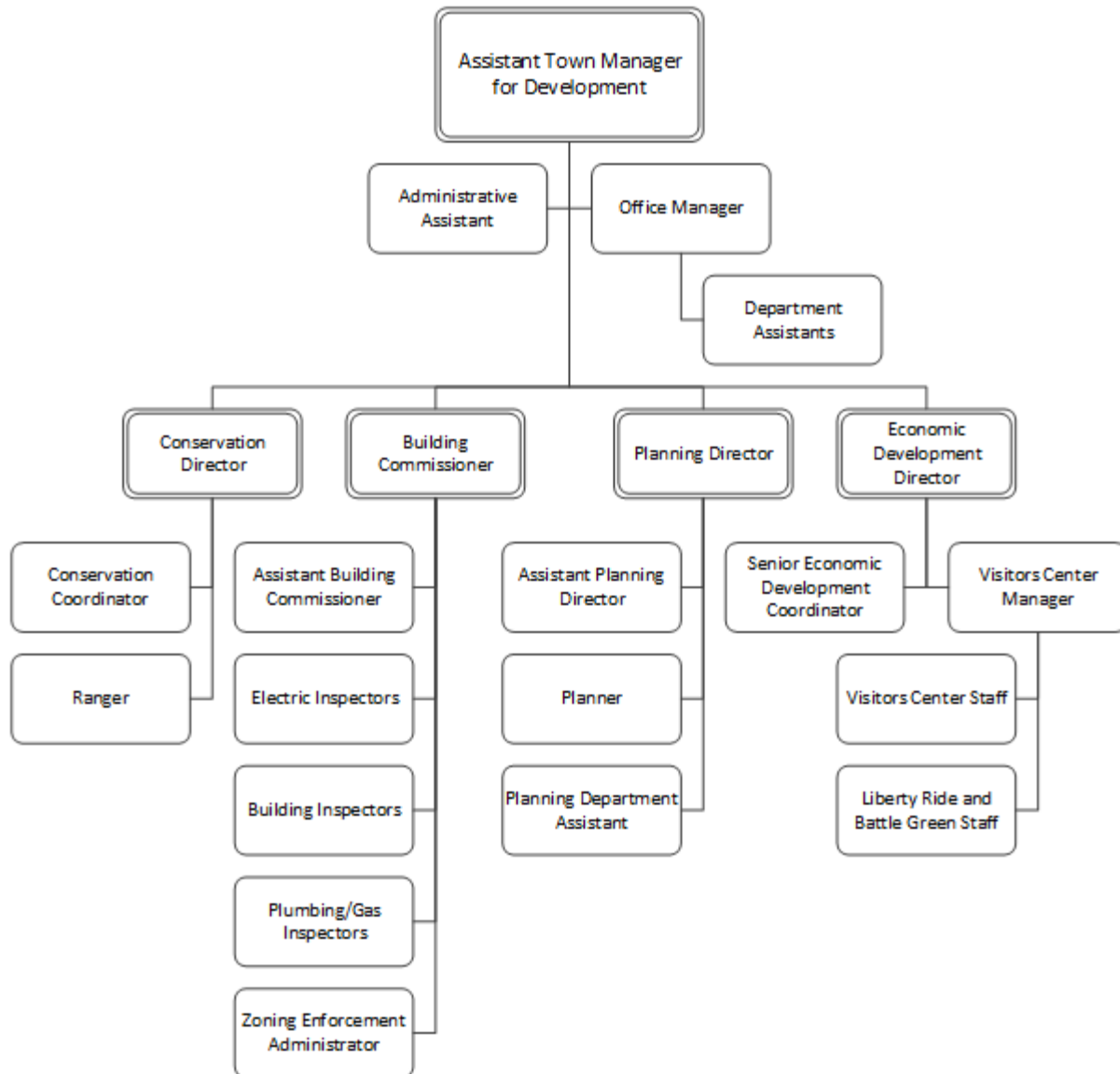
---

improve the business environment. The Economic Development Office manages the Visitors Center and Tourism operations.

### **Departmental Initiatives:**

1. Implement the Select Board's goals associated with the work of the Department.
2. Support the transition of the Public Health function into a new, separate Department, while continuing to coordinate with the Health staff to facilitate Health-related permitting of Economic Development and other development-related work.
3. Support affordable housing studies, plans, resources and initiatives, including the new Affordable Housing Trust, MBTA Multi-family, and Special Residential Developments.
4. Implement high priority and near-term action steps and recommendations of LexingtonNext, the Comprehensive Plan Update adopted September 2022.
5. Continue to support community input on the Bedford Street/Hartwell Avenue 25% design development with the Engineering Division.

## 7100-7400 Program Summary





## 7100-7400 Program Summary

### Authorized/Appropriated Staffing

	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>	<b>FY2025 Request</b>
Asst. Town Manager for Development	1	1	1	1
Administrative Assistant	1	1	1	1
Administration Dept Office Manager	1	1	1	1
Administration Dept Assistants*	4	4	3	3
Economic Development Director	1	1	1	1
Senior Economic Development Coordinator**	1	1	1	1
Visitor Center Manager	1	1	1	1
Visitor Center Staff (6PT)	4.75	4.75	4.75	4.75
Visitor Center PT Assistant Manager	0.56	0.56	0.56	0.56
Tour Service Coordinator***	—	—	1	1
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
Economic Development Intern	Seasonal	Seasonal	Seasonal	Seasonal
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	1	1	1	1
Planning Dept. Assistant	1	1	1	1
Conservation Director	1	1	1	1
Conservation Coordinator	1	1	1	1
Land Use Ranger	0.25	0.25	0.25	0.25
Conservation Regulatory Assistant****	—	—	—	—
Land Management Interns	Seasonal	Seasonal	Seasonal	Seasonal
Building Commissioner	1	1	1	1
Asst Building Commissioner	1	1	1	1
Building Inspector	1	1	1	1
Plumbing and Gas Inspector	1	1	1	1
Zoning Enforcement Administrator	1	1	1	1
Mechanical Inspector*****	—	—	—	1
Electric Inspector	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*****	0.38	0.58	0.58	0.58
Part-time Sealer of Weights and Measures*****	—	—	—	—
<b>Total FTE</b>	<b>28.32</b>	<b>28.52</b>	<b>28.52</b>	<b>29.52</b>
<b>Total FT/PT</b>	<b>22FT/8PT + Seasonal</b>	<b>22FT/8PT + Seasonal</b>	<b>22FT/9PT + Seasonal</b>	<b>22FT/9PT + Seasonal</b>

Note: In FY2024, the Public Health Office became a separate Town department.

\*In FY2024 a Land Use Department Assistant was reclassified to Office Manager for the new Health Department.

\*\*In FY2023, title change from Economic Development Coordinator to Senior Economic Development Coordinator.

\*\*\*In FY2024 the Liberty Ride Coordinator transitioned from part-time to full-time via a program improvement. Title change to Tour Service Coordinator.

\*\*\*\*A part-time seasonal non-benefited Conservation Regulatory Assistant position is recommended in the FY2025 budget. This position will be funded by wetland protection fees passed through from the State.

\*\*\*\*\*A Mechanical Inspector position is recommended for funding in the FY2025 budget.

\*\*\*\*\*The hours budgeted for part-time inspectors are filled by multiple individuals.

\*\*\*\*\*This is a part-time position shared with the Town of Burlington paid for as a contract service that does not add to overall headcount.

## 7100-7400 Program Summary

### Budget Recommendations:

The FY2025 recommended All Funds Land Use, Housing and Development Department budget, inclusive of the General Fund operating budget, the Tourism, Residential Engineering Review, and Wetland Protection Revolving Funds, is \$3,078,137, which is a \$131,454 or 4.46% increase from the FY2024 budget.

The FY2025 All Funds budget includes fee revenue from Wetlands Protection Act Notice of Intent (NOI) permitting process which is accounted for in a Revolving Fund. This Revolving Fund is authorized by Massachusetts General Law (MGL) Chapter 131, Section 40, which does not require appropriation by Town Meeting. The FY2025 budget includes a new part-time seasonal position for the Conservation department be funded by the wetland protection fees.

The FY2025 recommended Land Use, Housing and Development General Fund operating budget is \$2,442,606, which is a \$43,490 or 1.81% increase from the FY2024 General Fund budget.

The General Fund operating budget for Compensation is \$2,055,655 and reflects a \$31,076 or 1.53% increase, which funds contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. 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 \$386,951 and reflects an increase of \$12,414 or 3.31%, which is attributed to the addition of a new position in Building and Zoning, and an increase in contract expenses for the Economic Development Office.

The FY2025 recommended budget for the Residential Engineering Review and Tourism Revolving Funds is \$635,531, an increase of \$87,964 or 13.81% in the Tourism budget. Tourism is expected to increase around the Semiquincentennial celebration of the Battle of Lexington which will generate additional revenue and related expenses.

### 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	
Mechanical Inspector	\$ 49,920	\$ 18,359	\$ 68,279	\$ 49,920	\$ 18,359	\$ 68,279	\$ —
Conservation Land Chipping	\$ 5,000	\$ —	\$ 5,000	\$ —	\$ —	\$ —	\$ 5,000
Conservation Regulatory Assistant Hours	\$ 20,000	\$ 290	\$ 20,290	\$ 20,000	\$ 290	\$ 20,290	\$ — *
Full-time Assistant Visitors Center Manager	\$ 19,950	\$ 17,924	\$ 37,874	\$ —	\$ —	\$ —	\$ 37,874

\*This position is recommended to be funded from Wetland Protection Fees, and therefore is not a General Fund expense.

## 7100-7400 Program Summary

### Budget Summary - General Fund

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ (972,575)	\$(3,513,640)	\$ (292,084)	\$ (580,608)	\$ (5,686)	\$ (586,294)	\$ (294,210)	100.73 %
TDM Stabilization Fund	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 46,000	\$ —	— %
Fees & Charges								
Departmental Fees	\$ 92,260	\$ 51,956	\$ 79,200	\$ 86,900	\$ —	\$ 86,900	\$ 7,700	9.72 %
Licenses & Permits	\$ 2,853,029	\$5,591,197	\$ 2,566,000	\$2,896,000	\$ —	\$ 2,896,000	\$ 330,000	12.86 %
<b>Total 7100-7400 - General Fund</b>	<b>\$ 2,018,714</b>	<b>\$2,175,513</b>	<b>\$ 2,399,116</b>	<b>\$2,448,292</b>	<b>\$ (5,686)</b>	<b>\$ 2,442,606</b>	<b>\$ 43,490</b>	<b>1.81 %</b>

Appropriation Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,761,781	\$1,863,837	\$ 2,024,579	\$2,046,055	\$ 9,600	\$ 2,055,655	\$ 31,076	1.53 %
Expenses	\$ 256,933	\$ 311,676	\$ 374,537	\$ 402,237	\$ (15,286)	\$ 386,951	\$ 12,414	3.31 %
<b>Total 7100-7400 - General Fund</b>	<b>\$ 2,018,714</b>	<b>\$2,175,513</b>	<b>\$ 2,399,116</b>	<b>\$2,448,292</b>	<b>\$ (5,686)</b>	<b>\$ 2,442,606</b>	<b>\$ 43,490</b>	<b>1.81 %</b>

Level-Service Requests (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 7110 Building & Zoning	\$ 588,614	\$ 620,019	\$ 684,692	\$ 700,282	\$ 7,400	\$ 707,682	\$ 22,990	3.36 %
Total 7120 Administration	\$ 498,604	\$ 518,686	\$ 537,344	\$ 543,590	\$ (8,000)	\$ 535,590	\$ (1,754)	(0.33) %
Total 7130 Conservation	\$ 227,335	\$ 237,592	\$ 268,676	\$ 272,375	\$ (86)	\$ 272,289	\$ 3,613	1.34 %
Total 7200 Planning	\$ 396,705	\$ 429,169	\$ 458,751	\$ 463,966	\$ (5,000)	\$ 458,966	\$ 215	0.05 %
Total 7300 Economic Development	\$ 307,456	\$ 370,047	\$ 449,653	\$ 468,079	\$ —	\$ 468,079	\$ 18,426	4.10 %
<b>Total 7100-7400 - General Fund</b>	<b>\$ 2,018,714</b>	<b>\$2,175,513</b>	<b>\$ 2,399,116</b>	<b>\$2,448,292</b>	<b>\$ (5,686)</b>	<b>\$ 2,442,606</b>	<b>\$ 43,490</b>	<b>1.81 %</b>

Object Code Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,746,626	\$1,836,388	\$ 1,990,927	\$2,011,965	\$ 9,600	\$ 2,021,565	\$ 30,638	1.54 %
Overtime	\$ 15,155	\$ 27,449	\$ 33,652	\$ 34,090	\$ —	\$ 34,090	\$ 438	1.30 %
<i>Personal Services</i>	<i>\$ 1,761,781</i>	<i>\$1,863,837</i>	<i>\$ 2,024,579</i>	<i>\$2,046,055</i>	<i>\$ 9,600</i>	<i>\$ 2,055,655</i>	<i>\$ 31,076</i>	<i>1.53 %</i>
Contractual Services	\$ 209,510	\$ 244,181	\$ 310,026	\$ 336,426	\$ (7,786)	\$ 328,640	\$ 18,614	6.00 %
Utilities	\$ 9,982	\$ 9,005	\$ 10,561	\$ 10,981	\$ —	\$ 10,981	\$ 420	3.98 %
Supplies	\$ 37,441	\$ 58,490	\$ 51,950	\$ 52,830	\$ (7,500)	\$ 45,330	\$ (6,620)	(12.74) %
Small Capital	\$ —	\$ —	\$ 2,000	\$ 2,000	\$ —	\$ 2,000	\$ —	— %
<i>Expenses</i>	<i>\$ 256,933</i>	<i>\$ 311,676</i>	<i>\$ 374,537</i>	<i>\$ 402,237</i>	<i>\$ (15,286)</i>	<i>\$ 386,951</i>	<i>\$ 12,414</i>	<i>3.31 %</i>
<b>Total 7100-7400 - General Fund</b>	<b>\$ 2,018,714</b>	<b>\$2,175,513</b>	<b>\$ 2,399,116</b>	<b>\$2,448,292</b>	<b>\$ (5,686)</b>	<b>\$ 2,442,606</b>	<b>\$ 43,490</b>	<b>1.81 %</b>

## 7100-7400 Program Summary

### Budget Summary - Revolving Funds

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Residential Engineering Review Revolving Fund	\$ —	\$ —	\$ 57,600	\$ 57,600	\$ —	\$ 57,600	\$ —	— %
Wetland Protection Fees	\$ —	\$ —	\$ —	\$ 20,290		\$ 20,290	\$ 20,290	100.00 %
Liberty Ride Revolving Fund	\$ 72,083	\$ 113,376	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Visitor Center Revolving Fund	\$ 260,184	\$ 275,990	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Tourism Revolving Fund	\$ —	\$ —	\$ 413,150	\$ 560,000	\$ —	\$ 560,000	\$ 146,850	35.54 %
<b>Total 7100-7400 - Rev. Funds</b>	<b>\$ 332,267</b>	<b>\$ 389,367</b>	<b>\$ 470,750</b>	<b>\$ 637,890</b>	<b>\$ —</b>	<b>\$ 637,890</b>	<b>\$ 167,140</b>	<b>35.51 %</b>

*\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4, with the exception of the Wetland Protection Revolving Fund which does not require appropriation.*

Appropriation Summary (Revolving Funds)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
<b>7110 - Residential Engineering Review</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 57,600</b>	<b>\$ 57,600</b>	<b>\$ —</b>	<b>\$ 57,600</b>	<b>\$ —</b>	<b>— %</b>
Expenses	\$ —	\$ —	\$ 57,600	\$ 57,600	\$ —	\$ 57,600	\$ —	— %
<b>7130 - Wetland Protection</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 20,290</b>	<b>\$ 20,290</b>	<b>\$ 20,290</b>	<b>— %</b>
Compensation	\$ —	\$ —	\$ —	\$ —	\$ 20,290	\$ 20,290	\$ 20,290	— %
<b>7320 - Liberty Ride</b>	<b>\$ 146,758</b>	<b>\$ 7,076</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>— %</b>
Compensation	\$ 23,652	\$ 7,076	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 123,106	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Benefits	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<b>7340 - Visitor Center</b>	<b>\$ 255,101</b>	<b>\$184,859</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>— %</b>
Compensation	\$ 139,493	\$ 78,193	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 115,608	\$ 106,666	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Benefits	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<b>7350 - Tourism</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 489,967</b>	<b>\$557,641</b>	<b>\$ —</b>	<b>\$ 557,641</b>	<b>\$ 67,674</b>	<b>13.81 %</b>
Compensation	\$ —	\$ —	\$ 196,240	\$ 232,641	\$ —	\$ 232,641	\$ 36,401	18.55 %
Expenses	\$ —	\$ —	\$ 275,150	\$ 325,000	\$ —	\$ 325,000	\$ 49,850	18.12 %
Benefits	\$ —	\$ —	\$ 18,577	\$ —	\$ —	\$ —	\$ (18,577)	(100.00) %
<b>Total 7100-7400 - Rev. Funds</b>	<b>\$ 401,858</b>	<b>\$ 191,935</b>	<b>\$ 547,567</b>	<b>\$ 615,241</b>	<b>\$ 20,290</b>	<b>\$ 635,531</b>	<b>\$ 87,964</b>	<b>16.06 %</b>

### Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,924,926	\$1,949,106	\$ 2,220,819	\$2,278,696	\$ 29,890	\$ 2,308,586	\$ 87,767	3.95 %
Expenses	\$ 495,646	\$ 418,342	\$ 707,287	\$ 784,837	\$ (15,286)	\$ 769,551	\$ 62,264	8.80 %
Benefits	\$ —	\$ —	\$ 18,577	\$ —	\$ —	\$ —	\$ (18,577)	(100.00) %
<b>Total 7100-7400 - All Funds</b>	<b>\$ 2,420,572</b>	<b>\$2,367,448</b>	<b>\$ 2,946,683</b>	<b>\$3,063,533</b>	<b>\$ 14,604</b>	<b>\$ 3,078,137</b>	<b>\$ 131,454</b>	<b>4.46 %</b>

## 7110 Building & Zoning

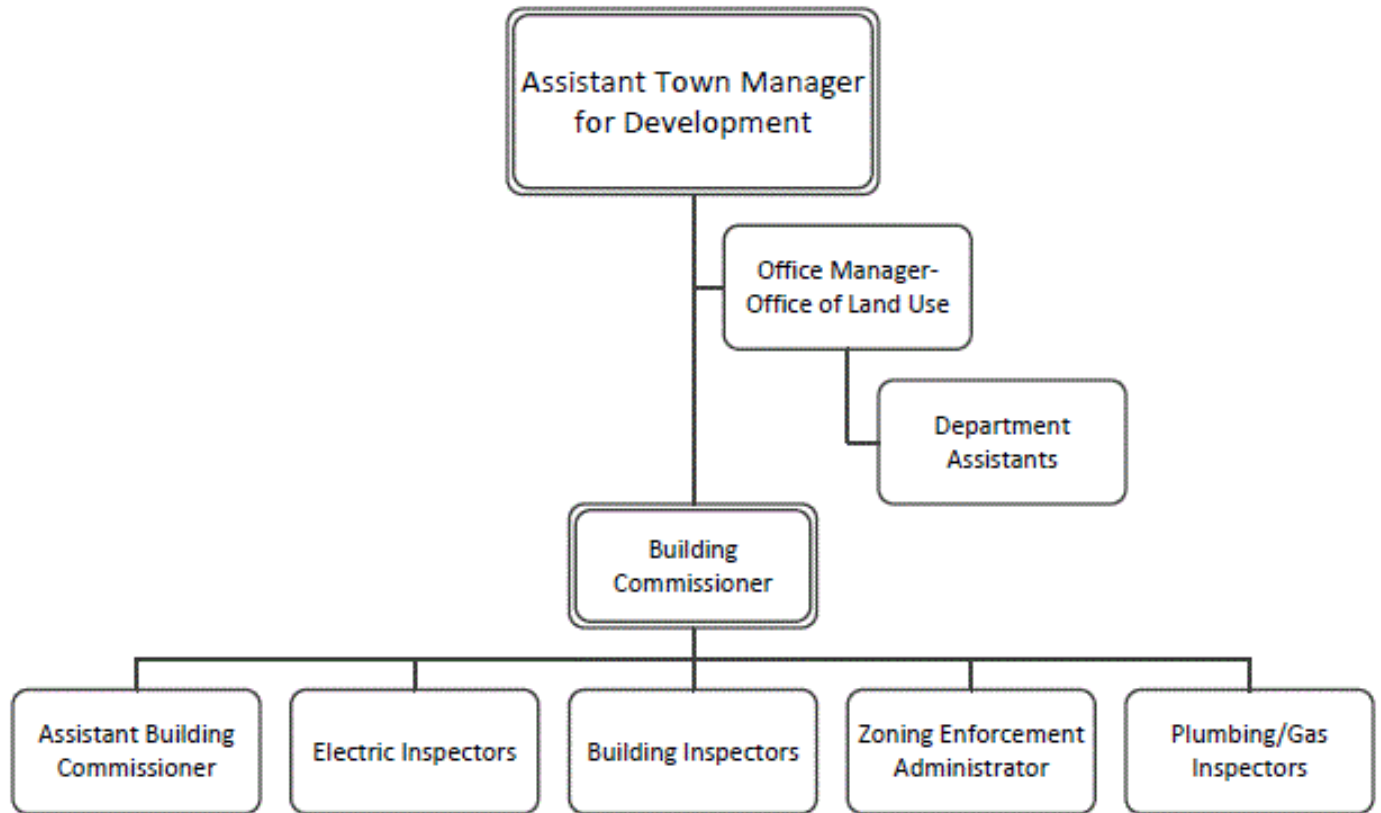
**Mission:** The Building and Zoning Division is a regulatory function with the goal of protecting the health and safety of residents. This role is fulfilled through the enforcement of building, zoning and land use regulations.

**Budget Overview:** The Building and Zoning Division enforces state building, electrical, plumbing, gas and mechanical codes, Architectural Access Board Regulations and local zoning bylaws. Staff, comprised of the Building Commissioner, Assistant 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.

### Division Initiatives:

1. Continue the efforts to improve and administer the online permitting system, assisting contractors and residents to obtain their permits without delays. The ViewPoint Cloud permit system requires all building, mechanical, sheet metal, zoning, electrical, plumbing and gas permits to be applied for electronically. This permitting system allows applicants to do much of their work from their office or home, thereby saving time and money from having to visit the Town offices.
2. Create a new staff position for a mechanical inspector. With the ever changing energy codes and sophisticated mechanical systems, the town should have a staff inspector position with expertise in the mechanical codes, equipment and installations.
3. Permit, inspect, monitor and ensure code compliance for the two new high rise laboratory buildings in the Hartwell District, as well as the new buildings proposed at 97 Hayden Ave. These three new buildings alone will create an enormous workload on inspectors and will require an extraordinary effort on all to insure success.
4. Prepare the staff, residents, contractors and designers of the new Fossil Fuel Free Bylaw, a new law that prohibits/limits the use of natural gas and propane in new and existing homes and most commercial buildings.
5. Assist the Select Board to continue with their efforts to implement a stormwater permitting system for all new homes built, regardless of the lot size. The Board recently added smaller projects that trigger site plan review, and their next steps will be adding all the new home lots so that stormwater will not adversely effect the neighbors and town roads

## 7110 Building & Zoning



### Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
Building Commissioner	1	1	1	1
Asst. Bldg. Commissioner	1	1	1	1
Building Inspectors	1	1	1	1
Plumbing and Gas Inspector	1	1	1	1
Zoning Enforcement Administrator	1	1	1	1
Electric Inspector	1	1	1	1
Mechanical Inspector*	—	—	—	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**	0.38	0.58	0.58	0.58
Part-time Sealer of Weights and Measures***	—	—	—	—
<b>Total FTE</b>	<b>6.76</b>	<b>6.96</b>	<b>6.96</b>	<b>7.96</b>
<b>Total FT/PT</b>	<b>6FT/3PT</b>	<b>6FT/3PT</b>	<b>6FT/4PT</b>	<b>6FT/4PT</b>

\*A Mechanical Inspector position is recommended for funding in the FY2025 budget.

\*\*The hours budgeted for part-time inspectors are filled by multiple individuals.

\*\*\*This is a part-time position shared with the Town of Burlington paid for as a contract service that does not add to overall headcount.

## **7110 Building & Zoning**

### **Budget Recommendations:**

The FY2025 recommended All Funds Building and Zoning budget is \$765,282, a \$22,990 or 3.10% increase from the FY2024 budget.

The FY2025 recommended General Fund Building and Zoning budget is \$707,682, a \$22,990 or 3.36% increase from the FY2024 budget.

The recommended budget for Compensation is \$664,842 and reflects a \$25,190 or 3.94% increase, which is due to contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. This increase includes funding for a part-time, benefited Mechanical Inspector position in FY2025.

The recommended budget for Expenses is \$42,840, a (4.88)% decrease from FY2024.

