

SELECT BOARD MEETING

Monday, February 6, 2023

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

AGENDA

EXECUTIVE SESSION

1. Exemption 3: Discuss Strategy with Respect to Litigation - National Prescription Opiate Litigation Settlement 6:30pm

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. Announcement: The Town Manager's FY2024 Preliminary Recommended Budget and Financing Plan, reflecting a balanced budget, was published last week.
2. Select Board Concerns and Liaison Reports

TOWN MANAGER REPORT

1. Town Manager Weekly Update

CONSENT AGENDA

1. Approve Select Board Meeting Minutes
 - December 12, 2022 Select Board
 - December 19, 2022 Select Board
 - January 9, 2023 Select Board
2. Select Board Committee Appointment
 - Historic Districts Commission - Lee Noel Chase
3. Select Board Committee Resignation
 - Semiquincentennial Commission (Lex250) Community Member Representative - Steve Cole, Jr.
4. Town Manager Committee Reappointment
 - Youth Commission - Thomas Romano

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Review and Approve Food Waste Pilot 6:50pm
2. Presentation - Draft of Zero Waste Plan 7:05pm
3. LexFarm Request to Extend Current Lease for an Additional Five-Year Term 7:25pm

4. Presentation - Proposed Street Art Pilot Project 7:35pm
5. 2023 Annual Town Meeting 7:55pm
 - Procedures for Participation at 2023 Annual Town Meeting
 - Presentation - ATM 2023 Article 26: Amend the General Bylaws - Municipal Opt-In Specialized Stretch Energy Code
 - Presentation - ATM 2023 Article 28: Amend General Bylaws - Tree Bylaw - Increase Protected Tree Look-Back Period
 - Presentation - ATM 2023 Article 29: Amend General Bylaws - Tree Bylaw - Changes to Tree Committee Composition
 - Presentation - ATM 2023 Article 6: Establish Qualifications for Tax Deferrals
 - Select Board Article Presenters, Discussion and Positions
 - Discuss Potential Select Board Report
6. Request to Approve License Agreement with Property Owner to Existing Fence Permit on Town Property - 3 Goffe Road 8:55pm
7. Discuss FY2024 Town Manager's Preliminary Budget & Financial Planning 9:00pm
8. Discuss Schedule for American Rescue Plan Act (ARPA) Requests on Future Meeting Agendas 9:20pm

ADJOURN

1. Anticipated Adjournment 9:25pm

The Select Board meeting packet is typically available at least one business day in advance of the meeting: <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/92482764382?pwd=SFFvYWo3MmVkODFlaG5ETmNsRDVoZz09>

iPhone one-tap:

+13092053325,,92482764382#,,, *380743# US

+13126266799,,92482764382#,,, *380743# 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)

+1 301 715 8592 US (Washington DC)

Meeting ID: 924 8276 4382

Passcode: 380743

An Act Relative to Extending Certain State of Emergency

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

The next regularly scheduled meeting of the Select Board will be held on Monday, February 13, 2023 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 Concerns and Liaison Reports

PRESENTER:

Select Board Members

ITEM NUMBER:

LR.1

SUMMARY:

Please see the attached Select Board Correspondence Secretary Report for the February 6, 2023 meeting. Under this item, Select Board Members can also comment on any additional points, reports and concerns.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

ATTACHMENTS:

Description	Type
☐ Correspondence Secretary Report - February 6, 2023	Backup Material

Correspondence Secretary Report – February 6, 2023

Joe Pato:

- **Date:** 1/2 **Topic:** East Lexington lighting trespass follow-up requested
Disposition: Staff redirecting resident to the ZBA.
- **Date:** 1/3 **Topic:** Worthen Rd Crossing near Stop & Shop
Disposition: Staff provided response with plans for upgrades to the crosswalk in this area.
- **Date:** 1/9 **Topic:** Housing Trust recruitment
Disposition: Provided resident with summary of Board request for additional communication of information on qualifications needed as well as broader dissemination of the recruitment request.
- **Date:** 1/10 & 1/11 **Topic:** Multi-Family Zoning for MBTA Communities – concerns over proposed zoning at Bedford St./Eldred St./Ivan St. (2 independent messages)
Disposition: This is currently being developed under the jurisdiction of the Planning Board. The Select Board will keep these residents' concerns in mind should the proposals progress to Town Meeting.
- **Date:** 1/12 **Topic:** Request for efficient Town Meeting information sharing
Disposition: The requests for improved information sharing has been relayed to staff. The Board will schedule a discussion on this for future town meetings.
- **Date:** 1/20 **Topic:** Concerns over need for more community housing funding from the CPA
Disposition: Board members will keep these concerns in mind.
- **Date:** 1/20 **Topic:** Road safety issues on Walnut Street (3 independent messages)
Disposition: Staff (Transportation Safety Group) will continue to explore improvements for Walnut Street. Board will monitor progress.
- **Date:** 1.20 **Topic:** Praise for Lexpress
Disposition: The Board appreciates the information and value of Lexpress for the Lexington Community.
- **Date:** 1/23 **Topic:** Request for level funding Lexpress from Transportation Advisory Committee
Disposition: The Town Manager's proposed FY24 budget (White Book) includes level funding for Lexpress.
- **Date:** 1/23 **Topic:** Bike Park support
Disposition: Endorsement of proposal for a bike park by the Bicycle Advisory Committee and support for the proposal to accept a property donation adjacent to Kinneens Park for the facility.

- **Date:** 1/23 & 1/28 **Topic:** Bike Park - Kinneens Park location opposition (2 independent messages)
Disposition: Resident concerns about the proposed location for a proposed bike park on Burlington Street adjacent to Kinneens Park. The Board will keep these concerns in mind should a proposal for this location be made formally.
- **Date:** 1/26 **Topic:** UV lighting in HVAC to improve indoor air quality
Disposition: Request submitted to the Town Manager by resident for potential consideration for ARPA funding.
- **Date:** 1/27 **Topic:** FY24 Budget request for Fire Inspector
Disposition: The Board will keep the comments in mind as it reviews the proposed budget.
- **Date:** 1/30 **Topic:** Support for PB Overlay Districts Proposal (for MBTA Communities)
Disposition: This is currently being developed under the jurisdiction of the Planning Board. The Select Board will keep these residents' concerns in mind should the proposals progress to Town Meeting.
- **Date:** 1/30 **Topic:** Concerns over proposed fees for bulk goods disposal
Disposition: The Board will keep the comments in mind as it reviews the proposed budget.
- **Date:** 2/1 **Topic:** Concerns over change in ownership of Burlington concrete facility at the Town line
Disposition: Town staff have been in contact with Town of Burlington officials to understand what role Lexington may have in this process which is under the jurisdiction of the Burlington Planning Board.

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 following weekly updates from the Town Manager:

- 1/27/23
- 2/3/23

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

ATTACHMENTS:

Description	Type
☐ 1-27-23	Cover Memo
☐ 2-3-23	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 27, 2022
RE: Weekly Update

The following is an update of activities for the week ending January 27, 2022:

Various Administrative Issues:

- Starting this month, I will be meeting regularly with staff from one department per month (coffee with the Town Manager) to generally discuss issues from management and to hear from staff issues they may have. This first month, will be with the IT staff. Additionally, I'm working with Sean Dugan to do a similar quarterly meeting that will be advertised where residents can come meet with me (at some easy to access location, like the foyer in the Cary Memorial Building).
- We are in the process of our annual (we skipped 2021 and this is actually the 2022 a few weeks late) demographic survey of our employees. We will combine this information with the information we obtained in 2019 and 2020 to see measure whether the Town has made progress on our goal of increasing the diversity of our employees to more closely match the community's diversity. Please note, this survey will be solely municipal employees, the School department is doing a separate survey that will be conducted later this Spring that will be shared with the Town's Chief Equity Officer.
- Attached please find the Select Board's priorities for the Participatory Budgeting (I've delineated the top 5 & 10 with a bold line) as well as the original title description of each item for the Board's use at our next meeting when this comes up for a final vote before its placed out for residents to vote on. There is a total at the bottom of the top 5 projects (\$440,000) and top 10 projects (\$1,030,000). Additionally, staff is working on a cost estimate and locations for hands free faucets in selected public restrooms and we will aim to have that information available at the next meeting should the Board choose to include that as an option.
- There will be a minor price increase in the rate for the aggregation program. There is a provision in the contract that allows for a cost adjustment if it is due to a regulatory change from the State. The amount of the increase is \$0.002 per kwh. This would be in addition to the \$0.108 for a total new rate of \$0.11 per kwh (Eversource Basic is currently \$0.25776 per kwh by comparison). The regulatory change is related to the State's increase in the Clean Energy Standard from 21% to 25%. This is an increase allowed under the contract and is recommended by Peregrine Energy, the Town's consultant, so no further action is required from the Board (this is similar to the increase in 2020). We will be sending a notice to all customers.

- Attached please find information relative to an Additional National Opioid Settlement which we are reviewing with Town Counsel.
- Attached please find the weekly agenda tracker.

Land Use Health and Development:

- The Planning Board will hold public hearings on the following zoning amendments in February, all on Zoom starting at 6:00 pm Wednesdays. The details of each zoning proposal can be found here: <https://www.lexingtonma.gov/1546/2023-Annual-Town-Meeting>
 - Public Hearing on the follow zoning proposals is Wed. Feb. 1:
 1. Article 34 - Amend Zoning Map and Zoning Bylaw to allow multi-family housing to comply with MBTA Communities
 2. New Village Overlay Districts proposed in the following areas:
 - a. East Lexington along Massachusetts Ave.
 - b. Lexington Center
 - c. Bedford St./Worthen Rd.
 - d. Bedford St./Reed St.
 - e. Bedford St. North
 - f. Hartwell Avenue/Bedford St.
 - g. Maguire Road
 - h. Marrett Rd./Waltham St.
 - i. Marrett Rd./Spring St.
 - j. Concord Ave./Waltham St.
 3. Article 35 - Supplemental Inclusionary Zoning. This article is tied to Article 34 and will be considered together. This article proposes inclusionary dwelling units at 15% of a multi-family project in the Village Overlay Districts, in Article 34.
 4. Article 36 - Amend Zoning Map – Expand Central Business District to adjacent lots
 5. Article 37 - Extend Action Deadline for Major Site Plan Review
 6. Article 38 - Add Provisions for Minor Modifications to Approved Permits
 7. Article 39 - Technical Corrections
 - Public Hearing on Wed. Feb. 8:
 1. Article 33 – Amend Zoning Bylaw section on Special Permit Residential Developments to incentivize smaller homes
 - Public Hearing on Wed. Feb. 15:
 1. Citizen Petition to limit residential gross floor area

Public Works:

- Stormwater Utility Update - Sean Dugan, Communications Director and Special Projects Coordinator, has put together the website and the remaining aspects are FAQs and updated the parcel viewer with estimated fees. Once the parcel viewer is updated we will launch the website and add in the FAQs once completed. We expect the launch of the website within the next two weeks. DPW/Town Engineering and our consultants, will also add photos of projects that we have completed so people can understand the type of stormwater management work that gets done.

Staff is also gearing up to meet with various groups/ stakeholders and have identified a few different paths. The first path is meeting with the Capital Expenditures Committee and the Appropriations Committee. We believe this can be done at one of the upcoming meetings with both Committees during the budget and Town Meeting review process. This path can run parallel to the other stakeholders path.

The other stakeholders path includes meetings with the following groups:

- TMMA (in-person)
- Tax-exempt (zoom)
- Large industrial and commercial properties (zoom)
- Elderly / fixed-income (in-person)
 - How do we reach them? (Housing authority, LexHab)
 - We may reach out to COA for advice on the best way to reach these stakeholders
- General public meeting

The Engineering Department anticipates they will meet with TMMA post-ATM as to not add additional considerations prior to the upcoming ATM. This will be in-person with hand-outs and some tables with various information on the stormwater program and the stormwater utility. The thought is that TMMA should be in advance of the other groups so that they are informed in case they hear from constituents. Following the TMMA meeting we will meet with the other groups and then again TMMA as we approach Fall Town Meeting. We also anticipate that during this process we will need to provide the Select Board ongoing updates (at least two).

Attached please find an outline of the above that our consultant (Emily Scerbo, Tighe & Bond) prepared.

Participatory Budgeting Select Board Ratings
From 1-23-23 Meeting

Description	#	<u>SB</u>	<u>MS</u>	<u>DL</u>	<u>JH</u>	<u>JP</u>	<u>Total</u>	<u>Budget</u>
Flashing Lights at Crosswalks and Bike Path Crossings	22	1	1	1	1	1	5	\$ 250,000
Clarke School Smart Traffic Light	3		1	1	1	1	4	\$ 30,000
Bus Shelter(s) - On Town-Owned Land Only	4	1	1	1		1	4	\$ 100,000
Bike Racks (several @ \$1,000 each)	12		1	1	1	1	4	\$ 10,000
Inclusive Multi Generational Space	20	1		1	1	1	4	\$ 50,000
Crosswalks for ACROSS Lexington Routes N & P	25	1	1	1	1		4	\$ 70,000
Dog Park - On Town-Owned Land Only	5	1		1		1	3	\$ 85,000
Aquatics Center Shade	10	1		1	1		3	\$ 265,000
Conservation Land Improvements	21	1		1		1	3	\$ 100,000
Benches	2				1	1	2	\$ 70,000
Town Center Storefront Improvements	8	1		1	1		X	\$ 500,000
Lexington Community Orchard (on Town-Owned)	17	1		1			2	\$ 60,000
Sutherland Park Seating Improvements	19				1	1	2	\$ 12,000
Community Center Accessibility	1						0	n/a
Pool Furniture	6						0	n/a
Mill Brook Game Park - Capped as a Pilot Project	7						0	\$ 50,000
Bow Street Park Improvements	9						0	Combined with #7
Town Pool Amenities	11						0	Combined with #10
E. Lexington Mass Ave Revitalization	13						0	\$ 500,000
Safer Entrance to Sutherland Park	14						0	\$ 560,000
Permanent Pickle Ball Courts	15						0	\$ 560,000
Artistic Crosswalks for Schools	16						0	\$ 35,000
Stone Building Landscape	18						0	\$ 35,000
Bowman Park Beautification	23						0	\$ 660,000
Outdoor Stage at Munroe Center for the Arts	24						0	\$ 25,000
Total		9	5	11	9	9		
Total \$ for top 5 rated:								\$ 440,000
Total \$ for top 10 rated:								\$ 1,030,000

On Item #8 the Board should determine policies (i.e. will this cover 25%; 50%; 75% or 100% of improvements) & who will make determinations on which projects are funded.

The Town Center Storefront Improvements was removed until after the Charette

National Opioid Settlements: Teva, Allergan, CVS, Walgreens, and Walmart

LEXINGTON TOWN, MA

Reference Number: CL-386297

***TO LOCAL POLITICAL SUBDIVISIONS AND SPECIAL DISTRICTS:
THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT NATIONAL OPIOID SETTLEMENTS.***

SETTLEMENT OVERVIEW

Proposed nationwide settlement agreements (“Settlements”) have been reached that would resolve opioid litigation brought by states, local political subdivisions, and special districts against two pharmaceutical manufacturers, Teva and Allergan (“Manufacturers”), and three pharmacies, CVS, Walgreens, and Walmart (“Pharmacies”). Local political subdivisions and special districts are referred to as “subdivisions.”

The Settlements require the settling Manufacturers and Pharmacies to pay billions of dollars to abate the opioid epidemic. The Settlements total over \$20 billion. Of this amount, approximately \$17 billion will be used by participating states and subdivisions to remediate and abate the impacts of the opioid crisis. Depending on participation by states and subdivisions, the Settlements require:

- Teva to pay up to \$3.34 billion over 13 years and to provide either \$1.2 billion of its generic version of the drug Narcan over 10 years or an agreed upon cash equivalent over 13 years;
- Allergan to pay up to \$2.02 billion over 7 years;
- CVS to pay up to \$4.90 billion over 10 years;
- Walgreens to pay up to \$5.52 billion over 15 years; and
- Walmart to pay up to \$2.74 billion in 2023, and all payments to be made within 6 years.

As provided under the Agreements, these figures are net of amounts attributable to prior settlements between the Defendants and certain states/subdivisions, and include amounts for attorneys’ fees and costs.

The Settlements also contain injunctive relief governing opioid marketing, sale, distribution, and/or dispensing practices.

Each of the proposed settlements has two key participation steps.

First, each eligible state decides whether to participate in each Settlement. A list of participating states for each settlement can be found at <https://nationalopioidsettlement.com>.

Second, eligible subdivisions within each participating state decide whether to participate in each Settlement. The more subdivisions that participate, the more funds flow to that state and its subdivisions. Any subdivision that does not participate cannot directly share in any of the settlement funds, even if the subdivision’s state is settling and other participating subdivisions are sharing in settlement funds. If the state does not participate in a particular Settlement, the subdivisions in that state are not eligible to participate in that Settlement.

WHO IS RUBRIS INC. AND WHAT IS THE IMPLEMENTATION ADMINISTRATOR?

The Settlements provide that an Implementation Administrator will provide notice and manage the collection of participation forms. Rubris Inc. is the Implementation Administrator for these new Settlements and was also retained for the 2021 national opioid settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

Your state has elected to participate in one or more of the Settlements with the Manufacturers and/or the Pharmacies, and your subdivision may participate in those Settlements in which your state has elected to participate. This notice is also sent directly to counsel for such subdivisions if the Implementation Administrator has their information.

If you are represented by an attorney with respect to opioid claims, please contact them. **Subdivisions can participate in the Settlements whether or not they filed a lawsuit or are represented.**

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlements, including each settlement agreement, may be found at: <https://nationalopioidsettlement.com>. This website also includes information about how the Settlements are being implemented in most states and how funds will be allocated within your state.

You are encouraged to review the settlement agreement terms and discuss the terms and benefits with your counsel, your Attorney General's Office, and other contacts within your state. Information and documents regarding the Settlements and your state allocation can be found on the settlement website at <https://nationalopioidsettlement.com>.

Your subdivision will need to decide whether to participate in the proposed Settlements, and subdivisions are encouraged to work through this process before the **April 18, 2023** deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENTS?

The Settlements require that you take affirmative steps to "opt in" to the Settlements.

In the next few weeks, you will receive documentation and instructions from the Implementation Administrator or, in some cases, your Attorney General's Office. In order to participate in a settlement, a subdivision must sign and return the required Participation Form for that settlement.

Please add the following email addresses to your "safe" list so emails do not go to spam / junk folders: dse_na3@docusign.net and opioidsparticipation@rubris.com. Please monitor your email for the Participation Forms and instructions.

All required documentation must be signed and returned on or before **April 18, 2023**.

Agenda Tracker

ITEM NAME	PROPOSED DATE	MINUTES	DESCRIPTION
FY2024 Budget Summit IV	30-Jan-23	90	White Book
Approve Select Board Meeting Minutes	6-Feb-23	0	12/12/22; 12/19/22, 1/9/23
Select Board Committee Appointment	6-Feb-23	0	HDC appointment for full member
Food Waste Pilot	6-Feb-23	15	Food Waste Pilot (5 min presentation and 10 min for questions – need direction for the budget) on the January 23rd SB meeting. Thanks. Could wait until Feb 6 but thats as late as it can go.
Zero Waste Plan Draft	6-Feb-23	20	Dave emailed: I would like to get the Zero Waste Plan draft (about 10 min presentation and 10 min for questions – no vote needed) Could wait until the FEB 6 meeting but thats as long as it could go.
LexFarm request to extend the current lease for an additional five-year term	6-Feb-23	10	This is a renewal of the existing lease for LexFarm and a presentation to the SB. The Town Manager is seeking authorization to sign the lease.
Proposed Street Art Pilot Project	6-Feb-23	20	Kelly received email request from a neighborhood rep for traffic calming art pilot program. Kelly talked with Sheila and TSG has been involved and knows about it. sheila can come to rep the TSG. Told woman that Jan is target
ATM 2023 presentations: -AMEND THE GENERAL BYLAWS- MUNICIPAL OPT-IN SPECIALIZED STRETCH ENERGY CODE - Presenter- Maggie Peard & Sustainable Lexington) -AMEND GENERAL BYLAWS – TREE BYLAW – INCREASE PROTECTED TREE LOOK-BACK PERIOD -AMEND GENERAL BYLAWS – TREE BYLAW – CHANGES TO TREE COMMITTEE COMPOSITION -ESTABLISH QUALIFICATIONS FOR TAX DEFERRALS Select Board Position and Presenters Discuss Select Board Report to Town Meeting???	6-Feb-23	55	Maggie- 15 minutes (confirmed) Gerry Paul will present (20 mins) (confirmed) Pat Costello and Vicki Blier- tax deferral increase (10 mins) Include positions chart Discuss Select Board Report to Town Meeting???

Request to approve License Agreement with property owner at 3 Goffe Road to existing permit fence on town property	6-Feb-23	5	Frank Hseih, property owner at 3 Goffe Road sought to purchase land from the Town. In meeting with the resident, the Town recommended a license allowing the fence to be on Town property. Town Counsel has drafted a license agreement for the Board's consideration.
White Book Budget Discussion	6-Feb-23	20	This is a follow up for any questions on the White Book and FY24 Budget
Discuss Scheduling for Review of ARPA Requests	6-Feb-23	5	This is to have a discussion on setting a quarterly deadline of March with this ARPA any requests being on an April agenda and whether the Board wishes to consider Town Meeting technology needs and the Center Charette as standalone items at the next regular meeting.
Approve One-Day Liquor License	13-Feb-23	0	Spectacle Management x1 event at Cary: Jake Shimabukuro 7/16
PLACEHOLDER - Patriots Day Event Approvals for Lions Club and Lexington Minute Men , TCC Sponsorship	13-Feb-23	5	not ready to commit to date yet, still waiting for submission of requests
Placeholder Grant of Location - Verizon - Stedman Road	13-Feb-23	10	1/18/22 Request submitted - Engineering requested more detail, waiting for new plan submission
Police Station Solar Update and Decision	13-Feb-23	30	This presentation will include the most recent design information on the Solar Canopies as approved by the HDC. In addition to the design, a brief analysis of the building energy consumption vs the energy produced by the solar canopy system. This project will be presented to Annual Town Meeting and will be funded either by bonding or with free cash. Timeline is Annual Town Meeting for approval. Construction will be in two phases. If the project is approved, the site work will be put out to bid immediately. The structure and the solar panels will be bid separately, later in the summer of 2023.
Recreation Fee Increase	13-Feb-23	15	Melissa Battite has asked to present Recreation Department Fee Increases for the upcoming year.

ATM 2023 Presentations: AMEND SECTION 135-4.4 OF THE ZONING BYLAW-REDUCE RESIDENTIAL GROSS FLOOR AREA (Citizen petition) AMEND ZONING BYLAW- SPECIAL PERMIT RESIDENTIAL DEVELOPMENT Select Board Article Discussion and Positions	13-Feb-23	30	Matt Dagget- confirmed Wendy Mantz- confirmed
Two-Way Communications Update	13-Feb-23	15	This is to have staff present the current market for two-way online systems for residents to use and the implications with our other current systems we use (work order, GIS, etc).
TMMA Presentation on Town Meeting Information Improvement	13-Feb-23	30	This would be a follow up discussion to Bridger McGaw's memo dated 1/12/23
Bond Issuance Award	13-Feb-23	10	Bond counsel would like this voted at the Feb 13th meeting
PLACEHOLDER - Discuss Deposit Location(s) for Charitable Funds Donated to Town for "Where It's Needed Most"	13-Feb-23	15	Carolyn suggested that we add this to an agenda for discussion to vote to direct all funds to one place
Pay By Phone at Meters	13-Feb-23	10	To have a further discussion/decision on whether all meters should be coins, credit cards and paybyphone as options
Approve Select Board Meeting Minutes	27-Feb-23	0	
Update the Select Board on the Draft Updated TMO-1 Hartwell Area Plan.	27-Feb-23	15	The Planning Board is workign on the updated plan, but the Planning Department wants to present to the Select Board and obtain feedback prior to finalizing the plan as the zoning requires the Planning Board adopt the plan in consultation with the Select Board.
Placeholder- Open Space and Recreation Plan Review	27-Feb-23	30	The Open Space and Recreation Plan is near completion. The final draft will be available and open to the Public on/about 12/21-1/31, additionally, another community meeting will be held. The final review required is by the Select Board. In reviewing the timeline, would it be possible to hold a space on the 2/27 Select Board agenda?
PLACEHOLDER - Tourism Committee Recommendations for Zone B of Battle Green Master Plan	27-Feb-23	15	More commonly referred to as the Visitors Center Lawn (recommendations unanimously approved at Tourism Committee meeting on 12/15)

<p>presentations:</p> <p>FAIR TRADE RESTRICTIONS- FUR PRODUCTS (Citizen Petition) Dinesh Patel</p> <p>VILLAGE OVERLAY DISTRICTS -MULTI-FAMILY ZONING FOR MBTA COMMUNITIES</p> <p>SUPPLEMENTAL INCLUSIONARY ZONING REQUIREMENTS FOR VILLAGE OVERLAY DISTRICTS</p> <p>AMEND ZONING MAP- CENTRAL BUSINESS DISTRICT</p> <p>MODIFY ACTION DEADLINE FOR MAJOR SITE PLAN REVIEW</p> <p>ADD PROVISIONS FOR MINOR MODIFICATIONS TO APPROVED PERMITS</p> <p>AMEND ZONING BYLAW-TECHNICAL CORRECTIONS</p> <p>AMEND SECTION 135-4.4 OF THE ZONING BYLAW-REDUCE RESIDENTIAL GROSS FLOOR AREA (Planning Board feedback)</p> <p>AMEND ZONING BYLAW- SPECIAL PERMIT RESIDENTIAL DEVELOPMENT (Planning board feedback)</p> <p>Select Board Article Discussion and Positions</p>	27-Feb-23	60	<p>Dinesh Patel- confirmed</p> <p>Abby McCabe- and PB chair confirmed</p>
LBAC Request for Set of Proposed Safety Signs on the Minuteman Bikeway	27-Feb-23	10	On 1/16, the LBAC requested to present and discuss the proposed safety signs at a Select Board meeting prior to Annual Town Meeting.
Events in Lexington Center	27-Feb-23	15	Sandhya requested to be on an agenda at the end of February to discuss events in the Center.
Dissolve Affordable Housing Trust Study Committee?		0	Affordable Housing Trust approved at Town Meeting; recruitment is in place for members of the Trust - to be dissolved once Trust has been established
Request to Amend Housing Partnership Board Charge		10	The HPB submitted a revised charge on 12/15 with multiple changes
Placeholder- Update on Project Tracker (JP), Communication Matrix (SB)			Follow up items from 1/11/23 Retreat - Select Board project, March date commitments of project status

Preliminary Request for Reenactment of 200th Anniversary of Lafayette's Visit to Lexington		15	Marsha Baker from the Lexington Historical Society has requested to present their idea to have a Re-enactment of Lafayette's visit to Lexington at the Board at a January meeting to get initial consensus from the Select Board before they spend too much time planning. (Marsha away in Feb/March)
TENTATIVE - Presentation - Wayfinding Signage in East Lexington		15	Sandhya requested to be tentatively placed on an agenda in mid-March to present wayfinding signs in East Lexington
SELECT BOARD WORK SESSION			
Approve Select Board Meeting Minutes			
PLACEHOLDER - Energy Use Disclosure Update (<i>requested for Jan./Feb. meeting</i>)		15	Kelly spoke with Maggie Peard who was at a Sustainability meeting with Mark Sandeen on 11/15 and he suggested she come to a SB meeting in Jan/Feb to update on the energy use disclosure
PLACEHOLDER - Green Vehicle Policy Update (<i>requested for Jan./Feb. meeting</i>)		15	Maggie Peard will provide an update on where the Town is in tracking the vehicle type and replacement

Stormwater Utility

2023 Public Outreach (Now through Fall Adoption)

Website & Brochures

- Parcel Viewer (Tighe & Bond updating with estimated fees)
- FAQ being drafted for website & print. Town staff to review.
- Draft Website – add more photos of DPW stormwater projects/work. Info on other New England Stormwater Utilities
- Timeline: Live in January/Early February

Credit Policy

- Town to review examples and provide input. January
- Tighe & Bond & RFC to draft Credit Policy. Timeline: February
- Town to comment prior to presenting to Stakeholders for input & discussion

Stakeholders (Professional Staff & Decision Makers)

- Capital & Appropriations. February.
- Town Counsel coordination on Bylaw and Warrant Articles. Ongoing.
- Schedule monthly technical working group meetings. February-September.
- Periodic Select Board updates throughout. March-September.

Stakeholders (Public and Town Meeting Member Association)

- TMMA (in person, interactive workshop; solicit input on stakeholder groups & targeted outreach)
- Workshops for the following groups: tax exempt (Zoom), large non-residential (Zoom), elderly / fixed income (in person)
- Meeting for the General Public (Zoom or in person?)
- Timeline: TMMA after Annual Town Meeting. Other workshops & meetings May-August 2023.



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: February 3, 2022
RE: Weekly Update

The following is an update of activities for the week ending February 3, 2022:

Various Administrative Issues:

- EV Charging in Municipal Lots – The Board had asked whether the EV Chargers also charged parking overnight. I asked Maggie Peard look into this and she indicated the EV Chargers are on the following schedule for the parking fee (\$0.50/hr in addition to the energy charge):

Mon-Fri - 8AM to 6 PM
Sat - 9 AM to 5 PM

The remaining period overnight there is no charge. However, I also asked Annemarie Kelleher in the PD for what they have as the times in which fees are charged (outside of the EV Chargers) and she indicated the following schedule for the parking fee (\$0.50 per hour):

Mon-Sat 8AM to 8 PM

The other issue is related to the following section of the Town's Traffic Rules/Regulations:

§192-23 All Night Parking

It shall be unlawful for the driver of any vehicle, other than one acting in an emergency, to park said vehicle on any street or any municipal off-street parking area for a period of time longer than one hour between the hours of 2:00 a.m. and 6:00 a.m. of any day except in official governmental capacity.

The Board had indicated that there was an interest in allowing EV owners to use the EV chargers overnight (I assume there is not an interest in requiring them to move their vehicles after an hour of charging between 2 AM and 6 AM). I've placed this on the March 8th Select Board meeting for consideration of the following:

1. Amend the EV charger parking rates to correspond with the Police Department's enforcement and change the \$0.50 parking charge to be between 8 AM and 8 PM Monday through Saturday.

2. Amend §192-23 All Night Parking to read:

It shall be unlawful for the driver of any vehicle, other than one acting in an emergency, to park said vehicle on any street or any municipal off-street parking area for a period of time longer than one hour between the hours of 2:00 a.m. and 6:00 a.m. of any day except in official governmental capacity with the exception of vehicles parked at EV Chargers in which there will be no time limitation between 8 PM to 8 AM.

- The Board had asked for an analysis on the cost of adding hands-free restroom fixtures across town buildings. The Recreation Director, DPF staff and DPW staff have reviewed this and provided the attached analysis for the Board to consider adding to the Participatory Budgeting when it goes out to vote by residents.
- Kathy Santos, Webmaster for the Town has announced her retirement date of April 7, 2023. While we will all miss Kathy's expertise, we all wish her the best in her well-deserved retirement!
- Attached please find the weekly agenda tracker.

Fire Department:

- James Robinson, Management Fellow and Derek Sencabaugh, Fire Chief have undertaken a survey of fire department EMS fees using the following metrics:

Lexington v. COMSTAR Top 50

Lexington v. Total List Average (w/ Lex)

Lexington v. Total List Average (w/out Lex)

Lexington v. Comparison Communities Average (w/ Lex)

Lexington v. Comparison Communities Average (w/out Lex)

The study found that Lexington EMS Fees are significantly under market rates. This item is on an upcoming agenda (currently 3/8/23, but this may be changed due to Town Meeting, etc.) for the Select Board's consideration to increase EMS fees based on this study. The results of the study are attached for the Board's preview.

Cary Library:

- Attached is the flyer for February events at the Library. Lots of great programs honoring Black History Month and a program about the history of chocolate in Massachusetts (Don't forget, February 14th is Valentine's Day, and chocolates are a good gift for your sweetheart!).
- Here's [a list of the most requested titles in 2022](#) for anyone curious in knowing what Lexington was reading last year.

Land Use Health and Development:

- *Public Hearing on Wed. Feb. 8:*

Article 33 – Amend Zoning Bylaw section on Special Permit Residential Developments to incentivize smaller homes

- Continued public hearing for Planning Board's proposed zoning amendment articles 34-39. Board will begin deliberating on their zoning amendment public hearings opened on February 1st.

Public Hearing on Wed. Feb. 15:

Public Hearing on Article 40 - Citizen Petition to limit residential gross floor area

Human Services:

- In late December, Human Services submitted a brief proposal to Northeastern University for the Ad Hoc Transportation Committee work to be considered for a Graduate Policy Class Capstone Project. Given the tight timeline that was outlined in the Committee Charge, it seemed that more support to complete the action items would be needed. We are excited to announce that the Capstone class selected our proposal (among others) and will be working with the Ad Hoc Committee to assess the Lexpress service. We had a kickoff meeting last week where the team of 5 graduate students met with Melissa Interest. The students will each spend up to 10 hours/week (50 total hours per week!) on the project. The team has a tight timeline with their class deliverables. Their final reports are due for the class in mid-April. The team will be meeting with Susan Barrett and Jim Malloy and will be connected to the Ad Hoc Committee as soon as appointments are in place, hopefully as soon as possible to make best use of the time together.

Public Facilities:

- Attached please find the monthly report from Dore & Whittier for the month of January for construction progress on the Lexington Police Station. We will be endeavoring to provide this report every month throughout the project to keep the Board and other apprised of progress and any issues.

Town Building Calculations for Hands Free Restroom Upgrades

	<u>Toilets and urinals</u>	<u>Hand Dryers</u>	<u>Lavatory Sinks</u>	<u>Auto Soap</u>	<u>Auto Towel</u>	<u>Bldg Total</u>
Community Center						
Count	18	4	14	8	3	
Unit cost	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ -	\$ -	
Project cost	\$18,000.00	\$4,000.00	\$21,000.00	\$0.00	\$0.00	\$43,000.00
Public Service Building						
Count	6	0	6	6	6	
Unit cost	\$1,000.00	\$1,000.00	\$1,500.00	\$0.00	\$0.00	
Project cost	\$ 6,000.00	\$ -	\$ 9,000.00	\$ -	\$ -	\$ 15,000.00
Cary Library						
Count	10	2	14	6	6	
Unit cost	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ -	\$ -	
Project cost	\$ 10,000.00	\$ 2,000.00	\$ 21,000.00	\$ -	\$ -	\$ 33,000.00
Cary Memorial Building			N/A Done	N/A Done	N/A Done	
Count	13	2	7	5	5	
Unit cost	\$ 1,000.00	\$ 1,000.00				
Project cost	\$ 13,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 15,000.00
Town Office Building						
Count	13	0	8	11	11	
Unit cost	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ -	\$ -	
Project cost	\$ 13,000.00	\$ -	\$ 12,000.00	\$ -	\$ -	\$ 25,000.00
Pool Complex						
Count	12	2	11	5	5	
Unit cost	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ -	\$ -	
Project cost	\$ 12,000.00	\$ 2,000.00	\$ 16,500.00	\$ -	\$ -	\$ 30,500.00
Lincoln Field	N/A Done					
Count	4	2	4			
Unit cost	\$ -	\$ 1,000.00	\$ 1,500.00			
Project cost	\$ -	\$ 2,000.00	\$ 6,000.00	\$ -	\$ -	\$ 8,000.00
Golf Club House						
Count	3	2	2	2	0	
Unit cost	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00			
Project cost	\$ 3,000.00	\$ 2,000.00	\$ 3,000.00	\$ -	\$ -	\$ 8,000.00
Total	\$75,000.00	\$14,000.00	\$88,500.00	\$0.00	\$0.00	\$ 177,500.00

*Note - the Center Rec Complex restrooms and the Reservoir restrooms will be completed as part of the 2023 Calendar Year Renovations

Agenda Tracker

ITEM NAME	PROPOSED DATE	MINUTES	DESCRIPTION
Exemption 3: Opioid Settlement Discussion	6-Feb-23	10	Discussion/Decision-Making on whether the Town should enter an additional settlement (with different drug companies on opioids/
Approve Select Board Meeting Minutes	6-Feb-23	0	12/12/22; 12/19/22, 1/9/23
Select Board Committee Appointment	6-Feb-23	0	HDC appointment for full member
Select Board Committee Resignation	6-Feb-23	0	Steve Cole, Jr. resigning from the Semiquincentennial Commission (Lex250) effective immediately
Town Manager Committee Reappointment	6-Feb-23	0	Re-Appoint Tom Romano to the Youth Commission
Food Waste Pilot	6-Feb-23	15	Food Waste Pilot (5 min presentation and 10 min for questions – need direction for the budget) on the January 23rd SB meeting. Thanks. Could wait until Feb 6 but thats as late as it can go.
Zero Waste Plan Draft	6-Feb-23	20	Dave emailed: I would like to get the Zero Waste Plan draft (about 10 min presentation and 10 min for questions – no vote needed) Could wait until the FEB 6 meeting but thats as long as it could go.
LexFarm request to extend the current lease for an additional five-year term - presentation added to Novus on 1/30	6-Feb-23	10	This is a renewal of the existing lease for LexFarm and a presentation to the SB. The Town Manager is seeking authorization to sign the lease.
Proposed Street Art Pilot Project	6-Feb-23	20	Kelly received email request from a neighborhood rep for traffic calming art pilot program. Kelly talked with Sheila and TSG has been involved and knows about it. sheila can come to rep the TSG. Told woman that Jan is target

ATM 2023 presentations: -AMEND THE GENERAL BYLAWS- MUNICIPAL OPT-IN SPECIALIZED STRETCH ENERGY CODE - Presenter-Maggie Peard & Sustainable Lexington) -AMEND GENERAL BYLAWS – TREE BYLAW – INCREASE PROTECTED TREE LOOK-BACK PERIOD -AMEND GENERAL BYLAWS – TREE BYLAW – CHANGES TO TREE COMMITTEE COMPOSITION -ESTABLISH QUALIFICATIONS FOR TAX DEFERRALS Select Board Position and Presenters Discuss Select Board Report to Town Meeting???	6-Feb-23	60	Maggie- 15 minutes (confirmed) Gerry Paul will present (20 mins) (confirmed) Pat Costello and Vicki Blier- tax deferral increase (10 mins) Include positions chart Discuss Select Board Report to Town Meeting???
Request to approve License Agreement with property owner at 3 Goffe Road to existing permit fence on town property	6-Feb-23	5	Frank Hseih, property owner at 3 Goffe Road sought to purchase land from the Town. In meeting with the resident, the Town recommended a license allowing the fence to be on Town property. Town Counsel has drafted a license agreement for the Board's consideration.
White Book Budget Discussion	6-Feb-23	20	This is a follow up for any questions on the White Book and FY24 Budget
Discuss Scheduling for Review of ARPA Requests	6-Feb-23	5	This is to have a discussion on setting a quarterly deadline of March with this ARPA any requests being on an April agenda and whether the Board wishes to consider Town Meeting technology needs and the Center Charette as standalone items at the next regular meeting.
Select Board Committee Appointments	13-Feb-23	0	Ad Hoc Transportation Committee
Approve One-Day Liquor License	13-Feb-23	0	Spectacle Management x1 event at Cary: Jake Shimabukuro 7/16

PLACEHOLDER - Patriots' Day Event Approvals for Lions Club and Lexington Minute Men, TCC Sponsorship	13-Feb-23	5	not ready to commit to date yet, still waiting for submission of requests
Placeholder Grant of Location - Verizon - Stedman Road	13-Feb-23	10	1/18/22 Request submitted - Engineering requested more detail, waiting for new plan submission
Police Station Solar Update and Decision	13-Feb-23	30	This presentation will include the most recent design information on the Solar Canopies as approved by the HDC. In addition to the design, a brief analysis of the building energy consumption vs the energy produced by the solar canopy system. This project will be presented to Annual Town Meeting and will be funded either by bonding or with free cash. Timeline is Annual Town Meeting for approval. Construction will be in two phases. If the project is approved, the site work will be put out to bid immediately. The structure and the solar panels will be bid separately, later in the summer of 2023.
FY24 Budget Vote	13-Feb-23	15	This is the budget that was presented on 1/30 and discussed on 2/6 with a final vote requested for 2/13
Recreation Fee Increase	13-Feb-23	15	Melissa Battite has asked to present Recreation Department Fee Increases for the upcoming year.
ATM 2023 Presentations: AMEND SECTION 135-4.4 OF THE ZONING BYLAW- REDUCE RESIDENTIAL GROSS FLOOR AREA (Citizen petition) AMEND ZONING BYLAW- SPECIAL PERMIT RESIDENTIAL DEVELOPMENT - JOINT MEETING?? Select Board Article Discussion and Positions	13-Feb-23	30	Matt Dagget- confirmed Wendy Manz- confirmed
Two-Way Communications Update	13-Feb-23	15	This is to have staff present the current market for two-way online systems for residents to use and the implications with our other current systems we use (work order, GIS, etc).

TMMA Presentation on Town Meeting Information Improvement	13-Feb-23	30	This would be a follow up discusison to Bridger McGaw's memo dated 1/12/23
Bond Issuance Award	13-Feb-23	10	Bond counsel would like this voted at the Feb 13th meeting
Participatory Budgeting Final Decision	13-Feb-23	15	Final determination on what will go before voters on the PB funding projects.
Pay By Phone at Meters	13-Feb-23	5	To have a further discussion/decision on whether all meters should be coins, credit cards and paybyphone as options
Approve Select Board Meeting Minutes	27-Feb-23	0	
Select Board Committee Appointments	27-Feb-23	0	Affordable Housing Trust Board of Trustees
Update the Select Board on the Draft Updated TMO-1 Hartwell Area Plan.	27-Feb-23	15	The Planning Board is workign on the updated plan, but the Planning Department wants to present to the Select Board and obtain feedback prior to finalizing the plan as the zoning requires the Planning Board adopt the plan in consultation with the Select Board.
Placeholder- Open Space and Recreation Plan Review	27-Feb-23	30	The Open Space and Recreation Plan is near completion. The final draft will be available and open to the Public on/about 12/21-1/31, additionally, another community meeting will be held. The final review required is by the Select Board. In reviewing the timeline, would it be possible to hold a space on the 2/27 Select Board agenda?
PLACEHOLDER - Tourism Committee Recommendations for Zone B of Battle Green Master Plan	27-Feb-23	15	More commonly referred to as the Visitors Center Lawn (recommendations unanimously approved at Tourism Committee meeting on 12/15)

ATM 2023 presentations: FAIR TRADE RESTRICTIONS- FUR PRODUCTS (Citizen Petition) Dinesh Patel VILLAGE OVERLAY DISTRICTS -MULTI- FAMILY ZONING FOR MBTA COMMUNITIES SUPPLEMENTAL INCLUSIONARY ZONING REQUIREMENTS FOR VILLAGE OVERLAY DISTRICTS AMEND ZONING MAP- CENTRAL BUSINESS DISTRICT MODIFY ACTION DEADLINE FOR MAJOR SITE PLAN REVIEW ADD PROVISIONS FOR MINOR MODIFICATIONS TO APPROVED PERMITS AMEND ZONING BYLAW- TECHNICAL CORRECTIONS AMEND SECTION 135-4.4 OF THE ZONING BYLAW- REDUCE RESIDENTIAL GROSS FLOOR AREA (Planning Board)	27-Feb-23	60	Dinesh Patel- confirmed Abby McCabe- and PB chair confirmed
LBAC Request for Set of Proposed Safety Signs on the Minuteman Bikeway	27-Feb-23	10	On 1/16, the LBAC requested to present and discuss the proposed safety signs at a Select Board meeting prior to Annual Town Meeting.
Events in Lexington Center	27-Feb-23	15	Sandhya requested to be on an agenda at the end of February to discuss events in the Center.
Dissolve Affordable Housing Trust Study Committee?	8-Mar-23	0	Affordable Housing Trust approved at Town Meeting; recruitment is in place for members of the Trust - to be dissolved once Trust has been established
Request to Amend Housing Partnership Board Charge	8-Mar-23	10	The HPB submitted a revised charge on 12/15 with multiple changes

Parking Lot Parking Fee Discussion	8-Mar-23	15	At a recent Select Board meeting there was a question regarding the parking fees charged at the EV spots in public parking areas. Contradictory times exist and a uniform time should be established. Additionally, there is a section of the parking regulations that needs to be amended for the EV chargers.
Placeholder- Update on Project Tracker (JP), Communication Matrix (SB)	8-Mar-23		Follow up items from 1/11/23 Retreat - Select Board project, March date commitments of project status
Discussion on establishing a Committee to review the Integrated Building Design and Construction Policy	8-Mar-23		The policy adopted by the Select Board and School Committee in 2020 requires that the Select Board and School Committee jointly appoint a Committee to review the policy every three years (2023 is the third year). The Select Board should vote to create the Committee and then invite the School Committee into a discussion to determine how to make the joint appointment.
Fire Department EMS Fee Survey	8-Mar-23		The Fire Department and James Robinson have undertaken a fee survey of area towns and towns throughout the Commonwealth and found that Lexington's fees are significantly low for EMS. Staff will present recommended fee increases.
Tri-Ton Health Services Agreement	8-Mar-23	10	This is an Intermunicipal Agreement for a grant program to provide Health Services among the Towns of Burlington, Lexington and Wilmington.
Tree Canopy Study	8-Mar-23	20	Presentation on the results of the Tree Canopy Study
Preliminary Request for Reenactment of 200th Anniversary of Lafayette's Visit to Lexington		15	Marsha Baker from the Lexington Historical Society has requested to present their idea to have a Re-enactment of Lafayette's visit to Lexington at the Board at a January meeting get initial consensus from the Select Board before they spend too much time planning. (Marsha away in Feb/March)
TENTATIVE - Presentation - Wayfinding Signage in East Lexington		15	Sandhya requested to be tentatively placed on an agenda in mid-March to present wayfinding signs in East Lexington
SELECT BOARD WORK SESSION			

Select Board Committee Appointment & Reappointment		0	Mina Makarious/Anderson & Krieger LLP to be appointed as Town Counsel; Gordon Jones III seeking reappointment to the Registrars of Voters - both expire on 3/31
Approve and Sign Proclamations - Autism Awareness and Acceptance Month; National Public Safety Telecommunicators Week		0	April is Autism Awareness and Acceptance Month; National Public Safety Telecommunicators Week 4/9-4/15 (annual proclamations)
Approve Select Board Meeting Minutes			
PLACEHOLDER - Energy Use Disclosure Update <i>(requested for Jan./Feb. meeting)</i>		15	Kelly spoke with Maggie Peard who was at a Sustainability meeting with Mark Sandeen on 11/15 and he suggested she come to a SB meeting in Jan/Feb to update on the energy use disclosure
PLACEHOLDER - Green Vehicle Policy Update <i>(requested for Jan./Feb. meeting)</i>		15	Maggie Peard will provide an update on where the Town is in tracking the vehicle type and replacement
ARPA Requests/Decisions		20	This will be the quarterly ARPA request coming before the Select Board for decision making as per previous discussions.
Approve and Sign Awards for Patriots' Day 2023		0	Minuteman Cane Award; Outstanding Youth of Lexington Award (to be signed prior to awarding at Patriots' Day)
Approve and Sign Proclamations - National Library Week; Arbor Day		0	National Library Week 4/23-4/29; Arbor Day 4/28 (annual proclamations)
PLACEHOLDER - Presentation - Statement of Concern for Lexington's Trees		10	Jill confirmed with CW that group will do the outreach and then come to the Board in April after TM to present. (email 1/18)

FEBRUARY 2023

1 The Ancient Art of Chinese Paper Cutting

To celebrate the Lunar New Year, the Year of the Rabbit, come and learn the ancient art of Chinese paper cutting with Zhonghe (Elena) Li. She will give a brief introduction of the art form and you will create your own pieces as she walks you through the basic techniques.

7:00PM | LARGE MEETING ROOM

2 Meet the Author: Weina Dai Randel

Join author Weina Dai Randel as she talks about her newly released book *Night Angels*, a profoundly moving novel based on the true story of Dr. Ho Fengshan. Author Kerri Maher of *The Paris Bookseller* will moderate the discussion. Q & A will follow.

7:00PM | LARGE MEETING ROOM

2 “Can the Black Banjo Speak?” and Other Questions

Francesca T. Royster stumbled on the topic of her book *Black Country Music: Listening for Revolutions* while chatting with her father on his time as a session musician, with stories of the appetite in progressive country music circles to collaborate with Black and Latinx musicians. Royster will explore how being a Black country music fan can feel lonely and sometimes dangerous, and how country music progresses.

7:00PM | VIRTUAL

6 Charlie Brown’s America: How the Perpetual Loser Became America’s Unlikely Hero

During a time of tremendous change in the United States, millions incorporated the Peanuts into their daily lives and holiday traditions. Throughout it all, Charles Schulz’s characters became unlikely social heroes to help Americans navigate the changing world. Join Dr. Blake Scott Ball as he covers the life of Charles Schulz and the history of the Peanuts.

7:00PM | VIRTUAL

8 Massachusetts Chocolate History

Did you know that when the colonists stopped drinking tea due to taxation they instead turned to drinking chocolate? Massachusetts has many historical connections to chocolate, including being the first chocolate factory in North America, the first roadside retail confectionery operation, and the first forays into commercial white chocolate production. Join Victoria Kichuk to learn more about our sweet history.

7:00PM | VIRTUAL

9 Extraordinary Argentina: From Buenos Aires to Tierra del Fuego with Bill Gette

Take a virtual tour with Bill Gette through city parks with colorful birds, La Recoleta Cemetery, coastal scenery, and the animals of Tierra Del Fuego, finishing at Los Glaciares National Park.

7:00PM | VIRTUAL

13 The World’s Deadliest Weapon: the Submarine, from Pigboat to Planet Killer

Once reviled and openly ridiculed by senior naval officers who favored gleaming surface ships carrying big guns over the small, slow, and smelly submersibles (mockingly called “pigboats”), the submarine has over the past decades vaulted to the forefront of naval combat firepower and lethality.

7:00PM | VIRTUAL

15 LexSeeHer Speaker Series: Celebrate Black Women During Black History Month

Join this special LexSeeHer Speaker Series event to celebrate Black women in Lexington’s history from the 18th century forward. Learn more about the installation “Putting Black Women on the Map: Then and Now” with exhibit co-curators. The gallery space at LexArt brings our focus to the ongoing research taking place to document the lives of women in the 1700s, including Phebe Banister Burdoo, Cate Chester, and Margaret Tulip, who won her freedom in the courts in 1768.

7:00PM | VIRTUAL

22 Hearing Health and Hearing Loss with Dr. Steven D. Rauch

Hearing loss is the invisible disability that half of us 75 and older experience every day. Join Dr. Steven Rauch — clinician, researcher and educator — for a fascinating discussion of how hearing works, how and why it fails and what we can do about it.

7:00PM | LARGE MEETING ROOM

23 Meet the Author: Earnestine Lovelle Jenkins

Join Dr. Earnestine Jenkins for a presentation about her recently published book *Black Artists in America, From the Great Depression to Civil Rights*. She will share images from her book to narrate a visual journey, that explores the artists, discussing how they expressed and documented the social issues and the black experience in their time.

7:00PM | VIRTUAL

28 Music in the Library: Rick DiMuzio Trio

Rick DiMuzio, jazz saxophonist, composer, and educator, has performed concerts and clinics throughout the United States, Europe, Central and South America, and Asia. In addition to his performing career, Rick has served as a professor at Berklee College of Music for the past 22 years, where he teaches courses in ear training, improvisation, and saxophone, and co-directs the Summer Jazz Workshop ensembles with Terri Lyne Carrington. The Rick DiMuzio Trio is Rick DiMuzio on saxophone, with Keala Kaumeheiwa on bass and Austin McMahon on drums

7:00PM | LARGE MEETING ROOM

Weekly Events

Drop in Knitting

6:30PM (Wednesdays) | LEARNING CENTER

50+ Job Seekers

9:30AM (2/1, 2/15) | VIRTUAL

6:00PM (2/8, 2/22) | VIRTUAL

English at Large Conversation Group

10:00AM (Wednesdays) | LEARNING CENTER

Monthly Events

16

教中国老人的英文课 - English for Chinese-Speaking Seniors

4:00PM | VIRTUAL

22

Guided Meditation

10:00AM | VIRTUAL

27

Nature Photography

7:00PM | VIRTUAL

Book Clubs

1

Social Justice Book Club

7:00PM | HYBRID (LEARNING CENTER + VIRTUAL)

2

Perkins Book Club

2:00PM | LEARNING CENTER

13

Death by the Book Mystery Book Club

10:00AM | VIRTUAL

21

Monday Night Book Club

7:00PM | VIRTUAL *(ON TUESDAY)

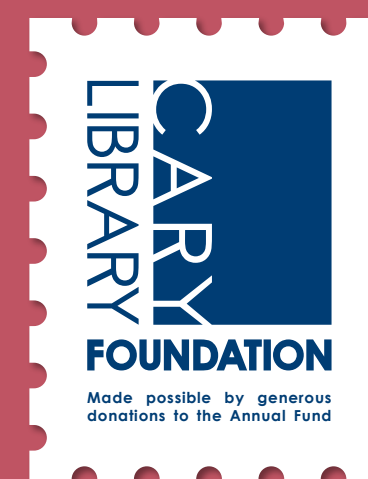
27

Nonfiction Book Club

7:00PM | LEARNING CENTER

Programs are made possible by the generous donors to the Cary Library Foundation.

1874 Massachusetts Ave
Lexington, MA 02420
caryllibrary.org
(781) 862-6288



Registration is required for our programs.
Questions? Contact the Programming Department at carypro-grams@minilib.net or at (781) 862-6288 ext 84450.

Lexington Police Department Monthly Report



January 2023

Town of Lexington, MA





Construction Progress Update

Work Completed: January 2023

- In the month of January we encountered several days of weather (snow/rain)
- Continued excavation and subgrade prep / compaction for foundations
- Continue to form, install rebar, and place foundation footings, walls and columns
- JDC Demobilized the first day of the month and removed the last load of demolition materials.
- Due to the excavation required for foundation demolition, it was determined there was a small amount petroleum contaminated soil in an area where there was a previously removed oil tank
- Vanaria Construction continued to excavate and backfill around this area with structural material while waiting for testing and a resolution. St. Croix started Building footing forms on the South side to avoid the contaminated area
- 2 small piles of petroleum contaminated soils were placed on tarps and protected in place until further testing could be complete
- On January 13 Fuss & O'Neil drilled 6 test holes surrounding the contaminated area and tested soil samples to determine the extent of oil infiltration. Five of the surrounding holes tested 0 ppm. ~ 1 hole tested at 650 ppm. F&O determined the infiltration was not significant and gave the authorization to cover and proceed with backfill

Work Scheduled: February 2023

- Removal of two piles of petroleum contaminated soils to appropriate receiving facility
- Completion of all footings, walls, columns
- Continued excavation and compaction to support foundation work
- On or about the first week of February we anticipate the structural steel to begin to be delivered to the project and erection to begin
- Continue sitework and support of steel installation

If you would like to view the live progress on the project, please see the site camera link below:
<https://www.senserasystems.com/public/embed/3M7823846H8Z>



Demolition.



Site Work.



Drilling.



Foundation



Foundation.



Site Work.



Ground Breaking Ceremony



Concrete Formwork.



Rebar Work



Concrete Pour.



ATTACHMENT A

Construction Schedule



Milestones

All Foundations Complete - 2/2/23
Start Structural Steel - 2/3/23
Start Concrete Slabs - 3/10/23
Start Exterior Wall - 4/4/23
Start Interior Construction - 6/8/23
Finish Building Exterior - 10/5/23
First Floor Interior Complete - 1/15/24
Second Floor Interior Complete - 1/23/24
Designer Punch List Complete - 2/6/24
Substantial Completion - 3/12/24

TABLE 1: PROEMS SOLUTIONS 1.27.2023 List 1

Municipality / Department	Mileage	BLS Emergency	ALS 1 Emergency	ALS 2 Emergency	Oxygen	Airway	MAST
Central Middlesex Emergency Response Association (CMERA)							
Boxborough, Carlisle, Concord, Lincoln, Maynard, Stow, Weston	\$ 35.00	\$ 1,545.00	\$ 2,075.00	\$ 2,650.00			
Abington	\$ 40.00	\$ 1,650.00	\$ 2,050.00	\$ 2,625.00			
Acton	\$ 35.00	\$ 1,545.00	\$ 2,075.00	\$ 2,650.00			
Amesbury	\$ 30.00	\$ 1,137.00	\$ 1,893.00	\$ 2,932.00			
Barnstable	\$ 36.89	\$ 1,873.75	\$ 2,298.75	\$ 3,097.50			
Belmont	\$ 40.00	\$ 1,999.00	\$ 2,475.00	\$ 2,950.00			
Billerica	\$ 40.18	\$ 1,159.88	\$ 2,185.17	\$ 3,564.71			
Bourne	\$ 25.00	\$ 1,200.00	\$ 1,850.00	\$ 2,750.00			
Brewster Ambulance	\$ 40.00	\$ 1,430.00	\$ 1,690.00	\$ 1,885.00			
Brewster	\$ 32.00	\$ 1,205.00	\$ 1,950.00	\$ 3,037.99			
Cambridge/Pro	\$ 55.00	\$ 2,050.00	\$ 2,450.00	\$ 3,400.00			
Chatham	\$ 15.00	\$ 650.55	\$ 772.54	\$ 1,118.13			
Chelmsford/Trinity	\$ 53.00	\$ 1,430.00	\$ 1,700.00	\$ 2,460.00			
Cotuit	\$ 33.00	\$ 1,350.00	\$ 1,950.00	\$ 2,750.00			
Dennis	\$ 15.00	\$ 703.00	\$ 1,317.00	\$ 1,908.00			
Eastham	\$ 29.76	\$ 1,056.00	\$ 1,928.00	\$ 3,038.00			
Easton	\$ 34.51	\$ 1,346.33	\$ 2,428.46	\$ 3,820.17			
Falmouth	\$ 34.00	\$ 1,294.00	\$ 1,800.00	\$ 2,400.00			
Foxborough Fire	\$ 44.63	\$ 1,360.94	\$ 1,938.42	\$ 3,326.48			
Harwich	\$ 29.76	\$ 1,056.23	\$ 1,927.76	\$ 3,037.99			
Hyannis	\$ 40.00	\$ 2,150.00	\$ 2,450.00	\$ 3,250.00			
Kingston	\$ 40.00	\$ 1,750.00	\$ 2,450.00	\$ 2,990.00			
Lexington	\$ 28.00	\$ 1,251.00	\$ 1,515.00	\$ 2,056.00			
Lynnfield	\$ 50.00	\$ 1,650.00	\$ 2,350.00	\$ 3,450.00			
Mansfield	\$ 31.91	\$ 1,607.27	\$ 2,262.18	\$ 3,404.32			
Mashpee	\$ 20.00	\$ 938.58	\$ 1,480.61	\$ 2,249.76			
Medfield	\$ 35.30	\$ 1,403.00	\$ 2,234.00	\$ 3,391.00			
Medway	\$ 40.00	\$ 1,650.00	\$ 2,150.00	\$ 2,800.00			
Melrose Fire	\$ 50.00	\$ 2,050.00	\$ 2,525.00	\$ 3,200.00			
Merrimac	\$ 44.00	\$ 1,573.00	\$ 2,402.00	\$ 3,420.00			
Middleton Fire	\$ 35.00	\$ 1,350.00	\$ 2,200.00	\$ 3,300.00			
Nahant	\$ 50.00	\$ 1,650.00	\$ 2,150.00	\$ 3,150.00			
Nantucket	\$ 35.97	\$ 1,325.50	\$ 2,145.00	\$ 3,311.00			
Natick	\$ 35.19	\$ 1,506.62	\$ 2,054.06	\$ 2,876.98			
Norfolk	\$ 38.00	\$ 1,488.00	\$ 2,370.00	\$ 3,596.00			
North Reading Fire	\$ 38.00	\$ 1,250.00	\$ 1,650.00	\$ 1,850.00			
Norton	\$ 40.00	\$ 1,750.00	\$ 2,300.00	\$ 3,323.00			
Norwell	\$ 28.00	\$ 1,250.00	\$ 1,695.00	\$ 2,150.00			
Norwood	\$ 50.00	\$ 1,900.00	\$ 2,325.00	\$ 3,050.00			
Orleans	\$ 31.69	\$ 1,127.04	\$ 2,056.97	\$ 3,241.62			
Plainville	\$ 43.00	\$ 1,535.00	\$ 2,300.00	\$ 3,500.00			
Plympton	\$ 40.00	\$ 1,750.00	\$ 2,450.00	\$ 2,990.00			
Sandwich	\$ 35.97	\$ 1,456.00	\$ 2,287.00	\$ 3,420.00			
Seekonk	\$ 35.05	\$ 1,403.00	\$ 2,234.00	\$ 3,391.00			

Sharon	\$	36.11	\$	1,293.00	\$	2,099.00	\$	3,381.96		
Stoughton	\$	44.63	\$	1,740.73	\$	2,420.37	\$	3,320.41		
Topsfield	\$	38.00	\$	1,550.00	\$	2,100.00	\$	2,500.00		
Watertown	\$	40.00	\$	1,999.00	\$	2,475.00	\$	2,950.00		
Walpole	\$	34.51	\$	1,298.88	\$	1,940.19	\$	2,954.56		
Wayland	\$	40.00	\$	1,700.00	\$	2,200.00	\$	2,900.00		
Wellfleet	\$	15.00	\$	475.00	\$	635.00	\$	820.00	\$	70.00
Wenham	\$	35.00	\$	1,600.00	\$	2,200.00	\$	2,200.00		
Winchester	\$	33.00	\$	1,250.70	\$	2,082.30	\$	3,225.20		
Wrentham	\$	42.00	\$	1,750.00	\$	2,234.00	\$	3,391.00		
West Barnstable	\$	37.10			\$	2,878.00	\$	3,525.00		
Westford	\$	28.00	\$	1,250.00	\$	1,695.00	\$	2,150.00		
Yarmouth	\$	22.00	\$	950.90	\$	1,129.21	\$	1,634.36	\$	78.00 \$ 182.00

TABLE 2: PROEMS SOLUTIONS 1.27.2023 List 2

Gloucester Fire	\$	46.08	\$	1,513.84	\$	1,797.44	\$	2,601.58		
Lynn Fire	\$	40.00	\$	1,000.00	\$	1,400.00	\$	1,700.00	\$	150.00 \$ 300.00 \$ 150.00
Medford/Armstrong	\$	35.00	\$	1,500.00	\$	1,800.00	\$	2,000.00	\$	85.00 \$ 200.00
Sudbury	\$	20.61	\$	1,307.00	\$	1,552.00	\$	2,152.00	\$	180.00
Wilmington	\$	44.63	\$	1,097.19	\$	1,302.93	\$	1,885.80	\$	164.69 \$ 400.00 \$ 235.27

TABLE 3: July 2022 Survey

Andover	\$	22.00	\$	1,074.12	\$	1,275.54	\$	1,846.17	\$	82.00 \$ 200.00
Bedford	\$	34.47	\$	1,594.43	\$	1,935.08	\$	2,845.25		
Belmont										SEE TABLE 1: BELMONT
Billerica										SEE TABLE 1: BILLERICA
Burlington	\$	30.20	\$	1,688.92	\$	2,005.56	\$	2,902.80		
Concord										SEE TABLE 1: CONCORD
Lexington										SEE TABLE 1: LEXINGTON
Lynnfield										SEE TABLE 1: LYNNFIELD
Melrose										SEE TABLE 1: MELROSE
Methuen	\$	50.00	\$	1,489.24	\$	1,768.48	\$	2,559.64		
North Andover	\$	32.73	\$	1,414.00	\$	2,358.00	\$	3,198.00		
North Reading										SEE TABLE 1: NORTH READING
Reading	\$	35.00	\$	850.00	\$	1,100.00	\$	1,500.00	\$	125.00 \$ 250.00
Walpole										SEE TABLE 1: WALPOLE
Westborough	\$	47.88	\$	1,466.19	\$	2,303.19	\$	3,443.93		
Westford	\$	31.00	\$	1,494.35	\$	1,911.03	\$	2,568.41		
Wilmington										SEE TABLE 2: WILMINGTON

COMPARISONS AND TAKEAWAYS

Municipality / Department	Mileage	BLS Emergency	ALS 1 Emergency	ALS 2 Emergency
COMSTAR TOP 50 Average	\$ 36.12	\$ 1,477.00	\$ 2,329.00	\$ 3,420.00
Lexington	\$ 28.00	\$ 1,251.00	\$ 1,515.00	\$ 2,056.00
Difference	\$ 8.12	\$ 226.00	\$ 814.00	\$ 1,364.00

Municipality / Department	Mileage	BLS Emergency	ALS 1 Emergency	ALS 2 Emergency
COMPILED LIST AVERAGE COMPARISON (w/ LEXINGTON)	\$ 36.11	\$ 1,422.51	\$ 1,991.25	\$ 2,784.54
Lexington	\$ 28.00	\$ 1,251.00	\$ 1,515.00	\$ 2,056.00
Difference	\$ 8.11	\$ 171.51	\$ 476.25	\$ 728.54

Municipality / Department	Mileage	BLS Emergency	ALS 1 Emergency	ALS 2 Emergency
COMPILED AVERAGE COMPARISON (w/out LEXINGTON)	\$ 36.23	\$ 1,425.03	\$ 1,998.15	\$ 2,795.10
Lexington	\$ 28.00	\$ 1,251.00	\$ 1,515.00	\$ 2,056.00
Difference	\$ 8.23	\$ 174.03	\$ 483.15	\$ 739.10

Municipality / Department	Mileage	BLS Emergency	ALS 1 Emergency	ALS 2 Emergency
Lexington	\$ 28.00	\$ 1,251.00	\$ 1,515.00	\$ 2,056.00
Arlington			---	
Bedford (July 2022)	\$ 34.47	\$ 1,594.43	\$ 1,935.08	\$ 2,845.25
Belmont (January 2023)	\$ 40.00	\$ 1,999.00	\$ 2,475.00	\$ 2,950.00
Burlington (July 2022)	\$ 30.20	\$ 1,688.92	\$ 2,005.56	\$ 2,902.80
Concord (CMERA January 2023)	\$ 35.00	\$ 1,545.00	\$ 2,075.00	\$ 2,650.00
Natick (January 2023)	\$ 35.19	\$ 1,506.62	\$ 2,054.06	\$ 2,876.98
Needham			---	
Waltham			---	
Watertown (January 2023)	\$ 40.00	\$ 1,999.00	\$ 2,475.00	\$ 2,950.00
Wellesley			---	
Winchester (January 2023)	\$ 33.00	\$ 1,250.70	\$ 2,082.30	\$ 3,225.20
Woburn			---	
COMPARISON COMMUNITY AVERAGE (w/ Lexington)	\$ 34.48	\$ 1,604.33	\$ 2,077.13	\$ 2,807.03
Lexington	\$ 28.00	\$ 1,251.00	\$ 1,515.00	\$ 2,056.00
Difference	\$ 6.48	\$ 353.33	\$ 562.13	\$ 751.03
COMPARISON COMMUNITY AVERAGE (w/out Lexington)	\$ 35.41	\$ 1,654.81	\$ 2,157.43	\$ 2,914.32
Lexington	\$ 28.00	\$ 1,251.00	\$ 1,515.00	\$ 2,056.00
Difference	\$ 7.41	\$ 403.81	\$ 642.43	\$ 858.32



Pro EMS Ambulance Fee Comparison
Last updated: 01/27/2023

Department	Mileage	BLS Emgcy	ALS 1 Emgcy	ALS 2 Emgcy	Oxygen	Airway	MAST	Intravenous Therapy	Cardiac Monitor	Defibrillation	Extra EMT	C-Spine	EPI-PEN BLS Meds	ALS Meds	Last Updated
CMERA (7 Towns)	35.00	1,545.00	2,075.00	2,650.00											
Comstar Avg Top 50	36.12	1,477.00	2,329.00	3,420.00											
Abington	40.00	1,650.00	2,050.00	2,625.00											
Acton	35.00	1,545.00	2,075.00	2,650.00											
Amesbury	30.00	1,137.00	1,893.00	2,932.00											
Barnstable	36.89	1,873.75	2,298.75	3,097.50											
Belmont	40.00	1,999.00	2,475.00	2,950.00											
Billerica	40.18	1,159.88	2,185.17	3,564.71											
Bourne	25.00	1,200.00	1,850.00	2,750.00											
Brewster Ambulance	40.00	1,430.00	1,690.00	1,885.00											
Brewster	32.00	1,205.00	1,950.00	3,037.99											
Cambridge/Pro	55.00	2,050.00	2,450.00	3,400.00											
Cataldo															
Chatham	15.00	650.55	772.54	1,118.13											
Chelmsford/Trinity	53.00	1,430.00	1,700.00	2,460.00											
Cotuit	33.00	1,350.00	1,950.00	2,750.00											
Dennis	15.00	703.00	1,317.00	1,908.00											
Eastham	29.76	1,056.00	1,928.00	3,038.00											
Easton	34.51	1,346.33	2,428.46	3,820.17											
Falmouth	34.00	1,294.00	1,800.00	2,400.00											
Foxborough Fire	44.63	1,360.94	1,938.42	3,326.48											
Harwich	29.76	1,056.23	1,927.76	3,037.99											
Hyannis	40.00	2,150.00	2,450.00	3,250.00											
Kingston	40.00	1,750.00	2,450.00	2,990.00											
Lexington	28.00	1,251.00	1,515.00	2,056.00											
Lynnfield	50.00	1,650.00	2,350.00	3,450.00											
Mansfield	31.91	1,607.27	2,262.18	3,404.32											
Mashpee	20.00	938.58	1,480.61	2,249.76											
Medfield	35.30	1,403.00	2,234.00	3,391.00											
Medway	40.00	1,650.00	2,150.00	2,800.00											
Melrose Fire	50.00	2,050.00	2,525.00	3,200.00											
Merrimac	44.00	1,573.00	2,402.00	3,420.00											
Middleton Fire	35.00	1,350.00	2,200.00	3,300.00											
Nahant	50.00	1,650.00	2,150.00	3,150.00											
Nantucket	35.97	1,325.50	2,145.00	3,311.00											
Natick	35.19	1,506.62	2,054.06	2,876.98											
Norfolk	38.00	1,488.00	2,370.00	3,596.00											
North Reading Fire	38.00	1,250.00	1,650.00	1,850.00											
Norton	40.00	1,750.00	2,300.00	3,323.00											
Norwell	28.00	1,250.00	1,695.00	2,150.00											
Norwood	50.00	1,900.00	2,325.00	3,050.00											
Orleans	31.69	1,127.04	2,056.97	3,241.62											
Plainville	43.00	1,535.00	2,300.00	3,500.00											
Plympton	40.00	1,750.00	2,450.00	2,990.00											
Sandwich	35.97	1,456.00	2,287.00	3,420.00											
Seekonk	35.05	1,403.00	2,234.00	3,391.00											
Sharon	36.11	1,293.00	2,099.00	3,381.96											
Stoughton	44.63	1,740.73	2,420.37	3,320.41											
Topsfield	38.00	1,550.00	2,100.00	2,500.00											
Watertown	40.00	1,999.00	2,475.00	2,950.00											
Walpole	34.51	1,298.88	1,940.19	2,954.56							196.88				
Wayland	40.00	1,700.00	2,200.00	2,900.00											
Wellfleet	15.00	475.00	635.00	820.00	70.00			150.00	175.00						
Wenham	35.00	1,600.00	2,200.00	2,200.00											
Winchester	33.00	1,250.70	2,082.30	3,225.20											
Wrentham	42.00	1,750.00	2,234.00	3,391.00											
West Barnstable	37.10		2,878.00	3,525.00											
Westford	28.00	1,250.00	1,695.00	2,150.00											
Yarmouth	22.00	950.90	1,129.21	1,634.36	78.00	182.00		182.00		182.00					
Community Average	36.11	1,441.07	2,055.29	2,881.62											

Department	Mileage	BLS Emgcy	ALS 1 Emgcy	ALS 2 Emgcy	Oxygen	Airway	MAST	Intravenous Therapy	Cardiac Monitor	Defibrillation	Extra EMT	C-Spine	EPI-PEN BLS Meds	ALS Meds	
Gloucester Fire	46.08	1,513.84	1,797.44	2,601.58				425.00			600.00				
Lynn Fire	40.00	1,000.00	1,400.00	1,700.00	150.00	300.00	150.00	300.00	325.00	300.00					
Medford/Armstrong	35.00	1,500.00	1,800.00	2,000.00	85.00	200.00		180.00		150.00					
Sudbury	20.61	1,307.00	1,552.00	2,152.00	180.00			420.00							
Wilmington	44.63	1,097.19	1,302.93	1,885.80	164.69	400.00	235.27	352.87	494.11	352.87					
Community Average	37.26	1,283.61	1,570.47	2,067.88	144.92	300.00	192.64	335.57	409.56	267.62	600.00	#DIV/0!	#DIV/0!	#DIV/0!	