### **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	
Mechanical Inspector	\$ 49,920	\$ 18,359	\$ 68,279	\$ 49,920	\$ 18,359	\$ 68,279	\$ —



## 7110 Building & Zoning

### Budget Summary:

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ (2,204,914)	\$ (4,872,663)	\$ (1,853,808)	\$ (2,208,218)	\$ 7,400	\$ (2,200,818)	\$ (347,010)	18.72 %
Directed Funding								
Departmental Fees	\$ 12,490	\$ 7,315	\$ 12,500	\$ 12,500	\$ —	\$ 12,500	\$ —	— %
Licenses and Permits	\$ 2,781,039	\$ 5,485,367	\$ 2,526,000	\$ 2,896,000	\$ —	\$ 2,896,000	\$ 370,000	14.65 %
<b>Total 7110 Building and Zoning</b>	<b>\$ 588,614</b>	<b>\$ 620,019</b>	<b>\$ 684,692</b>	<b>\$ 700,282</b>	<b>\$ 7,400</b>	<b>\$ 707,682</b>	<b>\$ 22,990</b>	<b>3.36 %</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 557,775	\$ 584,341	\$ 639,652	\$ 655,242	\$ 9,600	\$ 664,842	\$ 25,190	3.94 %
Expenses	\$ 30,839	\$ 35,678	\$ 45,040	\$ 45,040	\$ (2,200)	\$ 42,840	\$ (2,200)	(4.88)%
<b>Total 7110 Building and Zoning</b>	<b>\$ 588,614</b>	<b>\$ 620,019</b>	<b>\$ 684,692</b>	<b>\$ 700,282</b>	<b>\$ 7,400</b>	<b>\$ 707,682</b>	<b>\$ 22,990</b>	<b>3.36 %</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 551,423	\$ 575,550	\$ 633,147	\$ 648,652	\$ 9,600	\$ 658,252	\$ 25,105	3.97 %
Overtime	\$ 6,352	\$ 8,791	\$ 6,505	\$ 6,590	\$ —	\$ 6,590	\$ 85	1.31 %
<i>Personal Services</i>	<i>\$ 557,775</i>	<i>\$ 584,341</i>	<i>\$ 639,652</i>	<i>\$ 655,242</i>	<i>\$ 9,600</i>	<i>\$ 664,842</i>	<i>\$ 25,190</i>	<i>3.94 %</i>
Contractual Services	\$ 19,201	\$ 12,200	\$ 33,090	\$ 33,090	\$ (2,200)	\$ 30,890	\$ (2,200)	(6.65)%
Utilities	\$ 7,021	\$ 6,102	\$ 6,800	\$ 6,800	\$ —	\$ 6,800	\$ —	— %
Supplies	\$ 4,617	\$ 17,376	\$ 5,150	\$ 5,150	\$ —	\$ 5,150	\$ —	— %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Expenses</i>	<i>\$ 30,839</i>	<i>\$ 35,678</i>	<i>\$ 45,040</i>	<i>\$ 45,040</i>	<i>\$ (2,200)</i>	<i>\$ 42,840</i>	<i>\$ (2,200)</i>	<i>(4.88)%</i>
<b>Total 7110 Building and Zoning</b>	<b>\$ 588,614</b>	<b>\$ 620,019</b>	<b>\$ 684,692</b>	<b>\$ 700,282</b>	<b>\$ 7,400</b>	<b>\$ 707,682</b>	<b>\$ 22,990</b>	<b>3.36 %</b>

### Budget Summary - Revolving Funds\*

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Residential Engineering Review	\$ —	\$ —	\$ 57,600	\$ 57,600		\$ 57,600	\$ —	— %
<b>Total 7110 B&amp;Z Rev. Funds</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 57,600</b>	<b>\$ 57,600</b>	<b>\$ —</b>	<b>\$ 57,600</b>	<b>\$ —</b>	<b>— %</b>

\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
<b>7110 - Residential Engineering Review Revolving Fund</b>								
<i>Expenses</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ 57,600</i>	<i>\$ 57,600</i>		<i>\$ 57,600</i>	<i>\$ —</i>	<i>— %</i>
<b>Total 7110 B&amp;Z Rev. Funds</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 57,600</b>	<b>\$ 57,600</b>	<b>\$ —</b>	<b>\$ 57,600</b>	<b>\$ —</b>	<b>— %</b>

### Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 557,775	\$ 584,341	\$ 639,652	\$ 655,242	\$ 9,600	\$ 664,842	\$ 25,190	3.94 %
Expenses	\$ 30,839	\$ 35,678	\$ 102,640	\$ 102,640	\$ (2,200)	\$ 100,440	\$ (2,200)	(2.14)%
<b>Total 7110 B&amp;Z - All Funds</b>	<b>\$ 588,614</b>	<b>\$ 620,019</b>	<b>\$ 742,292</b>	<b>\$ 757,882</b>	<b>\$ 7,400</b>	<b>\$ 765,282</b>	<b>\$ 22,990</b>	<b>3.10 %</b>

## **7120 Administration**

---

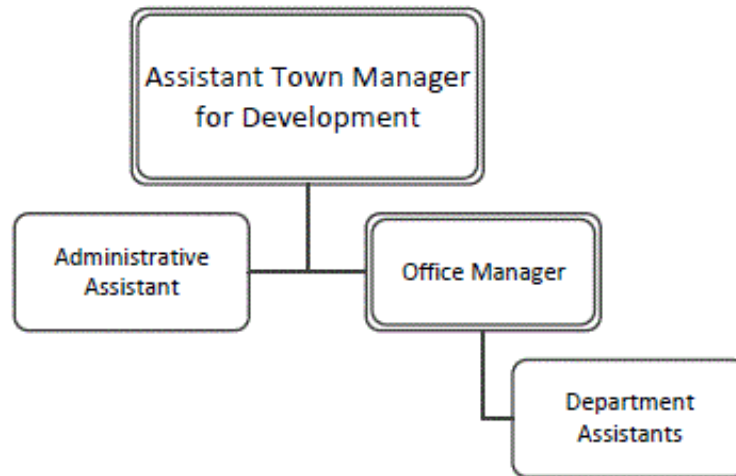
**Mission:** To develop comprehensive regulatory and technical assistance services to town residents and commercial entities transacting development business with the Town.

**Budget Overview:** Administration provides management oversight and administrative support to the Building and Zoning, Conservation, Planning and Economic Development Offices 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, Administrative Assistant and three Department Assistants, 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 for Development position oversees all operations of the five divisions within the Land Use, Housing and Development Department.

### **Division Initiatives:**

1. Support the Town's housing initiatives, including the Affordable Housing Trust, and potential buy-downs for greater affordability in MBTA Multi-family and Special Residential Development projects, and support anticipated recommendations of the Housing Feasibility Study.
2. Direct the Department in supporting the Select Board's updated goals and the Planning Board's work plan, including LexingtonNext and other adopted Town plans related to the Department's work.
3. Assist the Town Manager in planning and executing on operations and delegated strategic actions in land use, housing, conservation, building, planning, preservation and economic development.

## 7120 Administration



### Authorized/Appropriated Staffing

	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>	<b>FY2025 Request</b>
Asst. Town Manager for Development	1	1	1	1
Administrative Assistant	1	1	1	1
Office Manager	1	1	1	1
Department Assistants*	4	4	3	3
<b>Total FTE</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>6</b>
<b>Total FT/PT</b>	<b>7 FT</b>	<b>7 FT</b>	<b>6 FT</b>	<b>6 FT</b>

\*In FY2024 a Land Use Department Assistant was reclassified to Office Manager for the new Health Department.

## 7120 Administration

### Budget Recommendations:

The recommended FY2025 General Fund budget for the Office of Administration is \$535,590, a decrease of \$(1,754) or (0.33)% from the FY2024 budget.

The General Fund operating budget for Compensation is \$480,690 and reflects a decrease of \$(3,254) or (0.67)% due to staff turnover, partly offset by contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. 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 \$54,900 and reflects a net increase of \$1,500 or 2.81%, which incorporates adjustments to reflect anticipated FY2025 expenditures.

### Program Improvement Requests:

None requested.

### Budget Summary:

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 490,504	\$ 510,586	\$ 523,644	\$ 522,190	\$ (8,000)	\$ 514,190	\$ (9,454)	(1.81)%
Directed Funding								
Departmental Fees	\$ 8,100	\$ 8,100	\$ 13,700	\$ 21,400	\$ —	\$ 21,400	\$ 7,700	56.20 %
<b>Total 7120 Administration</b>	<b>\$ 498,604</b>	<b>\$ 518,686</b>	<b>\$ 537,344</b>	<b>\$ 543,590</b>	<b>\$ (8,000)</b>	<b>\$ 535,590</b>	<b>\$ (1,754)</b>	<b>(0.33)%</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 470,270	\$ 471,814	\$ 483,944	\$ 480,690	\$ —	\$ 480,690	\$ (3,254)	(0.67)%
Expenses	\$ 28,334	\$ 46,872	\$ 53,400	\$ 62,900	\$ (8,000)	\$ 54,900	\$ 1,500	2.81 %
<b>Total 7120 Administration</b>	<b>\$ 498,604</b>	<b>\$ 518,686</b>	<b>\$ 537,344</b>	<b>\$ 543,590</b>	<b>\$ (8,000)</b>	<b>\$ 535,590</b>	<b>\$ (1,754)</b>	<b>(0.33)%</b>

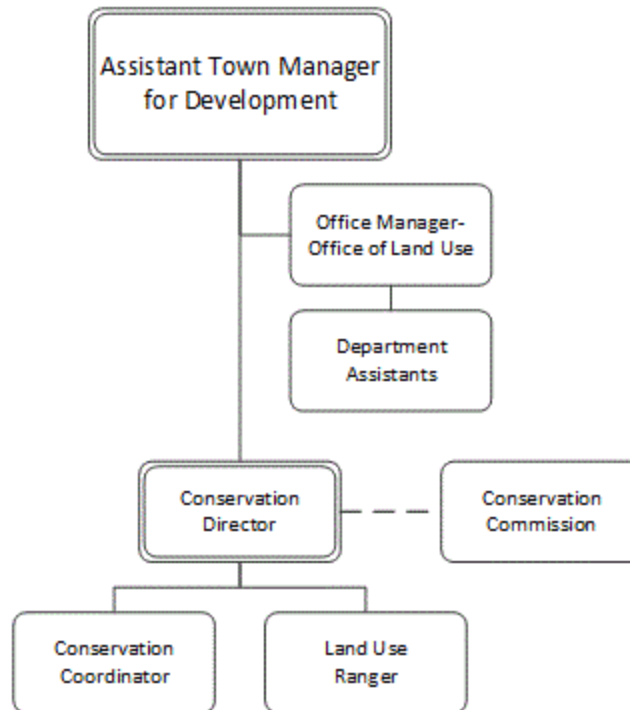
Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 464,759	\$ 462,340	\$ 470,952	\$ 467,529	\$ —	\$ 467,529	\$ (3,423)	(0.73)%
Overtime	\$ 5,512	\$ 9,474	\$ 12,992	\$ 13,161	\$ —	\$ 13,161	\$ 169	1.30 %
<i>Personal Services</i>	<i>\$ 470,270</i>	<i>\$ 471,814</i>	<i>\$ 483,944</i>	<i>\$ 480,690</i>	<i>\$ —</i>	<i>\$ 480,690</i>	<i>\$ (3,254)</i>	<i>(0.67)%</i>
Contractual Services	\$ 17,203	\$ 32,436	\$ 45,200	\$ 46,700	\$ (500)	\$ 46,200	\$ 1,000	2.21 %
Utilities	\$ 630	\$ 595	\$ 700	\$ 700	\$ —	\$ 700	\$ —	— %
Supplies	\$ 10,501	\$ 13,841	\$ 7,500	\$ 15,500	\$ (7,500)	\$ 8,000	\$ 500	6.67 %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Expenses</i>	<i>\$ 28,334</i>	<i>\$ 46,872</i>	<i>\$ 53,400</i>	<i>\$ 62,900</i>	<i>\$ (8,000)</i>	<i>\$ 54,900</i>	<i>\$ 1,500</i>	<i>2.81 %</i>
<b>Total 7120 Administration</b>	<b>\$ 498,604</b>	<b>\$ 518,686</b>	<b>\$ 537,344</b>	<b>\$ 543,590</b>	<b>\$ (8,000)</b>	<b>\$ 535,590</b>	<b>\$ (1,754)</b>	<b>(0.33)%</b>

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

**Budget Overview:** The Conservation Division 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 Conservation 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 Director 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.

**Division Initiatives:**

1. Continue to enhance the conservation work flows and inspection checklists in the ViewPoint Cloud Opengov online permitting system, to streamline and reduce the complexities of wetland protection regulatory process as much as feasible.
2. Implement recommendations of the Seven Year Action Plan of the 2023 Open Space and Recreation Plan in collaboration with Recreation and Community Programs and other applicable staff, boards, and committees.
3. Implement the Conservation Improvements, comprised of 20 acres of meadow preservation, as appropriated through the participatory budget process with ARPA funds.
4. Complete the Land Management Planning process for the Concord Avenue Conservation parcels and implement the various recommendations as approved by the Conservation Commission.
5. Implement the numerous conservation land management and stewardship prioritized projects, including Wright Farm Barn Stabilization (FY2023 CPA) and Conceptual Site Access Design and Parking (FY2021 CPA), Willard's Woods Accessible Improvements Construction (FY2024 CPA), and Whipple Hill Trail Repair and Fire Access Construction (FY2024 CPA funding).
6. Plan for and acquire open space parcels as prioritized by the Conservation Commission.



## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
Conservation Director	1	1	1	1
Conservation Coordinator	1	1	1	1
Land Use Ranger	0.26	0.26	0.26	0.26
Conservation Regulatory Assistant*	—	—	—	—
Seasonal Land Management Interns	Seasonal	Seasonal	Seasonal	Seasonal
<b>Total FTE</b>	<b>2.26</b>	<b>2.26</b>	<b>2.26</b>	<b>2.26</b>
<b>Total FT/PT</b>	<b>2FT/1PT + Seasonals</b>	<b>2FT/1PT + Seasonals</b>	<b>2FT/1PT + Seasonals</b>	<b>2FT/1PT + Seasonals</b>

\*A part-time seasonal non-benefited Conservation Regulatory Assistant position is recommended in the FY2025 budget. This position will be funded by wetland protectoin fees passed through from the State.

## Budget Recommendations:

The recommended FY2025 All Funds Conservation budget is \$292,579, an increase of \$23,903 or 8.90% from the FY2024 budget. The FY25 budget recommends funding for a part-time seasonal non-benefited Conservation Regulatory Assistant. This position will be funded by permit fee revenue generated from projects filed through the state's Wetlands Protection Act Notice of Intent (NOI) permitting process.

The recommended FY2025 General Fund Conservation budget is \$272,289, an increase of \$3,613 or 1.34% from the FY2024 budget.

This includes a \$3,699 or 1.56% increase in Compensation to reflect contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$30,961, a (0.28)% decrease compared to FY2024.

## 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	
Conservation Regulatory Assistant Hours	\$ 20,000	\$ 290	\$ 20,290	\$ 20,000	\$ 290	\$ 20,290	\$ — *
Conservation Land Chipping	\$ 5,000	\$ —	\$ 5,000	\$ —	\$ —	\$ —	\$ 5,000

\*This position is recommended to be funded from Wetland Protection Fees, and therefore is not a General Fund expense.



# 7130 Conservation

## Budget Summary:

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 217,335	\$ 227,382	\$ 265,676	\$ 269,375	\$ (86)	\$ 269,289	\$ 3,613	1.36 %
Directed Funding								
Departmental Fees	\$ 10,000	\$ 10,210	\$ 3,000	\$ 3,000	\$ —	\$ 3,000	\$ —	— %
<b>Total 7130 Conservation</b>	<b>\$ 227,335</b>	<b>\$ 237,592</b>	<b>\$ 268,676</b>	<b>\$ 272,375</b>	<b>\$ 20,204</b>	<b>\$ 272,289</b>	<b>\$ 3,613</b>	<b>1.34 %</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 206,246	\$ 216,451	\$ 237,629	\$ 241,328		\$ 241,328	\$ 3,699	1.56 %
Expenses	\$ 21,089	\$ 21,141	\$ 31,047	\$ 31,047	\$ (86)	\$ 30,961	\$ (86)	(0.28) %
<b>Total 7130 Conservation</b>	<b>\$ 227,335</b>	<b>\$ 237,592</b>	<b>\$ 268,676</b>	<b>\$ 272,375</b>	<b>\$ (86)</b>	<b>\$ 272,289</b>	<b>\$ 3,613</b>	<b>1.34 %</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 204,700	\$ 213,565	\$ 234,470	\$ 238,128		\$ 238,128	\$ 3,658	1.56 %
Overtime	\$ 1,546	\$ 2,885	\$ 3,159	\$ 3,200	\$ —	\$ 3,200	\$ 41	1.30 %
<i>Personal Services</i>	<i>\$ 206,246</i>	<i>\$ 216,451</i>	<i>\$ 237,629</i>	<i>\$ 241,328</i>	<i>\$ —</i>	<i>\$ 241,328</i>	<i>\$ 3,699</i>	<i>1.56 %</i>
Contractual Services	\$ 13,148	\$ 15,464	\$ 22,186	\$ 22,186	\$ (86)	\$ 22,100	\$ (86)	(0.39) %
Utilities	\$ 1,851	\$ 1,889	\$ 3,061	\$ 3,061	\$ —	\$ 3,061	\$ —	— %
Supplies	\$ 6,090	\$ 3,788	\$ 5,800	\$ 5,800	\$ —	\$ 5,800	\$ —	— %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Expenses</i>	<i>\$ 21,089</i>	<i>\$ 21,141</i>	<i>\$ 31,047</i>	<i>\$ 31,047</i>	<i>\$ (86)</i>	<i>\$ 30,961</i>	<i>\$ (86)</i>	<i>(0.28) %</i>
<b>Total 7130 Conservation</b>	<b>\$ 227,335</b>	<b>\$ 237,592</b>	<b>\$ 268,676</b>	<b>\$ 272,375</b>	<b>\$ (86)</b>	<b>\$ 272,289</b>	<b>\$ 3,613</b>	<b>1.34 %</b>

## Budget Summary - Revolving Funds\*

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Wetland Protection Fees	\$ —	\$ —	\$ —	\$ —	\$ 20,290	\$ 20,290	\$ 20,290	100.00 %
<b>Total 7130 Revolving Fund</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 20,290</b>	<b>\$ 20,290</b>	<b>\$ 20,290</b>	<b>\$ 20,290</b>	<b>100.00 %</b>

\*This Revolving Fund is authorized by Massachusetts General Law (MGL) Chapter 131, Section 40 and does not require appropriation.

Appropriations Summary (Non-General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
<b>Wetland Protection</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 20,290</b>	<b>\$ 20,290</b>	<b>\$ 20,290</b>	<b>100.00 %</b>
<i>Personal Services</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ 20,290</i>	<i>\$ 20,290</i>	<i>\$ 20,290</i>	<i>100.00 %</i>
<i>Expenses</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>— %</i>
<b>Total 7130 - Revolving Fund</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 20,290</b>	<b>\$ 20,290</b>	<b>\$ 20,290</b>	<b>— %</b>

## Budget Summary - All Funds

Appropriations Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 206,246	\$ 216,451	\$ 237,629	\$ 241,328	\$ 20,290	\$ 261,618	\$ 23,989	10.10 %
Expenses	\$ 21,089	\$ 21,141	\$ 31,047	\$ 31,047	\$ (86)	\$ 30,961	\$ (86)	(0.28) %
<b>Total 7300 - All Funds</b>	<b>\$ 227,335</b>	<b>\$ 237,592</b>	<b>\$ 268,676</b>	<b>\$ 272,375</b>	<b>\$ 20,204</b>	<b>\$ 292,579</b>	<b>\$ 23,903</b>	<b>8.90 %</b>

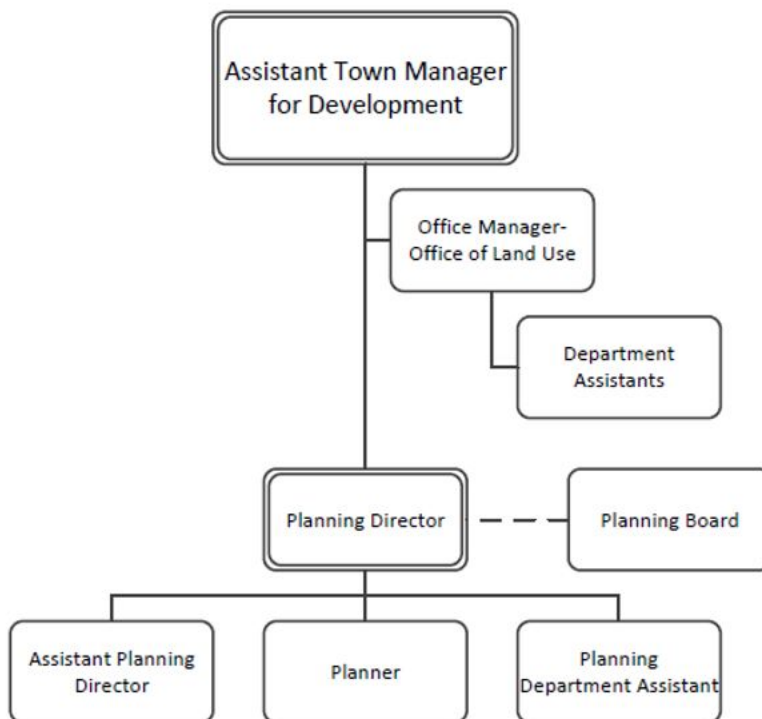
**Mission:** The Planning Office helps residents envision and work toward a community that serves the needs of all its citizens and to manage growth and change. The Planning Office provides staff assistance to the Planning Board, helps to administer the Zoning Bylaw and reviews development permit applications 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 development, site plan review applications, as well as proposing and making recommendations on all 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 participants 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, Transportation Safety Group, and provides assistance to the Housing Partnership Board, Parking Management Group, Transportation Forum, the HOME Consortium, and the Boston Metropolitan Planning Organization.

### **Division Initiatives:**

1. Implement various recommendations in LexingtonNext, the Town's updated Comprehensive Plan, which will guide future land development and preservation activities over the next 5, 10-15 years, and beyond.
2. Assemble and support the Planning Board's Annual Work Plan to ensure alignment with Lexington Next.
3. Propose and adopt zoning amendments outlined in Lexington NEXT to promote various economic development and housing goals such as more affordable housing and maximizing commercial development.
4. Collaborate with members of the Land Use, Housing, and Development (LUHD) Department and other staff members to plan and execute short- and long-term planning initiatives.
5. Adopt and implement District Plans for Lexington's Transportation Demand Management Overlay Districts (TMOD) for South Lexington and Forbes Road - Marrett Street.



## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 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
<b>Total FTE</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Total FT/PT</b>	<b>4 FT</b>	<b>4 FT</b>	<b>4 FT</b>	<b>4 FT</b>

**Budget Recommendations:**

The FY2025 recommended General Fund Planning Office budget is \$458,966, which is an increase of \$215 or 0.05% from the FY2024 budget.

The General Fund operating budget for Compensation is \$382,016 and reflects a \$615 or 0.16% increase from the FY2024 budget, due to contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$76,950 which reflects a (0.52)% decrease from FY2024.

**Program Improvement Requests:**

None.

**Budget Summary**

<b>Funding Sources</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Estimate</b>	<b>FY2025 Projected</b>	<b>Manager's Add/Del</b>	<b>FY2025 Projected</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Tax Levy	\$ 335,035	\$ 402,839	\$ 408,751	\$ 413,966	\$ (5,000)	\$ 408,966	\$ 215	0.05 %
Directed Funding								
Fees	\$ 61,670	\$ 26,331	\$ 50,000	\$ 50,000	\$ —	\$ 50,000	\$ —	— %
<b>Total 7200 Planning</b>	<b>\$ 396,705</b>	<b>\$ 429,169</b>	<b>\$ 458,751</b>	<b>\$ 463,966</b>	<b>\$ (5,000)</b>	<b>\$ 458,966</b>	<b>\$ 215</b>	<b>0.05 %</b>

<b>Appropriation Summary</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Appropriation</b>	<b>FY2025 Request</b>	<b>Manager's Add/Del</b>	<b>FY2025 Recommended</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Compensation	\$ 352,206	\$ 363,863	\$ 381,401	\$ 382,016	\$ —	\$ 382,016	\$ 615	0.16 %
Expenses	\$ 44,499	\$ 65,306	\$ 77,350	\$ 81,950	\$ (5,000)	\$ 76,950	\$ (400)	(0.52)%
<b>Total 7200 Planning</b>	<b>\$ 396,705</b>	<b>\$ 429,169</b>	<b>\$ 458,751</b>	<b>\$ 463,966</b>	<b>\$ (5,000)</b>	<b>\$ 458,966</b>	<b>\$ 215</b>	<b>0.05 %</b>

<b>Object Code Summary</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Appropriation</b>	<b>FY2025 Request</b>	<b>Manager's Add/Del</b>	<b>FY2025 Recommended</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Salaries & Wages	\$ 350,460	\$ 358,094	\$ 373,403	\$ 373,914	\$ —	\$ 373,914	\$ 511	0.14 %
Overtime	\$ 1,745	\$ 5,770	\$ 7,998	\$ 8,102	\$ —	\$ 8,102	\$ 104	1.30 %
<i>Personal Services</i>	<i>\$ 352,206</i>	<i>\$ 363,863</i>	<i>\$ 381,401</i>	<i>\$ 382,016</i>	<i>\$ —</i>	<i>\$ 382,016</i>	<i>\$ 615</i>	<i>0.16 %</i>
Contractual Services	\$ 41,848	\$ 62,648	\$ 72,350	\$ 78,650	\$ (5,000)	\$ 73,650	\$ 1,300	1.80 %
Utilities	\$ 480	\$ 420	\$ —	\$ 420	\$ —	\$ 420	\$ 420	— %
Supplies	\$ 2,170	\$ 2,238	\$ 5,000	\$ 2,880	\$ —	\$ 2,880	\$ (2,120)	(42.40)%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Expenses</i>	<i>\$ 44,499</i>	<i>\$ 65,306</i>	<i>\$ 77,350</i>	<i>\$ 81,950</i>	<i>\$ (5,000)</i>	<i>\$ 76,950</i>	<i>\$ (400)</i>	<i>(0.52)%</i>
<b>Total 7200 Planning</b>	<b>\$ 396,705</b>	<b>\$ 429,169</b>	<b>\$ 458,751</b>	<b>\$ 463,966</b>	<b>\$ (5,000)</b>	<b>\$ 458,966</b>	<b>\$ 215</b>	<b>0.05 %</b>

## **7300 Economic Development**

---

**Mission:** The Economic Development Office works to encourage new investment and support for our local businesses - big and small. A strong local business environment 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 resources. The Economic Development Office also cultivates and maintains relationships with State-level partners for business development, tourism, and infrastructure investment opportunities. The Economic Development Office works to leverage economic opportunities from tourism through the operations of the Visitors Center, the Liberty Ride Trolley Tour, and the Battle Green Guides program. Sharing our role in American history attracts many thousands of visitors to Lexington each year. These visitors help to support our local businesses which contributes to our community's overall economic sustainability.