Pro EMS Ambulance Fee Comparison
Last updated: 6/16/22

Department	Mileage	BLS Emgcy	ALS 1 Emgcy	ALS 2 Emgcy	Oxygen	Airway	MAST	Intravenous Therapy	Cardiac Monitor	Defibrillation	Extra EMT	C-Spine	EPI-PEN BLS Meds	ALS Meds	Last Updated
Medicare 01 (2016)															
Medicare 99 (2016)															
CMERA (7 Towns)	35.00	1,545.00	2,075.00	2,650.00											
Comstar Avg Top 50	36.12	1,477.00	2,329.00	3,420.00											
Abington	40.00	1,650.00	2,050.00	2,625.00											
Acton	35.00	1,545.00	2,075.00	2,650.00											
Amesbury	30.00	1,137.00	1,893.00	2,932.00											
Barnstable	36.89	1,873.75	2,298.75	3,097.50											
Belmont	40.00	1,999.00	2,475.00	2,950.00											
Billerica	40.18	1,159.88	2,185.17	3,564.71											
Bourne	25.00	1,200.00	1,850.00	2,750.00											
Brewster Ambulance	40.00	1,430.00	1,690.00	1,885.00											
Brewster	32.00	1,205.00	1,950.00	3,037.99											
Cambridge/Pro	55.00	2,050.00	2,450.00	3,400.00											
Cataldo															
Chatham	15.00	650.55	772.54	1,118.13											
Chelmsford/Trinity	53.00	1,430.00	1,700.00	2,460.00											
Cotuit	33.00	1,350.00	1,950.00	2,750.00											
Dennis	15.00	703.00	1,317.00	1,908.00											
Eastham	29.76	1,056.00	1,928.00	3,038.00											
Easton	34.51	1,346.33	2,428.46	3,820.17											
Falmouth	34.00	1,294.00	1,800.00	2,400.00											
Foxborough Fire	44.63	1,360.94	1,938.42	3,326.48											
Harwich	29.76	1,056.23	1,927.76	3,037.99											
Hyannis	40.00	2,150.00	2,450.00	3,250.00											
Kingston	40.00	1,750.00	2,450.00	2,990.00											
Lexington	28.00	1,251.00	1,515.00	2,056.00											
Lynnfield	50.00	1,650.00	2,350.00	3,450.00											
Mansfield	31.91	1,607.27	2,262.18	3,404.32											
Mashpee	20.00	938.58	1,480.61	2,249.76											
Medfield	35.30	1,403.00	2,234.00	3,391.00											
Medway	40.00	1,650.00	2,150.00	2,800.00											
Melrose Fire	50.00	2,050.00	2,525.00	3,200.00											
Merrimac	38.00	1,456.00	2,287.00	3,420.00											
Middleton Fire	35.00	1,350.00	2,200.00	3,300.00											
Nahant	50.00	1,650.00	2,150.00	3,150.00											
Nantucket	35.97	1,325.50	2,145.00	3,311.00											
Natick	28.00	1,250.00	1,695.00	2,150.00											
Norfolk	36.10	1,445.00	2,301.00	3,492.00											
North Reading Fire	38.00	1,250.00	1,650.00	1,850.00											
Norton	40.00	1,750.00	2,300.00	3,323.00											
Norwell	28.00	1,250.00	1,695.00	2,150.00											
Norwood	40.00	1,800.00	2,225.00	2,950.00											
Orleans	31.69	1,127.04	2,056.97	3,241.62											
Plainville	35.05	1,403.00	2,234.00	3,391.00											
Plympton	40.00	1,750.00	2,450.00	2,990.00											
Sandwich	35.97	1,456.00	2,287.00	3,420.00											
Seekonk	35.05	1,403.00	2,234.00	3,391.00											
Sharon	36.11	1,293.00	2,099.00	3,381.96											
Walpole	34.51	1,298.88	1,940.19	2,954.56							196.88				
Wayland	40.00	1,700.00	2,200.00	2,900.00											
Wellfleet	15.00	475.00	635.00	820.00	70.00			150.00	175.00						
Winchester	33.00	1,250.70	2,082.30	3,225.20											
Wrentham	42.00	1,750.00	2,234.00	3,391.00											
West Barnstable	37.10		2,878.00	3,525.00											
Westford	28.00	1,250.00	1,695.00	2,150.00											
Yarmouth	22.00	950.90	1,129.21	1,634.36	78.00	182.00		182.00		182.00					
Community Average	35.25	1,407.60	2,024.12	2,872.66											

Department	Mileage	BLS Emgcy	ALS 1 Emgcy	ALS 2 Emgcy	Oxygen	Airway	MAST	Intravenous Therapy	Cardiac Monitor	Defibrillation	Extra EMT	C-Spine	EPI-PEN BLS Meds	ALS Meds	
Gloucester Fire	46.08	1,513.84	1,797.44	2,601.58				425.00			600.00				
Lynn Fire	40.00	1,000.00	1,400.00	1,700.00	150.00	300.00	150.00	300.00	325.00	300.00					
Medford/Armstrong	35.00	1,500.00	1,800.00	2,000.00	85.00	200.00		180.00		150.00					
Sudbury	20.61	1,307.00	1,552.00	2,152.00	180.00			420.00							
Wilmington	44.63	1,097.19	1,302.93	1,885.80	164.69	400.00	235.27	352.87	494.11	352.87					
Community Average	37.26	1,283.61	1,570.47	2,067.88	144.92	300.00	192.64	335.57	409.56	267.62	600.00	#DIV/0!	#DIV/0!	#DIV/0!	

Proc Code	Decsription	Andover	Bedford	Belmont	Billerica	Burlington
A0429	BLS Transport	1,074.12	\$1,594.43	1,999.00	\$1,688.92	\$1,688.92
A0427	ALS 1	1,275.54	\$1,935.08	2,475.00	\$2,185.17	\$2,005.56
A0433	ALS 2	1,846.17	\$2,845.25	2,950.00	\$3,564.71	\$2,902.80
A0425	Mileage	22.00	\$34.47*	40.00	\$40.18	\$30.20.
A0422	Oxygen	82.00				
A0392	Defibrillator	247.00				
A0382	c-Spine/Supplies BLS					
A0398	c-Spine/Supplies -ALS					
A0394	IV Administration	176.00				
A0396	Airway/Intubation	200.00				
A0424	Extra Attendant	0.00				
J0170	Epinephrine	0.00				
93000	Cardiac Monitor	247.00				
	ALS Intercept					
	Specialty Care Transport	1,464.00				
	Treatment No Transport	100.00				
	Extrication	0.00				
	Cost of Medical Control	0.00		10,000.00		

Notes

Rates all- inclusive

ALS Provider

Town information highlighted in yellow was taken from other surveys. Needs verification.

Concord	Lexington	Lynnfield	Melrose	Methuen	Middleton	North Andover	North Reading
\$1,545.00	\$1,251.00	1,650.00	2,050.00	1,489.24	1,500.00	1,414.00	1,352.00
\$2,075.00	\$1,515.00	2,350.00	2,325.00	1,768.48	2,350.00	2,358.00	2,197.00
\$2,650.00	\$2,056.00	3,450.00	3,200.00	2,559.64	3,450.00	3,198.00	3,323.00
\$35.00	\$28.00	50.00	50.00	50.00	36.50	32.73	38.00

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175.00

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10,000.00

15,000.00

275.00

* Rates Bundled

Reading	Tewksbury	Walpole	Westborough	Westford	Wilmington	Average
850.00		1,477.00	\$1,466.19	1,494.35	1,261.88	1,491.45
1,100.00		2,329.00	\$2,303.19	1,911.03	2,667.47	2,062.53
1,500.00		3,420.00	\$3,443.93	2,568.41	3,650.34	2,921.01
35.00		36.12	\$47.88	31.00	44.63	38.46
125.00						127.33
275.00						261.00
250.00						250.00
250.00						250.00
200.00						188.00
250.00						225.00
325.00			\$300.00			208.33
225.00						112.50
275.00						261.00
550.00						412.50
0.00			\$3,954.49		0.00	1,354.62
250.00						175.00
0.00			\$325.00		0.00	81.25
12,000.00		10,000.00	\$5,325.47	18,000.00	3,000.00	9,258.39

400/Mo ALS Fee

Action

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Approve Select Board Meeting Minutes

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.1

SUMMARY:

Category: Decision-Making

The Board is being asked to approve and release the following sets of meeting minutes:

- December 12, 2022 Select Board
- December 19, 2022 Select Board
- January 9, 2023 Select Board

SUGGESTED MOTION:

To approve and release the following meeting minutes:

- December 12, 2022 Select Board
- December 19, 2022 Select Board
- January 9, 2023 Select Board

Move to approve the consent.




FOLLOW-UP:

Select Board Office

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

ATTACHMENTS:

Description	Type
 DRAFT 12122022 Select Board Minutes	Backup Material
 DRAFT 12192022 Select Board Minutes	Backup Material
 Draft 01092023 Select Board Minutes	Backup Material

SELECT BOARD MEETING
December 12, 2022

A remote participation meeting of the Lexington Select Board was called to order at 6:31 p.m. on Monday, December 12, 2022 via hybrid participation. Ms. Hai, Chair; Mr. Lucente; Vice Chair, Mr. Pato, Ms. Barry, and Mr. Sandeen were present, as well as Mr. Malloy, Town Manager; Ms. Axtell, Deputy Town Manager; and Ms. Katzenback, Executive Clerk.

Ms. Hai stated that the meeting was being conducted via Zoom as posted, with the agenda on the Town's website. This is a work session of the Board. The Board expressed condolences to the family and friends of Bill Kennedy, who recently passed away. The Board thanked Mr. Kennedy for his volunteer efforts for the Town over many years. It was noted that the Battle Green flag will be lowered for Mr. Kennedy at the appropriate time.

CONSENT AGENDA

**1. Application: One-Day Liquor License – Middlesex Community College Foundation
Celebrity Forum Featuring Kal Penn, 1605 Massachusetts Avenue**

To approve a One-Day Liquor License for the Middlesex Community College Foundation, Inc. to serve beer, wine, and spirits in Battin Hall and the lobby of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of the Middlesex Community College Foundation Celebrity Forum featuring Kal Penn on Wednesday, December 14, 2022 from 5:00pm to 10:00pm.

**2. Amendment to One-Day Liquor License – The Anthem Group's Lexington Winter Garden,
1875 Massachusetts Avenue - Date Change**

To approve the amendment to the Anthem Group's One-Day Liquor License for the change in event date from Saturday, December 3, 2022 to Sunday, December 18, 2022 for the purpose of serving beer and wine in a beer garden within a cordoned off area on the Visitors Center Lawn, 1875 Massachusetts Avenue during the Lexington Winter Garden from 12:00pm to 6:00pm and all other details remaining the same as approved in the original request.

**3. Amendment to Entertainment License – The Anthem Group's Lexington Winter Garden,
1875 Massachusetts Avenue - Date Change**

To approve the amendment to the Anthem Group's Entertainment License for the change in event date from Saturday, December 3, 2022 to Sunday, December 18, 2022 for the purpose of providing a live musical performance for patrons of the Lexington Winter Garden event to take place from 12:00pm to 6:00pm on the Visitors Center Lawn, 1875 Massachusetts Avenue and all other details remaining the same as approved in the original request.

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

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Select Board Work Session

- Discuss Draft Town Manager Performance Evaluation

Ms. Hai stated that the purpose of this process is to invite respectful and productive conversation. There will be no public comment taken at this time, but the public may email Board members at any time, using the appropriate email address. The Board is required to review the Town Manager and his goals, as

specified in the guidelines. The Board provides concrete feedback to facilitate development and maintenance of the professional management team. The Board has developed an evaluation process to meet these goals that complies with the confines of open meeting law, which requires that discussions be had in public meetings. Consequently, each member of the Board independently ranked the Town Manager on a series of performance areas, which are deemed key competencies, and then answered several narrative questions. The Executive Clerk compiles all of those elements into one document which is broken into five individual performance evaluations, aggregated into a single document. The direction from different Board members may be in conflict and that is not an ideal way to perform this process. Last year, the Board included a 360 Review, which was conducted by an outside provider. This year that tool was replaced with individual interviews conducted by two members of the Select Board. Additionally, the Town Manager provides a self-evaluation to the Board. Mr. Malloy also distributed a response memo to the Board today. This is the first opportunity for the Board and Mr. Malloy to discuss all of these documents. The goal this evening is to evaluate and integrate the information into a collective position, with constructive guidance for Mr. Malloy moving into his new contract year. This will be put into a final review document, which will come back to the Board for a final vote. The purpose of this conversation is to focus on how to move forward together, operating for the continuing betterment of the community. These documents are the results of a process in which many people gave input. This review involves constructive feedback identifying strengths, as well as areas for improvement.

Mr. Malloy thanked the Board for the positive comments on financial management, supporting economic development, and developing and carrying through with the capital stabilization framework. There are a number of areas the Board indicated needed improvement, which he addressed in greater detail in the memo. Mr. Malloy requested that the Board discuss the goal setting process. He stated that he would prefer an aggregated performance evaluation versus individual evaluations. He asked that the Board consider its preferences as to how it wants to receive communications. He thanked the Board for this process, while noting his disappointment in the overall review.

Ms. Hai stated that collective, constructive guidance is strived for in this discussion. The Board is looking to find a unified direction in both individual key competencies and in terms of diversions of thoughts, as this is a single integrated review.

The Board reviewed a number of the items included in the evaluation. It was determined that the Board will continue this review in January, focusing on the questions raised by Mr. Malloy and the end section of the evaluation, regarding expectations moving forward.

DOCUMENTS: DRAFT Select Board Working Document for 12-12-2022 Meeting - 2022 Town Manager Review Key Competency Area & Narrative Section, Outline Document for TM 360 interviews, JH, JP Narrative - Town Manager Performance Review 360 Narrative, 2022.10.03 JM Memo to Select Board - Self Evaluation, 2021-2022 Town Manager Goal Priorities, Town Manager Response to Performance Evaluation and Comments

ADJOURN

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 5-0 to adjourn the meeting at 8:46pm.

A true record; Attest:
Kristan Patenaude
Recording Secretary

SELECT BOARD MEETING
December 19, 2022

A remote participation meeting of the Lexington Select Board was called to order at 6:31 p.m. on Monday, December 19, 2022 via remote participation. Ms. Hai, Chair; Mr. Lucente; Vice Chair, Mr. Pato, Ms. Barry, and Mr. Sandeen were present, as well as Ms. Axtell, Deputy Town Manager; and Ms. Katzenback, Executive Clerk.

Ms. Hai stated that the meeting was being conducted via Zoom as posted, with the agenda on the Town's website.

PUBLIC COMMENTS

None at this time.

SELECT BOARD MEMBER CONCERNS AND LIAISON REPORTS

1. Select Board Members Concerns and Liaison Reports

Ms. Hai noted that she and Mr. Lucente met, along with the Economic Development staff and members of Lexington Minuteman, with the French Consul General and his Education & Culture Manager.

Mr. Pato stated that he did not file a correspondence report this week, due to time. The Board received five or six messages from the public to be included in the January report, several of which were for items to be discussed today.

DOCUMENTS: Select Board Concerns and Liaison Reports - December 19, 2022

TOWN MANAGER REPORT

1. Town Manager Weekly Update

Ms. Axtell stated that she had nothing further to include at this time.

DOCUMENTS: Weekly Update 12-9-22, Weekly Update 12-16-22

CONSENT AGENDA

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

- Handel & Haydn Society
- The Moody Blues' John Lodge Performs Days of Future Passed

To approve two One-Day Liquor Licenses for Spectacle Management, Inc. to serve beer and wine in the lobby of Cary Memorial Building, 1605 Massachusetts Avenue, for the purpose of two events as follows: Handel & Haydn Society Concert, Saturday, January 28, 2023 from 7:00pm to 11:00pm and The Moody Blues' John Lodge Performs Days of Future Passed Concert, Saturday, February 18, 2023 from 7:00pm to 11:00pm.

2. Battle Green Use/Walk Request - 10th Annual Martin Luther King Jr. (MLK) Day of Service

To approve the request of the Town Celebrations Committee/MLK Day of Service group for the 2023 Lexington MLK Day Commemoration on Monday, January 16, 2023, to include use of the Battle Green and a walk along Massachusetts Avenue to the Cary Memorial Building.

DOCUMENTS: 2023 MLK Day Event

3. Approve Select Board Meeting Minutes

To approve and release the Select Board meeting minutes of:

- November 2, 2022
- November 7, 2022
- November 14, 2022
- November 28, 2022

DOCUMENTS: DRAFT 11022022 Select Board, DRAFT 11072022 Select Board, DRAFT 11142022 Select Board, DRAFT 11282022 Select Board

4. 2023 Class II License Renewals

To approve the 2023 Annual Class II License Renewals for the following businesses:

CLASS II

Lexington Auto Center, Inc. - 1095 Massachusetts Avenue
Lexington Auto Service, Inc. - 39 Bedford Street

5. 2023 Common Victualler License Renewals

To approve the 2023 Annual Common Victualler License Renewals for the following businesses:

COMMON VICTUALLER

Akame Nigiri and Sake - 1707 Massachusetts Avenue #2
Alexander's Pizza - 180 Bedford Street
Beijing Chinese Dining - 1709 Massachusetts Avenue
Clay Oven Indian Restaurant - 1666 Massachusetts Avenue
CoCo Fresh Tea and Juice - 1764 Massachusetts Avenue
Dunkin Donuts - 10 Woburn Street
Dunkin Donuts - 141 Massachusetts Avenue
Dunkin Donuts - 277 Bedford Street
Dunkin Donuts - 323 Marrett Road
Inn at Hastings Park - 2013-2027
Massachusetts Avenue Ixtapa Cantina - 177 Massachusetts Avenue
Lexington Golf Club - 55 Hill Street

6. 2023 Entertainment License Renewals

To approve the 2023 Annual Entertainment License Renewals for the following businesses:

ENTERTAINMENT

Beijing Chinese Dining - 1709 Massachusetts Avenue
Clay Oven Indian Restaurant - 1666 Massachusetts Avenue
Inn at Hastings Park - 2013-2027 Massachusetts Avenue

7. 2023 Innholder License Renewals

To approve the 2023 Annual Innholder License Renewal for the following business:

INNHOLDER

Inn at Hastings Park - 2013-2027 Massachusetts Avenue

8. 2023 Liquor License Renewals

To approve the following 2023 Annual Liquor License Renewals:

ALL ALCOHOL/ RESTAURANTS

Beijing Cuisine - 1709 Massachusetts Avenue

Clay Oven Indian Restaurant - 1666 Massachusetts Avenue

il Casale - 1727 Massachusetts Avenue

Ixtapa Cantina - 177 Massachusetts Avenue

Royal India Bistro - 7 Meriam Street

Via Lago - 1845 Massachusetts Avenue

ALL ALCOHOL/ INNHOLDER

Aloft Hotel - 727 Marrett Road – A

Element Hotel - 727 Marrett Road – B

Inn at Hastings Park - 2013-2027 Massachusetts Avenue

WINE/MALT

Akame Nigiri & Sake - 1707 Massachusetts Avenue Unit #2

Fiorellas - 25 Waltham Street

Marios - 1733 Massachusetts Avenue

Upper Crust - 41 Waltham Street

CLUBS

Knights of Columbus - 177 Bedford Street VFW - 2 Hayes Lane

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

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Lexington Citizens' Academy Graduation

James Robinson, Management Fellow, reviewed Lexington Citizen's Academy, now in its 14th year. At Lexington Citizens' Academy, residents meet once a week in the evenings to learn about local government, specifically, the role each department plays in serving the public. The goal of the program is citizen engagement, and the program is designed to connect residents with the Select Board and Town staff, as well as encouraging participation on Town committees/boards and as Town Meeting Members.

Nancy White, Lexington Citizen's Academy participant, stated that this experience exceeded her expectations. The focus on excellence in Lexington runs through all of the Town Departments.

Ms. Hai announced the 2022 Citizen's Academy graduates: Sarah Morrison, Nancy White, Purvi Mavchi, Pamela Thornton-Richter, Alexis Porras, Jon Wakelin, Theresa Carilli, Michelle Race, Matt Tierney, Jay Luker, Nandini Kshatriya, Julie Barker, Ravi Gudipati, Barbara Tarrh, Shilpa Atnoor, Kathryn Roy, Jenny Xieyi Cai, Gunjan Goswami Sinha, Qiumei Du, Laura DeAmato, Norbert DeAmato, Nanette Byrnes,

Vlad Antohi, Melissa Talal, Mark Steere, Raquel Leder, Dahua Pan, Samuel Ang, Kiruthika Ramakrishnan.

The Board offered its thanks and congratulations to the graduates.

DOCUMENTS: 2022 Lexington Citizens' Academy List of Graduates

2. Review Draft Article List for 2023 Annual Town Meeting

Kelly Axtell reviewed the draft article list for the 2023 Annual Town Meeting. The draft warrant will be signed on January 23, 2023, and presentations on the articles will also begin that evening. Presentations will carry through the months of February and into March 2023 as needed in preparation for the annual town meeting. Annual Town Meeting begins on March 20, 2023.

DOCUMENTS: 2023 ATM DRAFT ARTICLE LIST

3. Review and Approve Transportation Safety Group Recommendations for Amendments to §192 Traffic Rules and Orders

- §192-53(D) (2) Obedience to Traffic Control Signals – Red
 - No Right on Red for Massachusetts Avenue and Maple Street Intersection
- §192-69 Twenty-Mile-Per-Hour School Zones
 - 20 MPH School Zone on Concord Avenue for the Cotting School
- §192-10 Schedule 7 Traffic Signs and Signals
 - Stop Sign on Alcott Road at Thoreau Road
 - Stop Sign on Wood Street at Hartwell Avenue
 - Stop Sign on Stedman Road at Allen Street

Sheila Page, Coordinator for the Transportation Safety Group, explained that there are five recommendations of amendments to Chapter 192: Traffic Rules and Regulations. Regarding the recommendation for a 20-mph school safety zone at the Cotting School, one of the State requirements is that the school safety zone include a crosswalk. Two years ago, the Cotting School installed the crosswalk and so the Transportation Safety Group is now recommending this safety zone, with six signs to signify this.

Mr. Pato stated that the Board received one public comment in support of this recommendation. Ms. Hai noted that the School also submitted a letter of support.

Ms. Page explained that the Group received two requests over a two-month period for a No Right on Red sign, to be posted at the intersection of Maple Street and Massachusetts Ave. The No Turn on Red sign is proposed to be pedestrian activated. This will be an LED-illuminated sign. An additional sign is proposed across the intersection as well. This will be considered a pilot program for this type of sign.

Mr. Pato noted that he has had difficulties crossing this intersection as a pedestrian and supports the proposal. He explained that he Board received two public comments on this item. One dealt with a concern with this impeding the flow of traffic. However, the Group has explained that this light will only turn on when activated by a pedestrian.

Mr. Sandeen stated that recent studies show that permitting Right Turn on Red may have some negative impacts for pedestrians and bicyclists. He asked if Town staff has data on trends for crashes, injuries, and fatalities for pedestrians and bicyclists due to Right Turn on Red.

Ross Morrow stated that, while he does not have any data, he has witnessed first-hand several near misses occurring at this intersection, due to cars turning red on right when pedestrians are present.

Catherine Sullivan stated that, 3-5 years ago, she was so close to having been hit by a car at this intersection that she called the police. This exact same thing also happened to her approximately two years ago. She supports this proposal.

Ms. Page explained that the Group received a number of requests from cyclists regarding a few stop sign proposals, at the intersections of Wood Street at Hartwell Avenue, Stedman Road at Allen Street, and Alcott Road at Thoreau Road.

Mr. Lucente suggested putting the line further out onto Hartwell Avenue at the intersection, due to sight liens at this location. Ms. Hai requested that this treatment be considered.

Mr. Pato stated that one public comment letter opposed to the stop sign at Wood Street and Hartwell Avenue was received.

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 5-0 to amend Chapter 192 of the Code of Lexington as follows:

§ 192-53(D) (2) Obedience to traffic control signals – Red

No driver of a vehicle facing a circular red signal indication shall make a right turn where the official traffic signs are installed and maintained prohibiting such turn at the following intersections:

Street	Direction of Travel	At Intersection of
Maple Street	Southbound	Massachusetts Avenue
Massachusetts Avenue	Westbound	Maple Street

VOTE: Further to amend Chapter 192 of the Code of Lexington as follows:

§192-69 Twenty-mile-per-hour school zones:

School	Street	Limits	Time
Cotting School	Concord Avenue	Between 481 Concord Avenue and 411 Concord Avenue	8:00 a.m. to 4:00 p.m. Monday through Friday

VOTE: Further to amend Chapter 192 of the Code of Lexington as follows:

§192-10 schedule 7: Stop signs and YIELD Signs

<u>STREET</u>	<u>LOCATION</u>	<u>REGULATION</u>
Alcott Road	at Thoreau Road	Stop
Stedman Road	at Allen Street	Stop
Wood Street	at Hartwell Avenue	Stop

DOCUMENTS: TSGPresentation on Recommendations, Memo on Right Turn Prohibition, Maple Street - Right Turn Prohibition, Memo on Stop Signs, Stop Signs, Memo on School Zone, School Zone, Cotting School Letter of Support - Traffic Regulation School Zone for Cotting School on Concord Avenue, Phil Press Letter of support for Traffic Regulations Cotting School

4. Discuss Inviting Public Back Into the Select Board Meeting Room

Ms. Hai stated that the Select Board has had preliminary discussions regarding a return to in-person meetings. With the addition of both a free-standing air purifier and the CO2 monitor to the Select Board Meeting Room, the Select Board will consider resuming in-person attendance for Select Board meetings effective Monday, January 9, 2023. Drill session will be run to make sure that the IT in the room will work well, and a second owl is proposed to be added to the room.

Mr. Lucente stated that other committees in Town are meeting in-person, remotely, and hybrid. He believes this Board needs to experiment more with a true hybrid solution, to set an example for other groups.

Mr. Pato stated that he supports opening meetings up to the public, though he encouraged those who do attend to wear masks. He stated that he plans to continue to attend remotely at this time, due to breathing issues. He stated that he has a concern with how speaking requests from those who are remote will be integrated with requests from those present in the room.

Ms. Hai noted that Board members will have to have a strict attendance to raising hands, instead of jumping in.

Mr. Sandeen agreed with Mr. Pato's concerns regarding fairness and equity of being able to speak whether in-person or remote.

Ms. Barry stated that the public needs to be let back into Board meetings.

The Board agreed that it did not need a vote on this item, but that it in addition to offering remote attendance, the Board would plan to include public in-person attendance at Select Board meetings, beginning January 9, 2023.

5. Review and Approve Tree Removal Near Minuteman Bikeway and Lexington Police Station

Ms. Hai explained that that this item is related to the actual reconstruction of the parking lot behind the Police Station. This is not a project related to the solar installation. The project to reconstruct the adjacent and integrated parking lot surrounding the Police Station itself will have an impact on trees in the parking lot. An initial tree hearing was held on November 14, 2022, and several concerns were raised by both residents and committee members regarding the proposal. A new proposal was agreed upon by the Public Facilities Department, and the Tree Committee, which is being presented this evening.

Mike Cronin explained that, as part of the scope of work for this project, the architect moved the edge of the parking lot on the north side, adjacent to the bike path, back to the property line. In some cases, this equated to 6" if space, and in some cases, this equated to a couple of feet. Unfortunately, that impacted some trees directly, but also the root structure of a series of trees. 15 trees were tagged as part of the original scope to be removed. The original scope had 164 parking spaces, as approved by the Board of Selectmen. Through a redesign, this was increased to 165. This includes all existing parking, and nine parking spaces inside the building. If the proposed tree well is approved, an additional 4-5 spaces will be removed, for a total of 160-161 parking spaces on site.

Chris Filadoro explained that the trees proposed to be selected for removal were posted, advertised, and a Tree Hearing was held. Several members of the community spoke of their objections to the project. He

stated that the Tree Hearing was closed with 9-10 objections heard. After further discussion, a revised proposal was submitted.

Ms. Hai noted that the Tree Committee is fully in support of this new proposal, which reduces the removal from 16 trees to eight trees.

Mr. Cronin noted that several trees which were scheduled for removal were able to be relocated to the outer edge of the field.

Ms. Hai noted that, pre-construction, approximately 11 of the 169 parking spaces were being used by people other than staff. The proposed 160-161 parking spaces will still allow for adequate parking by staff but may reduce the number of spaces open to others. Additional spaces in the area may need to be sought for this purpose.

Mr. Sandeen asked how this proposal will impact the solar installation. Mr. Cronin stated that a decision on this item, either way, will not impact the solar project.

Mr. Pato expressed concern with the loss of additional parking. The bump out which will result in the loss of additional spaces will only save three trees. The other trees, saved by this adjusted design, remain whether or not the spaces are lost. He suggested a modified plan which preserves the trees but does not create the additional bump out. The three trees in that area could be removed or left to see if they survive. Mr. Cronin agreed that one of these three trees will be removed, but the other two could be left to potentially survive.

Mr. Filadoro stated that he would be concerned that work near this root system would eventually lead to the removal of all three trees in this area anyway. He stated that he supports the original plan, and that the Town has done a very good job as stewards of the land to save and preserve as many trees as possible. The bump out could still lead to a loss of parking, due to stress on the root system. The three trees in this area cannot be transplanted, due to size.

Mr. Lucente noted that this project makes the Police Station much larger, with a potential for more staff in the building at a future time. This would require additional parking. The Town values its trees, but also has an obligation to allow for parking for employees.

Howard Cloth, 19 Sherman Street, stated that he is concerned that the Town is proposing to cut down trees for parking spaces, and/or solar panels. The parking lot could have been designed so as not to affect the trees on the verge of the bikeway in the first place. He also has an issue with the large communication tower proposed, approximately 100' away from his back porch.

Pamela Lyons, 51 Grant Street, urged the Select Board to adopt the alternative plan provided by the Director of Public Facilities and supported unanimously by the Tree Committee. There are approximately 500 parking spaces in Lexington Center, but mature trees are priceless. The Parking Management Plan effectively created additional parking spaces in Lexington Center that are essentially not counted. The Town can easily afford to lose five parking spaces in order to preserve eight priceless trees. She urged the Select Board to utilize the Parking Management Group for discussions like this, for both its institutional and practical knowledge of parking and Lexington Center.

Ted Page, 6 Fletcher Avenue, expressed concern regarding the proposed communications tower. He noted that, per the plans, the scale of this is looks approximately the size of a 747 from tail-to-nose. This would be located over a residential neighborhood. He stated that this proposal has not been fully vetted by his neighborhood. Some of his neighbors are horrified and believe that more thought needs to be given to

possible effects of property values in the area. He urged the Board to consider that this neighborhood deserves a hearing to better understand the scale and scope of this, and its effect on the neighborhood. He supports the Police Department in every possible way; however, he wants to know how the Police are going to serve and protect the neighborhood from a gigantic tower over its houses.

Ms. Hai stated that, while she hears the concerns being raised regarding the communications tower, this item is to discuss the trees on the site.

William Erickson, 31 Sherman Street, stated that his property directly abuts the bike path. He is concerned with the whittling away of the separation from a residential neighborhood to both the Police Station and the activities surrounding it, such as Massachusetts Avenue. He noted that all of the parking spaces located on the north of this plan do not have access to a sidewalk. The parking spaces that run along the south, adjacent to Fletcher Park, have a sidewalk, and he is unclear what function that's providing. He suggested moving those spaces 4'-5' down, to alleviate this project pressing against residential lot lines. He stated that the proposal for this Police Station seems to break every vital zoning law. He encouraged the Board to stick with the plan that was agreed to by the Tree Committee.

Mr. Cronin noted that the sidewalk along Fletcher Park will be utilized as part of the perimeter walking area for this project, and also for certain activities, such as a summertime farmer's market. People will also be able to use the sidewalk to access a crosswalk, which will lead them into the front of the Police Station.

Nancy Sofen, 3 Abernathy Road and member of the Tree Committee, stated that having this discussion at this point in the process, speaks to the fact that the Town needs to consider green infrastructure much earlier in the planning process for any Town buildings. She applauded Mike Cronin for walking the site with members of the Tree Committee and reconsidering the design this late in the process. She concurred with the Tree Committee's unanimous opinion in support of this modified plan. The eight trees proposed to be removed are very small trees and, in general, are not in very good condition. Their removal may actually benefit other trees nearby. The eight trees slated to be saved are large trees. If the Board agrees to pursue a modified plan, she urged Mr. Cronin to attempt to save a couple of the large black locust trees.

In response to a question from Ms. Hai, Mr. Cronin explained that, if the tree well does not survive, it would not be a complicated process to change the area to parking spaces.

Gerry Paul, 43 Highland Avenue and Chair of the Tree Committee, thanked Mr. Cronin for his responsiveness to resident and Committee concerns. He noted that it is difficult to replant for three mature trees in order to offset the carbon sequestration lost. He agreed with the proposal to try to keep the three tree well trees and reclaim the area for parking spaces if these do not survive.

Mr. Sandeen stated that he supports the plan agreed upon by the Public Facilities Department, and the Tree Committee. Ms. Hai agreed.

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 5-0 to approve the removal of 8 trees on Town property located at 1557-1625 Massachusetts Avenue as per the attached plan.

DOCUMENTS: Tree Committee Recommendation, Tecton Plan

6. Update on Possible Monument for the 250th Anniversary of the Battle of Lexington

Ms. Barry explained that in June 2022 Howard Wolk offered \$250,000 to help initiate the process of a monument to commemorate the 250th Anniversary of the Battle of Lexington. Investigating a possible

monument is deliverable #4 in the charge to the Semiquincentennial Commission (Lex250) from the Select Board. The Board did not voice any objection to Mr. Wolk moving forward with further investigation of a monument and suggested he form a small group to do so. Mr. Wolk took the Board's advice and has been meeting with a small group (2 members of the Semiquincentennial Commission and 3 community members) to discuss the possibility of a monument and where it would be located. The group has looked at multiple locations and consulted with Mr. Pinsonneault, DPW Director and would like the Board's feedback on the possibility of the monument being placed in Belfry Park at the corner of Massachusetts Avenue and Clarke Street. There is no proposed design yet and the small group has not yet officially discussed this location with any other Boards or Committees but wanted to see if the Board had any strong objections to the location before further discussions and before issuing a Request for Artists. The small group feels it important for any potential artists answering the Request for Artists to understand the location so they can design their project with the space in mind.

Mr. Lucente noted future accessibility issues for this location. Also, this area is not very large and contains an existing monument. He asked about the size of another monument for this location. Finally, he suggested that the group engage the neighbors regarding potential issues.

Mr. Pinsonneault explained that there will be some accessibility improvements to this area as part of the Streetscape project. Tree clearing or replanting will be taken into account, if this location is selected.

Mr. Pato asked what this memorial will be commemorating. He stated that he does not feel a compulsion to create a monument only for the 250th Anniversary. He echoed Mr. Lucente's concerns with the proposed location.

Mr. Sandeen echoed Mr. Lucente's and Mr. Pato's comments. He stated that he would like to see this displayed visually.

Ms. Hai also expressed concern with accessibility to the site.

The Board took a three-minute recess.

7. Review and Approve Parking Enforcement in Lexington Center

Ms. Hai explained that this is a continuation of the discussion from the December 5th meeting on parking enforcement in the Center. The Center Committee since voted unanimously to recommend that the Town return to parking enforcement as was in place pre-pandemic as of February 1, 2023 (when new permits are issued). Sean Dugan should put information out through all the normal channels and, during the week before, electronic sign boards will be posted at entrances to the Center indicating when Parking Enforcement will begin.

Ms. Barry suggested that the Parking Management Group go door-to-door to explain this to businesses located in the Center.

In response to a question from Mr. Sandeen about how many total vehicles are typically parked in the center, Police Chief Michael McLean noted that, as of last week 1,365 Senior Parking passes have been issued, with an average of 15 vehicles with Senior Parking passes parked in the center per day. Spots are being turned over and enforcement is being done to make sure there is equal access available.

Mr. Lucente agreed with additional outreach to Center businessowners regarding this item, along with the Town's parking program in general.

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 5-0 to re-establish parking enforcement as it was previously enforced prior to the COVID pandemic, in the Center area as of 2-1-23.

DOCUMENTS: Parking Map, Parking Memo - Chief of Police

8. Review and Approve Sidewalk Rentals to Restaurants in Lexington Center

Ms. Hai explained that this is a continuation of the discussion from December 5, 2022, regarding the fees charged to establishments that use public sidewalks for outdoor dining. Mr. Malloy attended the Lexington Center Committee meeting and the group voted unanimously to recommend establishing new rates and performance standards.

Ms. Hai stated that she appreciates the balance proposed of benefiting community members by giving them place to gather, while also furthering efforts to boost the businesses in Town, by giving them expansion opportunity, and significantly lowering their fees.

Mr. Pato stated that he believes the fees proposed are low enough not to create any inhibitors for the robust use of sidewalks by businesses. He has one concern regarding the fee proposed for the parklet, as this did not originally belong to any business; it was a parklet for the community. He requested that this item be removed from the vote, as he does not want to dedicate the parklet to any businesses in particular.

Mr. Lucente noted that there has been a lot of interest from businesses to use the parklet. Mr. Sandeen agreed with Mr. Pato's concerns about charging fees for the parklet that has historically been open to the public. He would like to see more parklets. He suggested that if multiple businesses are requesting a parklet, that he would consider a fee for the businesses requesting access to a parklet. This will need to be discussed further.

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 5-0 to set a fee for rental of public sidewalks for outdoor dining in the Center at the following rates:

- Up to 10 outdoor seats on public sidewalks \$100 per year
- Over 10 seats on public sidewalks \$250 per year

9. Review and Approve Ad Hoc Transportation Committee Charge

Bridger McGaw, 9 Mariam Street and Precinct 6 Town Meeting Member, asked if it will be free to ride the shuttle buses, while the study group reviews how fares impact utilizations and how revenue generated would be impacted through fares. Ms. Hai stated that this would not be a purview of this Committee. Mr. McGaw agreed. He stated that this decision should be made prior to formation of this Committee.

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 5-0 to create an Ad Hoc Transportation Committee to study Lexpress as per the attached Committee Charge and to report back to the Select Board prior to December 31, 2023.

DOCUMENTS: Revised Ad Hoc Transportation Committee Charge

ADJOURN

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 5-0 to adjourn the meeting at 8:53pm.

A true record; Attest:
Kristan Patenaude
Recording Secretary

SELECT BOARD MEETING
January 9, 2023

A meeting of the Lexington Select Board was called to order at 6:31 p.m. on Monday January 9, 2023, in the Select Board Meeting Room of the Town Office Building. Hybrid participation was offered as well via the Zoom meeting platform. Ms. Hai, Chair; Mr. Lucente; Vice Chair, Mr. Pato, Ms. Barry, and Mr. Sandeen were present, as well as Mr. Malloy, Town Manager; Ms. Axtell, Deputy Town Manager; and Ms. Katzenback, Executive Clerk.

EXECUTIVE SESSION

1. Exemption 3: Discuss Strategy with Respect to Collective Bargaining - Lexington Crossing Guards

Ms. Barry recused herself from the Executive Session.

Upon a motion duly made and seconded, by roll call, the Select Board voted 4-0 at 6:34 p.m. that the Board go into Executive Session under Exemption 3 to Discuss Strategy with Respect to Collective Bargaining. Further, Ms. Hai declared that an open meeting discussion on this item may have a detrimental effect on the bargaining position of the Town.

The Select Board reconvened to open session at 6:40 pm. Ms. Barry rejoined the regular meeting.

PUBLIC COMMENTS

Avon Lewis, President of the Lexington Education Association (LEA), stated that this is the largest union in Town, educating approximately 7,000 diverse students, all of whom had a chunk of their formative years profoundly impacted by COVID-19. He expressed concerns that the Lexington public schools do not have the resources needed to support students through this time. He urged the Board to reconsider how it is allocating the Town's revenues to ensure that the schools have the funding needed for every Lexington student to get the education s/he deserves.

Janet West, 12 Carriage Drive, stated that she has a child in eighth grade at Diamond Middle School and she teaches math at Lexington High School. She is concerned that saving for a future high school is weakening the school system now. She reminded the Board that quality education depends on the people in the building, as much as physical building itself. Currently, the untenable workload that educators are facing is contributing to attrition and burnout.

Jessica Antoline, Teacher Lexington High School, stated that she feels the district's students are in crisis, and she is concerned that the Select Board and members of the community may not understand the severity of this crisis.

SELECT BOARD MEMBER CONCERNS AND LIAISON REPORTS

1. Select Board Member Concerns and Liaison Reports

Ms. Hai stated noted that this morning's Boston Globe carried an obituary for John Packard, who was a lifelong Lexington resident and a very longtime volunteer.

Mr. Sandeen noted that Board received a note from someone asking about the recruitment process for the Affordable Housing Trust. That person also requested that applicants may find it helpful to have a definition of affordable housing. One of the suggestions was that the Affordable Housing Trust advise the Board to appoint one person living in affordable housing. The Board encouraged in the newsletter

recruitment post that the Affordable Housing will be seeking individuals who have sustainability, racial equity, and accessibility experience; also, affordable housing advocates, realtors, property managers, bankers, and lawyers; as well as developers and architects. He hopes that this can be broadened.

DOCUMENTS: Correspondence Secretary Report - January 9, 2023

TOWN MANAGER REPORT

1. Town Manager Weekly Update

Mr. Malloy noted that he received an updated Green Vehicle, EV, Electrification Policy from the Sustainability and Resilience Officer. Changes may also need to be made to the Fossil Fuel bylaw. He stated that the Board likely needs to have a discussion regarding House Bill 4876, which would allow the Board to continue to have remote/hybrid meetings. This Bill may not be adopted in time for this year's annual Town Meeting.

DOCUMENTS: 12-30-22 Weekly Update, 1-6-23 Weekly Update

CONSENT AGENDA

1. 2023 Automatic Amusement Device License Renewals

To approve the 2023 Annual Automatic Amusement Device License Renewals for the following business:

AUTOMATIC AMUSEMENT DEVICE

(2) Lexington Lodge #2204 B.P.O.E. - 959 Waltham Street

2. 2023 Class II License Renewals

To approve the 2023 Annual Class II License Renewals for the following businesses:

CLASS II

Auto and Diesel Sales - 75 Westview Street

Auto Engineering - 436 Marrett Road

Lexington Auto Sales - 542 Massachusetts Avenue

3. 2023 Common Victualler License Renewals

To approve the 2023 Annual Common Victualler License Renewals for the following businesses:

COMMON VICTUALLER

Abbott's Frozen Custard - 1853 Massachusetts Avenue

Aloft Lexington - 727 Marrett Road

Avenue Deli - 1806 Massachusetts Avenue

Element Lexington - 727 Marrett Road

Fruitee Yogurt - 1707 Massachusetts Avenue, Unit 5

Great Harvest Bakery & Cafe - 233 Massachusetts Avenue

Knights of Columbus Members Association Inc. - 177 Bedford Street

Lexington Lodge #2204 B.P.O.E. - 959 Waltham Street

Nick's Restaurant of Lexington Inc. - 197 Massachusetts Avenue

Pine Meadows Golf Club - 255 Cedar Street

Rancatore's Ice Cream and Yogurt - 1752 Massachusetts Avenue

Starbucks Coffee #7553 - 60 Bedford Street

The Hangar - 103 Hartwell Avenue

4. 2023 Entertainment License Renewals

To approve the 2023 Annual Entertainment License Renewals for the following businesses:

ENTERTAINMENT

Aloft Lexington - 727 Marrett Road
Element Lexington - 727 Marrett Road
Starbucks Coffee #7553 - 60 Bedford Street
Thai Room - 182 Bedford Street

5. 2023 Innholder License Renewals

To approve the 2023 Annual Innholder License Renewals for the following businesses:

INNHOLDER

Aloft Lexington - 727 Marrett Road
Element Lexington - 727 Marrett Road

6. Select Board Committee Resignations

- Richard Bair – Tax Deferral and Exemption Study Committee

To accept the resignation of Richard Bair from the Tax Deferral and Exemption Study Committee effective immediately.

- Karthik Ramanathan - Tourism Committee

To accept the resignation of Karthik Ramanathan from the Tourism Committee effective immediately.

DOCUMENTS: Resignation Letter - R. Bair, Resignation Letter - K. Ramanathan

7. Approve and Sign Proclamation – Alfred K. Balon's 100th Birthday

To approve and sign a proclamation in recognition of Alfred K. Balon's 100th birthday.

DOCUMENTS: 2023 Alfred K. Balon's 100th Birthday Proclamation

8. Approve Select Board Meeting Minutes

- November 16, 2022 FY2024 Budget Summit III
- November 30, 2022 Department Budget Presentations
- December 1, 2022 Department Budget Presentations
- December 5, 2022 Select Board
- December 6, 2022 Department Budget Presentations

To approve and release the following meeting minutes: November 16, 2022 FY2024 Budget Summit III; November 30, 2022 Department Budget Presentations; December 1, 2022 Department Budget Presentations; December 5, 2022 Select Board; December 6, 2022 Department Budget Presentations

DOCUMENTS: DRAFT 11162022-Budget Summit III, DRAFT 11302022_Dept Budget Presentations, DRAFT 12012022_Dept Budget Presentations, DRAFT 12052022 Select Board, DRAFT 12062022_DeptBudget

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

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Application: Common Victualler License - The Vintage Tea and Cake Company LLC, 21 Muzzey Street

Ms. Hai stated that the Select Board is being asked to approve a request for a Common Victualler License for The Vintage Tea and Cake Company LLC, 21 Muzzey Street for the hours of 9:00am to 5:00pm Monday through Friday, and 9:00am to 7:00pm Saturday and Sunday, for seating in a new restaurant. The applicant has worked with the Department of Public Health, Building Department and Zoning Department for their respective required permits and inspections.

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 5-0 to approve a Common Victualler License for The Vintage Tea and Cake Company LLC, 21 Muzzey Street for the hours of 9:00am to 5:00pm Monday through Friday and 9:00am to 7:00pm Saturday and Sunday for seating in a new restaurant.

2. Presentation - Proposed Bill Naming Route 2 Bridge After Former Selectman Hank Manz

Rep. Ciccolo stated that she is proposing a Bill to name the Route 2 overpass bridge for former Selectman Hank Manz. The bridge will be under construction starting in the spring, and it is expected to take a couple of years for the project to be finished. The deadline to file the bill is January 20, 2023.

The Board thanked Rep. Ciccolo for the presentation and wished her well in this process.

DOCUMENTS: DRAFT - An Act to Designate a Certain Bridge in the Town of Lexington...

3. Update on Stormwater Enterprise Fund

John Livsey, Town Engineer, explained that the intent is to develop a credit policy. Options will be laid for stakeholders and feedback will be received to help develop the credit policy. The Board can choose to move forward with the credit policy before this feedback is received if it so chooses. He noted that the Board can also choose if it would like to pursue an override for the first year of the implementation of the budget for the stormwater utility.

Emily Scerbo, Tighe & Bond, explained that her company worked with Town staff to come up with an inclusive stormwater planning budget of approximately \$2.6M. She stated that the Board chose to move forward with a three-tiered system with a cap, where the largest residential properties with over 7,000 s.f. of impervious area will be treated more like non-single-family residential parcels. For those parcels and non-single-family residential parcels, the impervious area on those lots is divided by the Equivalent Residential Unit (ERU), or 3,150 s.f. of impervious cover. This fee is intended to be charged to all properties, even tax-exempt, State, and federal properties. After the last meeting with the Board, a customer impact memorandum was drafted.

Christina Conchilla, Raftelis, stated that the Town owns approximately 1,000 properties. 170 of those are developed with impervious area, totaling approximately 4.3M s.f. of impervious. This represents just over 1,500 ERUs and a fee of just over \$235,000. The Town can choose to either bill itself and pay for that \$235,000 via the General Fund, or the Town can exempt its own properties from receiving the

Stormwater Enterprise fee. This decision will have a large impact on the rates that customers will be paying. If the Town decides to charge itself for the Stormwater Enterprise fee, the preliminary ERU annual fee will be reduced by about 8%. She noted that the Town does not generate its own money. Any money paid towards this Stormwater Enterprise fee would be coming from the General Fund and would still essentially be paid for by citizens via their taxes. There was discussion that this was needed to incentivize the Town to reduce its own impervious area, similar to its citizens. One objective of this Stormwater Enterprise Fund was to remove all funding for the Stormwater Program from the General Fund and to create a stable, independent revenue source.

Ms. Scerbo stated that the group has been working to create a public outreach strategy. If there were to be a suspected error in the impervious area mapping, there will be a process after the fee is adopted for the Engineering Department to review it with the property owner and adjust, if need be. Stakeholder workshops are planned in January and February. The largest property owners, mostly nonresidential property owners, could potentially be subject to a larger fee. There will likely be two articles addressed at fall Town Meeting, one to establish the Stormwater Enterprise Fund, and the second is for Town Counsel to work on a general bylaw update. The general bylaw would lay out all of the various policy decisions and establish a procedure for the Select Board to approve rates and a budget each year.

In response to a question from Ms. Barry, Ms. Conchilla stated that the Town is subject to the National Pollutant Discharge Elimination System, MS-4 Permit. Other entities within the Town, and people who are doing new development or improved development, are subject to those same rules and regulations. People who have constructed stormwater treatment devices would be able to apply for a credit program to get around paying this fee. The Town has to raise \$2.5M, so for the more people there are who receive credits, the people who do not will have to pay a higher rate.

Mr. Sandeen stated that, after the last presentation to the Board on this item, he contacted the MMA Policy Committee on Energy and Environment for a presentation on best practices in Massachusetts for Stormwater Enterprise Funds. The experts brought in strongly recommended that Lexington implement a Stormwater Enterprise Fund.

Mr. Pato echoed that the Town has a significant \$2.5M budget with which to do the required stormwater mitigation. Moving this to a Stormwater Enterprise Fund is a much better way for the Town to cope with the pressure on the budget in the future.

Ms. Barry stated that her concern is that no one is disproportionately taken advantage of through this fee. This speaks to the communications plan and the proposed credit plan.

Ms. Hai stated that leaving this in the General Fund burdens everyone, regardless of how much someone had potentially done to reduce their stormwater runoff.

Mr. Sandeen stated that the MMA Policy Committee on Energy and Environment presentation strongly recommended that municipal properties not be exempt from this policy. He stated that he believes the Town should live under the same rules as all other property owners. The Town should have the same incentives to calculate and reduce impervious areas as the rest of property owners. He stated that he believes this should be implemented in a way that is revenue neutral in the first year. He stated that he also supports the creation of a credit process.

Mr. Pato stated that he believes municipal properties should be exempt. Municipal properties do not pay the property tax and are motivated through other reasons to reduce impervious surface. He agreed that this should be revenue neutral in the first year, likely using an override. He stated that he would also like to see a credit policy developed.

Mr. Lucente stated that he believes the Town should be treated the same as other property owners. The Town should be accountable for how much it uses and how much that changes over time. He stated that he would like to see the credit policy pursued. He would also like to determine what the administrative burden for things such as handling appeals, and credit applications, will be. He agreed with making this revenue neutral for the first year, likely using an override.

Mr. Livsey noted that the Town does not have a database available to pre-credit all the parcels in Town. Mr. Lucente stated that he would like to see a proactive approach to the credit policy.

Mr. Lucente noted that he would like to receive information from stakeholders regarding the credit policy. He would also like to understand what other communities use for credit policies. Ms. Scerbo noted that there are a wide range of credit options available. Some of these create an enormous administrative burden if there are too many credits available.

Mr. Pato stated that he would like to see draft options for credit policies taken to stakeholders before a final decision is made.

Ms. Barry agreed that the municipality should be treated similarly to other property owners. She also agreed with taking draft options for the credit policy to stakeholders.

Ms. Hai stated that she does not think it makes sense to take money from the General Fund to pay into the Stormwater Fund. She stated that she would like to see draft credit policies reviewed with stakeholders, after options are consultants decide the best choices. She stated that she would also support the proposed override.

DOCUMENTS: Memo, Presentation, Override Memo, Customer Impact Memo

4. Review and Approve 5% Cost-of-Living Adjustment for Retirees

Ms. Barry recused herself from this item.

Ms. Hai explained that, under Chapter 269 of the Acts of 2022, the Massachusetts Legislature has allowed a one-time increase in the cost-of-living (COLA) adjustment for members of Massachusetts retirement systems for fiscal year 2023. The COLA currently in effect for FY2023 is 3%, and this change would add an additional 2%. This change may be implemented by a majority vote of the Lexington Retirement Board and the Lexington Select Board. The Lexington Retirement Board is recommending this increase for members of the Lexington retirement system and is seeking Select Board approval.

Ms. Kosnoff stated that she is speaking on behalf of the Lexington Retirement Board to request an increase in the 2023 COLA for retirees. If granted, this could be retroactive to July 1, 2022. This was brought to the Appropriations Committee last Thursday, and they did not have any objections. The extra 2% being requested only applies to the COLA base, which is currently \$15,000. For someone making exactly \$15,000, or anyone underneath, this change would equate to \$25 a month, for \$300 per year in additional COLA increase. Municipal employees are not part of the Social Security System. The increase in Social Security benefits for FY23 was approximately 8.7%. The State of Massachusetts and the Mass Teachers Retirement System have already adopted this change. This would increase the Town's total pension liability by approximately \$1.3M. By 2029, the Town will have become fully funded.

In response to a question from Mr. Sandeen, Ms. Kosnoff explained that the increase to COLA is just for one year, FY23 COLA being 5%, and that future fiscal years the COLA would return to 3%.

Ms. Hai noted that whatever amount the Board decides on will become part of next year's base rate class and will roll forward in that sense, but this will not be an additional percentage allowed in future years.

Me. Lucente noted that there appears to be an equity issue, as this has already been approved for the Teacher's Retirement System.

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 4-0, per Chapter 269 of the Acts of 2022, to establish a cost-of-living adjustment of 5% on the base amount of \$15,000 for members of the Lexington Retirement System effective for fiscal year 2023.

DOCUMENTS: Retirement 5% COLA presentation - FY2023

Ms. Barry rejoined the meeting.

5. Presentation - Lexington Bike Park Proposal - 61 Burlington Street & Kinneens Park

Mike O'Connor, Lexington Bicycle Advisory Committee Member, stated that there is strong community support for the proposed bike park. Approximately 30 letters of support have been received for this proposal. The potential for mountain biking in Lexington is 33% higher than the national average. A bike park will allow for natural features to be built, where riders can learn skills in a safe and progressive manner. The first choice for land for this proposal park would be adjacent to Kinneens Park/61 Burlington Street.

In response to a question from Ms. Barry regarding safety and accessibility for the proposed 61 Burlington Street location, Police Chief McLean stated that he has questions regarding patrolling the area after hours and potential lighting. Fire Chief Sencabaugh noted that there may not be immediate access to the park in this location, except through private property. There could also be some issues with access due to grading.

In response to a question from Ms. Barry regarding how maintenance would occur if the land happened to revert back to the Town and if the maintenance will be additional work for the Department of Public Works, it was noted that the Keene, NH invested no dollars in maintenance of their Bike Park after two years. A good builder would help to minimize the amount of maintenance needed, and it is expected that this work could be carried out by a group of volunteers.

In response to a question from Ms. Barry, it was noted that many residents in the area near 61 Burlington Street were approached regarding this proposal. A few people were very supportive of the project, with one person concerned regarding parking.

Mr. Lucente stated that this appears to be a high-quality concept. When the skatepark in Town was originally proposed, he was concerned regarding liability, but has not since heard of any large, concerning incidents there. He asked if there is any potential additional liability for a project of this type. Ms. Axtell noted that this would not be different from any of the other similar properties in Town. It was noted that the Greater Boston NEMBA does carry some supplemental insurance.

Mr. Pato stated that he believes this concept is worthy of pursuing. He noted that for the Town to accept the donation of the property, it would have to be accepted by Town Meeting.

Ms. Barry stated that she is not convinced this is the correct location for a bike park. She has a concern with parking in this area and potential emergency access issues. Ms. Hai echoed these concerns. Mr.

O'Connor explained that this place was proposed as a potential location due to its accessibility to Lexington Center. It is hoped that many people would bike to access the park. Mr. Pato stated that he would like to hear from abutters in this area, as part of the evaluation for this location.

Mr. Sandeen stated that he agreed with moving forward with this proposal. Though any location should be properly vetted, this particular location seems to be an incredible gift.

Ms. Battite, Director of Recreation and Community Programs explained that, from an industry standpoint, bike parks are a growing trend, especially in landlocked communities. She noted that this location is only a 0.3-acre donation, and any expansion would require further removal of trees. There have already been parking issues reported at this location. She stated that her biggest concern is that this use could be changed in the future. The Town currently does not have staff with the expertise to inspect this kind of a park. This could also add maintenance costs. She does believe this type of a park should be pursued by the Town, though she is unsure if this is the correct location and/or timing.

In response to a question from Ms. Hai regarding potential funding sources if this project is not selected for ARPA participatory budgeting, Mr. O'Connor stated that the bike park in Keene was fully funded using private donations and fundraising; a similar process would be undertaken for this project. There are also potential grants available. He noted that a professional trail builder would be used to design, review the site, and build the project. This would not be a park that allows users to go in and build features.

DOCUMENTS: Proposal, Location Map, Recreation Committee Memo on Bike Park, Mike O'Connor – Lexington Bike Park Working Group Response Memo, NEMBA Letter, Letter of Support for Lexington Bike Park, Lexington Flight Yard Concept Plan

6. Approve Collective Bargaining Agreement - Lexington Crossing Guards

Ms. Barry recused herself from this item.

Mr. Malloy explained that this item is the crossing guard MOU discussed previously by the Board. There are four minor changes. The first is that the contract calls for a 2% annual COLA increase for each of the next three years. There's an increased clothing allowance, which covers the increased cost of boots, from \$100 to \$140 per year. Also, a longevity payment of \$100 at 10 years, and \$200 at 20 years.

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 4-0 that the Board approves the MOU as negotiated between the Town of Lexington and SEIU Local 888 Lexington Crossing Guards as negotiated and included in the draft MOU approved by the Select Board and authorizing the Town Manager to execute any contracts related thereto.

Ms. Barry rejoined the meeting.

ADJOURN

VOTE: Upon a motion duly made and seconded, by roll call, the Select Board voted 5-0 to adjourn the meeting at 8:55pm.

A true record; Attest:
Kristan Patenaude
Recording Secretary

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Select Board Committee Appointment

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.2

SUMMARY:

Category: Decision-Making

Appointment:

Historic Districts Commission

- The Select Board is being asked to appoint Lee Noel Chase to the Historic Districts Commission as a full member for a term set to expire on December 31, 2026. Ms. Chase has been an associate member of the Historic Districts Commission for the past six years. She would be filling the unexpired term of Anne Eccles. State Conflict of Interest Law Online Training is up-to-date.

SUGGESTED MOTION:

To appoint Lee Noel Chase as a full member of the Historic Districts Commission to fill an unexpired term set to expire on December 31, 2026.

Move to approve the consent.


FOLLOW-UP:

Select Board Office

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

ATTACHMENTS:

Description	Type
 2023 Historic Districts Commission Application - L.N. Chase	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.

Historic Districts Commission

Board/Committee Name (one application per Committee): _____

Would you like your application kept on file for up to one year? Yes: ^x _____ No: _____

Full Name: Lee Noel Chase _____

Nickname: Lee Noel _____ Preferred Title: Ms. _____

Home Address: 7 Grassland St _____ City: Lexington _____ Zip: 02421 _____

Length of Residence in Lexington (*note: ZBA requirement is a minimum of 8 years*): 52 years, (14 years recent) _____

Occupation: Residential Architectural Designer _____
7 Grassland St _____

Work Address: _____ City: _____ Zip: _____

Phone: Home: [REDACTED] _____ Cell: _____

Email: Primary: [REDACTED] _____ Secondary: _____

Special Training and/or Qualifications: _____

As an Associate Member of the Lexington Historic Districts Commission I have a demonstrated track-record of full-engagement, clear communication, and materials expertise. I bring extensive information and insight as an Historic Preservation Professional, being certified by the North Benet Street School Preservation Program and having preserved buildings along the East Coast for clients such as Harvard University, Phillips Academy Andover, the Carnegie Libraries, the State of Georgia, Strawberry Banke Museums and Historic Deerfield.

My special expertise is that my private design practice focuses solely on serving the needs of home-owners, and I bring that "user-friendly" affect and those communication skills and experience to the work of the Commission.

What is your interest in this Committee? _____

The HDC needs to support its current Chair in pursuing improved ways to serve the public. We're a good team with balanced skills, excellent communication, and it's been my pleasure to contribute to the good work we have done since 2017. Our meetings, communications, process and results affect everyone who lives/works in - and those who visit - the Historic Districts. It has been and will be my honor to be of service.

How did you hear about the Committee? I serve on it. _____

Have you recently attended any meetings of the Committee? Yes: ^x _____ No: _____

Have you confirmed your availability to attend the Committee's meetings? Yes: ^x _____ 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: ^x _____

If Yes, please list Board/Committee Name(s): _____

If Yes, please list date of most recent Conflict of Interest Law Training*: 1/19/2023

Signature: _____ Date: 1/20/2023

****If currently serving on another Board/Committee, please attach a copy of your State Conflict of Interest Law Online Training Certificate, which can be obtained from the Town Clerk's Office.***



Lee Noel Chase

has completed the

**State Ethics Commission Conflict of Interest Law
Training**

elearning course

JANUARY 19, 2023

CERTIFICATE NUMBER:
SEC-375901714748

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Select Board Committee Resignation

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.3

SUMMARY:

Category: Decision-Making

Resignation:

Semiquincentennial Commission (Lex250)

- The Select Board is being asked to accept the resignation of Steve Cole, Jr. from the Semiquincentennial Commission (Lex250) as the Community Member Representative effective immediately.

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

SUGGESTED MOTION:

To accept the resignation of Steve Cole, Jr. from the Semiquincentennial Commission (Lex250) as the Community Member Representative effective immediately.

Move to approve the consent.

FOLLOW-UP:

Select Board Office

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

ATTACHMENTS:

Description	Type
 Resignation Letter - S. Cole, Jr.	Backup Material

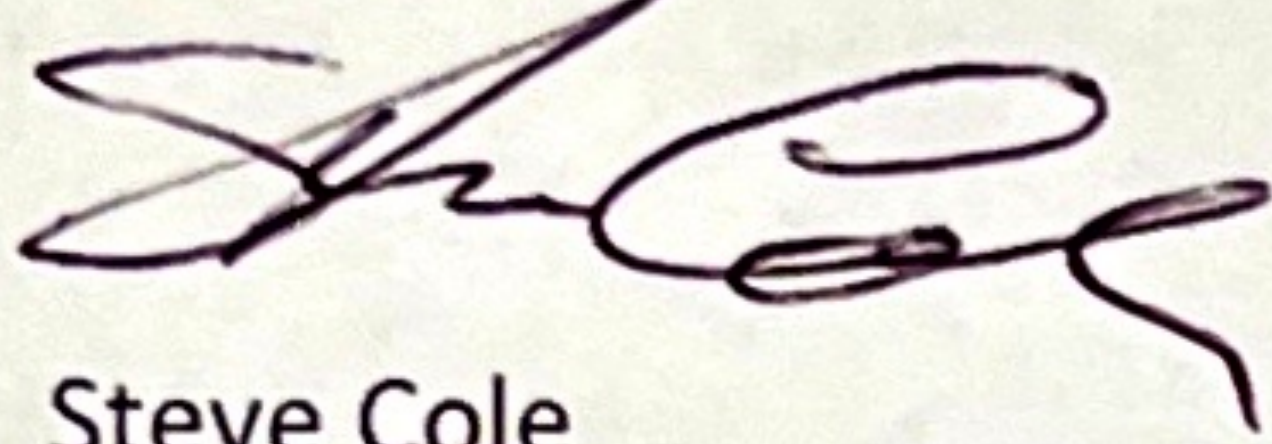
January 29, 2023

Dear Members of the Selectboard,

I am resigning from my position as Community Representative for the Semiquincentennial Commission effective February 1, 2023.

It has been a great privilege and honor that you accepted me for this position, and I will look forward to the events in 2025.

Respectfully,

A handwritten signature in dark ink, appearing to read "Steve Cole", written in a cursive style.

Steve Cole

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Town Manager Committee Reappointment

PRESENTER:

Jill Hai, Select Board Chair

ITEM NUMBER:

C.4

SUMMARY:

Category: Decision-Making

Reappointment:

Youth Commission - Adult Adviser

- The Select Board is being asked to approve the reappointment of Thomas Romano as the Adult Adviser on the Youth Commission for a term set to expire on April 30, 2025. State Conflict of Interest Law Online Training is up-to-date.

SUGGESTED MOTION:

To reappoint Thomas Romano as the Adult Adviser on the Youth Commission for a term to set to expire on April 30, 2025.

Move to approve the consent.

FOLLOW-UP:

Town Manager's Office

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Review and Approve Food Waste Pilot

PRESENTER:

Dave Pinsonneault, Director of Public Works

ITEM NUMBER:

I.1

SUMMARY:

Category: Decision-Making

Staff needs input from the Select Board on pursuing a food waste pilot and at what level to support it. The Select Board will be asked to vote for one of the options being presented so it can be incorporated into the FY24 Budget.

The Waste Reduction Task Group has been working on solutions to help reduce the impact of waste throughout Town. Currently there are approximately 1300 residents who have contracted with a vendor to collect food waste at the curb. The resident pays for the service and the Town provides the collection bin free of charge (DEP Grant). There are also 2 food waste drop off stations funded out of the operating budget. The Task Group would like to run a pilot program to increase curbside collection of food waste. This can be done with a subsidy from the Town to offset the cost to residents. The goal is to increase participation to 2000 residents. Options will be presented for the Select Board to discuss and then choose an option to include in the FY24 Budget. If approved then staff will schedule public meetings on how the pilot program will be implemented. This pilot program aligns with the Select Board goal of sustainable initiatives.

The attached presentation includes different levels of subsidies to get the project started. The recommendation is to go with the \$30 subsidy (\$60,000) and to request that the FY24 funding come from ARPA funds. Once these 2000 homes are online, this would be the most cost effective subsidy level if the Town were to continue providing subsidies as new residents joined and if this after ARPA funds are no longer available.

SUGGESTED MOTION:

Move to approve a subsidy of \$30 per household for up to 2,000 households to participate in a curbside composting program, to be used until such time as the funds have been used or the ARPA program is no longer in effect.

FOLLOW-UP:

If approved then staff would hold a public hearing after Town Meeting to inform residents of the program. The program would begin after July 1, 2023. Staff will monitor the effectiveness of the pilot program and work with the Task Group on developing a plan to increase participation in future years.



Input from the Select Board will be very important for implementing a pilot program. If this initiative is not supported the Town will fall behind in its goal of reducing waste.

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

6:50pm

ATTACHMENTS:

Description		Type
	Food waste collection pilot	Presentation
	Additional Presentation Information	Cover Memo

Food Waste Collection – current

- Currently over 1,100 households partnered with Black Earth for curbside collection (Town provides food waste bin)
- Currently 376 subscribers for the 2 food waste drop off areas (located at the Public Services Building and the Community Center)
- Food Waste is collected at the Schools

Food Waste Collection - Proposed

- Add 700 new households to the curbside collection program: 3 Options for subsidy to current and additional subscribers
 1. \$30 subsidy from Town (\$78.00 for residents), covering 2000 households
(2000HH x \$30/HH = \$60,000)
 2. \$50 subsidy from Town (\$58.00 for residents), covering 2000 households
(2000HH x \$50/HH = \$100,000)
 3. Watertown model (free to residents), covering 2000 households
(2000HH x \$108/HH = \$216,000)
- Add 2 additional drop off locations (sites to be determined)

Food Waste Collection - Proposed

- Add 700 new households to the curbside collection program: 3 Options for subsidy to add 700 subscribers only
 1. \$30 subsidy from Town (\$78.00 for residents), covering 700 households (700HH x \$30/HH = \$21,000)
 2. \$50 subsidy from Town (\$58.00 for residents), covering 700 households (700HH x \$50/HH = \$35,000)
 3. Watertown model (free to residents), covering 700 households (700HH x \$108/HH = \$75,600)
- Add 2 additional drop off locations (sites to be determined)

Food Waste Collection

- Future considerations
- Future Goals

Agenda Item/Title: Food Waste Pilot Presentation

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): Staff needs input from the Select Board on pursuing a food waste pilot and at what level to support it. The Select Board will be asked to vote for one of the options being presented so it can be incorporated into the FY24 Budget.

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: The Waste Reduction Task Group has been working on solutions to help reduce the impact of waste throughout Town. Currently there are approximately 1300 residents who have contracted with a vendor to collect food waste at the curb. The resident pays for the service and the Town provides the collection bin free of charge (DEP Grant). There are also 2 food waste drop off stations funded out of the operating budget. The Task Group would like to run a pilot program to increase curbside collection of food waste. This can be done with a subsidy from the Town to offset the cost to residents. The goal is to increase participation to 2000 residents. Options will be presented for the Select Board to discuss and then choose an option to include in the FY24 Budget. If approved then staff will schedule public meetings on how the pilot program will be implemented. This pilot program aligns with the Select Board goal of sustainable initiatives.

Timeline summary: If approved then staff would hold a public hearing after Town Meeting to inform residents of the program. The program would begin after July 1, 2023. Staff will monitor the effectiveness of the pilot program and work with the Task Group on developing a plan to increase participation in future years.

For items where action of the Board is being requested, a statement of the implications of taking the action vs. not taking the action: Input from the Select Board will be very important for implementing a pilot program. If this initiative is not supported the Town will fall behind in its goal of reducing waste.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Presentation - Draft of Zero Waste Plan

PRESENTER:

Dave Pinsonneault, Director of Public
Works

ITEM NUMBER:

I.2

SUMMARY:

Category: Informing

Our consultant, Ruth Abbe, will present the draft plan for Select Board input. There are no funds being requested at this time. Staff will be scheduling a public input meeting on the draft report. This plan was supported by Town Meeting and aligns with the Select Board goal of sustainable initiatives.

Input from the Select Board will be very important for developing a Zero Waste Plan with attainable goals and proper funding.

SUGGESTED MOTION:

There is no vote begin requested for this item. Staff is looking for Select Board feedback on the draft plan.

FOLLOW-UP:

A public meeting will be scheduled in the next month and once the input is received, vetted and incorporated the plan will be brought back to the Select Board for adoption.

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

7:05pm

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Draft Zero waste plan	Presentation

- 📄 Zero waste PowerPoint
- 📄 Zero Waste Presentation Additional Information

Presentation
Cover Memo



Lexington's Path to Zero Waste

Department of Public Works
Town of Lexington

Draft - January 2023



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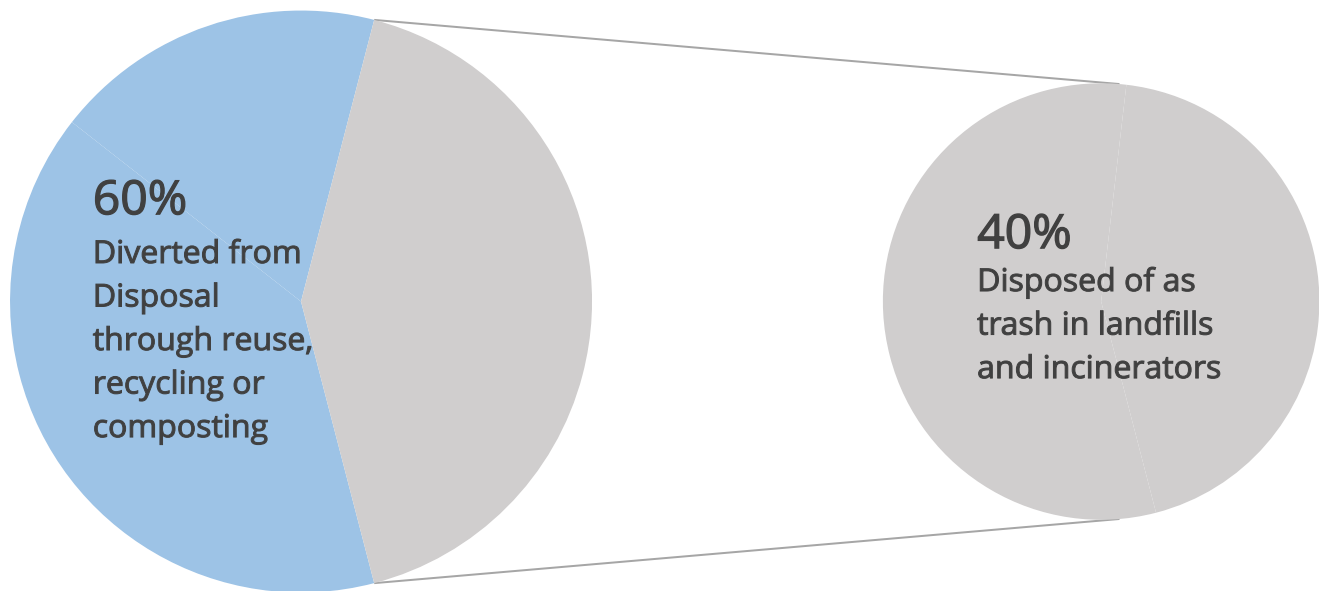
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Executive Summary

Lexington is on the path to Zero Waste. Implementation of the Zero Waste initiatives identified in this plan, will increase Lexington's overall waste diversion rate from 60% to 90% within 10 years.

To achieve this, Lexington will implement new and expanded polices, programs and infrastructure to reduce waste and increase reuse, recycling and composting.

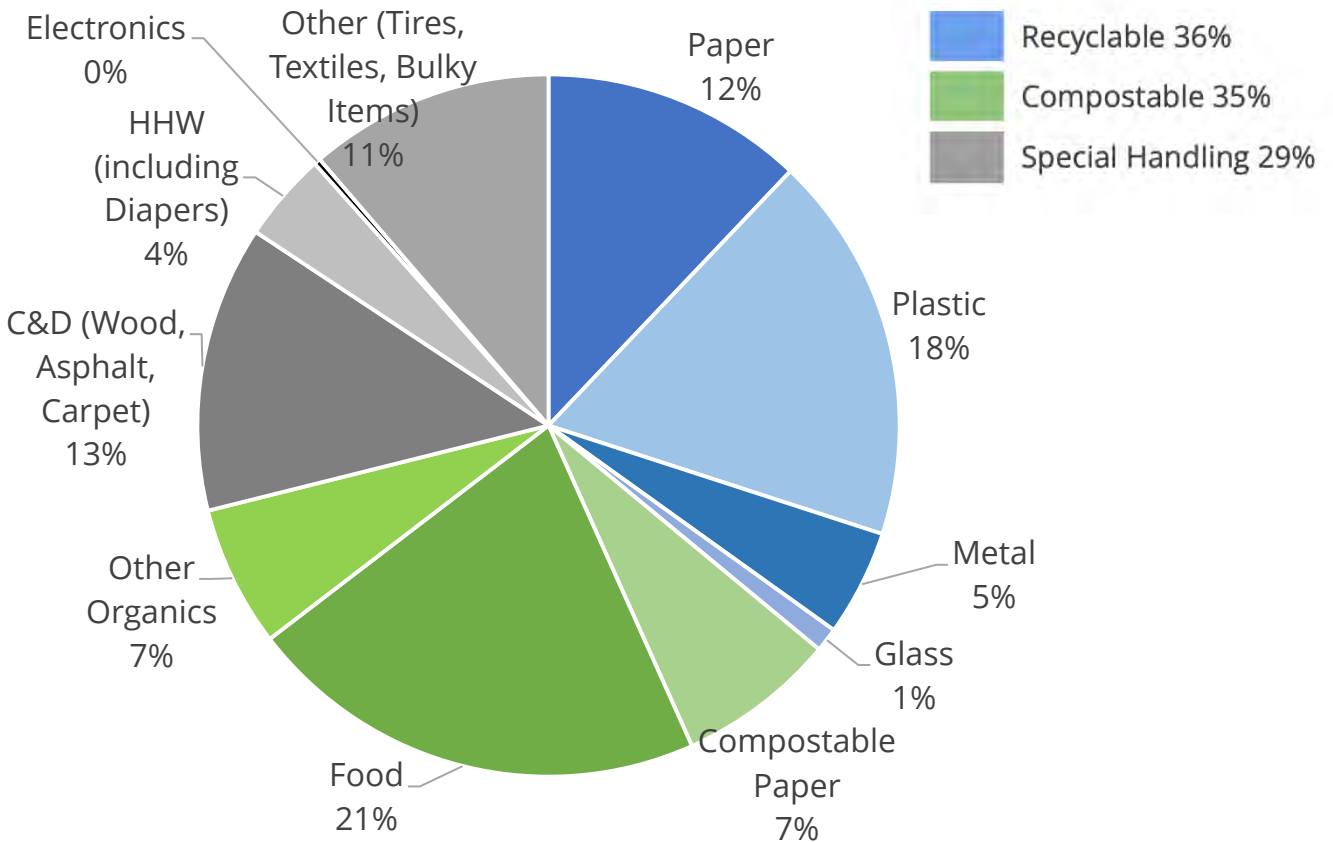
Lexington's Current Diversion and Disposal Rates



"Diversion" includes reuse, recycling and composting

Most of what is thrown away as trash is recyclable or compostable. The largest component (21%) is food. As much as 35% is compostable, 36% is recyclable, and 29% requires special handling.

What is Still in the Trash?



Wheelabrator North Andover, Inc. 2019 Waste Characterization Study Report, SAK Environmental LLC

In the short-term, Lexington will initiate **changes to the collection system** to ensure that all residents, businesses, and institutions have comprehensive recycling and compost collection services. Lexington will also prioritize **outreach & education** and **technical assistance** to ensure that residents, businesses, and institutions have the information and support to reduce waste and fully participate in the expanded collection programs.

Twenty-two Zero Waste initiatives within seven categories are included in this plan. The initiatives were identified and researched by the Town's Zero Waste Planning Working Group and vetted through a stakeholder outreach process. More community input and engagement will be conducted as the initiatives are further refined and designed for implementation.

Lexington's Zero Waste Initiatives

Technical Assistance & Enforcement

- Provide school & business assistance
- Enact mandatory participation
- Enforce State Bans
- Certify Green Businesses



Recycling Works Massachusetts

Changes to the Collection System

- Expand compost collection Town-wide
- Convert to automated collection with wheeled carts
- Evaluate rate structure incentives
- Evaluate every other week trash collection
- Provide reuse collection



Watertown, MA Compost, Recycling & Trash Collection

Outreach & Education

- Expand outreach and education efforts to assist all generators (residential, commercial, institutional) to reduce, reuse, recycle and compost



Lexington Green Teams

Lead by Example

- Expand Environmentally Preferable Purchasing
- Invest in carbon farming
- Provide market development incentives



UMass Carbon Farming Initiative

Expand Infrastructure at Hartwell

- Evaluate food scrap composting
- Expand recycling/reuse drop-off
- Develop glass processing
- Develop education center
- Expand building materials reuse



Lexington Composting Facility (Ecoverse Industries)

Deconstruction, Construction & Demolition Recycling Requirements

- Adopt deconstruction requirements
- Adopt C&D recycling requirements



Recycling Works Massachusetts Deconstruction Case Study

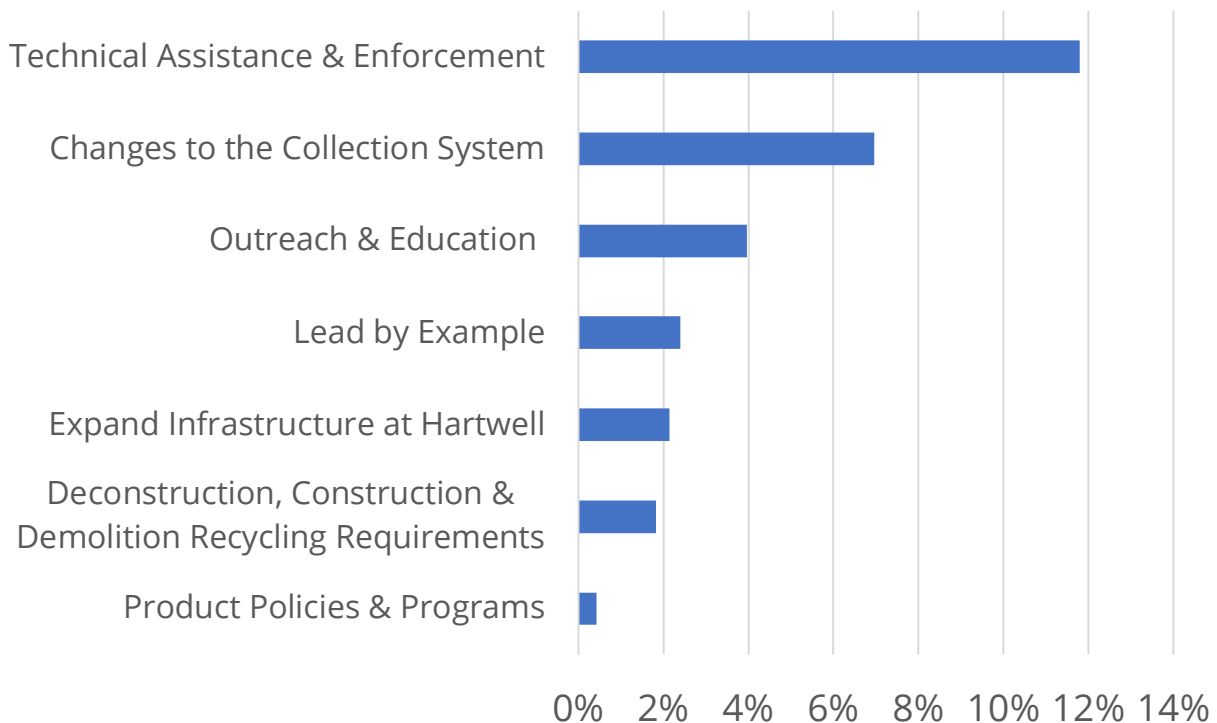
Product Policies & Programs

- Expand Product Policies
- Require reusable Foodware



LexZeroWaste Zero ToGo Reusable Takeout

The Zero Waste initiatives build on each other and will be implemented over the short-term (1-3 years), medium-term (4-7 years) and long-term (8-10 years). Together, they will increase Lexington's diversion rate by 30%.



Implementation of the Zero Waste Initiatives will require the Town to invest in dedicated staff or contractor support, new or extended contracts, and investment in expanded infrastructure. Changes to the programs may result in additional costs or cost savings to Lexington residents and businesses.

Zero Waste Initiatives	Staff or Volunteer Support	Consultant, Contractor or Infrastructure Costs
Technical Assistance & Enforcement	100 hours (annual)	\$10,000 (one-time) \$50,000 (annual)
Changes to the Collection System	1,000 hours (one-time) 250 hours (annual)	\$50,000 (one-time)
Outreach & Education	250 hours (annual)	\$25,000 (one-time) \$25,000 (annual)
Lead by Example	250 hours (annual)	
Expand Infrastructure at Hartwell	1,000 hours (one-time)	\$2-3 million (one-time)
Deconstruction, Construction & Demolition Recycling Requirements	500 hours (annual)	\$50,000 (one-time)
Product Policies & Programs	500 hours (annual)	\$50,000 (one-time)
Totals	1,850 hours (annual) 2,000 hours (one-time)	\$75,000 (annual) \$185,000 (one-time contractor support) \$2-3 million (one-time infrastructure)

Introduction

On April 6th, 2022, the Lexington Town Meeting adopted a Zero Waste Resolution (Article 27), which called for the Town of Lexington to:

1. Adopt and model the Guiding Principles of Zero Waste as overarching goals for the community and all municipal and school operations.
2. Develop a Zero Waste Plan as soon as possible that would:
 - Include input from multiple stakeholders, including residents and Town staff
 - Establish goals that meet or exceed the state's 2030 Solid Waste Master Plan waste reduction goals
 - Recommend short- and long-term actions that address infrastructure, policies, local and regional collaboration, education and community engagement
 - Plan for town-wide compost services
 - Provide a cost/benefit analysis on each waste reduction strategy under consideration
 - Prioritize solid waste reduction programs that minimize the impact on environmental justice communities.

In June 2022, the Town convened a Zero Waste Planning Working Group, consisting of both Town staff and residents, to oversee the development of the plan and to ensure that the plan reflected the needs and desires of the community.

Why is Lexington Pursuing Zero Waste?

Trash generated in Lexington is burned in the North Andover incinerator and ash from the incinerator is buried in Shrewsbury. These facilities are adjacent to Environmental Justice communities that are financially disadvantaged, minority, and English isolated populations, who face disproportionate environmental burdens and are at disproportionate risk for negative health outcomes.

Lexington has a long and strong history of taking action related to environmental issues, and especially in the last 15 years in promoting and supporting programs that would address climate change at the municipal level. As the challenges related to disposing of solid waste have become clearer in Lexington, the opportunities and resources have also become more evident.

Most of the trash generated in Lexington consists of both readily recyclable and compostable materials. Transitioning from the linear system of “take-make-waste” to a circular model where discarded materials are made into new products, will reduce pollution and make Lexington a more sustainable community.

What is Zero Waste?

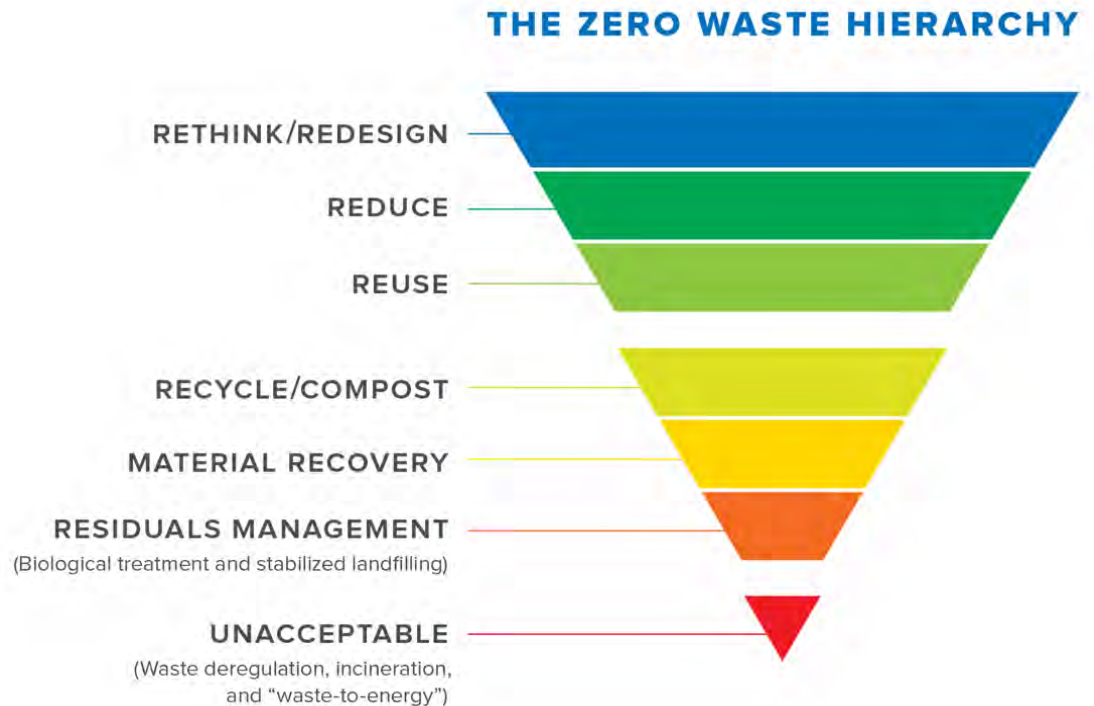
The internationally peer-reviewed definition has been curated by the Zero Waste International Alliance:

Zero Waste is the conservation of all resources by means of responsible production, consumption, reuse, and recovery of products, packaging, and materials without burning and with no discharges to land, water, or air that threaten the environment or human health.¹

Zero Waste is an aspirational goal like zero accidents on the job site and zero defects in manufacturing. Recognizing that there will continue to be some “legacy materials” generated in prior decades that must continue to be landfilled at the end of their useful life (such as treated wood and asbestos), the Town’s performance measure for Zero Waste is 90 percent diversion from landfills and incinerators.

The Zero Waste Hierarchy of Highest and Best Use describes a progression of policies, programs and infrastructure to support the development of a Zero Waste system, from highest and best to lowest use of materials.

¹Zero Waste International Alliance, Zero Waste Definition <https://zwia.org>



The components of the Hierarchy are:

- **Rethink/Redesign** – Design and purchase products/materials from reused, recycled or sustainably-harvested renewable, non-toxic materials to be durable, repairable, reusable, fully recyclable or compostable, and easily disassembled.
- **Reduce** – Minimize quantity and toxicity of materials used. Reduce consumption.
- **Reuse** – Maximize reuse of materials and products.
- **Recycle/Compost** – Support and expand systems to keep materials in their original production loop and to protect the full usefulness of the materials.
- **Material Recovery** – Maximize material recovery from mixed discards and research purposes after extensive source separation.
- **Residuals Management** – Examine materials that remain and use this information to refine the systems to rethink, reduce, reuse, and recycle in order to prevent further discards. Biologically stabilize materials prior to landfilling.
- **Unacceptable** – incineration and other “waste-to-energy” or “waste-to-fuels” schemes.

Background

The Environmental Services Department manages the reuse, recycling, yard waste composting and trash collection programs within Lexington. The most significant existing policies, programs, and infrastructure to reduce waste are listed below.

Town-Specific Actions and Policies

- [Zero Waste Resolution](#)
- [Plastic Reduction Bylaws](#) – eliminates the usage of thin-film single-use plastic bags, expanded polystyrene foodware and packaging, and single use plastic straws by all retail and grocery stores
- [Lexington Public Schools Food Share Program](#) - Standard Operating Procedures for surplus food donation and food share tables in cafeterias
- [Lexington Public School District Waste Reduction: Conservation, Recycling And Composting Policy](#) - makes waste reduction and resource conservation an integral part of the operation of the school district and of the school curriculum
- [Demolition permit](#) – prior to permit approval, Superintendent of Environmental Services reviews and signs off on permit applications to ensure recovery of mercury containing items, and promotes building materials recovery

Programs

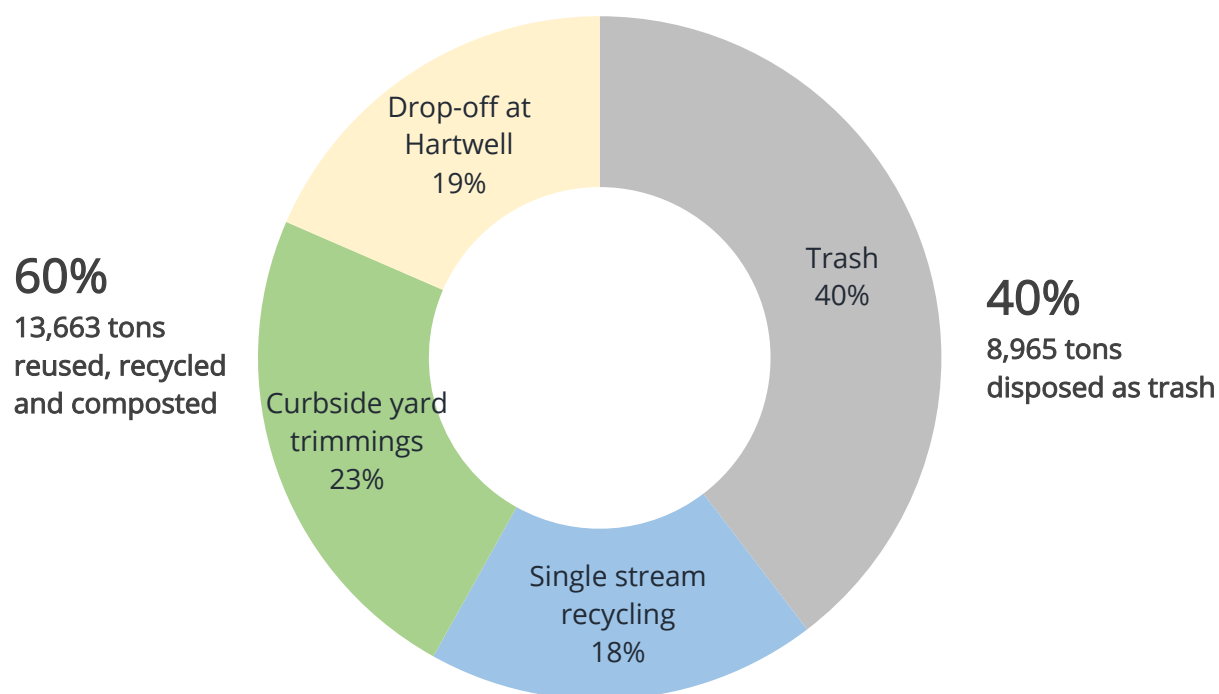
- Single-family residential curbside collection for recycling (weekly), trash (weekly), yard trimmings (seasonally), Christmas trees (seasonally), textiles and reusable household items (on-call), mattresses (on-call), electronics, scrap metal, appliances (on-call), food waste (by subscription), food waste drop-off (on-call)
- Multifamily and commercial recycling and trash collection (by subscription)
- School recycling and food waste collection
- Food waste collection for staff at the Public Service Building and the Community Center

Infrastructure

- Minuteman Household Hazardous Products Facility – regional hazardous waste program for household chemicals, pesticides and herbicides, automotive fluids, and paint
- Hartwell Facility – drop off for yard waste, cardboard, items containing mercury, scrap metal, car batteries, propane tanks, textiles, bicycles, and donations including books, CDs, DVDs, and video games
- LexSORT - Free Community Composting Pilot Program – food waste drop-off
- Medical Waste drop-off – sharps, needles, syringes and expired medicine
- Paper shredding

Lexington's Diversion Rate

In 2021, Lexington had an overall diversion rate of 60%, with 13,663 tons of materials were reused, recycled or composted and 8,965 tons disposed of as trash.



Town of Lexington, 2021 DEP data calculation sheet

Stakeholder Engagement

A key difference between a traditional solid waste management plan and a Zero Waste planning process, is the focus on stakeholder outreach.

Zero Waste requires a change in behavior. Changing behavior requires understanding the barriers and benefits of the proposed actions (reducing waste, recycling and composting more) and developing new or expanded policies and programs to overcome the perceived barriers to take advantage of the potential benefits.

Understanding requires engagement. Listening sessions, a Town-wide survey, and Zero Waste Planning Working Group meetings were conducted to obtain input on the guiding principles, policies, programs and infrastructure to be included in the Zero Waste Plan.

A summary of the listening sessions and the results of the Town-wide survey are included in Appendix A.

Listening Sessions

Listening sessions were conducted with community, school and business representatives

Town-wide Survey

524 residents responded over an 8-week period between July and September 2022

Zero Waste Planning Working Group

Five meetings of the Zero Waste Planning Working Group

Guiding Principles

Zero Waste is a holistic approach to managing the flow of resources through society in a closed loop system (circular economy) rather than a linear one. While Zero Waste includes the traditional hierarchy of reducing, reusing and recycling, it is much more. Zero Waste principles provide guidance on how resources are managed, from product design through ultimate disposal. Zero Waste is about designing products and packaging to minimize waste, creating incentives to encourage clean and sustainable products and processes, fostering both producer and consumer responsibility, investing in resource recovery facilities, strengthening local economies, and building community collaboration. This Zero Waste Plan uses the following guiding principles:

Follow the Zero Waste hierarchy with a particular focus on upstream measures of reduce and reuse

Lead by example in Town operations, facilities, and schools

Educate everyone to change the culture of wasting

Collaborate with institutions, community organizations, and local businesses

Invest in clean air and healthy soil

Look at long-term costs and benefits when designing solutions

Consider Environmental Justice impacts in decision making

Zero Waste Initiatives

Twenty-two Zero Waste initiatives were identified for implementation in the short-term (1-3 years), medium-term (4-7 years) and long-term (8-10 years).

The Zero Waste initiatives were grouped into seven categories to evaluate their potential impacts, planning level costs, and strategies for implementation.

Technical Assistance & Enforcement	<ul style="list-style-type: none"> ▪ Provide school & business assistance ▪ Enact mandatory participation ▪ Enforce State Bans ▪ Certify Green Businesses
Changes to the Collection System	<ul style="list-style-type: none"> ▪ Expand compost collection Town-wide ▪ Convert to automated collection with wheeled carts ▪ Evaluate rate structure incentives ▪ Evaluate every other week trash collection ▪ Provide reuse collection
Outreach & Education	<ul style="list-style-type: none"> ▪ Expand outreach and education efforts to assist all generators (residential, commercial, institutional) to reduce, reuse, recycle and compost
Lead by Example	<ul style="list-style-type: none"> ▪ Expand Environmentally Preferable Purchasing ▪ Invest in carbon farming ▪ Provide market development incentives
Expand Infrastructure at Hartwell	<ul style="list-style-type: none"> ▪ Evaluate food scrap composting ▪ Expand recycling/reuse drop-off ▪ Develop glass processing ▪ Develop education center ▪ Expand building materials reuse
Deconstruction, Construction & Demolition Recycling Requirements	<ul style="list-style-type: none"> ▪ Adopt deconstruction requirements ▪ Adopt C&D recycling requirements
Product Policies & Programs	<ul style="list-style-type: none"> ▪ Expand product policies ▪ Require reusable foodware

These initiatives include both new or expanded policies (rules to be adopted by Select Board and/or Town Meeting), new or expanded programs (to be implemented by Town staff), and new or expanded infrastructure to be developed by Hartwell or regionally.

	Short-Term 1-3 Years	Medium-Term 4-7 Years	Long-Term 8-10 Years
Policies	1. Expand Environmentally Preferable Purchasing	8. Invest in carbon Farming 9. Provide market development incentives 10. Expand product policies 11. Require reusable foodware	19. Adopt deconstruction requirements 20. Adopt C&D recycling requirements
Programs	2. Expand outreach & education 3. Convert to automated collection with wheeled carts 4. Expand compost collection Town-wide 5. Evaluate rate structure incentives 6. Evaluate every other week trash collection 7. Provide reuse collection	12. Provide school & business assistance 13. Certify Green Business	21. Enact mandatory participation 22. Enforce State Bans
Infrastructure		14. Evaluate food scrap composting 15. Expand recycling/ reuse drop-off 16. Develop glass processing 17. Develop education center 18. Expand building materials reuse	

These Zero Waste initiatives were discussed by the Zero Waste Planning Working Group, refined through the public outreach process, and evaluated for inclusion in the plan.

Initiative Descriptions

Short-Term (1-3 Years)

1. **Expand Environmentally Preferable Purchasing** – Expand on Lexington’s initial research into environmental preferable purchasing for all Town departments using the model developed by the Massachusetts Operational Services Division.
2. **Expand outreach & education** – Expand outreach and education efforts to assist all generators (residential, commercial, institutional) to reduce, reuse, recycle and compost. This initiative includes a number of components to enhance the Town’s current recycling and organics programs to ensure that all residents and businesses have the information and tools to reduce, reuse, recycle and compost correctly.

In order to change people’s behavior, they need to be contacted 7-15 times from different sources to reinforce the message and detail the behavior desired. An initial education video can explain Zero Waste and refer viewers to an informative website laying out the Zero Waste Plan, bylaws, timeline, and goals. The video and website can also contain a pledge that residents and businesses can sign. Additional actions would include: door-to-door outreach; support for green teams at schools, faith-based organizations, local businesses and community groups; recycling and composting guides (in print and on the Town website), “oops” tags to instruct residents and business on proper sorting, social media posts, signage depicting materials to be recycled and composted on the lid of carts and bins; and “museum of bad design” displays in local libraries and Town buildings.

3. **Convert to automated collection with wheeled carts** – This initiative would be implemented along with other changes to the collection system to maximize convenience and minimize costs. Automated collection uses cart-based systems to automatically empty collection containers using one-person crews. Instructions for proper recycling and what is not allowed in trash can be embedded onto the carts.

4. **Expand compost collection Town-wide** – Expand compost collection to all generators through implementation of Town-wide food scraps and compostable paper collection. Statewide studies of materials disposed at landfills and incinerators estimate that 33% could have been composted.
5. **Evaluate rate structure incentives** – Evaluate rate structure incentives along with other collection system changes to determine whether standardized containers and fee incentives will reduce waste and increase recycling and compost. This could include volume-based pricing, bin size reductions, or other forms of trash metering.
6. **Evaluate every other week trash collection** - Consider future implementation of every other week trash collection. The approach works in towns with weekly curbside compost collection. Trash volumes are reduced with compost collection so every other week is a potentially feasible, cost-cutting measure. There are over one hundred communities that have embraced this system in the U.S.
7. **Provide reuse collection** – Lexington recently expanded its collection program to include textiles and other household goods. This initiative would evaluate the feasibility of expanding reuse collection for larger bulky items through periodic collection events or on-call programs.

Medium-Term (4-7 Years)

8. **Invest in carbon farming** – Explore opportunities for carbon farming, agricultural methods aimed at sequestering atmospheric carbon into the soil and in crop roots, wood and leaves. Compost from the Town's collection programs can be spread on local public lands, parks and farms to sequester carbon.
9. **Provide market development incentives** - Provide grants to community organizations, non-profits or businesses to address hard-to-recycle or hard-to-compost materials and promote reuse.

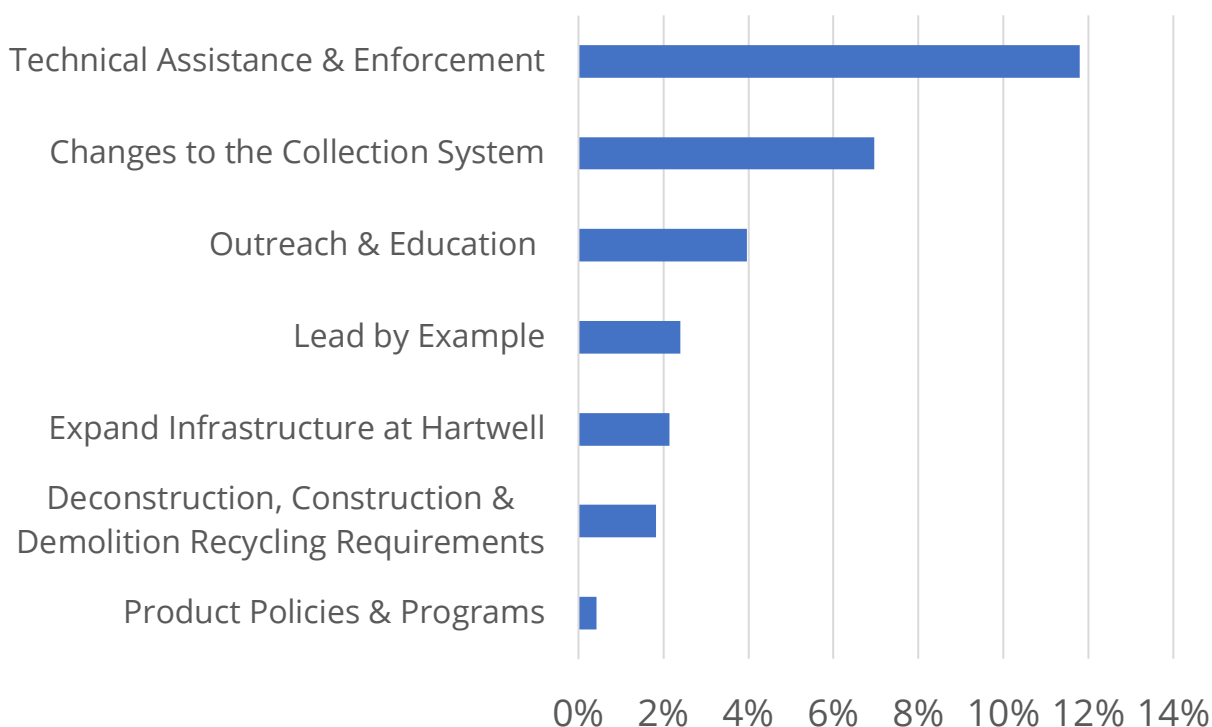
10. **Expand product policies** – Expand on Lexington’s plastic reduction bylaws and consider future policies to reduce the impact of no-recycle, non-compostable, single-use problem products.
11. **Require reusable foodware** – Require or incentivize food service providers to only use reusable food service ware for dine-in or take-out.
12. **Provide school & business assistance** - Conduct trainings, site visits, walk-through audits or assessments, and distribution of displays and signs to increase rates of recycling and/or composting at facilities.
13. **Certify Green Businesses**- Expand on Lexington’s initial research into Green Business Certification to increase the level of participation in recycling and composting programs, provide recognition for successes through a Green Business program or a Zero Waste Businesses or Schools program.
14. **Evaluate food scrap composting** - Develop or contract for local or regional compost processing facilities for yard debris and/or food waste. The Town could consider adding a food scrap composting facility at the existing Hartwell Composting Facility.
15. **Expand recycling/reuse drop-off** – Expand drop-off facility at Hartwell to accept additional materials that are hard to recycle for reuse, refurbishing and/or recycling.
16. **Develop glass processing** – Develop a glass processing center to process and market glass regionally.
17. **Develop education center** – Develop an education center at Hartwell to provide resources, tours and information about how to reduce, reuse, recycle and compost.
18. **Expand building materials reuse** - Develop or contract for reuse centers for sale of salvaged building materials and used household items.

Long Term (8-10 Years)

19. **Adopt deconstruction requirements** - Adopt requirements for deconstruction of buildings slated for demolition or substantial demolition.
20. **Adopt C&D recycling requirements** - Adopt requirements for C&D recycling/reuse in a C&D or Green Building by-law or building permit.
21. **Enact mandatory participation** - Require, through bylaws, proper separation of recyclables from refuse by households and businesses.
22. **Enforce State Bans** - Massachusetts currently bans materials from landfills and incinerators, but does not routinely enforce these bans on individual generators. Adopt a bylaw to enforce the bans of specific recyclable, compostable or toxic materials from entering local transfer stations, landfills, and incinerators.

Impacts

Implementation of the Zero Waste initiatives has the potential to increase Lexington's overall diversion rate from 60% to 90%. Using conservative estimates for capture rates by material type, the short-, medium-, and long-term Zero Waste initiatives would result in an additional 6,680 tons of materials diverted from landfills and incinerators per year through reuse, recycling and composting.



Calculated based on Lexington disposal tons, regional composition data, and estimated capture rates for Zero Waste initiatives

Waste prevention, recycling and composting activities also reduce greenhouse gas emissions. Using the U.S. EPA Waste Reduction Model (WARM), the Zero Waste initiatives to be undertaken in the short-, medium- and long-term are estimated to reduce greenhouse gas emissions by approximately 7,285 metric tons of carbon dioxide equivalent. This will contribute to Lexington's ultimate goal of Net Zero Emissions. The methodology for estimating diversion potential greenhouse gas emissions reduction is included in Appendix C.

Implementation

Implementation of the Zero Waste Initiatives will require the Town to invest in dedicated staff or contractor support, new or extended contracts, and investment in expanded infrastructure. Changes to the programs may result in additional costs or cost savings to Lexington residents and businesses. State and Federal funding opportunities are included in Appendix D.

	Technical Assistance, Reinforcement & Enforcement	Changes to the Collection System	Outreach and Education
Diversion Potential	2,669 tons	1,576 tons	897 tons
GHG Reduction	(3,289) MTCO ₂ e	(1,512) MTCO ₂ e	(1,1001) MTCO ₂ e
Staff Support	100 hours ongoing to help develop technical assistance educational materials, presentations and on-site assessments, if staff have limited background in Zero Waste. If staff are knowledgeable in Zero Waste, there could be more staff time and less consultant time.	1,000 hours one-time effort to conduct procurement process and implement Town-wide program. 250 hours annually for contract monitoring and management.	250 hours to develop an Outreach and Education Plan and to assist in implementing it.
Costs	\$10,000 one-time cost for a consultant to help develop and \$50,000 per year ongoing to implement a technical assistance program. This cost could be lower if staff are knowledgeable in Zero Waste and can implement the technical assistance program.	\$50,000 one-time cost for consultant to conduct public workshops, develop Request for Proposals, assist with evaluation and contract negotiation.	\$25,000 one-time cost for consultant to develop the Outreach and Education Plan. Additional \$25,000 per year ongoing cost for implementation of the consultant recommendations

	Lead by Example	Expand Infrastructure at Hartwell	Deconstruction, Construction & Demolition Recycling Requirements	Product Policies
Diversion Potential	544 tons	483 tons	414 tons	97 tons
GHG Reduction	(294) MTCO ₂ e	(386) MTCO ₂ e	(621) MTCO ₂ e	(181) MTCO ₂ e
Staff Support	250 hours to help develop EPP policy, implement it, and to properly enforce the provisions of the policy. Also, to lead Green Team, implementation of Zero Waste Events and to arrange for purchase of containers	1,000 hours one-time effort for design review and construction management.	500 hours to help develop the Bylaw, implement it and other provisions of this initiative, and to properly enforce the provisions of the Bylaw.	500 hours to develop Product Policies, implement them, and to properly enforce the provisions of the adopted Policies.
Costs	\$10,000 one-time cost for containers for Lexington municipal facilities. Additional cost of \$10,000 per year for training and signage materials.	\$2-3 million in one-time costs (design/build) to expand drop-off area and compost operation.	\$50,000 one-time cost for consultant to draft by-law and manage stakeholder engagement process. Note: unredeemed deposits can pay for these costs	\$50,000 one-time cost for consultant to draft by-law, manage stakeholder engagement process, and help with implementation

Appendix A Public input

Lexington Zero Waste survey and interviews

An understanding of resident and business attitudes and activities around Zero Waste and potential future options in Lexington was obtained through two different methods: 1) stakeholder interviews, and 2) an online survey.

The responses from each of these efforts are meant to be informative, not to dictate what should or should not be implemented; the survey is not a statistically accurate sample. Rather, responses are a snapshot of what some people think, highlight where there may be support and opposition to different policies, programs and infrastructure, and identify where education and outreach are needed to inform residents of existing and planned initiatives.

The town's Zero Waste Advisory Committee identified stakeholders to be interviewed. Six stakeholder meetings with seven people were held. These include an individual who had opposed the town's former Pay As You Throw Program, people working in and with schools, business leaders, and a composting company.

Details of stakeholder interviews are below, but two key points from businesses are that finding space for recycling is hard, it would be helpful to have a central place for downtown Lexington retailers to have a central, shared recycling bin. Also, it is hard for small businesses to find the bandwidth to research alternative products, guidance from the Town would be helpful. Expanding compost to include food scraps at the Town's Hartwell site probably isn't practical, but there are alternatives.

With schools, there is much going on, but also opportunities. Green Teams are looking for Zero Waste projects, and students can research and bring policy to Town Meeting. In addition, with the new High School, Zero Waste should be incorporated starting from the design.

A link to an on-line survey was sent to town residents and businesses by members of the town's Zero Waste committee. 524 people responded to multiple choice and open-ended questions. Almost 99% of those that answered are residents, and 3% are businesses (there is some overlap between the two groups). Full survey questions and responses are included below. To summarize some key points:

Respondents for the most part were enthusiastic practitioners of Zero Waste or wanting to learn more.

- Over 43% of respondents felt that Lexington should institute volume-based trash fees (vs. 37% who do not and 29% that said maybe)

- Most people were in favor of product bans (similar to Lexington's existing plastic bag ban).
- Most people said that Lexington should have a policy to require recycling and reuse of construction and demolition materials
- Almost all respondents said that Lexington should have a policy to require reusable, recyclable, or compostable items at street festivals, beer gardens, and other events that require a special permit
- Over half the people responding were fine having less frequent trash collection if food scraps were collected weekly
- The vast majority said the Town could do more to educate residents, businesses, and school children
- There were lots of things residents are already doing to reduce waste, and many ideas for programs the town could implement to reduce waste in schools and public buildings, such as reusable packaging, more material donation opportunities, education, food diversion, competitions, and more.
- There were also many ideas for ways the town can help businesses and residents do more
- The most popular categories of waste that people would like to eliminate, reuse, recycle, or dispose of in a better way include all kinds of plastics, compostable materials, textiles, and electronics. Packaging, toys, and other items also were listed.
- Additional ideas for Zero Waste Programs were suggested, including a giveaway/takeaway area at Hartwell, more repair opportunities, more secondhand stores, a creative reuse center for art supplies, composting at nursing homes, and recycling of construction and demolition materials on site
- Almost 3/4 of respondents would like to see the Town contract with a compost company to collect food scraps.
- Almost ¾ also want to see recycling expanded at Hartwell or other physical space in town. Suggestions include: clothes, electronics household goods, small appliances, and a swap shop. Some people added that they wanted to see Hartwell's hours expanded, others said there should be a more welcoming place than Hartwell for such efforts.
- Over half the respondents said they would like to have more places to buy household goods in bulk, more places to repair things, and a building materials reuse center. Other ideas for infrastructure include a kiln at Hartwell to make biochar from wood waste, a tool and equipment library, and milk dispensers in the schools.

Many people suggested things that there is already access to, such as textile recycling, clothing consignment and furniture donation, buying things in bulk close to home, and cardboard recycling. This could mean that the town could do more to educate people about local zero waste opportunities.

In a number of places throughout the survey people said that they didn't have any faith that their recycling was actually being recycled. Two quotes:

"My main concern is things we put out for recycling are not practical or cost-effective to recycle so end up being incinerated anyway. Recycling programs may actually be counterproductive because they give the false impression that there is a program for reuse when there largely is not."

"I don't believe the town is actually recycling anything in the curbside bins now even though we still separate things. Is this true?"

This points to a potential need for more or better education about what can be recycled or reused, and how, and what happens to recyclables. Having more faith that recyclables were being recycled would likely help boost participation.

Stakeholder Interviews

The town's Zero Waste Advisory Committee identified stakeholders to be interviewed. Six stakeholder meetings with seven people were held. These include an individual who had opposed the town's former Pay As You Throw Program, people working in and with schools, business leaders, and a composting company. Some key takeaways:

Businesses:

- There is not enough space for small businesses in the downtown corridor to recycle—recycling bins central to a group of businesses would be helpful
- Small retail businesses don't have the budget or staff capacity to research Zero Waste options, they need clear direction from the town regarding acceptable alternatives
- A food collection point for composting would be helpful
- Small businesses don't have the power to change how the items they receive are packaged
- There are three main types of businesses downtown—service, merchandise, restaurants. Each type probably has similar waste streams.

Schools

- Learning how to bring policy to town meeting can be a good educational opportunity for students
- Green teams in schools are always looking for more ideas and opportunities to get to Zero Waste
- The town should think about how to incorporate Zero Waste before building the new high school
- There is a lot of good Zero Waste activity already ongoing in schools, including food waste reduction, composting, clothing donations, water filling stations, reuse of surplus materials, electronics refurbishing and recycling, and education about sustainability
- Schools don't have a sense, however, of what the biggest sources of trash they make are. And much of the work is done by volunteers rather than paid staff that would be devoted to sustainability and zero waste.
- There is opportunity to do more, such as a curriculum about composting, Zero Waste lunches

Compost

- Hartwell probably wouldn't make sense as a site to compost food scraps and yard trimmings, since operations would need to be done indoors and the site is not suitable for a building with the capacity to do this

Other feedback

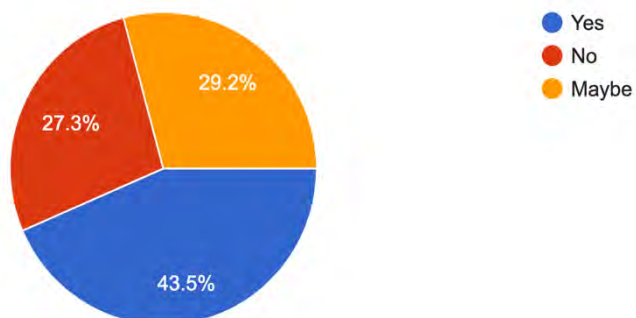
- Food waste collection is a big opportunity
- There are lots of opportunities for transfer or reuse stations in town to lessen the amount of stuff people buy

- No need to expand Hartwell for product exchange, when so much today is on line
- The temporary Quonset hut housing the police could be a better location for reuse than Hartwell
- Extended Producer Responsibility is necessary
- Teardowns of existing buildings is wasteful—some sort of incentive is needed to reduce that
- The town should ask its recycling contractor to show where materials are going for recycling, more transparency is needed
- Zero Waste is important but PAYT isn't the way to get there

Survey Results Summary

A. Policy

1. *Many communities have instituted household trash fees based on the volume of trash disposed by the household as a way to more equitably spread the cost of trash disposal. Do you think Lexington should institute such a program?*

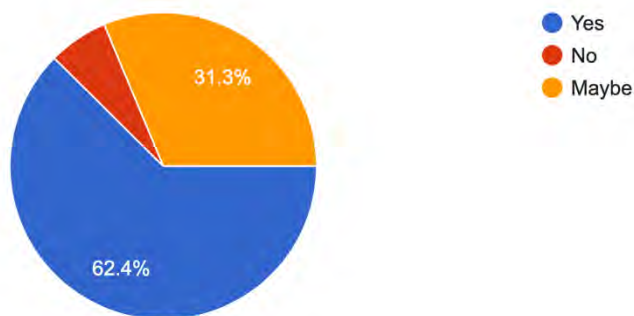


2. *Lexington currently bans the use and distribution of certain types of plastic bags at retail stores. Do you think the town should ban other types of disposable products that can't be easily reused or recycled? If so, what? (371 responses)*

- Most respondents specified they would like to see bans on other types of plastic, such as black plastic, Styrofoam, clamshells, utensils, takeout containers, water bottles, and more.
- Some people suggested bans are better done at the state level.
- Additional responses include first understanding what contributes the most to the waste stream as long as there are better alternatives, and looking at full lifecycle impacts of alternatives.
- About 30 people said no to bans.

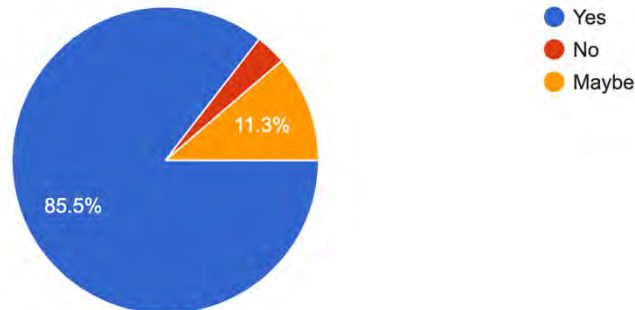
3. *Should Lexington have a policy that requires the recycling and reuse of construction and demolition materials?*

524 responses



4. *Should Lexington have a policy to require reusable, recyclable, or compostable products for food at street festivals, beer gardens, and other special events that require a town permit?*

524 responses



5. *Do you have any other thoughts on these or other Zero Waste policies for Lexington that you'd like to share?*

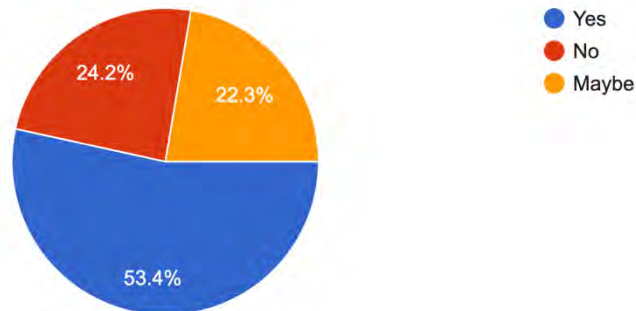
- institute town wide composting of food scraps (about ¼ of respondents mentioned this in some form)
- provide information for people who are downsizing to find outlets for their household items
- have a central reuse site
- create incentives for waste reduction
- provide bins for organics around town
- set up water bottle filling stations
- enforce existing policies
- have town sponsored Terracycle bins
- provide more opportunities to buy in bulk
- do more education
- support Extended Producer Responsibility
- hold special recycling days for difficult to recycle materials
- put in place more incentives/support for reusables
- don't institute Pay as You Throw, provide trash containers smaller than 64 gallons in size, or add compost to the tax burden
- provide more options at Hartwell for reuse and recycling
- limit home teardowns
- have more pickup dates for yard waste
- put in place a "skip the stuff" policy, where utensils, etc. for takeout are only provided upon request
- reduce single use plastics in schools
- hold a town wide flea market
- clean up litter, it makes people think the town isn't serious about properly taking care of waste

- education, enforcement, and well thought out policy that won't harm businesses are key
- start with voluntary programs
- get rid of single stream
- make sure anything done is affordable and that fees are equitable

B. Programs

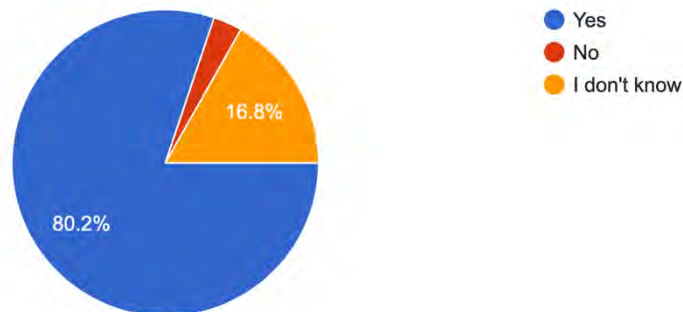
6. *Would you be willing to have trash collected less frequently if there was weekly collection of household food scraps provided by the Town?*

524 responses



7. *Should Lexington do more to educate school children, businesses and residents about Zero Waste opportunities?*

524 responses



8. *If you answered Yes above, please describe what would be helpful (277 responses):*

- step up public outreach
- create brochures and videos
- do more mailings and emails
- use more volunteers to educate school children
- use fewer volunteers and create paid positions to do zero waste education,
- add zero waste to the school curriculum
- place articles in local papers
- work through community organizations

- hold programs through the schools to educate parents
- look to successful education programs in other communities
- hold information sessions and demonstrations at libraries and events
- take school children on field trips to waste facilities
- teach ecology starting in kindergarten
- educate residents about the high quality of Lexington's water to reduce single use water bottles
- make the connection between zero waste and carbon footprint
- put more signage everywhere
- focus on not making trash
- look at the environmental and financial costs of waste
- perform waste audits in schools, and include students
- educate school custodians and staff
- counteract misinformation about recycling
- tell people how to reduce waste
- provide a flier with the tax bill
- start an audit/certification program for green businesses, including window decals
- collaborate with arts organizations for messaging/branding/engagement
- hold school assemblies on waste and other environmental topics
- provide information about the benefits of recycling,
- create a Green Team focused on residents and businesses
- show documentaries at the library
- support art projects (like the black plastic one at the Munroe Center)
- have a staffed booth at Discovery Day and other town events
- put reminders on recycling bins
- provide signage for businesses to put up in their workplaces
- involve science coordinators
- send out automated email recycling/trash collection reminders
- be repetitive
- provide lawn signs
- let people know about Zero Waste businesses in town
- create gamification or other interactive learning tools
- send out reverse 911 calls
- don't pick up trash/recycling that doesn't comply with rules
- put compost bins next to every trash can downtown
- show positive examples from other countries
- explain impacts of landfilling, incineration, and consumption
- use social marketing techniques
- send out monthly zero waste tips

9. *Do you have thoughts about programs that the town of Lexington can put in place to reduce waste generated in schools and government offices? (199 responses)*

- reusable packaging containers for deliveries
- allow donation of unopened food from school cafeterias
- do double sided copying
- go paperless
- install dishwashers
- teach parents about packing Zero Waste lunches
- don't use K-cups
- have more water filling stations
- get rid of vending machines
- hold Zero Waste competitions in schools
- compost in all buildings and tie composting to the science curriculum
- reduce food service packaging
- don't use trays and do use reusable plates and silverware
- give fewer plastic toy rewards to school kids
- purchase environmentally preferable products
- serve food from school gardens in cafeterias
- do a school food waste challenge, measuring the amount of wasted food at the beginning of week, doing education, and measuring again at end
- work with Whitsons to reduce packaging
- don't require kids to take food they won't eat
- use refillable cleaning products
- provide signage about how much waste is generated
- go digital first for bills, etc.
- pay staff and reduce dependence on volunteers
- make surplus furniture and supplies available to the public
- have a sustainability leader in each school

10. *Are there programs that the Town could enact that would help businesses and residents reduce and divert more materials from disposal (the top 4 answers were provided as options, with "other" for ideas to be added by respondents) (472 responses)*

- add small businesses to curbside recycling collection (381 responses, 81.4%)
- host an on-line platform for materials exchange (336 responses, 71.2%)
- host repair fairs (250 responses, 53%)
- add more materials to curbside recycling (286 responses, 60.6%)

additional suggestions:

- a drop off location for cardboard and glass
- provide more services to apartment complexes
- town wide compost pickup
- recycle equipment and electronics such as printers, computers, and household gadgets
- provide educational programs about Green Living

- host recycling days for materials not in regular curbside
- on-line platform for materials exchange
- more recycling and compost bins in public places
- furniture drop off or pickup
- make more drop-off locations available
- allow commingling of cardboard and paper curbside
- reusable household goods collection
- host repair fairs
- town wide curbside composting
- refuse mass junk mail
- put stickers on reusable items left at curb to let people know where to donate
- provide a way for people to buy laundry detergent in bulk
- extend yard waste collection dates
- host repair fairs
- teach residents how to upcycle and reuse
- provide water refill stations
- make reuse chic
- set aside space at Hartwell for exchange of toys, household items, etc. (see transfer stations/drop offs in Wayland, Arlington, and Nantucket as examples for swapping activity)
- town wide yard sales (Arlington does)
- let markets determine what should be collected
- ban plastic bottled water
- create rules to discourage businesses from throwing out food, including donation
- charge for trash over a minimum set by town
- clarify what can and can't be recycled
- actually, recycle what goes in bins
- mandate paper and plastic recycling
- require businesses, when renewing permits, to be more eco-friendly
- use compostable-ware and have receptacles at stores in town center
- minimize junk mail advertising
- make info on town website about on-line exchange programs more accessible
- is there an alternative for disposing of kitty litter?
- do more to support the repair shop in town center
- add Terracycle materials
- town "Trash to Treasure" day where residents can put items on curb for others to scavenge
- waste audits and demonstrations
- go back to source separated recycling (vs single stream)
- discounted Soda Streams in place of seltzer cans and bottles

- K-cup and crayon recycling
- put redeemed bottle deposits towards real estate taxes
- art supply station for random things
- large bin for household goods that can be reused by non-profits
- a table at the farmers market for free things
- a way for homeowners to recycle or get rid of home renovation materials (even for a small fee)
- make it easier for residents to recycle furniture and other large items that someone can use
- partner with big zero waste initiatives for reuse and repurpose, such as the Lynn bottle caps into park benches program
- promote existing on-line platforms, like Freecycle
- engage the community in efforts that shift mindset from “throw-away culture” to “repair and love/use longer”
- flea market at the dump
- partner with UTEC or similar entity for mattress recycling

11. *Are there waste items that you frequently generate that you wish you could eliminate, reuse, recycle, or dispose of in a better way that the town could help develop programs for? If so, please describe (296 responses):*

- Plastics including bags, zip lock bags, tubes, #5 plastics, laundry jugs, pill bottles, plastic nursery pots, Styrofoam of all kinds, black plastic, takeout utensils, clamshells, bubble wrap, takeout containers
- Other items: cassette tapes, milk cartons and aseptic containers, batteries, light bulbs, clothing, lined cardboard, books, bricks, junk mail, cardboard boxes, kitty litter, chip bags, contact lenses, bulky items, delivery packaging, diapers, paint, glass, home construction materials, sports equipment, freezer packs, invasive weeds that shouldn't go in compost, junk mail, things needing repair, kids' art supplies, old journals and magazines, furniture, pizza boxes, broken ceramics, coffee bags, aluminum foil, toys, and shredded paper

12. *Please share any other thoughts you have about potential Zero Waste program opportunities for Lexington (89 responses)*

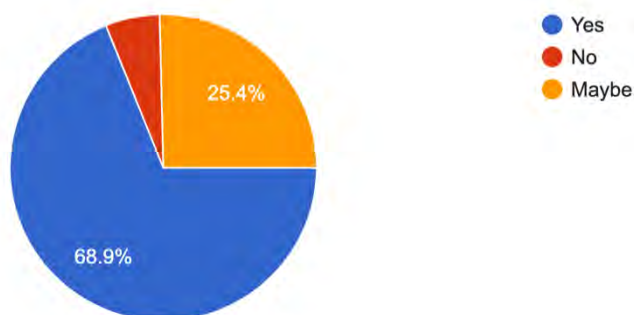
- have a giveaway/takeaway area at Hartwell
- more repair- expand the senior center fixit program and teach repair in schools
- an app where you can upload a photo and it will tell you what to do with that item
- more secondhand stores for a wider variety of items
- encourage residents to advocate for state policies (e.g., bottle bill, EPR)
- look at Arlington as a model for outreach
- creative reuse centers for arts materials

- offer free composting services to nursing homes
- less frequent trash pickups may make it harder for seniors to lift bags
- make builders recycle more on site
- put more emphasis on Zero Waste strategies in the next hauling contracts
- structure costs to be at least property tax burden neutral
- provide information for new residents
- have periodic curbside scrap metal pickups

C. Infrastructure

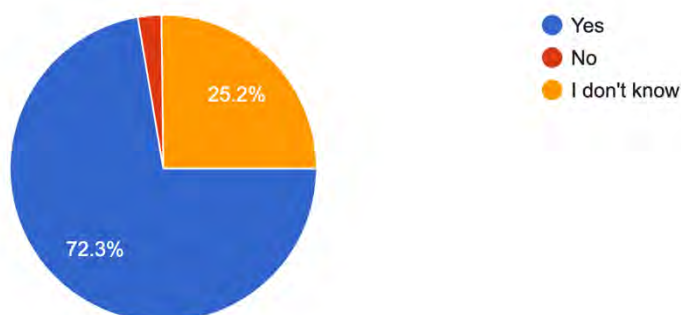
13. *Do you think Lexington should contract with a company to run a curbside food scrap composting program?*

524 responses



14. *Do you think the town should expand opportunities for reusable product exchange at the Hartwell recycling center or other physical space?*

524 responses



15. *If you answered yes above, please Include examples, like clothes, electronics, household goods, small appliances, etc. (300 responses)*

- clothes
- electronics
- household goods
- small appliances

- swap shop for anything that can be repurposed/reused (building materials, sports equipment, furniture, toys/games, art supplies, gardening tools, children's items, clothing, pet accessories, etc.)
- expand Hartwell hours
- have a webcam or electronic list so people know what's there
- find a more welcoming place than Hartwell
- examples of other sites to learn from include Wellesley and Nantucket
- partner with non-profits that can take collect materials at the site

16. *What types of commercial businesses do you think could be located in town that would help you with Zero Waste practices? (The first three options were provided, with an "other" category for suggestions) (524 responses).*

- more bulk buying and refilling (291 responses, 55.5%)
- more places to repair things (294 responses, 56%),
- building materials reuse center (297 responses, 56.7%).

Other suggestions:

- more used clothing stores
- places where parents can get used school items for their children
- takeout container reuse
- a list of vetted repair contractors
- more zero waste options in existing stores
- art depot and workspace for reusable materials
- rental for household goods and tools
- use empty storefronts for pop-up repair centers
- a used bookstore
- a place to donate workable used appliances

17. *Do you have any other thoughts about infrastructure that could help Lexington achieve Zero Waste goals? (88 responses)*

- a kiln at Hartwell to make biochar from wood waste
- a party store reuse hub for schools, PTA's, sports boosters
- more containers for groups like Planet Aid
- composting
- dispensing machines for milk and other items in grocery stores
- permission to dig up plantings when tear-downs will pave them over
- home trash audits
- examine yard care practices to reduce waste
- tax benefits for reuse businesses
- Black Earth Compost
- make a list of reuse businesses
- change zoning to encourage additions over tear downs
- a town sponsored place to leave usable items

- ensure citizens and businesses are informed about options, such as Rescuing Leftover Food, FoodLink
- a lawn equipment rental center
- cheaper commercial rents are needed
- tax new home developments to fund a building material reuse center

D. Other

18. *Do you have other thoughts about how Lexington can help residents and businesses reach Zero Waste? (137 responses)*

- normalize dumpster diving
- work regionally
- ban plastic water bottles
- celebrate businesses that do well
- charge more for waste disposal
- lead by example
- encourage residents to support EPR
- do more education
- expand the Everything Free Lexington Facebook page
- give people a reason to care about Zero Waste
- hold Zero Waste household and business awards
- a town giveaway day to leave things at the curb
- bring back dual stream recycling
- nudge people, don't mandate
- have one town website with all zero waste resources
- host a town environment day
- include water and energy when thinking about waste
- work with the Board of Health so people can bring their own containers to cafes and restaurants
- do a sector-based analysis of what is in our trash
- have a "sharable" website for equipment, large amounts of plates, etc.

E. Please tell us a little about you

19. *Are you a Lexington resident and/or do you have a business in town?*

- Resident (518 responses, 98.9%)
- Business (16 responses 3/1%)

20. *Which of the following Lexington waste diversion programs have you participated in in the past year-- check all that apply (first 9 options were provided, plus "other"). (524 responses)*

- Curbside recycling (472, 90/1%)
- Donate or sell materials (clothing, building materials, bicycles, books, etc.) to organizations (471 responses, 89.9%)
- Drop off yard waste for composting (271 responses, 51.7%)

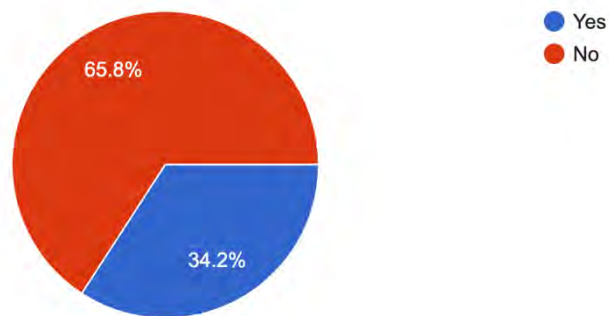
- Household hazardous waste (289 responses, 55.2%)
- Medical waste (176 responses, 33.6%)
- Paper shredding (123 response, 23.5%)
- Textile drop off (278 responses, 53.1%)
- Metal recycling (138 responses, 26.3%)
- Drop off plastic bags at supermarket (302 responses, 57.6%)

Other waste diversion activities people participate in:

- Black Earth composting
- backyard composting
- wine cork recycling-- at Whole Foods and donate to artists
- Lex Reuse it
- give away items to charities
- take Styrofoam to another town to recycle
- cardboard drop off at Hartwell
- purchase rain barrel
- exchange on Lexington Marketplace
- pick up compost at Hartwell
- purchase clothes at thrift store
- sneaker recycling
- ink-jet recycling
- recycle Brita filters at Whole Foods
- return spent batteries to stores (at a cost)
- ship aseptic packaging to contractor (for a cost)
- share items with neighbors)
- shop at Center Goods
- reuse plastic bags for dog poop
- collect and divert markers, plastic bags, batteries, cellphones, light bulbs in schools
- Terracycle
- buy from consignment stores
- use little free library
- food pantry drop off of paper bag
- return bottles for deposits
- Freecycle
- participate in Everything Free Lexington
- repurpose vintage fabric and sell the clothing items
- bring own bags to stores

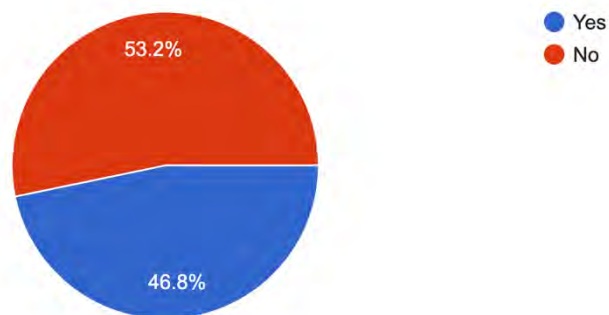
21. *Do you compost in your backyard?*

524 responses



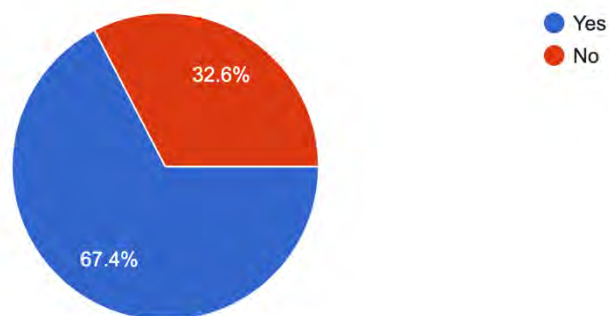
22. *Do you compost food scraps using a home pickup service?*

524 responses



23. *Do you buy items (food, household cleaners, etc.) in bulk or refill items in your own containers when you can?*

524 responses



24. *Do you try and avoid single use plastic items? If so, describe. (327 responses)*

- bring my own containers to the grocery store
- avoid take out beverages
- all the time!
- almost impossible, but I try
- buy loose vegetables and fruit

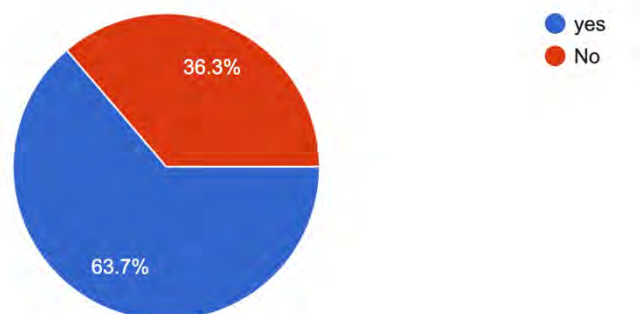
- reusable water bottles
- reusable grocery bags
- reuse takeout food containers
- use reusable zip lock bags
- refuse straws
- avoid single-use cups and containers if a business/restaurant allows it
- bar soap, shampoos, etc.
- powder detergent for dishes and clothes
- make homemade yoghurt
- buy milk in glass
- buy in bulk
- buy larger size or minimalist packaging
- buy cosmetics without plastic
- make own skincare supplies
- use reusable containers
- bring reusable utensils everywhere
- compostable zip top bags
- compostable parchment paper
- bring own containers for takeout where allowed
- Soda Stream
- compostable paper products
- compostable floss
- difficult, but I try
- don't use throwaway dishware
- don't use plastic bags for veggies at supermarket
- don't get takeout from restaurants that use single use plastic
- donate takeout utensils to foodbank
- hard to avoid at Brookhaven, many things are in plastic for sanitary code reasons
- how can you do that?
- ask takeout restaurants to skip plastic/Styrofoam container and utensils
- grow and can own garden produce
- have milk delivered in glass bottles or buy at stores that have it in glass
- wash zip lock bags and reuse
- patronize restaurants that serve food on washable or compostable dishes
- carry own durable items: coffee mug, water bottles, bowls
- ask restaurants not to include cutlery/packaged condiments for takeout
- laundry sheets packaged in cardboard envelope
- get less takeout due to plastics
- look for items without plastic packaging
- make reusable shopping bags from grain bags and give to vendors to give away at Waltham farmers market.
- reusable sacks for produce

- reuse plastic packaging as much as possible
- avoid Whole Foods because of excess packaging
- try and buy from stores/restaurants that use compostable containers or recyclable plastic
- use glass containers when possible
- reuse plastic bags for dog poop or recycle at store
- use paper plates, compostable cutlery, paper straws, paper cups
- use Persia laundry detergent in 130 wash size in a cardboard box
- use tooth tabs for toothpaste
- use deodorant in a jar
- make DIY cleaning supplies (e.g., vinegar and baking soda)
- pledged never to use straws ever again
- shop less at Wilson Farms because of plastic containers
- wash my plastic spoons and reuse
- bring reusable bowls to the office for parties
- sometimes there is no choice
- it's difficult, being single, older, and wanting prepared foods once in a while
- I've succumbed to the convenience of individual packing for kids snacks
- try to buy drinks in aluminum cans
- try to avoid most of the time
- rarely get takeout
- don't try and avoid it
- I don't avoid it but would like tips on how to do so
- do all home cooking from scratch
- ask nurseries not to wrap plants or flowers in plastic
- tried using wax fabric wraps at home, didn't like them
- refuse, reuse, recycle
- get supplies at Center Goods
- trying to get Zero ToGo pilot going
- use any thick plastic bags I get to line waste baskets
- sometimes
- will do more
- switched from plastic bottle seltzer to aluminum can
- use NEXT compostable coffee pods
- try and buy meat and produce in non-plastic containers
- try and remember to bring my own containers for leftovers at restaurants
- trying to
- make own nut butters
- reuse containers
- if plastics were not an option, it would be easier to change my behavior!
- we try, but there's not a good option for takeout food
- use "real" or compostable ware for outdoor use and entertaining
- try and use compostables if need single use

- bamboo straws
- wash and reuse any plastics we do use
- use silicone or compostable plastic bags
- would love to refill items in my own container but I don't know where
- yes
- yes, but it's hard
- yes, but I'm inconsistent
- yes, when possible
- yes, but unfortunately it means I don't support local restaurants to the degree I would otherwise
- buying more in bulk and trying to buy paper or aluminum packaging
- use silicone lids and glass containers with lids as much as possible
- buy wholesale jugs of hand soap and refill a smaller bottle
- avoid individually wrapped snacks
- never use zip lock bags, saran wrap, or straws
- don't buy disposable pens or pencils
- buy concentrated, solid (not liquid) cleaning products
- got rid of plastic bags in our lunches
- we love when restaurants let us bring our own containers, please encourage health department to remove concerns
- I love Center Goods, they should get town funds
- buy frozen concentrates for drinks and use pitchers
- buy cookies in boxes or bags that don't have plastic inside
- I write regularly to Whole Foods and Trader Joes about improving their packaging
- I do a lot of little things and yet I still find myself drowning in unavoidable plastic

25. *Do you buy used items when you can?*

524 responses



26. *Are there any other Zero Waste practices you participate in? (181 responses)*

- collect items for food pantries, including paper bags
- donate regularly through BBBS or Household Goods in Acton

- all Terracycle programs
- would like to compost at retirement community but can't
- avoid choosing more of anything than you actually need
- use things up, don't replace unless and until necessary
- good maintenance practices in all areas: car, clothing, kitchen
- grow my own vegetables and herbs
- avoid soda
- bring returnable bottles and cans to stores
- borrow and lend appliances from/to neighbors and friends
- trying to get schools to donate excess food
- buy largest size (knowing I would waste the contents) of snacks, etc.
- Buy Nothing, Lexington Mavens, FreeCycle, Lexington ReUsit, etc. groups- to get rid of and find things
- buy less
- mend clothes
- reupholster furniture
- clothing swaps with friends
- try not to waste food
- decrease consumption
- donate used items
- use reusables vs disposables
- eliminated paper products in kitchen
- use kitchen garbage disposal for food scraps
- buy imperfect food
- feed food scraps to backyard chickens
- use 100% reused padded mailers from friends/community members for shipping business orders
- reuse nursery plant pots
- get wood chip mulch from local tree service
- make own compost
- buy refurbished electronics and appliances
- use compostable sponges and bamboo paper towels
- use cotton wipes instead of paper towels
- buy experiences or meals for family members instead of physical gifts
- no mow lawn
- use the library instead of buying books
- use graywater
- make many things from recycled and reused materials, repurpose old clothing
- reuse textiles in my art practice
- buy secondhand
- trying to get my boyfriend to recycle
- it's not a social norm yet, I need to be forced into it

- support EPR legislation
- refuse a plastic lid on my coffee
- repair and repurpose as much as I can
- pick up trash in my neighborhood
- hold an annual yard sale
- buy tea in bulk and not individual bags
- recycle
- freeze things in glass
- use reusable fabric covers on food to avoid plastic and aluminum
- avoid bags where I can and use the ones I get for trash
- I wish there were
- I'm on a mission to normalize garment mending and promote a culture of community around reuse and repair
- lending and borrowing
- mail back used ink cartridges
- get and pay e-bills
- add lint or ashes to compost
- we didn't tear down our small house
- no gifts exchanged at birthday parties for our kids
- read books and newspapers online
- recycled materials from my own construction project
- support organizations working to reduce waste
- swap gardening tools and plants
- Little Free Libraries
- try to use things until they break
- conserve water and energy
- avoid non-compostable packaging
- pick up salvageable furniture from curb to rehab and use or sell
- take salvageable things at curb to GoodWill
- use leftovers
- menstrual cups
- refillable whip cream containers that use cartridges

Appendix B Regional and National Examples

1. **Expand Environmentally Preferable Purchasing** – Expand on Lexington’s initial research into environmental preferable purchasing for all Town departments using the model developed by the Massachusetts Operational Services Division.

- [Massachusetts Environmentally Preferable Purchasing Program](#)
This program establishes specifications for sustainable products on statewide contracts, fosters cost effective responsible purchasing choices that help reduce impacts on public health and the environment, and works with agencies, departments and others to encourage their use in public operations.