**Budget Overview:** The Economic Development Office is tasked with strengthening the commercial tax base, providing services to existing and prospective businesses, and overseeing tourism functions and staff. The Economic Development Office works on initiatives with input from the Economic Development Advisory Committee, the Lexington Center Committee, and the Tourism Committee.

In prior years, the Economic Development budget was divided into three elements: the Economic Development Office, the Liberty Ride Trolley Tour Program, and the Visitors Center Operations. Starting in FY2024, the recommended budget combined the Liberty Ride Revolving Fund and the Visitor Center Revolving Fund into one Tourism Revolving Fund.

The Liberty Ride is a trolley tour of Lexington and Concord which also serves as the only transportation link to the area's historic sites. The Visitors Center, located next to the Lexington Battle Green serves as gateway for over 120,000 people who come to visit Lexington every year and generates revenue from gift shop retail sales to offset operating costs. The Town recently completed construction of a new Visitors Center which opened to the public in spring 2020.

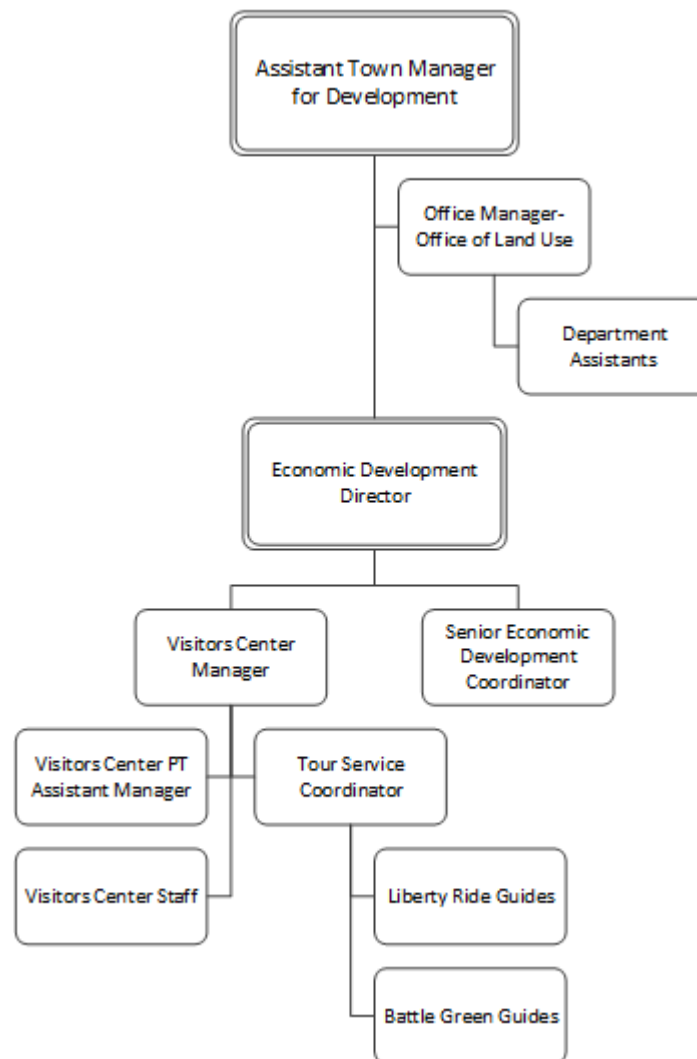
### **Division Initiatives:**

1. Ensure long-term viability of Lexington businesses
2. Implement and complete the wayfinding project for East Lexington.
3. Launch the Tourism Website with a 250th webpage.
4. The ED office will also be working on a store back improvement program for East Lexington to improve the stores to be more attractive and vibrant, and on landscape design community outreach and implementation for East Lexington.

## 7300 Economic Development

### Tourism/Visitor Activities

1. Expand programs & retail operations in the Visitors Center.
2. Develop additional materials for non-English speaking visitors and implement the Freedoms Way Grant.
3. Identify other funding opportunities to augment revenue for the tourism revolving funds.
4. Increase the use of social media and target online advertising to increase visits to Lexington.





## 7300 Economic Development

### Authorized/Appropriated Staffing

	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>	<b>FY2025 Request</b>
Economic Development Director	1	1	1	1
Senior Economic Development Coordinator*	1	1	1	1
Economic Development Intern	Seasonal	Seasonal	Seasonal	Seasonal
Visitor Center Manager	1	1	1	1
Visitor Center Staff (6PT)	4.75	4.75	4.75	4.75
Visitor Center Assistant Manager	0.56	0.56	0.56	0.56
Tour Service Coordinator**	—	—	1	1
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
<b>Total FTE</b>	<b>8.31</b>	<b>8.31</b>	<b>9.31</b>	<b>9.31</b>
<b>Total FT/PT</b>	<b>1FT/1PT + Seasonal</b>	<b>3FT/7PT + Seasonal</b>	<b>4FT/7PT + Seasonal</b>	<b>4FT/7PT + Seasonal</b>

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) and 30 seasonal workers from April to October.

\*In FY2023, title changed from Economic Development Coordinator to Senior Economic Development Coordinator.

\*\*In FY2024, the part-time Tour Service Coordinator was upgraded to a full-time position within the Tourism Revolving Fund via a program improvement.

## 7300 Economic Development

### Budget Recommendations:

The FY2025 recommended All Funds Economic Development budget, inclusive of the General Fund operating budget and the Tourism Revolving Fund, is \$1,025,720, which is a \$86,100 or 9.16% increase from the FY2024 budget.

The FY2025 recommended General Fund Economic Development operating budget is \$468,079, which is a \$18,426 or 4.10% increase from the FY2024 General Fund budget. The recommended General Fund operating budget for Compensation is \$286,779, and reflects a \$4,826 or 1.71% increase, which captures contractually obligated step increases. 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 General Fund operating budget for Expenses is \$181,300, an increase of \$13,600 or 8.11%, primarily due to increases in printing, advertising and professional services expenses. Contractual costs include expenses associated with the REV Shuttle, a business-serving shuttle that runs between the Hartwell Avenue corridor and the Alewife Red Line Station, funded via a transfer from the Transportation Demand Management (TDM) Stabilization Fund.

The Tourism Revolving Fund combines the operations of Lexington Visitors Center and the Liberty Ride trolley service, both of which previously operated as independent Revolving Funds. The Tourism Revolving Fund will generate revenue from the sale of gift shop merchandise, the sale of ticketed walking tours on the Lexington Battle Green, and the sale of tickets and charters for the Liberty Ride trolley tour.

The Revolving Fund budget is \$557,641, an increase of \$67,674 or 13.81% compared to the FY2024 budget, which includes both the Liberty Ride and Visitor Center operations. This increase is reflective of a return to full operations post-pandemic, as well as seasonal staffing to support an expected increase in tourism in FY2025 due to the Semiquincentennial celebration of the Battle of Lexington.

The Liberty Ride trolley contract has been extended through March of 2025, prior to the spring tourism season. We expect to continue working with Joseph's Trolley through the end of this contract. The Office of Economic Development is exploring options for the Liberty Ride Trolley in future years.

### 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	
Full-time Assistant Visitors Center Manager	\$ 19,950	\$ 17,924	\$ 37,874	\$ —	\$ —	\$ —	\$ 37,874

## 7300 Economic Development

### Budget Summary - General Fund

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 261,456	\$ 324,047	\$ 403,653	\$ 422,079	\$ —	\$ 422,079	\$ 18,426	4.56 %
TDM Stabilization Fund	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 46,000	\$ —	— %
<b>Total 7300 - General Fund</b>	<b>\$ 307,456</b>	<b>\$ 370,047</b>	<b>\$ 449,653</b>	<b>\$ 468,079</b>	<b>\$ —</b>	<b>\$ 468,079</b>	<b>\$ 18,426</b>	<b>4.10 %</b>

Appropriation Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 175,284	\$ 227,368	\$ 281,953	\$ 286,779	\$ —	\$ 286,779	\$ 4,826	1.71 %
Expenses	\$ 132,172	\$ 142,679	\$ 167,700	\$ 181,300	\$ —	\$ 181,300	\$ 13,600	8.11 %
<b>Total 7300 - General Fund</b>	<b>\$ 307,456</b>	<b>\$ 370,047</b>	<b>\$ 449,653</b>	<b>\$ 468,079</b>	<b>\$ —</b>	<b>\$ 468,079</b>	<b>\$ 18,426</b>	<b>4.10 %</b>

Program Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
7310 Economic Development Office	\$ 307,456	\$ 370,047	\$ 449,653	\$ 468,079	\$ —	\$ 468,079	\$ 18,426	4.10 %
<b>Total 7300 - General Fund</b>	<b>\$ 307,456</b>	<b>\$ 370,047</b>	<b>\$ 449,653</b>	<b>\$ 468,079</b>	<b>\$ —</b>	<b>\$ 468,079</b>	<b>\$ 18,426</b>	<b>4.10 %</b>

Object Code Summary (General Fund)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 175,284	\$ 226,838	\$ 278,955	\$ 283,742	\$ —	\$ 283,742	\$ 4,787	1.72 %
Overtime	\$ —	\$ 529	\$ 2,998	\$ 3,037	\$ —	\$ 3,037	\$ 39	1.30 %
<i>Personal Services</i>	<i>\$ 175,284</i>	<i>\$ 227,368</i>	<i>\$ 281,953</i>	<i>\$ 286,779</i>	<i>\$ —</i>	<i>\$ 286,779</i>	<i>\$ 4,826</i>	<i>1.71 %</i>
Contractual Services	\$ 118,110	\$ 121,432	\$ 137,200	\$ 155,800	\$ —	\$ 155,800	\$ 18,600	13.56 %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ 14,062	\$ 21,247	\$ 28,500	\$ 23,500	\$ —	\$ 23,500	\$ (5,000)	(17.54) %
Small Capital	\$ —	\$ —	\$ 2,000	\$ 2,000	\$ —	\$ 2,000	\$ —	— %
<i>Expenses</i>	<i>\$ 132,172</i>	<i>\$ 142,679</i>	<i>\$ 167,700</i>	<i>\$ 181,300</i>	<i>\$ —</i>	<i>\$ 181,300</i>	<i>\$ 13,600</i>	<i>8.11 %</i>
<b>Total 7300 - General Fund</b>	<b>\$ 307,456</b>	<b>\$ 370,047</b>	<b>\$ 449,653</b>	<b>\$ 468,079</b>	<b>\$ —</b>	<b>\$ 468,079</b>	<b>\$ 18,426</b>	<b>4.10 %</b>

### Budget Summary - Revolving Funds\*

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Liberty Ride Rev. Fund	\$ 72,083	\$ 113,376	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Visitors Center Rev. Fund	\$ 260,184	\$ 275,990	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Tourism Revolving Fund	\$ —	\$ —	\$ 413,150	\$ 560,000	\$ —	\$ 560,000	\$ 146,850	35.54 %
<b>Total 7300 - Revolving Funds</b>	<b>\$ 332,267</b>	<b>\$ 389,367</b>	<b>\$ 413,150</b>	<b>\$ 560,000</b>	<b>\$ —</b>	<b>\$ 560,000</b>	<b>\$ 146,850</b>	<b>35.54 %</b>

\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
<b>7320 Liberty Ride Rev. Fund</b>	<b>\$ 146,758</b>	<b>\$ 7,076</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>— %</b>
Compensation	\$ 23,652	\$ 7,076	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 123,106	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<b>7340 Visitors Center Rev. Fund</b>	<b>\$ 255,101</b>	<b>\$ 184,859</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>— %</b>
Compensation	\$ 139,493	\$ 78,193	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 115,608	\$ 106,666	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<b>7350 Tourism Rev. Fund</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 489,967</b>	<b>\$ 557,641</b>	<b>\$ —</b>	<b>\$ 557,641</b>	<b>\$ 67,674</b>	<b>13.81 %</b>
Compensation	\$ —	\$ —	\$ 196,240	\$ 232,641	\$ —	\$ 232,641	\$ 36,401	18.55 %
Expenses	\$ —	\$ —	\$ 275,150	\$ 325,000	\$ —	\$ 325,000	\$ 49,850	18.12 %
Benefits	\$ —	\$ —	\$ 18,577	\$ —	\$ —	\$ —	\$ (18,577)	(100.00) %
<b>Total 7300 - Revolving Funds</b>	<b>\$ 401,858</b>	<b>\$ 191,935</b>	<b>\$ 489,967</b>	<b>\$ 557,641</b>	<b>\$ —</b>	<b>\$ 557,641</b>	<b>\$ 67,674</b>	<b>13.81 %</b>

# 7300 Economic Development

Program: Land Use, Housing and  
Development Department  
Town of Lexington, MA

## Budget Summary - All Funds

Appropriations Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 338,429	\$ 312,637	\$ 478,193	\$ 519,420	\$ —	\$ 519,420	\$ 41,227	8.62 %
Expenses	\$ 370,885	\$ 249,345	\$ 442,850	\$ 506,300	\$ —	\$ 506,300	\$ 63,450	14.33 %
Total 7300 - All Funds	\$ 709,314	\$ 561,982	\$ 939,620	\$1,025,720	\$ —	\$ 1,025,720	\$ 86,100	9.16 %

This Page Intentionally Left Blank.



# Section X: Program 8000: General Government

---

This section includes detailed information about the FY2025 Operating Budget & Financing Plan for General Government. It includes:

- |                                |      |
|--------------------------------|------|
| • 8100 Select Board            | X-1  |
| • 8200 Town Manager            | X-6  |
| • 8300 Town Committees         | X-11 |
| • 8400 Finance                 | X-13 |
| • 8500 Town Clerk              | X-18 |
| • 8600 Innovation & Technology | X-22 |

**Mission:** The Select Board, together with the Town Manager, represents the executive branch of the Town government. The Board consists of five members, elected for three-year terms. Select Board members 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 Select Board's Office, Town Counsel, the Annual Town Report, and the Public, Education, Governmental (PEG) programming budget.

Day-to-day operation of the Select Board's Office is under the direction of the Office Manager/Executive Clerk and the Department Assistant who assist the Select Board members and coordinate activities with the Town Manager's Office. The staff prepare the Annual and Special Town Meeting Warrants and assist the Select Board members in responding to questions and inquiries from the public. They also receive all contributions to Select Board gift accounts, the Fund for Lexington, the PTA Council Scholarship, the 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 approximately 320 Select Board appointments to more than 50 committees. In addition, the Select Board's Office notifies Lexington residents of all national, state and local elections.

Town Counsel represents the Town, through the Select Board and Town Manager, on all legal matters including litigation, contracts, drafting of Town bylaws and enforcement of bylaws through the Court system.

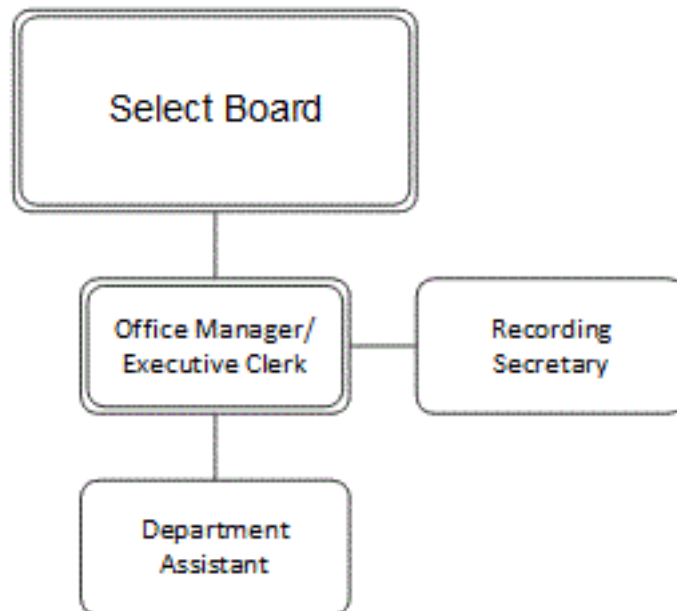
The Town Report is the official proceeding and activities of Town Government. It is required to be prepared annually under State law.

The PEG budget funds activities related to the Town's cable television programming. Under Massachusetts law, municipalities may receive up to 5% of the basic cable bill for PEG programming activities. These funds are largely used, under the guidance of the Communications Advisory Committee, to fund the LexMedia contract.

## **Departmental Initiatives:**

1. Enhance resident engagement with committees and improve communication effectiveness.
2. Continue to improve methods of communication between the Select Board and residents.
3. Transition public meeting agenda management to a new platform with the upcoming obsolescence of NovusAGENDA.





**Authorized/Appropriated Staffing**

	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>	<b>FY2025 Request</b>
Office Manager/Executive Clerk	1	1	1	1
Department Assistant	1	1	1	1
Recording Secretary	0.25	0.25	0.25	0.25
<b>Total FTE</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>
<b>Total FT/PT</b>	<b>2 FT/1 PT</b>	<b>2 FT/1 PT</b>	<b>2 FT/1 PT</b>	<b>2 FT/1 PT</b>

## **Budget Recommendations:**

The FY2025 recommended General Fund operating budget for the Select Board is \$1,388,634, which is a \$54,307 or 4.07% increase from the FY2024 General Fund budget.

The Compensation budget is \$156,709, an increase of \$5,925 or 3.93%, which reflects contractually obligated step increases. 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 overall Select Board operating budget is \$1,231,925, an increase of \$48,382 or 4.09%. The increase is primarily due to expenses for LexMedia, the Town's public access television provider. Expenses also reflect an increase of \$3,000 in the contracted expense for the Town's annual financial audit.

The recommended FY2025 budget for legal expenses is unchanged from FY2024 at \$375,000. The recommended FY2025 budget for the annual Town Report is unchanged from FY2024 at \$13,688.

The FY2025 recommended budget for the Town's annual contract with LexMedia for broadcasting public meetings and events is \$715,224, which is a \$56,707 or 8.61% increase from FY2024. This reflects contractual commitments to LexMedia, and an increase in the Town's lease agreement for Kline Hall, the location from which LexMedia operates. This lease agreement escalates annually with the Consumer Price Index (CPI).

Beginning in FY2024, the Town is funding LexMedia (\$100,000) partly from the tax levy in addition to the PEG Access Special Revenue Fund. PEG Access revenues are primarily from cable fees which have been on the decline as consumers discontinue cable subscriptions in favor of streaming platforms. Cable fees will not fully cover expenses needed to support local access cable TV going forward, and the amount of General Fund support is expected to increase in the coming years. This does not add expense to the Town's overall budget; instead the revenue contribution from the PEG Access Special Revenue fund is \$100,000 less than the PEG Access expense budget.

## **Program Improvement Requests:**

None.

# 8100 Select Board

Program: General Government  
Town of Lexington, MA

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 481,187	\$ 559,644	\$ 694,092	\$ 709,281	\$ (17,625)	\$ 691,656	\$ (2,436)	(0.35)%
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 664	\$ 1,171	\$ 1,218	\$ 1,254	\$ —	\$ 1,254	\$ 36	2.96 %
PEG Access Special Revenue Fund			\$ 558,517	\$ 615,224	\$ —	\$ 615,224	\$ 56,707	10.15 %
Fees								
Licenses & Permits	\$ 82,329	\$ 78,690	\$ 80,500	\$ 80,500		\$ 80,500	\$ —	— %
<b>Total 8100 (General Fund)</b>	<b>\$1,166,679</b>	<b>\$1,249,618</b>	<b>\$ 1,334,327</b>	<b>\$1,406,259</b>	<b>\$ (17,625)</b>	<b>\$ 1,388,634</b>	<b>\$ 54,307</b>	<b>4.07 %</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 136,988	\$ 144,276	\$ 150,784	\$ 156,709	\$ —	\$ 156,709	\$ 5,925	3.93 %
Expenses	\$1,029,691	\$1,105,342	\$ 1,183,543	\$1,249,550	\$ (17,625)	\$ 1,231,925	\$ 48,382	4.09 %
<b>Total 8100 (General Fund)</b>	<b>\$1,166,679</b>	<b>\$1,249,618</b>	<b>\$ 1,334,327</b>	<b>\$1,406,259</b>	<b>\$ (17,625)</b>	<b>\$ 1,388,634</b>	<b>\$ 54,307</b>	<b>4.07 %</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 8110 Select Board's Office	\$ 218,613	\$ 236,927	\$ 287,122	\$ 302,347	\$ (17,625)	\$ 284,722	\$ (2,400)	(0.84)%
Total 8120 Legal	\$ 327,582	\$ 377,130	\$ 375,000	\$ 375,000	\$ —	\$ 375,000	\$ —	— %
Total 8130 Town Report	\$ 11,653	\$ 12,766	\$ 13,688	\$ 13,688	\$ —	\$ 13,688	\$ —	— %
Total 8140 PEG Access	\$ 608,831	\$ 622,794	\$ 658,517	\$ 715,224	\$ —	\$ 715,224	\$ 56,707	8.61 %
<b>Total 8100 (General Fund)</b>	<b>\$1,166,679</b>	<b>\$1,249,618</b>	<b>\$ 1,334,327</b>	<b>\$1,406,259</b>	<b>\$ (17,625)</b>	<b>\$ 1,388,634</b>	<b>\$ 54,307</b>	<b>4.07 %</b>

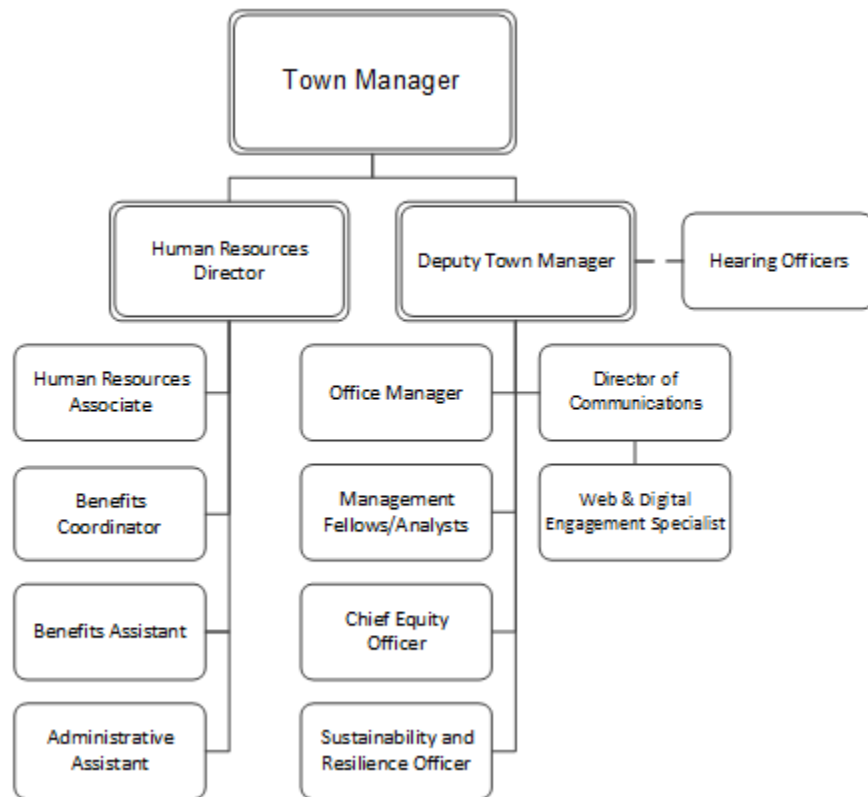
Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 136,988	\$ 144,276	\$ 150,784	\$ 156,709	\$ —	\$ 156,709	\$ 5,925	3.93 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Personal Services	\$ 136,988	\$ 144,276	\$ 150,784	\$ 156,709	\$ —	\$ 156,709	\$ 5,925	3.93 %
Contractual Services	\$1,013,549	\$1,087,315	\$ 1,163,030	\$1,229,037	\$ (17,625)	\$ 1,211,412	\$ 48,382	4.16 %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ 16,142	\$ 18,027	\$ 20,513	\$ 20,513	\$ —	\$ 20,513	\$ —	— %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$1,029,691	\$1,105,342	\$ 1,183,543	\$1,249,550	\$ (17,625)	\$ 1,231,925	\$ 48,382	4.09 %
<b>Total 8100 (General Fund)</b>	<b>\$1,166,679</b>	<b>\$1,249,618</b>	<b>\$ 1,334,327</b>	<b>\$1,406,259</b>	<b>\$ (17,625)</b>	<b>\$ 1,388,634</b>	<b>\$ 54,307</b>	<b>4.07 %</b>

**Mission:** The Select Board appoints the Town Manager who oversees the daily operations of all general government departments, implements the policies of the Select Board, proposes an annual operating and capital budget, and enforces Town bylaws and regulations. The Town Manager's authority and responsibilities are established in the Select Board-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 the following elements: Organizational Direction and Administration, Human Resources, Sustainability, Public Outreach and Communication, and Diversity, Equity and Inclusion. Organizational Direction and Administration includes day-to-day oversight for all Town departments, townwide staff training and professional development, and special projects. This function also implements all decisions of the Select Board and provides staff support to various Town committees. The Sustainability and Resilience Officer, Director of Communications, and Chief Equity Officer positions are in the Town Manager's Office to support and further the goals and priorities of the Town. In addition, the Town Manager's Office, through the Human Resources function, is responsible for personnel administration, benefits administration, collective bargaining negotiations, workers compensation and unemployment benefits.