2. **Expand outreach & education** – Expand outreach and education efforts to assist all generators (residential, commercial, institutional) to reduce, reuse, recycle and compost. This initiative includes a number of components to enhance the Town’s current recycling and organics programs to ensure that all residents and businesses have the information and tools to reduce, reuse, recycle and compost correctly.

In order to change people’s behavior, they need to be contacted 7-15 times from different sources to reinforce the message and detail the behavior desired. An initial education video can explain Zero Waste and refer viewers to an informative website laying out the Zero Waste Plan, bylaws, timeline, and goals. The video and website can also contain a pledge that residents and businesses can sign.

- Missoula, MT
[“What Do I Do With...?” section of zerobyfiftymissoula.com](#) provides contact information for local businesses that provide reuse and recycling options for 25 categories of materials.
- Vancouver, WA
The City implemented a [Zero Waste Challenge Social Marketing Campaign](#) targeting residential behavior change

- **Redmond, WA**

The City's [Refresh Your Recycling Program](#) uses community-based social marketing principles to expand business recycling activity; since the program was established, over 200 businesses have received assistance, resulting in an estimated additional recycling of over 3,000 cubic yards

3. **Convert to automated collection with wheeled carts** – This initiative would be implemented along with other changes to the collection system to maximize convenience and minimize costs. Automated collection uses cart-based systems to automatically empty collection containers using one-person crews. Instructions for proper recycling and what is not allowed in trash can be embedded onto the carts.

- [Florence, AL and Columbia, SC \(PDF\)](#)

In 2015, the cities of Florence and Columbia switched from 18-gallon recycling bins to recycling carts, funded in part by grants from the Recycling Partnership; the shift from bins to carts is expected to increase the amount of recyclables collected by approximately 1,400 tons per year in Florence and 6,500 tons per year in Columbia

4. **Expand compost collection Town-wide** – Expand compost collection to all generators through implementation of Town-wide food scraps and compostable paper collection. Statewide studies of materials disposed at landfills and incinerators estimate that 33% could have been composted.

- **Hamilton, MA**

The Town implemented a residential curbside organics collection program, which, in addition to switching to every-other-week trash collection, has reduced the Town's solid waste tonnage by over 30%

[Case Study: Hamilton and Wenham Massachusetts Curbside Composting Program \(PDF\)](#)

- [Cambridge, MA](#)

In April 2014, the City began a pilot program to expand curbside collection services to food waste; after one year, over 600 households participated in the pilot program and more than

170,000 pounds of food scraps were collected. In its first full year citywide, 1800 tons of food scraps were diverted, reducing citywide trash by 8%. In greenhouse gas emissions, this is the equivalent of not driving 2.7 million miles. The program has been citywide for many years.

5. **Evaluate rate structure incentives** – Evaluate rate structure incentives along with other collection system changes to determine whether standardized containers and fee incentives will reduce waste and increase recycling and compost. This could include volume-based pricing, bin size reductions, or other forms of trash metering.

- [Fort Collins, CO](#)

The City requires private haulers to provide curbside recycling to residents at no extra charge, apply volume-based pricing, and offer a range of trash can size options; the ordinance further requires that the charge for additional containers of the same volume capacity be no less than the charge for the first container

- [Castro Valley, CA](#)

The Sanitation District established volume-based rates for trash service, embedding the cost of recycling into [trash service rates](#) for businesses and multi-family properties that subscribe to no more than 3 cubic yards of trash service per week; 85% of commercial properties subscribe to 3-yard trash bins or smaller

- [Gainesville, FL](#)

In establishing variable rates for residential solid waste collection that assessed higher monthly rates for use of larger garbage containers, the City achieved an 18% reduction in the amount of solid waste collected, resulting in a savings of \$7.95 per home

[PAYT Success Story: Gainesville, FL](#)

6. **Evaluate every other week trash collection** - Consider future implementation of every other week trash collection. The approach works in towns with weekly curbside compost collection. Trash volumes are reduced with compost collection so every other week is a potentially feasible, cost-

cutting measure. There are over one hundred communities that have embraced this system in the U.S.

- [Vancouver, WA](#) Rates for contracted commercial garbage collection service are lower for every-other week service for each container size option, with a once-per-month collection option for 32-gallon cart service offered at a rate less than half that of weekly collection; commercial customers are allowed up to two 96-gallon recycling carts for no additional charge.
- [Portland, OR](#) Residential garbage pick-up every-other-week, with options to decrease the frequency of garbage service, along with weekly collection of recyclables and organics in 60-gallon carts; the switch to every-other-week trash collection led to a 35% reduction in the amount of garbage collected and tripled the amount of organics collected.

7. **Provide reuse collection** – Lexington recently expanded its collection program to include textiles and other household goods. This initiative would evaluate the feasibility of expanding reuse collection for larger bulky items through periodic collection events or on-call programs.

8. **Invest in Carbon farming** – Explore opportunities for carbon farming, agricultural methods aimed at sequestering atmospheric carbon into the soil and in crop roots, wood and leaves.

- San Francisco, CA
San Francisco has partnered with [Zero Foodprint](#) to purchase finished compost for distribution to farmers and ranchers who will apply compost to their acreage and sequester carbon.

9. **Provide market development incentives** - Provide grants to community organizations, non-profits or businesses to address hard-to-recycle or hard-to-compost materials and promote reuse.

- [District of Columbia Department of Energy and Environment](#)
Their Donation and Reuse Award Program provides funding for donation and reuse projects, programs, and services for increased donation and reuse opportunities of materials otherwise headed to the waste stream in the District. The awards may also fund education and engagement efforts to increase the public's understanding of the importance of donation and reuse and increase awareness of current donation and reuse opportunities and best practices. Up to \$15,000 is awarded to nonprofit organizations, faith-based organizations, government agencies, universities/educational institutions, or private enterprises.
- [StopWaste, Alameda County, California](#)
StopWaste offers a Reuse and Repair Grant Fund for innovative projects that incorporate reuse, repair, deconstruction, product or process redesign, reduction, recovery, and redistribution of goods, and other materials. The goal is to minimize the need for wasting or recycling, and instead foster waste reduction to support environmental sustainability and conservation of natural resources, and stimulate economic activity in the reuse and recovery sectors. Grants of up to \$20,000 are available to nonprofit and for-profit organizations.

10. **Expand product policies** – Expand on Lexington's plastic reduction bylaws and consider future policies to reduce the impact of no-recycle, non-compostable, single-use problem products.

- [Concord, MA](#)
The Town banned the sale of drinking water in single-serving PET bottles beginning in January 2013
- [Minneapolis, MN](#)
The City's [Environmentally Acceptable Packaging Ordinance](#) adopted in 2015 requires food establishments to use only reusable, recyclable and/or compostable packaging of food and beverages for dine-in or take-out, as well as provide recycling and/or composting bins. The City's health and food inspectors actively

check for prohibited packaging that does not meet the ordinance requirements

- [San Francisco, CA](#)

Effective July 2017, the City adopted an ordinance that expands its ban on polystyrene foam food service ware to include packing materials, coolers, ice chests, pool and beach toys, dock floats and mooring buoys, egg cartons, and trays used in meat and fish packaging made in whole or in part of polystyrene foam

11. **Require reusable foodware** – Require or incentivize food service providers to only use reusable food service ware for dine-in or take-out.

- [Palm Springs, CA](#)

Food vendors must use reusable items (metal, ceramic, glass, plastic) for on-site dining. Condiments for on-site food consumption must be provided in reusable containers or bulk dispensers. Individual single-use plastic condiment packages are prohibited for on-site use.

- **Oakland, San Francisco, San Jose, Sunnyvale, South San Francisco, San Mateo County, CA**

The cities and County participated in a [ReThink Disposable Packaging Waste Source Reduction Pilot](#) led by a non-profit organization, Clean Water Action, to engage local restaurants in reducing single-use disposable products and packaging. ReThink Disposable will be expanding from California to other states next year, including Massachusetts.

12. **Provide school & business assistance** - Conduct trainings, site visits, walk-through audits or assessments, and distribution of displays and signs to increase rates of recycling and/or composting at facilities.

- [Eco-Cycle](#) in Boulder, CO

Eco-Cycle developed educational material on [recycling, composting and reuse](#). They also have a [School Recycling and Environmental Education program](#) for Boulder and Broomfield counties schools.

Eco-Cycle has created a [10-part Zero Waste video series](#), a video featuring Captain Zero Waste, a video on recycling at Boulder County Recycling Center featuring Mr. Can and all of those videos come with downloaded activities.

- **Kirkland, WA**
The City provides on-site recycling technical assistance, deskside recycling containers, and outreach materials to businesses
[Kirkland's Recycle](#)
- **Montgomery County, MD**
The County's [Smart Organizations Reduce and Recycle Tons \(SORRT\) Program](#) offers a range of educational materials as well as on-site technical assistance to businesses to help them comply with the County's mandatory recycling requirements

13. **Certify Green Businesses** - Expand on Lexington's initial research into Green Business Certification to increase the level of participation in recycling and composting programs, provide recognition for successes through a Green Business program or a Zero Waste Businesses or Schools program.

- **Mecklenburg County, NC**
The County's [Wipe Out Waste Recycling Ambassador Program](#) offers recognition to businesses that reduce, reuse, and recycle waste in the workplace and purchase recycled products
- **Tompkins County, NY**
The County's [ReBusiness Partners Program](#) provides public recognition to local businesses that have a recycling program to effectively collect all mandatory recyclables and demonstrate activities in the areas of reduce, reuse, or rebuy

14. **Evaluate food scrap composting** - Develop or contract for local or regional compost processing facilities for yard debris and/or food waste. The Town could consider adding a food scrap composting facility at the existing Hartwell Composting Facility.

- **Prince George's County, MD**

In 2013, the County began a food waste composting pilot at its [yard waste composting facility](#), processing food waste commingled with mulch and yard trimmings in covered, positively aerated heaps [Food Scraps Composting at County Yard Trimmings Site](#), BioCycle, May 2015

- **Onondaga County, NY**

The [Onondaga County Resource Recovery Agency](#) has been composting food waste since 2007 at its Amboy Compost Facility and in 2015 processed over 3,000 tons of commercial and institutional food waste [2015 Annual Report on Recyclables Recovered \(PDF\)](#), OCRRA

15. **Expand recycling/reuse drop-off** – Expand drop-off facility at Hartwell to accept additional materials that are hard to recycle for reuse, refurbishing and/or recycling.

- **Boulder County, CO**

The County developed a [Center for Hard to Recycle Materials \(CHaRM\)](#) to collect materials dropped off by the public that are not cost-effective to collect via curbside services

- **El Cerrito, CA**

The City's [Recycling and Environmental Services Center](#) accepts hard-to-recycle items, such as polystyrene foam, bubble wrap packaging, automobile batteries, used motor oil, pharmaceuticals and carpet, as well as electronic waste, plastic film, and scrap metal; the City also accepts at the Center donations of reusable household materials and textiles which are collected by local non-profit organizations for re-sale

16. **Develop glass processing** – Develop a glass processing center to process and market glass regionally.

- [Northeast Resource Recovery Association \(NRRRA\)](#)

NRRRA partnered with the Town of Dennis, MA to help Cape Cod communities recycle their glass locally. Six Cape Cod communities participate in NRRRA's processed glass aggregate program, where glass

bottles and jars get crushed into an aggregate to be used locally in infrastructure projects. NRRA's vendor recently completed a crush of glass in Dennis, MA, and the crushed glass will be used in local projects.

17. **Develop education center** – Develop an education center at Hartwell to provide resources, tours and information about how to reduce, reuse, recycle and compost.

- RethinkWaste, San Mateo County, CA
RethinkWaste operates the [Shore Environmental Center](#) which includes interactive exhibits and hosts tours of the processing operations.

18. **Expand building materials reuse** - Develop or contract for reuse centers for sale of salvaged building materials and used household items.

- **Tompkins County, NY**
The County made a commitment to develop a Reuse Center as part of its 20-year solid waste management plan; [Finger Lakes Reuse](#), a non-profit run community reuse warehouse, is an outgrowth of this vision
- **New Paltz, NY**
Through its Zero Waste initiative, the Town established a [Reuse Center](#) that accepts donations of craft supplies and building materials in usable condition for re-sale; the Town promotes de-construction and provides volunteer opportunities for residents
- **Missoula, MT**
[Home Resource](#), a non-profit building materials reuse center, collects and sells reusable surplus building materials
- **Westmoreland County, PA**
[American Architectural Salvage](#) is operated by a non-profit agency that accepts donations of building materials and supplies for resale and reuse
- **Chicago, IL**
The [ReBuilding Exchange](#) is a non-profit organization that diverts building materials from landfills by reaching out to contractors to promote deconstruction and making materials accessible for reuse at its warehouse; [The WasteShed](#) is a creative reuse center that accepts

donations of art, craft and school materials for repurposing and low cost resale

- **Detroit, MI**

The [Architectural Salvage Warehouse of Detroit](#) is a non-profit organization that deconstructs buildings in Southeast Michigan and offers the materials for resale

19. **Adopt deconstruction requirements** - Adopt requirements for deconstruction of buildings slated for demolition or substantial demolition.

- **[Palo Alto, CA](#)**

The City's Green Building ordinance requires 80% of construction and demolition debris to be recycled for most projects. In 2019, a phased in [deconstruction ordinance](#) covering residential and commercial projects was adopted to advance Zero Waste and Climate/Sustainability priorities.

- **[Portland, OR](#)**

In July 2016, the City adopted an ordinance, effective October 2016, requiring that projects seeking a demolition permit for houses or duplexes built in 1916 or earlier or designated historic resources to fully [deconstruct](#) such structures; the City estimates the ordinance will divert 4,000 tons of materials for reuse annually

20. **Adopt C&D recycling requirements** - Adopt requirements for C&D recycling/reuse in a C&D or Green Building by-law or building permit.

- **[Cook County, IL](#)**

The County adopted an ordinance, effective November 2012, requiring that 70% of demolition debris from commercial and residential structures (excluding garages and sheds) be recycled during the demolition process, with 5% of the residential structures being reused

- **[Fitchburg, WI](#)**

The City adopted an ordinance requiring 70% of construction material produced on site be recycled or reused for new commercial and multi-family building construction and demolition

projects; the City also requires contractors to submit a preliminary and final Construction and Demolition Reuse/Recycling Plan

21. **Enact mandatory participation** - Require, through bylaws, proper separation of recyclables from refuse by households and businesses.

- [Cambridge, MA](#)

The City mandates all residents and businesses to separate designated recyclable materials from refuse. See section 8.24.070 of City code "Mandatory Recycling"

- [Vail, CO](#)

In 2014, the Town adopted an ordinance requiring source separation of recyclables by residential, multi-family, and commercial customers

- [District of Columbia, Washington D.C.](#)

The City mandates all residents and businesses to separate designated recyclable materials from refuse

22. **Enforce State Bans** - Massachusetts currently bans materials from landfills and incinerators, but does not routinely enforce these bans on individual generators. Adopt a bylaw to enforce the bans of specific recyclable, compostable or toxic materials from entering local transfer stations, landfills, and incinerators.

- **State of Massachusetts**

[Waste Disposal Bans](#)

[Commercial Food Waste Disposal Ban](#)

- [Seattle, WA](#)

The City prohibits the disposal of certain recyclables – such as paper, cardboard, glass, plastic, and aluminum cans – from residential, commercial, and self-haul garbage.

Appendix C Methodology

A diversion potential and greenhouse gas (GHG) emissions reduction analysis was conducted to estimate the potential tons of materials and GHG emissions that can be diverted and reduced through the Zero Waste initiatives. The disposal tonnage data for 2021 used in this analysis were obtained from the “2021 DEP data calculation sheet” prepared by the Town of Lexington.

This analysis required the disposal data to be divided into material types based on a material characterization study. The material characterization data used in this analysis were from the “2019 Waste Characterization Study in Support of Class II Recycling Program” report prepared for the Massachusetts Department of Environmental Protection by SAK Environmental LLC.²

Along with disposal tonnage data and material characterization data, GHG emission factors by material type were used in this analysis. The emission factors used in this analysis were from the US EPA Waste Reduction Model (WARM) tool.³

Each Zero Waste initiative was analyzed to estimate the diversion potential (tons) and the reduced GHG emissions (MTCO₂e). This analysis began by estimating the initiative's capture rate for each material type the initiative is expected to impact (e.g., “Town-wide compost collection” would affect the compostable paper, food and other organics material types only). The capture rate estimation was based on knowledge from other community programs or best estimates based on reports and first-hand knowledge. The capture rate estimates leaned on the side of a conservative estimate.

Next, the estimated capture rate for each material type corresponding to the initiative was multiplied by the estimated tons of material represented in the disposal stream. Next, the tons estimated to be diverted from this initiative for each material type were multiplied by the GHG emission factor. This

² [2012 Waste Characterization Study](#)

³ [US EPA Waste Reduction Model \(WARM\)](#) – version 15

estimated the GHG emissions that were reduced by the initiative by material type. This method was repeated for each material category that related to the initiative.

For each initiative, the tons estimated to be diverted by material type were added to show the total tons estimated to be reduced for that initiative; and the GHG emissions estimated to be reduced by material type were added to show the total MTCO₂e reduced for that initiative. Next, each initiative's capture rate was calculated by dividing the total tons estimated to be diverted by the total tons disposed.

Those steps were repeated for each initiative. Once the diversion potential and GHG emissions were calculated for each initiative, the capture rate, tons diverted, and reduced GHG emission were added by material type. All calculations were double-checked for accuracy.

The last step in this analysis combined the total capture rate, total estimated tons diverted, and total estimated GHG emissions reduced. The total estimated tons diverted through the Zero Waste initiatives were then combined with the baseline (2021) tons diverted to show the increase in total diversion. This analysis illustrated the potential diversion and potential GHG emissions reduced annually once all initiatives were implemented.

Appendix D Funding Opportunities

MassDEP Programs

[Sustainable Materials Recovery Program \(SMRP\) Municipal Grants](#)

Supports local recycling, composting/organics, reuse, source reduction, policy development and enforcement activities that increase diversion and reduce disposal.

[SMRP Recycling Dividends Program \(RDP\)](#)

RDP provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction.

[SMRP Municipal Technical Assistance Grants](#)

Applicants can receive up to 80 hours of recycling/solid waste planning assistance from a MassDEP Municipal Assistance Coordinator (MAC).

[Recycling IQ Kit](#)

An open source set of steps, tools and resources to help you increase the quantity and improve the quality of recycling in your community.

[Reduce, Reuse, Repair Micro-Grants](#)

Grants of up to \$5,000 to municipalities, regional authorities, and eligible organizations for short-term waste reduction projects.

[Recycling & Reuse Business Development Grants](#)

Helps Massachusetts recycling processors and manufacturers create sustainable markets for eligible materials.

Related Offerings

[Massachusetts Recycling Loan Fund](#)

Provides loans of up to \$500,000 to help Massachusetts businesses obtain the capital they need for recycling-related activities.

[EPA Sustainable Food Management Grants](#)

Funding and other assistance for reducing commercial, industrial, and residential food waste.

Financial & Technical Assistance for Anaerobic Digestion Projects

A matrix of grant, loan and assistance programs available to renewable energy developers who are proposing organics processing projects.

Federal Infrastructure Funding - With the passage of the Bipartisan Infrastructure Act, \$325 million is now flowing from the U.S. Environmental Protection Agency (EPA) into local communities, \$250 million for development of facilities and \$75 million for development of outreach and education programs. Other Federal agencies also are funding the growth of recycling infrastructure, including the U.S. Department of Energy, U.S. Department of Labor, and the U.S. Department of Agriculture. There are other federal funding sources for local economic development that have been used to fund recycling infrastructure in other locations.

The Recycling Infrastructure and Accessibility Act directs the U.S. EPA to award grants between \$1 million and \$15 million each for projects that make recycling programs more accessible to rural and disadvantaged communities. Grants would specifically support hub-and-spoke recycling systems featuring transfer stations and those that leverage public-private partnerships.

Industry Funding - Industry has supported significant efforts to increase resident capacity to high quality recycling programs. These include the Closed Loop Fund, Recycling Partnership, and various coalitions such as the American Beverage Association, PET coalition, Polypropylene Coalition, Glass Recycling Coalition, Food Packaging Institute, and carton council. These are all groups actively looking for projects to fund and potential sources for capital investments, including the purchase of recycling carts.

Closed Loop Infrastructure Fund

A social impact fund investing \$100 million in business and municipal efforts to increase the recycling of products and packaging.

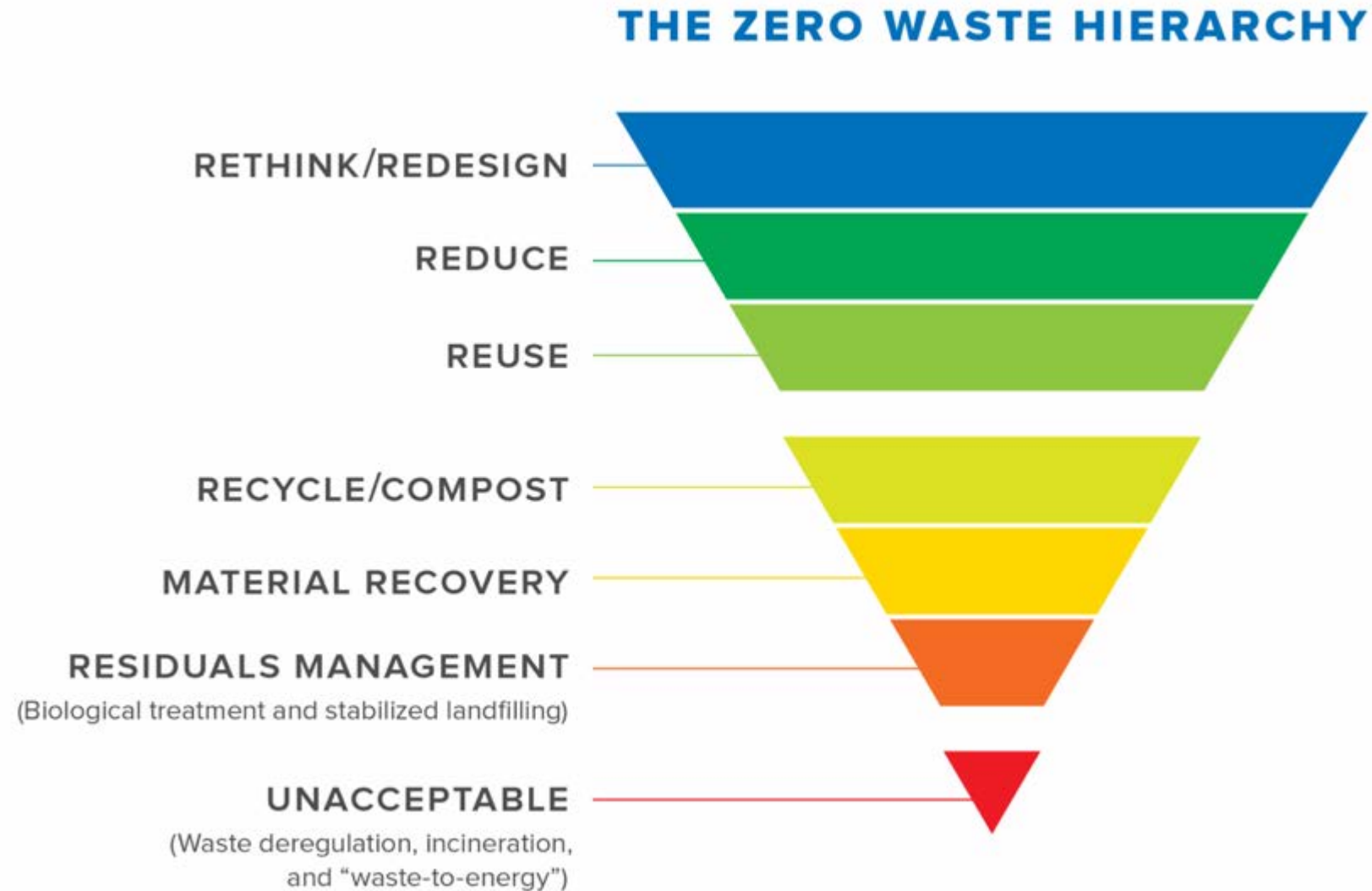


Lexington's Path to Zero Waste

Lexington Select Board

February 6, 2023

Zero Waste Hierarchy



Guiding Principles

Follow the Zero Waste hierarchy with a particular focus on upstream measures of reduce and reuse

Lead by example in town operations, facilities, and schools

Educate everyone to change the culture of wasting

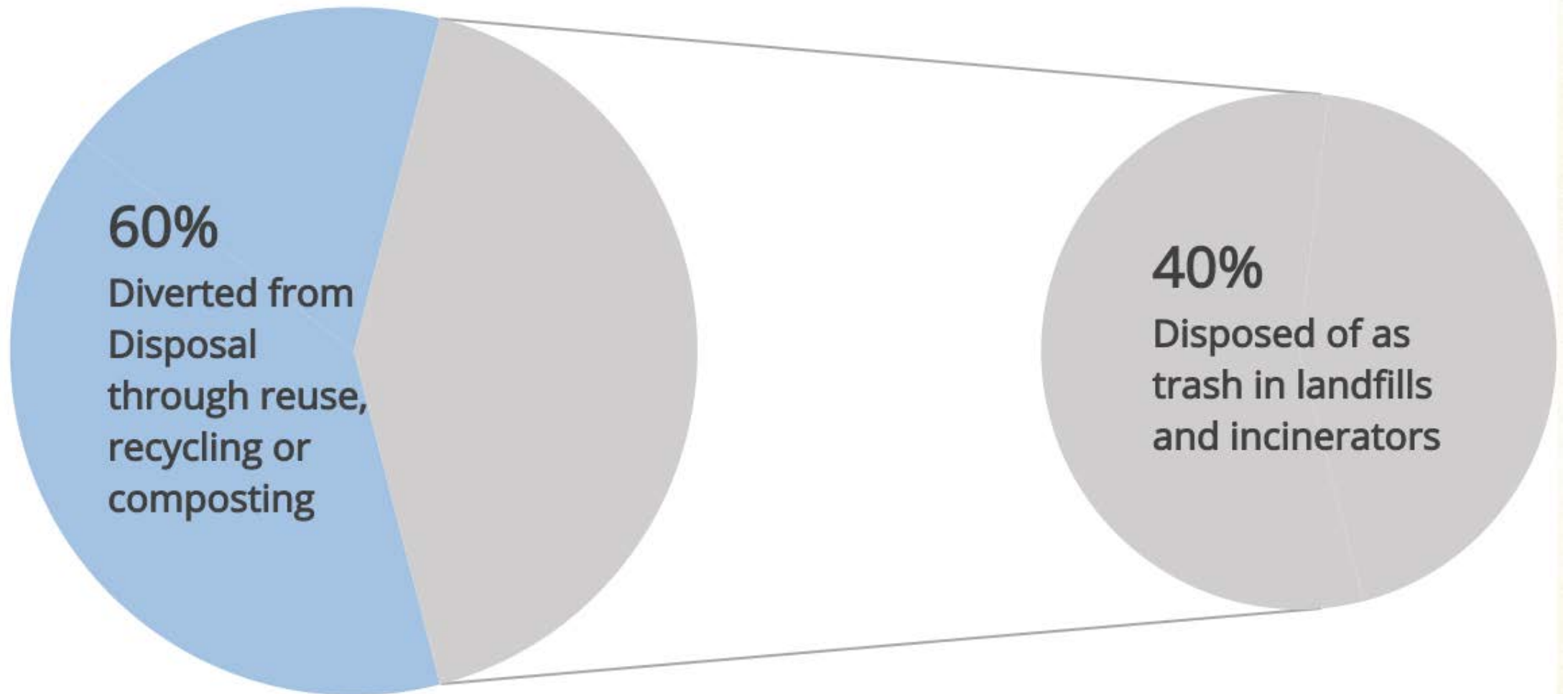
Collaborate with institutions, community organizations, and those doing business in town

Invest in clean air and healthy soil

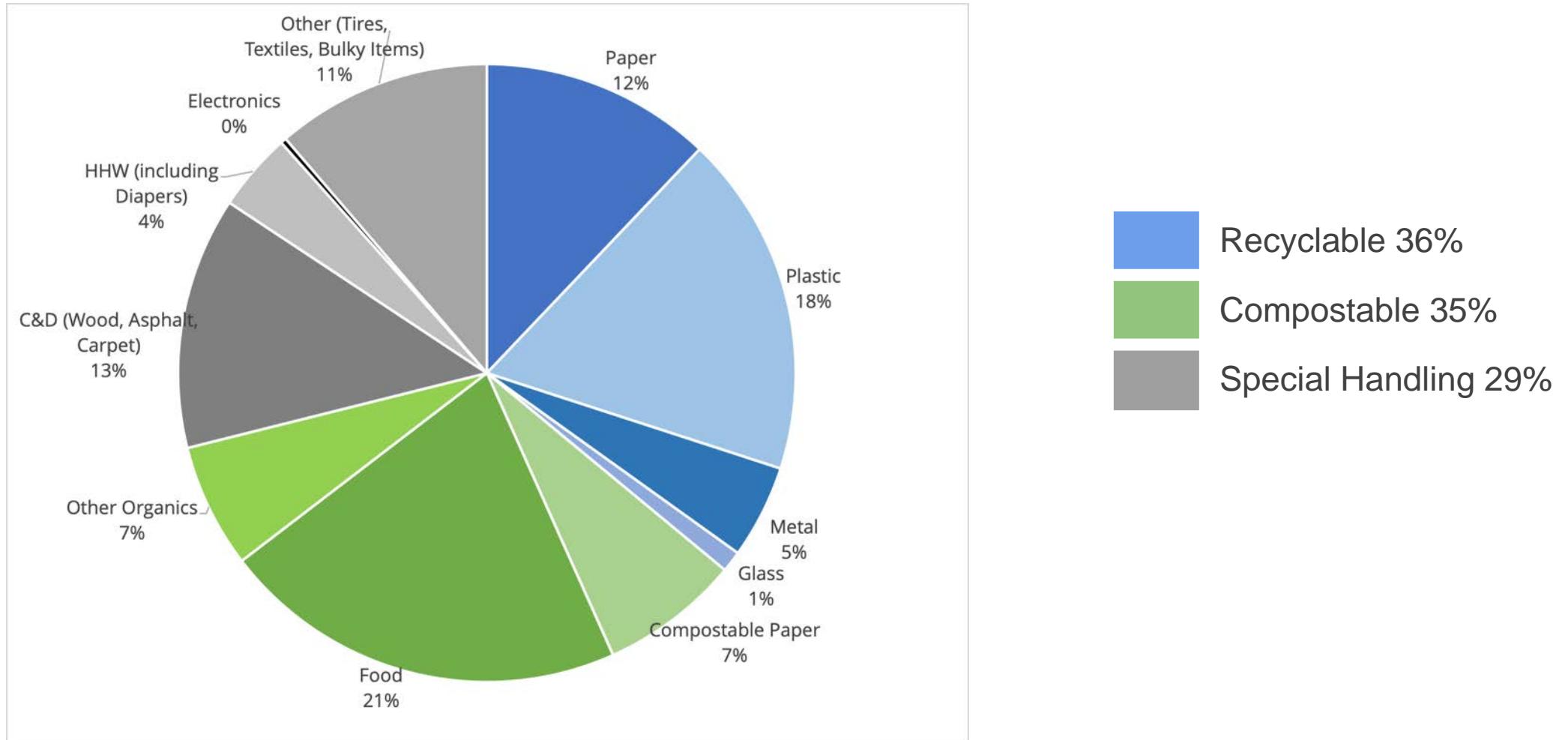
Look at long -term costs and benefits when designing solutions

Consider Environmental Justice impacts of decisions

Lexington's Diversion Rate



What's in the Trash?

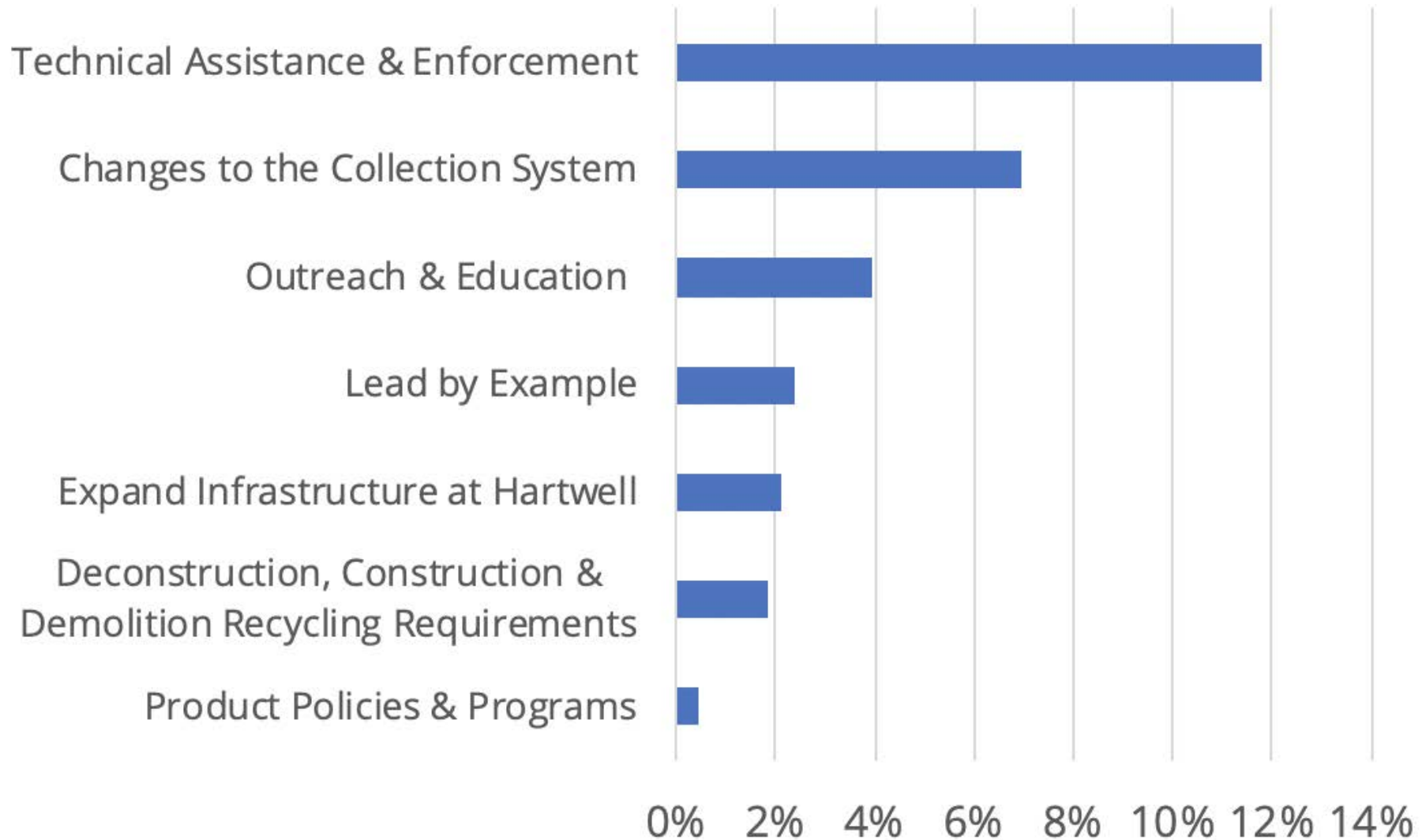


Wheelabrator North Andover, 2019

Diversion Analysis

2021 Diversion Tons	13,663
2021 Disposal Tons	8,965
2021 Diversion Rate	60%
Potential Diversion Tons from New Zero Waste Initiatives	6,680
New Diversion Rate	90%

Diversion Potential of New Zero Waste Initiatives



Technical Assistance & Enforcement



- Provide school & business assistance
- Enact mandatory participation
- Enforce State Bans
- Certify Green Businesses

Changes to the Collection System



- Expand compost collection Townwide
- Convert to automated collection with wheeled carts
- Evaluate rate structure incentives
- Evaluate every other week trash collection
- Provide reuse collection

Outreach & Education



- Expand outreach and education efforts to assist all generators (residential, commercial, institutional) to reduce, reuse, recycle and compost

Lead by Example



- Expand Environmentally Preferable Purchasing
- Invest in carbon farming
- Provide market development incentives

Expand Infrastructure at Hartwell



- Evaluate food scrap composting
- Expand recycling/reuse drop - off
- Develop glass processing
- Develop education center
- Expand building materials reuse

Deconstruction, Construction & Demolition Recycling Requirements



- Adopt deconstruction requirements
- Adopt C&D recycling requirements

Product Policies & Programs



- Expand Product Policies
- Require reusable Foodware

Implementation Costs

Zero Waste Initiatives	Staff or Volunteer Support	Consultant, Contractor or Infrastructure Costs
Technical Assistance & Enforcement	100 hours (annual)	\$10,000 (one-time) \$50,000 (annual)
Changes to the Collection System	1,000 hours (one -time) 250 hours (annual)	\$50,000 (one-time)
Outreach & Education	250 hours (annual)	\$25,000 (one-time) \$25,000 (annual)
Lead by Example	250 hours (annual)	
Expand Infrastructure at Hartwell	1,000 hours (one -time)	\$2-3 million (one -time)
Deconstruction, Construction & Demolition Recycling Requirements	500 hours (annual)	\$50,000 (one-time)
Product Policies & Programs	500 hours (annual)	\$50,000 (one-time)
Totals	1,850 hours (annual) 2,000 hours (one -time)	\$75,000 (annual) \$185,000 (one-time contractor support) \$2-3 million (one -time infrastructure)

Implementation Timeline

	Short -Term 1-3 Years	Medium -Term 4-7 Years	Long -Term 8-10 Years
Policies	Environmentally Preferable Purchasing	Carbon farming Market development (grants) Product Policies Reusable Foodware	
Programs	Outreach & Education Automated collection Townwide compost collection Rate structure incentives Evaluate every other week trash collection Reuse collection	School & Business Assistance Green Business Certification	Mandatory Participation Enforce Bans Deconstruction Requirements C&D Recycling Requirements
Infrastructure		Food scrap composting Expand drop -off Glass processing Education center Building materials reuse	

Agenda Item/Title: Draft Zero Waste Plan Presentation

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): There is no vote being requested for this item. Staff is looking for Select Board feedback on the draft plan.

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: Our consultant, Ruth Abbe, will present the draft plan for Select Board input. There are no funds being requested at this time. Staff will be scheduling a public input meeting on the draft report. This plan was supported by Town Meeting and aligns with the Select Board goal of sustainable initiatives.

Timeline summary: A public meeting will be scheduled in the next month and once the input is received, vetted and incorporated the plan will be brought back to the Select Board for adoption.

For items where action of the Board is being requested, a statement of the implications of taking the action vs. not taking the action: Input from the Select Board will be very important for developing a Zero Waste Plan with attainable goals and proper funding.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

LexFarm Request to Extend Current Lease for an Additional Five-Year Term

PRESENTER:

Pamela Tames & Mary Rose
Scozzafava, LexFarm

ITEM NUMBER:

I.3

SUMMARY:

Category: Decision-Making

The Town entered into the current lease with Lexington Community Farm Coalition, Inc. (LexFarm) for a 10-year term which commenced in 2014 and expires 12/31/23. The 2014 lease provides for two 5-year extensions. LexFarm has indicated an interest in exercising the first of these 5-year extensions which would extend the current lease through 12/31/28.

Attached are the letter requesting the extension, the original lease from 2014, the operational site plan and the presentation for the meeting. Town staff have reviewed the operational site plan and confirmed that it complies with the terms of the lease.

SUGGESTED MOTION:

Move to approve a five year extension to the lease between the Town of Lexington and Lexington Community Farm Coalition, Inc. under the same terms and conditions as the original 2014 lease and further to authorize the Town Manager to execute any documents necessary related to the extension.

FOLLOW-UP:

Town Manager

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

7:25pm

ATTACHMENTS:

Description	Type
📎 Presentation - LexFarm: Celebrating Lexington's Farm	Presentation
📎 LexFarm Lease Renewal Request	Cover Memo
📎 2014 Ten-Year Lease	Cover Memo
📎 Lex Farm Operational Site Plan	Cover Memo



Celebrating Lexington's Farm





Sustainable and Thriving

- **Lexington Community Farm Coalition, Inc.** (LexFarm), a 501(c)(3) nonprofit organization
- **Founded in 2011** by community members to protect “Busa Farms,” one of few remaining farms in Lexington
- **2014 Town leased land** to LexFarm
- **7+ acres of historic farmland**, in continual agricultural production for almost 400 years







Farm Operations



- **Cultivating 5 acres**
- **Remaining property** holds farm store, other infrastructure, farming equipment, roads, parking lot.
- **Year-round** farm managers, retail manager, education director and seasonal staff for field, farm store and education
- **Organic Certification - 2017**
- **Farm store** schedule and hours:
Wed - Fri 2pm - 7pm, Sat 9 am - 2 pm
- **Recent investments:**
 - Hoop house (2022) to extend season, increase produce
 - Irrigation improvements (2021), more efficient
 - Farm equipment (2021 & 2022) - to improve seeding, weeding and planting bed preparation



Feeding the Community

- **Membership organization** 432 households
- **Food production and distribution**
 - Vegetable seedlings \$43,000+ for 500+ HH
 - Veggie CSAs* fed 275 HH, \$150,000+
 - Farm Store sales 7,000 transactions, \$140,000
- **Food Access**
 - SNAP/HIP sales \$25,000+
 - Donated Produce valued at \$33,000
 - Subsidized CSA shares valued at \$3,600
 - Donated seedlings valued at \$2,300
- **Organic flower CSAs** for 75 HH

* CSA = shareholders





Serving and Engaging the Community



- **Youth classes**
 - 180 participants
- **Teen farm crew, 2 sessions**
 - 10 - 15 teens per session
- **Farm volunteers**
 - 200 people
- **Events**
 - Open House (50)
 - Music Concerts (40)
 - Community Picnic (30)
 - Harvest Festival (300)
- **Welcome to Farmview neighbors**
 - Letter with free LexFarm membership





Feeding the Land



- **Certified-organic since 2017**
- **No-till farming transition began in 2021**
 - Higher production, better yields, less weed, pest and disease pressure
 - Helps sequester carbon in soil
- **Improved soil health**
 - Cover cropping prevents soil erosion
 - Natural mulch instead of plastics
 - Natural pest management, biodiversity
- **Benefits food system and people**
 - Growing more crops in same space
 - More fresh, healthy produce for local food system
 - Benefits consumers, donations to hunger-relief organizations, and our economic status



Organizational Resilience

- **Smart, dedicated and stable BOD**
- **Strong governance**
- **Financial health** and sustainability;
Independent audit, \$600,000+ budget for 2023
- **Farm management** has had little turnover;
Deepened leadership, expanding organizational capacity
- **Strategic plan**
- **Infrastructure investments**
- **Sustainable agriculture**





Feeding the Economy

- **Contributing to the local food network**
- **Growing staff** — 5 year round, 4 seasonal, 8 workshares
- **Partners with 10+ local farms** to supplement LexFarm produce
- **Offering high-quality food products** (dairy, cheese, meats, poultry, bread, vegetarian and vegan entrees, beverages, desserts and snacks from 40+ local food businesses)
- **Secured state and foundation grants** to improve infrastructure, increase produce grown, extend growing season, strengthen and expand volunteer programs, and contribute more significantly to the local food network.
(2022: \$110,000+) (2021: \$18,000)





Renew LexFarm Lease

- **Ten-year lease with 2 five-year renewal provisions**
- *Tenant shall have the **option to extend the Lease Term for two additional five calendar year periods**, upon the same terms and conditions as are provided in this Lease (Art. 1, Sec. 2.3).*
- **Seeking renewal of LexFarm lease from Jan. 1, 2024 - Dec. 31, 2029**



Come Visit



Pamela Tames, Executive Director
pam@lexfarm.org



**Lexington Community
Farm Coalition**

January 5, 2023

Board of Directors

James J. Malloy
Town Manager
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

President

Mary Rose Scozzafava

Vice Presidents

Mark Gabrenya

Mark Manasas

Dear Jim,

Happy new year to you and your colleagues.

Treasurer

Tharshini Mathew

Today, I write to follow up on the in-person conversation we had on July 27, 2022. Carol Kowalski of your office and Mary Rose Scozzafava, LexFarm board president, were also present.

Clerk

Sheila Chen Lawrence

I shared updates about LexFarm, and we discussed how the farm sustains and thrives, while contributing to the local food network and engaging the community through volunteerism, education, events and food donations. We also talked about the future of the farmland and the lease renewal process.

Board Members

Lisa Farrell

Patrick Johnson

Sarah Krissoff

Eric Helmuth

Nyree Bekarian Mack

Maria Sagan

Ping Shen

Susan Schiffer

Jill Melendez Young

In particular, we discussed the extension terms of LexFarm's lease with the Town. You explained that LexFarm would need to submit its intention to seek the first five-year term extension in writing to your office in or about January 2023. I also confirmed that the Farm Lease provided for a second five-year extension following the first five-year extension period.

In this context, I submit this letter to you, as representative of the Town of Lexington, as formal notice of LexFarm's intent to extend by five years the Term of the Farm Lease (Part I, Section 10; Part 2, Section 2.3). This first five-year option would extend the Farm Lease until December 31, 2028.

Executive Director

Pamela Tames

Thank you for providing clear guidance through this process. We are grateful for the integrity and transparency. We continue to be committed to producing fresh food, to connecting people to local food and farming, and to allocating a portion of our produce to people of limited means.

Please let us know the next steps.

Warm regards,

Pamela Tames

Pamela Tames
Executive Director

cc: Mary Rose Scozzafava, LexFarm Board President

FARM LEASE

THIS FARM LEASE is made as of the Date of Lease below specified by and between the Landlord and Tenant identified herein.

WITNESSETH:

PART I: SPECIAL PROVISIONS

1. DATE OF LEASE: January 1, 2014
2. LANDLORD: Town of Lexington, Massachusetts, acting through its Town Manager or designee.
3. LANDLORD'S ADDRESS:
 - (a) U.S. Mail and Overnight Delivery: 1625 Massachusetts Avenue, Lexington, MA 02420
 - (b) E-mail: cvalente@lexingtonma.gov
4. TENANT: Lexington Community Farm Coalition, Inc.
5. TENANT'S ADDRESS:
 - (a) U.S. Mail and Overnight Delivery: P.O. Box 554, Lexington, MA 02420
 - (b) E-mail: janet@lexfarm.org
6. DEMISED PREMISES: The premises currently known as the Busa Farm on Lowell Street, Lexington, MA, being a portion of the premises conveyed to the Landlord by deed of Dennis Busa, Francis Busa and Gay McGarvie of September 8, 2009 and filed with the Middlesex South Registry District of the Land Court as Document No. 1519938. A sketch plan of the demised premises is included as Attachment A.
7. LEASE TERM: The period commencing as of the Term Commencement Date and ending as of December 31, 2023 with an option for two five-year extensions (see Section 2.3).
8. TERM COMMENCEMENT DATE: The Date of Lease.
9. RENT COMMENCEMENT DATE: The Term Commencement Date.
10. TERMINATION DATE: December 31, 2023, unless extended pursuant to this Lease.
11. BASE RENT: \$2,000 in 2014, increasing by 2.5 percent annually. The Base Rent for each calendar year shall be paid on the first day of each calendar year.
12. ADDITIONAL RENT: All utilities, insurance, other charges and monetary obligations of Tenant (other than Base Rent) under this lease. Additional Rent, if any, shall be paid promptly when invoiced by Landlord.
13. PERMITTED USE: The Demised Premises may be used solely for agricultural purpose and uses accessory thereto, including without limitation related educational, recreational and volunteer activities.

14. FINANCIAL REPORTING: Annually, the tenant shall provide the Landlord with a financial report prepared by a Certified Public Accountant and showing the financial results of operations (balance sheet, profit and loss statement, changes in equity, statement of cash flows) for the tenant's business year.
15. BROKER(S): None.
16. SECURITY DEPOSIT: None.

PART II

ARTICLE I - PREMISES.

Section 1.1 Demised Premises. Landlord hereby leases to Tenant and Tenant hereby leases from Landlord, upon and subject to the terms and provisions of this Lease, the Demised Premises identified in the Special Provisions. Wherever in this Lease the term "Demised Premises" is used, said term encompasses the parcel identified in the Special Provisions, including any and all existing and future structures and parking facilities, as the same may from time to time be altered.

The Demised Premises are leased to Tenant "AS IS," with a farm stand building, one greenhouse, the paved parking area and the pump house currently located thereon. The Demised Premises are subject to and with the benefit of all present and future covenants, restrictions, easements, encumbrances, rights, and agreements of record to the extent in force and applicable, and subject to zoning, environmental and building laws, ordinances and regulations and such other laws, ordinances and regulations as may from time to time be applicable to the Demised Premises and facilities constructed thereon. Landlord shall use reasonable efforts to minimize material adverse interference with or disruption of Tenant and Tenant's agricultural activities in direct relation to any future covenants, restrictions, easements, encumbrances, rights, and agreements of record; provided, however, that this obligation shall not interfere with Landlord's right, in Landlord's sole discretion, to place a conservation restriction on the Demised Premises in accordance with Landlord's requirements under the Community Preservation Act (CPA), M.G.L. c. 44B. In the event such future covenants, restrictions, easements, encumbrances, rights or agreements of record (except for the CPA Conservation Restriction) do result in a MATERIAL ADVERSE interference with or disruption of Tenant's permitted use of the Demised Premises, Tenant shall give the Landlord written notice of such material adverse interference or disruption. Landlord shall then have the right, but not the obligation, to take steps to cure such interference or disruption. If Landlord does not cure such interference or disruption within 60 days of receipt of such written notice, Tenant shall have the right to terminate this Lease upon 30 days written notice to the Landlord.

Landlord shall have the right to access and enter upon the Demised Premises for the purposes of inspection and exercising any right reserved to Landlord by this Lease. Prior notice of such access and entry shall be delivered to Tenant, except in the event of an emergency. In the event of any access and entry, and except as otherwise provided herein, Landlord shall use reasonable efforts to minimize interference with or disruption of Tenant and Tenant's agricultural activities.

ARTICLE II - TERM OF LEASE.

Section 2.1 Lease Term. Subject to the terms hereof, Tenant shall have the right to use the Demised Premises during the period of the Lease Term, commencing on the Term Commencement Date and ending on the Termination Date, unless sooner terminated as hereinafter set forth.

Section 2.2 Acceptance of Demised Premises. Tenant agrees that no representations or warranties, express or implied, respecting the condition of the Demised Premises and no promises to alter, repair or improve the Demised Premises, either before or after the execution hereof, have been made by Landlord or its agents to Tenant, unless the same are contained herein and made a part hereof.

Section 2.3 Extension of Term. Tenant, subject to the consent of Landlord (which consent may be granted or withheld in Landlord's sole discretion), shall have the option to extend the Lease Term for two additional five calendar year periods, upon the same terms and conditions as are provided in this Lease.

ARTICLE III - RENT.

Tenant covenants and agrees to pay Base Rent to Landlord as provided in the Special Provisions at Landlord's Address, or at such other address as Landlord shall from time to time designate in writing. Base Rent for any portion of a year shall be pro-rated accordingly.

ARTICLE IV- UTILITIES.

Throughout the term of the Lease, Tenant shall pay, either directly or as Additional Rent, the cost of all utilities furnished to the Demised Premises, including, but not limited to, gas, electricity, public water and sewer, telephone and the like.

Tenant shall pay or cause to be paid as Additional Rent, before any fine, penalty, interest or cost may be added thereto for the non-payment thereof, all taxes, assessments, special use or assessment district taxes, excises, levies, license and permit fees and all other governmental charges of any kind and nature which during the Term may be assessed, levied, imposed upon or become due with respect to, or become a lien on, the Demised Premises or the leasehold or any part thereof or any appurtenance thereto. All such charges shall be referred to herein as "Impositions." Tenant shall have the right to contest or object to the amount or validity of any Imposition but shall not withhold payment of any Imposition while any such contest or objection is pending. Tenant, upon request of Landlord, shall furnish to Landlord within thirty (30) days of the date when any Imposition would become delinquent official receipts of the appropriate authority or other evidence reasonably satisfactory to Landlord evidencing payment thereof.

Tenant shall pay promptly when due all taxes which may be imposed upon personal property (including fixtures taxed as personal property) in, on or within the Demised Premises directly to the assessing party.

Within 30 days of the effective date of this Lease, Tenant shall have all existing oil tanks inspected. Tenant shall remove and replace all existing oil tanks, or add secondary containment to said tanks, by December 31, 2016.

Landlord acknowledges that, solely in its municipal capacity, it makes water and sewer connections available to landowners in Lexington. Tenant must comply with the normal connection permit processes in order to connect to available water and sewer lines, and this Lease does not give Tenant any vested or priority rights related to the same. This Lease shall not govern the provision of water and sewer to the Demised Premises, and Landlord shall not be required to furnish to Tenant any facilities or services in its capacity as landlord hereunder.

ARTICLE V - USE OF PREMISES: ASSIGNMENT AND SUBLEASE.

Section 5.1 Use of Demised Premises. Tenant agrees that the Demised Premises during the term of this Lease shall be used by the Tenant only for the Permitted Use.

Section 5.2 Additional Tenant Covenants. It being the intention of the parties to this Lease that it be a fully and completely "net" lease, Tenant further agrees to conform to the following provisions during the entire term of this Lease:

(a) Tenant shall be solely responsible for all, management, maintenance, repair, and upkeep of the Demised Premises and shall not allow any trash or rubbish to accumulate on the Demised Premises during the Lease Term.¹

¹ Landlord and Tenant acknowledge that Tenant intends to contract with Community Farms Outreach, Inc. for the management of farm operations. Such a contract shall not relieve Tenant of any liability to Landlord hereunder.

Tenant shall operate the Demised Premises in a commercially reasonable manner and generally maintain it in productive farm use during the Lease Term.

- (b) Tenant shall be solely responsible for compliance with all health, safety and building laws with respect to the Demised Premises, including but not limited to compliance with all laws and regulations pertaining to environmental matters. Organic materials and methods for fertilizing and pest control are to be preferred to inorganic chemical means.
- (c) Tenant, in the growing of produce, shall provide the Town with a plan if it intends to use inorganic herbicides and pesticides. The use of pesticides and herbicides that have been approved for use by the Town shall be in accordance with applicable law. The rate and location of application shall not exceed that permitted for the specific crops being planted and pesticide or herbicide being used. All other label restrictions or guidelines shall be strictly observed.
- (d) Tenant shall sell locally grown produce to the community through an on-site farm stand and/or a Community Supported Agriculture (CSA) operation.
- (e) Tenant shall provide a plan, attached to this Lease as Attachment B, Lexington Community Farm Plan for Community Programs and dated 10/31/2013, which outlines programs to Town residents, particularly school age children, that addresses the relationship between a community and its residents, as well as the food supply and the land from which it grows.
- (f) Tenant shall take appropriate measures, in keeping with good agricultural practice, to limit soil erosion and loss from the site to acceptable levels.
- (g) Landlord shall have no obligation to provide any maintenance, repair, upkeep, management or security to the Demised Premises.
- (h) Tenant shall indemnify and hold harmless Landlord and each of its officers, board members, employees and representatives against all claims, damages, losses, penalties, actions, liens, demands, costs, liabilities, expenses, fines and judgments (including without limitation reasonable legal fees) related to Tenant's use of the Demised Premises during the Term, including but not limited to use of the Demised Premises by Tenant's employees, agents, contractors, invitees, customers and representatives; provided, however, that this indemnification shall not apply to any claims, damages, losses, penalties, actions, liens, demands, costs, liabilities, expenses, fines and judgments arising directly and primarily from any act of gross negligence or willful misconduct of Landlord. The provisions of this Subsection 5.2(h) shall survive the expiration or earlier termination of the Lease Term.
- (i) Tenant shall not be entitled to assign this Lease or sublease the Demised Premises without the written consent of Landlord, which consent may be (A) granted or withheld in Landlord's reasonable discretion if Tenant proposes to assign this Lease or sublease the Demised Premises to Community Farms Outreach, Inc., a Massachusetts non-profit corporation ("CFO"), or (B) granted or withheld in Landlord's sole discretion if Tenant proposes to assign this Lease or sublease the Demised Premises to any person or entity other than CFO. In the event of any assignment, Tenant shall remain primarily liable to Landlord hereunder unless assignee accepts and assumes all obligations of Tenant under this Lease in a manner that is reasonably satisfactory to Landlord.
- (j) No trucks, other than farm trucks and trucks used by 3rd party suppliers, workers and customers shall be permitted on the Demised Premises. Overnight parking of any non farm vehicles is prohibited.
- (k) Tenant shall not be entitled to construct improvements or make alterations to the Demised Premises for which building permits or other local permits or approvals are required (the "Tenant Work") without the written consent of Landlord, which consent may be granted or withheld in Landlord's reasonable discretion. In said written consent the Landlord shall confirm whether the Tenant shall be required to remove such improvement or alteration upon the expiration or sooner termination of the Lease.

(l) Tenant shall maintain the perimeter of the Demised Premises that abuts the adjacent residential lots in neat and orderly condition, including controlling weed growth by cultivation, mowing and/or tilling within ten (10) feet of the adjacent residential lots.

(m) Tenant shall honor and fulfill the commitments that are set forth in the Operational and Site Plan dated 10/31/2013 that is attached hereto as Attachment C (the "Operational and Site Plan") and that may be amended from time to time, as well as the Proposal for Lease of Town-owned Property for a Community Farm submitted June 3, 2013 and attached hereto as Attachment D (the "Proposal"). In the event of a conflict between either of those documents and the terms of this Lease, the terms of this Lease shall control. In the event of a conflict between the Operational and Site Plan and the Proposal, the terms of the Operational and Site Plan shall control.

(n) The Operational and Site Plan shall be reviewed annually, under timelines specified in that Plan. Landlord and Tenant agree that either party shall have the option to propose one or more amendments to the Operational and Site Plan at the time of the annual review or at any other time during the year. Any amendments to the Operational and Site plan must be approved by the non-proposing party, which approval shall be granted or withheld in the non-proposing party's reasonable discretion. In the event that the parties cannot agree on any proposed amendments to the Operational and Site Plan, the existing plan (as may have been previously amended) shall not be amended as a result of the proposed amendments and shall remain in effect.

ARTICLE VI – SURRENDER.

Upon the expiration or sooner termination of this Lease, Tenant shall surrender to Landlord the Demised Premises in neat condition and, except as specifically provided otherwise in writing by Landlord, shall remove all farm equipment, agricultural goods and appurtenances, whether owned or leased, agricultural fertilizers and pesticides, agricultural waste and all manmade materials and debris. Man-made materials shall not include any improvements or alterations designated to remain on the Demised Premises upon termination of the lease pursuant to any consent of Landlord delivered under Section 5.2(k) of this Lease.

Tenant shall leave the existing farm stand structure and foundation, any remaining greenhouse structures and storage facilities, the existing pump house and paved parking area. Tenant shall also leave existing root systems in place and, at the Town's election, plant or spread wildflower seed mix supplied by the Town as is necessary to stabilize the soil prior to Tenant's surrender of the Demised Premises. The cost of the purchase, but not the spreading or planting, of any wildflower seed mix shall be paid by the Town.

ARTICLE VII – TENANT'S INSURANCE.

Tenant agrees to maintain during the term hereof and until all of Tenant's responsibilities have been satisfied hereunder a policy of commercial general property and liability insurance on an occurrence basis under which the Landlord is named as an additional insured. Such policy shall provide coverage for claims by third parties for new environmental conditions that first occur during the policy period. Such policy shall not be cancelled, non-renewed or modified without at least thirty (30) days' prior written notice to Landlord. The minimum limits of liability of such insurance shall be not less than One Million Dollars (\$1,000,000.00), combined single limit, for personal injury and death, and for property damage arising out of any one incident or disaster. The Tenant shall provide the Landlord and said Landlord's designees with a new Certificate of Insurance, showing the Landlord as additional insured, 30 days prior to the expiration of the then current insurance policy or policies in force.

All insurance provided for in this Article VII shall be effected under valid and enforceable policies, issued by insurers of recognized responsibility licensed and doing business in Massachusetts and having a so-called Best's Financial Strength Rating of "A:IX" or better, or, if such rating is no longer issued, an equal or better rating by a successor insurance carrier rating service reasonably acceptable to Landlord. Any deductible amounts under any insurance policies required hereunder, shall not exceed one thousand dollars (\$1,000). Upon the execution of this Lease, a binder of such insurance or, upon written request of Landlord, a duplicate original of the policy, shall be delivered by Tenant to Landlord. In addition, evidence of the payment of all premiums of such policies will be delivered to Landlord. All commercial general liability, property damage liability, and casualty policies maintained by Tenant will be written as primary policies, not contributing with and not in excess of coverage that Landlord may carry. If Tenant fails to maintain such insurance, which failure continues for ten (10) days after Landlord gives

notice to Tenant of such failure, then Landlord, at its election, may procure such insurance as may be necessary to comply with the above requirements (but shall not be obligated to procure same), and Tenant shall repay to Landlord as Additional Rent the cost of such insurance plus an insurance failure fee of ten percent (10%) of any such cost.

ARTICLE VIII - FIRE AND CASUALTY.

In case during the term hereof the Demised Premises or any facility thereon shall be partially or substantially damaged by fire or other casualty, neither Tenant nor Landlord shall have the obligation to restore the damaged facilities. If, however, Tenant elects not to restore, it shall so notify Landlord in writing within one hundred eighty days (180) of the damage, and raze the damaged improvements and remove all debris at its expense within ninety (90) days of giving notice not to restore.

ARTICLE IX - TERMINATION AND DEFAULT.

Section 9.1 Events of Default.

Each of the following events shall be deemed an "Event of Default" hereunder:

- (a) If Tenant shall fail to (i) pay, as and when due, any payment of rent or other sums payable under this Lease, (ii) comply with the provisions of the Special Provisions hereof with respect to Permitted Uses of the Demised Premises, or (iii) maintain any insurance required to be maintained by Tenant and any such failure shall continue for a period of fifteen (15) days after notice from Landlord to Tenant;
- (b) If Tenant shall fail to perform or comply with any other of the agreements, terms, covenants or conditions in this Lease, for a period of thirty (30) days after notice from Landlord to Tenant specifying the items in default, or in the case of a default or a contingency which cannot with due diligence be cured within such thirty (30) day period, within such additional time reasonably necessary provided Tenant commences to cure the same within such 30-day period and thereafter prosecutes the curing of such default with diligence;
- (c) If Tenant shall initiate the appointment of a receiver to take possession of all or any portion of the Demised Premises or Tenant's leasehold estate for whatever reason, or Tenant shall make an assignment for the benefit of creditors, or Tenant shall initiate voluntary proceedings under any bankruptcy or insolvency law or law for the relief of debtors; or if there shall be initiated against Tenant any such proceedings which are not dismissed or stayed on appeal or otherwise within sixty (60) days, or if, within sixty (60) days after the expiration of any such stay, such appointment shall not be vacated or stayed on appeal;
- (d) If Tenant vacates or abandons the Demised Premises for a period of more than forty-five (45) consecutive days, not including seasonal closures and other temporary cessations of active use in the ordinary course of farm operation;
- (e) If this Lease or the Demised Premises or any part of the Demised Premises are taken upon execution or by other process of law directed against Tenant, or are taken upon or subjected to any attachment by any creditor of Tenant or claimant against Tenant, and such attachment is not discharged within ninety (90) days after its levy, or such further time as Landlord may in its discretion allow in the event the Tenant is vigorously and in good faith contesting the attachment; and
- (f) Tenant makes any assignment or sublease in violation of this Lease.

Section 9.2 Remedies.

Upon an Event of Default, Landlord at any time thereafter may give written notice to Tenant specifying such Event or Events of Default and stating that this Lease and the Term hereby demised shall expire and terminate on the date specified in such notice if the Event of Default has not been cured by Tenant before that date. Upon the date specified in such notice, this Lease and the Term hereby demised and all rights of Tenant under this Lease shall

expire and terminate (unless prior to the date specified for termination the Event or Events of Default shall have been cured, in which case this Lease shall remain in full force and effect), Tenant shall remain liable as hereinafter provided, and, at the Landlord's option, all Improvements shall become the Demised Premises of Landlord without the necessity of any deed or conveyance from Tenant to Landlord. If Landlord exercises said option, Tenant agrees upon request of Landlord to immediately execute and deliver to Landlord any deeds, releases or other documents deemed necessary by Landlord to evidence the vesting in Landlord of the ownership of all improvements. Upon such termination, Landlord may re-enter the Demised Premises and dispossess Tenant and anyone claiming by, through or under Tenant by summary proceedings or other lawful process.

Section 9.3 Landlord's Right To Perform Tenant's Covenants.

(a) Upon an Event of Default, Landlord may, but shall be under no obligation to, cure such default. Landlord may enter upon the Demised Premises for any such purpose and take all such action thereon as may be necessary.

(b) Landlord shall not be liable for inconvenience, annoyance, disturbance or other damage to Tenant or any operator or occupant of the Demised Premises by reason of making such repairs or the performance of any such work, or on account of bringing materials, tools, supplies and equipment onto the Demised Premises during the course thereof, and the obligations of Tenant under this Lease shall not be affected thereby.

(c) All reasonable sums so paid by Landlord and all reasonable costs and expenses incurred by Landlord, including reasonable attorneys' fees and expenses, in connection with the performance of any such act shall be paid by Tenant to Landlord, as Additional Rent, on demand. If Landlord shall exercise its rights under this Section 9.3 to cure a default of Tenant, Tenant shall not be relieved from the obligation to make such payment or perform such act in the future, and Landlord shall be entitled to exercise any remedy contained in this Lease if Tenant shall fail to pay such obligation to Landlord upon demand. All costs incurred by Landlord hereunder shall be presumed to be reasonable in the absence of a showing of bad faith, clear error, or fraud.

Section 9.4 Injunctive Relief.

In the event of any breach or threatened breach by Tenant or Landlord of any of the agreements, terms, covenants or conditions contained in this Lease, the Tenant or Landlord shall be entitled to enjoin such breach or threatened breach and shall have the right to invoke any right and remedy allowed at law or in equity or by statute or otherwise as though re-entry, summary proceedings, and other remedies were not provided for in this Lease.

Section 9.5 Remedies Cumulative.

Each right and remedy provided for in this Lease shall be cumulative and shall be in addition to every other right or remedy provided for in this Lease or now or hereafter existing at law or in equity or by statute or otherwise, and the exercise or beginning of the exercise by Landlord or Tenant of any one or more of the rights or remedies provided for in this Lease or now or hereafter existing at law or in equity or by statute or otherwise shall not preclude the simultaneous or later exercise by the party in question of any or all other rights or remedies provided for in this Lease or now or hereafter existing at law or in equity or by statute or otherwise.

ARTICLE X – TAKING.

Section 10.1 Award.

In the event that the Demised Premises, or any part thereof, shall be taken (a) by exercise of any right of eminent domain by an authorized governmental entity other than Landlord or (b) by agreement between Landlord and Tenant and those authorized to exercise such right (any such matters being herein referred as a "Taking"),

Landlord and Tenant shall have the right to participate in any Taking proceedings or agreement for the purpose of protecting their interests hereunder. Each party so participating shall pay its own expenses therefor.

Section 10.2 Termination.

If at any time during the Term of this Lease there shall be a Taking of the whole or substantially all of the Demised Premises, this Lease shall terminate and expire on the earlier of (i) the date upon which the condemning authority takes possession of the real estate subject to the Taking; or (ii) the date title to the real estate is vested in the condemning authority. Rent hereunder shall be paid to the date of such Taking. For the purpose of this article, "substantially all of the Demised Premises" shall be deemed to have been taken if the untaken part of the Demised Premises shall be insufficient to allow the economic and feasible operation of the Demised Premises by Tenant. Tenant's interest in any Taking award will equal the value to Tenant of the remaining Term of this Lease (the "Tenant's Share"). Landlord's interest in any taking by condemnation will equal the value of its fee interest plus the remaining interest in the structures and improvements to remain on the Demised Premises after the termination hereof (the "Landlord's Share"). All awards from the Taking will be divided between Tenant and Landlord in the proportion that Tenant's Share bears to Landlord's Share.

No such termination of this Lease under this Article X shall release Tenant from any obligation hereunder for rent accrued or payable for or during any period prior to the effective date of such termination, and any prepaid rent and insurance premiums beyond the effective date of such termination shall be adjusted.

Section 10.3 Insubstantial Taking.

If a portion of the Demised Premises is taken and Section 10.2 does not apply, then this Lease will automatically terminate on the date of the Taking only as to the portion of the Demised Premises taken and this Lease will continue in full force and effect with respect to the remaining portion of the Demised Premises with Base Rent proportionately reduced. In such event, any partial Taking award shall be paid to Lexington.

Section 10.4 Temporary Taking.

Notwithstanding anything set forth herein to the contrary, if the whole or any part of the Demised Premises shall be the subject of a temporary Taking of ninety (90) days or less, this Lease shall remain in full force, including, without limitation, the Term hereof and Tenant's obligation to pay rent hereunder, and Tenant shall be entitled to receive the entirety of any award so made for the period of the temporary Taking which is within the Term.

ARTICLE XI – HOLDOVER.

If Tenant or any party claiming by, through or under Tenant retains possession of the Demised Premises or any part thereof after the expiration or earlier termination of this Lease, then Landlord may, at its option, serve written notice upon Tenant that such holding over constitutes (i) an Event of Default under the Lease, or (ii) a month-to-month tenancy, upon the terms and conditions set forth in this Lease, or (iii) the creation of a tenancy-at-sufferance, in any case upon the terms and conditions set forth in this Lease. Tenant shall also pay to Landlord all damages sustained by Landlord resulting from retention of possession. The provisions of this Article XI shall not constitute a waiver by Landlord of any right of re-entry as set forth in this Lease; nor shall receipt of any rent or any other act in apparent affirmation of the tenancy operate as a waiver of Landlord's right to terminate this Lease for a breach of any of the terms, covenants, or obligations herein on Tenant's part to be performed. The provisions of this article shall survive the expiration or earlier termination of this Lease.

ARTICLE XII - MISCELLANEOUS PROVISIONS.

Section 12.1 Covenant of Quiet Enjoyment.

Upon payment of the Base Rent and performance of the covenants upon Tenant's part to be performed hereunder and subject to the terms hereof, Tenant shall lawfully, peaceably and quietly have, hold, occupy and enjoy the Demised Premises during the term hereof without hindrance or molestation by Landlord. Tenant shall not

commit, nor suffer to be committed, any nuisance or other act or thing against public policy, which may disturb the quiet enjoyment of any property owners adjacent to the Demised Premises.

Section 12.2 Estoppel Certificates.

Recognizing that both parties may find it necessary to establish to third parties, such as accountants, banks, mortgagees, or the like, the then current status of performance hereunder, either party, on the written request of the other made from time to time, will promptly furnish a written estoppel certificate with a statement of the status of certain matters pertaining to this Lease, in the form attached hereto as Attachment E or in form and substance as shall be reasonably requested by such third parties and reasonably acceptable to the party or parties signing the statement.

Section 12.3 Mechanic's Liens.

Tenant agrees to pay promptly for any work done (or material or service furnished) by or on behalf of Tenant in or about the Demised Premises, and Tenant shall not permit or suffer any lien to attach to the Demised Premises or any other premises owned by the Landlord. Tenant agrees, within thirty (30) days after Tenant receives written notice of the filing of any action based upon any Notice of Contract and Statement of Account (either by payment or by filing of the necessary bond, or otherwise) for the purpose of asserting any mechanic's, materialmen's, or other lien against the Demised Premises, to act to prevent such lien from attaching to the Landlord and/or Landlord's interest therein, if such liens may arise out of any payment due for, or purported to be due for, any labor, services, materials, supplies, or equipment alleged to have been furnished to or for the Tenant in, upon or about the Demised Premises.

Section 12.4 Invalidity of Particular Provisions.

If any term or provision of this Lease, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

Section 12.5 Provisions Binding, and Other Miscellaneous Matters.

Except as herein otherwise expressly provided, the terms hereof shall be binding upon and shall inure to the benefit of the heirs, executors, administrators, successors and assigns, respectively, of Landlord and Tenant. Each and every reference to the "Tenant" hereunder shall mean the Tenant named herein and its or their respective heirs, administrators, successors and assigns, unless otherwise expressly stated to the contrary.

Section 12.6 Governing Law.

This Lease shall be governed exclusively by the provisions hereof and by the laws of the Commonwealth of Massachusetts.

Section 12.7 Notices.

Whenever by the terms of this Lease notice, demand, or other communication shall or may be given either to Landlord or to Tenant, the same shall be in writing and shall be (i) by hand delivery, (ii) by registered or certified mail, return receipt requested, postage prepaid, (iii) by a recognized overnight courier (such as Federal Express) furnishing a receipt upon delivery, or (iv) by e-mail with proof of receipt, provided that notice is also delivered by one of the other notice methods set forth above:

If intended for Landlord, addressed to the Town Manager at Landlord's Address as set forth in the Special Provisions, (or to such other address or addresses as may from time to time hereafter be designated by Landlord by like notice) with a copy to:

Ryan D. Pace
Anderson & Kreiger LLP
One Canal Park, Suite 200
Cambridge, MA 02141
TEL: (617) 621-6528
FAX: (617) 621-6628
Email: rpace@andersonkreiger.com

If intended for Tenant, addressed to it at Tenant's Address as set forth in the Special Provisions (or to such other address or addresses as may from time to time hereafter be designated by Tenant by like notice) with a copy to:

Lexington Community Farm Coalition, Inc.
P.O. Box 554
Lexington, MA 02420

The same shall be deemed to be delivered on the earlier of (a) the date received, or (b) the date of delivery, refusal, or non-delivery if and as indicated on the return receipt of the United States Postal Service or of such overnight courier.

Section 12.8 Tenant's Obligations with Respect to Environmental Matters.

- (a) Tenant shall, at all times, comply with all applicable federal, state, and local environmental and other laws, ordinances, orders or regulations now or hereafter affecting or applicable to the Demised Premises, or the operation of Tenant's business at the Demised Premises (the foregoing laws, ordinances, orders, and regulations are hereinafter collectively referred to as "Environmental Laws").
- (b) Tenant does hereby agree to indemnify, defend, and save and hold harmless Landlord from all claims, damages, losses, penalties, actions, liens, demands, costs, liabilities, expenses, fines and judgments (including without limitation reasonable legal fees) attributable to any claims related to, resulting from or arising by reason of the following: (i) generation, treatment, storage, discharge or disposal of Hazardous Substances (as defined below) on the Demised Premises by Tenant or Tenant's employees, agents, contractors, invitees, customers or representatives during the Lease Term; (ii) the violation of any Environmental Laws on the Demised Premises by Tenant or Tenant's employees, agents, contractors, invitees, customers or representatives during the Lease Term; and (iii) the violation of any of the provisions of this Section 12.8 during the Lease Term, in any case, including, without implied limitation, reasonable engineering, attorney's and other professional fees and expenses for evaluating, and/or curing the same and for consulting, engineering, defending against any such claims or removing such Hazardous Substances, and for enforcing this indemnification. Tenant shall promptly notify Landlord of the generation, treatment, storage, discharge or disposal of Hazardous Substances on the Demised Premises, and Landlord and Tenant agree that a general notification related to a particular area or areas where Hazardous Substances may be (i) stored on the Demised Premises or (ii) discharged or disposed of in accordance with Environmental Laws shall be sufficient for the purposes of this sentence.
- (c) In conjunction with Tenant's surrender of the Demised Premises to Landlord upon the expiration or termination of the Lease Term, Landlord shall be entitled, but shall not be obligated, to hire a licensed site professional at Landlord's expense to evaluate the environmental condition of the Demised Premises and to evaluate whether any potential liability for Tenant exists under this Section 12.8.

For purposes of this Lease, "Hazardous Substances" shall mean, but shall not be limited to, any oil, petroleum product and any hazardous or toxic waste or substance, any substance which because of its quantitative concentration, chemical, radioactive, flammable, explosive, infectious or other characteristics, constitutes or may reasonably be expected to constitute or contribute to a danger or hazard to public health, safety or welfare or to the environment, including without limitation any asbestos (whether or not friable) and any asbestos-containing materials, lead paint, waste oils, solvents and chlorinated oils, polychlorinated biphenyls (PCBs), toxic metals, explosives, reactive metals and compounds, radon gas, urea formaldehyde foam insulation and chemical, biological and radioactive wastes, or any other similar materials which are included under or regulated by any Environmental Laws.

The provisions of this Section 12.8 shall survive the expiration or earlier termination of the Lease Term.

Section 12.9 [Intentionally left blank.]

Section 12.10 Amendments.

This Lease may not be amended, modified, supplemented or extended except by a written instrument executed by Landlord and Tenant.

Section 12.11 Integration.

All prior understandings and agreements between the parties with respect to the subject matter of this Lease are merged within this Lease, which alone fully and completely sets forth the understanding of the parties.

Section 12.12 Brokers.

Each of Landlord and Tenant each warrants and represents to the other that it has had no dealings or negotiations with any broker or agent in connection with this Lease. Tenant agrees to pay, and shall hold Landlord harmless and indemnified from and against any and all costs, expenses (including without limitation counsel fees) or liability for any compensation, commissions and charges claimed by any broker or agent resulting from any such dealings by the indemnifying party with respect to this Lease or the negotiation thereof.

Section 12.13 Covenants Running with the Land.

Tenant intends, declares, and covenants, on behalf of itself and all future holders of Tenant's interest hereunder, that this Lease and the covenants and restrictions set forth in this Lease regulating and restricting the use, occupancy, and transfer of the Demised Premises (a) shall be and are covenants running with the Demised Premises, encumbering the Demised Premises for the Lease Term, binding upon Tenant and Tenant's successors-in-interest; (b) are not merely personal covenants of Tenant; and (c) the benefits shall inure to Landlord.

Section 12.14 No Waiver.

No waiver of any condition or agreement in this Lease by either Landlord or Tenant will imply or constitute a further waiver by such party of the same or any other condition or agreement. No act or thing done by Landlord or Landlord's agents during the Term will be deemed an acceptance of a surrender of the Demised Premises, and no agreement to accept such surrender will be valid unless in writing signed by Landlord. No payment by Tenant, nor receipt from Landlord, of a lesser amount than the Base Rent, Additional Rent, or other charges or fees due as stipulated in this Lease will be deemed to be anything other than a payment on account of the same, and to the earliest due of the same. No endorsement or statement on any check, or any letter accompanying any check or payment as rent, will be deemed an accord and satisfaction. Landlord will accept such check for payment without prejudice to Landlord's right to recover the balance of such rent or to pursue any other remedy available to Landlord. If this Lease is assigned, or if the Demised Premises or any part thereof is sublet or occupied by anyone other than Tenant or permitted sublessees (if any), Landlord may collect rent from the assignee, subtenant, or occupant and apply the net amount collected to the rent reserved in this Lease. No such collection will be deemed a waiver of the covenant in this Lease against assignment and subletting, or the acceptance of the assignee, subtenant, or occupant as Tenant, or a release of Tenant from the complete performance by Tenant of its covenants in this Lease.

Section 12.15 Counterparts.

This Agreement may be executed in counterparts and all such counterparts shall be deemed to be originals and together shall constitute but one and the same instrument.

Signatures on following page

WITNESS the execution hereof, under seal, in any number of counterpart copies, each of which counterpart copies shall be deemed to be an original for all purposes as of the day and year first above written.

TENANT:

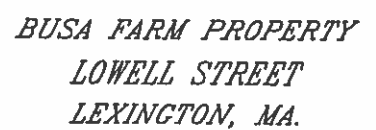
By: Janet M. Kern
For Lexington Community Farm Coalition, Inc.
Janet M. Kern

LANDLORD:
Town of Lexington

By: Carl F. Valente
Carl F. Valente, Town Manager
Per BOS vote 11/18/2013

ATTACHMENT A

Plan



SCALE NONE

ATTACHMENT B

Community Programs Plan

ATTACHMENT B



Lexington Community Farm Plan for Community Programs

Our goal is to make Lexington Community Farm a vibrant home for residents to experience farm-based education. The Community Farm will provide hands-on educational programs for children and adults about farming, food and nutrition, sustainability and the environment, and local farming history.

The Community Farm will become an educational resource and destination for the Town of Lexington. We plan to collaborate with both public and private schools to identify ways that Lexington Community Farm can best serve the student population with on-site, experiential learning opportunities, spanning science, social science, horticulture, and food service programs.

Lexington Community Farm plans to have accessible raised garden beds in its educational garden area to provide access for all ranges of physical ability. This will allow the farm to serve a broad population with its on-site programs. LexFarm aims to serve as a repository for knowledge about the growing of food on the farm, at home, and in the wild. We intend to supplement our onsite programs by expanding the information available on the LexFarm web site and bi-weekly newsletter.

In the first year of the Community Farm, LexFarm volunteers will continue running its successful programs and expand programs on the farm. Also in Year 1, the Education Committee will plan new curricula for future years in coordination with local schools and civic groups. We plan to hire a professional Coordinator of Education Programs to oversee the programs in Year 2, or when it is financially viable.

Educational programming will be funded through program fees, memberships, and grants.

LexFarm Experience and Capacity for Education Program Delivery

Farm-based education is a core mission of LexFarm. We believe that it is important for citizens of all ages to have an understanding and appreciation of farming, healthy food, and the role of local organic agriculture in building a sustainable future.

LexFarm plans to deliver programs in three settings: on the farm, around town and online.

On the farm: Volunteer LexFarm educators plan to deliver programs for children and adults at the new Lexington Community Farm that are similar to programs already delivered at other nearby community farms, at Busa Farm and at the LexFarm Goat Yard, on private property adjacent to the land to be leased.

Around town: In partnership with local specialists and community groups, LexFarm will continue to offer both outdoor and classroom learning experiences, including programs at Lexington and Arlington public libraries.

Online: LexFarm will continue to use its popular website and bi-weekly newsletter to provide a steady stream of information about local farming, educational programs offered by LexFarm and throughout the region, and links to relevant resources.

The LexFarm Education Committee will meet regularly to discuss and develop programming that will meet our goals for delivering hands-on opportunities for farm-based learning. This has already included studying area community farms to learn from their experience, and fostering relationships with the Lexington schools, public library, and other organizations to partner in offering programs to their constituents.

Lexington Community Farm Coalition, Inc.

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Thanks to donations received from community members, LexFarm owns an impressive number of high quality curriculum guides on children's farm-based education, the same guides referenced again and again in lists of recommended sources.

Three-Year Education Program Plan

Education Program Goals and Offerings

Our plan for Lexington Community Farm will serve Lexington children and adults by fostering learning about growing food, the food system, nutrition, sustainable land use, and local farm history. The programs will be organized around age-appropriate themes and learning goals, with a consistent emphasis on hands-on learning. Specific classes and activities will be developed to support these goals, and will evolve in response to participant feedback.

LexFarm will devote significant effort into planning and development of new curricula in conjunction with the Lexington schools and other education partners listed below. We will use online surveys assess the community needs and interests to help prioritize topics and programming.

While our long-term goal is ambitious, we recognize that it will take time to build the infrastructure, staffing, and financial resources to fulfill our vision. The first three years will see a steady ramp-up of activities, and we will continually seek community feedback to improve the offerings and organization.

Year 1: In the first year of the Community Farm, LexFarm plans to continue offering its current programs, and will add new classes for young children and adults that use a learning garden to be built on the Community Farm property. During the first year, we will plan future joint projects with the schools and other partners, and plan to initiate pilot programs for high school students. We will take initial steps to expand our online newsletter and website offerings. We expect over 200 participants in farm-based education programs, and 500 newsletter subscribers.

Years 2-3: Year 1 programs will be expanded and adjusted and new programs introduced based on community feedback and results of joint efforts with local schools and organizations. By Year 3, we expect more than 500 program participants on the farm, and 1000 newsletter subscribers.

See the table on the following page for program goals, example programs, and participation levels.

Example Programs and Participation

Age Group	Program Themes	Year 1 Planning for Future	Example Programs	Estimated Participation
Adult	<ul style="list-style-type: none"> Organic gardening Sustainability and environment Local food 	<ul style="list-style-type: none"> Online survey to solicit community input on program priorities 	<ul style="list-style-type: none"> Seed Starting Home composting Organic pest and disease control Seed saving and heirloom varieties Vermicomposting 	Year 1: 50 adults in workshops; 3-5 volunteer stewards Year 2: 100 adults in workshops; 5-7 volunteer stewards Year 3: 150 adults in workshops; 7-10 volunteer stewards
Early childhood, Ages 3-6	<ul style="list-style-type: none"> Farm exploration Parent/Child programs 	<ul style="list-style-type: none"> Partner with LPS and Minuteman teachers to build programs that complement school curriculum 	<ul style="list-style-type: none"> Weekly story and crafts time Farm exploration time Green foods are Grrreat 	Year 1: 5+ families per week, 20 weeks/yr Year 2: 10+ families per week Year 3: 10+ families per week
Grade School Grades 1-8	<ul style="list-style-type: none"> Healthy food and nutrition Farm experience Local farming history Math in the greenhouse Soil and plant science 	<ul style="list-style-type: none"> Identify and develop programs in partnership with Kids Cooking Green, Scouts, and home-schooling groups Pilot community service program 	<ul style="list-style-type: none"> Soil & plant characteristics Eating for your health Planting a rainbow Colonial and Native American farming Farm/field/forest/watershed studies 	Year 1: 10 per 4 week session, 5 per year Year 2: 15 per session, 5 per year Year 3: 15 per session, 10 per year
High School, Grades 9-12	<ul style="list-style-type: none"> Earth science and botany Organic farming and the environment Community service on the farm 		<ul style="list-style-type: none"> Community service on the farm Internships on the farm Research projects on water/soil quality Engineering design projects—irrigation, composting systems 	Year 1: 3 doing community service Year 2: 5 community service, 2 research projects, 10 in earth science program Year 3: 10 community service, 5 research projects, 10 earth science
Multi-generational	<ul style="list-style-type: none"> Community building Recreation Accessibility 	<ul style="list-style-type: none"> Plan program of educational gatherings and celebrations Plan 	<ul style="list-style-type: none"> Multi-generational community work days Accessible gardening with adaptive tools Cooking with local ingredients New England farm history Wild edibles walk Birdsong walk Monthly farm e-news with calendar of events, recipes, programs, etc. 	Year 1: 20 in community work days, 100 celebration attendees, 500+ newsletter Year 3: 25 in community work days, 150 celebration attendees, 800+ newsletter Year 3: 30 in community work days, 200 celebration attendees, 1000+ newsletter

Lexington Community Farm Coalition, Inc.

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Investments in Infrastructure and Educational Material

Year 1: LexFarm plans to build a learning garden with accessible raised beds to be used for hands-on education programs at the Community Farm. This will create a well-defined area that will be accessible and physically separate from the farm production area. We also intend to purchase curriculum materials and educational supplies as needed for the classes provided.

Years 2-3: In year 2 or 3, LexFarm proposes to build an educational structure that provides shelter and workspace for classes and to provide a gathering spot for volunteers and other visitors to the farm.

Staffing

Year 1: All programs will be conducted by volunteer educators. In addition to Education Committee members, LexFarm will recruit several volunteers to become Education Stewards who will teach or assist in the delivery of classes and events.

Years 2-3: LexFarm plans to hire a professional Education Coordinator in Year 2 to manage the education programs and coordinate the development of new educational offerings in consultation with the Education Committee.

Educational Collaborations and Resources

LexFarm has partnered with a variety of organizations to offer its initial education offerings, and we intend to continue those collaborations to develop additional farm-based programs. These organizations include:

- Waltham Fields Community Farm
- Herb Pearce, Birding By Ear
- The Climate Summer Leadership Program
- Minuteman National Historic Park
- The Belmont Food Collaborative
- Cary Memorial Library Children's Room
- Lexington Children's Place
- Cary Memorial Library
- TheMOVE Boston

Additionally, LexFarm has hosted multiple field trip visits to Busa Farm, which will continue on the Community Farm. Visits in 2012 and 2013 included:

- Covenant School Arlington (summer 2012, fall 2012, spring 2013)
- Lexington Playcare Center (August 2012, August 2013)
- Park School Camp (July 2012, July 2013)
- Daisy Girl Scout Troop (March 2012)
- Kids Cooking Green (March 2012)

The Community Farm can be a valuable resource to local schools by offering hand-on opportunities for learning and community service internships. LexFarm has had initial discussions with teachers in the Lexington Public Schools and Minuteman Regional Vocational School, and will focus in Year 1 on identifying specific programs to be implemented in Year 2 and 3.

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LexFarm has built a library of books and curriculum guides that provide models for future programs. We will draw upon these and many available local, New England, and national sources of support for farm-based education, including

- Boston Natural Areas Network
- Concord Seed Lending Library
- National Farm to School Network
- The Shelburne Farms Curriculum Guide, Project Seasons
- The Farm-Based Education Network – partner and curriculum materials

We also intend to seek grant funding for curriculum development from companies and foundations that support farming and science education programs. Candidate sources of funding include:

- 2014 Youth Garden Grant (Home Depot)
- American Honda Foundation
- Captain Planet Foundation
- Sow it Forward Food Garden Grants
- USDA Farm to School Grants
- USDA Beginner Farmer and Rancher Development Program

Newsletter and Web Site

LexFarm distributes news about farming education, events, and resources on its web site and in a bi-weekly newsletter. These information channels provide an ongoing connection to members of the Lexington community who are interested in learning about growing food and sustainable food systems in the area and beyond.

School and Group Farm Tours

LexFarm has offered several group tours of Busa Farm and the LexFarm goat yard to local preschools, camps, and other groups, and plans to continue these programs at the community farm as a way of introducing school children and community groups to the farm operation.

Community Participation and Accessibility

More and more people are coming to understand the breadth of physical activity, recreational pleasure, and health benefits of working on a farm—or just being on a farm. Lexington Community Farm will provide outdoor space for recreation and community events. The Community Farm can become a public common where people of all ages and abilities are invited to participate and enjoy the farm.

Connection to Nature

The Community Farm site is part of a greater ecosystem encompassing the Arlington Reservoir and the Munroe Brook and part of wildlife corridors that extend to Arlington's Great Meadows. The Menotomy Bird Club has recorded more than 190 species of birds visiting the Arlington Reservoir and Busa Farm, and the farm's open fields provide food for dozens of species of insect-eating birds such as the farm's barn swallows. Lexington Community Farm will continue to provide birdwatchers and other nature enthusiasts a chance to encounter wildlife, with onsite paths and connections to the Arlington Reservoir trails. Organic farming practices and winter cover crops will make the farmland even more hospitable to birds and other wildlife.

Recreation

Lexington Community Farm Coalition, Inc.

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Attachment B - Page 6

Our goal for Lexington Community Farm is to provide recreation for community members who wish to walk, run, or bike to the farm and walking trails on its perimeter. By the second year of the farm's operation, LexFarm intends to develop a comprehensive plan for on-site trails and connections to surrounding trail systems. The plan will consider:

- Development of accessible paths on the farm property
- Connection to the ACROSS Lexington trail network. Preliminary plans have been discussed with members of the Greenway Corridors Committee.
- Connection to Arlington Reservoir's paths for walking or cross-country skiing

Volunteer Opportunities

We plan to build our volunteer programs such that Lexington Community Farm will be a community resource for volunteer activity and service for Lexingtonians. We plan to offer year-round volunteer opportunities for a range of ages, skills, and time commitments.

Community members who wish to contribute in a significant way will have opportunities to:

- Assist in the development and conduct of education programs
- Help coordinate the activities of volunteers and other visitors
- Contribute to the farm operation, maintenance, and construction of new facilities
- Organize community events and celebrations
- Organize and contribute to fundraising campaigns

For community members who wish to volunteer on an occasional basis, the Community Farm will offer farming assistance, improvement and maintenance projects, and other opportunities including high school community service.

Community Events

In addition to community outreach through educational programming, we plan to offer intergenerational events at the farm, such as potlucks and farm tours to encourage all those interested to be actively involved in the life of the Community Farm and to appreciate its role in the community.

ATTACHMENT C

Operational and Site Plan

ATTACHMENT C



Lexington Community Farm Operational/Site Plan

Lexington Community Farm Coalition, Inc. (LexFarm), will operate Lexington Community Farm according to the plan described herein which will be reviewed annually by the Community Farming Committee. In accordance with Article V, Section 5.2(n) of the Lease, LexFarm will submit a proposed revised Operational and Site Plan to the Community Farming Committee no later than December 1st of each calendar year for review and/or modification and approval by the Committee by January 31 of the following year unless the parties agree otherwise.

I. Hours of Operation

Field Operation

The fields will be operational year round during daylight hours.

Farm Stand

Hours: The farm stand will be open up to seven days a week from April through November no earlier than 9 am and no later than 7 pm.

For one-time events, the fields and farm stand may be open until 9 pm, pursuant to 7 day notice to the Town Manager,

For one time events, the fields and farm stand may be open after 9 pm pursuant to 20 day notice to the Town Manager,

For permanent changes to hours of operation, LexFarm will provide 20 days notice to the Town Manager for review by the Community Farming Committee.

Deliveries and Pickup

Any deliveries or pickups will be scheduled for between 7 am and 6 pm.

U-Pick

U-Pick will be open within daylight farm stand hours.

II. Products for Sale

Farm related Products

The farm stand will enable residents who are not CSA members to purchase produce grown on the Community Farm and possibly Dennis Busa's popular corn, grown at the Waltham St. Fields conservation property in Lexington. In addition, we will offer additional local agricultural products including locally produced vegetable seedlings and bedding plants, vegetables, flowers, fruits, honey, maple and apple syrups, meat, and dairy products for sale at the farm stand. We also plan to continue the Cape Ann Fresh Catch seafood share that currently uses the site as a pickup location. We plan to reach out to local producers of high-quality products to explore opportunities to offer specialty and prepared food products.

Lexington Community Farm will adhere to the Food Protection Program Policies, Procedures and Guidelines issued by the Massachusetts Department of Public Health for Farmers Markets for all farm-related products. This will likely include obtaining a Retail Food Permit for the sale of processed foods.

Non-farm related Products

We plan to offer organic garden supplies and tools, and educational materials to assist and encourage sustainable food production among home gardeners and residents with community garden plots. We also plan to use a small portion of the farm stand as a storefront for LexFarm-branded products such as t-shirts, hats, totebags and other non-food items to support our nonprofit 501(c)(3) organization.

III. Farming Practices

Note: The farm operation at Lexington Community Farm will be managed by Community Farms Outreach (CFO), an organization that has been doing business as Waltham Fields Community Farm for nearly 20 years. All descriptions below to CFO and Waltham Fields Community Farm are intended to convey a description of continuing these same practices at Lexington Community Farm.

The Organic Materials Review Institute (OMRI) provides lists of products that are approved for use on organic farms. The following list by name of pesticides indicates which are either 100% organic or approved for use in organic operations, and which are specifically not permitted for use as a pesticide in the United States. Any pesticides used on Lexington Community Farm will be from this list and either 100% organic or approved for use in organic production in the United States.

http://www.omri.org/sites/default/files/opl_pdf/crops_category.pdf

Anticipated crops to be cultivated

Lexington Community Farm plans to grow only organic vegetables, vegetable starts, flowers, flower starts, and bedding plants. We may also produce small quantities of berries and small fruits for U-Pick or educational purposes. Small quantities of livestock of an appropriate scale for the site and the town, including chickens, goats and bees, may also be integrated into the production plan in later years.

If and when LexFarm plans to incorporate any livestock into its operations, including chickens and/or bees, 30 day notification will be provided to the Town Manager.

Composting Plan

We plan to create agricultural compost areas at the farm in order to conserve nutrients produced on the farm, lower the risk of nitrogen pollution of ground and surface water by stabilizing it in an organic form, and reduce input costs for the farm operation by generating compost as a soil conditioner for the farm.

Most crop residues will be composted in the field by flail chopping and incorporation. However, harvested crops that are not appropriate for donation to food pantries, along with other organic waste products and possibly food, leaves, or organic landscape materials diverted from waste will be made into aerobic compost on the farm site.

The site for compost production will be at least 250 feet from the farm's well, 100 feet from the Reservoir, and 250 feet from the nearest residence with adequate visual buffers to minimize the impact on the viewshed as stipulated by Mass DEP. Composted materials will be used on the Farm and not for sale to the public.

High-quality composting methods will reduce the risk of nuisance complaints about odor and flies. The amount of compost that will be made at the farm will be determined by the amount of appropriate space available for composting after the farm plan is generated, since adequate room for both material and vehicle operation must be provided in order to ensure the optimum performance of the compost pile.

Practices to minimize or eliminate the use of any synthetic pesticides, herbicides, and fertilizers

As an established organic farm, Waltham Fields Community Farm has many years of experience producing high yields of high-quality crops without the use of synthetic fertilizers, pesticides or herbicides. We plan to continue the practices that allow this type of production at Lexington Community Farm, with the use of a conservation plan focusing on transitioning to organic production (see below).

These practices include the use of cover crops and compost to build soil organic matter and soil health; the use of targeted amounts of organic fertilizers to add specific nutrients as necessary based on crop nutrition budgets and annual soil tests; the use of organically approved biodegradable mulches to reduce tillage, limit weed growth and minimize soil erosion and nutrient runoff; wise and safe integration of appropriately-scaled livestock to add nutrients and reduce pests; crop rotation; using physical cultivation techniques, flame weeding, mulching, and hand weeding and hoeing to reduce weed populations over time; scouting for pests and using available technological resources to predict pest hatch and flight and adjusting planting dates accordingly; protecting and enhancing natural controls for pests; and utilizing appropriate biological, cultural and physical controls before applying organic pesticides according to their label as a last resort when economic thresholds for crop damage have been reached.

Practices to prevent soil erosion, promote the soil health and the accumulation of organic matter

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We look forward to working with the USDA NRCS EQIP (United States Department of Agriculture Natural Resource Conservation Service Environmental Quality Incentives Program) program to create a conservation plan for the Lexington Community Farm property that includes a plan for transition to organic production, establishing boundaries and buffer zones to protect water quality, improving soil quality and organic matter while minimizing erosion, improving pest management, developing a grazing plan and improving grazing resources for any livestock on the farm, improving waste utilization and composting, improving irrigation efficiency, enhancing cropping systems and nutrient management, and addressing air quality and on-farm energy production as possible.

The EQIP program offers financial assistance for agricultural producers to implement Best Management Practices for environmental quality enhancement, and we are particularly excited to create such a plan because of Lexington Community Farm's proximity to both residential property and the Arlington Reservoir. While the conservation plan is in process, we plan to continue our basic organic management practices, including promoting soil health and organic matter increase through cover cropping, the addition of compost, and reducing tillage appropriately over time through the use of mulches and long-term weed management. A winter cover crop will be put in place on all land not in active cropping.

Storage plan for fertilizers, pesticides and herbicides

Lexington Community Farm will use only organic practices. Any organic pesticides will be stored in a locked water-tight, environmentally secured cabinet clearly labeled as pesticide storage. Appropriate WPS (Worker Protection Standards) signage, training and personal protective equipment will be available for workers. The storage cabinet will also contain pesticide application records and an inventory of all the on hand organic pesticide materials. Granular organic fertilizers will be stored on wooden pallets inside a building or greenhouse area that is clearly labeled, easily accessed, and off-limits to the public. Liquid organic fertilizers will be stored in their original containers within a catchment container that can hold 125% of their original capacity. Fire extinguishers will be available in the fertilizer storage room at all times, and the storage area will not have a drain or other access to a water supply. An inventory of all on-hand organic fertilizers will be kept and updated as fertilizers are used.

LexFarm and CFO are committed to organic production methods for environmental reasons as well as for the safety of our farmers, employees, neighbors, and customers. LexFarm will adhere to the NOFA-NY Farmer's Pledge as the backbone of its production. See below.

IV. Building Improvements

Building Improvements

Lexington Community Farm plans to continue the current use of the existing farm stand structure, pump house, greenhouse, hoophouse and parking area. The condition of the farm stand and connected refrigeration area and produce washing area is in immediate need of repairs. We plan to perform structural repairs, including replacing the roof as soon as

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possible. Repairs and improvements in the short term may include removal of the overhanging front area.

New Structures

Educational programs and associated public gatherings will require some protection from the elements. A place to gather and sit in the shade or out of the rain will be essential. For this reason, we expect to build a roofed structure in a area easily accessible to the public.

Any improvements or new structures will be pursuant to 20 day notification to the Town Manager. All such improvements or alterations are defined as work requiring a building permit.

Emergency repairs may be submitted to the Town Manager for approval without 20 day notification.

Utilities

There is no public water or sewer service to the property. There is an Artesian well that is sufficient for irrigation and for washing produce.

Therefore, we will lease a portable sanitary facility for use by farm workers. Over time and as funding allows, we will investigate alternatives to the portable option, such as composting toilets like the ones sited at many outdoor parks in the area, including Walden Pond and Drumlin Farm.

In the future, should public water and sewer be brought to the property, we would expect to proceed quickly to develop plans for increased farm infrastructure and an education center with public restrooms.

LexFarm shall notify the Town of any proposed locations of any sanitary facility, portable or permanent.

V. Locations of Parking, Drives and Walkways

Parking

The public will park exclusively in the existing parking area. Farm staff will park either in the lot or in a designated area adjacent to the farm stand. Motorized farm vehicles will be stored in appropriate designated areas near the existing structures. No vehicles will be parked in the parking lot overnight.

Farm Access

LexFarm has permission from the 48 Lowell Street abutter to retain the current vehicle access to the farm. In the future, to address the encroachment we plan to provide access instead on the north side of the farm stand.

At the time when addressing this issue becomes a requirement, LexFarm will submit a plan to the Town for approval.

Walking Paths

With the exception of the Farm Access described above, the existing pathways on the farm property will be preserved to allow movement of farm vehicles and safe pedestrian passage through the farm. We plan to design improvements to walking paths, taking into consideration planned educational and gathering spaces for the public. There are currently no paths on the farm property that connect to neighboring conservation land or the surrounding neighborhood. We plan to add such a connection in the form of a walking path in collaboration with the Greenways Corridor Committee to connect the new ACROSS Lexington trail system to the farm's pathways. This will integrate the farm into the Town's efforts to promote foot and bicycle transportation. Additional recreational elements and assistive accommodations may be added over time.

No Dogs will be allowed on any farm walking paths until a plan is developed in cooperation with the Community Farming Committee no later than January 31, 2016.

Note: Trail improvements will not include introducing any new material such as gravel or crushed stone on the path so as to protect the farmland and nearby conservation land.

Lexington Community Farm's pathways will be open to the neighborhood and the general public. However, we also recognize that the entry points to the farm and the pathways are directly adjacent to private homes. The farm itself is in the middle of a suburban neighborhood. We plan to work with the Community Farming Committee to establish appropriate signage and instructions to the public at entry points to the farm and pathways in order to protect the production fields as well as the abutting neighbors' sense of security.

VI. Safety and Security

Securing Property

The farm buildings will be locked during non-business hours. Hazardous materials (e.g., fuel oil), farm implements, and office equipment will be kept inside or in locked cabinets. Mechanized equipment will be immobilized and keys stored in a secure location.

A gate or chain will be installed at the entrance of the parking lot that will be locked overnight to prevent public parking overnight.

Access to the property for public safety vehicles will be provided through a Knox box.

Lighting

Lexington Community Farm will rely on existing lighting for the interior of the farm stand and other structures. Outdoor lighting will be the minimal required for parking and public safety in the parking area during non-daylight hours of operation.

Any change to lighting will be pursuant to 20 day prior notification to the Town.

Entrance and Parking

The current parking area is directly adjacent to the busy Lowell Street and is without any barriers or other means of slowing traffic turning into the area. Further, there is no buffer area between the area where cars are parked and the entrance to the farm stand for pedestrians. To address these safety issues, we are currently evaluating and may implement one or more of the following solutions:

- (1) a low fence to enclose the perimeter of the parking area, that will prevent cars from entering pedestrian-only areas, including the area directly in front of the farm stand.

All plans for fencing will be pursuant to 20 day prior notification to the Town.

- (2) creating entry/exits significantly reduced from the current open area of approximately 75 linear feet along Lowell St. This will result a slowing of traffic in order to enter the site.

All plans for entry/exits will be pursuant to 20 day prior notification to the Town.

- (3) replacing the asphalt/pavement of the current parking area with $\frac{3}{4}$ " pebbles/stone. This will slow all vehicles entering and parking in the area. It will also promote good drainage.

All plans for replacing materials of the current parking area will be pursuant to 20 day prior notification to the Town

- (4) signage to help control speed and access in and out of the parking area, e.g., 3 mph, "Go Slow: Children", etc.

VII. Abutter and Neighbor Concerns

Motorized farm equipment

We plan to use a variety of appropriately-sized motorized farm equipment on the site, including but not limited to tractors, tillage equipment, trucks, cultivation equipment, irrigation pumps, tractor-operated sprayers, mowers, greenhouse fans and blowers, and weed whackers.

Hours of operation of mechanical equipment

Hours of mechanical equipment operation will be limited to between 6:30 AM and 7 PM, with the exception of greenhouse fans and blowers and irrigation needed for frost control or crop protection during droughts. We recognize that the farm is in the middle of a residential

neighborhood and will make every effort to ensure that noise does not reach a level that could be considered excessive or unwarranted as described in the Town's Noise Control by-law, Exemption §80-5 (farming) notwithstanding.

Organic Practices

As described above, Lexington Community Farm will use fully organic practices and will not use synthetic fertilizers, pesticides or any other inorganic substances in its farming operation. This means that neighbors do not need to be concerned about airborne or ground leeching of chemicals in their local environment as a result of Lexington Community Farm's operation. This also means that Lexington Community Farm will not be growing crops that typically require pesticide use, such as sweet corn. Any product sold at the farm stand that may have had pesticide application will have been grown elsewhere, and will be marked as such.

Lexington Community Farm will take the "Farmer's Pledge" developed by several chapters of the Northeast Organic Farming Association. The NOFA-NY Farmer's Pledge can be found here:

http://www.nofany.org/sites/default/files/Generic%20digital%20pledge%202013_0.pdf

Visual barriers

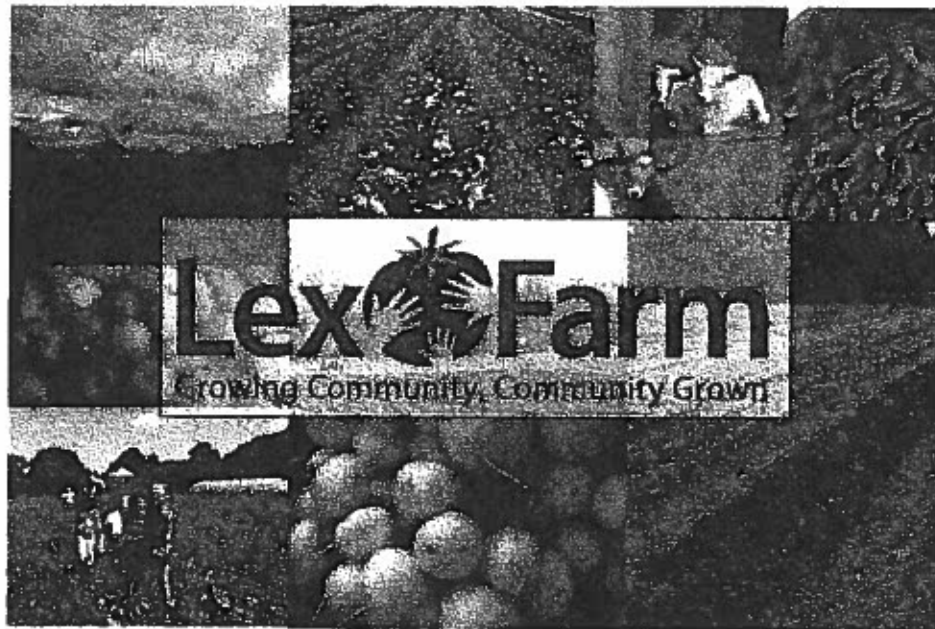
Lexington Community Farm will maintain visual barriers for all trash cans and compost piles. We will ensure that all compost piles are well-managed so that they do not smell or attract flies or other vermin. We will generally ensure that the farm is maintained in a neat, orderly and aesthetically pleasing manner.

Communication

We will take annual surveys of abutters to determine what issues may be of concern. We will also make clear that we have an open-door policy for conversations with neighbors about any farming practices. These surveys and all conversations will help determine important areas for improvement each year.

ATTACHMENT D

Proposal



Proposal for Lease of Town-owned Property for a Community Farm

Submitted June 3, 2013

By Lexington Community Farm Coalition, Inc.

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Executive Summary

The Lexington Community Farm Coalition (LexFarm) proposes to lease the Town-owned property on Lowell Street (formerly Busa Farm) for operation of a professionally managed, financially and environmentally sustainable Community Farm with farm-based educational programs for all ages. All programs will be shaped by an ongoing and active engagement with the Town of Lexington and its residents. The Community Farm will be open and accessible to the entire Lexington community and neighboring towns. The financial sustainment of farm operations and education programs will be based primarily on a community supported agricultural program model.

LexFarm is a Lexington-based non-profit corporation dedicated to farm-based education. LexFarm's nonprofit structure ensures that all proceeds will be invested in programs that benefit the community and contribute to continuous improvement of the farm operation and the farmland.

Since Lexington's purchase of the Busa Farm property in 2009, LexFarm has earned widespread citizen support for its vision of a community farm on the former Busa property. As documented in this proposal, LexFarm has developed and offered successful farm-based education programs since 2011 at the Busa Farm, at other Lexington locations, and through its popular bi-weekly newsletter.

Our Plan

LexFarm's plan will create a self-sustaining, financially sound community farm where food is grown and distributed to the local community through purchased shares (CSA), a farm stand, and "pick-your-own" opportunities. A percentage of the food grown will be donated for local food assistance efforts.

The Community Farm will offer participatory, farm-based education and volunteer programs to promote health, understanding of the food system and sustainable land-use practices, and an opportunity for children, adults, and seniors to directly experience the production of their own food, and connect with the ecology of the land where it is grown.

Organizational Experience & Expertise

There are four core elements of a successful community farm endeavor, and LexFarm has the experience and expertise at its disposal to satisfy them all.

- **Programming** - LexFarm has developed and offered successful farm-based education programs since 2011, and anticipates a significant expansion of these popular programs when the Lexington Community Farm is established. We have formed an Education Committee consisting of education and science professionals who will advise and participate in the development of new programs. Our goals for Lexington Community Farm's participatory, farm-based education programs include promoting healthy eating, understanding the food system and sustainable land-use practices, and providing opportunities for children, adults, and seniors to experience the production of their own food coupled with enjoyment of the land where it is grown.
- **Farm Operations** - A community farm relies on well-managed farm operations as its primary source of revenue. To ensure success in this area, LexFarm will enlist the farming expertise of Community Farms Outreach, Inc. (CFO), a separate nonprofit entity that has operated the Waltham Fields Community Farm since 1996. CFO is a financially sound, well-respected organization that runs a highly successful farmer training program. As part of a contractual agreement, CFO will provide the professional farming experience necessary to manage the farm production and food distribution aspects of the community farm. CFO's commitment to organic farming practices will help to ensure environmentally sound use and stewardship of the farmland. With this arrangement, LexFarm has taken steps to ensure a successful startup and the long-term viability of the farm operation.

- **Development & Fundraising** – The LexFarm plan for a Community Farm has received wide support. This support is evidenced by the testimony at BLUPC meetings, the 1,200 Lexington residents who signed a petition in support of a farm, the many Lexington residents who contributed to planning the farm and its community programs, and most recently, committed \$25,798 toward the startup costs of the Community Farm in our May 2013 pledge drive.
- **Governance & Financial Oversight** – Our board is comprised of longtime Lexington residents with business, education, agricultural, and nonprofit experience. They have each demonstrated their commitment to the vision of a thriving community farm, as well as their ability to gain community support, run educational programs, and manage and plan the operations of a Community Farm.

The LexFarm proposal meets all of the Town's criteria and offers a unique combination of local, values-driven leadership, coupled with sound financial planning, and implemented by experienced and knowledgeable farmers, educators, and managers.

The Role of a Community Farm

Community farms provide locally grown, high quality food, but their purpose is to connect their communities to the land in a way that promotes awareness, conservation, and stewardship. A Community Farm in Lexington will give its residents an opportunity to participate in a transformation of the Busa Farm land into Lexington Community Farm: a rich agricultural, educational, and environmental resource for the Town.

Lexington Community Farm will offer education about sustainable farming and land-use practices through experiential learning, informational events, and school programs. These educational programs, as well as volunteer and recreation opportunities, are integral to LexFarm's plan for Lexington Community Farm. LexFarm will collaborate with local educators, conservation and environmental organizations, and citizens' groups to ensure that the farm serves as broad a cross-section of Lexington residents as possible.

Organization of this Proposal

This proposal describes the three components of a Lexington Community Farm: maintaining a working organic farm, providing farm-based community education, and providing community access for all to its open space. It presents in detail the operation, community programs, and financing for the Community Farm, as well as its benefits for Lexington residents. It is organized into sections as follows:

- I. Summary of responses to RFP technical proposal requirements
- II. Community Farm three-year business plan
- III. Preliminary operational/site plan
- IV. Plan for farm-based community education
- V. Required statements and affirmations
- VI. Appendices with supporting detail

I. Summary of Responses to RFP Technical Proposal Requirements

The following table contains our responses to the submission requirements and evaluation criteria put forth in the RFP.

RFP Requirement	LexFarm Response
<p>1 Respondent information - Name, address, telephone number and email address of the individual submitting the proposal who will serve as the organization's primary contact with the Town.</p>	<p>Lexington Community Farm Coalition (LexFarm) Ken Karnofsky, Vice-President 78 Bertwell Road, Lexington MA 02420 kenkarno@gmail.com 781-862-6869 (h), 339-206-7176 (m)</p>
<p>2 A statement that the respondent has visited the subject site and is fully acquainted with the conditions as they exist.</p>	<p>Ken Karnofsky as well as representatives of LexFarm and Community Farms Outreach (CFO) have visited the property on May 7, 2013, and are acquainted with the existing conditions.</p>
<p>3 A minimum of a three-year Business Plan for the farming operations.</p>	<p>LexFarm will have overall management responsibility for the Community Farm, and will run its education, community engagement, and fundraising programs.</p> <p>LexFarm plans to enter into a contract with CFO to manage the farm operation and food distribution for Lexington Community Farm.</p> <p>The three-year business plan finances the farm operation entirely by proceeds from the farm operation and food distribution. The plan leverages CFO's extensive experience in operating a community farm using organic practices and a CSA business model.</p> <p>Education, community programs, and capital investments will be funded through memberships, program fees, and fundraising activities.</p> <p>The Business Plan assumes that there will be no financial support or investment from the Town for the Community Farm.</p> <p>See Section II, "Community Farm Three-Year Business Plan", for details.</p>
<p>4 Preliminary Operational / Site Plan.</p>	<p>The "Preliminary Operational/Site Plan" in Section III provides all information requested in Section 4 of the RFP.</p>

RFP Requirement	LexFarm Response
<p>5 Educational Programming</p>	<p>Age-appropriate education programming will be developed for pre-school and elementary school children, middle- and high school children, and adults. These programs will build on LexFarm's three years of successful educational offerings, and will draw upon best practices from other community farms.</p> <p>The programs will provide hands-on learning that fosters an understanding of farms, organic farming and gardening, health benefits of locally grown food, sustainable land use, and environmental stewardship. Ongoing outreach and collaboration with Lexington organizations, schools, clubs, and groups will ensure a high-level of participation by and benefits for the Town.</p> <p>Initially, volunteer educators will conduct education programs under the supervision of the LexFarm Education Committee. LexFarm expects to hire a professional education coordinator in Year 2 of the farm as programs expand.</p> <p>See Section IV, "Plan for Farm-based Community Education", for details.</p>
<p>6 Identification and explanation of exceptions to any part of the RFP and lease agreement.</p>	<p>LexFarm has identified items in the RFP and lease that we believe, if not amended, could either impede or slow the community farm from realizing its full potential as a public resource.</p> <p>Because the goals of a community farm are focused entirely on operating for public benefit, we believe that altering these items will ultimately serve the long-term interests of the Town as well as the short- and medium-term needs of the community farm operation.</p> <p>These items fall into two categories: (1) material items that, if not changed, would have a direct impact on the startup and eventual success of the community farm, and (2) suggestions for additions or clarifications that are not material "exceptions", but would nevertheless help the organization operate the community farm more effectively.</p> <p>See "Exceptions to Lease Agreement" in Section V for details.</p>
<p>7 Summary of the organization's financial position and how the lease and operational cost of the Community Farm will be financed.</p>	<p><u>Summary of LexFarm financial position</u></p> <p>Lexington Community Farm Coalition, Inc. is a 501(c)(3) nonprofit organization. It has successfully financed its education and outreach programs through community donations and memberships. It has run a small budget surplus since its inception in 2010.</p> <p>See Appendix A for LexFarm financial statements.</p> <p><u>Summary of CFO financial position (next page)</u></p>

RFP Requirement	LexFarm Response
	<p>Community Farms Outreach, Inc. is a 501(c)(3) nonprofit organization that has operated Waltham Fields Community Farm since 1995.</p> <p>CFO has a track record of successful farm management, with annual surplus generation feeding back into support for the organization's mission and forward-thinking budgeting that prioritizes the building up of reserves to assist with capital purchases, employee benefits (including family leave and unemployment), and emergency support.</p> <p>See Appendix B for financial statements from 2009 through 2011. CFO's 2012 statements are in process and should be completed by August of this year. Financial statements from previous years are available upon request.</p> <p><u>Financing of lease and operational costs</u></p> <p>The cost of the farm operation, food distribution, and the lease payment will be fully funded by the proceeds from farming operations.</p> <p>The cost of education, volunteer, and other community programs will be funded through program fees, memberships, donations and corporate sponsorships, and grants, as well as any available surplus farm operation proceeds.</p> <p>See Section II, "Community Farm Three-Year Business Plan" for details.</p>
<p>8 Statement of connections to the Town of Lexington or residents.</p>	<p>LexFarm was founded by Lexington residents and is committed to the preservation of farming in Lexington as an integral part of the Town's health, heritage, and ongoing civic life.</p> <p>LexFarm's vision for a working farm that could be operated for the benefit of the town won the support of more than 1200 town residents, many of whom contributed to the Community Farm concept proposal.</p> <p>The LexFarm concept proposal as presented to the Board of Selectmen's Busa Land Use Proposal Committee (BLUPC) resulted in unanimous agreement on the committee and recommendation to the Board of Selectmen that most of the land should be used for a community farm.</p> <p>LexFarm's core mission is to serve the Town of Lexington with farm-based education for residents of all ages. It has offered a variety of programs since its inception, and looks forward to a major expansion at the Community Farm.</p> <p>LexFarm actively participates in Town events, including annual Discovery Day, the Patriots' Day parade and the recent 300th anniversary celebration events. In March, LexFarm sponsored an official 300th Incorporation Weekend event: a successful Farm</p>

RFP Requirement	LexFarm Response
	<p>History Panel – a retrospective on farming in Lexington.</p> <p>LexFarm has offered educational programs in the Town for three years in collaboration with the Cary Memorial Library, Girl Scouts, Kids Cooking Green, and other local organizations. We are collaborating with Lexington educators to explore opportunities to complement school curricula.</p>
<p>9 Identification of individual(s) who shall be the director(s) of farm operations and educational programming and their resumes.</p>	<p><u>Community Farm Operation</u> (see Section II, "Community Farm three-year business plan" for details)</p> <p>Amanda Cather, Farm Manager at Waltham Fields Community Farm since 2005, will direct Lexington Community Farm's agricultural operation. Ms. Cather and Claire Kozower, Executive Director at CFO, will oversee planning, budgeting, and personnel management for agricultural operations and sales. Experienced farm staff employed and trained by CFO will work at Lexington Community Farm to manage the farm operations and food distribution under Ms. Cather's supervision.</p> <p><u>Educational Programming</u> (See Section IV, "Plan for Farm-Based Community Education" for details)</p> <p>The LexFarm Education Committee, chaired by Board Member Nancy Gold, will direct the education programs. The eight committee members have extensive experience in teaching and curriculum development at all levels, as well as volunteer experience in a variety of educational settings. We are pleased to have Fran Ludwig, former director of science education in the Lexington Public Schools, as an Advisor. LexFarm intends to hire a professional Coordinator of Education Programs in the second year of the farm operation.</p>

II. Community Farm Three-Year Business Plan

This section addresses the requirements as stated in Section 3 of the RFP.

Business Structure

The Lexington Community Farm Coalition, Inc. (LexFarm) is a 501(c)(3) nonprofit corporation that will have overall responsibility for Lexington Community Farm in cooperation with the Town of Lexington and its appointed agriculture committee.

LexFarm will assume financial and legal responsibility to the Town as lessee of the property, and will have overall management responsibility for Lexington Community Farm. LexFarm will directly manage education programs, volunteer and community outreach programs, coordination with Lexington schools and civic organizations, and low-income food access programs. We will secure funding for these programs through program fees, memberships, and fundraising activities. A capital campaign to begin in 2013 will generate funds for much needed capital investment in modern farm equipment and farm building repairs.

LexFarm plans to establish a contract for managing the farm operation with Community Farms Outreach, a 501(c)(3) nonprofit corporation currently doing business as Waltham Fields Community Farm. CFO will operate Lexington Community Farm's agricultural production and food distribution. LexFarm will review and approve the annual farm operating plans prepared by CFO.

With nearly twenty years of successfully operating Waltham Fields Community Farm, CFO has the experience and organizational capacity that uniquely qualify it to run the Lexington Community Farm's agricultural operation. CFO has a staff of farmers trained in a community farm setting, organic farming practices, and the CSA business model. Experienced CFO-employed farm staff will be assigned to manage agricultural operations at the Lexington Community Farm. These farmers will implement the annual operating plans under the supervision of Amanda Cather, Farm Manager at Waltham Fields. This will ensure that the Community Farm is professionally run from the first day of its operation.

LexFarm and CFO recognize Dennis Busa's knowledge of the land that his family farmed for nearly 100 years. Mr. Busa will be employed on the farm staff for at least the first year of production, providing him with continued agricultural employment and aiding the new team in the transition to organic farming practices.

This business plan reflects the combined experience of LexFarm and CFO directors in managing farm operations, education and volunteer programs, and other nonprofit and for-profit businesses. However, as with any startup venture, Lexington Community Farm will face challenges and uncertainties on the path to becoming a self-sustaining operation and community resource. While our goals will remain constant, we will adjust timeframes, budgets, and tactics in response to our initial experience and community input.

LexFarm and CFO Organizational Background and Goals

RFP 3a. Description of respondent's organization and goals

LexFarm

The Lexington Community Farm Coalition, Inc. (LexFarm) is a registered nonprofit corporation in Massachusetts with IRS designation as a 501(c)(3) not for profit public charity. We are dedicated to education about farms, farming, and sustainable land use in Lexington, Massachusetts.

LexFarm's leaders are longtime Lexington residents who have each demonstrated their commitment to the vision of a thriving community farm for their Town. They have demonstrated their ability to gain community support, to run educational programs, and to manage and plan for the Community Farm operations. The Lexington Community Farm Coalition's Board of Directors currently includes community organizers, educators, and management, financial and technical professionals. Should the Town of Lexington accept this proposal, the board would expand to include representatives from the community to lead our fundraising and development programs and volunteer coordination.

Since the purchase of the Busa Farm property in 2009 by the Town of Lexington, LexFarm has earned widespread citizen support for its vision of a community farm on the former Busa property. Through its popular bi-weekly newsletter, sponsoring of films and forums, and operation of a small goat yard on private property, LexFarm has been able to provide education to the public since 2009 about farms, farming and sustainable land use. And, as documented in this proposal, LexFarm has developed and offered successful farm-based education programs since 2011 at the Busa Farm and other Lexington locations.

Because the community is at the center of our work, we seek to provide information and resources for all individuals and organizations concerned about local food and sustainable agriculture in a suburban environment. As this work continues with a working farm as a resource, LexFarm's board intends to engage all interested residents and its town government to develop the desired programming, determine the operational details, and hire the necessary staff to accomplish the goals for Lexington Community Farm.

Community Farms Outreach

Community Farms Outreach, Inc., currently doing business as Waltham Fields Community Farm, is a non-profit farming organization founded in 1995. Presently, Waltham Fields grows a wide variety of organic vegetables and provides educational programming to serve community needs on fifteen acres of leased land just outside of Boston. CFO looks forward to the opportunity to support LexFarm in creating a community farm for Lexington and is well poised to run a successful farm operation on this high quality farmland.

Waltham Fields got its start in the early nineties when a group of volunteers formed Community Farms Outreach and spent their first years gleaning leftover produce from area farms to donate to hunger relief efforts. In 1995, this group leased land from the University of Massachusetts Agricultural Extension Station and started to do business as Waltham Fields Community Farm. These fields were formerly used as a research site most famous for the development of vegetable varieties such as the Waltham Butternut Squash and Waltham Broccoli, still in wide circulation today. Soon after CFO started farming, it initiated a Community Supported Agriculture (CSA) program and began to hire paid staff to oversee the work, and in 1998, it began offering formal education programs for children. These efforts were born in response to rising demand from consumers for sources of local food and hands-on engagement in food production and they set the stage for positioning ourselves as a leader in the community farming movement. Today, CFO's base of operations remains on the UMass-owned land, where it has office space, a produce wash station, two greenhouses, two walk-in coolers to keep food fresh, a Learning Garden education area, and a CSA distribution barn.

The mission of CFO is to promote local agriculture and food access through our farming operations and educational programs, using practices that are socially, ecologically, and economically sustainable. CFO encourages healthy relationships between people, their food supply, and the land from which it grows.

CFO's core programs include:

Food Access/Hunger Relief. Provision of fresh vegetables to low-income community members in need through our special Outreach Market, donations to emergency feeding and nutrition education programs, farm-to-school distributions to local public schools, and half-price CSA shares.

Community Supported Agriculture (CSA) Farm Shares. Operation of a summer share program that includes a wide variety of organically grown vegetables distributed over 20-weeks from June through October, with shares paid for in advance and all pick ups at the main farm site in Waltham. There are also a limited number of winter shares sold to summer shareholders, with several pick-ups in November and December. The CSA program enhances the economic vitality of the farm, and provides shareholders with opportunities to be in close connection with the land and the people that grow their food.

Education: Opportunities spanning children's Learning Garden program programs on food production, environmental science, and nutrition education; workshops for adults; volunteer and service learning opportunities; and a formal Farmer Training program.

RFP 3b. Principals of respondent's organization

LexFarm: The LexFarm Executive Committee consists of Janet Kern, President; Ken Karnofsky, Vice-President; and Derek Moody, Treasurer and Clerk Pro-tempore. Board member Nancy Gold chairs the LexFarm Education Committee.

See their attached biographies and those of other members of LexFarm Board of Directors and Education Committee in Appendix A.

CFO: CFO's Executive Director, Claire Kozower, and Waltham Fields Farm Manager, Amanda Cather, are the principal staff members engaged in managing the proposed farm operation. Ms. Kozower has been in her current position at CFO for five years, and has more than twelve (12) years' experience in farm management and local food distribution capacities. Ms. Cather has been in her current position for eight years and has more than fourteen (14) years' experience in small-scale organic farm management.

See their attached resumes in Appendix B.

RFP 3c. Integration of lease and use of Community Farm property with existing operations

Transition from Busa Farm to the Community Farm

LexFarm has carefully considered how to ensure a smooth transition and rapid start-up of the Community Farm. Partnering with CFO is the cornerstone of that strategy, as it ensures that the Community Farm will employ highly skilled farm staff who are experienced and comfortable working in a community farm setting. In addition, retaining Dennis Busa in the first year will help the land's new farmers quickly master the nuances of the property that he knows so well. Finally, by maintaining a farm stand outlet, the community farm will continue to serve and engage nearby residents who patronize the Busa Farm CSA and farm stand.

Because farm production and food distribution will be managed by CFO, Lexington Community Farm will adopt and adapt the agricultural and personnel management practices that have been developed and refined at Waltham Fields Community Farm. This eliminates the learning curve that would otherwise be incurred by a new farm operation.

Lexington Community Farm will build on the strong farming tradition that was established on the current Busa Farm site beginning in the late 1600s and has been carried on most recently by Dennis Busa. Together, LexFarm and CFO plan to make use of this base to convert the privately operated Busa

Farm, a local treasure in its own right, into a key community asset accessible to all Lexington residents for passive and active recreation, education, volunteering and community service, and the production of a diverse array of fresh, healthy, organically grown vegetables. Mr. Busa will serve as a key advisor and participant in the farming operations during the transition.

In recent years, CFO has gained experience establishing new farming operations at the Lyman Estate, a Historic New England property in Waltham, and Gateways Farm, a privately owned farm in Weston. Waltham Fields Community Farm currently possesses a very active CSA shareholder community (27 of whom are Lexington residents), an experienced management staff with over 20 years of combined organic vegetable production experience at WFCF, and deep knowledge of what it takes to integrate the public into a thriving and efficient self-sustaining vegetable operation, creating ownership and investment while building economic sustainability from both fundraising and earned agricultural income. CFO looks forward to drawing on its rich resource base to help LexFarm create a unique brand identity for Lexington Community Farm revolving around its history, community placement, and customer base while continuing our its operations in Waltham and elsewhere.

In the future, there may be opportunities for Lexington Community Farm and Waltham Fields Community Farm to distribute some of each other's products. This can provide greater variety of produce in Lexington and may permit each location to optimize its production.

Market Strategy and Food Distribution Model

RFP 3d. Target market and strategy for gaining market share

Demand for locally grown food and CSA memberships exceeds availability throughout the Boston area. Community farms in nearby towns consistently sell out their CSA memberships. LexFarm has documented this high level of demand in Lexington. In a 2011 poll, more than 200 residents said that they would buy a CSA share at the Community Farm – enough to sell out the target number of shares.

Of the more than 6 million individuals in the Boston area, more than 4 million live in suburban areas, the vast majority in the suburbs of Boston. The USDA estimates that these consumers spent, on average, \$527 per household in 2008 on fresh fruits and vegetables. Located in the suburbs, Lexington Community Farm is in an excellent position to serve these consumers directly. The farm's proximity to this huge pool of well-educated, relatively high-income customers is a tremendous asset.

Available local offerings cannot fulfill the demand for CSA shares and the strong interest in participating in farm activities. Many Lexington residents leave town to join CSA programs where they can pick their own produce on working farms and engage in the many enriching activities a Community Farm supports.

The opportunity for farm customers to set foot on the farm on a regular basis, to pick their own cherry tomatoes, herbs and flowers, to interact with the folks who grow their food and recognize their faces, is a powerful motivator for many potential customers for Lexington Community Farm. As the farm's education programs grow and expand, residents of Lexington and neighboring communities will have an additional reason to remain connected with the farm and buy their produce there. These programs aim to ensure that every Lexington resident has visited Lexington Community Farm at least once by the time they leave elementary school, hopefully sampling delicious locally grown produce and wanting more!

Busa Farm already possesses a loyal customer base for its farm stand and CSA program. Local customers regularly purchase produce, flowering plants, and other products there. Our proposal for Lexington Community Farm plans to continue and expand both the CSA and the farm stand, connecting with the many Lexington customers who are looking for a source of fresh, local vegetables grown in an environmentally responsible way and for a deep connection with their farmers and their local farm.

The existing farm stand offers us the opportunity to create a unique type of Community Supported Agriculture arrangement, already practiced by Dennis Busa. A CSA shareholder pays up front, commonly in January or February, providing much-needed cash flow for the farm during the months when most farm expenditures are occurring. Under the Lexington Community Farm arrangement, shareholders could come to the farm stand any day that it is open to collect vegetables for up to 110% of the value of their up-front investment. Shareholders would also be able to harvest U-Pick crops any time the stand is open, again up to the value of their payment. They will also be able to purchase additional produce or other farm stand products during their time at the stand, although their up-front payment will be redeemable for vegetables only. Each year, Lexington residents will have the opportunity to sign up early for CSA shares. The early access period will last for several weeks or until a pre-determined percentage of shares have been allocated to Lexington residents.

This market-style CSA, with maximum flexibility in produce offered and pickups available, maximizes shareholder loyalty and retention, particularly when pickups take place in an aesthetically pleasant farm stand and farm staff are friendly, knowledgeable, and welcoming to all customers.

We are strong believers in farm store staff also being field staff, since a powerful connection with their farmers can be a strong motivator for customer loyalty. We also plan to continue and expand the offerings of local products beyond the vegetables and flowers grown on the farm, increasingly turning the farm stand into a destination where consumers can purchase local products that they feel confident are responsibly produced and high quality.

A percentage of the farm's harvest will be sold to the public at the farm stand during the growing season. We propose to supplement the farm-grown produce sales with sales of vegetable seedlings and flowering plants grown on site, as well as added farm products from local producers such as corn grown by Dennis Busa on the Waltham Street Farms on Lexington conservation land. This diversified product strategy will generate sufficient agricultural income to cover the farm operating expenses, provide support to other local producers, and broaden our community's access to farm products, regardless of customers' participation in the CSA program.

The plan for the first year is to offer 150 CSA shares at \$500 per share, or \$25 per week for a 20-week season. First year income from CSA vegetable shares is estimated to be \$75,000 and is expected to grow to \$100,000 in Year 3.

The first year farm stand plan forecasts \$40,000 in sales of farm-grown vegetables, \$50,000 in seedling and potted plant sales, and \$95,000 in sales from added agricultural products.

In subsequent years, we propose to offer books and organic gardening supplies at the farm stand to complement educational offerings.

Local Restaurant Sales

There is growing interest among restaurants everywhere in serving local, organic food. LexFarm expects to sell of a small portion of its harvest to local restaurants such as Nourish Restaurant in Lexington. This will add to the unique local flavor of these establishments to the enjoyment of residents and visitors.

RFP 3c. How revenues will benefit the public

The revenue generated by the Community Farm will provide many public benefits, including low-income food access, education and volunteer programs, and sustainable land use that protects the environment.

Low-income Food Access and Donations

LexFarm plans to coordinate with the Lexington Interfaith Food Pantry and other organizations such as Boston Area Gleaners who distribute fresh produce for low-income households. These programs will

bring the nutritional benefits of fresh produce to a local population whose needs are well documented and often acute. We plan to reserve 10% of the farm's harvest for this purpose.

In addition to food donations, Lexington Community Farm intends to offer 5% of CSA shares at a significant discount to low-income families. The discount will be subsidized by voluntary contributions from other CSA shareholders. Waltham Fields Community Farm and others have successfully applied this model to provide food access without diminishing farm income.

Education and Volunteer Programs

As documented throughout this Proposal, education programs and other programs to engage the community in the life of the farm will be central to the mission of Lexington Community Farm. Revenues generated through fundraising, program fees, and available farm operation surpluses will be used to fund these programs. Section 4 describes in detail the goals and initial plans for these programs.

Conservation and Sustainable Land Use

The proposed community farm's sustainable land management techniques will include organic soil amendments, composting, crop rotation, the use of physical barriers to defend against pests and weeds, and other best practices in farming and ecology. Carbon inputs and outputs will be carefully considered in farming decisions. Visitors will also learn about how the farm's sustainable practices can be applied in residential settings thus extending the farm's environmental benefits well beyond its acreage. The farm's holistic approach to sustainability will ensure healthy land, healthy food, and a healthy watershed area and wildlife corridor that supports a diversity of life.

Waltham Fields Community Farm has taken the "Farmer's Pledge", which was developed by Northeast Organic Farming Association in an effort to help local farms articulate their commitment to working in harmony with natural forces and leaving the little piece of the world over which they have stewardship in better condition than when they found it. The principles of the Farmer's Pledge will be applied in full at Lexington Community Farm. See Appendix B for the full text.

Community Farm Revenue and Expenses

Farm Operation and Food Distribution Budget

The Lexington Community Farm budget is designed so that the agricultural revenue covers 100% of all operating expenses of the farm, food production, and the farm stand, including wages and benefits of farm employees, agricultural supplies, equipment maintenance, facilities costs, fees and insurance.

The farm operation plan projects \$292,500 in agricultural revenue in the first year of farm operation, growing to \$344,000 in year 2 and \$391,000 in year 3.

Anticipated Capital Expenses

The proposed farm operation budget provides for a short-term lease of Dennis Busa's farm equipment. However, in order to operate an organic farm with the desired production efficiencies, we plan to replace most or all equipment within the 3-year business plan period. This includes a tillage tractor, cultivating tractor, spreaders, pickup truck, storage cooler upgrade, and other equipment.

In addition, the existing farm buildings need repairs to make them safe and serviceable at a facility with frequent public access. The most significant repair is replacement of the farm stand roof.

The operating budget also calls for infrastructure improvements to support education programs such as a learning garden and an education structure where programs can be conducted in inclement weather.

We also plan to install composting toilets and to relocate the farm access driveway away from the property line to the north of the farm stand.

The budget calls for \$120,000 over three years to fund capital investments in the Community Farm.

Non-Farm Operating Budget

Currently LexFarm operates as an all-volunteer organization. We rely on skilled professionals who offer their time on a volunteer basis for all educational and administrative functions, including course development, accounting, web site design, member communications, volunteer coordination, and fundraising/development. Similarly, LexFarm currently rents no office or meeting space, and relies on members' private homes for its monthly Board meetings. LexFarm also receives limited pro bono legal assistance from the law firm of Ropes & Gray.

While the proposed Community Farm operating budget will cover all annual farm production and distribution costs, all other aspects of the Community Farm – including non-farm staff salaries, rent and capital expenses – will be funded through donations, program income, grants, sponsorships and loans.

Should LexFarm be awarded the Community Farm lease, we will need to rent office space and hire administrative staff, including an Executive Director and bookkeeper to develop the "community" aspects of the Community Farm and perform necessary administrative tasks.

In addition, because LexFarm is committed to its educational mission as the central community benefit for the Community Farm, the 3-year plan calls for hiring an Education Coordinator in the second year of operation. Educational program fees will provide some income towards the Education Coordinator's salary, but the primary funding source will be donations, sponsorships, and grants.

We anticipate that the total cost for offices, non-farm facilities, and fees associated with the non-farm administration will be \$8-10,000 during the 3-year plan period. Non-farm wages and benefits will be approximately \$50,000 in the first year and will increase to approximately \$70,000 by Year 3.

Fundraising for Program, Administrative, and Capital Expenses

As noted above, we are planning for the farm operation to produce sufficient revenue to cover the expenses of food production and distribution. While a portion of any operating surplus will be applied to education and other community programs, the plan does not assume that this will occur within the first three years.

LexFarm feels confident that we can raise sufficient funds to effectively build the planned community programs, hire professional staff, and make the necessary capital investments to make Lexington Community Farm productive, safe, and attractive.

LexFarm has four-year history of active engagement in the community and has already developed partnerships with multiple individuals, community organizations and businesses in the Lexington area (see letters of reference and support in the Appendix). Several of these have become revenue sources that have been sufficient to fund early program development and organizational costs. These include:

- **LexFarm membership** – LexFarm began its membership program in early 2011. In our first year offering membership, from March 2011 - March 2012, we raised over \$6,500 from 193 "Founding" memberships. We offered 2 levels - individual (\$20) and family (\$35). Many chose to donate funds in addition to the dues amount. In return, members received the right to vote at our annual meeting and an opportunity for member discounts on LexFarm program fees.

Membership and associated donations raised \$6,720 from 197 members in 2012 and \$3,190 to date in 2013. We expect our membership to double in 2014, as all CSA shareholders will be required to be LexFarm members and as more community members want to be involved and support a working community farm.

- **Business fundraising assistance** – LexFarm has enlisted the support of Nourish Restaurant in Lexington and Flatbread Restaurant in Burlington to support fundraising events. For three years, Nourish Restaurant has generously donated 10% of its proceeds on New Year's Eve to LexFarm. In addition, Nourish has hosted a luncheon following Russ Cohen's "Wild Edible Walk" for three years, and donates \$10 from each participant to LexFarm. In total, Nourish Restaurant, a small family business in Lexington Center, has donated over \$1500 to LexFarm since 2010. In addition, through its nonprofit Tuesdays program to benefit local nonprofits, Flatbread Pizza in Burlington has donated 5% of proceeds from two evenings in support of LexFarm, totaling approximately \$600.
- **Pre-proposal pledge drive** – In less than a month's time in May 2013, LexFarm has secured donations and pledges of support totaling \$25,798. These funds were contributed by community members who support LexFarm's plan and want to help fund the start-up costs of a future Community Farm. Donors were offered the opportunity to make their pledge contingent on LexFarm obtaining the lease to operate the Community Farm. This success is an encouraging indication of the deep well of support that is available in our community.

Funding for Lexington Community Farm education and community programs and for LexFarm staffing and administrative expenses will come from several different sources.

- **Educational programming fees** – Participants in programs will pay a modest fee to cover the cost of offering them. A small discount will be offered to LexFarm members. We plan to generate \$5,000 in program fees in Year 1, growing to \$10,000 in Year 3.
- **LexFarm membership fees** – All CSA shareholders will be required to become LexFarm members. Other community members will be encouraged to join and receive programming discounts and other benefits. LexFarm currently has 190 subscribed members, and we expect this number to double within two years. First-year membership revenue is planned to be \$10,000 in year 1, growing to \$13,500 in year 3.
- **Donations** – LexFarm will solicit donations from local businesses and individual benefactors. In-kind donations of materials and labor can defray infrastructure and labor expenses. LexFarm's recent pre-proposal pledge drive described above was very encouraging for our future campaigns. We are planning for \$50,000 in donations and corporate sponsorships in year 1 of farm operation, growing to \$65,000 in year 3.
- **Grants** – State agencies and many regional and national organizations offer grants to support community farms, as well as farm-based education and volunteer programs. We do not expect to receive grants in the first year of operation, but do expect to generate \$10-15,000 annually thereafter.
- **Working capital loan** – Through the generosity of a supporter, we have received an unrestricted, low-interest loan for working capital in the amount of \$25,000 to be repaid over 5 years.

The spreadsheet on the following page summarizes the preliminary budget for the first three years of the Community Farm, beginning in 2014.

Lexington Community Farm Preliminary Budget Projection 2014-2016

Lexington Community Farm	2014	2015	2016
Projected Income & Expense Budget			
Income			
Contributed Income			
Membership	10,000	12,000	13,500
Capital Campaign	70,000	30,000	20,000
Donations and Sponsorships	50,000	55,000	65,000
Grants	5,000	10,000	15,000
Total Contributed Income	135,000	107,000	113,500
Earned Income			
Agricultural Income			
CSA summer shares	75,000	87,500	100,000
CSA winter shares	10,000	10,000	10,000
Wholesale and restaurant sales	5,000	6,000	7,000
Seedling and Bedding Plant Sales	50,000	54,000	55,000
Farm Stand Added Product Sales	95,000	110,000	125,000
Corn	14,000	14,000	14,000
Farm Stand Vegetable & Flower Sales	40,000	50,000	60,000
Farm Stand Gardening Supply Sales	3,500	5,000	10,000
Total Agricultural Income	292,500	336,500	381,000
Educational Program Income	5,000	8,000	10,000
Total Earned Income	297,500	344,500	391,000
Total Income	432,500	451,500	504,500
Operating Expenses			
Wages and Benefits	202,930	228,327	251,274
Agricultural Expenses			
Total Agricultural Supplies	98,000	116,000	135,750
Total Equipment	16,200	20,500	18,500
Total Agricultural Expenses	114,200	136,500	154,250
Office and Facilities	32,838	35,958	36,613
Fees & Insurance	5,465	5,900	7,500
Reserve/ Contingency	2,000	9,500	29,500
Repayment of Working Capital Loan	5,250	5,200	5,150
Capital Equipment Expenses	70,000	30,000	20,000
Total Expenses	432,683	451,385	504,287
Total Ordinary Income	-183	115	213
Farm Vegetable Production:	145,000	171,500	198,000
Production per Acre	29,000	34,300	39,600
Donated Produce as Percent of Total Production	10%	10%	11%
Value of Produce for Hunger Relief/Food Access	15,000	18,000	21,000

III. Preliminary Operational/Site Plan

RFP 4a. Lexington Community Farm plans to grow organic vegetables, vegetable starts, flowers, flower starts, and bedding plants. We may also produce small quantities of berries and small fruits for U-Pick or educational purposes. Small quantities of livestock of an appropriate scale for the site and the town, including chickens, goats and bees, may also be integrated into the production plan in later years, although there are no immediate plans to do so.

RFP 4b. The fields will be operational year round during daylight hours.

RFP 4c. We plan to use a variety of appropriately-sized motorized farm equipment on the site, including but not limited to tractors, tillage equipment, trucks, cultivation equipment, irrigation pumps, tractor-operated sprayers, mowers, greenhouse fans and blowers, and weed whackers.

RFP 4d. Hours of mechanical equipment operation will be limited to between 6:30 AM and 7 PM, with the exception of greenhouse fans and blowers and irrigation needed for frost control or crop protection during droughts.

RFP 4e. Lexington Community Farm plans to continue the current use of the existing farm stand structure, pump house, greenhouse and parking lot. We assume that approval will be given to make improvements to these structures, as well as the alteration of the driveway, and to create additional structures including a composting toilet for farm visitors and an education structure.