### **Departmental Initiatives:**

1. Continue to support the Racial Diversity, Inclusion, and Equity Transformation plan and other social equity initiatives in coordination with the Select Board.
2. Work to support the organization's high-performance culture by providing directed team building to the Middle and Senior Management Team.
3. Develop new revenue sources to support the budget, particularly the capital budget, by developing long-term debt management strategies to mitigate the impact of large project debt service.
4. Continue the initiative to develop organizational sustainability by passing on institutional knowledge, engaging mid-level managers in organization decision-making and selecting and training qualified individuals.
5. Continue reviewing new fiscal policies, specifically updating strategies for funding the Town's Pension and OPEB Liabilities. The next policy review will evaluate the funding model for the Recreation Enterprise Fund.



## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
Town Manager	1	1	1	1
Deputy Town Manager	1	1	1	1
Director of Communications*	1	1	1	1
Sustainability and Resilience Officer	1	1	1	1
Chief Equity Officer	1	1	1	1
Office Manager/Special Events Coordinator	1	1	1	1
Management Fellow/Analyst I	1	1	1	1
Management Analyst II**	1	1	1	1
Web & Digital Engagement Specialist***	—	—	1	1
Hearing Officers****	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
Benefits Assistant*****	—	—	1	1
Administrative Assistant*****	0.54	0.54	1	1
<b>Total FTE</b>	<b>11.66</b>	<b>11.66</b>	<b>14.12</b>	<b>14.12</b>

**Total FT/PT 11FT / 3PT 11FT / 3PT 14FT / 2PT 14FT / 2PT**

\* In FY2024, title change from Director of Communications/Special Projects Coordinator to Director of Communications.

\*\* A second Management Analyst role was added via 2021 Fall STM, in part to help manage the American Recovery Plan Act (ARPA) projects. A portion of their salary is funded from ARPA. In FY2025, this position is vacant and will not be funded to allow for funding more critical or mandated changes. Funding for this position may resume in FY2026 if funding is available.

\*\*\*A Webmaster was reassigned to the Town Manager's Office via a Budget Adjustment at 2022 Fall STM. In FY2024, title change to Web & Digital Engagement Specialist.

\*\*\*\*Two 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).

\*\*\*\*\*In FY2024, the Benefits Assistant position was created via a program improvement.

\*\*\*\*\*In FY2024, the part-time Administrative Assistant position permanently transitioned to a full-time position supported by the General Fund via a program improvement. In FY2023, the position was supported as full-time through ARPA funding.

## Budget Recommendations:

The FY2025 recommended budget inclusive of the Town Manager's Office and Human Resources is \$1,519,840, which is a \$34,888 or 2.35% increase from the revised FY2024 budget.

The recommended FY2025 budget for Compensation is \$1,129,878, and reflects a \$(8,513) or (0.75)% decrease compared to FY2024. The decrease in compensation due to staff turnover, partly offset by contractually obligated step increases and cost of living adjustments. The Management Analyst position is currently vacant and Management intends to leave this position open in FY2025 to allow for funding other critical or mandated changes in the municipal budget. Filling the Management Analyst position may resume in FY2026 if funding is available. 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 FY2025 budget for Expenses is \$389,962, which reflects a increase of \$43,401 or 12.52% from FY2024, primarily due to the program improvement requests recommended below. These expenses are partly offset by a transfer of Zoom accounts to the IT Department and reduction in professional services from the one-time classification and compensation study carried out in FY2024.

The department's budget includes a Salary Adjustment Account, which reflects anticipated FY2025 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 Select Board. The FY2025 increase is substantially less than prior years as many of the Town's bargaining units are under contract through FY2025.

Beginning in FY2025 the budget request for the Town Manager's Salary Reserve Account has set-aside funding to cover a new Town Policy for Paid Parental Leave that will go into effect as of July 1, 2024. This policy was implemented through contract negotiations and is therefore included in the initial budget request by the Town Manager.

Professional Services will continue to fund HR consultations, investigations, and assessment centers for the Police and Fire Departments, as well the cost of scanning and converting paper files into the Tyler Content Manager module.

## 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	
Consultant Services - General Liability Insurance	\$ 25,000	\$ —	\$ 25,000	\$ —	\$ —	\$ —	\$ 25,000 *
ADA Town Building Self-Evaluation and Transition Plan	\$ 75,000	\$ —	\$ 75,000	\$ —	\$ —	\$ —	\$ 75,000 *
Chief Equity Officer Annual Budget	\$ 50,000	\$ —	\$ 50,000	\$ 50,000	\$ —	\$ 50,000	\$ —
Sustainability & Resilience Officer Annual Budget	\$ 25,000	\$ —	\$ 25,000	\$ 25,000	\$ —	\$ 25,000	\$ —
Energy Intelligence Dashboard and BEU-D Reporting Support	\$ 10,000	\$ —	\$ 10,000	\$ 10,000	\$ —	\$ 10,000	\$ —

\*This project is not recommended from the General Fund, but is a one-time expense that is being recommended to be funded from ARPA funds.



# 8200 Town Manager

Program: General Government  
Town of Lexington, MA

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 655,731	\$ 813,447	\$ 1,107,840	\$ 1,130,815	\$ (2,500)	\$ 1,128,315	\$ 20,475	1.85 %
Enterprise Funds (Indirect)	\$ 36,728	\$ 52,816	\$ 51,813	\$ 53,341	\$ —	\$ 53,341	\$ 1,528	2.95 %
Available Funds								
Rentals*	\$ 394,624	\$ 319,837	\$ 325,299	\$ 338,184	\$ —	\$ 338,184	\$ 12,885	3.96 %
<b>Total 8200 Town Manager</b>	<b>\$ 1,087,084</b>	<b>\$ 1,186,100</b>	<b>\$ 1,484,952</b>	<b>\$ 1,522,340</b>	<b>\$ (2,500)</b>	<b>\$ 1,519,840</b>	<b>\$ 34,888</b>	<b>2.35 %</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 934,899	\$ 968,492	\$ 1,138,391	\$ 1,204,878	\$ (75,000)	\$ 1,129,878	\$ (8,513)	(0.75)%
Expenses	\$ 152,185	\$ 217,608	\$ 346,561	\$ 317,462	\$ 72,500	\$ 389,962	\$ 43,401	12.52 %
<b>Total 8200 Town Manager</b>	<b>\$ 1,087,084</b>	<b>\$ 1,186,100</b>	<b>\$ 1,484,952</b>	<b>\$ 1,522,340</b>	<b>\$ (2,500)</b>	<b>\$ 1,519,840</b>	<b>\$ 34,888</b>	<b>2.35 %</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$ 838,806	\$ 923,349	\$ 1,058,861	\$ 1,122,226	\$ 7,500	\$ 1,129,726	\$ 70,865	6.69 %
Total 8220 Human Resources	\$ 248,277	\$ 262,751	\$ 426,091	\$ 400,114	\$ (10,000)	\$ 390,114	\$ (35,977)	(8.44)%
<b>Total 8200 Town Manager</b>	<b>\$ 1,087,084</b>	<b>\$ 1,186,100</b>	<b>\$ 1,484,952</b>	<b>\$ 1,522,340</b>	<b>\$ (2,500)</b>	<b>\$ 1,519,840</b>	<b>\$ 34,888</b>	<b>2.35 %</b>

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 934,899	\$ 968,492	\$ 1,138,391	\$ 1,204,878	\$ (75,000)	\$ 1,129,878	\$ (8,513)	(0.75)%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Personal Services</i>	<i>\$ 934,899</i>	<i>\$ 968,492</i>	<i>\$ 1,138,391</i>	<i>\$ 1,204,878</i>	<i>\$ (75,000)</i>	<i>\$ 1,129,878</i>	<i>\$ (8,513)</i>	<i>(0.75)%</i>
Contractual Services	\$ 111,523	\$ 181,483	\$ 302,878	\$ 273,878	\$ 75,000	\$ 348,878	\$ 46,000	15.19 %
Utilities	\$ 1,760	\$ 2,195	\$ 1,400	\$ 2,195	\$ —	\$ 2,195	\$ 795	56.79 %
Supplies	\$ 36,562	\$ 31,588	\$ 35,783	\$ 34,889	\$ —	\$ 34,889	\$ (894)	(2.50)%
Small Capital	\$ 2,339	\$ 2,342	\$ 6,500	\$ 6,500	\$ (2,500)	\$ 4,000	\$ (2,500)	(38.46)%
<i>Expenses</i>	<i>\$ 152,185</i>	<i>\$ 217,608</i>	<i>\$ 346,561</i>	<i>\$ 317,462</i>	<i>\$ 72,500</i>	<i>\$ 389,962</i>	<i>\$ 43,401</i>	<i>12.52 %</i>
<b>Total 8200 Town Manager</b>	<b>\$ 1,087,084</b>	<b>\$ 1,186,100</b>	<b>\$ 1,484,952</b>	<b>\$ 1,522,340</b>	<b>\$ (2,500)</b>	<b>\$ 1,519,840</b>	<b>\$ 34,888</b>	<b>2.35 %</b>

\*Rentals are comprised of rental receipts from the Waldorf School, LexFarm and Peet's Coffee & Tea sidewalk rentals, cell tower lease revenue and the sublease of Kline Hall to LexMedia.

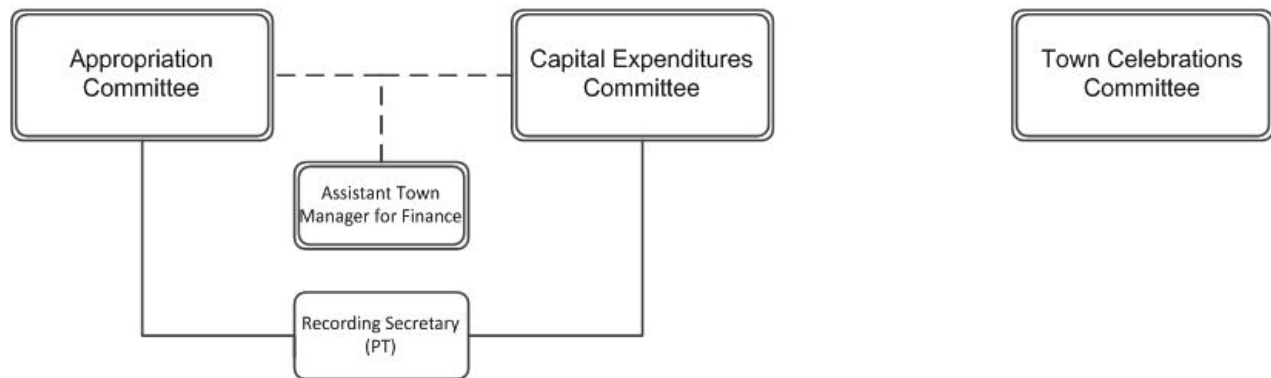
## Budget Summary - Salary Adjustment (8230)

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 313,529	\$ 826,422	\$ 725,300	\$ 279,179		\$ 279,179	\$ (446,121)	(61.51)%
<b>Total 8230 Salary Adjustment</b>	<b>\$ 313,529</b>	<b>\$ 826,422</b>	<b>\$ 725,300</b>	<b>\$ 279,179</b>	<b>\$ —</b>	<b>\$ 279,179</b>	<b>\$ (446,121)</b>	<b>(61.51)%</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Revised	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$ 313,529	\$ 826,422	\$ 725,300	\$ 279,179		\$ 279,179	\$ (446,121)	(61.51)%
<b>Total 8230 Salary Adjustment</b>	<b>\$ 313,529</b>	<b>\$ 826,422</b>	<b>\$ 725,300</b>	<b>\$ 279,179</b>	<b>\$ —</b>	<b>\$ 279,179</b>	<b>\$ (446,121)</b>	<b>(61.51)%</b>

**Mission:** Town Committees includes the Appropriation Committee, Capital Expenditures Committee, Public Celebrations Committee and various boards and committees appointed by the Select Board, 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 Select Board, plans the Town's annual celebrations, including the Martin Luther King Jr. Day celebration, and parades on Veterans' Day, Patriots' Day, and Memorial Day.



## 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, MA

## Budget Recommendations:

The FY2025 recommended Town Committees budget is \$72,910, which is an increase of \$6,702 or 10.12% from FY2024.

Compensation will increase by \$141 or 2.00%, which reflects a cost of living adjustment. Expenses are funded at \$65,734, which is a increase of \$6,561 or 11.09%. This reflects the biennial Dance Around the World event scheduled for FY2025, in addition to the increasing costs surrounding supplies and planning for events.

## 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	
Human Rights Committee	\$ 21,200	\$ —	\$ 21,200	\$ —	\$ —	\$ —	\$ 21,200
Lexington Council for the Arts	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ 10,000

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 57,974	\$ 56,306	\$ 66,208	\$ 72,910	\$ —	\$ 72,910	\$ 6,702	10.12 %
Total 8300 Town Committees	\$ 57,974	\$ 56,306	\$ 66,208	\$ 72,910	\$ —	\$ 72,910	\$ 6,702	10.12 %

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 6,238	\$ 99	\$ 7,035	\$ 7,176	\$ —	\$ 7,176	\$ 141	2.00 %
Expenses	\$ 51,735	\$ 56,207	\$ 59,173	\$ 65,734	\$ —	\$ 65,734	\$ 6,561	11.09 %
Total 8300 Town Committees	\$ 57,974	\$ 56,306	\$ 66,208	\$ 72,910	\$ —	\$ 72,910	\$ 6,702	10.12 %

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 6,630	\$ 451	\$ 8,535	\$ 8,676	\$ —	\$ 8,676	141	1.65 %
Total 8320 Misc. Boards & Committees	\$ 6,502	\$ 5,996	\$ 10,500	\$ 10,500	\$ —	\$ 10,500	\$ —	— %
Total 8330 Town Celebrations	\$ 44,842	\$ 49,859	\$ 47,173	\$ 53,734	\$ —	\$ 53,734	\$ 6,561	13.91 %
Total 8300 Town Committees	\$ 57,974	\$ 56,306	\$ 66,208	\$ 72,910	\$ —	\$ 72,910	\$ 6,702	10.12 %

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 6,238	\$ 99	\$ 7,035	\$ 7,176	\$ —	\$ 7,176	\$ 141	2.00 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Compensation	\$ 6,238	\$ 99	\$ 7,035	\$ 7,176	\$ —	\$ 7,176	\$ 141	2.00 %
Contractual Services	\$ 6,048	\$ 5,996	\$ 10,000	\$ 10,000	\$ —	\$ 10,000	\$ —	— %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ 45,687	\$ 50,211	\$ 49,173	\$ 55,734	\$ —	\$ 55,734	\$ 6,561	13.34 %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 51,735	\$ 56,207	\$ 59,173	\$ 65,734	\$ —	\$ 65,734	\$ 6,561	11.09 %
Total 8300 Town Committees	\$ 57,974	\$ 56,306	\$ 66,208	\$ 72,910	\$ —	\$ 72,910	\$ 6,702	10.12 %

**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.

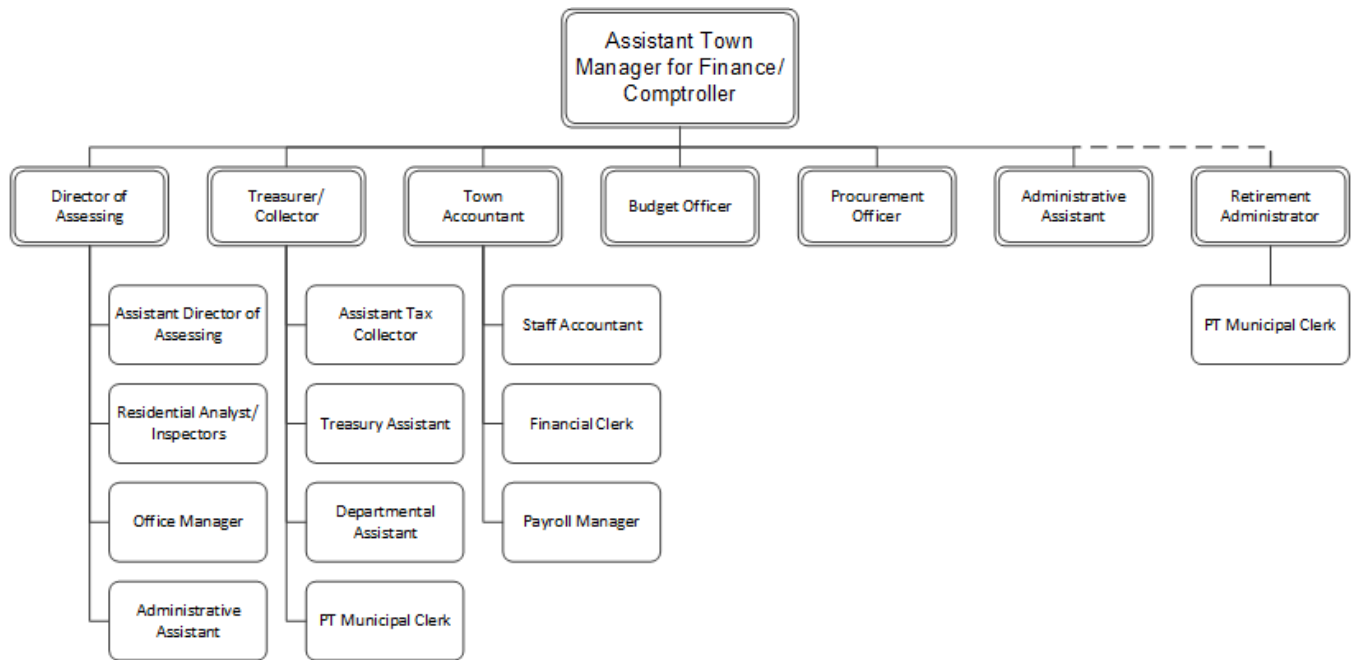
**Budget Overview:** The Finance Department is comprised of the following divisions: the Comptroller's Office, the Treasurer/Collector's Office and the Assessing Office.

- The 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 Assessor's Office's primary function is the development of assessed values of real and personal property. In FY2025, assessments will undergo the state Department of Revenue's recertification program.

Staff also support various boards and committees including the Appropriation Committee, Capital Expenditures Committee, Retirement Board, Water and Sewer Abatement Board and other ad-hoc committees as assigned.

**Departmental Initiatives:**

1. Finance is recommending implementing a new the Tyler Cashiering module for online payments and electronic cashiering. This initiative will improve the online payment experience and self-service options for residents and will allow for electronic payments at Treasurer's counter. Funding for this initiative is requested as a program improvement in FY2025.
2. Finance is recommending a Water and Sewer rate study during FY2025 to establish a new utility rate structure that will allow for a migration to quarterly utility billing (current billing is semi-annual). Funding for this initiative is requested as a program improvement in FY2025.
3. The department continues to explore additional functionality in Munis ERP including Employee Self Service (ESS), automated benefits enrollment and Employee Action Forms that will help move the department closer to paperless processing.



## Authorized/Appropriated Staffing

<b>Element 8410: Comptroller</b>	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>	<b>FY2025 Request</b>
Asst. Town Manager for Finance/Comptroller	1	1	1	1
Town Accountant	1	1	1	1
Staff Accountant	1	1	1	1
Procurement Officer	0.91	0.91	0.91	0.91
Financial Clerk	1	1	1	1
Payroll Manager	1	1	1	1
Budget Officer	1	1	1	1
Administrative Assistant	0.40	0.40	0.40	0.40
<b>Subtotal FTE</b>	<b>7.31</b>	<b>7.31</b>	<b>7.31</b>	<b>7.31</b>
<b>Subtotal FT/PT</b>	<b>6FT/2PT</b>	<b>6FT/2PT</b>	<b>6FT/2PT</b>	<b>6FT/2PT</b>
<b>Element 8420: Treasurer/Collector</b>				
Treasurer/Collector	1	1	1	1
Assistant Tax Collector	1	1	1	1
Treasury Assistant	1	1	1	1
Departmental Assistant*	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46
<b>Subtotal FTE</b>	<b>4.46</b>	<b>4.46</b>	<b>4.46</b>	<b>4.46</b>
<b>Subtotal FT/PT</b>	<b>4FT/1PT</b>	<b>4FT/1PT</b>	<b>4FT/1PT</b>	<b>4FT/1PT</b>
<b>Element 8430: Assessor</b>				
Director of Assessing	1	1	1	1
Assistant Director of Assessing**	1	1	1	1
Residential Analyst/Inspector	2	2	2	2
Office Manager	1	1	1	1
Administrative Assistant	1	1	1	1
<b>Subtotal FTE</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>
<b>Subtotal FT/PT</b>	<b>6FT/0PT</b>	<b>6FT/0PT</b>	<b>6FT/0PT</b>	<b>6FT/0PT</b>
<b>Total FTE</b>	<b>17.77</b>	<b>17.77</b>	<b>17.77</b>	<b>17.77</b>
<b>Total FT/PT</b>	<b>15FT/3 PT</b>	<b>16FT/3 PT</b>	<b>16FT/3 PT</b>	<b>16FT/3 PT</b>

\*In FY2024, title change from Departmental Accounting Clerk to Departmental Assistant.

\*\*In FY2023, title change from Residential Field Manager to Assistant Director of Assessing.

## Budget Recommendations:

The FY2025 recommended Finance Department budget is \$2.19 million, which represents a \$72,006, or 3.40% increase from the FY2024 budget.

The operating budget for Compensation is \$1,636,918, and reflects an increase of \$13,771 or 0.85%, which captures contractually obligated step increases and contractual cost of living adjustments effective for FY2024. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$550,260, and reflects a increase of \$58,235 or 11.84%, primarily due to proposed funding for operational costs related to the Tyler Cashiering Module.

## 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	
Water and Sewer Rate Study	\$ 50,000	\$ —	\$ 50,000	\$ —	\$ —	\$ —	\$ 50,000 *
Tyler ERP/Cashiering Module	\$ 144,882	\$ —	\$ 144,882	\$ 40,000	\$ —	\$ 40,000	\$ 104,882 *

*\*This project is not recommended from the General Fund, but is a one-time expense that is being recommended to be funded from ARPA funds. The Tyler ERP/Cashiering Module has both one-time and ongoing expenses. The ongoing portion of the project is recommended from the General Fund.*

The Tyler Cashiering Module is being requested by the Finance department to improve the customer experience both at the counter and in online bill payments. This module will integrate our existing systems, including two separate online payment systems and hardware.



# 8400 Finance

Program: General Government  
Town of Lexington, MA

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,734,265	\$ 1,725,130	\$ 1,898,951	\$ 1,942,911	\$ 22,700	\$ 1,965,611	\$ 66,660	3.51 %
Enterprise Funds (Indirects)	\$ 149,914	\$ 178,426	\$ 181,221	\$ 186,567	\$ —	\$ 186,567	\$ 5,346	2.95 %
Fees & Charges								
Charges for Services	\$ 35,609	\$ 20,366	\$ 35,000	\$ 35,000	\$ —	\$ 35,000	\$ —	— %
Total 8400 Finance	\$ 1,919,788	\$ 1,923,922	\$ 2,115,172	\$ 2,164,478	\$ 22,700	\$ 2,187,178	\$ 72,006	3.40 %

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,487,307	\$ 1,486,805	\$ 1,623,147	\$ 1,636,918	\$ —	\$ 1,636,918	\$ 13,771	0.85 %
Expenses	\$ 432,482	\$ 437,118	\$ 492,025	\$ 527,560	\$ 22,700	\$ 550,260	\$ 58,235	11.84 %
Total 8400 Finance	\$ 1,919,788	\$ 1,923,922	\$ 2,115,172	\$ 2,164,478	\$ 22,700	\$ 2,187,178	\$ 72,006	3.40 %

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 708,641	\$ 736,179	\$ 806,491	\$ 837,020	\$ (9,500)	\$ 827,520	\$ 21,029	2.61 %
Total 8420 Treasurer/Collector	\$ 452,707	\$ 462,217	\$ 488,904	\$ 494,657	\$ 40,000	\$ 534,657	\$ 45,753	9.36 %
Total 8430 Assessing	\$ 758,440	\$ 725,527	\$ 819,777	\$ 832,801	\$ (7,800)	\$ 825,001	\$ 5,224	0.64 %
Total 8400 Finance	\$ 1,919,788	\$ 1,923,922	\$ 2,115,172	\$ 2,164,478	\$ 22,700	\$ 2,187,178	\$ 72,006	3.40 %

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,487,307	\$ 1,486,805	\$ 1,623,147	\$ 1,636,918	\$ —	\$ 1,636,918	\$ 13,771	0.85 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Personal Services	\$ 1,487,307	\$ 1,486,805	\$ 1,623,147	\$ 1,636,918	\$ —	\$ 1,636,918	\$ 13,771	0.85 %
Contractual Services	\$ 396,651	\$ 400,216	\$ 442,265	\$ 477,665	\$ 29,700	\$ 507,365	\$ 65,100	14.72 %
Utilities	\$ 498	\$ 5,329	\$ 2,910	\$ 2,910	\$ —	\$ 2,910	\$ —	— %
Supplies	\$ 35,333	\$ 31,573	\$ 46,850	\$ 46,985	\$ (7,000)	\$ 39,985	\$ (6,865)	(14.65)%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 432,482	\$ 437,118	\$ 492,025	\$ 527,560	\$ 22,700	\$ 550,260	\$ 58,235	11.84 %
Total 8400 Finance	\$ 1,919,788	\$ 1,923,922	\$ 2,115,172	\$ 2,164,478	\$ 22,700	\$ 2,187,178	\$ 72,006	3.40 %

**Mission:** The Office of the Town Clerk acts as 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, fulfilling public records requests, receipt and recording of Planning/Zoning filings, 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 Deputy Town Manager.

**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, filings with the Department of Revenue, 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.