RFP 4f. We are highly sensitive to the impacts of our farming operation on abutters, whom we hope will become some of the strongest supporters of the new Lexington Community Farm. Restricting the hours of mechanical equipment operation, ensuring that parking signage is clear and that parking for the farm does not affect neighbors, transitioning to organic production practices, maintaining visual barriers to trash cans and compost piles, ensuring that compost piles are well-managed so that they do not smell or attract flies or other vermin, and generally maintaining the farm in a neat, orderly and aesthetically pleasing manner will be our primary strategies for minimizing those impacts. We propose to move the driveway on the farm from the north side of the farm stand to the south side to honor property boundaries. Annual surveys of abutters, along with an open-door policy for conversations with neighbors about any farming practices, will help determine important areas for improvement each year.

RFP 4g. We plan to create agricultural compost piles at the farm in order to conserve nutrients produced on the farm, lower the risk of nitrogen pollution of ground and surface water by stabilizing it in an organic form, and reduce input costs for the farm operation by generating compost as a soil conditioner for the farm. Most crop residues will be composted in the field by flail chopping and incorporation. However, harvested crops that are not appropriate for donation to food pantries, along with other organic waste products and possibly food, leaves, or organic landscape materials waste diverted from the waste stream by responsible commercial partners, will be made into aerobic compost windrows on the farm site. The site for compost production must be at least 250 feet from the farm's well, 100 feet from the Reservoir, and 250 feet from the nearest residence with adequate visual buffers to minimize the impact on the viewshed as stipulated by Mass DEP. High-quality composting methods will minimize the risk of nuisance complaints about odor and flies. The amount of compost that can be made at the farm will be determined by the amount of space available for composting after the farm plan is generated, since adequate room for both material and vehicle operation must be provided in order to ensure the optimum performance of the compost pile.

RFP 4h. We propose eventual year-round operation of the farm stand at Lexington Community Farm. The farm stand is currently open seven days a week from April to early November, and we can foresee a future in which Lexington Community Farm's stand would eventually be open year-round, seven

days a week. Reduced hours are likely during the initial years of the Community Farm and during off-peak months (mid-November through March).

RFP 4i. The farm stand will enable residents who are not CSA members to purchase produce grown on the Community Farm as well as Dennis Busa's popular corn. In addition, we propose offering additional local agricultural products including locally produced vegetable seedlings and bedding plants, vegetables, flowers, fruits, honey, maple and apple syrups, meat, and dairy products for sale at the farm stand. We also propose continuing the Cape Ann Fresh Catch seafood share that currently operates from the site. We plan to reach out to local producers of high-quality products such as Lexington's own Wilson Farms, to explore opportunities to offer specialty and prepared food products. In the future, we would also like to offer organic garden supplies and tools, educational materials, and workshops to assist and encourage sustainable food production among home gardeners and residents with community garden plots.

RFP 4j. U-Pick will be open during farm stand hours.

RFP 4k. The public will park exclusively in the existing parking lot area. The modified CSA pickup model will minimize peak congestion in the parking area and the neighborhood. Farm staff will park either in the lot or in a designated area adjacent to the farm stand. Motorized farm vehicles will be stored in appropriate designated areas near the existing structures.

RFP 4l. The farm buildings will be locked during non-business hours. Hazardous materials, farm implements, and office equipment will be kept indoors or in locked cabinets. Mechanized equipment will be immobilized and keys stored in a secure location.

RFP 4m. Lexington Community Farm will initially rely on existing lighting for the interior of the farm stand and other structures. No outdoor lighting is planned at this time.

RFP 4n. As an established organic farm, Waltham Fields Community Farm has many years of experience producing high yields of high-quality crops without the use of synthetic fertilizers, pesticides or herbicides. We plan to continue the practices that allow this type of production at Lexington Community Farm, with the use of a conservation plan focusing on transitioning to organic production (see below).

These practices include the use of cover crops and compost to build soil organic matter and soil health; the use of targeted amounts of organic fertilizers to add specific nutrients as necessary based on crop nutrition budgets and annual soil tests; the use of organically approved biodegradable mulches to reduce tillage, limit weed growth and minimize soil erosion and nutrient runoff; wise and safe integration of appropriately-scaled livestock to add nutrients and reduce pests; crop rotation; using physical cultivation techniques, flame weeding, mulching, and hand weeding and hoeing to reduce weed populations over time; scouting for pests and using available technological resources to predict pest hatch and flight and adjusting planting dates accordingly; protecting and enhancing natural controls for pests; and utilizing appropriate biological, cultural and physical controls before applying organic pesticides according to their label as a last resort when economic thresholds for crop damage have been reached.

LexFarm and CFO are committed to organic production methods for environmental reasons as well as for the safety of our farmers, employees, neighbors, and customers. Waltham Fields Community Farm adheres to the NOFA-NY Farmer's Pledge (see Appendix B) as the backbone of its production practices and look forward to continuing these practices at Lexington Community Farm.

RFP 4o. We look forward to working with the USDA NRCS EQIP (United States Department of Agriculture Natural Resource Conservation Service Environmental Quality Incentives Program) program to create a conservation plan for the Lexington Community Farm property that includes a plan for transition to organic production, establishing boundaries and buffer zones to protect water quality, improving soil quality and organic matter while minimizing erosion, improving pest management, developing a grazing plan and improving grazing resources for any livestock on the farm, improving

waste utilization and composting, improving irrigation efficiency, enhancing cropping systems and nutrient management, and addressing air quality and on-farm energy production as possible.

The EQIP program offers financial assistance for agricultural producers to implement Best Management Practices for environmental quality enhancement, and we are particularly excited to create such a plan because of Lexington Community Farm's proximity to both residential property and the Arlington Reservoir. While the conservation plan is in process, we plan to continue our basic organic management practices, including promoting soil health and organic matter increase through cover cropping, the addition of compost, and reducing tillage appropriately over time through the use of mulches and long-term weed management. A winter cover crop will be put in place on all land not in active cropping.

RFP 4p. It is essential to store pesticides and fertilizers separately on the farm site. Organic pesticides will be stored in a locked metal cabinet clearly labeled as pesticide storage. Appropriate WPS (Worker Protection Standards) signage, training and personal protective equipment will be available for workers. Since very small amounts of organic pesticides will be used on the farm, a single metal cabinet should suffice to store all necessary pesticides for the season. This cabinet will also contain pesticide application records and an inventory of all the on hand organic pesticide materials. Granular organic fertilizers will be stored on wooden pallets inside a building or greenhouse area that is clearly labeled, easily accessed, and off-limits to the public. Liquid organic fertilizers will be stored in their original containers within a catchment container that can hold 125% of their original capacity. Fire extinguishers will be available in the fertilizer storage room at all times, and the storage area will not have a drain or other access to a water supply. An inventory of all on-hand organic fertilizers will be kept and updated as fertilizers are used.

RFP 4q. The existing pathways on the farm property will be preserved as specified in the RFP. They will allow movement of farm vehicles and safe pedestrian passage through the farm. During the first year of operation, we will design improvements to walking paths, taking into consideration planned educational and gathering spaces for the public. There are currently no paths on the farm property that connect to neighboring conservation land or the surrounding neighborhood. We propose to add such connections, and we anticipate collaborating with the Greenways Corridor Committee to connect the new ACROSS Lexington trail system to the farm's pathways. This will integrate the farm into the Town's efforts to promote foot and bicycle transportation. Additional recreational elements and assistive accommodations may be added over time.

The map on the following page shows the proposed pathways and connection points to the adjacent trail networks.

RFP 4r. Lexington Community Farm's pathways will be open to the neighborhood and the general public. LexFarm plans to preserve and improve access to public trails at the Arlington Reservoir and Lexington conservation land.

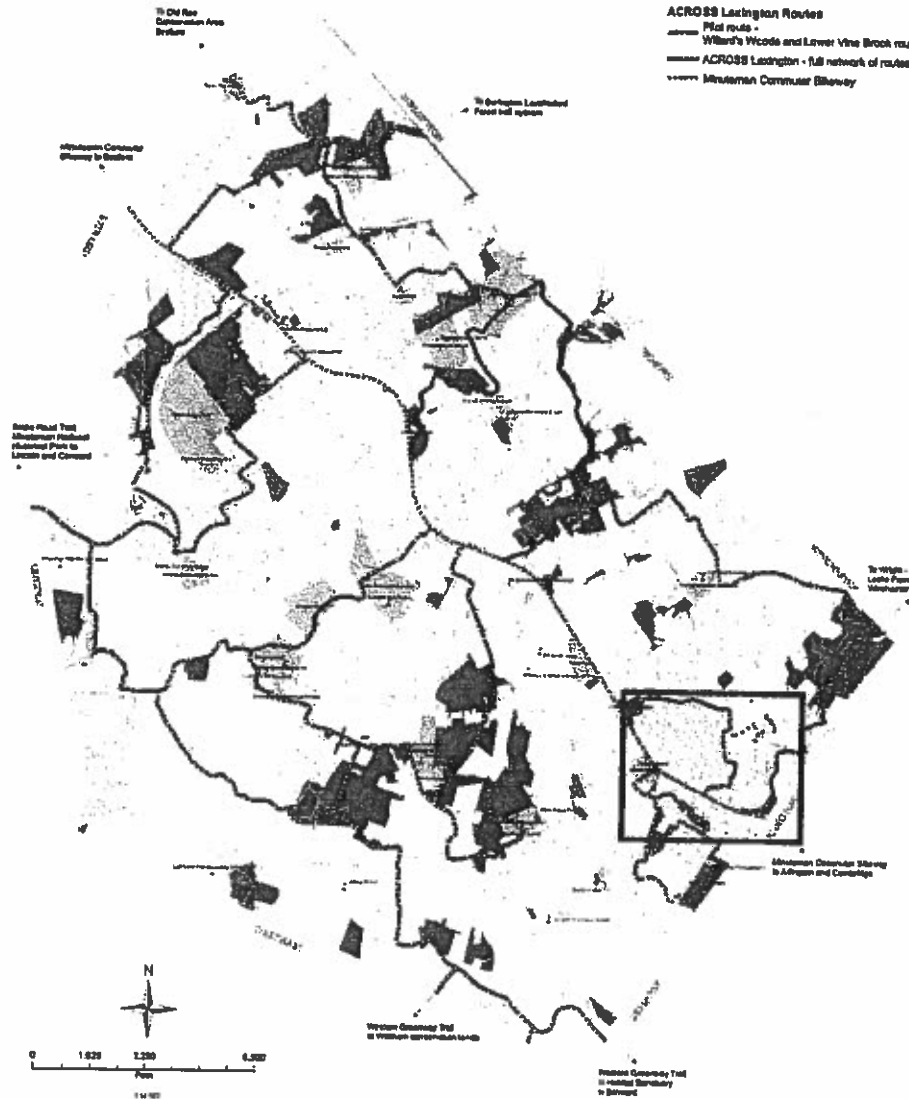
2011
Greenways Corridor Committee
Town of Lexington, Massachusetts

ACROSS Lexington Draft Planning Map

Accessing Conservation land, Recreation areas,
Open space, Schools and Streets

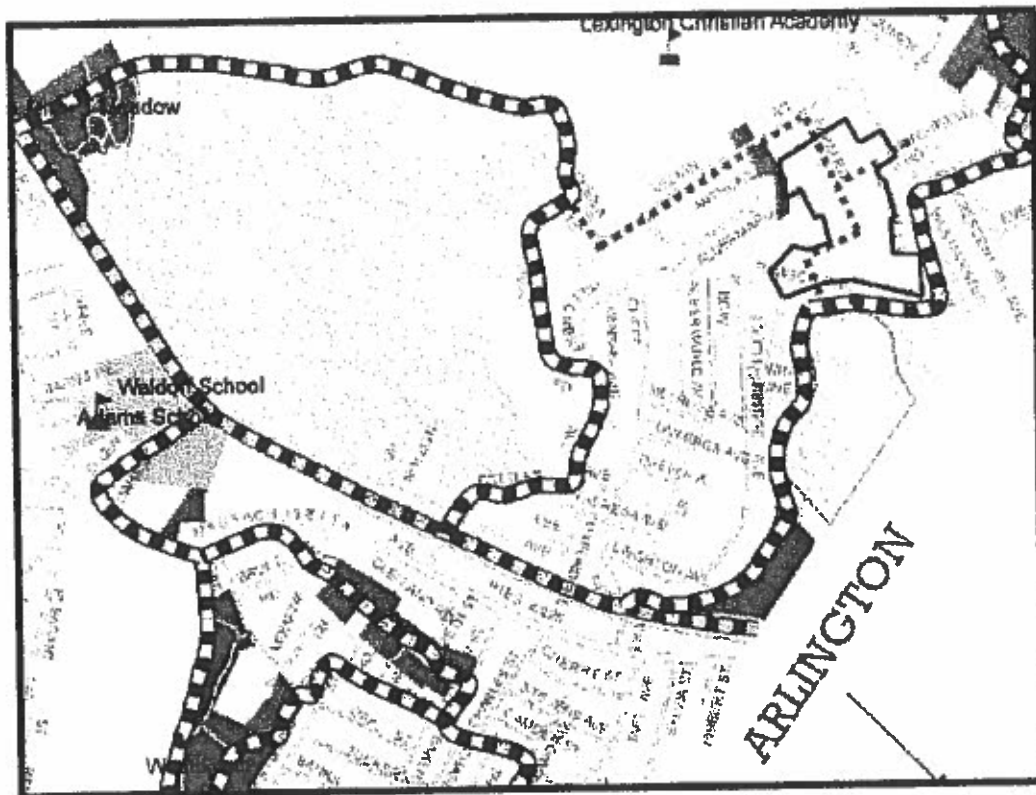
Legend

- Conservation Land
 - Recreation Land
 - Other Open Space
 - Road
 - School
 - Trail
 - Street
- ACROSS Lexington Routes**
- Main route -
 - Willard's Woods and Lower Vine Brook route
 - ACROSS Lexington - full network of routes
 - Museum Commuter Bikeway



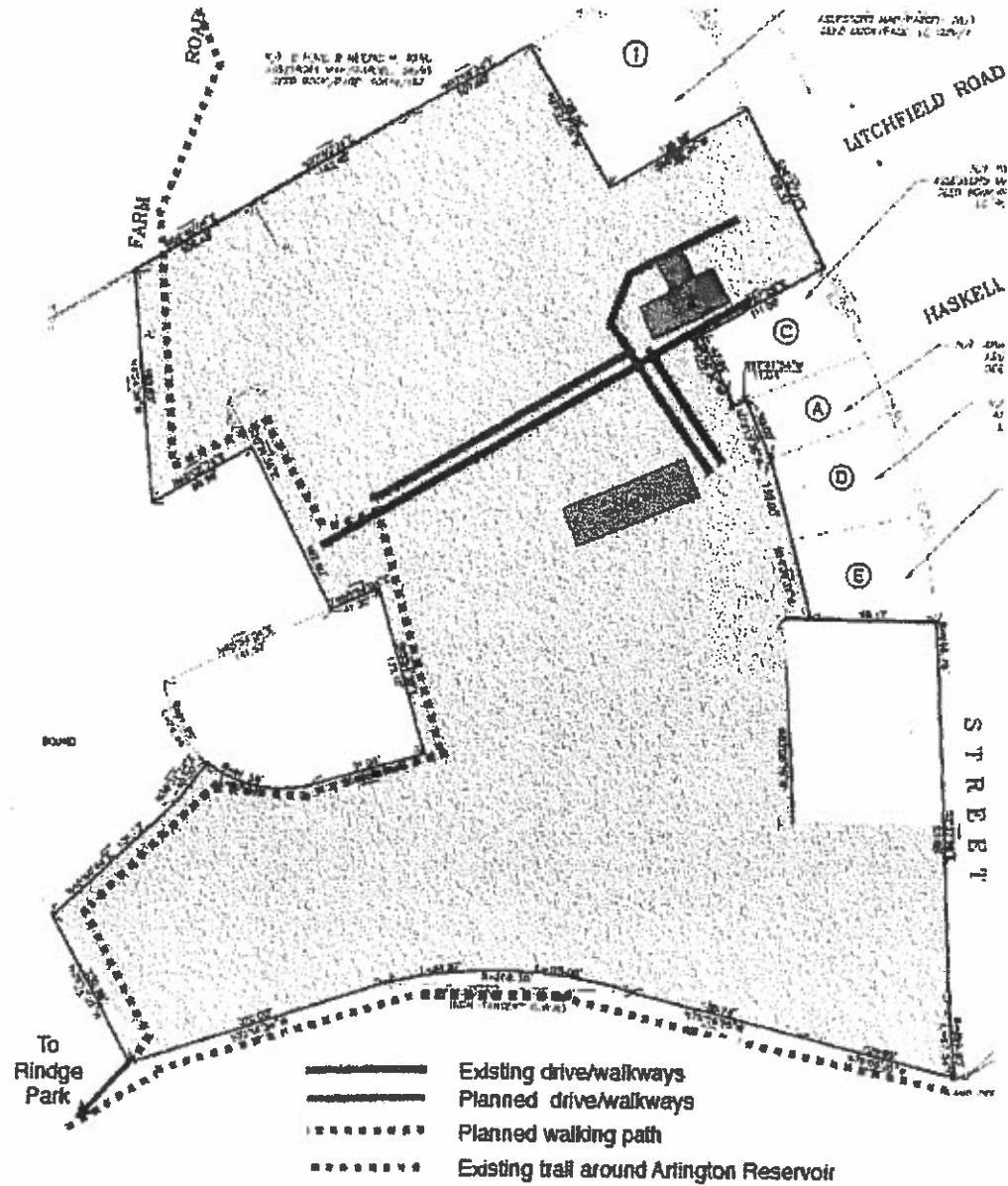
Map prepared by the Office of Geography and Information Systems, Town of Lexington, Massachusetts. The Office of Geography and Information Systems is responsible for the accuracy of the data presented on this map. The Office of Geography and Information Systems is not responsible for the accuracy of the data presented on this map.

ACROSS Lexington Trail Map



----- LexFarm proposes a trail along part of the perimeter of the community farm property to create a connecting loop from Arlington Reservoir to the Great Meadow. (See Farm preliminary site plan map for more detail)

Preliminary Site Plan Map of driveway and walkways



IV. Plan for Farm-based Community Education

Our goal is to make Lexington Community Farm a vibrant home for residents to experience farm-based education. The Community Farm will provide hands-on educational programs for children and adults about farming, food and nutrition, sustainability and the environment, and local farming history.

The Community Farm will become an educational resource and destination for the Town of Lexington. We plan to collaborate with both public and private schools to identify ways that Lexington Community Farm can best serve the student population with on-site, experiential learning opportunities, spanning science, social science, horticulture, and food service programs.

Lexington Community Farm will have accessible raised garden beds in its educational garden area to provide access for all ranges of physical ability. This will allow the farm to serve a broad population with its on-site programs. LexFarm aims to serve as a repository for knowledge about the growing of food on the farm, at home, and in the wild. We intend to supplement our onsite programs by expanding the information available on the LexFarm web site and bi-weekly newsletter.

In the first year of the Community Farm, LexFarm volunteers will continue running its successful programs and expand programs on the farm. Also in Year 1, the Education Committee will plan new curricula for future years in coordination with local schools and civic groups. We plan to hire a professional Coordinator of Education Programs to oversee the programs in Year 2, or when it is financially viable.

Educational programming will be funded through program fees, memberships, and grants as well as a portion of any surplus revenue generated by the farm operation.

LexFarm Experience and Capacity for Education Program Delivery

Farm-based education is a core mission of LexFarm. We believe that it is important for citizens of all ages to have an understanding and appreciation of farming, healthy food, and the role of local organic agriculture in building a sustainable future.

LexFarm has built its capacity to deliver education programs since its formation in 2010. We have developed and offered more than twenty successful classes at Busa Farm since 2011, staffed entirely by volunteers. We have an active Education Committee with teaching, curriculum design, and grant writing experience at all levels. We have retained Fran Ludwig, former head of Lexington Public Schools elementary science, as an advisor on programs and their integration with school curricula.

LexFarm delivers programs in three settings: on the farm, around town and online.

On the farm: Volunteer LexFarm educators have already delivered nearly twenty classes for children and adults at Busa Farm, at local community farms, and at the LexFarm Goat Yard leased from the Goldinger family adjacent to Bus Farm.

Around town: In partnership with local specialists and community groups, LexFarm has offered both outdoor and classroom learning experiences, including the highly successful Farm History Panel for the Town's 300th anniversary celebration.

Online: LexFarm maintains a popular website and bi-weekly newsletter that provide a steady stream of information about local farming, educational programs offered by LexFarm and throughout the region, and links to relevant resources.

The LexFarm Education Committee meets regularly to research, discuss and develop programming that will meet our goals for delivering hands-on opportunities for farm-based learning. They are studying area

community farms to learn from their experience, and they have fostered relationships with the Lexington schools, public library, and other organizations to partner in offering programs to their constituents.

Thanks to donations from our committee members, LexFarm owns an impressive number of high quality curriculum guides on children's farm-based education, the same guides referenced again and again in lists of recommended sources.

Three-Year Education Program Plan

Education Program Goals and Offerings

Our plan for Lexington Community Farm will serve Lexington children and adults by fostering learning about growing food, the food system, nutrition, sustainable land use, and local farm history. The programs will be organized around age-appropriate themes and learning goals, with a consistent emphasis on hands-on learning. Specific classes and activities will be developed to support these goals, and will evolve in response to participant feedback.

LexFarm will devote significant effort into planning and development of new curricula in conjunction with the Lexington schools and other education partners listed below. We will use online surveys assess the community needs and interests to help prioritize topics and programming.

While our long-term goal is ambitious, we recognize that it will take time to build the infrastructure, staffing, and financial resources to fulfill our vision. The first three years will see a steady ramp-up of activities, and we will continually seek community feedback to improve the offerings and organization.

Year 1: In the first year of the Community Farm, LexFarm plans to continue offering its current programs, and will add new classes for young children and adults that use a learning garden to be built on the Community Farm property. During the first year, we will plan future joint projects with the schools and other partners, and will initiate pilot programs for high school students. We will take initial steps to expand our online newsletter and website offerings. We expect over 200 participants in farm-based education programs, and 500 newsletter subscribers.

Years 2-3: Year 1 programs will be expanded and adjusted and new programs introduced based on community feedback and results of joint efforts with local schools and organizations. By Year 3, we expect more than 500 program participants on the farm, and 1000 newsletter subscribers.

See the table on the following page for program goals, example programs, and participation levels.

Example Programs and Participation

Age Group	Program Themes	Year 1 Planning for Future	Example Programs	Estimated Participation
Adult	<ul style="list-style-type: none"> Organic gardening Sustainability and environment Local food 	<ul style="list-style-type: none"> Online survey to solicit community input on program priorities 	<ul style="list-style-type: none"> Seed Starting Home composting Organic pest and disease control Seed saving and heirloom varieties Vermicomposting 	Year 1: 50 adults in workshops; 3-5 volunteer stewards Year 2: 100 adults in workshops; 5-7 volunteer stewards Year 3: 150 adults in workshops; 7-10 volunteer stewards
Early childhood, Ages 3-6	<ul style="list-style-type: none"> Farm exploration Parent/Child programs 	<ul style="list-style-type: none"> Partner with LPS and Minuteman teachers to build programs that complement school curriculum 	<ul style="list-style-type: none"> Weekly story and crafts time Farm exploration time Green foods are Grrreat 	Year 1: 5+ families per week, 20 weeks/yr Year 2: 10+ families per week Year 3: 10+ families per week
Grade School Grades 1-8	<ul style="list-style-type: none"> Healthy food and nutrition Farm experience Local farming history Math in the greenhouse Soil and plant science 	<ul style="list-style-type: none"> Identify and develop programs in partnership with Kids Cooking Green, Scouts, and home-schooling groups Pilot community service program 	<ul style="list-style-type: none"> Soil & plant characteristics Eating for your health Planting a rainbow Colonial and Native American farming Farm/field/forest/watershed studies 	Year 1: 10 per 4 week session, 5 per year Year 2: 15 per session, 5 per year Year 3: 15 per session, 10 per year
High School, Grades 9-12	<ul style="list-style-type: none"> Earth science and botany Organic farming and the environment Community service on the farm 		<ul style="list-style-type: none"> Community service on the farm Internships on the farm Research projects on water/soil quality Engineering design projects—irrigation, composting systems 	Year 1: 3 doing community service Year 2: 5 community service, 2 research projects, 10 in earth science program Year 3: 10 community service, 5 research projects, 10 earth science
Multi-generational	<ul style="list-style-type: none"> Community building Recreation Accessibility 	<ul style="list-style-type: none"> Plan program of educational gatherings and celebrations Plan 	<ul style="list-style-type: none"> Multi-generational community work days Accessible gardening with adaptive tools Cooking with local ingredients New England farm history Wild edibles walk Birdsong walk Monthly farm e-news with calendar of events, recipes, programs, etc. 	Year 1: 20 in community work days, 100 celebration attendees, 500+ newsletter Year 3: 25 in community work days, 150 celebration attendees, 800+ newsletter Year 3: 30 in community work days, 200 celebration attendees, 1000+ newsletter

Investments in Infrastructure and Educational Material

Year 1: LexFarm plans to build a learning garden with accessible raised beds to be used for hands-on education programs at the Community Farm. This will create a well-defined area that will be accessible and physically separate from the farm production area. We also intend to purchase curriculum materials and educational supplies as needed for the classes provided.

Years 2-3: In year 2 or 3, LexFarm proposes to build an educational structure that provides shelter and workspace for classes and to provide a gathering spot for volunteers and other visitors to the farm.

Staffing

Year 1: All programs will be conducted by volunteer educators. In addition to Education Committee members, LexFarm will recruit several volunteers to become Education Stewards who will teach or assist in the delivery of classes and events.

Years 2-3: LexFarm plans to hire a professional Education Coordinator in Year 2 to manage the education programs and coordinate the development of new educational offerings in consultation with the Education Committee.

Educational Collaborations and Resources

LexFarm has partnered with a variety of organizations to offer its initial education offerings, and we intend to continue those collaborations to develop additional farm-based programs. These organizations include:

- Waltham Fields Community Farm
- Herb Pearce, Birding By Ear
- The Climate Summer Leadership Program
- Minuteman National Historic Park
- The Belmont Food Collaborative
- Cary Memorial Library Children's Room
- Lexington Children's Place
- Cary Memorial Library
- TheMOVE Boston

Additionally, LexFarm has hosted multiple field trip visits to Busa Farm, which will continue on the Community Farm. Visits in 2012 and 2013 included:

- Covenant School Arlington (summer 2012, fall 2012, spring 2013)
- Lexington Playcare Center (August 2012, planned visit August 2013)
- Park School Camp (July 2012, planned visit July 2013)
- Daisy Girl Scout Troop (March 2012)
- Kids Cooking Green (March 2012)

The Community Farm can be a valuable resource to local schools by offering hand-on opportunities for learning and community service internships. LexFarm has had initial discussions with teachers in the Lexington Public Schools and Minuteman Regional Vocational School, and will focus in Year 1 on identifying specific programs to be implemented in Year 2 and 3.

LexFarm has built a library of books and curriculum guides that provide models for future programs. We will draw upon these and many available local, New England, and national sources of support for farm-based education, including

- Boston Natural Areas Network
- Concord Seed Lending Library
- National Farm to School Network
- The Shelburne Farms Curriculum Guide, Project Seasons
- The Farm-Based Education Network – partner and curriculum materials

We also intend to seek grant funding for curriculum development from companies and foundations that support farming and science education programs. Candidate sources of funding include:

- 2014 Youth Garden Grant (Home Depot)
- American Honda Foundation
- Captain Planet Foundation
- Sow it Forward Food Garden Grants
- USDA Farm to School Grants
- USDA Beginner Farmer and Rancher Development Program

Previous Education Programs offered by LexFarm

LexFarm has offered educational programs almost since its inception in 2010, and has steadily increased the number and scope of its offerings. All programs have been designed and delivered by volunteers, in some cases with external educational partners. This table summarizes the programs offered in 2011-2013. Detailed descriptions of the programs are provided in Appendix E.

2011			
Wild Edibles Walk with Russ Cohen	Adults	May 12	Lincoln Park
Potato Harvest at Busa Farm	All ages	July 30	Busa Farm
Rad Urban Farms Bike Tour	Adult	August 14	Throughout Lexington
Waltham Fields Tour for Kids	Children	July 17	Waltham Fields Community Farm
Learn and Work: "Oak and the Carbon Cycle"	Youth/Adults	December 8	LexFarm Goat Yard
2012			
LexFarm Goat Yard Public Visiting Hours	All ages	Weekly, Sundays 1-3	LexFarm Goat Yard
Learn and Work: "Building a Compost Bio"	Ages 12+	February 25	LexFarm Goat Yard
Goat Care Skills	Ages 10+	Saturdays, Jan. 28 – March 3	LexFarm Goat Yard
Wild Edibles Walk	All ages	May 7	Lincoln Park
Birdsong Walk	All ages	June 2	Arlington Reservoir and Busa Farm
Service Learning with Climate Summer Leadership Development Project for Young Adults	Teens / Young Adults	June 28	LexFarm Goat Yard
Green Foods are Grrrrreat	Pre-school	July 12	Busa Farm
Waltham Fields Tour for Kids	Children	July 25	Waltham Fields Community Farm
Family Work Day with the MOVE Boston youth program	Children / Teens	October 7	Busa Farm
Farming in the 18 th century tour	All ages	October 7	Jacob Whittemore House Minuteman National Historic Park
2013			
LexFarm Goat Yard Public Visiting Hours	All ages	Weekly, Sundays 1-3	LexFarm Goat Yard
LexFarm Cheese-making	Adults	January 24	Church of Our Redeemer
LexFarm's 300 th Anniversary Farm History Panel "Farming: Then and Now"	All ages	March 17	Lexington High School
Learn and Work: Pasture Planting	Adults and teens	April 20	LexFarm Goat Yard
A Seed Story	Preschool	April 25 May 14	Lexington Children's Place Cary Library
Vermicomposting (with worms)	Adults	April 28	Busa Farm
Wild Edibles Walk	All ages	May 21	Throughout Lexington
Planting a Rainbow	Children 8-18	Spring/Summer	Busa Farm
Farming in the 18 th century tour	All ages	Summer 2013	Jacob Whittemore House Minuteman National Historic Park

Goat Yard Programs

LexFarm has run various educational programs since October, 2011 at the goat yard on the land privately owned by the Goldinger family abutting Busa Farm, including hands-on workshops where children and adults learn about goats and their care.

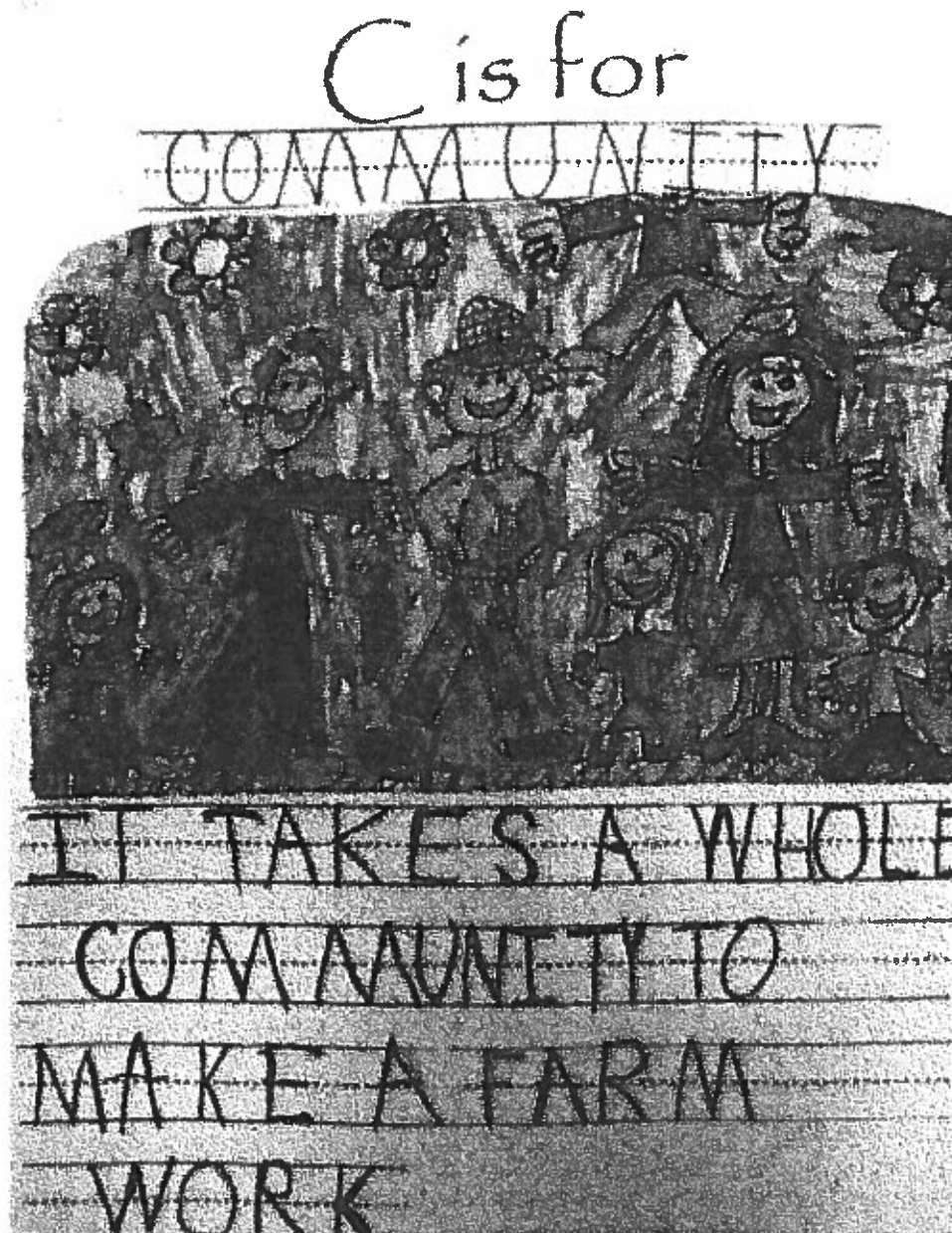
Newsletter and Web Site

LexFarm distributes news about farming education, events, and resources on its web site and in a bi-weekly newsletter. These information channels provide an ongoing connection to members of the

Lexington community who are interested in learning about growing food and sustainable food systems in the area and beyond.

School and Group Farm Tours

LexFarm has offered several group tours of Busa Farm and the LexFarm goat yard to local preschools, camps, and other groups. The image below is an excerpt from an ABC book created by students at the New Covenant School Kindergarten in Arlington. They created the book to express their appreciation for the opportunity to participate in LexFarm education programs at Busa Farm and the LexFarm Goat Yard.



Community Participation and Accessibility

More and more people are coming to understand the breadth of physical activity, recreational pleasure, and health benefits of working on a farm—or just being on a farm. Lexington Community Farm will provide outdoor space for recreation and community events. The Community Farm can become a public common where people of all ages and abilities are invited to participate and enjoy the farm.

Connection to Nature

The Community Farm site is part of a greater ecosystem encompassing the Arlington Reservoir and the Munroe Brook and part of wildlife corridors that extend to Arlington's Great Meadows. The Menotomy Bird Club has recorded more than 190 species of birds visiting the Arlington Reservoir and Busa Farm, and the farm's open fields provide food for dozens of species of insect-eating birds such as the farm's barn swallows. Lexington Community Farm will continue to provide birdwatchers and other nature enthusiasts a chance to encounter wildlife, with onsite paths and connections to the Arlington Reservoir trails. Organic farming practices and winter cover crops will make the farmland even more hospitable to birds and other wildlife.

Recreation

Our goal for Lexington Community Farm is to provide recreation for community members who wish to walk, run, or bike to the farm and on its perimeter. By the second year of the farm's operation, LexFarm intends to develop a comprehensive plan for on-site trails and connections to surrounding trail systems. The plan will include:

- Development of accessible paths on the farm property
- Connection to the ACROSS Lexington trail network. Preliminary plans have been discussed with members of the Greenway Corridors Committee.
- Connection to Arlington Reservoir's paths for walking or cross-country skiing

Volunteer Opportunities

Lexington Community Farm can become a hub of volunteer activity and service for Lexingtonians. We plan to offer year-round volunteer opportunities for a range of ages, skills, and time commitments.

Community members who wish to contribute in a significant way will have opportunities to:

- Assist in the development and conduct of education programs
- Help coordinate the activities of volunteers and other visitors
- Contribute to the farm operation, maintenance, and construction of new facilities
- Organize community events and celebrations
- Organize and contribute to fundraising campaigns

For community members who wish to volunteer on an occasional basis, the Community Farm will offer farming, improvement and maintenance projects, and other opportunities including high school community service.

Community Events

In addition to community outreach through educational programming, we plan to offer intergenerational events at the farm, such as potlucks and farm tours to encourage all those interested to be actively involved in the life of the Community Farm and to appreciate its role in the community.

V. Required Statements and Affirmations

Exceptions to the Lease Agreement

This section describes items that LexFarm has identified in the RFP and lease that we believe, if not amended, could either impede or slow the community farm from realizing its full potential as a public resource.

Because the goals of a community farm are focused entirely on operating for public benefit, we believe that altering these items will ultimately serve the long-term interests of the Town as well as the short- and medium-term needs of the community farm operation.

We have divided the items below into two categories: (1) material items that, if not changed, would have a direct impact on the startup and eventual success of the community farm, and (2) suggestions for additions or clarifications that are not material "exceptions", but would nevertheless help the organization operate the community farm more effectively.

Material Exceptions

Lease Part II

Article VI – Surrender:

We request that the current Article VI governing surrender be replaced with a provision providing that: (1) Tenant shall have no obligation to restore the Demised Premises in the event of casualty or disaster; and (2) Upon the expiration or sooner termination of the Lease, the Tenant shall not be responsible for removing any structure that it has constructed.

Explanation: LexFarm looks forward to establishing a new public resource in and for the Town of Lexington. We accept the terms of leasing the property "as-is" and appreciate that at this time, the Town is not prepared to provide financial resources to improve the property for these purposes. Nevertheless, in order for the community farm to thrive and grow into its full potential, capital investment will be required to upgrade the farm stand, to provide shelter and sanitation facilities for the public, and for potential other improvements that will benefit the town and its residents for years into the future.

LexFarm is willing and prepared to finance these projects for the Town's benefit with its own resources or other privately raised funds, working with the Town's Community Farm Committee and with Board of Selectmen approval. Since the Selectmen will have approved any improvements deemed to be beneficial to the public, we believe that the lease should reflect this fact by not requiring that they be removed upon surrender of the property. In fact, the Town's commitment to the use of the land as a community farm for 20 years implies a corresponding long-term commitment to preserve any improvements that have been so approved for continued benefit to the Town.

Article VII – Tenant's Insurances:

The final sentence of the Article notes that the Tenant will owe an insurance failure fee of 25% of any costs incurred by the Landlord if the Tenant fails to maintain the requisite insurance necessary to comply with the lease requirements. We request that this number be reduced to a failure fee of between 5% - 10% of any costs incurred by the Landlord.

Explanation: As stated previously, LexFarm's interest in being awarded this lease for a community farm is to provide a new public resource in Lexington – one that will be a source of pride for years into the future for all residents. Any event that might result in LexFarm not meeting one of its basic fiduciary responsibilities should not result in such a high punitive cost so as to be prohibitive to a small nonprofit business and ultimately result in loss of public benefit.

Section 12.9 – Security Deposit

The lease states: "Tenant shall deposit a security deposit in the amount of \$30,000 in the form of cash or a bond, letter of credit or comparable instrument, satisfactory to the Landlord, with Landlord on or before the Term Commencement Date."

As demonstrated in the statement of financial position and Exhibit A of this response to the RFP, LexFarm has the capacity to post a bond or equivalent security in the amount of \$30,000 and have thereby met the requirements for a "responsive and responsible" bid.

However, as previously requested and explained during the question and answer period, we again request that the amount of the security deposit be substantially reduced, since there is no longer a requirement to remove existing structures, and if the above exception is granted, no requirement to remove improvements made by the tenant with Town approval. We believe that the security deposit should be no more than what is customary for community farms in neighboring towns. See below for examples.

Explanation: The costs of starting a community farm and developing it to provide maximum benefit to the public are significant. As explained in the budget for the first three years, we expect to have to fundraise over \$70,000 each of the first three years for farm capital equipment and staff necessary for administration and educational programming. Supporters of the farm would rightfully expect that their contributions will fund the farm infrastructure and program expenses, rather than being tied up in an escrow account that provides no benefit to the Town or its residents.

We have made inquiries at other area community farms and found that it is a highly unusual practice to require a security deposit for community farm leases. The following community farms shared the following information regarding their lease/license agreements:

- Waltham Fields Community Farm leases a total of 15 acres from three different parties. The only arrangement resembling a security deposit is a "damage deposit" of \$500 that was required when they signed the lease in 2004 for the 3 acres they lease from Historic New England (Lyman Estate).*
- The City of Newton does not require any financial contribution for its Newton Community Farm, including any security deposit. Its Community Farm Commission requires an annual business plan that is subject to its review and approval.*
- Natick Community Farm does not pay any lease fee or security deposit. If it should improve the property with building, the town of Natick would own the property upon lease surrender.*

Also, in anticipation that LexFarm would post any required security deposit in the form of a cash deposit with the Town of Lexington, we request that it be held in a separate account bearing interest credited to LexFarm.

Suggestions for Additions or Clarifications to the Lease

We do not consider the items below to be material exceptions to the lease. However, addressing them would be helpful to the community farm operation, and we do not believe they would create an additional burden to the Town. We hope that the Town would not object to adding the provisions or clarifications.

Part I: Special Provisions

13. Permitted Use:

We request that the lease include more detail regarding agricultural purposes and uses accessory thereto. In particular, if educational programs, recreation, volunteer programs, etc. will be provided on the farm, we believe that it is important for these uses to be explicitly included as permitted uses under the lease.

Part II

Section 1.1 – Demised Premises:

In the second paragraph, we request a qualification that the Landlord will not place any easements or restrictions on the property that would interfere with the Tenant's operations of the farm property.

Explanation: Because the land is oddly shaped and will require careful re-routing of the driveway to honor property lines, the challenges of establishing a site plan for effective farm operation that minimizes abutter impact while maximizing public access are significant, but manageable. However, any additional restrictions or requirements that impact farm operations would likely impact the resulting ability to meet production and distribution goals. We are asking for this qualification to provide assurance that this won't occur.

In the third paragraph, we request a provision that the Landlord provide reasonable notice before entering the premises.

Explanation: In order to protect the safety of the public and to secure farm property, equipment, and materials, certain areas will not be open to the public. In the course of operating the community farm, it will be difficult to provide appropriate access to those secured and protected areas on short notice.

Section 5.2 – Additional Tenant Covenants:

Regarding clause (i), as noted in our proposal, it is our intention that Community Farms Outreach, Inc. (CFO) will act in a property manager capacity and provide day to day management of the farm operation. We request that this section be revised such that notwithstanding the general restriction on assignment of the lease without the prior written consent of the Landlord, such consent shall not be required for an assignment to CFO. Alternatively, we request that the language stating that the "Landlord's consent may be granted or withheld in the Landlord's sole discretion" be revised to "the Landlord's consent will not be unreasonably withheld."

Explanation: CFO is a well-established organization already operating and leasing property elsewhere for the purposes of operating a community farm. In the unlikely event that LexFarm as an organization is unable to meet its commitments to continue non-farm operations, while the farm operation itself remains viable under CFO's management, we feel it would be in the public's best interest to transfer the lease to CFO so that they may continue the farming operation and stewardship of the land.

In clause (k), regarding Landlord's consent for improvements or alternations to the premises, we request that the lease provide an opportunity to discuss with the Town improvements that might be

necessary to run the farm and whether the Town would grant their consent for such alterations. Clarification of the role of the Community Farming Committee in this process would also be helpful.

Section 12.2 – Status Report:

We find this Article to be vague as to what is contemplated by the “status report.” We request that this provision be clarified as to what must be provided or perhaps replaced with an estoppel certificate requirement.

Section 12. 7 – Notice:

We request that this provision allow for email notification.

Section 12.8 – Tenant’s Obligations with Respect to Environmental Matters:

As currently written, it is not clear under clause (b) that the Tenant will not be responsible for (1) problems that arose prior to the commencement of the lease, or (2) problems that arise after the commencement of the lease but for which the Tenant is not the responsible party (i.e., hazardous materials flow onto the farm land from an abutting property). We request that this Article provide for the above points.

Additionally, we request that the Article provide that if the Tenant were to exacerbate a pre-existing contamination, the Tenant is only responsible to the extent it exacerbates a pre-existing condition.

Section 12.9 – Security Deposit:

We request that the following changes be made to the final sentence: “If Tenant shall have fully and faithfully performed every provision of this Lease to be performed by it in all material respects, the Security Deposit...,” which will provide leeway to allow for immaterial breaches of the terms of the lease.

Summary of Financial Position

LexFarm Financial Position

LexFarm has grown modestly but steadily since its inception in 2009. The organization's financial operations began in 2010, when it first began to receive unsolicited donations from concerned citizens who supported its work. As the groundswell increased, so too did the sophistication of LexFarm's fundraising, adding memberships and fundraising events. The organization continues to grow its assets, finding new ways to raise funds, in order to continue to manage a positive cash flow operation. LexFarm has current assets in the amount of \$60,897.

The following balance sheet represents LexFarm's Financial Statement for 2010 through year-to-date 2013, as required by the RFP.

	May 31, 2013	Dec 31, 2012	Dec 31, 2011	Dec 31, 2010
ASSETS				
Current Assets				
Checking/Savings				
Citizens Bank	0.00	0.00	1,582.78	1,988.20
Eastern Bank				
Eastern - Temp Restricted	31,089.85	100.00	100.00	0.00
Eastern - Unrestricted	8,929.20	8,927.33	2,963.06	0.00
Total Eastern Bank	40,019.05	7,027.33	3,063.06	0.00
PayPal				
PayPal - Temp Restricted	197.44	0.00	0.00	0.00
PayPal - Unrestricted	0.00	167.89	301.08	0.00
Total PayPal	197.44	167.89	301.08	0.00
Total Checking/Savings	40,216.49	7,195.82	4,956.87	1,988.20
Other Current Assets				
Prepaid Expenses	108.00	380.00	952.00	0.00
Pledges Receivable	20,480.80	0.00	0.00	0.00
Undeposited Funds	84.00	254.00	86.00	0.00
Total Other Current Assets	20,880.50	634.00	1,037.00	0.00
Total Current Assets	60,896.99	7,829.82	5,993.87	1,988.20
TOTAL ASSETS	60,896.99	7,829.82	5,993.87	1,988.20
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	480.09	0.00	425.28	84.61
Total Accounts Payable	480.09	0.00	425.28	84.61
Other Current Liabilities				
Payroll Liabilities	817.32	817.32	144.24	0.00
Total Other Current Liabilities	817.32	817.32	144.24	0.00
Total Current Liabilities	1,297.41	817.32	569.52	84.61
Long Term Liabilities				
Other Liabilities	25,000.00	0.00	0.00	0.00
Total Long Term Liabilities	25,000.00	0.00	0.00	0.00
Total Liabilities	26,297.41	817.32	569.52	84.61
Equity				
Unrestricted Net Assets	7,011.70	5,424.35	1,903.59	
Net Income	27,817.88	1,587.35	3,520.78	1,903.59
Total Equity	34,829.58	7,011.70	5,424.35	1,903.59
TOTAL LIABILITIES & EQUITY	60,896.99	7,829.02	5,993.87	1,988.20

Community Farms Outreach Financial Position

CFO has a track record of successful farm management at Waltham Fields Community Farm, with annual surplus generation feeding back into support for the organization's mission and forward-thinking budgeting that prioritizes the building up of reserves to assist with capital purchases, employee benefits (including family leave and unemployment), and emergency support. CFO has successfully incorporated farm production at satellite locations into its business model. This experience has been applied to develop the budget for the Lexington Community Farm agricultural operation, which will be fully financed through revenue generated from the planned food production and distribution. CFO has substantial assets, cash reserves, and no debt.

See enclosed financial statements from 2009-2011 for details. 2012 statements are in process and should be completed by August of this year. Financial statements from previous years are available upon request.

Statement of Connection to the Town of Lexington

See item 8 in the "summary of responses to the RFP" table on pages 9-10.

Directors of Community Farm

The LexFarm Board of Directors shall direct the overall operation of Lexington Community Farm. Members of the Board are:

Janet Kern, President
Ken Karnofsky, Vice President
Derek Moody, Treasurer and Clerk Pro-tempore
Jay Luker
Brenda Netreba
Charlie Radoslovich
Betsy Pollack-Benjamin
Nancy Gold
Joshua Vatsky

Nancy Gold chairs the Education Committee, which is responsible for directing the education programs. Amanda Cather, Farm Manager at Waltham Fields Community Farm, and Claire Kozower, Executive Director of Community Farms Outreach, shall direct the farm operations and food production.

Security Deposit

LexFarm has secured the following letter from Eastern Bank documenting that LexFarm has sufficient funds to make Security Deposit of \$30,000 as required in the RFP and modified in Addendum 3 of May 17, 2013.

Exhibit A. Letter of documentation of LexFarm's ability to pay a \$30,000 security deposit.



May 31, 2013

Re: Bank Account Verification

Janet Kern
Lexington Community Farm Coalition Inc
72 Lowell St
Lexington MA 02421

Dear Janet,

This letter serves to verify that the balance in your account here at Eastern Bank as of this date is 40,080.96.

Should you need further assistance with this matter, please do not hesitate to contact me.

Regards,


Jim Baglieri | Assistant Branch Manager | Eastern Bank | NMLS#793953
1833 Massachusetts Avenue Lexington MA 02420
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Attachment C - Certification of Non-Collusion and Tax Compliance

General Bid Form

The accompanying Statement of Competency and Bidding Forms are hereby submitted in response to the RFP cited above. All information, statements and prices are true, accurate and binding representations of its intentions and commitments in responding to this RFP.

This bid applies to the category(s) of goods and/or services marked with an "X" below.

☐ COMMUNITY FARM

Vendor Name:	Lexington Community Farm Coalition, Inc.		
Street:	P.O. Box 554		
City:	Lexington	State:	MA Zip: 02420
Phone:	781 325-4170	e-mail:	info@lexfarm.org
		Web Address:	www.lexfarm.org

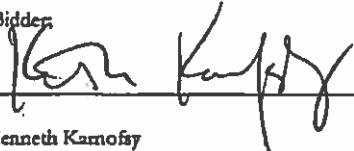
Non-Collusion Statement

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Taxes Paid Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am/my company is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and Vendors, and withholding and remitting child support.

For the Bidder:

X 

Name: Kenneth Kamofsy

Title: Vice President

Date: June 3, 2013

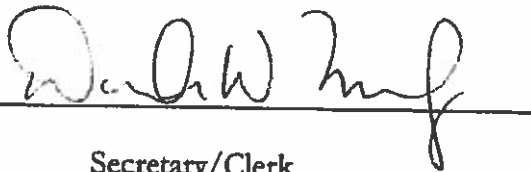
Attachment D

Certificate of Vote

This is to certify that at its regular meeting of the Board of Directors of the Lexington Community Farm Coalition (LexFarm), the meeting held at 72 Lowell Street, Lexington MA 02420, on May 21, 2013, with a quorum being present and voting, it was VOTED that the Vice-President is authorized to sign and submit this proposal.

A TRUE COPY

ATTEST:

A handwritten signature in dark ink, appearing to read "D. W. Huff", is written over a horizontal line.

Secretary/Clerk

Attachment G

Statement of Competency

I hereby certify that the respondent meets or exceeds the competency criteria set out in this RFP and that the respondent will receive favorable ratings from the following references. See appendix E for letters of reference.

- ☐ Patricia Gray of Lincoln, MA (781) 296-7574
Nonprofit Management Consultant
- ☐ Peter Barrer of Newton, MA (617) 630-0923
President, Board of Directors, Newton Community Farm
- ☐ Karen Masterson of Sherborn, MA (508) 641-0878
Owner, Nourish Restaurant
- ☐ James Hoyte of Lexington, MA (781) 862-3545
Former Massachusetts Secretary of Environmental Affairs
- ☐ Alissa Lauzon, (781) 862-6288
Director, Children's Programs at Cary Memorial Library
- ☐ Elizabeth Billings-Fouhy of Lexington, MA, (781) 860-5823
Early Childhood Coordinator for Special Education at Lexington Public Schools and
Director of the Lexington Children's Place
- ☐ Eileen Entin of Lexington, MA (781) 862-6418
President, Citizens for Lexington Conservation
- ☐ Sasha Purpura of Cambridge, MA (617) 888-2900 x307
Executive Director, Food for Free
- ☐ Kim Denney of Hardwick, MA (413) 477-6656
Owner, Chestnut Farms -- a Lexington Farmers' Market vendor
- ☐ Nick Danforth of Weston, MA (781) 235-0212
Owner of farmland leased by CFO

For the Respondent

x 

Name: Kenneth Karnofsky

Title: Vice President, LexFarm

Date: June 3, 2013

Appendices

Appendix A: Lexington Community Farm Coalition, Inc.

The Lexington Community Farm Coalition, Inc. (LexFarm) is a registered nonprofit corporation in Massachusetts. We are dedicated to promoting farming, farm-based education, and sustainable land use in Lexington, Massachusetts.

The community is at the center of our work. We provide information and resources for individuals and organizations concerned about local food and sustainable agriculture in a suburban environment. We organize and offer public events and forums about farming in our town and the many benefits of local farms and farming. The Lexington Community Farm Coalition's Board of Directors currently includes community organizers, educators, writers, and financial and technical professionals. Should the Town of Lexington accept this proposal, the board would expand to include representatives and professionals from the community in areas such as agriculture, conservation, and human services. The Lexington Community Farm Coalition's board would work to engage all interested residents and town government to develop the desired programming, determine the operational details, and hire the necessary staff to accomplish the goals for Lexington Community Farm.

Board of Directors

Janet Kern, President

Janet Kern is a 25-year Lexington resident and software professional dedicated to using her skills to build and strengthen communities, especially through projects involving environmental missions. She has extensive experience organizing and managing teams of people in both business and volunteer settings. In addition to co-founding LexFarm in 2009, Janet has led several "growing projects" in Lexington. These include being a Lexington Farmers' Market Manager in 2009 and designing and maintaining the Market's website for its first five years. She is also one of the organizers and active volunteers of the Lexington Interfaith Garden that began in 2010. She has been a lay leader at Church of Our Redeemer for over 20 years and led the project to transform the church lawn and provide a labyrinth and memorial garden, open to the public in Lexington Center in 2007. As a member and leader in the Lexington Field and Garden Club, Janet organizes volunteers to maintain the plantings in the Minuteman Statue from April - October, and also helps maintain the herb garden at the Hancock-Clarke house. Janet serves as a Lexington Town Meeting member from Precinct 1, where she sponsored a citizens petition in 2010 that gained Town Meeting approval to "support and encourage farms and farming in Lexington into the future."

Ken Karnofsky, Vice-President

Ken has lived in Lexington since 1992. He is a senior strategist at MathWorks, with extensive experience in long-range planning, product marketing, and business development in the software industry. He has been a CSA member at Lindentree Farm in Lincoln, where he came to appreciate partaking in and contributing to local organic food production. Ken was inspired by the LexFarm vision for a community farm in Lexington, and joined its effort to keep the Busa property as a working farm and educational resource. He joined the Board of Directors in 2012.

Derek Moody, Treasurer and Clerk pro-tempore

Derek's work with LexFarm is the perfect blend of his business experience & personal interests. He has been a licensed Certified Public Accountant for the past 10 years, and currently works as the Corporate Controller for a venture-backed software start-up. His focus over the past several years has been helping the growth of small companies. He and his wife share a desire to teach their children a love of nature and where their food originates. To that end, they were members of the Food Project CSA in Lincoln from 2009-2011, host a Rad Urban Farmers micro-farm since 2010, and created and continue to expand their own backyard garden. Derek has been a member of the Board of Directors since 2010.

Jay Luker

Jay is an IT specialist for the Smithsonian Astrophysics Data System where he leads the development team building a search and discovery interface for a digital library of Astronomy and Astrophysics literature and research data. He was a co-founder of the LexFarm organization and has served on the Board of Directors since its inception. From 2010-2012 he also served as a member of the CFO Board of Directors, overseeing the Waltham Fields Community Farm <http://communityfarms.org/>, including a 1 year term as Treasurer in 2012. His activities, interests and hobbies include cooking, competitive rowing, urban planning and land use, digital libraries and open source software development.

Charlie Radoslovich

In 2009, Charlie founded Rad Urban Farmers to change landscapes into 'foodscapes.' He has over a quarter of an acre of land in yards across Lexington in production; supplying vegetables for his small CSA, the Lexington Farmers' Market, and his landowners cooperative. In 2011 Charlie planted out his '89 Ford pickup to create Boston's first educational mobile farm; visiting over twenty-five sites over the summer in underserved areas throughout the metro area. Prior to micro-farming, he taught 3rd grade in Belmont, MA.

Brenda Netreba

Brenda is an environmental analyst at the Massachusetts Department of Public Health. She and her husband moved to Lexington in 2009 and since that time have enjoyed participating in a CSA farmshare through Piccadilly Farm in Winchester, NH. Brenda joined the Board of Directors in 2011 and has led the development of LexFarm's membership program.

Betsy Pollack-Benjamin

Betsy has worked as a software engineer, building complex business software applications for over 25 years. She has lived in Lexington since 1993. Betsy has a strong interest in the local food movement, supporting the Lexington Farmers Market and other summer and winter farmers markets in the area and holding CSA shares from various area farms, most recently from Waltham Fields Community Farm. She is starting her second season as a backyard beekeeper. Betsy is also an active member of the Lexington Field & Garden club.

Nancy Gold

Nancy has lived in Lexington with her family since 1996, and her children attended the Lexington Public Schools. Nancy has long been an active school volunteer, and in 1999 she responded to a request from Hastings Principal, Richard Rogers, to create an educational garden for hands-on learning that is integrated with the curriculum. In 2001 Nancy was awarded a Certificate of Merit by the State Secretary of Energy and Environmental Affairs for Excellence in Environmental Education for her work developing the school garden. Ms. Gold also chaired the Arts Enrichment Committee for many years and was a successful grantee with AmeriCorps, enabling a team to install a permanent exhibit of children's mosaic artwork at Hastings School in commemoration of retired teachers, and helped to create a nature trail for use with the school's Big Backyard Environmental Education program. Nancy served on both the

Hastings and Diamond School's Site-Based Councils and is employed by the Lexington Public Schools as an Instructional Assistant at the Lexington Children's Place special education preschool.

Joshua Vatsky

Josh has worked as an electrical engineer at MIT Lincoln Laboratory since 1999. In 2010 he took a yearlong leave-of-absence and, along with his wife, spent a year traveling and "WWOOFing" (WWOOF = World-Wide Opportunities on Organic Farms, also sometimes known as "Willing Weeders" On Organic Farms). The majority of the WWOOF stays were in New Zealand and included work at a permaculture and micro-alternative-energy teaching facility; a hydroponic salad greens business (he wonders if it's heresy to say that they were the best greens he's ever tasted); a vineyard; and in several "homestead"-type settings involving various levels of food and energy self-sufficiency. After returning, Josh was thrilled and heartened to discover the LexFarm endeavor and is very excited by the prospect of a community farm coming to fruition on the Busa farm land.

LexFarm Education Committee

Nancy Gold, Committee Chair

See above.

Rebecca Gasior Altman, Committee Member

Rebecca Altman holds a PhD in environmental sociology from Brown University. She has taught seminars on communities, health and environmental justice at Tufts University. She serves on the Board of Directors for the Science and Environmental Health Network.

Carole Ferguson, Committee Member

Carole has been teaching at the college level for eleven years, planning courses, organizing outside speakers, and evaluating student progress. She has four years working with the homeless family population, planning and implementing health teaching events, health fairs, and conference speakers on a variety of health issues. Ms. Ferguson is also a children's book author and she is certified as a Pediatric Nurse Practitioner.

Jane Hammer, Committee Member

Jane Hammer has been involved with community farms and hands-on education for her entire adult life. While earning her S.B. in Environmental Engineering Science and Management at MIT, she worked for their summer intensive for teachers and administrators, where she lead science demonstrations and tutored in the Cambridge Public Schools. Upon finishing her degree in 1994, Jane joined and volunteered at her first CSA farm in Ipswich MA. As the Environmental Manager's assistant at Stonyfield Farm Yogurt, she educated employees in all departments about waste reduction and recycling. Jane volunteered and served on the board at Waltham Fields Community Farm and was part of the committee that hired Amanda Cather, their current farm manager of 8 years. Jane was actively involved in the advocacy group instrumental in preserving the farmland at what is now Winchester's Wright-Locke Farm. She has enjoyed working at Busa Farm for the past 3 years, in the greenhouse, field, and farm stand, running volunteer days and field trips as well as writing their shareholder and friends newsletter weekly during the season. Jane also runs her own business, managing marketing and distribution for Shared Harvest CSA, which brings fresh produce for the winter months from small scale organic family farms to more than 350 shareholders in Eastern Massachusetts. Her non-profit work currently includes organizing and leading workshops for the Whipple Hill Food Preservation and Exchange meetup group (200+ members), and serving as board member for the Family Folk Chorale (60+ members of all ages). A homeschooling parent for 15 years and counting, Jane is accustomed to organizing family learning opportunities as part of

the homeschooling network in the Arlington area. She has raised backyard poultry and kept bees; enjoys gardening, learning about nutrition, local food culture, soil science, permaculture and regenerative design; and likes to spend her days exploring, playing music, and learning with her husband Chris and 3 sons.

Tina Jaillet, Committee Member

Ms. Jaillet holds a Bachelors in Fine Arts and a Masters in Education. She is a Massachusetts Certified teacher for grades 1-6 and has taught grades 1, 4 and 5. Ms. Jaillet now provides services to children with autism spectrum disorders and became a Certified Autism Spectrum Disorders (ASD) specialist. She is pursuing her Board Certified Behavior Analyst (BCBA) license. Ms. Jaillet works for the LABBB collaborative and Applied Behavioral Associates, LLC. She has experience in developmentally appropriate curriculum design, community events and art education. She summarizes her mission as follows, "my current work reaches out to disadvantaged constituents who may need additional support to access the pleasures and activities that we may take for granted."

Sandy Kalkunte, Committee Member

A twenty-two year resident of Lexington, Sandy is a scientist, financial planner, and attorney, specializing in intellectual property, trusts and estates. She has worked in large and small businesses and law firms to shape and enhance business initiatives. Sandy has contributed to the larger Middlesex community affecting Lexingtonians as a volunteer and board member with accredited non-profit organizations, such as Minuteman Senior Services and "Shishubharati" South Asian Culture and Language School, serving children and senior citizens. Ms. Kalkunte has received grants and honors from the United States President, the Commonwealth of Massachusetts and the MetLife Foundation for her contributions to the community.

Maria Aliberti Lubertazzi, Committee Member

Maria Aliberti Lubertazzi holds an M.S. degree in Environmental Studies (minor in Environmental Education) from Antioch University New England and a PhD from the University of Rhode Island. Her graduate work at URI was in the Department of Plant Science and Entomology. While she studied the landscape ecology of pond dragonflies in Rhode Island, she was the teaching assistant in Plant Sciences for several years—which lead to a very active role in the student Plant Science Club. She also worked one summer at URI's USDA Quarantine Facility, conducting research on potential biological control species. Prior to her doctoral work, Maria held various positions in research and/or education at Massachusetts Audubon Society (including an internship at Drumlin Farm), New England Aquarium and Massachusetts Department of Environmental Protection. She has taught various science curricula to elementary school, undergraduate and graduate students, and is currently an adjunct science faculty member in the Liberal Arts Department at Rhode Island School of Design. She lives with her husband and son in the house built by her great-grandfather, down the street from Busa Farm.

Charlie Radoslovich, Committee Member

See Board of Directors biography.

Kristen Reed, Committee Member

Kristen Reed is a Research Scientist at the Education Development Center, Inc (EDC). Her research focuses on the implementation of mathematics instructional materials and mathematics professional development for PreK-12 teachers and administrators. Prior to working at EDC, Kristen taught elementary school in Boston. She grew up in Lexington and returned with her husband and two young children in 2007. Over the last 10 years, her family has participated in a variety of farm-based education programs and CSA programs for produce, meat, and fish.

Frances A. Ludwig, Advisor to Education Committee

CONDENSED SUMMARY OF EXPERIENCE

2011-2012: Educator, Harvard Museum of Natural History.

1989-2010: K-5 Science Coordinator, Lexington Public Schools: offered teacher support for the K-5 science program, evaluated and developed curriculum, presented demonstration lessons and teacher workshops in all areas of science, established and directed environmental education program, integrated computer technology, introduced engineering design challenges for K-5 students, led 3 year K-12 Science and Technology/Engineering Curriculum Review Committee.

1980-present: Workshop presenter: presents teacher's workshops for nursery through 6th grade teachers--focus on the science of exploring school grounds, teaching inquiry science, and the use of science notebooks as a way to integrate science and literacy. Presentations given at: National Science Teachers Association National Conference, Massachusetts Association of Science Teachers annual conference, Massachusetts Environmental Education Society conference, EDCO (Fitchburg State adjunct instructor).

1994-2000: Planned professional development opportunities for elementary science teachers, EDCO collaborative (24 communities), Waltham, MA.

1989-1995: Co-author, Earth Science: the Challenge of Discovery, (middle school), D.C. Heath. Other writing experience: K-10 ancillary materials for Silver, Burdett and Ginn, Holt, and Macmillan. Contributor, Nature Study (Journal American Nature Study Society)

1981-1989: Staff teacher/naturalist, Massachusetts Audubon Society, Drumlin Farm: taught children ages 3-14; also presented workshops for teachers at the Museum Institute for Teaching Science (MITS). (Acid rain, ponding, soils and weather)

1965-1975, 1980-1981: Middle school science teacher (physical science, earth science), Lexington Public Schools, Lexington, MA

EDUCATION:

Boston College. Chestnut Hill, MA.

B.S. in Physics Education, Magna Cum Laude, 1963

University of Colorado. Boulder, CO, Master of Basic Science, 1965.

AWARD:

2000 Science Teacher of the Year, Middlesex County, MA Association of Science Teachers.

Appendix B. Community Farms Outreach, Inc. dba Waltham Fields Community Farm

Overview

Waltham Fields Community Farm is a non-profit organization supporting farmland preservation, hunger relief, and education. WFCF cultivates a total of 11 acres in Waltham, most of which is leased from the UMass Extension school, and leases another three acres from the nearby Lyman Estate. The farm is run by a non-profit foundation that is governed by a Board of Directors.

Waltham Fields was founded in 1996 by Arlington resident and long-time local farming advocate Oakes Plimpton.

Mission Statement: Waltham Fields Community Farm (WFCF) promotes local agriculture and food access for people in need through growing and educational programs that are socially, ecologically, and economically sustainable.

Address: 240 Beaver Street, Waltham, MA

Website: <http://communityfarms.org/>

CFO's current Strategic Plan includes the following goals:

- 1: Expand access to local farm products to Greater Boston residents, regardless of socio-economic status.
- 2: Provide high-quality educational experiences that engage participants in local food production and consumption and promote environmental responsibility.
- 3: Participate in the exchange of resources and knowledge to strengthen local food systems.
- 4: Secure and manage land with a commitment to environmental stewardship in order to sustain food production and preserve future agricultural use.
- 5: Grow our organizational capacity and operational infrastructure to achieve program goals.
- 6: Enhance financial stability to support organizational effectiveness.

Detailed objectives supporting these goals can be found on the Waltham Fields web site:
[http://communityfarms.org/docs/WFCF Strategic Plan 2012-2014.pdf](http://communityfarms.org/docs/WFCF%20Strategic%20Plan%202012-2014.pdf)

Resumes

Claire A. Kozower, Executive Director
50 Preston Rd. #2 Somerville, MA 02143
(617) 776-0518
claire@communityfarms.org

Work Experience:

WALTHAM FIELDS COMMUNITY FARM, COMMUNITY FARMS OUTREACH, INC.,
Waltham, MA

Executive Director. Hold the overall responsibility for ensuring that the goals and objectives of the organization are achieved. Oversee organizational and financial management, program planning and execution, public relations, and community outreach. *July 2008 - Present*

CITY OF SOMERVILLE PUBLIC SCHOOLS, FOOD SERVICE DEPARTMENT, Somerville, MA

Nutrition Outreach Coordinator. Assisted the food service director with the writing and implementation of program grants to improve school meals, educated students and families about healthful nutrition behaviors, provided culinary and nutrition training to food service staff, and offered food service employee wellness opportunities. *November 2001 – June 2008*

INSTITUTE FOR COMMUNITY HEALTH, Cambridge, MA

Somerville Farm to School Coordinator. Oversee planning and implementation for the Growing Healthy Farm to School to Home program. This research project focuses on working with school food services to offer more produce at school that comes from local farms, increasing consumption of fruits and vegetables among students, developing school gardens, making connections between school food services and school gardening programs, and teaching students and families about the benefits of eating healthy and supporting our local farming community. *January 2003 – June 2008*

GAINING GROUND, INC., Concord, MA

Assistant Grower. Assisted in the operational responsibilities for a 9-acre organic farm that grows organic produce for local food assistance programs. Coordinated educational visits for low-income families and community groups. *2001 - 2007 Growing seasons (May through October)*

TUFTS UNIVERSITY, FRIEDMAN SCHOOL OF NUTRITION SCIENCE AND POLICY, Boston, MA

Senior Research Coordinator. Coordinated intervention planning and implementation for the food service and after school portions of Shape Up Somerville: Eat Smart. Play Hard. This research project, funded through a grant from the U.S. Centers for Disease Control and Prevention (CDC), focused on making a series of environmental changes to encourage obesity prevention among public school children in grades 1-3, *November 2002 – December 2005*

CAMBRIDGE PUBLIC HEALTH COMMISSION, Somerville, MA

Project Assistant. Assisted the Director of the Somerville Community Health Agenda, a community outreach program, in coordinating a community-based taskforce focused on increasing nutrition education and physical activity opportunities for Somerville residents. Researched and compiled two community guides: the Somerville Guide to Food and Nutrition Resources, and the Somerville Physical Activity Guide. *January 2000 - October 2001*

LAND'S SAKE, INC., Weston, MA

Green Power Coordinator. Coordinated a summer program that employs young teenagers in an educational on-farm setting to grow fresh produce for Boston area shelters, food pantries, and meal providers. Coordinated daily produce donations to Boston-area food assistance programs and shared in the operational responsibilities for a 25-acre organic farm run by the organization. *1997- 2000 Growing seasons (May through October)*

COMMONWEALTH OF MASSACHUSETTS, UMASS EXTENSION SERVICE, Amherst, MA

Latino Crops Project Research Assistant. Carried out several research experiments designed to help farmers grow and make available Latino-preferred produce. In conjunction with these on-farm studies, I helped facilitate two surveys and nutrition education events with visitors to the farmers' market in Lawrence, MA. *May – October 1999*

Education:

TUFTS UNIVERSITY, FRIEDMAN SCHOOL OF NUTRITION SCIENCE AND POLICY, Medford, MA

MS in Nutrition Science and Policy; Agriculture, Food, and Environment program *Jan. 1997 – May 1999*

BARNARD COLLEGE, COLUMBIA UNIVERSITY, New York, NY

BA in Environmental Science *January 1990 – May 1992*

Board Experience:

- Gaining Ground, Inc., 2000 - 2001
- Somerville Community Growing Center, 2001 - 2008

Honors and Awards:

- Cum Laude at Barnard College, 1992
- Columbia University Community Service Award, 1992
- Interamerican Society for Tropical Horticulture, Award Certificate for Latino Crops Research, 1999
- Recipient of the Secretary's Award for Excellence in Environmental Education from the Executive Office of Environmental Affairs of the Massachusetts Environmental Trust, 2007

Publications:

F. Mangan, C. Kozower, and R. Bonanno. Growing and Marketing Cilantro in Massachusetts. University of Massachusetts Extension, 1999 Annual Report of the Vegetable and Small Fruit Program.

C. Kozower. Use of Soil Tests Among Organic Farmers in New England. American Journal of Alternative Agriculture, 2001, Volume 16 (1): 23-30.

Amanda M. Cather, Farm Manager

125 Brown Street

Waltham, Massachusetts 02453

(781) 647-0782

amandamcather@gmail.com

Professional Experience

Waltham Fields Community Farm, Waltham, Massachusetts. Farm Manager, January 2004- present. Manage 15-acre, multi-site 500-member CSA, charitable and educational farm. Hire, train and supervise all farm staff; manage all aspects of production for CSA and hunger relief programs; work with other management staff to prepare and oversee \$400,000+ budget.