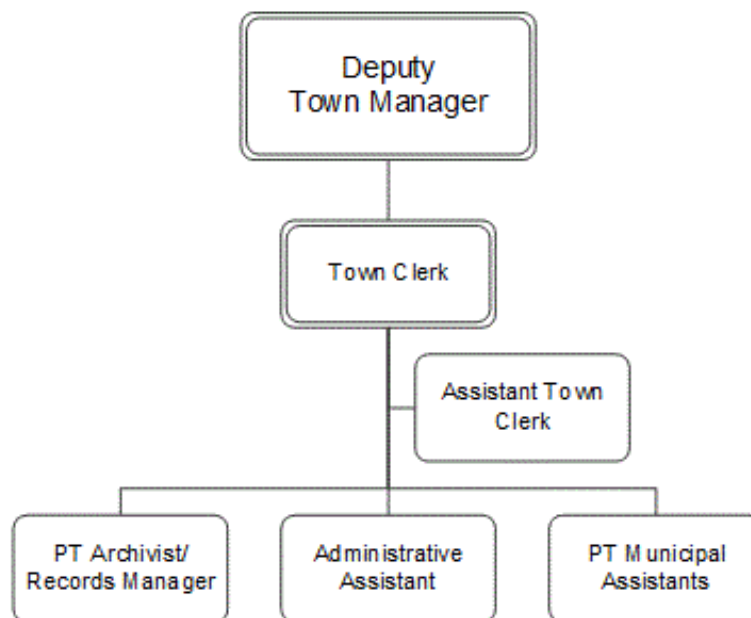
**Board of Registrars:** Registrars, appointed by the Select Board, are responsible for promoting voter registration, overseeing voter records and ruling on voter eligibility. Stipends for the Board of Registrars remain level-funded. Annual voter confirmations are conducted in accordance with State statute. The Annual Town Census and the publishing of the List of Residents is funded in this element.

**Election Management:** The Town Clerk serves as the Chief Election Official and oversees administration and oversight of local, state and federal elections in accordance with election laws, most recently including the Early Voting Act, which mandates allowable vote-by-mail for all local, State and Federal elections, pre-registration of 16- and 17-year-olds, and automatic voter registration. Staff provide information for candidate certifications, referenda, initiative petitions, campaign finance laws, election procedures, ballot initiatives and voter information. Over 110 Election Workers staff Lexington's polling locations, and site preparations are coordinated with Public Works, Public Facilities, Police and the Lexington Public Schools.

**Records Management:** This element addresses inventory and retention of historic and current records and documents, including proper maintenance and storage, preservation, management of electronic documents, and public access to public records and information. A part-time Archivist/Records Manager is responsible for this work and oversees the conservation and preservation of Lexington's historic documents.

## Departmental Initiatives:

1. Ongoing administration of town/state/federal elections in conformance with statutory requirements to provide legal and accessible elections to Lexington voters. Emphasis on management of the new vote-by-mail State election procedural changes.
2. Further development of Archives & Records Management Program, including the management of the Town's electronic documents and historical data, especially with regards to public records requests.
3. Expanded use of Laserfiche Document Imaging System for records retention, electronic access, and archives/records portal.
4. Continuing collaboration with the Select Board Office to utilize the new Board/Committee database.
5. Act as the liaison to the State Ethics Commission to learn and implement the new online learning management system (LMS) across the Town.
6. Development of internal training programs in partnership with the Information Technology Department.



## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Municipal Assistants	1.23	1.23	1.23	1.23
Archivist/Records Manager	0.46	0.46	0.46	0.46
<b>Total FTE</b>	<b>4.69</b>	<b>4.69</b>	<b>4.69</b>	<b>4.69</b>
<b>Total FT/PT</b>	<b>3 FT/ 3 PT</b>	<b>3 FT/ 3 PT</b>	<b>3 FT/ 3 PT</b>	<b>3FT/ 3 PT</b>

### Budget Recommendations:

The FY2025 recommended Town Clerk budget is \$680,819 which is a \$83,459 or 13.97% increase from the FY2024 budget. This increase is due to the number of elections in FY2025; there will be four in total, including the Presidential, all which will require mail-in early voting.

The budget for Compensation is \$554,770 and reflects a \$66,785 or 13.69% increase in FY2025. The increase in FY2025 compensation is due to contractually obligated step increases and an increased need for poll workers to manage vote-by-mail and the dual election. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$126,049, which is an increase of \$16,674 or 15.24%, and reflects anticipated expenses for FY2025.

### 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	
Staffing Improvements	\$ 21,706	\$ 315	\$ 22,021	\$ —	\$ —	\$ —	\$ 22,021

# 8500 Town Clerk

Program: General Government  
Town of Lexington, MA

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 422,505	\$ 487,797	\$ 516,460	\$ 599,919	\$ —	\$ 599,919	\$ 83,459	16.16%
Directed Funding								
Departmental Fees	\$ 30,725	\$ 34,278	\$ 35,900	\$ 35,900	\$ —	\$ 35,900	\$ —	—%
Licenses and Permits	\$ 51,460	\$ 51,110	\$ 45,000	\$ 45,000	\$ —	\$ 45,000	\$ —	—%
<b>Total 8500 Town Clerk</b>	<b>\$ 504,690</b>	<b>\$ 573,185</b>	<b>\$ 597,360</b>	<b>\$ 680,819</b>	<b>\$ —</b>	<b>\$ 680,819</b>	<b>\$ 83,459</b>	<b>13.97%</b>

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 396,034	\$ 433,848	\$ 487,985	\$ 554,770	\$ —	\$ 554,770	\$ 66,785	13.69%
Expenses	\$ 108,656	\$ 139,337	\$ 109,375	\$ 126,049	\$ —	\$ 126,049	\$ 16,674	15.24%
<b>Total 8500 Town Clerk</b>	<b>\$ 504,690</b>	<b>\$ 573,185</b>	<b>\$ 597,360</b>	<b>\$ 680,819</b>	<b>\$ —</b>	<b>\$ 680,819</b>	<b>\$ 83,459</b>	<b>13.97%</b>

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Total 8510 Town Clerk Admin.	\$ 348,536	\$ 358,297	\$ 363,251	\$ 375,761	\$ —	\$ 375,761	\$ 12,510	3.44%
Total 8520 Board of Registrars	\$ 20,548	\$ 18,824	\$ 19,825	\$ 19,925	\$ —	\$ 19,925	\$ 100	0.50%
Total 8530 Elections	\$ 92,653	\$ 148,841	\$ 157,200	\$ 226,538	\$ —	\$ 226,538	\$ 69,338	44.11%
Total 8540 Records Management	\$ 42,952	\$ 47,222	\$ 57,084	\$ 58,595	\$ —	\$ 58,595	\$ 1,511	2.65%
<b>Total 8500 Town Clerk</b>	<b>\$ 504,690</b>	<b>\$ 573,185</b>	<b>\$ 597,360</b>	<b>\$ 680,819</b>	<b>\$ —</b>	<b>\$ 680,819</b>	<b>\$ 83,459</b>	<b>13.97%</b>

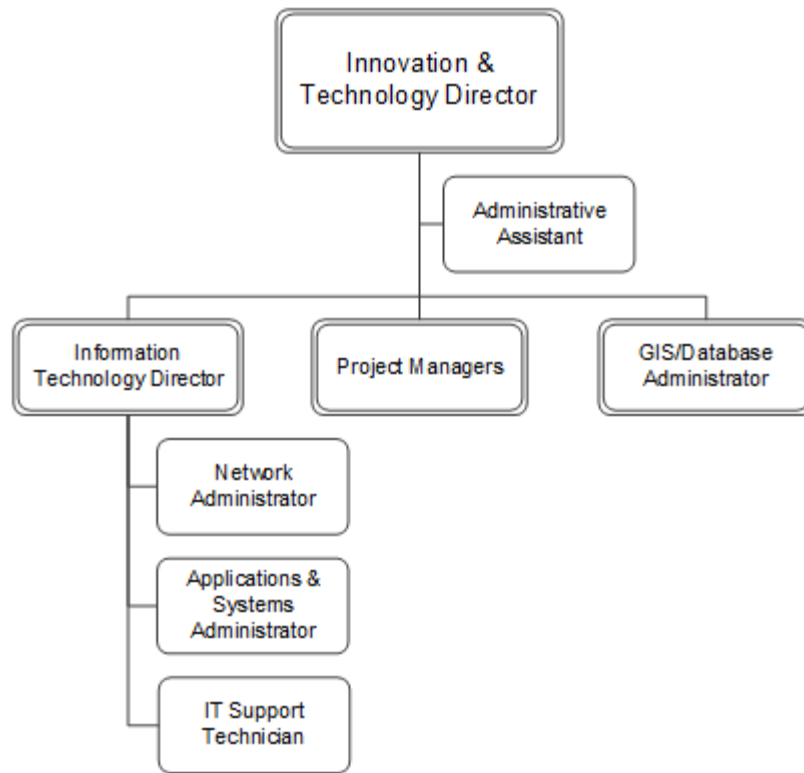
Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 387,141	\$ 422,289	\$ 475,360	\$ 493,179	\$ —	\$ 493,179	\$ 17,819	3.75%
Overtime	\$ 8,893	\$ 11,559	\$ 12,625	\$ 61,591	\$ —	\$ 61,591	\$ 48,966	387.85%
<i>Personal Services</i>	<i>\$ 396,034</i>	<i>\$ 433,848</i>	<i>\$ 487,985</i>	<i>\$ 554,770</i>	<i>\$ —</i>	<i>\$ 554,770</i>	<i>\$ 66,785</i>	<i>13.69%</i>
Contractual Services	\$ 93,958	\$ 97,895	\$ 96,425	\$ 111,399	\$ —	\$ 111,399	\$ 14,974	15.53%
Utilities	\$ 2,460	\$ 624	\$ 2,000	\$ 2,000	\$ —	\$ 2,000	\$ —	—%
Supplies	\$ 12,238	\$ 10,318	\$ 10,850	\$ 12,550	\$ —	\$ 12,550	\$ 1,700	15.67%
Small Capital	\$ —	\$ 30,500	\$ 100	\$ 100	\$ —	\$ 100	\$ —	—%
<i>Expenses</i>	<i>\$ 108,656</i>	<i>\$ 139,337</i>	<i>\$ 109,375</i>	<i>\$ 126,049</i>	<i>\$ —</i>	<i>\$ 126,049</i>	<i>\$ 16,674</i>	<i>15.24%</i>
<b>Total 8500 Town Clerk</b>	<b>\$ 504,690</b>	<b>\$ 573,185</b>	<b>\$ 597,360</b>	<b>\$ 680,819</b>	<b>\$ —</b>	<b>\$ 680,819</b>	<b>\$ 83,459</b>	<b>13.97%</b>

**Mission:** The Department of Innovation and Technology (IT) provides a customer-centric approach to the delivery of innovative technology solutions to meet the needs of the Town Departments and to strengthen the services provided to our residents while ensuring the highest level of security to the Town Network.

**Budget Overview:** The Department of Innovation and Technology supports, maintains and manages townwide business-related technology. The department supports townwide core services including the financial system (Enterprise ERP), time keeping, document management (Laserfiche), facilities maintenance and management technology, domain management, emergency management web sites and services, and VoIP telephone systems. IT maintains the infrastructure and security of the network core and co-manages the townwide area network for Municipal and School departments. The Department manages all Municipal technology purchases and performs the installations and maintenance of Municipal IT equipment and services. IT collaborates with Town departments to select, design and implement technologies. Some Municipal systems supported by the Department include the public safety system (ProPhoenix), Assessors database (VISION), Town permitting and inspections system (Citizen Services), GIS systems (ESRI), work and asset management systems (PeopleGIS, SchoolDude, Freshservice), Town website and social communication systems, Municipal Systems and Infrastructure (VMWare, Microsoft applications, antivirus/cybersecurity software, archiving applications, backup systems, IT management systems, cloud storage), and many other applications. IT staff also provide support and training for end-users.

## Departmental Initiatives:

1. Continue to invest in the Town's IT infrastructure and security posture
  - a. Implement recommendations from network assessments
  - b. Implement recommendations from cybersecurity assessments
  - c. Investigate additional cybersecurity measures and services
  - d. Provide cybersecurity training to all staff
2. Maximize the value of current systems
  - a. Laserfiche
  - b. OpenGov
  - c. Enterprise ERP
  - d. Vision
  - e. BlueBeam
  - f. ProPhoenix
3. Increase Customer Service Quality
  - a. Emphasis on a customer-centric approach to working with the departments and staff
4. Focus on future visioning for IT
  - a. Mobile work initiatives
  - b. Hybrid work/meeting spaces
  - a. Disaster Recovery (DR) planning and expansion of capabilities
  - b. Network redundancy planning and implementation



## Authorized/Appropriated Staffing

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
Innovation & Technology Director	1	1	1	1
Information Technology Director	1	1	1	1
Administrative Assistant*	0.43	0.54	0.54	0.54
Business Analyst/Project Manager	2	2	2	2
Network Administrator	1	1	1	1
GIS/Database Administrator	1	1	1	1
Support Technician**	1	1	1	—
Applications & Systems Administrators**	1	1	1	2
Webmaster***	1	1	—	—
Part-time Intern	0.25	0.25	0.25	0.25
<b>Total FTE</b>	<b>9.68</b>	<b>9.79</b>	<b>8.79</b>	<b>8.79</b>

<b>Total FT/PT</b>	<b>10 FT/2 PT</b>	<b>9 FT/2 PT</b>	<b>8 FT/2 PT</b>	<b>8 FT/2 PT</b>
--------------------	-------------------	------------------	------------------	------------------

\*In FY2023, Administrative Assistant hours increased from 15 to 19 per week via a program improvement.

\*\*The Support Technician position is recommended to transition to a second Applications & Systems Administrator position in the FY2025 budget.

\*\*\*In FY2022 a webmaster was reassigned to the Library, and in FY2023 a webmaster was reassigned to the Town Manager's Office.



## Budget Recommendations:

The FY2025 recommended Innovation & Technology budget is \$3,124,175, which is a \$205,610 or 7.04% increase from the FY2024 budget.

The recommended budget for Compensation is \$851,591, and reflects a \$43,452 or 5.38% increase, due to contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2024. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. This increase includes funding to transition the Support Technician position to a second Applications & Systems Administrator in FY2025.

The recommended budget for Expenses is \$2,272,584 and reflects a \$162,158 or 7.68% increase, which incorporates the following adjustments:

- Increase in Contractual Services (\$23,048) due to more projects requiring contracted services during FY2025;
- Increase in Communications and Network Support (\$45,000) to cover a new Security Operations Center contract;
- Decrease in Utilities (\$25,500), which is attributed to a decrease in copper wires across Town;
- Decrease in Mobile Devices (\$7,000) due to consolidation of underutilized and unused data plans for mobile devices;
- Decrease in PC Software (\$7,000) due to increase in subscription-based software and decrease in purchase of perpetual licenses;
- Increase in LAN Peripherals (\$8,000) associated with the inflation cost of network switches;
- Decrease in Hardware Support (\$9,100), which is attributed to the reduction in physical hardware in server rooms;
- Increase in Townwide Software Support (\$18,229) due to annual cost increases;
- Increase in Municipal Software Support (\$60,211) due to annual cost increases; and
- Increase in IT Software Support (\$63,670), which is attributed to adding new applications to manage mobile devices and Zoom Enterprise for Town departments.

## 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	
Applications & Systems Administrator Upgrade	\$ 6,406	\$ 93	\$ 6,499	\$ 6,406	\$ 93	\$ 6,499	\$ —

# 8600 Innovation & Technology

Program: General Government  
Town of Lexington, MA

## Budget Summary

Funding Sources	FY2022 Actual	FY2023 Actual	FY2024 Estimate	FY2025 Projected	Manager's Add/Del	FY2025 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,543,685	\$ 2,463,981	\$ 2,785,868	\$ 3,026,657	\$ (39,094)	\$ 2,987,563	\$ 201,695	7.24 %
Enterprise Funds (Indirects)	\$ 89,039	\$ 123,455	\$ 132,697	\$ 136,612	\$ —	\$ 136,612	\$ 3,915	2.95 %
Total 8600 Innovation & Tech.	\$ 2,632,724	\$ 2,587,436	\$ 2,918,565	\$ 3,163,269	\$ (39,094)	\$ 3,124,175	\$ 205,610	7.04 %

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 830,098	\$ 849,519	\$ 808,139	\$ 850,185	\$ 1,406	\$ 851,591	\$ 43,452	5.38 %
Expenses	\$ 1,802,626	\$ 1,737,917	\$ 2,110,426	\$ 2,313,084	\$ (40,500)	\$ 2,272,584	\$ 162,158	7.68 %
Total 8600 Innovation & Tech.	\$ 2,632,724	\$ 2,587,436	\$ 2,918,565	\$ 3,163,269	\$ (39,094)	\$ 3,124,175	\$ 205,610	7.04 %

Program Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
8610 IT Administration	\$ 2,632,724	\$ 2,587,436	\$ 2,918,565	\$ 3,163,269	\$ (39,094)	\$ 3,124,175	\$ 205,610	7.04 %
Total 8600 Innovation & Tech.	\$ 2,632,724	\$ 2,587,436	\$ 2,918,565	\$ 3,163,269	\$ (39,094)	\$ 3,124,175	\$ 205,610	7.04 %

Object Code Summary	FY2022 Actual	FY2023 Actual	FY2024 Appropriation	FY2025 Request	Manager's Add/Del	FY2025 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 822,858	\$ 840,503	\$ 803,605	\$ 845,592	\$ 1,406	\$ 846,998	\$ 43,393	5.40 %
Overtime	\$ 7,240	\$ 9,015	\$ 4,534	\$ 4,593	\$ —	\$ 4,593	\$ 59	1.30 %
Personal Services	\$ 830,098	\$ 849,519	\$ 808,139	\$ 850,185	\$ 1,406	\$ 851,591	\$ 43,452	5.38 %
Contractual Services	\$ 1,482,784	\$ 1,465,794	\$ 1,700,706	\$ 1,930,764	\$ (30,000)	\$ 1,900,764	\$ 200,058	11.76 %
Utilities	\$ 77,483	\$ 108,791	\$ 193,900	\$ 171,900	\$ (10,500)	\$ 161,400	\$ (32,500)	(16.76)%
Supplies	\$ 18,222	\$ 18,106	\$ 14,820	\$ 12,820	\$ —	\$ 12,820	\$ (2,000)	(13.50)%
Small Capital	\$ 224,138	\$ 145,227	\$ 201,000	\$ 197,600	\$ —	\$ 197,600	\$ (3,400)	(1.69)%
Expenses	\$ 1,802,626	\$ 1,737,917	\$ 2,110,426	\$ 2,313,084	\$ (40,500)	\$ 2,272,584	\$ 162,158	7.68 %
Total 8600 Innovation & Tech.	\$ 2,632,724	\$ 2,587,436	\$ 2,918,565	\$ 3,163,269	\$ (39,094)	\$ 3,124,175	\$ 205,610	7.04 %

This Page Intentionally Left Blank.



# Section XI: Capital Investment

---

## FY2025 Capital Improvement Budget & Financing Plan

### 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 Law permits 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 FY2025 Capital Budget was developed within the capital policy framework initially adopted by the Select Board 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, and 5-year spending projections for all of the Town's ongoing capital investment programs.

## New Developments in the Capital Improvement Budget

Over the last decade the Town has funded three separate capital programs related to Stormwater management, flood mitigation, Illicit Discharge Detection and Elimination (IDDE), nutrient removal and overall improvement in water quality that is regulated at Environmental Protection Agency (EPA):

- Culvert Replacement;
- Storm Drainage Improvements and National Pollutant Discharge and Elimination System (NPDES) Compliance; and
- Comprehensive Watershed Stormwater Management

These three programs have historically been funded with General Fund revenue sources, but required work has expanded and costs have continued to increase steadily in recent years. From FY2019-2024 Town management and the Department of Public Works explored creating a Stormwater Enterprise Fund that would assess a stormwater fee to every parcel of real property in Lexington. This new fee revenue would fund the three capital programs noted above, and related Stormwater operating expenses.

The establishment of this new Enterprise fund has been put on hold as the EPA's regulations evolve and until they issue the town a new Municipal Separated Storm Sewer System (MS4) permit, which is expected this year. Once issued Town staff will assess requirements of the permit and whether or not Stormwater capital requirements can be managed within the existing budget. If the new permit requirements result in an expansion of the Town's Stormwater management program costs may increase rapidly. Town may reconsider the proposal for a Stormwater Enterprise Fund.

In the interim, Staff is recommending to combine the three existing capital programs related to Stormwater into one request for a **Stormwater Management Program**. One combined program will allow the department more flexibility in planning and remove complexity from bidding and managing projects that have many overlapping components, but separate funding authorizations. The work proposed and total amounts requested in this one program are aligned with the historic programs and funding requests. Additional information can be found under Table VIII: Cash Capital.

This FY2025 Budget proposes a new program for **Sustainable Capital Initiatives** including electric vehicle (EV) charging equipment and infrastructure. In the future this program may also include the study, design and construction of rooftop solar or solar canopies, including battery storage; and other projects identified by the Sustainability and Resilience Officer to move the Town towards achieving its sustainability goals.

## Ongoing Capital Programs

In 2021, the Department of Public Facilities completed a full review of the Town's buildings and systems and developed a 20-year plan for replacing and maintaining building assets. The existing conditions of Town and School buildings were presented at joint Summit meetings in the spring of 2022. In addition to full building construction or renovation, in FY2024 some of the Department's ongoing capital programs were re-aligned to allow the Facilities Department to better manage and prioritize capital needs as they arise. The following continuing programs are included in the FY2025 budget and current 5-year capital plan:

- **Mechanical/Electrical/Plumbing** has been combined into one capital program, and this appropriation will cover school and/or municipal buildings as needed based on priorities identified in the plan.
- **Public Facilities Interior Finishes** includes mill work, ceiling work, tile work, countertop replacement and bathroom finish renovations will be utilized for school and/or municipal buildings as needed based on the priority of the plan.

- **School Parking Lot Paving and Sidewalks** will continue to be managed by Public Facilities. Paving and Sidewalks for other municipal buildings fall under Public Works.
- Separate programs remain for **School Building Envelope** and **Municipal Building Envelope**. The building envelope programs include extraordinary repairs and modifications to buildings and systems such as siding, caulking, masonry, weather proofing materials, windows, doors, roofs and painting of wood exteriors.

### **Funding the Town's Capital Improvement Budget**

The following are potential funding sources for financing the Town's capital investments. Over the last 5 years management has shifted the majority of the Town's ongoing capital programs to be funded with cash sources as opposed to debt financing. The use of debt is primarily used for large one-time capital projects. Capital projects and programs may be funded from one source, or by a combination of the following sources.

- **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, premiums received when issuing bond anticipation notes, 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).

In 2019, the Town's management, Select Board and finance committees reviewed the Town's finance policies and have since implemented new strategies for funding the Town's capital plan. This includes increasing cash financing of projects, particularly the items that are part of a continuing capital program, and reducing the Town's overall reliance on debt financing. These efforts have greatly reduced interest costs and the amount of within-levy debt service.

- **Other Sources** - The Town uses dedicated state aid, grant or gift funds 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. Over time, the annual percentage of state matching funds has fluctuated due to changes in State legislation and varying levels of funding available at the State level. The Town's local match is further impacted as additional communities in the Commonwealth adopt the CPA surcharge resulting in available funds being spread across more communities. The following table presents the history of Lexington's State matching funds.

<b>FISCAL YEAR</b>	<b>PERCENTAGE</b>	<b>AMOUNT</b>
2015	32.6 %	\$1,230,116
2016	30.7 %	\$1,229,774
2017	21.3 %	\$897,243
2018	17.8 %	\$789,905
2019	19.8 %	\$922,256
2020	24.8 %	\$1,219,950
2021	29.7 %	\$1,549,955
2022	45.5 %	\$2,500,261
2023	40.0 %	\$2,323,956
2024	21.8 %	\$1,354,935
2025 (estimated)	15.0 %	\$940,000

Receipts for FY2025 from the surcharge and state matching funds are preliminarily estimated at \$8.04 million, reflecting an estimated match of \$940,000, or 15% which is lower than recent history due to a decline in available revenues in the State budget.



## FY2025 CAPITAL FINANCING STRATEGY

The proposed financing plan for the recommended FY2025 capital budget is shown in the table below.

Capital Requests Summary					
	Free Cash/ Tax Levy	Other Funding Sources	Debt	Total	Other**
General Fund	\$ 16,075,525	\$ —	\$ 20,442,977	\$ 36,518,502	\$ —
Excluded Debt Projects	\$ —	\$ —	\$ —	\$ —	\$ —
Other Funding & Chapter 90	\$ —	\$ 168,234	\$ —	\$ 168,234	\$ 974,012
Water Enterprise	\$ —	\$ 2,488,900	\$ —	\$ 2,488,900	\$ —
Sewer Enterprise	\$ —	\$ 810,000	\$ 561,210	\$ 1,371,210	\$ —
Recreation Enterprise	\$ —	\$ 110,000	\$ —	\$ 110,000	\$ —
Community Preservation Act*	\$ —	\$ 8,444,365	\$ —	\$ 8,444,365	\$ —
<b>Total (all Funds)</b>	<b>\$ 16,075,525</b>	<b>\$ 12,021,499</b>	<b>\$ 21,324,187</b>	<b>\$ 49,421,211</b>	<b>\$ 974,012</b>

\*Includes both Town and non-Town CPA funded projects.

\*\*Other represents Chapter 90 Aid for street improvements. This item does not require a Town Meeting appropriation.

## PLANNING FOR LEXINGTON HIGH SCHOOL

The Town continues to plan for a large-scale reconstruction or renovation of Lexington High School. Special Town Meeting 2022-2 appropriated \$1,825,000 for a Feasibility Phase of this project. The FY2025 request includes a second-phase request for \$10,000,000 in design funds to advance the project through the Schematic Design Phase and determine construction cost estimates for a construction appropriation in FY2026. The FY2025 budget also proposes funding to begin a multi-phased reorganization of Town assets including:

- A \$6 million renovation of the swing space building at 173 Bedford Street in FY2025 to allow the Superintendent of Schools and School Administration to occupy the building in the coming years as LHS is under construction.
- The FY2026 capital plan is expected to include funding to demolish the existing School Administration Building at 146 Maple Street and additional funding for site work and installation of recreation fields at that site. These fields will help address field loss at the LHS site as that project is under construction.
- The FY2026 capital plan is expected to include construction funding for LHS. Office space for the School Administration is planned to be included in the new LHS building.
- In a future fiscal year the 173 Bedford Street building may be used as swing space for the Cary Memorial Library and/or the Town Office Building as additional capital improvements are implemented in those buildings.

The following table, FY2025 Recommended Capital Budget, lists all FY2025 projects recommended by the Town Manager for consideration and their estimated costs by program area and funding source. The Capital Expenditures Committee and Appropriation Committee have also been evaluating these requests and will issue reports and recommendations to Town Meeting.

## FY2025 Recommended Capital Budget

Department	Project Description	Recommendation	Requested Funding Source(s)	ATM Article
<i>Planning/Engineering</i>	Transportation Mitigation	\$ 100,000	TNC Funds /Free Cash	12
<b>Total Land Use, Housing and Development</b>		<b>\$ 100,000</b>		
<i>Fire</i>	Heavy Vehicle Extrication Equipment	\$ 175,000	Free Cash	12
<i>Fire</i>	Ambulance Replacement	\$ 502,000	Free Cash	12
<b>Total Public Safety</b>		<b>\$ 677,000</b>		
<i>Recreation &amp; Comm. Pgms.</i>	Pine Meadows Improvements	\$ 110,000	Recreation RE	11
<i>Recreation &amp; Comm. Pgms.</i>	Park Improvements - Athletic Fields	\$ 545,000	CPA	10
<i>Recreation &amp; Comm. Pgms.</i>	Lincoln Park Fitness Stations Equipment	\$ 160,000	CPA	10
<i>Recreation &amp; Comm. Pgms.</i>	Park Improvements - Hard Court Surfaces	\$ 492,000	CPA	10
<i>Recreation &amp; Comm. Pgms.</i>	Lincoln Park Field Improvements	\$ 1,810,000	CPA/ Free Cash	10
<b>Total Culture and Recreation</b>		<b>\$ 3,117,000</b>		
<i>Public Facilities</i>	Public Facilities Bid Documents	\$ 125,000	Free Cash	16
<i>Public Facilities</i>	Public Facilities Interior Finishes	\$ 450,000	Free Cash	16
<i>Public Facilities</i>	School Paving and Sidewalks	\$ 265,000	Free Cash	16
<i>Public Facilities</i>	Public Facilities Mechanical/Electrical/Plumbing Replacements	\$ 4,015,000	Free Cash/ GF Debt	16
<i>Public Facilities</i>	Lexington High School Construction Project - Design Funding	\$ 10,000,000	GF Debt	26
<i>Public Facilities</i>	Pine Meadows Clubhouse Renovation - Construction	\$ 2,575,000	GF Debt	25
<i>Public Facilities</i>	173 Bedford Street Renovation	\$ 6,000,000	GF Debt	25
<i>Public Facilities</i>	Cary Memorial Library Renovation Project - Construction	\$ 4,000,000	CPA/ GF Debt	10
<i>Public Facilities</i>	Solar Assessment Lincoln Fields	\$ 30,000	Free Cash	7
<b>Total Public Facilities Department</b>		<b>\$ 27,460,000</b>		
<i>Public Works</i>	Equipment Replacement	\$ 1,920,000	Free Cash/ Water RE/ Sewer RE/ Compost Debt	12
<i>Public Works</i>	Sidewalk Improvements	\$ 800,000	Free Cash	12
<i>Public Works</i>	Townwide Signalization Improvements	\$ 50,000	Free Cash	12
<i>Public Works</i>	Street Improvements	\$ 2,707,321	Tax Levy	12
<i>Public Works</i>	Hydrant Replacement Program	\$ 150,000	Free Cash/ Water RE	12
<i>Public Works</i>	Stormwater Management Program	\$ 1,350,000	Free Cash	12
<i>Public Works</i>	Pump Station Upgrades	\$ 50,000	Sewer RE	14
<i>Public Works</i>	Sanitary Sewer System Investigation and Improvements	\$ 1,061,210	Sewer User Fees/ Sewer Debt	14
<i>Public Works</i>	Water Distribution System Improvements	\$ 2,288,900	Water User Fees/ Water RE	13
<i>Public Works</i>	Cemetery Columbarium Design	\$ 50,000	Free Cash	12
<i>Public Works</i>	Public Parking Lot Improvement Design	\$ 15,000	Free Cash	12
<i>Public Works</i>	Tucker Avenue Street Acceptance	\$ 30,000	Free Cash	8
<b>Total Public Works Department</b>		<b>\$ 10,472,431</b>		
<i>Lexington Public Schools</i>	LPS Technology Program	\$ 1,323,050	Free Cash	15
<b>Total Lexington Public Schools</b>		<b>\$ 1,323,050</b>		
<i>Innovation &amp; Technology</i>	Network Core Equipment Replacement	\$ 550,000	Free Cash	12
<i>Innovation &amp; Technology</i>	Municipal Technology Improvement Program	\$ 550,000	Free Cash	12
<i>Innovation &amp; Technology</i>	Network Redundancy & Improvement Plan	\$ 998,500	Free Cash	12
<i>Innovation &amp; Technology</i>	Network Technology Improvements	\$ 161,000	Free Cash	12
<i>Innovation &amp; Technology</i>	Scanning - Electronic Document Management	\$ 110,000	Free Cash	12
<i>Town Clerk</i>	Archives & Records Management	\$ 20,000	CPA	10
<i>Town Clerk</i>	Election Equipment Upgrade	\$ 64,865	Free Cash	12
<i>Town Manager</i>	Sustainable Capital Initiatives	\$ 35,000	Free Cash	7
<b>Total General Government</b>		<b>\$ 2,489,365</b>		
<i>Affordable Housing Trust</i>	Affordable Housing Trust (AHT) Pre-funding	\$ 3,200,000	CPA	10
<i>Lexington Housing Authority</i>	Lexington Housing Authority Exterior Improvements	\$ 100,000	CPA	10
<i>LexHAB</i>	LexHAB Support- Restoration, Preservation, and Decarbonization	\$ 482,365	CPA	10
<b>Total Non-Governmental Projects</b>		<b>\$ 3,782,365</b>		
<b>Total FY2025 Recommendations - All Funds</b>		<b>\$ 49,421,211</b>		

## **CAPITAL PLAN BY FINANCING SOURCE**

The following pages include tables that show the recommended FY2025 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.

## FY2025 RECOMMENDED PROJECTS - GENERAL FUND DEBT (Table I)

TABLE I: FY2025 RECOMMENDED PROJECTS - GENERAL FUND DEBT										
		Amount Financed	Term	Interest Rate	PROJECTED DEBT SERVICE					
					FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
FACILITIES PROJECTS										
Within-Levy Projects										
1	Public Facilities Mechanical/Electrical/Plumbing Replacements	\$ 167,977	5	4.5%		\$ 5,039	\$ 41,154	\$ 39,643	\$ 38,131	\$ 36,619
2	Pine Meadows Clubhouse Renovation - Construction	\$ 2,575,000	10	4.5%		\$ 77,250	\$ 373,375	\$ 361,788	\$ 350,200	\$ 338,613
3	173 Bedford Street Renovation	\$ 6,000,000	10	4.5%		\$ 180,000	\$ 870,000	\$ 843,000	\$ 816,000	\$ 789,000
4	Cary Memorial Library Renovation Project - Construction	\$ 1,700,000	10	4.5%		\$ 51,000	\$ 246,500	\$ 238,850	\$ 231,200	\$ 223,550
Subtotal		\$10,442,977				\$ 313,289	\$ 1,531,029	\$ 1,483,280	\$ 1,435,531	\$ 1,387,781
Project that is a potential candidate for debt exclusion*										
1	Lexington High School Construction Project - Design Funding (\$10,000,000)**	\$ 7,500,000	3	4.5%		\$ 225,000	\$ 337,500	\$ 2,837,500	\$ 2,725,000	\$ 2,612,500
Subtotal		\$ 7,500,000				\$ 225,000	\$ 337,500	\$ 2,837,500	\$ 2,725,000	\$ 2,612,500
TOTAL PROJECT COSTS		\$17,942,977				\$ 538,289	\$ 1,868,529	\$4,320,780	\$ 4,160,531	\$ 4,000,281
AUTHORIZED LEVY SUPPORTED DEBT SERVICE					FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
A Approved and Issued						\$ 4,631,958	\$ 3,446,182	\$ 2,890,662	\$ 2,546,330	2,297,230
B Projected Approved and Unissued						\$ 953,105	\$ 2,530,731	\$ 2,438,733	\$ 2,346,734	\$ 2,074,735
C Total Debt Service on Authorized Debt						\$ 5,585,063	\$ 5,976,913	\$ 5,329,395	\$ 4,893,064	\$ 4,371,965
D Projected New Levy Supported Debt Service (above)						\$ 538,289	\$ 1,868,529	\$ 4,320,780	\$ 4,160,531	\$ 4,000,281
E TOTAL - PROJECTED LEVY SUPPORTED DEBT SERVICE					\$ 6,162,553	\$ 6,123,352	\$ 7,845,442	\$9,650,175	\$ 9,053,595	\$ 8,372,246
F Plus: Projected Debt Service on Future Capital Projects					\$ —	\$ —	\$ 162,889	\$ 1,514,872	\$ 2,893,731	\$ 4,300,811
G Less: Debt Service Funded from Special Revenue Accounts					\$ (50,408)	\$ (174,000)	\$ (165,500)	\$ (161,750)	\$ (158,000)	\$ (104,250)
H Less: Proposed Use of Stabilization Fund					\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
I Total Offsets to Projected Levy Supported Debt Service (G+H)					\$ (50,408)	\$ (174,000)	\$ (165,500)	\$ (161,750)	\$ (158,000)	\$ (104,250)
J PROJECTED NET LEVY SUPPORTED DEBT SERVICE (E+F+I)					\$ 6,112,145	\$ 5,949,352	\$ 7,842,831	\$11,003,297	\$11,789,326	\$12,568,807
*The Lexington High School Construction - Design Funds is a potential candidate for a Proposition 2 1/2 debt exclusion vote which is anticipated to occur in late 2025. 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 beginning in FY2027.										
**For the Lexington High School Construction - Design Funds, the difference between the \$10,000,000 requested amount and the \$7,500,000 shown above represents the expected contribution from the Massachusetts School Building Authority (MSBA). Town Meeting will be asked to authorize the gross amount of \$10,000,000, however the Town will only issue debt for the portion of the project not covered by MSBA. Design funds may be bonded for a total term of 5 years, unless they lead to a construction authorization at which time they may be spread over the useful life of the asset (for LHS, 30 years). This presentation assumes the total cost will be paid over 5 years.										

## Facilities Projects

- 1. Public Facilities Mechanical/Electrical/Plumbing Replacements - \$4,015,000 (\$167,977 General Fund Debt; \$3,067,023 Free Cash; \$750,000 Tax Levy; \$30,000 BAN Premiums):** This project is an annual replacement of Mechanical, Electrical and Plumbing systems that have exceeded their useful life and require replacement before catastrophic failures occur. After the development of the 20-year Capital Plan, the report identifies significant projects that are coming due in the next 5 years. This category has significant dollars scheduled for investment over the next 5 years.
- 2. Pine Meadows Clubhouse Renovation - Construction - \$2,575,000 (General Fund Debt):** In FY2024 Town Meeting approved \$120,000 for design and engineering for upgrades to the Clubhouse at the Pine Meadows Golf Club. For FY2025 the Recreation Committee is requesting \$2,575,000 in funding for the construction phase of this renovation project.

The clubhouse, constructed prior to the Town's purchase of the property in 1988, has not undergone any significant renovation in the past 30 years and is suffering the typical deficiencies and wear and tear associated with its age and heavy usage. The accessibility issues at the current

clubhouse were identified as the #2 priority for remediation by the Commission on Disability in the 2017 ADA Compliance Study. Completion of this project will not only restore the clubhouse to a modern and functional facility suitable to support the ongoing successful operation of the Pine Meadows Golf Club, but will also bring it into ADA-compliance and make it welcoming and accessible for all residents of Lexington and visitors.

The renovation of the clubhouse will include the main concourse area, restrooms, plumbing system and fixtures, windows, roof, solar collectors for the Clubhouse and additional work as needed to improve accessibility.

- 3. 173 Bedford Street Renovation - \$6,000,000 (General Fund Debt):** This request is part of a multi-phased plan to reorganize the Town's assets as described in the introduction of the Capital Plan section of this document.

The building at 173 Bedford Street is the current temporary home for the Lexington Police Department while the new Police Station is under construction. After the Police Department moves into their new facility, 173 Bedford Street will need additional work in order to support another department as the top floor lacks accessibility, required fire protection, and a working HVAC system. This request is for funding to renovate the building in order to house the School Administration staff for several years during the Lexington High School construction project. The renovation will include the installation of an elevator, HVAC replacement, a sprinkler system, and reconfiguration of the interior spaces to suit the School Administration department. Permanent office space for the School Administration is planned to be included in the new Lexington High School building.

- 4. Cary Memorial Library Renovation Project - Construction - \$4,000,000 (\$1,700,000 General Fund Debt; \$2,300,000 CPA):** It has been nearly 20 years since the Cary Library's major renovation project in 2004. Over the course of the next ten years, the library will need significant capital investment due to wear and tear and aging mechanical systems. The library recognized the need to renovate its Children's Room and Large Meeting Room spaces in 2019 when it received an appropriation of \$100K to conduct a feasibility study for those spaces.

Children's spaces in public libraries have changed significantly since the Cary Library was designed in the late 1990s. Several factors drive these changes: advances in technology, the need for more flexible programming spaces, evolving standards in accessibility/Universal Design, and an increasing urgency regarding the safety of children in public spaces. The renovation of the Children's Room will provide a larger programming space, updated restrooms (including one with a universal changing table), better sight lines, and adequate staff work space. The Large Meeting Room adjacent to the Children's Room will also be renovated as part of this project. This space will receive a full technology update for hybrid programming, a new hearing loop, and better kitchen facilities designed for cooking, science, and craft programming.

The issue of the building's HVAC system reaching end of life prompted replacement of the system on the entire lower level, increasing the scope of the project. Approximately half of the project cost will go toward installing a new green energy HVAC system for the lower level. The library's HVAC system is nearing end of life, and this project presents an opportunity to convert the lower level which will require ceiling replacement throughout. Additional updates included in this funding are renovation of the lower level restrooms, new carpeting for the lower level hallway, and replacement of the stairway treads connecting the South Lobby and the Main Level.

The total cost for this renovation is \$5,500,000, however this request is for an appropriation of \$4,000,000 (CPA funds and General Fund debt). The remaining \$1,500,000 has been committed as a gift by the Cary Memorial Library Trustees.

## Facilities Projects - Potential Candidate for Debt Exclusion

- 1. Lexington High School Construction Project - Design Funding - \$10,000,000 (General Fund Debt):** Lexington High School was invited into the Massachusetts School Building Authority School Building (MSBA) Grant Program in June 2022. During the Eligibility Period, the Town had a number of steps to complete before March of 2023 in order to move to the next module in the MSBA prescribed process. Module 2 included the selection of the Owners Project Manager and the Designer (architect) for the high school project. During 2023 the Town selected Dore and Whittier as the Owners Project Manager (OPM), and Symmes Maini and McKee Associates (SMMA) as the Designer. This will be the project team for the duration of the LHS project.

The Town is currently in Module 3, Feasibility Study, which will determine whether the project is an addition/renovation or a completely new building and will also determine the location and size of the project. Special Town Meeting 2022-2 appropriated \$1,825,000 for the Feasibility Study. Once Module 3 is completed, the Town will need to have funds available to contract with the designer to complete the Schematic Phase drawings, which importantly will establish the true budget for the project. This current appropriation of \$10,000,000 is to advance the project through the Schematic Design Phase. Before this phase is completed, all construction figures used in these documents are rough estimates based on a square footage estimate only. The Town expects to request an appropriation of construction funds for Lexington High School in the FY2026 budget.

The construction funding for this project will be subject to a townwide debt exclusion referendum which is expected to occur in late 2024. This \$10,000,000 in design funds will be included in the overall project and if successful, may be excluded from the limits of proposition 2 1/2.

### FY2025 RECOMMENDED PROJECTS - WATER FUND DEBT (Table II)

TABLE II: FY2025 RECOMMENDED PROJECTS - WATER DEBT										
	Project	Amount Financed	Term	Interest Rate	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
1	None Proposed	\$ —	---	—%		\$ —	\$ —	\$ —	\$ —	\$ —
TOTAL PROJECT COSTS		\$ —				\$ —	\$ —	\$ —	\$ —	\$ —
AUTHORIZED WATER DEBT SERVICE					FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
A	Subtotal: Authorized and Issued					\$ 1,269,368	\$ 1,242,706	\$ 1,211,515	\$ 1,061,089	\$ 851,500
B	Subtotal: Approved and Unissued (short and long-term)					\$ 56,400	\$ 331,437	\$ 320,389	\$ 309,341	\$ 298,293
C	Total: Debt Service on Authorized Debt					\$1,325,768	\$1,574,143	\$1,531,904	\$1,370,430	\$1,149,793
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ —	\$ —	\$ —	\$ —	\$ —
E	TOTAL PROJECTED WATER DEBT SERVICE				\$2,375,660	\$1,325,768	\$1,574,143	\$1,531,904	\$1,370,430	\$1,149,793

***No recommendations for debt financing.***

## FY2025 RECOMMENDED PROJECTS - WASTEWATER FUND DEBT (Table III)

TABLE III: FY2025 RECOMMENDED PROJECTS - WASTEWATER DEBT										
Project		Amount Financed	Term	Interest Rate	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
1	Sanitary Sewer System Investigation and Improvements	\$561,210	10	5%		\$ 16,836	\$ 81,375	\$ 78,850	\$ 76,325	\$ 73,799
TOTAL PROJECT COSTS		\$561,210				\$ 16,836	\$ 81,375	\$ 78,850	\$ 76,325	\$ 73,799
AUTHORIZED SEWER DEBT SERVICE					FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
A Subtotal: Authorized and Issued Debt						\$ 1,362,774	\$ 1,267,637	\$ 1,180,735	\$ 1,010,069	\$ 843,900
B Subtotal: Approved and Unissued Debt (short and long-term)						\$ 86,775	\$ 433,875	\$ 419,413	\$ 404,950	\$ 390,488
C Total: Debt Service on Authorized Debt						\$1,449,549	\$1,701,512	\$1,600,148	\$1,415,019	\$1,234,388
D Subtotal: Projected Debt Service on Proposed Capital Projects						\$ 16,836	\$ 81,375	\$ 78,850	\$ 76,325	\$ 73,799
E TOTAL PROJECTED SEWER DEBT SERVICE					\$1,406,381	\$1,466,385	\$1,782,887	\$1,678,998	\$1,491,344	\$1,308,187

- 1. Sanitary Sewer System Investigation and Improvements - \$1,061,210 (\$500,000 Wastewater User Charges, \$561,210 Wastewater Debt):** This annual program provides for rehabilitation of sanitary sewer infrastructure. The Town's sanitary sewer infrastructure is made up of approximately 176 miles of main line, 8.5 miles of force main and 5280 manholes. 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. 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.

Beginning in FY2021, the funding source for this ongoing capital replacement program has been gradually shifting to Wastewater user charges, with the ultimate goal of transitioning the entire program to cash funding over 10 years. This is the fifth year of transition and \$500,000 is being requested from user fees.

## FY2025 RECOMMENDED PROJECTS - RECREATION FUND DEBT (Table IV)

TABLE IV: FY2025 RECOMMENDED PROJECTS - RECREATION and COMMUNITY PROGRAMS DEBT										
Project		Amount Financed	Term	Interest Rate	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
1	None Proposed	\$ —	---	—%		\$ —	\$ —	\$ —	\$ —	\$ —
TOTAL PROJECT COSTS		\$ —				\$ —	\$ —	\$ —	\$ —	\$ —
AUTHORIZED RECREATION REVENUE DEBT SERVICE					FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
A Subtotal: Approved and Issued Debt Service						\$ —	\$ —	\$ —	\$ —	\$ —
B Subtotal: Approved and Unissued Debt Service						\$ —	\$ —	\$ —	\$ —	\$ —
C Total: <b>Approved Debt Service</b>						\$ —	\$ —	\$ —	\$ —	\$ —
D Subtotal: Projected Debt Service on Proposed Capital Projects						\$ —	\$ —	\$ —	\$ —	\$ —
E TOTAL PROJECTED DEBT SERVICE					\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

### **No recommendations for debt financing.**

Pine Meadows Clubhouse Renovation (\$2,575,000) is currently proposed as a General Fund Debt project. The Recreation Enterprise fund may make contributions to the General Fund in future years to support the debt service on this project.



## FY2025 RECOMMENDED PROJECTS - FUNDING THROUGH PROPOSITION 2½ DEBT EXCLUSION (Table V)

TABLE V: FY2025 RECOMMENDED PROJECTS - FUNDING THROUGH PROPOSITION 2½ DEBT EXCLUSION									
Project	Amount Financed	Term	Interest Rate	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
None Proposed	\$ —	—	—%		\$ —	\$ —	\$ —	\$ —	\$ —
<b>Total Project Cost</b>	\$ —				\$ —	\$ —	\$ —	\$ —	\$ —
<b>Project that is a potential candidate for debt exclusion</b>									
Lexington High School Construction Project - Design Funding (\$10,000,000)	\$ 7,500,000	28	4.5%		\$ —	\$ 337,500	\$ 605,357	\$ 593,304	\$ 581,250
<b>Subtotal</b>	\$ 7,500,000				\$ —	\$ 337,500	\$ 605,357	\$ 593,304	\$ 581,250
<b>APPROVED AND PROPOSED EXCLUDED DEBT SERVICE</b>				<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>FY2029</b>
Subtotal: Approved and Issued Debt					\$ 16,385,361	\$ 15,907,941	\$ 15,277,795	\$ 14,523,517	\$ 11,849,897
Subtotal: Approved and Unissued Debt					\$ 517,201	\$ 785,556	\$ 756,297	\$ 727,038	\$ 697,780
Total: Approved Excluded Debt Service					\$ 16,902,562	\$ 16,693,497	\$ 16,034,093	\$ 15,250,555	\$ 12,547,677
Proposed Exempt Debt Service (above)					\$ —	\$ 337,500	\$ 605,357	\$ 593,304	\$ 581,250
<b>Total Approved and Proposed Excluded Debt Service</b>					<b>\$16,884,169</b>	<b>\$16,902,562</b>	<b>\$17,030,997</b>	<b>\$16,639,450</b>	<b>\$15,843,859</b>
Projected Future Debt Service - LHS Construction Funding					\$ —	\$ 990,000	\$ 9,552,931	\$ 17,233,586	\$ 25,511,466
<b>Total Projected Debt Service</b>					<b>\$16,884,169</b>	<b>\$16,902,562</b>	<b>\$18,020,997</b>	<b>\$26,192,381</b>	<b>\$33,077,445</b>
Less: Portion of Debt Service Paid Within-Levy Per Per CSF Policy					\$ —	\$ —	\$ (4,036,373)	\$ (4,036,373)	\$ (4,036,373)
Less: Use of Capital Stabilization Fund to Mitigate Debt Service Impacts on Property Tax Bills				\$ (500,000)	\$ —	\$ —	\$ (2,700,000)	\$ (7,700,000)	\$ (11,500,000)
<b>Net Excluded Debt Service</b>					<b>\$16,384,169</b>	<b>\$16,902,562</b>	<b>\$18,020,997</b>	<b>\$19,456,008</b>	<b>\$23,104,019</b>

- 1. Lexington High School Construction Project - Design Funds (\$10,000,000)** is a potential candidate for a Proposition 2 1/2 debt exclusion vote. The debt exclusion vote is anticipated to occur in late 2025. If successful, beginning in FY2026, debt service related to this project will be excluded from the limits of Proposition 2 1/2, and principal and interest on long- and short-term debt will be funded outside the levy limit. Otherwise the debt will remain within the limits of Proposition 2 1/2 as presented in Table I: General Fund Debt.

Table V above also presents projected future debt service for funding the construction portion of the Lexington High School project which is anticipated in the FY2026 budget and the impact of taxpayer mitigation efforts on the total amount of Excluded Debt Service. As outlined in the policy section of this document the Town's fiscal guideline to set-aside tax levy from new development is expected to partly offset Exempt Debt Service beginning in FY2027. The Town may also continue to utilize Capital Stabilization Funds to further mitigate the impact to taxpayers.