Hedgerow Farm, Boulder, Colorado. Farm Manager, March 2002-June 2003. Responsible for all aspects of production and distribution on 20-acre organic and biodynamic farm. Distribution included 70-family CSA, Boulder County Farmers' Market, and local restaurants. Experience with soil and water conservation in semi-arid climate. Collaboration with on-site educational programs, including summer kids' camp and academic year programs. Teaching Assistant for Naropa University's *Garden World* class, fall 2002. Instructor for Naropa University's *Vegetable Garden* class, spring 2003.

The Food Project, Lincoln/Boston, MA. Urban Grower, November 2000-November 2001. Responsible for all aspects of production and distribution of 15,000 pounds of organic vegetables for urban farmers' market, homeless shelters and small-scale enterprise project on 2 1/2 acres of urban land. Worked closely with other staff to train and manage 60 youth and 1000 volunteers throughout growing season. Supervised urban agriculture intern. Participated in agricultural education and training for academic year program participants on topics including sustainable landscape design, farm planning, farmers' market analysis, environmental justice and food security issues. Authored *Urban Agriculture Manual*.

Drumlin Farm, Lincoln, MA. Sustainable Agriculture Apprentice, September 1999-November 2000. Gained experience and training in diversified vegetable and small-scale livestock operation on 200 acre Audubon sanctuary. Emphasis on crop planning and record keeping, cultivation techniques, retail sales and marketing, equipment operation and maintenance. Experience with dairy cows, goats, sheep, pigs, draft horses, chickens and turkeys, as well as maple syrup and hay operations. Additional experience organizing and working with volunteer groups and providing agricultural education to all age groups. Piloted 30-member, mixed-income community supported agriculture project during 2000 growing season. Extensive experience with retail farmers' markets in low- and mixed-income neighborhoods. Attended 1999 Community Supported Agriculture conference.

Re-Vision House Urban Farm, Dorchester, MA. Urban Agriculture Program Manager, November 1998-September 1999. Managed all aspects of homeless shelter-based urban agriculture project, including year-round organic vegetable production on 1/2 acre minifarm and in two greenhouses, aquaculture and apiculture. Supervised diverse staff and volunteer groups in production, community outreach and marketing. Piloted internship program incorporating shelter residents into projects, including job skills training as well as agricultural education. Experience in budget planning and management, including fundraising, documentation and record keeping. Oversaw and participated in construction of 14'x 96' greenhouse. Created pre-order coop for specialty organic seedlings for community and backyard gardeners. Expanded vegetable marketing to include urban and suburban farmers' markets and an onsite farmstand. Represented Re-Vision House Urban Agriculture Project at a variety of neighborhood, citywide and national coalitions and public forums, including presentations at summer 1998 and winter 1999 Northeast Organic Farmers' Association conference.

Boston Urban Gardeners, Jamaica Plain, MA. Education Coordinator, June 1996-November 1998. Developed and managed garden-based environmental education program, training Boston high school students as agricultural educators and mentors to children ages 6-12. Initiated expansion of education programs from summer-only to year-round in three Boston public schools. Intensive work on incorporating garden-based education into Boston curriculum standards. Attended numerous conferences and symposia, including 1998 Community Food Security Coalition conference and 1999 American Community Gardening Association Conference.

Education

Tufts University, Medford, MA. September-December 1998. Master's level class with William Lockeretz on Foundations of United States Agriculture. Particular work with agricultural economics and problem solving.

Harvard University, Cambridge, MA. BA *magna cum laude* in the History of Science, June 1996. Completed all premedical requirements. Senior thesis, *New Roots for American Agriculture*, nominated for Hoopes Prize for outstanding senior thesis. Dean's list all semesters.

Armand Hammer United World College, Montezuma, New Mexico. International baccalaureate diploma, May 1992. Active in wilderness service, including wilderness navigation, first aid, winter camping, snowshoeing and cross-country skiing. Chairman of Anti-Apartheid committee at international high school with focus on global issues and diversity.

Presentations

- *Integrating Youth and Volunteers into Production Agriculture*, Northeast Organic Farmers' Association (NOFA) Summer 2001 Conference
- *Farm Economics*, Northeast Organic Farmers' Association Winter 2001 conference
- *The Pesticide Banquet*, Earth Connections Conference, Amherst, MA, February 2001.
- *Farming with the Homeless*, NOFA Summer 1999 and Winter 2000 conferences

Publications

- *Urban Agriculture Manual*, published by The Food Project

Other Skills and Interests

- Member of UMass Extension State IPM Advisory Committee
- Board Member, Northeast Organic Farmers' Association of Massachusetts, 2010
- Strong verbal and written communication skills
- Firm commitment to sustainable agriculture and agricultural education
- Ability to do physical work for long days
- Proficiency with Word, Excel, Filemaker Pro and other computer programs
- Familiarity with/ interest in repair and maintenance of farm equipment
- Experience with and commitment to working in diverse communities
- Runner, cross-country skier, baseball fan and musician

Community Farms Outreach Financial Statements

See CFO financial statements for 2009 through 2011 enclosed as separate documents. Statements for 2012 will be completed in August 2013. Statements for previous years are available upon request.

WE'VE TAKEN THE FARMER'S PLEDGE™

Several chapters of the Northeast Organic Farming Association have developed the Farmer's Pledge in an effort to help local farms articulate their commitment to working in harmony with natural forces and leaving the little piece of the world over which they have stewardship in better condition than when they found it. Knowing your farmer is the best assurance that the food you buy is responsibly grown, grown with methods that recognize the inherent implications of the web of life in all our individual actions.



local food for everyone

WE PLEDGE THAT IN OUR FARMING, PROCESSING, AND MARKETING WE WILL:

- Serve the health of soil, people and nature by rejecting the use of synthetic insecticides, herbicides, fungicides, and fertilizers;
- reject the use of GMOs, chemically treated seeds, synthetic toxic materials, irradiation, and sewage sludge in our farming, and all synthetic substances in post harvest handling;
- treat livestock humanely by providing pasture for ruminants, access to outdoors and fresh air for all livestock, banning cruel alterations, and using no hormones, GMOs or antibiotics in feed;
- support agricultural markets and infrastructures that enable small farms to thrive;
- maintain and build healthy soils by farming practices that include rotating crops annually, using compost, cover crops, green manures, and reducing tillage;
- conserve natural resources by reducing erosion and pollution of air, soil and water through responsible farming practices;
- maximize the nutritional value of food and feed by practicing careful post harvest handling;
- practice minimal processing for all food products to preserve the natural nutritional value of food: NO use of irradiation, ultra-pasteurization, excessive heat, synthetic preservatives, or GMO processing agents or additives and include all ingredients on labels;
- reduce the ecological footprint of farms and homes by limiting energy use and converting to renewable sources of energy;
- reduce food miles by selling produce locally and regionally;
- create beneficial habitat for wildlife and encourage biodiversity;
- help preserve farmland and farming know-how;
- ensure food safety by using potable water for washing crops;
- handle raw manure and soil amendments with care;
- use ethical business practices;
- pay a living wage to all farm workers and acknowledge their freedom of association and their right to collective bargaining;
- treat family members and farm workers with respect, and ensure their safety on the farm;
- work in cooperation with other farmers and with the neighboring community to create a more sustainable way of life;
- encourage the distribution of unsold but edible food to people who need it;

sustain the land in healthy condition for future generations.

Appendix C: Past education programs offered by LexFarm

The following short descriptions of programs, projects and events previously offered by LexFarm are representative of the range of offerings we have provided with volunteer leadership since 2011.

2011

Potato Harvest at Busa Farm - July 30, 2011, Busa Farm 9-11 am

This program offered family fun for all ages. We had families come to dig up and bring in the harvest. This was a fun morning on the farm and everyone who participated received a bag of potatoes to take home, right out of the ground!

Rad Urban Farms Bike Tour - August 14, 2011 3 – 5 pm

Participants joined LexFarm and our own Charlie Radoslovich of Rad Urban Farmers on a bicycle tour of several of his micro-farm plots in area backyards. Charlie instructed the group about what a micro-farm is, and why it works so well in an urban/suburban setting, as well as why different garden designs are suited to their locations, and why different produce is grown in different areas, under different conditions.

Waltham Fields Community Farm Tour for Kids! - July 27th, 2011 3:30 – 5:30

On this tour, participants learned about what a production farm looks like and about the pieces that come together to make our fruits and vegetables grow. The children made visits to the fields to investigate what was growing, they stopped at the compost pile to learn about what happens there, and they had a hands on lesson about plant parts and the plant life cycle. They even performed some real farm chores before returning home again.

2012

Goat Care Skills - Saturdays, January 28 – March 3, 7 – 8 am

Participants gained valuable insight into what it means to care for dairy goats in a suburban setting, with hands-on experience grooming, feeding and handling these endearing farm animals. Our goat care skills classes have been offered on an as-requested basis ongoing and continuing to the present, with many area adults and teens taking part in their care, and many young children afforded an opportunity for visiting the animals on Sunday afternoons. During public visiting hours.

Birdsong Walk at Arlington Reservoir and Busa Farm - June 2nd, 2012, 8 – 9:30 am

LexFarm invited members of the public to learn about the birds and birdsong of Arlington Reservoir and Busa Farm, bringing in veteran birder, Herb Pearce, who specializes in leading birdsong walks. Using your ears is the best way to identify birds when they are hidden from view behind foliage and many species were identified that morning!

Service Learning with the Climate Summer Leadership Development Project for Young Adults - June 28, 2012

A crew of teens from the Climate Summer Project joined us in the goat yard to help with our carbon capture project, where we use the composted goat manure to re-build the soil in the surrounding "paddock," planting mixed greens – more forage for our beloved goats!

Green Foods are Grrrrreat... Thursday, July 12, 2012

LexFarm invited pre-schoolers with chaperones on an adventure to the farm to see what green foods they could find to eat. Together with LexFarm member, Carole Ferguson, the children visited the growing fields of Busa Farm to see herbs and vegetables growing and hear a special story, after which they made a great green snack!

Waltham Fields Community Farm Tour for Kids - July 25th 2012

**** See 2011 for details of same -- this is a popular repeat program.**

**Farming in the 18th century tour of the Jacob Whittemore House
Minuteman National Historic Park - October 7, 2012**

Local residents and visitors were invited to a special program offered co-jointly by LexFarm and the MMNHP, titled, "If these Walls Could Speak." Park Ranger, Polly Kienle gave an educational tour of the park's only structure in Lexington, where, using original documents, participants were able to discover the nuances of operating an 18th century farm. This program was developed by the park and with cooperation from LexFarm in support of our mission for education about farms and farming, including farm history in Lexington!

This program will be refined and repeated summer, 2013.

2013

LexFarm Cheese-making Class - January 24, 2013

On Sunday, January 24th, 2013, in conjunction with the Belmont Food Collaborative, LexFarm had the pleasure of hosting our first ever cheese-making class, which took place at the Church of Our Redeemer in Lexington Center. Two veteran cheese-makers demonstrated step-by-step procedures for our full class of eager participants. Useful information provided included topics such as pasteurized milk, heat regulation and cheese-curdling, the many uses of whey, and where to find the best cheese-making supplies. The participants in this well received class each made three varieties of creamy delicious cheese, including ricotta, chevre, and paneer. We were delighted to have heard from many that they have continued to make cheeses at home since taking the class!

**LexFarm's Farm History Panel for the 300th Anniversary
"Farming: Then and Now" - March 17, 2013**

As part of the celebration of Lexington's 300th Anniversary of the town's incorporation, LexFarm presented a panel of four distinguished guests and historians to speak at the LHS auditorium last March. The four presenters, included historians, local farmers and a former commissioner of Agriculture for Massachusetts, fascinated the audience with their discussions, describing those who were the town's farmers through history, how they farmed through the centuries, and the strategies they pursued to keep their farms sustainable in response to regional, national, and global changes and developments in agriculture. We enjoyed a tremendous response to this program, and many of the attendees were folks who remembered the town when there were more than a hundred farms, raising everything from milk, to pigs, to vegetables brought from the "old world." The nostalgia in the room was palpable, and we are really glad to have brought this valuable program to town! LexFarm member and historian Carolyn Goldstein organized this event as part of the 300th anniversary celebrations.

LexFarm Learn and Work: Pasture Planting - April 20, 2013 at the Goat Yard

Program participants joined Sam Anderson (Livestock Program Coordinator at New Entry Sustainable Farming Project) for a hands-on LexFarm Learn and Work Project. Sam lead a team of enthusiastic learners in the planting of a miniature pasture of oats, clover and chicory at the LexFarm Goat Yard, instructing about principles of soil fertility, rehabilitating marginal land, and creating livestock pastures.

**Vermicomposting: Learning about and setting up home worm compost bins -
April 28, 2013 at Busa Farm**

Vermiculture, or composting with worms, creates a water-soluble, nutrient-rich fertilizer that can be used as a soil conditioner in your home garden. This is an easy way to get food scraps out of the waste stream while benefitting from the resultant rich, bio-active fertilizer. In the class, participants, lead by LexFarm's own Nancy Gold, put together their own worm bins for home use, with instructions about what to put in to the bin, where to keep a bin, and the process for harvesting the compost (and rescuing the worms to re-start the process) after approximately three months time. This program was primarily for adults, but a children's program is coming, too! (Ms. Gold kept several worm bins in classrooms at Hastings School in years gone by.)

A Seed Story - April 25, 2013

This program took place on Thursday, April 25th at the Lexington Children's Place Special Needs Pre-school, and again on Tuesday, May 14th at the Cary Memorial Library Children's Room.

In this program, children learned about different types of seeds and the plant life cycle, heard two stories about seeds and vegetable plants, and then they planted vegetable seeds to take home with instructions for care.

Planting a Rainbow - Spring and Summer 2013

Children ages 8 to 18 will plant flowers and vegetables in the colors of the rainbow, returning bi-weekly to help weed, water and side dress with compost, caring for the crops. The young garden stewards will keep journals, making notations and observations of the weather conditions, the temperature, water needs and the progress of each variety of plant. Studies will be undertaken of the insect life, soil consistency, animal activity, and other factors affecting the viability of the crops. We will allow some of each successful plant to go to seed so that we can save some seeds for next year's planting.

Appendix D: Pledge Drive Contributors

During the month of May 2013, in a demonstration of support for the community farm, the 182 individuals and families listed below pledged a financial contribution toward the farm's startup costs should LexFarm's proposal be accepted by the Town.

Maria Aliberti Lubertazzi
Rebecca Altman
Amsel Family
Anne Anninger
The Antonevich Family
Christine Aquilino
April Austin
Fred C. Balley
Mike Barrett and Nancy Dolberg
Suzie & Mike Barry
John & Irene Bartenstein
Ivan and Ellen Basch
Lesley Benson & Paul Smith
Tim and Ericka Benson
Diana Bercei
Mark and Diane Bleier
Alisha Bloom & Stephen Bouwens
Susan and Jan Boer
Kathleen M Bolen
Amanda S. Bosh
Kathy Boudett
Jason Boyer
Heather Bruce
Ray and Monica Cantwell
Rob and Margaret Carlson
Ricky Carter
John & Carol Chamberlain
Gwen Crevensten
Carol Damm
Mark Davis
Seth Davis and Jonice Webb
Mike Decoteau
Gene Diaz
Susan Dorson
Joyce Edmonds
Jill Ehrenzweig
Kate Ekrem
Susan and Kerry Emanuel
Anne Engelhart
Eileen Entin
Ellen Epstein and Ian Brownell
George and Patricia Erickson
Andy Evans
Carole Ferguson
Wallace Feurzeig
Bill & Kirstie Fiora
Vicki & Larry Ford
Ian and Alix Fox
Mark & Wendy Gabrenya

Baldwin Galvin Family
John Gawoski/Beverly Seavey
Blake Geno
Erin Geno
Marcia and Frank Gens
Gillett Family
Judith Gilxon
Nancy & Ron Gold
Barbara Goldoftas
Carolyn Goldstein & Jonathan Haber
Mark & Cassandra Goldwater
Anne Goodwin
Nan and Rich Goulet
JOELLE Gunther
Seija Halva
Jane Hammer
Ingrid Hartman
Margaret Heltz
Eric Helmuth
Tracey Herbert
Anastasia and Taras Ivanenko
Jennifer Jacoby
Tina Jalliet
Fred Johnson
Myla Kabat-Zinn
Eileen and Morton Kahan
Ken Karnofsky and Sabine Clark
Laurel Kayne and Max Antinori
Frank & Janet Kern
Bob and Mary Etta King
Paul Kleppner and Linda Mui
Henry Kon & Leah Baigell
JJ Krawczyk
Jean & Tom Kurien
Marty Kvaal
Alex Lai
David Landskov
Linda Lee and Charles Lamb
Kathleen Lenihan
FannYu Liao
Alice Lim + Bill Lester
Jenny Lisle & Steve Abreu
Karen Longeteig & Hasan Khan
Fran Ludwig
Jay Luker & Jennifer Zacharis
Marilyn and Bob Lund
Magram-Romano Family
Edward and Eleanor Mann
Jeremy Marin

Ellen McDonald
 Barbara Meikle
 Erica Metzger
 Charlotte Milan
 Cheryl Miller and Edward Harman
 Judy and Lee Minardi
 Katharine Mockett
 Alexandra Moellmann
 The Moody Family
 Gwyneth Morris
 Meg Muckenhoupt
 Barbara Munkres
 Beth and George Mumaghan
 Venkatesh Natarajan
 Chris and Janet Needham
 Helen & Kyle Nelson
 Patrick and Brenda Netreba
 Jim & Ginny Neumann
 Nancy Nolan
 Gail O'Keefe
 Suzanne O'Neil Jones
 Keith Ohmart & Helen Chen
 Valerie Overton
 Suzanne Pan
 Connie Parrish & Bill Vogeles
 Mark Pattin
 Valerie Perkins and Stephen Ervin
 Oakes Plimpton
 Betsy Pollack & Howard Benjamin
 Kavitha Prakash
 Nick Pullen
 Jennie Rathbun
 Kristen and Lance Reed
 Rev. Marilyn Richards
 Caroline Ronten
 Bonnie & Phillip Rosenthal
 Kathleen and Davis Rowe
 Laura Sackton
 Howard Sagrans and Charlene Broock
 Irene Sahatjian
 Mark & Lisa Sandeen
 Rosemarie Sansone

Susan Schiffer and James Barsoum
 Van Seasholes
 Rita Seraderian
 Mary Sevlund Beals
 C.A. Shum
 Janet Simpson
 Marc and Sybil Solomon
 Margaret Stanley
 Leslie Stebbins
 Karen Steiner and Scott B. Smith
 The Stewart Family
 Tisha Stima
 Steve Stodola
 Nadine Suhrbier
 Amy Swanson
 Christina Sym
 Jody Tannenbaum
 Victoria Thatcher
 Julia Thompson & Simon Kozin
 Kay Tiffany
 Charles Tracy
 Susan Reals Treadway
 Marie Tulin
 Bard and Mary Ellen Turner
 L. Urgotis
 The Vander Rhodes Family
 Josh and Ava Vatsky
 Catherine Venkatesh
 Sandy Vorce
 Janet Westerhoff
 David White & Mary Gilbert
 Ben and Ann Wolf
 Henrietta Yelle & Chris Engstrom
 Kyle York
 Elizabeth Youngblood
 Tim and Lauren Zack
 Amy and Michael Zaslow
 Barbara Zeles
 Leda Zimmerman and Joe Blatt
 Olsen Zimmerman Family
 Rosamond P. Zimmermann
 William Zucker, MD

Appendix E: Letters of Recommendation

The following pages contain letters of reference from several individuals who are familiar with LexFarm's work in a variety of capacities.

Peter Barrer, Executive Director, Newton Community Farm

Patricia Gray, Nonprofit Management Consultant

James Hoyte, Former Massachusetts Secretary of Environmental Affairs

Alissa Louzon, Head of Children's Services, Cary Memorial Library

Karen Masterson, Owner, Nourish Restaurant

Eileen Entin, President, Citizens for Lexington Conservation

Peter J. Barrer
24 Hazelton Rd.
Newton, MA 02459

May 8, 2013

Lexington Board of Selectmen
Lexington, MA

Dear Lexington Board of Selectmen,

I am writing to reinforce your assessment of the capabilities of LexFarm to operate the new Lexington community farm on the Busa Property.

I am currently Board President of Newton Community Farm, Inc, a non-profit which operates the Newton Angino Farm under licence to the City of Newton. I have been on the Newton organization's Board for over six years. I know quite a bit about what makes a small community farm successful, particularly where its mission is driven by community education and community engagement.

I am familiar with LexFarm's approach and capabilities because I have been involved with the group for over three years as it has developed support in the Town for having a farm on the Busa land. In September, 2011 I assisted LexFarm by reviewing its plans and supporting its presentation of concept plans to the Selectmen.

In its campaign to dedicate the property for farming, Lexfarm has shown particular strength in engaging with increasingly wider elements of the Lexington community. It has a hard-working leadership group that is continuously recruiting additional volunteer resources, and creating partnerships with organizations in the Town. These proven capabilities are essential for long term success as a community resource.

In our experience, cooperative working relationships with City of Newton leadership and staff has been essential; the LexFarm group has demonstrated similar capabilities in Lexington.

In choosing to collaborate with an established non-profit farm operator to manage day-to-day growing operations, Lexfarm has shown wise judgement, which will enable its volunteer leadership to focus its attention on the educational programs and its connections to the wider Lexington community.

In the interests of the Lexington community, I encourage you to select LexFarm as the operator of the Busa farm property.

Sincerely yours,


Peter J. Barrer

Town of Lexington

Community Farm Proposal Committee

Dear Committee Members:

I commend the Town for its commitment to conservation and interest in farm preservation. Having followed developments regarding the Busa Farm over the last few years, I am especially pleased that the farmland with its proximity to the Arlington reservoir and to Lexington conservation areas will be preserved and used as a farm. Indeed, this decision certainly is consistent with Lexington's determination to honor its agricultural heritage.

As a Lexington resident for the past forty years and former Massachusetts Secretary of Environmental Affairs (1983 - 1988), I would like to describe to you the reasons why I strongly support the proposal of LexFarm to operate a community farm on the town-owned Busa Farm property:

LexFarm has demonstrated that it is a community organization able to provide a wide range of education programs about farms, farming and sustainable land use.

Based on my experience as a former member of the Board of Directors of the Massachusetts Audubon Society and current member of the Board of Directors of The Trustees of Reservations, I have a sense of what constitutes good programming and practices related to sustainable farming. I am impressed with LexFarm's programs.

With the opportunity to learn initially about LexFarm's plans on the occasion when it sponsored the very engaging and informative Farm History Panel as part of the Lexington 300th anniversary activities in March, I was encouraged to become more deeply acquainted with its activities. I commend it for its bi-weekly newsletter, its many programs including farm tours, worm composting and its goat yard.

In sum, I believe that the LexFarm proposal offers the Town of Lexington a unique opportunity to engage an organization with a proven track record of providing critical education needed for future generations to make connections between people and the land that sustains them through responsible and sustainable agriculture. I recommend that you give favorable consideration to the LexFarm proposal to operate Busa Farm.

Very truly yours,

James Hoyte
565 Marrett Road
Lexington

Jamie Hoyte
Of Counsel
ADS Ventures, Inc.
3 Post Office Sq., 8th Fl.
Boston, MA 02110
(617) 236-5830 x117

(sent via email)



1874 Massachusetts Avenue, Lexington, MA 02420 • P 781-462-6288 • F 781-862-7155 • carylibrary.org

Ken Karnofsky, Vice-President
Lexington Community Farm Coalition
P.O. Box 554
Lexington, Mass. 02040

May 21, 2013

Mr. Karnofsky,

I am writing to lend my support to Lexington Community Farm Coalition's proposal to operate a community farm in Lexington. LexFarm recently partnered with Cary Memorial Library to offer a hands-on seed program for students in kindergarten through second grade. The program was very popular with the program registration and waiting list filling quickly despite the limited advertising. The program focused on teaching students about different types of seeds and how they grow into plants and food that we eat. Each student got to plant seeds to take home and grow this summer. I was impressed with not only the curriculum that was presented but also with how the instructor, Nancy Gold, handled the group. She kept the group engaged, ensured that everyone had an opportunity to participate, and smoothly redirected behaviors when necessary. The kids were all excited about planting their own seeds to take home and grow. The program also received a great response from parents.

Nancy and I are already in the process of planning a second program for the fall featuring earthworms. I look forward to continuing our partnership to offer hands-on learning experiences to the youth in Lexington.

Sincerely,

A handwritten signature in cursive script, reading "Alissa Lauzon".

Alissa Lauzon
Head of Children's Services
Cary Memorial Library
1874 Massachusetts Ave
Lexington, MA 02420

Price Bid for Lease of Town-owned Property for a Community Farm

Submitted June 3, 2013

By Lexington Community Farm Coalition, Inc.

ATTACHMENT F

BID PRICE FORM¹ BUSA COMMUNITY FARM RFP

The Respondent proposes to provide the following funding annually for the project listed (and as described in detail in the Specifications portion of the RFP):

Description

BUSA COMMUNITY FARM: Minimum annual lease payment is \$1,500.00 and minimum percentage increase is 2.5%. Please place any additional proposed rent payments in the box. For example, if you intend on offering \$2,000 a year for the lease, please place \$500.00 into the lease payment increase area, if you intend on just offering the minimum \$1,500.00, place \$0.00 in the box. The same goes for the Percentage Increase. The minimum is 2.5% if you are offering 3.5% a year place 1% in the box.

ITEM

PRICE

YEAR 1: Annual Costs Owed

- | | |
|--|-----------|
| a) Annual Lease* Payment Increase | \$ 500.00 |
| b) Annual Increase Percentage Increase | 0% |

YEAR 2: Annual Costs Owed

- | | |
|--|-----------|
| c) Annual Lease* Payment Increase | \$ 500.00 |
| d) Annual Increase Percentage Increase | 0% |

YEAR 3: Annual Costs Owed

- | | |
|--|-----------|
| e) Annual Lease* Payment Increase | \$ 500.00 |
| f) Annual Increase Percentage Increase | 0% |

YEAR 4: Annual Costs Owed

- | | |
|--|-----------|
| g) Annual Lease* Payment Increase | \$ 500.00 |
| h) Annual Increase Percentage Increase | 0% |

¹ (place in separate sealed envelope marked "Price Proposal")

BID PRICE FORM²

BUSA FARM PROJECT

The Bidder proposes to provide the following funding annually for the project listed (and as described in detail in the Specifications portion of the RFP):

Description

BUSA FARM PROJECT: Continued...

<u>ITEM</u>	<u>PRICE</u>
--------------------	---------------------

YEAR 5: Annual Costs Owed

- | | |
|--|-----------|
| i) Annual Lease* Payment Increase | \$ 500.00 |
| j) Annual Increase Percentage Increase | 0% |

YEAR 6: Annual Costs Owed

- | | |
|--|-----------|
| k) Annual Lease* Payment Increase | \$ 500.00 |
| l) Annual Increase Percentage Increase | 0% |

YEAR 7: Annual Costs Owed

- | | |
|--|-----------|
| m) Annual Lease* Payment Increase | \$ 500.00 |
| n) Annual Increase Percentage Increase | 0% |

YEAR 8: Annual Costs Owed

- | | |
|--|-----------|
| o) Annual Lease* Payment Increase | \$ 500.00 |
| p) Annual Increase Percentage Increase | 0% |

YEAR 9: Annual Costs Owed

- | | |
|--|-----------|
| q) Annual Lease* Payment Increase | \$ 500.00 |
| r) Annual Increase Percentage Increase | 0% |

² (place in separate sealed envelope marked "Price Proposal")

BID PRICE FORM³

BUSA FARM PROJECT

The Bidder proposes to provide the following funding annually for the project listed (and as described in detail in the Specifications portion of the RFP):

Description

BUSA FARM PROJECT: Continued...

<u>ITEM</u>	<u>PRICE</u>
--------------------	---------------------

YEAR 10: Annual Costs Owed

- | | |
|--|------------------|
| s) Annual Lease* Payment Increase | \$ 500.00 |
| t) Annual Increase Percentage Increase | 0% |

YEAR 11: Annual Costs Owed

- | | |
|--|------------------|
| u) Annual Lease* Payment Increase | \$ 500.00 |
| v) Annual Increase Percentage Increase | 0% |

YEAR 12: Annual Costs Owed

- | | |
|--|------------------|
| w) Annual Lease* Payment Increase | \$ 500.00 |
| x) Annual Increase Percentage Increase | 0% |

YEAR 13: Annual Costs Owed

- | | |
|--|------------------|
| y) Annual Lease* Payment Increase | \$ 500.00 |
| z) Annual Increase Percentage Increase | 0% |

YEAR 14: Annual Costs Owed

- | | |
|---|------------------|
| aa) Annual Lease* Payment Increase | \$ 500.00 |
| bb) Annual Increase Percentage Increase | 0% |

³ (place in separate sealed envelope marked "Price Proposal")

BID PRICE FORM⁴

BUSA FARM PROJECT

The Bidder proposes to provide the following funding annually for the project listed (and as described in detail in the Specifications portion of the RFP):

Description

BUSA FARM PROJECT: Continued...

<u>ITEM</u>	<u>PRICE</u>
--------------------	---------------------

YEAR 15: Annual Costs Owed

cc) Annual Lease* Payment Increase	\$ 500.00
dd) Annual Increase Percentage Increase	0%

YEAR 16: Annual Costs Owed

ee) Annual Lease* Payment Increase	\$ 500.00
ff) Annual Increase Percentage Increase	0%

YEAR 17: Annual Costs Owed

gg) Annual Lease* Payment Increase	\$ 500.00
hh) Annual Increase Percentage Increase	0%

YEAR 18: Annual Costs Owed

ii) Annual Lease* Payment Increase	\$ 500.00
jj) Annual Increase Percentage Increase	0%

YEAR 19: Annual Costs Owed

kk) Annual Lease* Payment Increase	\$ 500.00
ll) Annual Increase Percentage Increase	0%

⁴ (place in separate sealed envelope marked "Price Proposal")

BID PRICE FORM⁵

BUSA FARM PROJECT

The Bidder proposes to provide the following funding annually for the project listed (and as described in detail in the **Specifications** portion of the RFP):

Description

BUSA FARM PROJECT: Last continuation page.

ITEM

PRICE

YEAR 20: Annual Costs Owed

mm) Annual Lease* Payment Increase

\$ 500.00

nn) Annual Increase Percentage Increase

0%

Bidder: _____

Initials: _____

**Please note this lease is for a 10 year term with an option to extend for an additional two (2) five-year terms for a total potential of a twenty (20) year contract. These prices will stay firm throughout the length of the contract and all extensions.*

⁵ (place in separate sealed envelope marked "Price Proposal")

ATTACHMENT E

Estoppel Certificate

ESTOPPEL CERTIFICATE

PREMISES: Busa Farm, Lexington, Massachusetts

LEASE: Farm Lease dated as of _____ between the Town of Lexington, Massachusetts, acting through its Town Manager (the "Landlord"), and Lexington Community Farm Coalition, Inc. (the "Tenant"), as the same may be amended as identified below

WHEREAS, this Estoppel Certificate is being delivered to [Landlord/Tenant] in connection with [explanation for request to be inserted]; and

WHEREAS, [] shall be entitled to rely on this Estoppel Certificate in conjunction with [reference to explanation for request to be inserted].

NOW THEREFORE, [Landlord/Tenant] certifies to [Landlord/Tenant and _____] that, as of the date this document is signed:

1. The Lease has not been modified or amended, orally or in writing, by formal agreement or by letter, except as otherwise described _____. A true and complete copy of the Lease, as amended, is attached hereto as Exhibit A.
2. The Lease has a Term Commencement Date as of _____ with Base Rent commencing on _____. The current Base Rent is \$ _____ as provided the Special Provisions of the Lease.
3. Base Rent and other charges due under the Lease have been paid through and including _____.
4. The Demised Premises located in Lexington, Massachusetts are as described in the Lease.
5. The Termination Date of the Lease is _____, 2023.
6. No Security Deposit is required under the Lease.
7. The Tenant has no option to purchase the Demised Premises and has no right of first refusal as to the Demised Premises.
8. The Tenant is in possession of the entire Demised Premises. **[To be removed from an Estoppel Certificate executed by Landlord.]**
9. The Lease is a complete statement of the agreement between the parties with respect to the letting of the Demised Premises referred to therein.
10. The Lease is presently in full force and effect according to its terms and is the valid and binding obligation of the undersigned as of the date hereof.

11. The address for notices to be sent to the undersigned is as set forth in said Lease.
12. **[Landlord/Tenant]** is not in default in the performance of its obligations to **[Tenant/Landlord]** under the Lease, nor has an event occurred that, with the giving of notice or the passage of time or both, could constitute a default by **[Landlord/Tenant]**, except as follows: _____.
13. The **[Tenant/Landlord]** has no charges, liens, or claims of offset under said Lease against the **[Landlord/Tenant]**, except as follows: _____.
14. **[Landlord has not assigned any of its rights under the Lease] [Tenant has not assigned any of its rights under the Lease nor sublet any portion of the Demised Premises]**, except as follows: _____.
15. The undersigned has not made nor is there contemplated any assignment for the benefit of creditors nor the filing of petitions or the institution of any proceedings by the undersigned under the bankruptcy or similar laws of the United States or any state, and there are currently, to the knowledge of the undersigned, no such petitions or proceedings pending or threatened against the undersigned.
16. Capitalized terms used in this Estoppel Certificate and not otherwise defined shall have the same meanings as assigned to those terms in the Lease.

[Signature to appear on next page]

IN WITNESS WHEREOF, the undersigned is duly authorized and has caused this Estoppel Certificate to be executed as a sealed instrument on this ____ day of _____, 20__.

[LANDLORD/TENANT]

[_____]

[INSERT NOTARY BLOCK]

EXHIBIT A

Copy of Lease

(to be attached)

AMENDMENT 1,

WATER AND WASTEWATER CONNECTION

FARM LEASE

Pursuant to the vote of the Board of Selectmen of October 19, 2015, the following amendment is made to the Farm Lease dated January 1, 2014 between the Town of Lexington, Massachusetts, acting through its Town Manager or designee, (Landlord) and Lexington Community Farm Coalition, Inc (Tenant).

Notwithstanding Article IV-UTILITIES of the lease, the Landlord will provide water service connection up to and including installation of the water meter to the farm stand building, and wastewater connection to within six (6) feet of the farm stand building, at no additional cost to the Tenant. The Tenant will be responsible for installation of water service connection from the meter. The Tenant will be responsible for all use charges. The Tenant indemnifies the Landlord from any claims arising during the construction and installation of these water and wastewater connections to the farm stand building.

LEXINGTON COMMUNITY FARM COALITION

By: Allison Giguette
Name: Allison Giguette
Title: President, Board of Directors

TOWN OF LEXINGTON

By: Carl Valente
Name: Carl Valente
Title: Town Manager

AMENDMENT 1.

WATER AND WASTEWATER CONNECTION

FARM LEASE

Pursuant to the vote of the Board of Selectmen of October 19, 2015, the following amendment is made to the Farm Lease dated January 1, 2014 between the Town of Lexington, Massachusetts, acting through its Town Manager or designee, (Landlord) and Lexington Community Farm Coalition, Inc (Tenant).

Notwithstanding Article IV-UTILITIES of the lease, the Landlord will provide water service connection up to and including installation of the water meter to the farm stand building, and wastewater connection to within six (6) feet of the farm stand building, at no additional cost to the Tenant. The Tenant will be responsible for installation of water service connection from the meter. The Tenant will be responsible for all use charges. The Tenant indemnifies the Landlord from any claims arising during the construction and installation of these water and wastewater connections to the farm stand building.

LEXINGTON COMMUNITY FARM COALITION

By: Allison Gueerete
Name: Allison Gueerete
Title: President, Board of Directors

TOWN OF LEXINGTON

By: Carl Valente
Name: Carl Valente
Title: Town Manager

PLANNING BOARD APPROVAL UNDER SUBDIVISION
CONTROL. LAW NOT REQUIRED

OWNER OF RECORD:
TOWN OF LEXINGTON
1625 MASSACHUSETTS AVE.
LEXINGTON, MA 02420

PLAN REFERENCES:
MIDDLESEX SOUTH REGISTRY OF DEEDS

DEED REFERENCE:
LAND COURT PLAN 5322A OF 1914
LAND COURT PLAN 5322B OF 1923
LAND COURT PLAN 5322C OF 1932
LAND COURT PLAN 5322D OF 1932
LAND COURT PLAN 5322E OF 1932
LAND COURT PLAN 5322F OF 1932
LAND COURT PLAN 5322G OF 1932
LAND COURT PLAN 5322H OF 1932
LAND COURT PLAN 5322I OF 1932
LAND COURT PLAN 5322J OF 1932
LAND COURT PLAN 5322K OF 1932
LAND COURT PLAN 5322L OF 1932
LAND COURT PLAN 5322M OF 1932
LAND COURT PLAN 5322N OF 1932
LAND COURT PLAN 5322O OF 1932
LAND COURT PLAN 5322P OF 1932
LAND COURT PLAN 5322Q OF 1932
LAND COURT PLAN 5322R OF 1932
LAND COURT PLAN 5322S OF 1932
LAND COURT PLAN 5322T OF 1932
LAND COURT PLAN 5322U OF 1932
LAND COURT PLAN 5322V OF 1932
LAND COURT PLAN 5322W OF 1932
LAND COURT PLAN 5322X OF 1932
LAND COURT PLAN 5322Y OF 1932
LAND COURT PLAN 5322Z OF 1932

ASSESSOR'S REFERENCE:
ASSESSOR'S MAP 20, PARCEL 38

DATE: _____

THE ENDORSEMENT ABOVE IS NOT A DETERMINATION
BY THE PLANNING BOARD AS TO COMPLIANCE WITH
THE ZONING BYLAW

FOR REGISTRY USE ONLY

ZONING REQUIREMENTS

- ZONING DISTRICT – RESIDENTIAL (RS)
- | REQUIRED | DEVELOPED |
|--------------------------|-----------|
| MINIMUM LOT AREA | 15,500 SF |
| MINIMUM FRONT YARD | 125 FT |
| MINIMUM SIDE YARD | 30 FT |
| MINIMUM REAR YARD | 15 FT |
| MAXIMUM FLOOR AREA RATIO | N/A |
| MAXIMUM SITE COVERAGE | 15 % |
| MAXIMUM HEIGHT | 40 FT |
- ZONING REQUIREMENT NOTES:
1. DISTRICTS WITH USE REQUIREMENTS DIFFER FROM THOSE SET FORTH ABOVE.
2. EXCESS OF 30 FEET SHALL SUPERSEDE THE REQUIREMENT SET FORTH ABOVE.

NOTES:

- BEARING SYSTEM IS BASED ON MASSACHUSETTS STATE PLANE COORDINATE SYSTEM.
- ORIGINAL LAND COURT BEARINGS DIFFER BY -12°41'26" AS SHOWN ON THIS PLAN.
- THE INTENT OF THIS PLAN IS TO DIVIDE LAND COURT LOT 2 INTO TWO LOTS SHOWN AS LOTS 2A & 2B. ALL OTHER LAND COURT LOTS REMAIN THE SAME.

LEGEND:

- ② LOT NUMBER FROM LAND COURT PLANS
- 2A PROPOSED LOT NUMBER
- CONCRETE BOUND DRILL HOLE (CB/DH)
- STONE BOUND DRILL HOLE (SB/DH)
- APPROXIMATE PROPERTY LINE
- LAND COURT PROPERTY LINE
- LOCUS & LAND COURT PROPERTY LINE
- ASSESSOR'S MAP 20 PARCEL 38
- LAND COURT LOT 2
- NEW LOT LINE

THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE
PROCEDURAL AND TECHNICAL STANDARDS FOR THE
PRACTICE OF LAND SURVEYING IN THE COMMONWEALTH
OF MASSACHUSETTS.

THE CERTIFICATIONS SHOWN HERE ARE INTENDED TO
MEET REQUIREMENTS OF DEED REQUIREMENTS AND ARE NOT
A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY
SHOWN.

I CERTIFY THAT THE PREPARATION OF THIS PLAN
CONFORMS TO THE RULES AND REGULATIONS OF THE
REGISTER OF DEEDS OF THE COMMONWEALTH OF
MASSACHUSETTS.

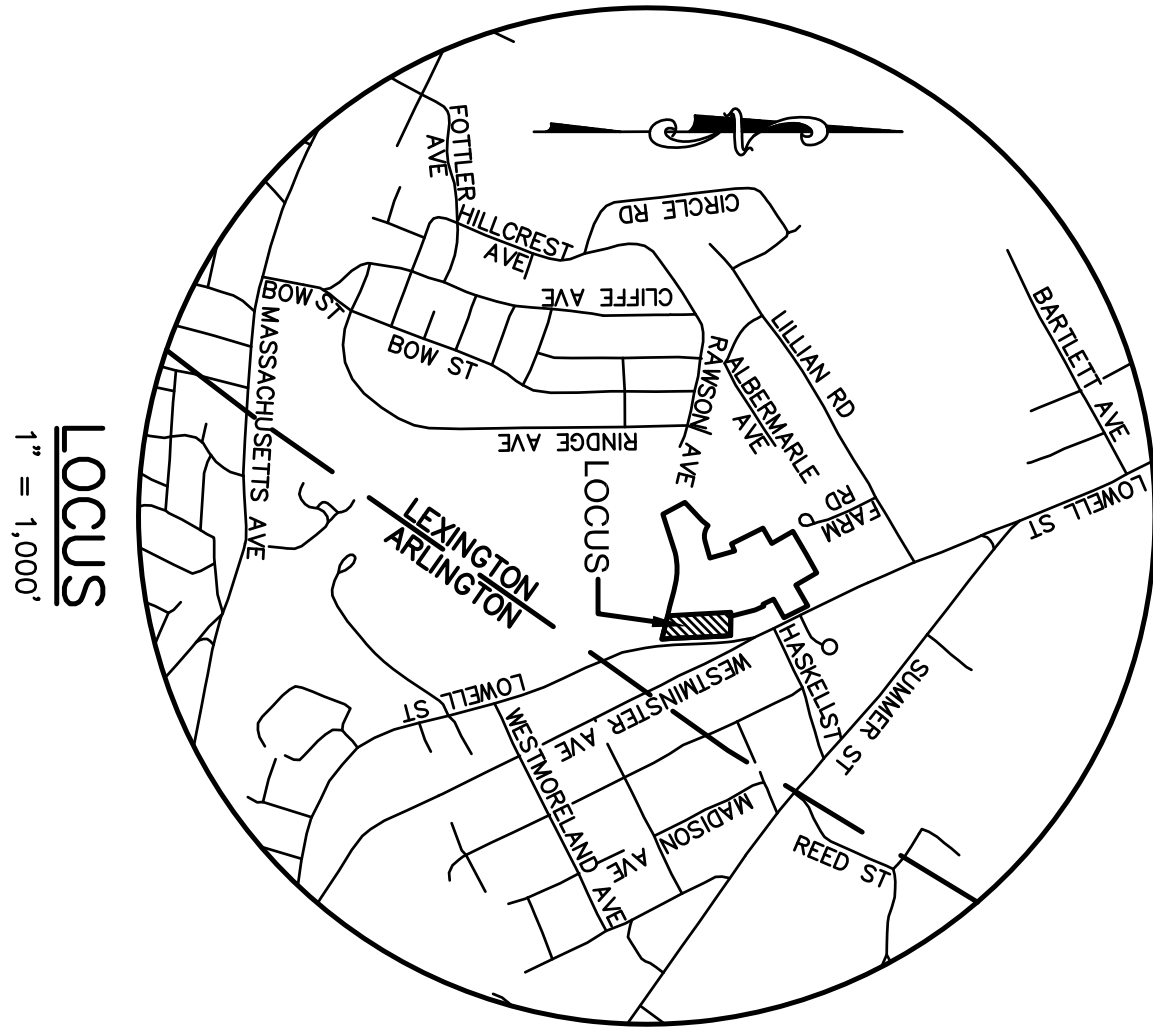
LARD J. WALSH JR., P.L.S. #36128 DATE: _____

LOWELL STREET
LEXINGTON, MASSACHUSETTS

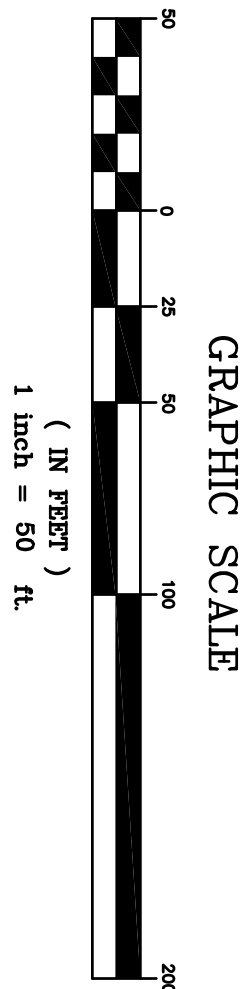
ASSESSOR'S MAP 20 / PARCEL 38
SUBDIVISION PLAN OF LAND
APPROVAL NOT REQUIRED

GCG ASSOCIATES, INC.

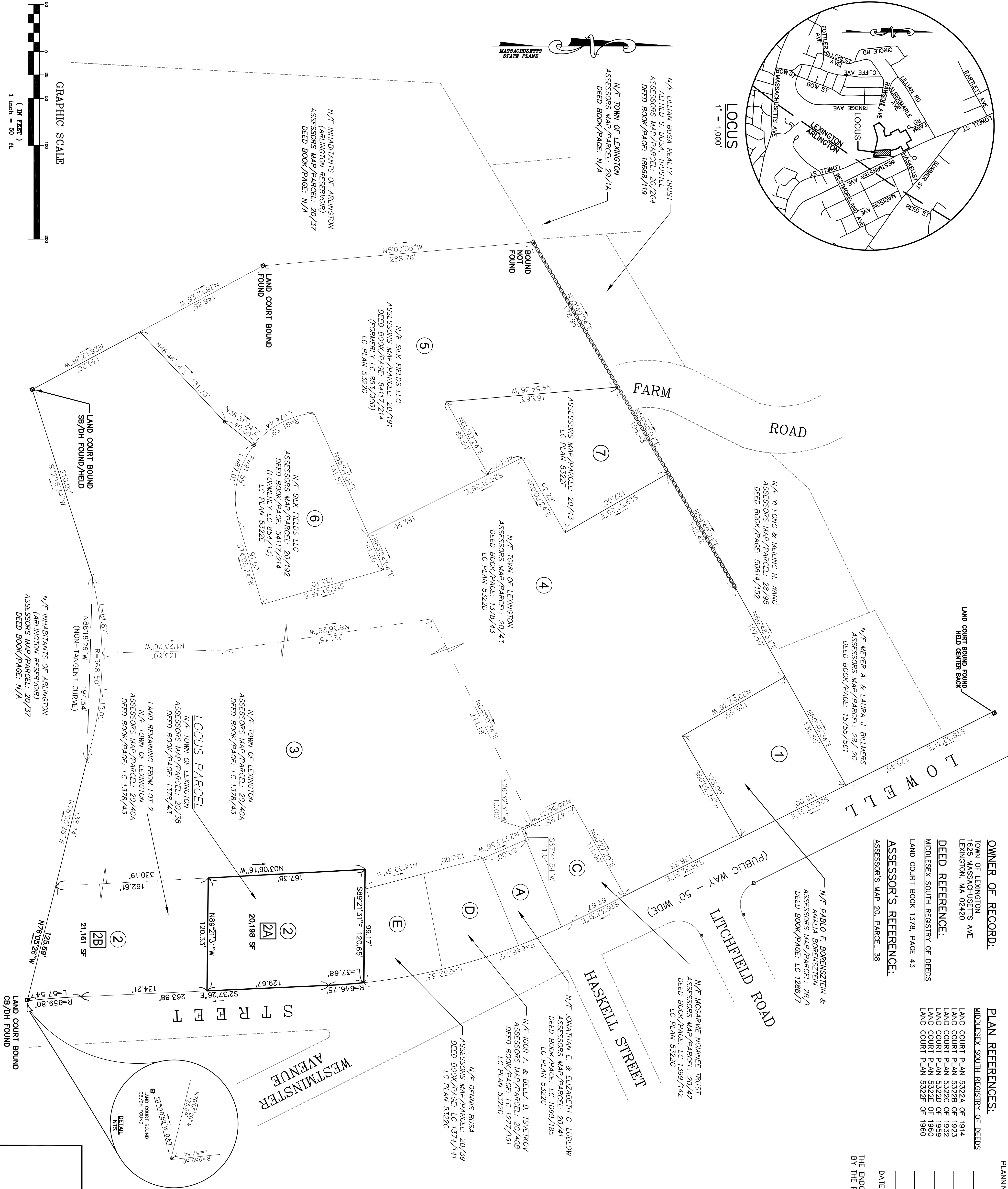
WILMINGTON		MASSACHUSETTS	
SCALE: 1"=50'		DATE: FEBRUARY 5, 2014	
JOB NO. \FILE NAME:	DESIGNED BY: JMC	PLAN NO.	
0924-ANR.DWG	DRAWN BY: JMC	1 OF 1	
	CHECKED BY: JMC		



LOCUS
1" = 1,000'



(IN FEET)
1 inch = 50 ft.





Lexington Community Farm Operational/Site Plan

Lexington Community Farm Coalition, Inc. (LexFarm) will operate LexFarm according to the plan described herein, which will be reviewed annually by the Assistant Town Manager. In accordance with Article V, Section 5.2(n) of the Lease, LexFarm will submit a proposed revised Operational and Site Plan to the Assistant Town Manager no later than January 15th of each calendar year for review and/or modification and approval by the Assistant Town Manager by February 15th of the following year unless the parties agree otherwise.

I. Hours of Operation

Field Operation

The fields will be operational year-round during daylight hours.

Farm Stand

Hours: The farm stand will be open up to seven days a week, from April through December no earlier than 9 am and no later than 7:30 pm.

Cape Ann Fresh Catch distributes a fish CSA from the farm stand porch roughly 4 - 6 :30p Wednesday evenings, year-round.

Brite Harvest Farm distributes hydroponic greens CSA from the farm stand porch 4 – 7 pm, Wednesdays, January through May and November through December.

From time-to-time, the farm stand will be open to facilitate a pop-up shop; some will include local vendors who sell food products at the farm store.

2023 Farm Stand schedule is anticipated to be open as follows:

May through December, Wed through Fri 2 pm - 7 pm Sat 9 am - 2 pm. And, occasionally, on Sun 9 am - 3 pm for the seedling sale and other farm events.

Retail seedlings will be available for self-serve in April through October..

Occasionally, the farm stand will remain open until 8 pm to support events.

For permanent changes to hours of operation, LexFarm will provide 20 days notice to the Town Manager for review by the Assistant Town Manager.

We will follow Massachusetts and Lexington Covid-19 safety regulations as well as MDAR recommendations for our farming and retail operations, if they should return.

Deliveries and Pickup

Any deliveries or pickups will be scheduled for between 7 am and 6 pm.

Pick-Your-Own

Pick-Your-Own will be during normal operational hours.

Education and Events

Hours: The farm will be open up to seven days a week, from March through December no earlier than 9 am and no later than 7:30 pm. Educators will conduct classes on weekdays and occasionally on weekends from March through December. Our volunteer program will run weekdays and Saturdays.

LexFarm will also hold several events (picnic, concert, film) on the farm for community members in the evenings, 6:00-7:30 pm, and up to four weekend programs within the hours listed above. The farmstand will be open until 8pm on event evenings.

For other one-time events, the fields and farm stand may be open until 8 pm, pursuant to 7-day notice to the Town Manager or until 9 pm pursuant to 20-day notice to the Town Manager.

II. Products for Sale

Farm-related Products

The farm stand is open for customers to purchase produce grown on the community farm, provide a “store front” for pick-your-own vegetables, and possibly stock Dennis Busa’s popular corn, grown at the Waltham St. Fields conservation property in Lexington. We will offer additional local agricultural products such as: locally produced vegetable seedlings and bedding plants, vegetables, flowers, fruits, honey, maple and apple syrups, prepared foods, meat, and dairy products in the farm stand . We also plan to continue the Cape Ann Fresh Catch seafood share that currently uses the site as a pickup location year round.

Lex Farm will adhere to the Food Protection Program Policies, Procedures and Guidelines issued by the Massachusetts Department of Public Health for Farmers Markets for all farm-related products. This includes obtaining a Retail Food Permit for the sale of processed foods. LexFarm is exempt from the regulations outlined in the Food Safety Modernization Act based on our annual income, but staff have been trained in food safety according to the new guidelines.

Non-farm related Products

We will offer organic garden supplies and tools, educational materials to assist and encourage sustainable food production among home gardeners and residents with community garden plots, and local artisan products. We also plan to use a small portion of the farm stand as a storefront for LexFarm-branded products such as t-shirts, hats, tote bags and other non-food items to support our nonprofit 501(c)(3) organization.

III. Farming Practices

LexFarm employs two year-round farm managers to oversee the operation at Lexington Community Farm using organic practices in compliance with the USDA's National Organic Program.

The Organic Materials Review Institute (OMRI) provides lists of products that are approved for use on organic farms. The following list by name of pesticides indicates which are either 100% organic or approved for use in organic operations, and which are specifically not permitted for use as a pesticide in the United States. Any pesticides used on Lexington Community Farm will be from this list and either 100% organic or approved for use in organic production in the United States.

https://www.omri.org/sites/default/files/opl_pdf/CompleteCompany-NOP.pdf

Anticipated crops to be cultivated

Community Farms Outreach provided an assessment of the soil at LexFarm based on their experience in 2014. The assessment conveyed that there was a prevalence of poor soil structure and soil-borne plant diseases and a need for measures, such as cover cropping, to rest the soil and boost soil health. Based on this assessment, LexFarm's Farm Manager carefully managed production on about half of the arable land at LexFarm in 2015.

In 2016, the farm manager brought additional land into production and continued to actively manage the remaining acreage using cover cropping and soil amendments.

In 2017, we increased the amount of land that we put in production. We planted roughly 4 acres in vegetables with the remaining 1 farmable acre in cover crop. The remaining acreage is occupied by farm roads, field edges, and structures.

In 2018, we planted roughly 4 acres. After targeted improvements, amendments, and cover cropping techniques, nutrient levels, pH, organic matter, and infiltration rate indicate increases in soil health. We have successfully addressed many of the original issues observed on the site.

In 2019, we continued to plant around 4.5 acres of tillable land, as well as planting 2 acres of cover crop which will overwinter into 2020. In 2020 we planted 4.5 tillable acres, and 2 acres of cover crop. We also started incorporating no-till techniques into some of our fields, which we expanded in 2021. Also in 2021, we experienced significant flooding of the fields directly behind the newly constructed Farm View housing along Lowell St. As a result, we were unable to plant in that field which is roughly a quarter acre.

In 2022 we expanded no till practices to nearly 3.5 acres of land by using tarps to kill off weeds and using compost and hay as mulches to suppress weed growth. We committed to reducing single use plastics and reduced the amount of plastic mulch to only be used on .3 of an acre in our onion planting. Despite a severe drought in 2022, our no-till fields were able to hold onto water for longer than our tilled fields. We have seen that our no-till fields are more resilient to the effects of climate change.

We are consistently evaluating crop yields, soil chemistry, and the Farm Managers' observations to create a set of recommendations and a plan to continue farming in a way that is environmentally responsible for the long-term benefit of the fields and surrounding ecological resources.

We are currently developing our plans for implementation in 2023 and beyond. Our 2023 plan will continue to use low-till techniques as much as possible. These farming practices will increase our yields, reduce weed pressure and improve soil health. We will plant roughly 4 acres in 2023.

In 2023, LexFarm plans to grow organic vegetables, vegetable starts, flowers, flower starts, and bedding plants. We also produce small quantities of berries and small fruits for Pick-Your-Own and educational purposes. We are also exploring planting more perennial fruits and vegetables like blackberries, asparagus, and grapes in 2023.

Small quantities of livestock of an appropriate scale for the site and the town, including chickens and goats, may also be integrated into the production plan in later years. There are currently two hives on the farm managed by an outside beekeeper. In 2023, we intend to increase the number of hives, possibly up to 10 in total.

If and when LexFarm plans to incorporate any livestock into its operations, including chickens, 30-day notification will be provided to the Town Manager.

Composting Plan

We have an aerobic compost pile on the farm that we use to conserve nutrients produced on the farm, lower the risk of nitrogen pollution of ground and surface water by stabilizing it in an organic form, and to eliminate organic waste going into our dumpster.

Most crop residues will be composted in the field by leaving them to decompose in pathways. However, harvested crops that are not appropriate for donation to food pantries, along with other organic waste products such as food, leaves, straw, or organic landscape materials diverted from waste will be made into aerobic compost on the farm site.

Practices to minimize or eliminate the use of any synthetic pesticides, herbicides, and fertilizers

We have been farming using organic management practices since 2014 at Lexington Community Farm. In Spring 2017, LexFarm earned USDA organic certification and will continue to use the guidelines outlined by the National Organic Program as a basis for farm practices. In addition to adhering to the guidelines, LexFarm will continue to find innovative ways to farm using environmentally regenerative techniques above and beyond the practices mandated through organic certification.

Guidelines can be found in the USDA's National Organic Program Handbook.

<https://www.ams.usda.gov/rules-regulations/organic/handbook>

Practices to prevent soil erosion, promote the soil health and the accumulation of organic matter

We have been farming using organic management practices since 2014, which has greatly improved soil health and increased organic matter through cover cropping, the addition of compost, and reducing tillage appropriately over time through the use of mulches and long-term weed management. We cover-crop all land not in active cropping, which also reduces erosion.

Storage plan for fertilizers, pesticides and herbicides

Lexington Community Farm will use only organic practices. LexFarm will use only OMRI listed products. Controversial, ecologically harmful products and products linked to public health concerns such as Glyphosate (Round-Up), neonicotinoids, methyl bromide, and methyl iodide are not OMRI listed products and will not be used on the farm.

Any organic pesticides will be stored in a locked, water-tight, container clearly labeled as pesticide storage. Appropriate Worker Protection Standards (WPS) signage, training and personal protective equipment will be available for workers. The pesticide application records will be displayed on the employee corkboard.

Granular organic fertilizers will be stored on wooden pallets and covered with heavy duty plastic to avoid runoff. Liquid organic fertilizers will be stored in their original containers in an enclosed space. Fire extinguishers will be available in the fertilizer storage room at all times and the storage area will not have a drain or other access to a water supply. All organic fertilizers, liquid and granular, as well as organic pesticides are tracked as they are used in the fields.

Fencing

We notified the Town that we set up and operated a low-voltage electric fence to keep deer from decimating crops in unfenced fields on the property in Spring 2018. The fence was effective and we had no issues to report. The fences do not pose a serious risk of injury to visitors to the property due to their low charge. Additionally, we only turn on the fence from dusk to dawn and it is not electrified during daylight hours. We plan to use the fence again in 2023 on an as-needed basis. Signs are posted on all side to clearly mark the fence:



IV. Building Improvements

Building Improvements

Lexington Community Farm plans to continue the current use of the existing farm stand structure, pump house, greenhouse, hoop houses, and parking area. LexFarm has a property committee that maintains existing structures and parking facilities, as well as makes recommendations for new amenities and non-permanent structures. Changes beyond those that are described in the following sections will be pursuant to 30-day notification to the Town Manager.

Glass Greenhouse

In 2019, LexFarm hired a glass greenhouse specialist to repair all of the broken panes of glass. The farmers grow greens, tomatoes, etc. in this greenhouse in the spring and fall to extend our early summer and fall CSA offerings.

New Structures

Hoop House 2

In 2022, we built a second hoop house on the farm. We will be using the space to extend the shoulder seasons of farming in the Spring and Fall, and to grow cucumbers and tomatoes in the Summer months. This hoop house was pre-approved for construction by the Town Manager on April 19, 2022.

Outdoor Walk-In Cooler

In 2022, we assembled an outdoor walk-in cooler in back of the farm stand. This walk-in cooler was pre-approved for construction by the Town Manager on April 19, 2022. The Town issued a building permit for construction of the concrete pad under the cooler on June 17, 2022. A certificate of occupancy was issued on October 4, 2022. This space will allow us to store more vegetables and fruits in the Summer and Fall months.

Education Programs

Educational programs and associated public gatherings require some protection from the elements. A place to gather and sit in the shade or out of the rain will be essential. For this reason, we are investigating possible locations to construct an enclosed, roofed structure to provide additional space for programs in an area easily accessible to the public.

Any improvements or new structures will be pursuant to 20-day notification to the Town Manager. We will apply for a building permit for all such improvements or alterations that require a building permit.

Emergency repairs may be submitted to the Town Manager for approval without 20-day notification.

Utilities

Public water and sewer were brought to the property in late 2015. There is a well that is sufficient for irrigation and for washing produce. The sewer is not yet connected to any infrastructure and “Porta Potties” are the primary bathroom facilities maintained on site. In 2016, LexFarm engaged an architect to scope the installment of a restroom in the corner of the wash house. As of 2023, this project is on hold.

In 2016, in conjunction with the exploration of bathrooms, LexFarm installed two water meters, one for water and sewer and one for only water, which is connected to an outside spigot to water seedlings and provide potable drinking water for staff and visitors.

LexFarm replaced the oil tanks and lines in 2016, fulfilling our lease requirements.
The oil tanks and supply lines will be maintained in accordance with the existing lease.

LexFarm shall notify the Town of any proposed locations of any sanitary facility, portable or permanent.

Learning Garden

LexFarm raked and leveled property west of the existing glass greenhouse, spread wood chips, and constructed four (4) raised beds to be used as a space for educational programming. In 2020, property committee volunteers added 8 additional raised beds to support our educational programming.

V. Locations of Parking, Drives and Walkways

Parking

The public will park exclusively in the existing parking area. Farm staff will park either in the lot or in designated areas adjacent to the farm stand and greenhouse. Motorized farm vehicles will be stored in appropriate designated areas near the existing structures. Non-farm vehicles will not be parked in the parking lot overnight. The parking area was striped in 2016, in accordance with Town by-laws.

Farm Access

Visitors are invited to visit the farm from several access points. Parking is available during daylight hours in our parking lot. Access can be made on-foot via the Arlington Reservoir.

LexFarm will plow the parking lot within 48 hours (Monday-Friday) of a large snow storm. LexFarm will also plow the rotunda at the back of the farm on an occasional basis as needed for the greenhouse operation, property maintenance, and on-farm projects. In 2023, there will be a short lapse in plowing from February 23rd to March 1st, if there is a snow event during this time the parking lot will be plowed on March 2nd.

Walking Paths

With the exception of the Farm Access described above, the existing pathways on the farm property will be preserved to allow movement of farm vehicles and safe pedestrian passage through the farm. We plan to design improvements to walking paths, taking into consideration planned educational and gathering spaces for the public. In 2021, a connecting path between the Arlington Reservoir path and LexFarm property was constructed by the Town of Arlington with cooperation from the Lexington Town Manager's office and the Conservation Office.

This access point connects the farm's pathways with the ACROSS Lexington trail system, thus integrating the farm into the Town's efforts to promote foot and bicycle transportation. Additional recreational elements and assistive accommodations may be added over time.

No dogs, even those on leash, will be allowed on any farm property, including the non-growable areas. In the future, this policy will be reevaluated when walking paths have been established.

Note: Trail improvements will not include introducing any new material such as gravel or crushed stone on the path so as to protect the farmland and nearby conservation land.

Lexington Community Farm's pathways will be open to the neighborhood and the general public during regular farming hours. However, we also recognize that the entry points to the farm and the pathways are directly adjacent to private homes. The farm itself is in the middle of a suburban neighborhood. We have posted the following signage and instructions to the public at entry points to the farm and pathways to protect the production fields as well as the abutting neighbors' sense of security.



VI. Safety and Security

Securing Property

The farm buildings are closed during non-business hours. Hazardous materials (e.g., fuel oil) and office equipment will be kept inside or in locked cabinets. Mechanized equipment will be immobilized and keys stored in a secure location. Large tractor-drawn implements will be stored on a level surface in a stable position.

Access to the farmstand during non-business hours for public safety personnel will be provided by sharing a code for the lock box, located on the rear of the farmstand with the town emergency department.

Lighting

Lexington Community Farm will rely on existing lighting for the interior of the farm stand and other structures. Outdoor lighting will be the minimum required for parking and public safety in the parking area during non-daylight hours of operation.

Any change to lighting will be pursuant to 20-day prior notification to the Town.

Entrance and Parking

The current parking area is directly adjacent to the busy Lowell Street. When we host large events, we notify the community and the police department, and we have a person monitoring traffic in and out of the parking lot.

Any changes in the parking lot will be pursuant to 20-day prior notification to the Town.

VII. Abutter and Neighbor Concerns

Motorized farm equipment

We plan to use a variety of appropriately-sized motorized farm equipment on the site, including but not limited to tractors, tillage equipment, trucks, cultivation equipment, irrigation pumps, tractor-operated sprayers, mowers, greenhouse fans and blowers, and weed whackers.

Hours of operation of mechanical equipment

Hours of mechanical equipment operation will be limited to between 6:30 AM and 7 PM, with the exception of greenhouse fans and blowers, outdoor walk-in cooler, and irrigation needed for frost control or crop protection during droughts. We recognize that the farm is in the middle of a residential neighborhood and will make every effort to ensure that noise does not reach a level that could be considered excessive or unwarranted as described in the Town's Noise Control by-law, Exemption §80-5 (farming) notwithstanding.

Visual barriers

Lexington Community Farm will maintain visual barriers for all trash cans and compost piles. We will ensure that all compost piles are well-managed so that they do not smell or attract flies or other vermin. We will generally ensure that the farm is maintained in a neat, orderly and aesthetically pleasing manner.

Communication

We will make clear to the neighbors that we have an open-door policy for conversations about any farming practices. Any complaints directed to the Town Manager's office will first be directed to the Assistant Town Manager. The Assistant Town Manager may then contact LexFarm, if necessary.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Presentation - Proposed Street Art Pilot Project

PRESENTER:

Kristen Stelljes

ITEM NUMBER:

I.4

SUMMARY:

Category: Informing

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

7:35pm

ATTACHMENTS:

Description	Type
☐ Memo 1-kendall street	Backup Material
☐ Community Art Pilot program summary	Backup Material
☐ Community Art Pilot Program-presentation	Presentation



TOWN OF LEXINGTON
TRANSPORTATION SAFETY GROUP

1625 Massachusetts Avenue
Lexington, Massachusetts 02420
781-698-4560
<https://www.lexingtonma.gov/transportation-safety-group>

Contact:
Sheila Page
Assistant Planning Director
spage@lexingtonma.gov

Date: January 31, 2023

To: Jim Malloy; Town Manager
Cc: Kim Katzenback, Executive Clerk Select Board
John Livsey, Town Engineer
Carol Kowalski, Assistant Town Manager for Land Use Health and Development
Chief Mike McLean, Police
Fr: Transportation Safety Group - Sheila Page, Assistant Planning Director

RE: Street Art Proposed Pilot Project @Kendall and Farmcrest intersection

Action Requested: Are the Select Board willing to allow a pilot street art program at the Farmcrest/Kendall intersection. Do you agree with the suggested process and criteria?

Last spring a group of neighbors, led by Kristen Stelljes, approached TSG to inquire how their neighborhood could install street art at the Kendall and Farmcrest neighborhood. Ms. Stelljes with the expertise of Neighborways – an urban planning firm and a proponent of community building and traffic calming – explained successful street art installations in nearby communities.

As you know TSG has staff from many disciplines and so there were a lot of opinions regarding this request. While all agreed that it was a neat community building project, we were also concerned of safety and concerned of how it will look and its longevity. Will drivers be distracted and create a hazard? Would it make the roadway look messy? Would it help to calm traffic? What happens if all neighborhoods want to install street art? What if it doesn't look nice? How long will the art last? Despite some questions, TSG also felt that Lexington was interested in trying something new.

Street art has been referred to as a way to calm traffic. While there is anecdotal evidence that this is the case, the data is not clear. MassDOT does not regulate street art nor do they consider street art to be a traffic calming device.

After careful debate TSG supports Ms. Stelljes request as a pilot project subject to the attached suggested guidelines. Because the proposed location is not a community-wide focal point, it seems this is an opportunity for a singular pilot project. TSG suggests the following process.

First, as the Road Commissioners, the Select Board must decide if they would allow this kind of project in the town right-of-way. Second, if the Select Board approves the pilot concept, the project proponents work within the attached suggested guidelines to develop exact location, design and schedule. Third, at a public meeting the Select Board approves final design and location. Fourth, the proponents install the street art per the proposed regulations. And finally, at the one- and two-year mark TSG would complete a pilot evaluation.

Ms. Stelljes has asked if the Town would help fund the project or be a co-signer on a grant application. TSG declined to be a co-signer because we want this pilot and a possible subsequent program to be self sufficient with minimal staff administration.

Community Street Art Pilot Program

Suggested Guidelines

For pilot program - Art is painted in road shoulders and as curb extensions.

Town Provides: <ul style="list-style-type: none">• Engineering review of location/color• Design review• Street Closure Equipment	Community Provides: <ul style="list-style-type: none">• neighbor outreach• design• street sweeping/paint prep• paint supplies including non-skid additive, latex paint• installation• maintenance• police detail, if needed• road closure permit
Proposed location: Intersection of Kendall and Farmcrest. <ul style="list-style-type: none">• Local low volume• Not on transit route• Less than 2,500 daily cars for intersections• Less than 2,000 daily cars for mid-block intersections	Design Criteria: <ul style="list-style-type: none">• Located in roadway shoulders; not entire intersection• No words, letters, numbers, universally recognized symbols, or logos.• No colors or shapes that mimic traffic control.• Installation must be completed in one day

Implementation Process

- ✓ Applicant submits location/ design /colors for Engineering/Police/TSG Review
- ✓ Collect petition of support from direct abutters
- ✓ Applicant notifies roadway abutters of Kendall and Farmcrest of the project and the Select Board meeting.
- ✓ Final design and road use permit approved by Select Board at public meeting
- ✓ Notification of paint day/road closure to abutters. Upper Farmcrest will be most impacted.
- ✓ All day road closure for implementation

Pilot Evaluation

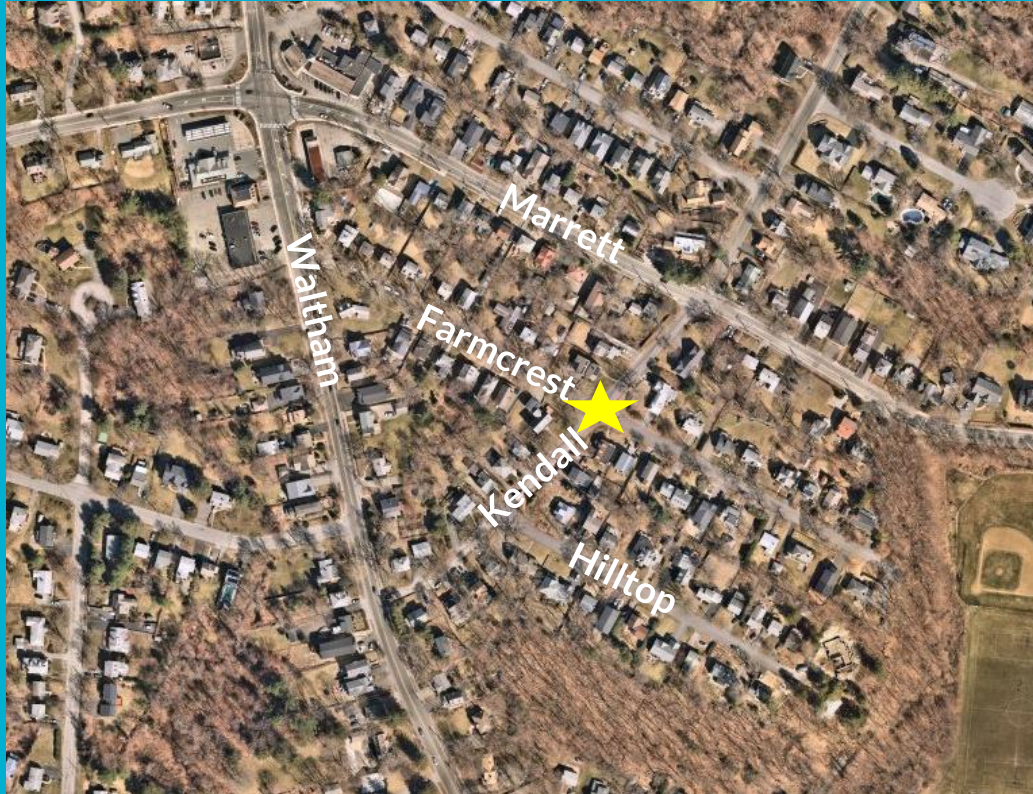
- Review of paint day - completed in one day?
- Comparison of before and after traffic counts
- Incident/accidents/complaints
- Complements
- How long did paint last?
- Does the group want to repaint?
- Do the neighbors support the project again?