## FY2025 RECOMMENDED PROJECTS - Community Preservation Act Debt (Table VI)

TABLE VI: FY2025 RECOMMENDED PROJECTS - COMMUNITY PRESERVATION ACT DEBT										
Project		Amount Financed	Term	Interest Rate	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
1	None	\$ —		4.5%		\$ —	\$ —	\$ —	\$ —	\$ —
<b>TOTAL PROJECT COSTS</b>		\$ —				\$ —	\$ —	\$ —	\$ —	\$ —
<b>AUTHORIZED CPA REVENUE DEBT SERVICE</b>					<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>FY2029</b>
A	Subtotal: Approved and Issued Debt					\$ 681,200	\$ —	\$ —	\$ —	\$ —
B	Subtotal: Approved and Unissued Debt					\$ —	\$ 500,000	\$ 480,000	\$ 460,000	\$ 440,000
C	<b>Total: Approved Debt Service</b>					<b>\$ 681,200</b>	<b>\$ 500,000</b>	<b>\$ 480,000</b>	<b>\$ 460,000</b>	<b>\$ 440,000</b>
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ —	\$ —	\$ —	\$ —	\$ —
E	<b>TOTAL PROJECTED DEBT SERVICE</b>					<b>\$1,788,900</b>	<b>\$ 681,200</b>	<b>\$ 500,000</b>	<b>\$ 480,000</b>	<b>\$ 880,000</b>

***No recommendations for debt financing.***

## FY2025 RECOMMENDED PROJECTS - Compost Revolving Fund (Table VII)

TABLE VII: FY2025 RECOMMENDED PROJECTS - Compost Revolving Fund										
	Project	Amount Financed	Term	Interest Rate	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
1	Equipment Replacement	\$ 320,000	5	4.5%		\$ 9,600	\$ 78,400	\$ 75,520	\$ 72,640	\$ 69,760
	<b>TOTAL PROJECT COSTS</b>	\$ 320,000				\$ 9,600	\$ 78,400	\$ 75,520	\$ 72,640	\$ 69,760
AUTHORIZED REVENUE SUPPORTED DEBT SERVICE					FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
A	Subtotal: Approved and Issued Debt					\$ 181,966	\$ 174,496	\$ 111,226	\$ 14,338	\$ 10,000
B	Subtotal: Approved and Unissued Debt					\$ —	\$ —	\$ —	\$ —	\$ —
C	Total: Approved Revenue Supported Debt Service					\$ 181,966	\$ 174,496	\$ 111,226	\$ 14,338	\$ 10,000
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ 9,600	\$ 78,400	\$ 75,520	\$ 72,640	\$ 69,760
E	<b>TOTAL PROJECTED DEBT SERVICE</b>				<b>\$ 189,436</b>	<b>\$ 191,566</b>	<b>\$ 252,896</b>	<b>\$ 186,746</b>	<b>\$ 86,978</b>	<b>\$ 79,760</b>

- Equipment Replacement - \$320,000 (Compost Revolving Fund Debt):** This request is part of the Department of Public Works' annual program to replace equipment that has reached the end of its useful life. In FY2025 a front-end loader that is exclusively used for the Compost facility at Hartwell Avenue is due for replacement. The funding for this equipment is requested from the Compost Revolving Fund. See a full detailed description of the Equipment Replacement program under Table VIII: Cash Capital.

## FY2025 RECOMMENDED PROJECTS - CASH CAPITAL (Table VIII)

**TABLE VIII: FY2025 RECOMMENDED FUNDING FROM REVENUES (Cash by Source)**

Project		Free Cash	Tax Levy	Water/ Sewer Retained Earnings	Recr. Retained Earnings	Enterprise Operating Funds	CPA*	Other Funds**	Total Cost	Other ***
<b>SCHOOL PROJECTS</b>										
1	LPS Technology Program	\$ 1,323,050							\$ 1,323,050	
	<b>SUBTOTAL</b>	\$ 1,323,050	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 1,323,050	\$ —
<b>FACILITIES</b>										
2	Public Facilities Bid Documents	\$ 125,000							\$ 125,000	
3	Public Facilities Interior Finishes	\$ 219,345	\$ 230,655						\$ 450,000	
4	School Paving and Sidewalks	\$ 265,000							\$ 265,000	
5	Public Facilities Mechanical/Electrical/Plumbing Replacements	\$ 3,067,023	\$ 750,000					\$ 30,000	\$ 3,847,023	
6	Cary Memorial Library Renovation Project - Construction						\$ 2,300,000		\$ 2,300,000	
7	Solar Assessment Lincoln Fields	\$ 30,000	\$ —						\$ 30,000	
	<b>SUBTOTAL</b>	\$ 3,706,368	\$ 980,655	\$ —	\$ —	\$ —	\$ 2,300,000	\$ 30,000	\$ 7,017,023	\$ —
<b>MUNICIPAL PROJECTS</b>										
8	Transportation Mitigation	\$ 86,766						\$ 13,234	\$ 100,000	
9	Heavy Vehicle Extrication Equipment	\$ 175,000							\$ 175,000	
10	Ambulance Replacement	\$ 377,000						\$125,000	\$ 502,000	
11	Pine Meadows Improvements				\$110,000				\$ 110,000	
12	Park Improvements - Athletic Fields					\$ 545,000			\$ 545,000	
14	Lincoln Park Fitness Stations Equipment					\$ 160,000			\$ 160,000	
15	Park Improvements - Hard Court Surfaces					\$ 492,000			\$ 492,000	
16	Lincoln Park Field Improvements	\$ 665,000				\$ 1,145,000			\$ 1,810,000	
17	Equipment Replacement	\$ 1,215,000		\$ 385,000					\$ 1,600,000	
18	Sidewalk Improvements	\$ 800,000							\$ 800,000	
19	Townwide Signalization Improvements	\$ 50,000							\$ 50,000	
20	Street Improvements		\$2,707,321						\$ 2,707,321	
21	Hydrant Replacement Program	\$ 75,000		\$ 75,000					\$ 150,000	
22	Stormwater Management Program	\$ 1,350,000							\$ 1,350,000	
23	Pump Station Upgrades			\$ 50,000					\$ 50,000	
24	Sanitary Sewer System Investigation and Improvements					\$ 500,000			\$ 500,000	
25	Water Distribution System Improvements					\$1,000,000			\$ 2,288,900	
26	Cemetery Columbarium Design	\$ 50,000							\$ 50,000	
27	Public Parking Lot Improvement Design	\$ 15,000							\$ 15,000	
28	Tucker Avenue Street Acceptance	\$ 30,000							\$ 30,000	
29	Network Core Equipment Replacement	\$ 550,000							\$ 550,000	
30	Municipal Technology Improvement Program	\$ 550,000							\$ 550,000	
31	Network Redundancy & Improvement Plan	\$ 998,500							\$ 998,500	
32	Network Technology Improvements	\$ 161,000							\$ 161,000	
33	Scanning - Electronic Document Management	\$ 110,000							\$ 110,000	
34	Archives & Records Management						\$ 20,000		\$ 20,000	
35	Election Equipment Upgrade	\$ 64,865							\$ 64,865	
36	Sustainable Capital Initiatives	\$ 35,000							\$ 35,000	
	<b>SUBTOTAL</b>	\$ 7,358,131	\$2,707,321	\$ 510,000	\$110,000	\$1,500,000	\$ 2,362,000	\$138,234	\$15,974,586	\$ —
<b>OTHER CPA FUNDED PROJECTS</b>										
37	LexHAB Affordable Housing Support, Restoration, Preservation & Decarbonization						\$ 482,365		\$ 482,365	
38	Affordable Housing Trust (AHT) Funding						\$ 3,200,000		\$ 3,200,000	
39	Lexington Housing Authority Exterior Preservation						\$ 100,000		\$ 100,000	
	<b>SUBTOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 3,782,365	\$ —	\$ 3,782,365	\$ —
	<b>TOTAL</b>	\$12,387,549	\$3,687,976	\$ 510,000	\$110,000	\$1,500,000	\$ 8,444,365	\$168,234	\$28,097,024	\$ —

\* CPA totals do not include proposed FY2025 administrative budget of \$150,000 and \$681,200 for debt service.

## **School Department Projects**

- 1. LPS Technology Program - \$1,323,050 (Free Cash):** This request addresses the District's strategic goal for enhancing the capacity to utilize technology as an instructional and administrative tool. The request will continue to support student access to devices to allow for innovative learning methods that integrate supportive technologies, problem-based approaches and higher order thinking skills. It also maintains and improves, when needed, current infrastructure such as networks, access points and servers. The capital improvement request for FY2025 would provide funding for the following:

Tech Workstations - \$204,150 is requested for this category of the capital project. Replace Unit A (all classroom teachers, counselors, librarians and staff working under the teacher contract; Unit A) workstations and peripheral devices (laptops, desktops, printers and monitors). Staff workstations were replaced from FY2020 funds, thus, only a minimal number are needed until the full replacement cycle begins in 2026. Prices have remained relatively stable for all devices in this category.

1:1 Middle School Program - \$234,080 is requested to fund 560 Chromebooks for 6th graders entering Diamond and Clark Middle Schools. All middle school students have 1:1 devices and the devices follow them through middle school (three year life span). Generally, by the end of middle school, many devices have reached their end of life due to use. These Chromebooks are more expensive than the high school devices due to their having dual cameras and touch screens. (560 Chromebooks @ \$418 each). The previous model has been discontinued, and the newer model is more expensive.

1:1 at Lexington High School - \$209,560 is requested to purchase 620 Chromebooks for 9th graders. All high school students, once provided a device in 9th grade or upon entering the high school, have the device through their senior year (four-year life span), (620 Chromebooks @ \$338 each).

Science/Technology/Engineering/(Art)/Math (STEM/STEAM)/Computer Science - \$51,000 is requested to update computer labs at the High School level and purchase STEM/STEAM based curricular materials. The high school world language lab will be updated next year (\$45,000 for one lab, \$6,000 for STEM/STEAM Materials). Digital Learning Coaches (DLCs) work with all department heads that are holding curriculum reviews. The small amount of money allocated for STEM/STEAM may result in equipment being piloted or may also replace some equipment currently being used (elementary small robots for coding, etc.).

Interactive Projectors/Whiteboard Units and Document Cameras - \$231,260 is requested for this category of the capital project.

- Replace 48 interactive projectors districtwide. This equips buildings with a touch-activated, interactive system and soundbar. The replacements will begin with the oldest model per school until all systems are within a 7 year window with all of the same functionality (48 projectors @ \$4680 each).
- The request will also replace 10 document cameras at Lexington Middle and High School. All elementary schools have had document cameras replaced, and upgrades have been made in many middle school classrooms as well. A small number of replacement devices are needed for FY2025 (10 document cameras @ \$662 each).

District and Building Network Infrastructure - \$373,000 is requested to replace end of life Wireless Access Points (WAPs) at both middle schools and switches across all elementary schools. This is a phased project and WAPs will be replaced in all elementary schools in subsequent years. Due to the impending high school building project and a final determination for the current Central Office, WAPs and cabling for those sites have been deferred. The current five year capital submission also includes anticipated costs for future replacement of the district's core and firewalls with the building of a new high school and possible relocation of Central Office.

Server/Storage Infrastructure - \$20,000 is requested to maintain and upgrade any server related hardware.

## **Department of Public Facilities Projects**

- 2. Public Facilities Bid Documents - \$125,000 (Free Cash):** This is an annual request for funding professional services to produce design development, construction documents and/or bid administration services for smaller projects in anticipation of requests for construction funding at town meeting that have a high probability of approval. This will ensure that both municipal and school projects can be completed in the then-current construction season, which is particularly important for the timely completion of school building projects given the short window between the end of school in June and the end of summer. There has been a steady uptick in the number of projects requiring these services in recent years.
- 3. Public Facilities Interior Finishes - \$450,000 (Free Cash):** Initiated in FY2011, this is an annual request for funds to be used for the replacement of flooring systems in municipal and school buildings and interior finishes including mill work, ceiling work, tile work, countertop replacement and bathroom finish renovations. The goal of this annual program is to ensure failing systems are replaced and are safe for all users. The FY2025 request will allow the Department of Public Facilities to complete approximately four classroom flooring systems and prioritize other floors requiring attention. This request also covers other building finishes, based on priority.

Projects recently completed include replacement of flooring in 30 classrooms at Harrington Elementary and Diamond Middle schools and the renovation of two single-stall bathrooms in the Town Office Building. Future improvements are expected to include classroom flooring at Clarke, Diamond, Bowman, Bridge, Harrington and Fiske schools.

- 4. School Paving and Sidewalks - \$265,000 (Free Cash):** This capital request provides 'as needed' replacement of sidewalks, bus loops and parking areas on school grounds. Extraordinary repairs for school paving areas are necessary to maintain parking and pedestrian surfaces in a condition suitable for public safety and highlights the Safe Routes to School.

Projects recently completed include the full driveway and sidewalk replacement at Diamond middle school. The FY2025 request will fund repairs at the Bowman School rear play area, parking lot, and access road.

- 5. Public Facilities Mechanical/Electrical/Plumbing Replacements - \$4,015,000 (\$167,977 General Fund Debt; \$3,067,023 Free Cash; \$750,000 Tax Levy; \$30,000 BAN Premiums):** See a detailed description of this project under Table I: General Fund Debt.
- 6. Cary Memorial Library Renovation Project - Construction - \$4,000,000 (\$1,700,000 General Fund Debt; \$2,300,000 CPA):** See a detailed description of this project under Table I: General Fund Debt.

7. **Solar Assessment Lincoln Fields - \$30,000 (Free Cash):** This request for funding is to assess the feasibility of installing solar collectors and related systems at Lincoln Park as part of the feedback from the Lincoln Park Master Plan. In order to properly assess the site for solar production using canopies, the Town would need to consult with a geotechnical engineer to understand the soil conditions given that the site is a capped landfill. The Town would also need to consult with solar professionals to site the solar collectors and to determine the possible size of the system. If feasible a construction project will be incorporated into the Lincoln Park Master Plan and implemented during the end of life replacement of the Lincoln Field #3 renovation that is currently in the Recreation Committee 5- year capital plan for FY26.

## **Municipal Projects**

8. **Transportation Mitigation - \$100,000 (\$86,766 Free Cash, \$13,234 Transportation Network Company (TNC) Special Revenue Fund):** 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. Between FY2008 and FY2011, Town Meeting appropriated funds to collect data, perform analysis, 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).

Projects underway include a "No Turn on Red" pilot program at the Mass Ave/ Maple Street intersection, speed limit reductions on Lincoln St. and Marrett Rd. and implementing a School Zone on Concord Ave. This request will fund the purchase and installation of speed feedback signs, and design and engineering services to address safety requests.

9. **Heavy Vehicle Extrication Equipment - \$175,000 (Free Cash):** This request is to fund the replacement and upgrade of the department's heavy vehicle extrication equipment which is showing signs of end-of-life. The useful life of this equipment ranges from 15-20 years, and vehicle designs have outpaced the equipment's ability to extricate trapped individuals in serious auto wrecks. The replacement of this equipment will allow the department to respond effectively to calls including those involving large trucks, busses, and aircraft, and will avoid costly repairs and equipment downtime.

10. **Ambulance Replacement - \$502,000 (\$377,000 Free Cash, \$125,000 Ambulance Stabilization Fund):** The Fire Department's ambulance replacement program intends to rotate and replace ambulances every three years. The new vehicle runs as the primary ambulance, moves to the secondary position and finally to mechanical back-up status. At the end of this 9-year rotation the vehicle has over 150,000 miles. In recent years the ambulance mechanical systems are suffering more frequent breakdowns due to hard usage. This replacement request is being advanced one year in the capital plan due to extreme supply chain delays in order to keep the replacement schedule intact.

11. **Pine Meadows Improvements - \$110,000 (Recreation Retained Earnings):** This request is to replace the fuel bays, renovate the practice area, and replace the safety netting at the practice area at the Pine Meadows Golf Club. The fuel bays were last replaced in 2002 and require replacement to maintain the quality of the golf course. The practice area has also deteriorated over the years and is in need of a renovation that includes replacing the netting to ensure that safety of all users.



- 12. Park Improvements - Athletic Fields - \$545,000 (CPA):** This request is to renovate the Bowman School Field. This renovation will include a complete reconstruction with the installation of a new natural grass Little League field, new irrigation system, new backstops, signage, and park benches. Additionally, the trail that leads to the abutting Dunback Meadow conservation area will be restored, and based on the recommendations in the ADA Compliance Study. The end curb that runs parallel to the dugouts will be cut back to allow access to the ball field from the parking lot and an accessible path will be installed from the dugout on the parking lot side of the field behind the backstop to provide access to the dugout closest to the playground.
- 13. Lincoln Park Fitness Stations Equipment - \$160,000 (CPA):** The fifteen fitness stations installed along the Teresa and Roberta Lee Fitness/Nature Path at Lincoln Park have been frequently used by park goers over the years and have surpassed their useful life, many being in a deteriorated condition. This request is to upgrade and replace the equipment at all of the fitness stations.
- 14. Park Improvements - Hard Court Surfaces - \$492,000 (CPA):** This request is to renovate the Valley Courts on Valley Road. The project will include the construction of post tension concrete court surfaces for tennis and pickleball. In addition to new courts, the project will provide new fencing, athletic equipment, and site amenities.
- 15. Lincoln Park Field Improvements - \$1,810,000 (\$665,000 Free Cash; \$1,145,000 CPA):** This request is to conduct an end-of-life synthetic turf replacement at Lincoln Field #2. The project includes a professional evaluation to determine if subsurface/base "pad" can be reused or if a replacement is required for safe function of the field. The project then comprises removal of the existing surface turf "carpet" at Lincoln Field #2, laser grading of the subsurface, inspection and repair (as needed) of the drainage system, replacement of the base "pad" if indicated by the aforementioned study, replacement/recycling of the infill material, replacement of the surface turf, replacement of the (wood) anchors and edging around the immediate field perimeter, and restoration of the walkways, guardrails, and plantings surrounding the field.
- 16. Equipment Replacement - \$1,920,000 (\$1,215,000 Free Cash; \$125,000 Water Retained Earnings; \$260,000 Wastewater Retained Earnings; \$320,000 Compost Fund Debt):** 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.

Each piece of equipment is inventoried with original and current replacement cost, state of condition and replacement time interval. Replacement intervals vary from 5 to 20 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 Equipment Maintenance Division, Division Superintendents and reviewed by the Manager of Operations and Director of Public Works.

The FY2025 request, by funding source, is shown in the table below.

Equipment	Free Cash	Compost Revolving	Sewer RE	Water RE	Total
Ford F550 Utility			\$ 135,000		\$ 135,000
Mack Dump Truck			\$ 125,000	\$ 125,000	\$ 250,000
Front End Loader		\$ 320,000			\$ 320,000
Hook Loader Hot Box	\$ 150,000				\$ 150,000
Sidewalk Equip. with Snowblower	\$ 195,000				\$ 195,000
Turf Aerator	\$ 60,000				\$ 60,000
Toro Gang Mower	\$ 165,000				\$ 165,000
Toro Electric Utility Vehicle	\$ 45,000				\$ 45,000
6 Wheel Snow Fighter	\$ 300,000				\$ 300,000
Leaf Vacuum MS4 Permit	\$ 150,000				\$ 150,000
Sidewalk Equip. with Snowblower	\$ 150,000				\$ 150,000
	<b>\$1,215,000</b>	<b>\$ 320,000</b>	<b>\$ 260,000</b>	<b>\$ 125,000</b>	<b>\$ 1,920,000</b>

**17. Sidewalk Improvements - \$800,000 (Free Cash):** This request is to rebuild and/or repair existing sidewalks that are in poor condition. DPW, in conjunction with various committees and other town departments, will generate a list each year of the sidewalks most in need of repair/ replacement based on four determining factors:

- i. Is the sidewalk unsafe for travel due to trip hazards, defects, etc.
- ii. Is the sidewalk within the Safe Routes to School Program
- iii. Is the volume of pedestrian traffic heavy, light or average
- iv. Is the general condition of the sidewalk poor, fair or good which dictates treatments such as full reconstruction, overlay or patching

DPW currently reviews 30% of sidewalks annually to identify the work to be done. Sidewalks considered for FY2025 funding include:

Simonds Road from Bedford St. to Preston Rd.	1285 LF Asphalt
Douglas Road from East St. to #11	850 LF Asphalt
Clarke Street from #33 Forest (on Clarke)	50 LF Concrete
Hancock Street from Adams St. to Bikeway	4000 LF Asphalt
Bedford Street from Bikeway to N. Hancock St.	900 LF Asphalt
Revere Street from Larchmont Lane to Hancock St.	1300 LF Asphalt
Edgewood Road	920 LF Asphalt
Glen Road from Meriam St. to Upland Rd.	240 LF Asphalt
Upland Street	600 LF Asphalt
Chandler Street from Upland St. to Oakland St.	440 LF Asphalt
Stetson Street	670 LF Asphalt
Reconstruction of Ramps Townwide	

The following table presents the recent history of Sidewalk appropriations:

FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000

**18. Townwide Signalization Improvements- \$50,000 (Free Cash):** This is an annual program to update traffic and pedestrian signals in Lexington. In addition to updating traffic and pedestrian signals, this request also periodically updates the compliance study, which is the funding request proposed in FY2025. The last signal inventory and compliance study was completed in 2011. This study will include ADA compliance, condition assessment, signal timing, delays, and prioritization recommendations. Projects underway include improvements to the intersections at Lowell at East Street and Lowell at North Street. These intersections have both been designed and will be substantially constructed utilizing a 'Bottle-neck' grant obtained through MassDOT. Construction is anticipated in construction calendar year 2024.

**19. Street Improvements - \$2,707,321 (Tax Levy):** This is an annual request for the street resurfacing and maintenance program. In addition to the \$2,707,321 appropriated from the tax levy, \$974,012 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 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. A preliminary list of the streets to be repaired under this article is currently being developed. Streets anticipated for completion in 2024 include Eldred Street, Appletree Lane, Depot Square, Edison Way, Pleasant Street at Watertown Street and a portion of the Minuteman Bikeway near Town Center.

Street Improvements - Financing Components	
	FY25
2001 Override Increased by 2.5% per year	\$ 779,366
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	\$ 381,871
Estimated Chapter 90 Aid	\$ 974,012
Total	\$ 3,681,333
Without Chapter 90	\$ 2,707,321

**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. The Town of Lexington has 1,747 fire hydrants in its fire protection system and the goal is to replace approximately 45 hydrants per year at a cost of \$3,500 per hydrant, with labor covered by the operating budget. The expected life of a hydrant is 50 years.

**21. Stormwater Management Program - \$1,350,000 (Free Cash):** This is a new program combining three former programs related to stormwater management into one annual request: Townwide Culvert Replacement, Storm Drain Improvements and NPDES Compliance, and Comprehensive Stormwater Management. Many of the challenges and solutions are multi-pronged and cross over between the three programs, which creates complications in the selection and awarding of projects. By combining these projects, it creates more flexibility and agility for the Department for the improvements of stormwater throughout Lexington. The aggregated funding will be utilized for supporting the National Pollutant Discharge and Elimination System (NPDES) program with an emphasis on Illicit Discharge Detection and Elimination (IDDE) and nutrient removal which are both required by the Environmental Protection Agency (EPA) Municipal Separated Storm Sewer System (MS4) permit. These regulations are focused around improving water quality. Additionally, this request will support the stream management plan, culvert replacement and rehabilitation program, and storm drain improvements to mitigate flooding.

**22. Pump Station Upgrades - \$50,000 (Sewer Retained Earnings):** This is an ongoing capital program to maintain Lexington's 10 sewer pumping stations to enable better energy efficiency and avoid emergency expenditures. In 2013, an evaluation and asset management plan was developed for the sewer pump stations with the assistance of Wright-Pierce, including a detailed engineering survey of the Town's existing infrastructure. This survey helped determine current and future needs, timetable and probable costs for the proposed work. In FY2024, \$75,000 was approved to update the evaluation and asset management plan, but may not full cover the full project. This request for FY2025 funding will ensure the completion of the update.

**23. Sanitary Sewer System Investigation and Improvements - \$1,061,210 (\$500,000 Wastewater User Charges, \$561,210 Wastewater Debt):** See a detailed description of this program under Table III: Wastewater Fund Debt.

**24. Water Distribution System Improvements - \$2,288,900 (\$1,000,000 Water User Charges; \$1,288,900 Water Retained Earnings):** 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. The Town completed a hydraulic model for the entire distribution network and an asset management plan for replacing the Town's aging water infrastructure that will ensure a proactive approach for keeping Lexington's water both safe and reliable. The model identifies areas of vulnerability, water main aging, and those areas with low volumes and pressures. The asset management plan recommends the replacing 1% of our water mains on an annual basis.

Beginning in FY2021, the funding source for this ongoing capital replacement program has been gradually shifting to Water user charges, with the ultimate goal of transitioning the entire program to cash funding over 11 years. While rate payers may pay slightly higher water rates in the short-term, significant debt service savings will be realized, resulting in lower overall costs in the long-term. This is the fifth year of transition and \$1,000,000 is being requested from water user fees.

Water mains were recently replaced on Lowell Street (from Maple to Summer Street) as part of a joint project with the Town of Burlington and the Massachusetts Water Resource Authority. Future water main replacements are anticipated on Vine Street, Hayden Avenue, and Marshall Road. A booster pump is planned for the low-pressure area along Fairfield Street.

- 25. Cemetery Columbarium Design - \$50,000 (Free Cash):** The FY2025 funding request is for layout and design services for a columbarium (a structure with niches to store funeral urns with cremated remains) at Westview Cemetery. Due to the rising number of cremations, an option for interring urns has been requested by many residents. Currently urns are interred in traditional burial plots. A columbarium is a more efficient use of cemetery space and will provide an additional option for those choosing cremation while freeing up traditional burial plots. A request for construction funding of a columbarium is expected in FY2026.
- 26. Public Parking Lot Improvement Design - \$15,000 (Free Cash):** This request is for the redesign of the public parking lots located in downtown Lexington, including the Depot lot, the lot between Edison Way and the Depot (behind CVS pharmacy), and the lot between Waltham Street and Muzzey Street (behind Michelson's Shoes). These lots are currently in fair to poor condition with inefficient circulation and parking layouts. This FY2025 request will supplement previously allocated funds and will be used to advance the 100% design and finalize P,S&E (plans, specifications and estimates) for the Muzzey Street and Library parking lots. These plans will also help to understand and refine the overall construction cost of the project. This redesign work will improve efficiency, circulation and aesthetics of the parking lots.
- 27. Tucker Avenue Street Acceptance - \$30,000 (Free Cash):** The residents of Tucker Avenue have submitted a request to have the street brought up to Town standards and accepted by the Town. This acceptance would increase the length of town roadways, which in turn will result in a small increase in yearly funding received from the state in Chapter 90 allotments. This asset will fall under the town's asset management program; once completed, proper preservation can extend the life of the road 20 to 30 years or more. The street acceptance must be approved by Town Meeting, however the cost of road construction will ultimately be borne by the residents of Tucker Avenue through the assessment of street betterments.
- 28. Network Core Equipment Replacement - \$550,000 (Free Cash):** This multi-year capital program is to replace aging equipment or add equipment that functions as the core or head end for the Town network. The head end is made up of many components including, but not limited to, routers, switches, DNS servers, firewalls, access control devices, e-mail spam filters, and web access control devices. The overall purpose of the head end is to provide security and to manage network traffic.
- In FY2024 funding was approved to install a new redundant network core, router and firewalls in the new Police Station (completion expected in 2024). This new network core will become our primary core and require approximately 10 times the number of fiber connections as our current core due to the increased count in connections with the new Fiber Municipal Area Network (FMAN). The FY2025 funding request is to add additional modules to the new core to allow compatibility with the new FMAN network, including the purchase of hardware and technical services for installation. It should be noted that technology costs have increased significantly over the past couple of years, driving up costs especially on networking equipment.
- 29. Municipal Technology Improvement Program - \$550,000 (Free Cash):** This capital program funds major municipal technology improvements including servers, Storage Area Network (SAN)/data arrays and other critical Town hardware and components. New infrastructure is obtained with a focus to achieve technical consolidation, energy savings, reduction in financial burdens and reduction in staff maintenance time while increasing management efficiencies, increasing reliability and introducing new capabilities.

The request for FY2025 will fund the purchase and installation of a server/SAN environment in the new PD server room. This new environment will be used to migrate away from hardware that was installed in 2020 in another server room that is reaching end-of-life. In future years this program is expected to increase data storage capacity and expand backup capacity to match the Town's growth and storage needs. In addition to SAN needs, hardware and licensing may be purchased to assist with data transfer to cloud services including back-up and Disaster Recovery (DR).

- 30. Network Redundancy & Improvement Plan - \$998,500 (Free Cash):** This is a multi-phase request to build a standalone fiber network for town computing and communications in an effort to achieve redundancy and vendor-independent capability. The purpose of this program is to both improve the resiliency of the Townwide fiber network and to provide better networked services. This includes enhancement of communications within municipal buildings through the installation of wireless access to our wide area and local area networks. This will protect communication (both data and voice) between sites that are assessed as critical to the daily function and safety of the Town. The first phase of this project in FY2023 was \$945,000 to construct multi-loop core infrastructure to top-tier critical buildings. The second-phase request of \$988,094 in FY2024 was to complete phase I, and additionally fund fiber connections to tier 2 and tier 3 sites. This third phase includes the purchase and installation of the equipment to connect the tier 2 and tier 3 sites to the new FMAN and vendor services for network programming assistance.
- 31. Network Technology Improvements - \$161,000 (Free Cash):** The general purpose is to replace old network related equipment. The first part of this capital program is for funding the replacement of all end-of-life (EOL) WiFi Access Points (APs) units located throughout the various municipal buildings in Town. These provide local wireless internet to each building for staff and public use. The second part of this capital program is for funding the replacement of end-of-life network switches in municipal buildings or public safety antenna sites (e.g. Water Tower, Avalon, etc.).
- 32. Scanning - Electronic Document Management - \$110,000 (Free Cash):** This is an ongoing program to scan existing physical documentation into the Town's document management systems (Laserfiche and Tyler Content Manager). This effort will support continued efforts to migrate to paperless workflows. Once workflows have been established and no additional paper records are being created, historical records are scanned to ensure a complete repository and to allow departments to reclaim the physical space previously occupied by their records.
- 33. Archives & Records Management - \$20,000 (CPA):** This is an ongoing request to fund the conservation and preservation of historic municipal documents and records and to make them available on the Town's digital archives. This FY2025 request will include the conservation and preservation of Fire Department Journals 1927-1929, Marriage Intentions 1850-1897, Marriage Intentions 1889-1908, and Planning Board Records, Volume 1, 1918-1930. 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.

**34. Election Equipment Upgrade - \$64,865 (Free Cash):** This request is to upgrade current election equipment. New provisions under the VOTES Act have increased election participation, putting greater wear and tear on our equipment. Participation is expected to increase during the 2024 Presidential election season and existing equipment is nearing end-of-life. New tabulator machines will allow for faster processing at upcoming elections and avoid costly maintenance fees.

**35. Sustainable Capital Initiatives - \$35,000 (Free Cash):** This is a new capital program to fund sustainable capital initiatives including electric vehicle (EV) charging equipment and infrastructure. In the future this program may also include the study, design and construction of rooftop solar or solar canopies, including battery storage; and other projects identified by the Sustainability and Resilience Officer to move the Town towards achieving its sustainability goals.

The FY2025 request is for funding the purchase and installation of two or more electric vehicle charging stations. At least one EV charging station would be installed at the Town Office Building, primarily for charging municipal fleet vehicles, but could be utilized by the public outside of operating hours. This request is expected to fund a second charger in a location that is to be determined.

## **Other CPA Funded Projects**

**36. LexHAB Affordable Housing Support, Restoration, Preservation & Decarbonization - \$482,365 (CPA):** This FY25 request seeks funding for the preservation, rehabilitation, and restoration of 26 Lexington Housing Assistance Board (LexHAB) affordable housing units. The scope of the work at these units varies by property. There will be preservation, rehabilitation, and restoration projects at seven units which were acquired with CPA funds, including kitchen and bath renovations, floor replacements, exterior painting, water and HVAC replacements, and new appliances; and decarbonization initiatives at three properties, including the installation of solar panels and gas to electric conversions. This funding request will also cover preservation projects at nineteen LexHAB-operated units *not* acquired with CPA funds. These include door replacements, exterior painting, retaining wall replacement, and driveway and walkway replacements. All improvements are intended to ensure the continued safety and functionality of the units. This request also seeks funding support to subsidize the rents of LexHAB's lowest income tenants.

**37. Affordable Housing Trust (AHT) Funding - \$3,200,000 (CPA):** This request is to fund the Lexington AHT by providing CPA seed money for affordable housing, and to allow the AHT greater flexibility in purchasing property and competing with for-profit developers in the real estate market.

**38. Lexington Housing Authority Exterior Preservation - \$100,000 (CPA):** This request is to finance the preservation, rehabilitation and restoration of a Lexington Housing Authority (LHA) duplex at 561/563 Massachusetts Ave. Improvements will include siding, windows and exterior door replacement which will ensure the continued safety and functionality of the units.



**Table IX: Deferred FY2025 and Proposed FY2026-FY2029 Capital Requests**

<b>Ongoing Capital Programs - General Fund</b>							
<b>Dept.</b>	<b>Project Name</b>	<b>Deferred FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>FY2029</b>	<b>Total</b>
<i>Public Facilities</i>							
	Public Facilities Bid Documents	\$ —	\$ 125,000	\$ 125,000	\$ 150,000	\$ 150,000	\$ 550,000
	Public Facilities Interior Finishes	\$ —	\$ 468,000	\$ 486,720	\$ 506,189	\$ 526,437	\$ 1,987,346
	School Paving and Sidewalks	\$ —	\$ 200,000	\$ 225,000	\$ 250,000	\$ 250,000	\$ 925,000
	Public Facilities Mechanical/Electrical/Plumbing Replacements	\$ —	\$ —	\$ 4,565,000	\$ —	\$ 3,000,000	\$ 7,565,000
	Municipal Building Envelopes and Associated Systems	\$ —	\$ 1,100,000	\$ —	\$ 2,670,000	\$ —	\$ 3,770,000
	School Building Envelopes and Associated Systems	\$ —	\$ 2,125,000	\$ —	\$ —	\$ 4,440,000	\$ 6,565,000
		\$ —	\$ 4,018,000	\$ 5,401,720	\$ 3,576,189	\$ 8,366,437	\$ 21,362,346
<i>Public Works</i>							
	Equipment Replacement	\$ —	\$ 1,950,000	\$ 1,950,000	\$ 1,355,000	\$ 2,000,000	\$ 7,255,000
	Sidewalk Improvements	\$ —	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 3,200,000
	Townwide Signalization Improvements	\$ —	\$ 55,000	\$ —	\$ —	\$ —	\$ 55,000
	Street Improvements	\$ —	\$ 2,726,806	\$ 2,746,777	\$ 2,767,247	\$ 2,788,230	\$ 11,029,060
	Stormwater Management Program	\$ —	\$ 2,642,500	\$ 2,655,000	\$ 2,332,500	\$ 2,292,500	\$ 9,922,500
	Hydrant Replacement Program <sup>(1)</sup>	\$ —	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000
		\$ —	\$ 8,249,306	\$ 8,226,777	\$ 7,329,747	\$ 7,955,730	\$ 31,761,560
<i>Land Use, Housing and Development</i>							
	Transportation Mitigation	\$ —	\$ 80,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 360,000
		\$ —	\$ 80,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 360,000
<i>Innovation &amp; Technology</i>							
	Application Implementation	\$ —	TBD	TBD	TBD	TBD	\$ —
	Network Core Equipment Replacement	\$ —	\$ 100,000	\$ 600,000	\$ 100,000	\$ 700,000	\$ 1,500,000
	Municipal Technology Improvement Program	\$ —	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 450,000
	Network Redundancy & Improvement Plan	\$ —	\$ 760,000	\$ 250,000	\$ 250,000	\$ 150,000	\$ 1,410,000
	Phone Systems & Unified Communications	\$ —	\$ 90,000	\$ 80,000	\$ 60,000	\$ 60,000	\$ 290,000
	Network Technology Improvements	\$ —	\$ 86,000	\$ 86,000	\$ 86,000	\$ 143,000	\$ 401,000
		\$ —	\$ 1,186,000	\$ 1,116,000	\$ 596,000	\$ 1,153,000	\$ 4,051,000
<i>Schools</i>							
	LPS Technology Program	\$ —	\$ 1,316,962	\$ 1,635,804	\$ 1,672,356	\$ 1,548,624	\$ 6,173,746
		\$ —	\$ 1,316,962	\$ 1,635,804	\$ 1,672,356	\$ 1,548,624	\$ 6,173,746
<i>Town Manager</i>							
	Sustainable Capital Initiatives	\$ —	\$ —	\$ 17,082	\$ —	\$ 17,937	\$ 35,019
		\$ —	\$ —	\$ 17,082	\$ —	\$ 17,937	\$ 35,019
<b>Total Capital Programs - General Fund</b>		<b>\$ —</b>	<b>\$ 14,850,268</b>	<b>\$ 16,477,383</b>	<b>\$ 13,274,292</b>	<b>\$ 19,141,728</b>	<b>\$ 63,743,671</b>
<b>Ongoing Capital Programs - Enterprise Funds</b>							
<b>Dept.</b>	<b>Project Name</b>	<b>Deferred FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>FY2029</b>	<b>Total</b>
<i>Public Works</i>							
	Hydrant Replacement Program <sup>(1)</sup>	\$ —	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000
	Pump Station Upgrades	\$ —	\$ —	\$ 100,000	TBD	TBD	\$ 100,000
	Sanitary Sewer System Investigation and Improvements	\$ —	\$ 1,082,431	\$ 1,104,080	\$ 1,126,161	\$ 1,148,684	\$ 4,461,356
	Water Distribution System Improvements	\$ —	\$ 2,334,670	\$ 2,381,360	\$ 2,428,987	\$ 2,477,567	\$ 9,622,584
	Water Tank Rehabilitation	\$ —	\$ 100,000	\$ 3,960,000	\$ —	\$ —	\$ 4,060,000
		\$ —	\$ 3,592,101	\$ 7,620,440	\$ 3,630,148	\$ 3,701,251	\$ 18,543,940
<i>Recreation &amp; Community Programs</i>							
	Pine Meadows Improvements	\$ —	\$ —	\$ 95,000	\$ 89,000	\$ 35,000	\$ 219,000
	Pine Meadows Equipment	\$ —	\$ 65,000	\$ 30,000	\$ —	\$ 70,000	\$ 165,000
		\$ —	\$ 65,000	\$ 125,000	\$ 89,000	\$ 105,000	\$ 384,000
<b>Total Capital Programs - Enterprise Funds</b>		<b>\$ —</b>	<b>\$ 3,657,101</b>	<b>\$ 7,745,440</b>	<b>\$ 3,719,148</b>	<b>\$ 3,806,251</b>	<b>\$ 18,927,940</b>

**Table IX: Deferred FY2025 and Proposed FY2026-FY2029 Capital Requests**

<b>Ongoing and One-time Capital Projects - CPA Fund</b>							
<b>Dept.</b>	<b>Project Name</b>	<b>Deferred FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>FY2029</b>	<b>Total</b>
Public Facilities	Stone Building Renovation and Addition	\$ —	\$ 5,150,000	\$ 2,400,000	\$ 2,400,000	\$ —	\$ 9,950,000
Land Use, Housing and Development	Wright Farm Barn Preservation and Rehabilitation (Step 3)	\$ —	TBD	\$ —	TBD	\$ —	\$ —
	Cotton Farm/Community Center Connector	\$ —	\$ 200,000	\$ —	TBD	\$ —	\$ 200,000
	Simond's Brook Conservation Area Trail Design & Engineering	\$ —	\$ 75,000	TBD	\$ —	\$ —	\$ 75,000
Recreation & Community Programs	Park and Playground Improvements	\$ —	\$ 1,041,000	\$ 1,840,000	\$ —	\$ —	\$ 2,881,000
	Park Improvements - Athletic Fields <sup>(2)</sup>	\$ —	\$ 6,180,000	\$ —	\$ —	\$ —	\$ 6,180,000
	Park Improvements - Site Amenities	\$ —	\$ —	\$ 36,000	\$ —	\$ 36,000	\$ 72,000
	Outdoor Pickleball Courts Construction	\$ —	\$ —	\$ 870,000	\$ —	\$ —	\$ 870,000
	Lincoln Park Field Improvements <sup>(3)</sup>	\$ —	\$ 1,235,000	\$ —	\$ —	\$ —	\$ 1,235,000
Town Clerk	Archives & Records Management	\$ —	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
<b>Total Capital Projects - CPA Funds</b>		<b>\$ —</b>	<b>\$ 13,901,000</b>	<b>\$ 5,166,000</b>	<b>\$ 2,420,000</b>	<b>\$ 56,000</b>	<b>\$ 21,543,000</b>
<b>One-Time Capital Projects - General Fund</b>							
<b>Dept.</b>	<b>Project Name</b>	<b>Deferred FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>FY2029</b>	<b>Total</b>
Fire	Replace Pumper Truck	\$ —	\$ 950,000	\$ —	\$ —	\$ —	\$ 950,000
	Off Road Fire Engine	\$ —	\$ —	\$ —	\$ —	\$ 400,000	\$ 400,000
	Ambulance Replacement	\$ —	\$ —	\$ —	\$ 525,000	\$ —	\$ 525,000
Recreation & Community Programs	Park Improvements - Athletic Fields <sup>(2)</sup>	\$ —	\$ 2,000,000	\$ —	\$ —	\$ —	\$ 2,000,000
	Lincoln Park Field Improvements <sup>(3)</sup>	\$ —	\$ 715,000	\$ —	\$ —	\$ —	\$ 715,000
	Strategic Plan Update	\$ —	\$ 100,000	\$ —	\$ —	\$ —	\$ 100,000
Land Use, Housing and Development	Eldred Traffic Calming and Hartwell Avenue Ped Crossing	\$ —	\$ 70,000	\$ 460,000	\$ —	\$ —	\$ 530,000
	Phase II- Town-wide Pedestrian & Bicycle Plan		\$ 80,000	\$ —	\$ —	\$ —	\$ 80,000
Public Facilities	Lexington High School Construction Project - Design Funding	\$ —	\$440,000,000	\$ —	\$ —	\$ —	\$ 440,000,000
	East Lexington Fire Station	\$ —	\$ 2,000,000	\$ 1,000,000	\$12,000,000	\$ —	\$ 15,000,000
	Central Administration Building Demolition	\$ —	\$ 1,650,000	\$ —	\$ —	\$ —	\$ 1,650,000
	Clarke HVAC Replacement and Electrification	\$ —	\$ —	\$ —	\$ —	\$21,000,000	\$ 21,000,000
	Cary Memorial Library Upper Floors HVAC Renovation	\$ —	\$ —	\$ —	\$ 2,000,000	\$21,000,000	\$ 23,000,000
Public Works	Hartwell Ave. Compost Site Improvements	\$ —	\$ 220,000	\$ —	\$ —	\$ —	\$ 220,000
	Cemetery Columbarium Design	\$ —	\$ 450,000	\$ —	\$ —	\$ —	\$ 450,000
	Public Parking Lot Improvement Design	\$ —	\$ 528,000	\$ —	\$ —	\$ —	\$ 528,000
	New Sidewalk Installations	\$ —	\$ 300,000	\$ —	\$ 3,250,000	\$ —	\$ 3,550,000
	Bedford St. and Hartwell Ave. Long-Range Transportation Improvements	\$ —	\$ —	\$ 1,950,000	\$ —	\$ —	\$ 1,950,000
		<b>\$ —</b>	<b>\$449,063,000</b>	<b>\$ 3,410,000</b>	<b>\$ 17,775,000</b>	<b>\$42,400,000</b>	<b>\$ 512,648,000</b>
<b>One-Time Capital Projects - Enterprise Funds</b>							
<b>Dept.</b>	<b>Project Name</b>	<b>Deferred FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>FY2029</b>	<b>Total</b>
Public Works	Water Tank Rehabilitation	\$ —	\$ 100,000	\$ 3,960,000	\$ —	\$ —	\$ 4,060,000
<b>Total Capital Projects - Enterprise Funds</b>		<b>\$ —</b>	<b>\$ 100,000</b>	<b>\$ 3,960,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 4,060,000</b>

(1) Hydrant replacement Program is split funded between the General Fund and Water Enterprise Fund.

(2) Park Improvements- Athletic Fields is split funded between the General Fund and CPA Fund.

(3) Lincoln Park Field Improvements is split funded between the General Fund and CPA Fund.

This Page Intentionally Left Blank.



# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Review and Approve Location of Lex250 Monument at Belfry Hill, Clarke Street

### **PRESENTER:**

Suzie Barry, Chair of  
Semiquincentennial Commission  
(Lex250)

### **ITEM NUMBER:**

I.6

### **SUMMARY:**

#### **Category: Decision-Making**

Attached please find the plan for the location of the monument at the Belfry site. Please note there are two potential locations identified as (1) and (2) that were included in the Call for Artists based on discussions with the Lex250 Project Advisors and DPW. The final site will be one of these two sites, depending on the artist's design (one artist did ask whether it could be on both sites). The Town Manager is recommending approving both sites as a potential site for the monument.

### **SUGGESTED MOTION:**

Move to approve sites (1) and (2) as shown on the attached plan.

### **FOLLOW-UP:**

### **DATE AND APPROXIMATE TIME ON AGENDA:**

1/22/2024

8:35pm

### **ATTACHMENTS:**

Description	Type
 Monument Location Plan	Cover Memo

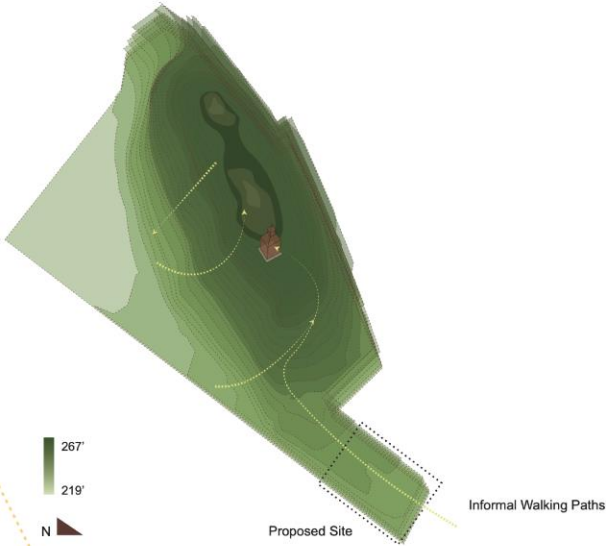


APPENDIX C: SITE IMAGES, DIAGRAM & MONUMENT DESIGN CONSIDERATIONS



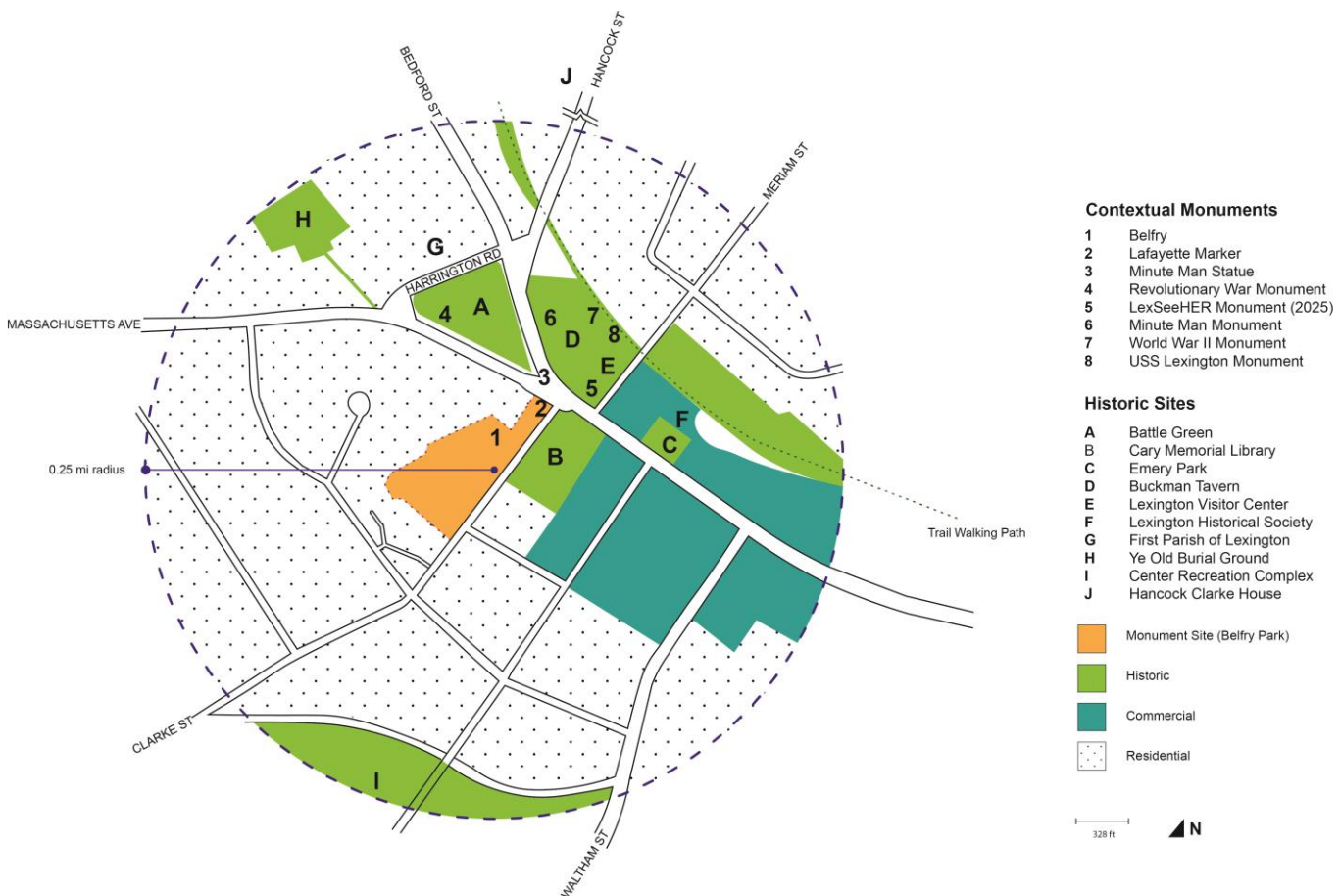
ADA Accessible View of The Belfry with reading plaque and benches for seating

Two Proposed Areas for Monument Placement





## Historic Context to Site



## Site Considerations:

### I. Design/Installation Restrictions & Considerations

- a. **Installation Considerations:** Due to the proposed site's topography the installation of the artwork may need special equipment like a crane to lift it from the road onto the site, depending on the size and weight of the artwork. Proposals should include a plan for installing the artwork on the site with the appropriate equipment as needed. The final installation will need to be complete by March 15, 2025, to be in place for the 250<sup>th</sup> Anniversary Celebration.
- b. **Artwork Base:** The artwork's base or foundation will need to be hand dug or utilize special equipment (such as a Bobcat excavator) to prepare the site for the concrete placement or base. Concrete installation will need to be performed via a pump truck due to limited site access. Due to winter conditions, the base or foundation will need to be installed by October 1, 2024.
- c. **ADA Accessibility:** Installation must be approachable by persons of differing abilities, such as those in mobility assisted devices and individuals with vision impairments. Consider protrusions, obstructions, and trip hazards in proposed designs and how they might limit access or hinder approach.

### I. Stakeholder Feedback Regarding the Site

- II. The artwork should be the primary focus of Belfry Hill, and sited at either of the suggested locations, as a key element to the area.
- III. The artwork should be designed with consideration of the look, feel, and shape of the park and should be in keeping with and/or complementary to the visual aesthetics of the space.
- IV. It is important for the artist/artist team to reflect on the location of the Belfry Hill in relationship to historically significant context of the site, including monuments, buildings and Battle Green. The Battle

Green Master Plan provides guidance on focal points and views that also apply to the site (see page 83 of the plan).