Farmcrest/Hilltop/Kendall Neighborways Pilot Request

February 6, 2023



The Farmcrest/Hilltop/Kendall Neighborhood



Our Challenge

Many children live in the neighborhood and use roads to walk to school; two bus stops in neighborhood

Kendall is used as a cut through to avoid the light at Waltham and Marrett, leading to:

- High volume of traffic for neighborhood (539 SB; 526 NB cars on Dec 2, 2021)
- Perceived high speeds
- Traffic backs up from Kendall & Waltham intersection
- Serious accidents at Marrett & Kendall and Farmcrest & Kendall

Result: Residents do not feel neighborhood children are safe on the streets.

Proposed Solution

Create a Neighborway at Farmcrest and Kendall to humanize our neighborhood to cut through traffic and build community



Our Inspiration

Somerville Neighborways Network

- Neighborways since 2014
 - 2+ miles of designated Neighborways
- Shared Streets 2020
 - 61 streets
 - 13 miles
- Growing in 2021!
 - Iteration
 - More permanent / higher finishes



neighborwaysdesign

Our Inspiration

Elmhurst Street,
Dorchester, MA 2016



Dimick Street,
Somerville, MA 2017

Franklin Street,
Allston, MA 2017



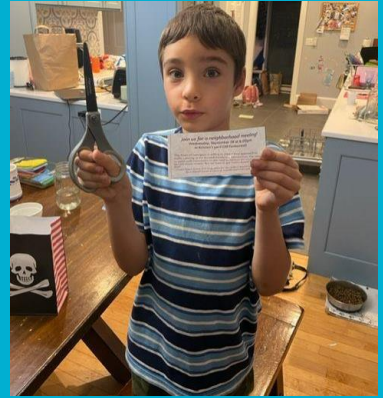
Artistic Placemaking
Paint Day Block Party

We have broad neighborhood support

Multiple neighborhood meetings

To date, 41 households have signed petition in support of the project (57%) including all 4 direct abutters

Resident artist- Sondra Lucente- has volunteered to create the design



Next Steps

We are seeking your approval tonight to move forward with our pilot.

Then...

We will need to fundraise (~\$10k) to support the design and installation, including technical support from Neighborways.

- Planning to apply for CPA and LCC funding in the fall

Once design created, will seek Town staff, and then your, approval for final design.

Hope to do installation in Spring 2024.

Thank you!



—

THE END

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

2023 Annual Town Meeting

PRESENTER:

Maggie Peard, Sustainability Off.;
Gerry Paul, Tree Comm.; Vicki Blier
& Pat Costello, Tax Def Comm.

ITEM NUMBER:

I.5

SUMMARY:

Category: Informing

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

7:55pm

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Art 3 cary lecture motion	Backup Material
<input type="checkbox"/> Art 6 tax deferral motion	Backup Material
<input type="checkbox"/> Article 6 Tax Deferral Presentation	Presentation
<input type="checkbox"/> Art 24 easements motion	Backup Material
<input type="checkbox"/> Art 26 Municipal stretch code motion	Backup Material
<input type="checkbox"/> Art 26 Municipal stretch code summary	Backup Material
<input type="checkbox"/> Art 26 Municipal stretch code presentation	Presentation
<input type="checkbox"/> Art 28 Tree bylaw-look back motion	Backup Material

📁	Art 28 tree look back slides	Presentation
📁	Art 29 tree committee composition motion	Backup Material
📁	Art 29 tree committee composition slides	Presentation
📁	Art 30 humane bylaw correction motion	Backup Material
📁	Art 33 DRAFT motion for SPRD posted on ATM webpage	Backup Material
📁	List of Topics included in 2022 ATM Report to Town Meeting and FY2022 Annual Town Report	Backup Material
📁	Select Board Working Document - Positions 2023 ATM	Backup Material
📁	Letter to DOER (M Sandeen)	Cover Memo

Town of Lexington
Motion
2023 Annual Town Meeting

ARTICLE 3

APPOINTMENTS TO CARY LECTURE SERIES

MOTION: That the Moderator appoint a committee of four to have the charge of the lectures under the wills of Eliza Cary Farnham and Suzanna E. Cary for the current year.

(01/24/2023)

Town of Lexington
Motion
2023 Annual Town Meeting

ARTICLE 6 ESTABLISH QUALIFICATIONS FOR TAX DEFERRALS

- MOTION:**
- a) That the maximum qualifying gross receipts amount for property tax deferrals under Clause 41A of Section 5 of Chapter 59 of the Massachusetts General Laws and Chapter 190 of the Acts of 2008 be raised to \$96,000, beginning in fiscal year 2024;
 - b) That beginning in fiscal year 2025 the maximum qualifying gross receipts amount for property tax deferrals under Clause 41A of Section 5 of Chapter 59 of the Massachusetts General Laws and Chapter 190 of the Acts of 2008, shall be equal to the qualifying income limit in effect for the Massachusetts Senior Circuit Breaker Tax Credit, for married couples filing a joint tax return, for the most recent income tax year.

(02/01/2023)

ARTICLE 6

ESTABLISH QUALIFICATIONS FOR TAX DEFERRALS

TWO PARTS TO THE MOTION

- a. Raise FY2024 income limit from \$90,000 to \$96,000
 - Matches State's Senior Property Tax Circuit Breaker income limit for "Married, Filing Jointly"
- b. Match the Circuit Breaker "Married, Filing Jointly" income limit in subsequent years.

ARTICLE 6 MOTION

- a. That the maximum qualifying gross receipts amount for property tax deferrals under Clause 41A of Section 5 of Chapter 59 of the Massachusetts General Laws and Chapter 190 of the Acts of 2008 be raised to \$96,000, beginning in fiscal year 2024
- b. That beginning in fiscal year 2025, and any subsequent fiscal year, the maximum qualifying gross receipts amount for property tax deferrals under Clause 41A of Section 5 of Chapter 59 of the Massachusetts General Laws and Chapter 190 of the Acts of 2008, shall be equal to the qualifying income limit set for the Massachusetts Senior Circuit Breaker Tax Credit, for married couples filing a joint tax return, for the most recent income tax year.

OBJECTIVE, FAIR, STREAMLINED

- **Deferral interest rate**

- Already pegged to objective Federal Reserve Rate

- **Deferral Income threshold**

- Match Circuit Breaker “Married Filing Jointly” threshold
- Objective cost of living basis
- Streamlined process
 - virtually unanimous Town Meeting support
- Ensures that participants remain eligible

Town of Lexington
Motion
2023 Annual Town Meeting

ARTICLE 24

SELECT BOARD TO ACCEPT EASEMENTS

MOTION: That, until July 1, 2024, the Select Board be authorized to acquire on behalf of the Town easements for the following purposes: roads, sidewalks, vehicular, bicycle or pedestrian access or passage, water, drainage and other utilities, where such easements are acquired at no cost to the Town; and are required pursuant to a land use permit, site plan review, or memorandum of understanding.

(01/24/2023)

Town of Lexington

Motion

2023 Annual Town Meeting

ARTICLE 26

**AMEND THE GENERAL BYLAWS – MUNICIPAL OPT-IN
SPECIALIZED STRETCH ENERGY CODE**

MOTION:

That the Town replace Chapter 115 of the Code of the Town of Lexington entitled “Stretch Energy Code” with the “Specialized Energy Code” pursuant to the entirety of 225 CMR 22 and 23, including Appendices RC and CC, and future editions, amendments or modifications in substantially the form below:

Chapter 115: SPECIALIZED ENERGY CODE

115-1 Purpose

The purpose of the Specialized Energy Code at 225 CMR 22.00 and 23.00, including Appendices RC and CC, is to provide a more energy efficient and low greenhouse gas emissions alternative to the Stretch Energy Code or the baseline Massachusetts Energy Code, applicable to the relevant sections of the building code for both new construction and existing buildings.

115-2 Definitions

Effective Date – January 1, 2024.

International Energy Conservation Code (IECC) – The International Energy Conservation Code (IECC), a building energy code created by the International Code Council. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards and published in state regulations as part of 780 CMR.

Specialized Energy Code – The energy code codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including the residential and commercial appendices added to the Massachusetts Stretch Energy Code, based on amendments to the respective net-zero appendices of the IECC to incorporate the energy efficiency of the Stretch Energy Code.

Stretch Energy Code – The energy code codified by the combination of 225 CMR 22 and 23 not including Appendices RC and CC,

115-3 Specialized Energy Code

The Specialized Energy Code is herein incorporated by reference and shall apply to residential and commercial buildings in the Town of Lexington after the Effective Date.

The Specialized Code is enforceable by the Building Commissioner.

01/25/2023

Summary of Proposed New 225 CMR 22.00 and 23.00 (Updated September 22, 2022)

2023 Stretch Energy Code Update and Municipal Opt-in Specialized Code

1. Background

The Stretch energy code (Stretch Code) regulations have since 2009 been published in MA 780CMR chapters 115.aa and previously 780 CMR 110.aa under the jurisdiction of the Board of Building Regulations and Standards. The climate act of 2021 moved the authority for the Stretch Code promulgation to the Department of Energy Resources (DOER) and at the same time required the development of a new Municipal Opt-in Specialized energy code (Specialized Code). These appear as new regulations in 225 CMR 22.00 and 225 CMR 23.00.

- CMR 22.00 covers Residential low-rise construction and
- CMR 23.00 covers Commercial and all other construction (including most multi-family).

This document provides an overview and explanation of these draft regulations. In the following sections, this document summarizes:

- **Section 1: Background and Timeline.**
- **Section 2: Structure.**
- **Section 3: Stretch Code.** The modifications to the Base Energy Code that form the Stretch Code amendments in Residential Low Rise (Section 3.A) and Commercial and all other buildings (Section 3.B).
- **Section 4: Specialized Opt-in Code.** The modifications to the Stretch Code that form the Specialized Code appendices in Residential Low Rise (Section 4.C) Commercial and all other buildings (Section 4.D).

1.1 Timeline for Stretch and Specialized Code adoption

The Stretch code has been available since late 2009 and has already been widely adopted by cities and towns in Massachusetts. As a result, the update to the Stretch code will not require an additional bylaw vote in those existing Stretch code municipalities, some of whom are on their 3rd update already. The Specialized code is a new option and is adopted as a municipal opt-in code similar to the Stretch code process. Cities and towns seeking to adopt will require an active vote by City council or Town meeting to opt-in to the Specialized Code.

1.2 Energy code options

The current energy code options in Massachusetts are as follows:

- **Current Base Energy Code** = IECC 2018 with MA amendments
- **Current Stretch Code** = IECC 2018 with MA amendments + Stretch Code amendments

The current Base Energy Code is being updated along with the rest of the BBRS regulated building codes to a 10th edition MA code that will be based on the International Code Council (ICC) 2021 edition. Combined with the Stretch Code update and new Specialized Code contained in DOER's proposed regulations, this results in a tiered set of 3 energy code options for municipalities as follows:

- **Updated Base Energy Code** = IECC 2021 with MA amendments
- **Updated Stretch Code** = IECC 2021 with MA amendments + Stretch Code amendments
- **Specialized Code** = IECC 2021 with MA amendments + Stretch Code amendments + Specialized Code appendices

2. Structure

The updated Stretch Code as newly incorporated into DOER regulations (225 CMR) is divided into 2 chapters, following the format of the IECC.

- A. 225 CMR 22 - Residential Low-rise Construction Stretch Energy Code
- B. 225 CMR 23 - Commercial (and all other) Construction Stretch Energy Code

The Specialized Code includes additional requirements that form an Appendix to each of the chapters of the Stretch Code.

- C. 225 CMR 22 Appendix RC – Residential Low-rise Construction Specialized Code
- D. 225 CMR 23 Appendix CC – Commercial (and all other) Construction Specialized Code

3. Stretch Code Summary

A. 225 CMR Chapter 22: Residential Low-Rise Construction Stretch Code

Code Compliance Pathways

The current Base Energy Code for residential low-rise construction allows 3 different pathways for code compliance. The current Stretch Code requires code compliance through 2 of those pathways:

- A1. Home Energy Rating Scores (HERS) index certification
- A2. Passive house certification

The updated Stretch Code maintains these 2 pathways for compliance, but amends certain requirements in the HERS (Section R406) and Passive house (Section R405)¹ pathways.

A1. HERS Pathway (Section R406)

The updated Stretch Code lowers the maximum allowable HERS ratings to reflect improvements in energy efficiency as shown in Table 1 below.

TABLE 1: CHANGES TO MAXIMUM HERS INDEX (SEE TABLE R406.5)

On-site Clean Energy Application	Maximum HERS Index score (before renewable energy credit)				
	New construction			Alterations, Additions and Change of use	
	Updated Stretch Code July 1, 2024	Updated Stretch Code (Same as base code)	Current Stretch Code	Updated Stretch Code	Current Stretch Code
None (Fossil fuels)	42	52	55	52	65
Solar		55	60	55	70
All-Electric	45	55	60	55	70
Solar & All-Electric		58	65	58	75

¹ Key sections of the Stretch Code and Specialized Code are referenced in parentheses based on their IECC section number. For example: Updated HERS ratings (Section R406).

As shown in Table 1, the current Stretch Code allows a 5-point higher HERS rating for homes using heat pumps for space and water heating compared to homes using fossil fuels (natural gas, propane or heating oil) for space heating.

The updated Stretch Code maintains differential HERS ratings, and after a phase-in period until July 1, 2024 requiring HERS 45 for all-electric homes and HERS 42 for homes with any use of fossil fuels (Section R406.5). The updated Stretch Code is simplified and emphasizes energy efficiency and electrification by dropping the 5 HERS point credit for rooftop solar and 2 HERS point credit for solar thermal in the current Stretch Code.

The updated Stretch Code also updates HERS requirements for alterations, additions and change of use for existing homes. Additional detail on alterations, additions and change of use can be found in A5 below (Section R503.1.5).

A2. Passive House Pathway (Section R405)

Passive House certification is an optional code compliance pathway in the Base Energy Code and the current Stretch Code. The current Base Energy Code and current Stretch Code allow certification through the Passive House Institute US (Phius) Phius+ 2018 standard or the Passive House International (PHI) standard. The updated Base Energy Code and updated Stretch Code will align with the most recent Phius standards, allowing the Phius CORE 2021 standard (efficiency) or the Phius ZERO 2021 standard (efficiency and renewables). The PHI standard remains unchanged as an option.

New Residential Stretch Code Requirements

A3. Energy or heat recovery ventilation (Section R403.6.1)

The updated Stretch Code adds ventilation requirements through either heat recovery or energy recovery to the HERS Pathway. There is no change to the Passive house Pathway because heat or energy recovery is already required.

A4. Wiring for Electric Vehicle (EV) charging (Section R404.4)

The proposed updated Base Energy Code requires at least 1 space per home or a minimum of 10% of spaces in a new multi-family parking lot be provided with electric wiring to allow for future EV charging. The updated Stretch Code requires the same 1 space per home and increases the requirement to a minimum of 20% of spaces in a new multi-family parking lot.

A5. Existing buildings: Alterations, Additions and Changes of use (Section R503.1.5)

The updated Stretch Code clarifies when alterations to existing homes trigger compliance with different requirements. The requirements are as follows:

- Additions over 1,000 square feet (sf) must follow the HERS Pathway and meet the HERS requirements for Additions in Table 1 above. Additions under 1,000 square feet will continue to follow Base Energy Code.

- Additions that exceed 100% of the conditioned floor area of the existing dwelling unit (ie. more than double the size of the house) must follow the HERS Pathway and meet the HERS requirements for Additions in Table 1 above.
- Level 3 Alterations (over 50% of the home is renovated and reconfigured) as defined in the International Existing Building Code (IEBC 2021) must meet the HERS requirements in Table 1 above. Level 1 and Level 2 alterations will continue to follow the Base Energy Code.

B. 225 CMR chapter 23: Commercial (all other) Stretch Code amendments

Code Compliance Pathways

The current Base Code for commercial construction has multiple code compliance pathways from the IECC as well as the ASHRAE 90.1 standard. The current Stretch Code requires a 10% improvement over the ASHRAE 90.1 Appendix G pathway for buildings over 100,000-sf (limit is 40,000-sf for labs, hospitals, supermarkets, refrigerated warehouses and data centers) but allows smaller commercial buildings to choose from the other Base Code IECC pathways.

The updated Stretch Code includes 5 code pathways for new construction. These new requirements will go into effect on the following schedule:

1. All non-residential commercial buildings: any building applying for permit on or after July 1, 2023 subject to updated stretch code provisions
2. Multi-family commercial buildings follow schedule below:

	Updated Stretch Code July 1, 2023 through June 30, 2024	Updated Stretch Code Beginning July 1, 2024
Targeted Performance	Optional	Optional
HERS	Optional HERS 52/55	Optional HERS 42/45
Passive House	Optional	Optional
Relative Performance	Optional	Not allowed

Allowable use of each pathway is based on the type of building, with 4 major categories of buildings:

B1. TEDI Pathway: Offices, residential, and schools over 20,000-sf are required to use a new Thermal Energy Demand Intensity (TEDI) Pathway. The updated Stretch Code sets forth specific TEDI limits by building type. This uses the same energy software tools as the current ASHRAE 90.1 Appendix G pathway but with significantly more focus on heating, cooling and the building envelope. Building uses adjacent to office and residential use, such as post offices, town hall, and other similar buildings are also covered under this pathway.

B2. 10% better than ASHRAE Appendix G: High ventilation buildings such as labs and hospitals can continue to use a 10% better than ASHRAE appendix G pathway or opt to use the TEDI pathway. Multi-family buildings may follow the ASHRAE appendix G pathway until July 1, 2024. The updated Base Code and updated Stretch Code change the underlying ASHRAE standard 90.1 to the more recent 2019 edition.

B3. Prescriptive pathway: Small commercial buildings (any building use except multi-family) under 20,000-sf will be able to continue to comply through an updated prescriptive pathway, or can opt to use the TEDI pathway. The prescriptive pathway is being updated in the Base Energy Code, and the updated Stretch Code includes additional amendments to improve efficiency beyond Base Energy Code for small buildings.

B4. HERS and Passive House: Multi-family buildings larger than those covered by the residential low-rise code can choose between HERS and Passive House pathways that contain the same energy efficiency requirements as the updated Residential low-rise Stretch Code. The Passive House certification options remain available as an option for all building types.

Mixed-use buildings can use a combination of code pathways as appropriate for different portions of the building, or choose a whole-building approach through the TEDI or Passive House pathways.

Additional Commercial energy efficiency requirements:

B5. Efficient electrification (Section C401.4)

The updated Stretch Code mandates partial electrification of space heating for highly ventilated buildings which follow the ASHRAE Appendix G compliance pathway. The updated Stretch Code mandates full electrification of space heating for buildings not following the ASHRAE pathway which choose to utilize the less stringent curtainwall envelope UA² performance option (See B6 below).

B6. Mandatory envelope “Area-weighted U value²” (Section C402.1.5) (btu/hr-sf-F) of an envelope section

The proposed Base Code and updated Stretch Code updates and simplifies the existing mandatory envelope UA provisions that are currently in the MA Base Code and Stretch Code. Mandatory area-weighted U value provisions replace UA provisions and are simplified and strengthened compared to existing provisions for all buildings not using curtain wall. Mandatory area-weighted U value provisions remain at the same stringency as existing provisions for curtain wall buildings. However, buildings which opt for the curtainwall U value limit are required to have full efficient electrification of space heating (see B5 above).

² ‘Area-weighted U value’ designates the average effective insulation level measured by the ‘U’ value across an exterior area ‘A’ of multiple elements (walls, windows, doors, etc).

B7. Air leakage (Section C402.5)

The updated Stretch Code strengthens the air leakage limit compared to the updated Base Energy Code. Code language of this section adopts proposed IECC 2024 language which clarifies requirements.

B8. Thermal bridges (Section C402.7)

Thermal bridge accounting is added to the updated Stretch Code to more accurately represent the insulation performance of a fully constructed wall or building envelope. Prescriptive and tailored accounting approaches are available.

B9. Economizers (Section 403.5)

Economizer requirements (which permit the use of outside air for free night-time cooling) are expanded in the updated Stretch Code compared to the updated Base Energy Code.

B10. Ventilation energy recovery (Section C403.7)

Ventilation energy recovery requirements are strengthened in the updated Stretch Code compared to the updated Base Energy Code. New provisions are also added to better accommodate high ventilation buildings and toxic exhaust requirements.

B11. Wiring for Electric Vehicle (EV) charging (Section C405.13)

The updated Base code requires wiring for future EV charging to 10% of new parking spaces. The updated Stretch Code raises the minimum number of spaces requiring EV wiring to 20% in Group R and B occupancies³, with 10% for all other occupancies. EV charging can be met with either dedicated electric branch circuits, or with an automatic load management service (ALMS) that allows multiple spaces to be served by a higher amperage circuit, thus improving overall charging capacity at a lower installed cost.

B12. Additional efficiency requirement (Section C406)

Section C406 in the base code mandates certain additional efficiency measures, allowing designers to choose from a number of equivalent efficiency options. The updated Stretch Code modifies the existing IECC 2021 language to further incentivize efficient electrification, primarily by removing fossil fuel options from contributing toward the C406 points system.

B13. Existing buildings

Additions (Section C502)

The updated Stretch Code allows building additions which are less than 20,000-sf to continue to follow Base Energy Code. Additions greater than 20,000-sf will be required to meet applicable Stretch Code requirements for that building type and size.

³ Group R = Residential use, Group B = Business use – as defined in International Building Code (IBC) chapter 3

Alterations (Section C503)

The current Stretch Code requires commercial building alterations to meet Base Energy Code prescriptive requirements because there is no prescriptive commercial pathway in the current Stretch Code. The updated Stretch Code will require commercial building alterations to follow the new Stretch Code prescriptive pathway but allow for 10% reduced envelope requirement for alterations compared to true new construction.

The updated Stretch Code eliminates an existing exception in Base Energy Code which allows exterior walls which have any amount of insulation to remain non-code compliant, even when the alteration scope includes alterations to the exterior walls. The updated Stretch Code will require that any altered walls be brought up to prescriptive stretch code, although historic buildings remain exempt from these provisions.

Change of use Occupancy (Section C503)

The current Stretch Code requires buildings going through change of use or occupancy to meet Base Energy Code prescriptive requirements because there is no prescriptive commercial pathway in the current Stretch Code. The updated Stretch Code will require buildings of any size which undergo change of use or occupancy to follow the new Stretch Code prescriptive pathway, but allows for a 10% reduced envelope requirement for change of use compared to true new construction.

Historic Buildings (R501.6)

The Stretch Code will maintain R501.6 from Base Code: Provisions of this code relating to the construction, repair, alteration, restoration and movement of structures, and change of occupancy shall not be mandatory for historic buildings provided that a report has been submitted to the code official and signed by the owner, a registered design professional, or a representative of the State Historic Preservation Office or the historic preservation authority having jurisdiction, demonstrating that compliance with that provision would threaten, degrade or destroy the historic form, fabric or function of the building.

4. Specialized Code Summary

Background

4.1 Timeline for Specialized Code adoption

Cities and towns will require an active vote by City council or Town meeting to opt-in to the Specialized Code. The Specialized Code must be available for adoption by December 24, 2022. When a municipality votes to adopt the Specialized Code, DOER recommends that the requirements take effect for new building permit applications beginning on the next January 1st or July 1st, whichever is a minimum of 6 months after the municipal vote. This phase-in period, also utilized by new Stretch Code municipalities, allows an orderly transition for developers, designers and builders as well as additional training time for municipal code officials.

4.2 Designed to achieve Massachusetts GHG emission limits and sub-limits

The Specialized Code is required by statute (*MGL Session Laws of 2021 Chapter 8: Section 31*) to be designed to achieve MA GHG emission limits and sub-limits set every five years from 2025 to 2050. As a result, all compliance pathways under the Specialized Code are designed to ensure new construction that is consistent with a net-zero Massachusetts economy in 2050, primarily through deep energy efficiency, reduced heating loads, and efficient electrification.

Regardless of the on-site renewable potential, the largest emissions impact for many buildings stems from the heating loads and choice of heating fuel for the building. Buildings reliant on fossil fuel combustion equipment have no clear path to zero emissions, while electrically heated buildings do due to the steady increase in renewable and clean energy sources on the ISO-NE electric grid. In drafting the Specialized Code, DOER recognizes that many building construction sites and high-rise building structures do not currently lend themselves to achieving net-zero energy or emissions on-site. For example, urban infill multi-family housing close to transit can greatly assist in achieving a net-zero economy in 2050 while not meeting a net-zero on-site building definition at the building level. Where on-site renewable energy generation is not practical, or is limited relative to the building load and available solar access, there is still potential for siting additional renewable energy in the community, however as renewable sites and procurements become distant from the building site it stretches the feasibility of local building officials to regulate them under the energy code. Accordingly, the Specialized Code requires all new buildings to be designed with electric service and wiring sufficient for future electrification of space and water heating as well as any combustion equipment appliance loads.

4.3 Definition of net-zero building and net-zero building performance standards

The statute stipulates that the specialized code must include both

- a) A definition of net-zero building
- b) net-zero building performance standards

The Specialized Code appendices are a set of **net-zero building performance standards** that adopts a broad **Net-zero Building** definition intended to cover all new buildings in the Specialized Code that is consistent with Executive Office of Energy and Environmental Affairs

2050 Roadmap Study and Buildings Technical Report, which utilized the following definition net zero new construction.

Net Zero new construction is defined as being consistent with the electrification and deep efficiency benchmarks described in the All Options pathway, discussed in the Energy Pathways Report – that is, that the new construction is compatible, as-built, with the Commonwealth’s net-zero emissions economy in 2050. Its focus is on-site emissions; it does not necessitate onsite or offsite renewables, nor the assumption that a building is net-zero energy...These assumptions include enhanced energy efficiency compared to current code and effective elimination of on-site emissions from space heating, domestic hot water, cooking and other process uses. ([Buildings Technical Report](#), p. 39)

Therefore, the Specialized Code adopts a definition of **Net-zero Building** as follows:

A building which is consistent with achievement of MA 2050 net zero emissions, through a combination of highly energy efficient design together with being an all-electric or Zero Energy Building, or where fossil fuels are utilized, a building fully pre-wired for future electrification and that generates solar power on-site from the available Potential Solar Zone Area.

Appendix RC and Appendix CC, which together form the Specialized Code, are Net-zero building performance standards and are summarized in sections C and D below.

C. 225 CMR 22 Appendix RC: Residential low-rise Construction Specialized Code

C1. Requirements by residential building size and fuel.

The Residential low-rise Specialized Code offers 3 pathways to demonstrate energy code compliance with varying sets of additional requirements over and above the updated Stretch code:

- 1. Zero Energy pathway:** (Section RC102)
- 2. All-Electric pathway:** (Section RC103)
- 3. Mixed-Fuel pathway:** (Sections RC104 and RC105)

New homes up to 4,000 sf in size may follow any of the three pathways. New homes over 4,000 sf in size shall follow either pathway 1 or pathway 2. Table 2 below summarizes the low-rise residential Specialized Code requirements by home size and fuel use. All buildings are required to install wiring for electric vehicle (EV) charging in a minimum of 20% of new parking spaces, and one space per home in one and two family homes. Buildings with any combustion equipment designed for fossil fuel use are termed ‘mixed-fuel’ buildings.

TABLE 2: Residential Specialized code requirements summary by building/dwelling unit size

Building Size	Fuel Type	Minimum Efficiency	Electrification	Min. EV wiring	Renewable Generation
Dwelling units up to 4,000 sf	All Electric	HERS 45 or Phius CORE or PHI	Full	1 parking space	Optional
Dwelling units up to 4,000 sf	Mixed-fuel	HERS 42 or Phius CORE or PHI	Pre-wiring	1 parking space	Solar PV (except shaded sites)
Dwelling units > 4,000 sf	All Electric	HERS 45 or Phius CORE or PHI	Full	1 parking space	Optional
Dwelling units > 4,000 sf	Mixed-fuel	HERS 0 or Phius ZERO	Pre-wiring	1 parking space	Solar PV or other renewables
Multi-family >12,000 sf	All Electric	Phius CORE or PHI	Full	20% of spaces	Optional
Multi-family >12,000 sf	Mixed-fuel	Phius CORE or PHI	Pre-wiring	20% of spaces	Optional

C1.2 All Electric building performance standard (Section RC103)

All electric buildings are defined in the updated Stretch Code, and comply with the 2050 net-zero emissions performance standard by meeting the minimum efficiency standards of either HERS 45 or the Passive house pathway and using either air source or ground source heat pumps for primary space heating and heat pump or solar thermal water heating, as well as all electric appliances. All electric buildings are not required to install on-site solar panels but roofs must be solar-ready in accordance with the base and stretch code requirements. This pathway is laid out in Section RC103.

C1.3 Mixed-fuel building performance standard (Sections RC104 & RC105)

C.1.3a Homes and Units less than 4,000-sf

New low-rise buildings using fossil fuels for any on-site use including space heating, water heating, cooking or drying must meet minimum efficiency requirements of HER 42 or the Passive House pathway. In order to demonstrate alignment with the 2050 net-zero emissions mandate, all homes or units using fossil fuels for space heating, water heating, cooking, or drying must install sufficient electrical service, space and wiring to allow for future conversion to all electric buildings.

These mixed-fuel homes and buildings utilizing the HERS pathway are also required to install solar panels that provide no less than 4kw for single family and not less than 0.75 W/ft² for multi-family, to mitigate these near-term emissions, with an exemption for shaded sites. Homes

and buildings utilizing the Passive House pathway are exempt from additional solar install requirements, but must have solar-ready roofs consistent with both the stretch and base code provisions. These requirements are set forth in Sections RC104, and RC105.

C.1.3b Homes and Units greater than 4,000-sf

New low-rise buildings containing one or more dwelling units over 4,000 sf and using fossil fuels for any on-site use including space heating, water heating, cooking, or drying must meet HERS 0 or Phius ZERO requirements described in C1.4 below.

C1.4 Zero Energy Buildings

The Specialized Code also contains a definition of **Zero Energy Building** based on how this term is used in the IECC 2021 in the appendices for both residential and commercial chapters, as follows:

A building which through a combination of highly energy efficient design and onsite renewable energy generation is designed to result in net zero energy consumption over the course of a year as measured in MMBtus or KWh_{eq}, on a site energy basis, excluding energy use for charging vehicles.

This definition is intended to cover exemplary buildings, and building uses for which achieving zero energy on-site is feasible.

C1.4a HERS 0 performance standard (Section RC 102)

For the HERS index pathway, the Specialized Code adopts and modifies the definition of zero energy building published in the IECC 2021 Appendix RC – Residential building Provisions.

Appendix RC uses the HERS rating scale to set a zero energy building at HERS 0 or lower after on-site solar generation is factored in. The required minimum level of energy efficiency without solar in the IECC is currently HERS 47, the Specialized Code adjusts the required minimum energy efficiency level down to HERS 42. The gap between HERS 42 and HERS 0 is made up with renewable energy from on-site power production (OPP) typically with solar panels.

C1.4b Phius ZERO performance standard (Section RC 102)

For the Passive House pathway, the Specialized Code adopts the Phius ZERO building performance standard for zero energy buildings. Phius ZERO certification includes the Phius CORE efficiency requirements while adding a requirement to net out energy use on an annual basis with renewable energy. The Specialized Code excludes contracts for Renewable Energy Credits (RECs) or off-site Renewable Energy Sources which are otherwise allowed under the Phius ZERO certification.

D. 225 CMR 23 Appendix CC: Commercial Construction Specialized Code

D1.1 Energy Efficiency Requirements

The Specialized Code maintains the same energy efficiency requirements as the Updated Stretch Code for all building types except multi-family, including adoption of the ASHRAE 90.1-2019 pathway for high ventilation buildings, TEDI requirements for offices and schools, and a new prescriptive path for small buildings.

Multi-family buildings built to the Commercial Specialized Code must achieve precertification to Passive House standards (either from PHI or Phius). These requirements are phased-in for buildings up to 5 stories required to meet Passive House requirements if applying for permits after January 2023, and taller buildings 6 stories and above required to meet Passive House for permit applications beginning in January 2024.

D1.2. All Electric Building Performance Standard (Section CC104)

This is the simplest compliance pathway under the Specialized Code, requiring the energy efficiency requirements described in D1.1, and requiring that all space heating, water heating, cooking equipment and drying equipment is powered by electricity and meets minimum efficiency standards.

D1.3. Mixed-Fuel Building Performance Standard (Sections CC105 and CC106)

This pathway establishes minimum requirements for new buildings designed with any space heating systems, water heating systems or appliances capable of using fossil fuels such as natural gas, heating oil or propane fuel. While allowing these fossil-fired systems, the Specialized Code requires mitigation of these emissions with the following requirements:

- a) Minimum efficiency requirements for space and water heating, including both fossil fuel and clean biomass boilers and furnaces systems.
- b) Solar development of the available on-site solar potential, specifically through one of 2 options:
 - i. *Not less than 1.5W/ft² for each sq foot of the 3 largest floors (the threshold proposed in solar requirements in the forthcoming IECC2024),*
or
 - ii. *not less than 75% of the Potential Solar Zone Area*
- c) Pre-wiring and electrical service provision to the building to allow for future electrification of space and water heating and cooking and drying equipment.

D1.4 Zero Energy Building Performance Standard (Section CC103)

This is the most stringent of the 3 pathways in that it requires net zero energy on an annual basis from the 1st year of construction. The Specialized Code amends the IECC commercial appendix CC: Zero Energy Commercial Building Provisions by simplifying the allowable renewable options. As a result, zero energy may be demonstrated only with on-site generation (typically

solar PV), and all buildings must meet minimum energy efficiency requirements prior to renewable offsets.

The option to show compliance using HERS 0 or Phius ZERO certification as used in the low-rise residential Specialized Code is also eligible under the Zero Energy pathway for multi-family residential buildings.



Annual Town Meeting

2023

Article 26: Municipal Opt-In Specialized Stretch Energy Code



Article 26

To see if the Town will vote to replace the existing Chapter 115 of the Code of the Town of Lexington entitled “Stretch Energy Code” with the **“Specialized Energy Code”** for the purpose of **regulating the design and construction of buildings for the effective use of energy and reduction of greenhouse gas emissions**, pursuant to the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including future editions, amendments or modifications, a copy of which is on file with the Town Clerk; or take any other action in relation thereto.



Why is this important?

Lexington's emissions:



4%

SOLID WASTE



24%

TRANSPORTATION



72%

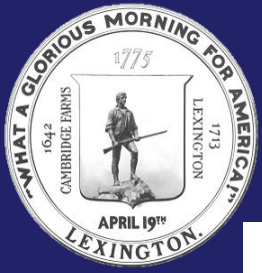
BUILDINGS

Fossil fuel buildings have no path to zero emissions



Evolving MA Stretch Codes

- 2009 – Stretch Code created
- 2010 – Lexington adopted first Stretch Code
- 2021 – Climate Act called for an Opt-in Net Zero Stretch Code
- 2022 – DOER issued final Opt-in Specialized Code, along with updated Stretch Code
- Jan 2023 – Updated Stretch Code went into effect in Lexington
- **ATM 2023 – Lexington considers adopting Specialized Code**



Three Available Code Pathways



Base Code (IECC 2021)

- New construction in towns & cities not a green community
- **52 communities**

Expected from BBRs:
July 2023

Stretch Code (2023 update)

- New construction in towns & cities that are a green or stretch community
- **299 communities**

Residential : Jan 2023
Commercial: July 2023

**Automatic for
Lexington**

Specialized Code ("Net-Zero")

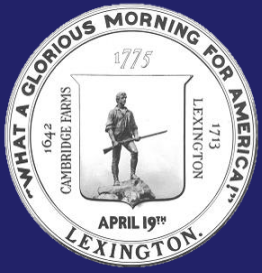
- New Construction in towns & cities that vote to opt-in to this code
- **Effective date:**
Typically 6-11 months after
Town/City vote

**Town Meeting
Vote**



Introduction to the Specialized Code

- Builds on efficiency and clean energy improvements in updated Stretch Code
 - Ensures new construction is **consistent with net-zero goals** for 2050 through deep energy efficiency, reduced heating loads, and efficient electrification
 - Applies only to **new construction**, not renovations
 - Includes both commercial and residential guidelines
 - **Adoption is a requirement for participating in the 10 community fossil fuel free demonstration program (Clean Heat)**
-



Specialized Code: Residential

- Builds on Stretch Code with 3 paths:
 - All-Electric: No additional requirements
 - Mixed Fuel: Must be pre-wired for future electrification
 - if HERS Path: Solar energy system required (≥ 4 kW for single family or ≥ 0.75 W/sf for multi-family, except shaded sites)
 - Zero Energy: HERS 0 or Phius ZERO (Passive House ZERO)
 - Dwellings over 4,000 sf must use All-Electric or Zero Energy paths
 - Additions & alterations/renovations – same as stretch code
-



Specialized Code: Commercial

- All requirements of Stretch Code must be met
- Multi-family buildings >12,000 sf must follow Passive House compliance pathway
 - If mixed-fuel: must also be pre-wired for future electrification
- Note: Passive House used more and more by affordable housing developments
 - Lowers total life cycle costs
 - Healthier, more comfortable, more resilient....more equitable
 - Additional costs range 0-3% compared to previous stretch code requirements (before incentives)

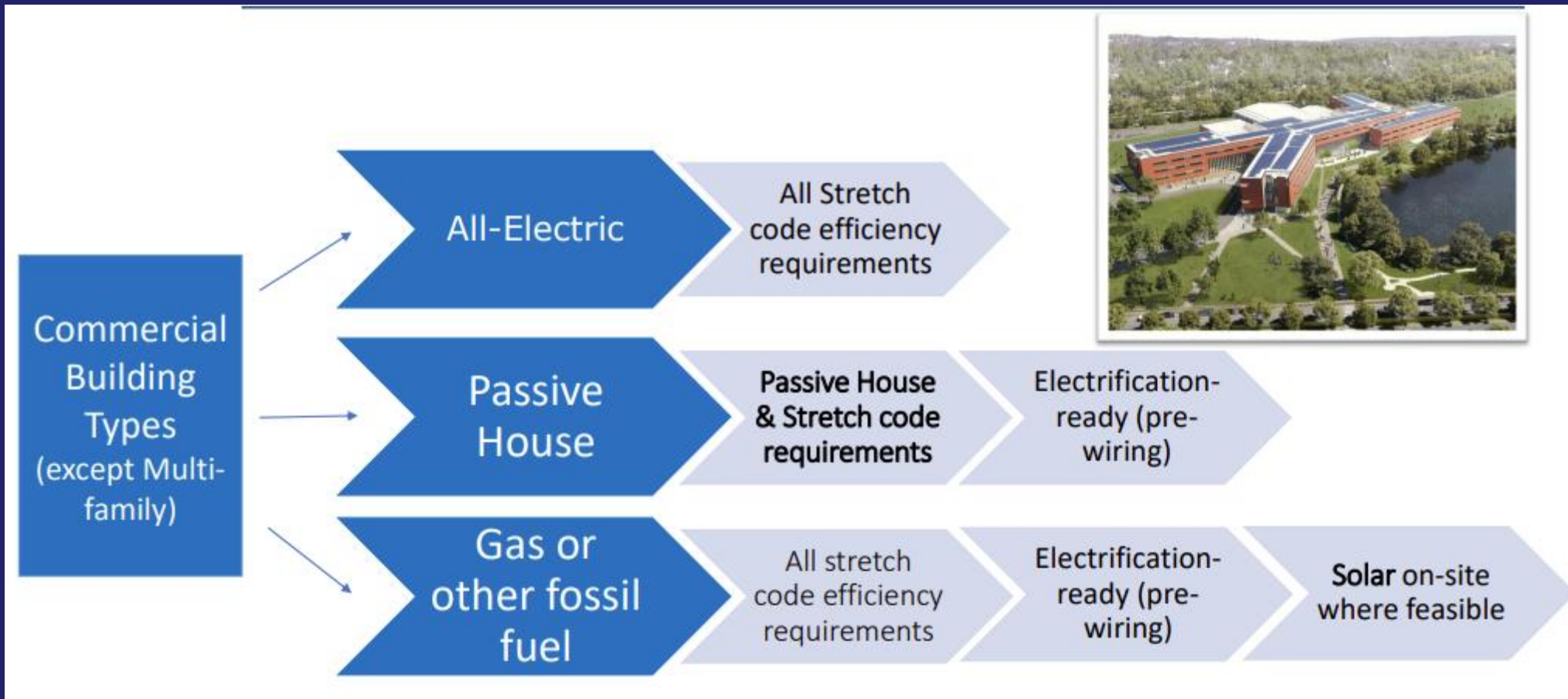


Sources:
passivehousema.org
masscec.com



Specialized Code: Commercial

Buildings other than multi-family buildings have a choice of three compliance pathways:





Effective Date

- DOER recommends that the requirements of the Specialized Code take effect beginning on the January 1 or July 1 that is at least six months after the Town Meeting Vote
- Proposed effective date in Lexington: **January 1, 2024**



Many thanks to the collaborative network of Massachusetts Sustainability Directors and climate action organizations for their contributions to these slides.

Special thanks to the Town of Wellesley and the City of Newton.



Appendix:

Overview of Updated Stretch Code

- Residential (automatically in effect Jan 1, 2023):
 - All dwellings: One parking space pre-wired for fast EV charging
 - All-Electric dwellings: HERS 45 or Passive House
 - Mixed Fuel dwellings: HERS 42 or Passive House
 - All dwellings that follow HERS: Heat/energy recovery ventilation
 - Commercial (automatically in effect July 1, 2023):
 - Multiple paths for compliance with improved efficiency requirements
 - 20% of parking spaces for large multifamily and office/labs pre-wired for fast EV charging (10% for other uses)
 - Labs/Hospitals: at least 25% of heat load must be satisfied with efficient heat pumps
 - Buildings with curtainwalls must be all-electric
-



Residential Stretch and Specialized Code Additions

Dwelling Size	On-site fuel type	Stretch Code Efficiency	Specialized Code Efficiency	Specialized Additions: Electrification	Specialized Additions: Renewable Energy Generation
≤4,000 sf	All-electric	HERS 45 and ERV or Passive House	same as Stretch	nothing required	nothing required
≤4,000 sf	Mixed-fuel	HERS 42 and ERV or Passive House	same as Stretch	pre-wiring for electric appliances/systems (including sufficient service & space)	Solar system installed, ≥4 kW for single family or ≥0.75 W/sf for small multi-family (except shaded sites and Passive House buildings)
>4,000 sf	All-electric	HERS 45 and ERV or Passive House	same as Stretch	nothing required	nothing required
>4,000 sf	Mixed-fuel	HERS 42 and ERV or Passive House	HERS 0 and ERV or Phius ZERO	pre-wiring for electric appliances/systems (including sufficient service & space)	nothing required (renewable energy required to meet HERS 0 or Phius ZERO)

*Stretch: All dwellings at least one parking space pre-wired for fast EV charging

Town of Lexington
Motion
2023 Annual Town Meeting

ARTICLE 28 AMEND GENERAL BYLAWS - TREE BYLAW - INCREASE PROTECTED TREE LOOK-BACK PERIOD

MOTION: That the Town's Tree Bylaw, Chapter 120.8.B.1 of the Code of the Town of Lexington, be amended as follows, where ~~struck through text~~ is to be removed and **bolded** text is to be added:

Additionally, if any protected trees were removed during the ~~12~~ **36** months preceding the application for the building or demolition permit, a tree removal and mitigation proposal regarding the protected trees already removed shall be submitted to the Building Commissioner.

(01/25/2023)



Annual Town Meeting

2023

INCREASE PROTECTED TREE LOOK-BACK PERIOD





10 Fairlawn

2 Wheeler



5 Cedarwood



Summary

- Extend the look-back period from 12 to 36 months
 - Reduces the incentive for a developer to wait a period of time after removing trees to begin demolition/construction and avoid fees/mitigation payments
 - Increases the probability the developer will remove fewer trees.



Motion

That the Town's Tree Bylaw, Chapter 120.8.B.1 of the Code of the Town of Lexington, be amended as follows, where ~~struck through text~~ is to be removed and **bolded** text is to be added:

Additionally, if any protected trees were removed during the ~~12~~ **36** months preceding the application for the building or demolition permit, a tree removal and mitigation proposal regarding the protected trees already removed shall be submitted to the Building Commissioner.



Questions

Town of Lexington
Motion
2023 Annual Town Meeting

ARTICLE 29 AMEND GENERAL BYLAWS - TREE BYLAW - CHANGES TO TREE COMMITTEE COMPOSITION

MOTION: That the Town's Tree Bylaw, Chapter 120.6.A of the Code of the Town of Lexington, be amended as follows as follows, ~~struck-through text~~ is to be removed and **bolded** text is to be added:

The Town shall have a Tree Committee that consists of seven members **and two non-voting associate members** as appointed by the Select Board. For the first appointments **of full members**, three members will serve one-year terms; two members will serve two-year terms; and two members shall serve three-year terms. All members up for renewal **and associate members** will ~~then~~ serve three-year terms.

(01/25/2023)



Annual Town Meeting

2023

CHANGES TO TREE COMMITTEE COMPOSITION



Summary

- Add 2 Non-voting associate members to the Tree Committee
 - Provides a pipeline of members
 - Adds expertise, knowledge . . .



Motion

That the Town's Tree Bylaw, Chapter 120.6.A of the Code of the Town of Lexington, be amended as follows as follows, ~~struck through text~~ is to be removed and **bolded** text is to be added:

The Town shall have a Tree Committee that consists of seven members **and two non-voting associate members** as appointed by the Select Board. For the first appointments **of full members**, three members will serve one-year terms; two members will serve two-year terms; and two members shall serve three-year terms. All members up for renewal **and associate members** will ~~then~~ serve three-year terms.



Questions

Town of Lexington
Motion
2023 Annual Town Meeting

ARTICLE 30 HUMANE PET STORE BYLAW CORRECTION

MOTION: That the Town replace Chapter 9-7(C) of the Code of the Town of Lexington (Human Pet Store Bylaw) with the following:

C. Enforcement and Severability

(1) Section 9-7 of this Bylaw shall be enforced by the Town Manager or the Town Manager's designee pursuant to G.L. c. 40, § 21D according to the following schedule:

1st Offense: \$50

2nd Offense: \$100

3rd & Each subsequent Offense: \$300

b. Each unlawful sale or offer for sale shall constitute a separate violation.

(2) This Chapter may also be enforced through any other means available in law or equity. Nothing in this Chapter may be construed to alter or amend any other legal obligations applicable to the sale of fur, or any other entities, under any other law or regulation.

(3) The invalidity of any section or provision of this Chapter shall not invalidate any other section or provision thereof.

And further that, the Town amend Section 1-6 of the Code of the Town of Lexington by adding under Chapter 9 the following:

§ 9-7:

1st Offense: \$50

2nd Offense: \$100

3rd & Each subsequent Offense: \$300

(01/24/2023)

ARTICLE SPRD

**AMEND ZONING BYLAW
SPECIAL PERMIT RESIDENTIAL DEVELOPMENTS**

To see if the Town will vote to amend the Zoning Bylaw of the Town of Lexington to amend or replace the provisions regarding Special Permit Residential Developments to encourage the development of residential neighborhoods not otherwise allowed through conventional subdivisions; or act in any other manner in relation thereto.

(Inserted by the Select Board)

DESCRIPTION:

The purpose of this zoning amendment is to provide incentives for builders to choose to produce developments that provide smaller homes, include affordable homes and create a variety of home building types not readily available in Lexington, rather than conventional subdivisions.

MOTION:

That the Zoning Bylaw, Chapter 135 of the Code of the Town of Lexington, be amended as follows, and further that non-substantive changes to the numbering of this bylaw be permitted to comply with the numbering format of the Code of the Town of Lexington:

1. Amend § 135-3.4, Table 1, Permitted Uses & Development Standards, by replacing row A.1.05 with the following:

		GC	RO	RS	RT	CN	CRS	CS	CB	CLO	CRO	CM	CSX
A.1.05	Special Residential Development (SRD)	R	R	R	R	N	N	N	N	N	N	N	N

2. Replace § 135-6.9 with the following:

6.9. SPECIAL RESIDENTIAL DEVELOPMENTS.

6.9.1 Purposes.

This section is intended to:

1. Encourage greater diversity of housing opportunities to meet the needs of a diverse population with respect to income, ability, accessibility needs, number of persons in a household and stage of life;
2. Encourage the development of inclusionary housing;
3. Promote development proposals designed with sensitivity to the characteristics of the site;
4. Permit different types of structures and residential uses to be combined in a planned interrelationship that promotes an improved design relationship between buildings;

5. Preserve historically or architecturally significant buildings or places;
6. Encourage the preservation and minimum disruption of outstanding natural features of open land and minimize impacts on environmentally sensitive areas;
7. Encourage sustainable development through the use of green building practices and low-impact development techniques; and
8. Promote the efficient and economical provision of public facilities such as utilities and streets and facilitate a detailed assessment, by Town officials and the public, of the adequacy of such facilities and services for the proposed level of development.

6.9.2 Applicability.

A Special Residential Development (“SRD”) is a project in which one or more lots, tracts, or parcels of land are to be improved for use as a coordinated site for housing and for which deviations from the dimensional standards that apply to conventional developments are allowed in order to achieve a diversity of household types, sizes and affordability. Instead of determining density by dwelling type, minimum lot area, and frontage requirements, the total Gross Floor Area (GFA) of market-rate residential development for the tract as a whole is limited.

No Special Residential Development shall be initiated without site plan review by the Planning Board in accordance with the provisions of this section and § 9.5 of this Bylaw.

6.9.3 Types of Special Residential Development.

1. Site Sensitive Development (SSD): A Special Residential Development in which the number of dwellings is limited as set forth below so that existing site features such as natural grades, mature trees, stone walls, and historic structures may be retained.
2. Compact Neighborhood Development (CND): A Special Residential Development in which the size of the dwelling units is limited as set forth below.

6.9.4 Scale of Development.

The amount of development permitted in a Special Residential Development shall be based on a proof plan fully complying with the provisions of this bylaw (other than this § 6.9 and § 6.12), the Planning Board’s Subdivision Regulations, and the criteria set forth below.

6.9.5 Threshold Criteria for Site Sensitive Development.

An SSD must be designed to preserve natural features, mature native trees, habitat areas, sloped areas, historically or architecturally significant buildings or places. Where possible, an SSD should be sited to preserve mature native trees and the critical root zone.

6.9.6 Dimensional Standards.

The requirements of § 4.0 are modified as follows within a Special Residential Development:

1. Lot area. There is no minimum lot area required; provided, however, that the lot area for each lot shall be sufficient to safely meet the off-street parking requirements of this bylaw and the installation of any on-site water supply and sewage disposal facilities.
2. Frontage. There is no minimum frontage required; provided, however, that frontage for each lot shall be sufficient to provide for adequate access to the building site in the judgment of the Fire Department. Adequate access may be demonstrated by use of shared driveways, parking lots or other means.
3. Yard Requirements. The Minimum Yards required by § 4.0 shall apply only to the perimeter of the site but are not required elsewhere within the site.
4. Height Requirements. The height limits in § 4.3.1.1 and § 4.3.5 shall not apply. The maximum height of a building or structure in feet permitted shall be 45 feet.
5. Gross Floor Area. The total GFA of all dwelling units other than inclusionary dwelling units shall not exceed 115% of the total GFA that would be permitted under the proof plan in accordance with § 6.9.4 and § 4.4. Section 4.4 does not otherwise apply.

6.9.6 Dwelling Unit Count and Size.

1. Number of Dwellings. In a Site Sensitive Development, the number of dwellings shall not exceed the number of dwellings shown on a proof plan in accordance with § 6.9.4. There is no limit on the number of dwellings in a Compact Neighborhood Development.
2. Number of Dwelling Units. There is no limit on the number of dwelling units in a dwelling in a Special Residential Development.
3. Dwelling Unit Size. The average GFA for all dwelling units in a Compact Neighborhood Development may not exceed 2,250 square feet. The GFA for any single dwelling unit in a Compact Neighborhood Development may not exceed 2,800 square feet. There is no limit on the GFA of a dwelling unit in a Site Sensitive Development.
4. Building Size. The maximum GFA for any building in a Compact Neighborhood Development shall not exceed 9,350 square feet. The GFA for any building in a Site Sensitive Development shall not exceed 12,000 square feet.

6.9.7 Inclusionary Housing

1. Inclusionary Dwelling Units.
 - a. At least 15% of the GFA permitted under the proof plan submitted pursuant to § 6.9.4 shall be incorporated into inclusionary dwelling units, as defined by regulations promulgated by the Planning Board pursuant to § 6.9.8 (the “Inclusionary GFA”).
 - b. At least two-thirds of the Inclusionary GFA shall be incorporated into dwelling units eligible for inclusion on the Town’s Subsidized Housing Inventory as determined by the Massachusetts

Department of Housing and Community Development and shall remain affordable in perpetuity.

2. Inclusionary dwelling units shall be substantially similar in size, layout, construction materials, fixtures, amenities, and interior and exterior finishes to comparable dwelling units in the same dwelling.
3. A Special Residential Development with more than one inclusionary dwelling unit shall proportionally disperse those units throughout the development rather than concentrate them within particular sections of a dwelling or within particular dwellings.
4. Occupants of inclusionary dwelling units shall have the same access to common areas, facilities, and services as enjoyed by other occupants of the development including but not limited to outdoor spaces, amenity spaces, storage, parking, bicycle parking facilities, and resident services.
5. The Planning Board, in consultation with the Select Board, the Housing Partnership Board, and the Commission on Disability, shall adopt regulations concerning physical characteristics, location, and access to services of inclusionary dwelling units; defining limits on the household income of occupants, sale price, and rent of inclusionary dwelling units; and the form of required legal restrictions for such units.
6. A Special Residential Development with six or fewer market-rate dwelling units shall be permitted to meet the requirements of § 6.9.7 by making a payment to the Town's Affordable Housing Trust in an amount equal to the estimated construction cost of 15% of the GFA permitted under the proof plan submitted pursuant to § 6.9.4, as determined in accordance with regulations to be promulgated by the Planning Board.
7. No certificate of occupancy shall be issued for multi-family housing until an affordable housing restriction for any inclusionary dwelling units is executed, submitted to the Town, and, to the extent required, recorded.

6.9.8 Regulations

The Planning Board shall adopt Site Plan Review regulations and standards, consistent with this Section, regarding Special Residential Developments, including with respect to pedestrian and vehicular access to, and egress from, the site, landscaping, screening, and buffers, lighting, stormwater management, architectural style and scale, water and wastewater systems, and refuse disposal.

The Planning Board shall also adopt Site Plan Review regulations and standards for Site Sensitive Developments, to protect natural features of the site such as natural grades and slopes, views, mature trees, stonewalls, natural resources such as agricultural soil, and common open space.

3. Amend § 135-10, Definitions as follows:

1. Delete the definitions of "BALANCED HOUSING DEVELOPMENT" and "PUBLIC BENEFIT DEVELOPMENT".

2. Amend definitions as follows:

SITE SENSITIVE DEVELOPMENT (SSD)

A type of special ~~permit~~ residential development as defined in § 6.9.

SPECIAL ~~PERMIT~~ RESIDENTIAL DEVELOPMENT (SRD)

A residential development regulated by § 6.9, in which a tract of land is divided into one or more lots for constructing dwellings ~~in one or more groups and common open space~~ allowing deviation from the dimensional standards that apply to conventional developments.

3. Add the following definitions:

COMPACT NEIGHBORHOOD DEVELOPMENT (CND)

A type of special residential development as defined in § 6.9.

Topics included in March 2022 ATM Report to Town Meeting: (scribed in March 2022)

2022 ATM SELECT BOARD REPORT SECTIONS	SCRIBE
Message from the Select Board	Jill
Another Unpredictable Year	Suzie
American Rescue Plan Act (ARPA)	Doug
New Capital Stabilization Funding Framework	Doug
Social Racial Equity Initiatives	Mark
Municipal & School Building Projects	Mark
Update on recent Home Rule Petitions	Joe
2025: The 250 th Anniversary of the Battle of Lexington	Suzie

Topics included in FY2022 Annual Town Report (scribed in November 2022)

2022 Annual Town Report Topics (period 7/1/21 – 6/30/22)	Scribe
Select Board Message	Jill
Select Board Priorities for American Rescue Plan Act (ARPA) Spending	Suzie
Fiscal Resiliency	Joe
New Capital Stabilization Funding Framework	Joe
Economic Development and Commercial Growth	Doug
Town Meeting Use of Virtual Technology	Joe
Housing Options	Jill
Center Streetscape and Battle Green Streetscape Projects	Suzie
Bedford Street/Hartwell Avenue Update	Mark
Municipal and School Buildings	Mark
Diversity, Equity and Inclusion	Mark
Police Station Project	Doug

#	Article Name	UPDATE AT SELECT BOARD MTG	SELECT BOARD PRSNTR	Proposed CNSNT (PC)	Possible IP (?)	DL	JP	SB	JH	MS
1	Notice of Election									
2	Election of Deputy Moderator and Reports of Town Boards, Officers and Committees									
3	Appointments To Cary Lecture Series									
Financial Articles										
4	Appropriate FY2024 Operating Budget									
5	Appropriate FY2024 Enterprise Funds Budgets									
6	Establish Qualifications for Tax Deferrals	2/6/2023								
7	Appropriate To Affordable Housing Trust									
8	Evaluation of Archeological Resource Potential (Citizen Petition)	1/23/2023								
9	Establish and Continue Departmental Revolving Funds									
10	Appropriate The Fy2024 Community Preservation Committee Operating Budget And CPA Projects	1/23/2023								
	a) Stone Building Design and Repairs- \$400,000									
	b) Munroe Center for the Arts- \$6,635,191									
	c) Hancock-Clarke Barn Restoration- \$118,419									
	d) Archives and Record Management- \$35,000									
	e) First Parish Church Clock Restoration- \$12,000									
	f) East Village Clock at Follen Church Restoration- \$9,600									
	g)Willard Woods Site Improvements 1,211,675									
	h) Whipple Hill Trail Repair, Fire Access- \$300,000									
	i)Lincoln Park Field Improvements including Lighting- \$3,391,500									
	j)Park and Playground Improvements, Bridge School- \$285,000									
	k) Park and Playground Improvements, Justin Park- \$155,000									
	l) Public Grounds Irrigation Improvements- \$200,000									
	m) Transforming Trees into Art, Birds of New England- \$22,000									
	n) Affordable Housing Trust Funding- \$1,500,000									
	o) LexHAB Property Acquisition Prefunding- \$400,000									
	p) LexHAB Rehabilitation/Preservation and Installation of Solar Panels- \$345,125									
	q) Projected Debt Service- \$1,788,900									
	r) Administrative Budget-\$150,000									
11	Appropriate For Recreation Capital Projects									
12	Appropriate For Municipal Capital Projects And Equipment									
	a) All Terrain Vehicle (ATV)- Forestry									
	b) TMOD Implementation - Permitting and Progress Tracking									
	c) Transportation Mitigation									
	d) Bedford St. and Hartwell Ave. Long-Range Transportation Improvements									
	e)Townwide Culvert Replacement									
	f) Equipment Replacement									
	g) Sidewalk Improvements									
	h) Storm Drainage Improvements and NPDES compliance									
	i) Comprehensive Watershed Stormwater Management									
	j) Street Improvements									
	k) Hydrant Replacement Program									
	l) Municipal Parking Lot Improvements									
	m) New Sidewalk Installations									
	n) Network Core Equipment Replacement									
	o) Network Redundancy & Improvement Plan									
	p) (no item attached with this letter)									
	q) Scanning - Electronic Document Management									
13	Appropriate For Water System Improvements									
14	Appropriate For Wastewater System Improvements									
15	Appropriate For School Capital Projects And Equipment									
16	Appropriate For Public Facilities Capital Projects									
	a) Public Facilities Bid Documents									

Select Board Positions
Working Document

#	Article Name	UPDATE AT SELECT BOARD MTG	SELECT BOARD PRSNT	Proposed CNSNT (PC)	Possible IP (?)	DL	JP	SB	JH	MS
16 (cont.)	b) Public Facilities Interior Finishes									
	c) Public Facilities Mechanical/Electrical/Plumbing Replacements									
	d) School Paving and Sidewalks									
	e) Municipal Building Envelopes and Associated Systems									
	f) School Building Envelopes and Associated Systems									
	g) Pine Meadows Clubhouse Renovation- Design									
	h) 173 Bedford Street Renovation- Design;									
	i) Solar Canopy & System - Police Station									
	j) East Lexington Fire Station- Feasibility Study									
17	Appropriate To Post Employment Insurance Liability Fund									
18	Rescind Prior Borrowing Authorizations									
19	Establish, Amend, Dissolve And Appropriate To And From Specified Stabilization Funds									
20	Appropriate For Prior Years' Unpaid Bills									
21	Amend Fy2023 Operating, Enterprise And CPA Budgets									
22	Appropriate For Authorized Capital Improvements									
23	Establish Special Education Reserve Fund									
General Articles										
24	Select Board To Accept Easements									
25	Amend The General Bylaws - Demolition Delay									
26	Amend The General Bylaws - Municipal Opt-In Specialized Stretch Energy Code									
27	Amend Fossil Fuel Bylaw - Compliance With DOER Regulations And Guidance	2/6/2023								
28	Amend General Bylaws - Tree Bylaw - Increase Protected Tree Look-Back Period	2/6/2023								
29	Amend General Bylaws - Tree Bylaw - Changes To Tree Committee Composition	2/6/2023								
30	Humane Pet Store Bylaw Correction									
31	Fair Trade Restrictions - Fur Products (Citizen Petition)	2/27/2023								
32	Dunback Meadow Sewer Easement (Citizen Petition)	1/23/2023								
Zoning Articles										
33	Amend Zoning Bylaw - Special Permit Residential Development	2/13/2023								
34	Amend Zoning Bylaw And Map - Multi-Family Zoning Housing For MBTA Communities	2/27/2023								
35	Supplemental Inclusionary Zoning Requirements For Village Overlay Districts	2/27/2023								
36	Amend Zoning Bylaw And Map - Central Business District	2/27/2023								
37	Amend Zoning Bylaw - Action Deadline For Major Site Plan Review	2/27/2023								
38	Amend Zoning Bylaw - Minor Modifications To Approved Permits	2/27/2023								
39	Amend Zoning Bylaw - Technical Corrections	2/27/2023								
40	Amend Section 135 - 4.4 Of The Zoning Bylaw-Reduce Residential Gross Floor (Citizen Petition)	2/13/2023								

Maggie McCarey, Energy Efficiency Director
Department of Energy Resources
100 Cambridge Street, Suite 1020
Boston, MA 02144

February 6, 2023

Re: 10 Communities Demonstration Program Comments

Dear Director McCarey:

Thank you for your role in defining the 10 Communities Demonstration Program. We would also like to thank the Department of Energy Resources (DOER) for providing an opportunity to comment on the implementation plans for the 10 Communities Demonstration Program. The Town of Lexington applauds this step towards a cleaner energy future and looks forward to participating in the 10 Communities Demonstration Program as soon as possible.

Lexington fully supports the Commonwealth of Massachusetts (the “Commonwealth”) Net Zero by 2050 goals as legally mandated in the Global Warming Solutions Act (“GWSA”) including the interim limits established by An Act Creating a Next-Generation Roadmap for Massachusetts Climate Policy.

Since the Select Board’s adoption of Lexington’s [Sustainable Action Plan](#) and [Getting to Net Zero Emissions Plan](#) that call for a transition of all residential, commercial, and municipal buildings to 100% renewable energy, Lexington has begun its own transition toward all-electric buildings, including the integration of efficient electric heating systems at Hastings Elementary School, Lexington Children’s Place, Lexington Fire Station, Police Station and the Visitor’s Center. In addition, Lexington Town Meeting overwhelmingly passed a Climate Emergency warrant article calling on the Town to achieve the transition to zero emissions by 2035.

2021 Annual Town Meeting passed a Home Rule Petition asking the state legislature to allow the Town of Lexington to regulate fossil fuel infrastructure in new buildings and major renovations. In addition, Lexington has exceeded the 10% housing affordability threshold for participation in the program. As of December 21, 2020, 11.2% of Lexington units are Subsidized Housing Inventory (SHI) units. 2022-3 Special Town Meeting passed Warrant Article 13 making technical corrections to better conform to DOER’s program definitions to streamline Lexington’s application to participate in the program.

2023 Annual Town Meeting will begin on March 20, 2023 and will consider adopting the Specialized Energy Code with an Effective Date of January 1, 2024. It would be ideal if 2023 Annual Town Meeting had an opportunity to consider adopting DOER’s 10 Communities model code language at the same time, so that the Specialized Energy Code and the 10 Communities Demonstration program could have the same Effective Date. This would greatly improve the efficiency of rolling out these programs for Lexington Town staff, local builders, developers and Lexington Town Meeting members.

We would ask DOER to provide amended model code language to the Town addressing the comments made by Lexington’s Town Counsel prior to the start of Lexington’s 2023 Annual Town Meeting.

Thank you for your time and consideration.
Sincerely, Town of Lexington Select Board

CC: Rebecca Tepper - Secretary, Executive Office of Energy and Environmental Affairs
Patrick Woodcock - Commissioner, DOER
Senator Michael J. Barrett
Senator Cindy F. Friedman
Representative Michelle L. Ciccolo
Representative Kenneth I. Gordon

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Request to Approve License Agreement with Property Owner to Existing Fence Permit on Town Property - 3 Goffe Road

PRESENTER:

Jim Malloy, Town Manager

ITEM NUMBER:

I.6

SUMMARY:

Category: Decision-Making

The Select Board was previously approached by Frank Hsieh, the property owner of 3 Goffe Road with a proposal to sell him a portion of town-owned land (abutting Bowman Elementary) in which his fence was installed, which would have required School Committee approval as well as Town Meeting. In meeting with Mr. Hsieh, the Town proposed a license that would allow his fence to remain on town property, which was agreeable to Mr. Hsieh. Town Counsel drafted the attached, which has been reviewed by Mr. Hsieh's attorney and is in a form that the Select Board can approve and authorize the Town Manager to execute.

SUGGESTED MOTION:

Move to approve the license agreement between the Town of Lexington and Frank Hsieh for an area of approximately 128 s.f. as shown on the attached license agreement and plan, and further to authorize the Town Manager to execute the license agreement.

FOLLOW-UP:

Town Manager

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

8:55pm

ATTACHMENTS:

Description	Type
 License Agreement	Cover Memo

LICENSE AGREEMENT

This LICENSE AGREEMENT (this “License”) is entered into as of the _____ day of _____, 2023 (“Effective Date”) by and between the **Town of Lexington**, acting by and through its Select Board, a municipal corporation, with a mailing address of 1625 Massachusetts Avenue, Lexington, Massachusetts 02420 (“Town”) and **Lily Y. Li and Frank Y. Hsieh, Trustees of the Lily Y. Li Family Trust, u/d/t dated October 16, 2012**, with a mailing address of 3 Goffe Road, Lexington, Massachusetts 02421 (the “Licensee”).

BACKGROUND

- A. The Town of Lexington is the owner of real property known as 9 Philip Road, Lexington, Massachusetts identified as Town Assessor’s Parcel No. 1806 and shown as Lot 45B on Assessor’s Map 15 (the “Town Property”).
- B. The Licensee is the owner of real property located at 3 Goffe Road, Lexington, Massachusetts, identified as Town Assessor’s Parcel No. 1768, shown as Lot 104 on Assessor’s Map 15, and more particularly described in a deed dated October 12, 2012, and recorded with the Middlesex South District Registry of Deeds at Book 1425, Page 82 (the “Property”).
- C. The Licensee has a fence that encroaches on a portion of the Town Property (the “Encroachment”) and uses and landscapes approximately 168 square feet of the Town Property that is located between the Encroachment and the rear property line of the Property (the “License Area”), more particularly shown in Exhibit A attached hereto and incorporated herein. The Licensee wishes that the Encroachment remain and that Licensee be permitted to continue Licensee’s current use of the License Area, of the License Area, which the Town has agreed to allow, pursuant to the terms and provisions of this License.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the Licensee hereby agree as follows.

AGREEMENT

1. Term.
- a. Subject to the terms hereof, the Town hereby grants to the Licensee a non-exclusive, revocable license to use and landscape the License Area and to maintain the Encroachment. The term of this License shall commence on the Effective Date and shall continue for one (1) year, and shall automatically renew for successive ten (10) year periods until terminated as provided herein (the “Term”).
- b. This License is non-exclusive. The Town shall continue to control the License Area, including, without limitation, the right to issue additional licenses.
- c. If the Licensee sells the Property to a third party, this License shall automatically terminate.
- d. This License is freely revocable at any time by either party upon thirty (30) days’ written notice.

e. In the event that this License is terminated, the Licensee shall remove the Encroachment from the License Area within thirty (30) days, and return full possession of the License Area to the Town. If the Licensee fails to do so, the Town may remove the Encroachment at the Licensee's expense. The Town shall not be liable for any damage to the Encroachment.

2. Use.

a. The Licensee shall only use, or permit the use of, the License Area for the purposes described in this License, and not any use that interferes with the Town's use of, or requirements to maintain or improve the Town Property.

b. The Licensee may not enlarge the footprint of the Encroachment.

c. The Licensee shall keep the Encroachment in good condition and repair. If the Licensee causes any damage to the License Area, it shall repair such damage within twenty-four (24) hours, to the reasonable satisfaction of the Town.

d. If the Licensee fails to perform any of its obligations under this License, the Town may perform such obligations, and the Town shall be entitled to reimbursement for any related costs, including reasonable attorney's fees.

e. The Licensee acknowledges that its (and its predecessors', if applicable) use of the License Area has at all times been permissive, and no claim of adverse or prescriptive use shall arise from the presence or use of the Encroachment within the License Area. The Licensee shall notify any subsequent owner of the Property of this License.

3. No License Fee. Licensee shall not be required to pay a fee for the License for the Term of this License.

4. Compliance with Laws. The Licensee shall comply with all applicable laws, bylaws, rules and regulations of federal, state, and local government ("Applicable Laws"). If any federal, state, or local government board or agency determines that the Encroachment must be removed, then the Licensee shall remove the Encroachment immediately upon written notice. The Town does not represent or warrant that the License Area is appropriate, safe or suitable for the contemplated uses, or that it may be used for the purposes specified herein under Applicable Laws.

5. Liability. The Licensee shall use the License Area at its own risk, and the Town shall not be liable for any injury, death, or damage to property arising from the use of the License Area or breach of this License. The Licensee shall indemnify, defend and hold the Town harmless from and against all claims, demands, causes of action, suits, costs, damages and liabilities arising from any act or omission of the Licensee or Licensee's family, invitees, contractors, agents, or representatives, regarding use of the License Area or breach of this License.

6. Maintenance and Repair. Licensee assumes all responsibility for maintaining, repairing and inspecting the Encroachment. Licensee shall, at Licensee's sole cost and expense, use Licensee's best efforts to diligently and adequately maintain and repair the Encroachment. Licensee shall promptly

perform or cause to be performed any maintenance and repairs to the Encroachment when notified by the Town that such maintenance or repairs are necessary.

7. Successor and Assigns. The License granted herein is personal to Licensee and no right hereunder may be assigned or sublet, in whole or in part, and Licensee shall not permit any other person, in whole or in part, any of the rights or privileges granted pursuant to this License without first obtaining the written consent of the Town. The Town may withhold its consent to a transfer of this License in its sole and absolute discretion. As a condition to any transfer of this License, the successor in interest shall be required to execute a revocable non-exclusive license agreement with the Town.

8. Relationship. The parties intend by this License to establish the relationship of licensor and licensee only and do not intend to create a partnership, joint venture, joint enterprise, or any business relationship other than that of licensor and licensee.

9. Miscellaneous. Notices to either party shall be deemed received if delivered by hand or mailed by certified mail, return receipt requested, to the addresses identified above. This License shall be construed as a Massachusetts instrument. This License contains all understandings with respect to the matters referenced herein, and no oral agreements, promises or understandings shall be binding on either party. The Town's waiver of a breach of one provision of this License shall not be considered a waiver of any other breach, and no provision shall be deemed waived unless in writing and signed. If any provision of this License is determined to be unenforceable by final judgment of a court of competent jurisdiction, the remaining provisions shall continue in effect to the extent permitted by law. This License may be executed in one or more counterparts, which when taken together shall constitute one and the same instrument. Electronic signatures on this License shall have the same force and effect as an original signature.

[Signature Pages Follow]

EXECUTED under seal as of the date first written above.

LICENSEE:

Lily Y. LI, Trustee of the Lily Y. Li Family Trust

Frank Y. Hsieh, Trustee of the Lily Y. Li Family Trust

TOWN:

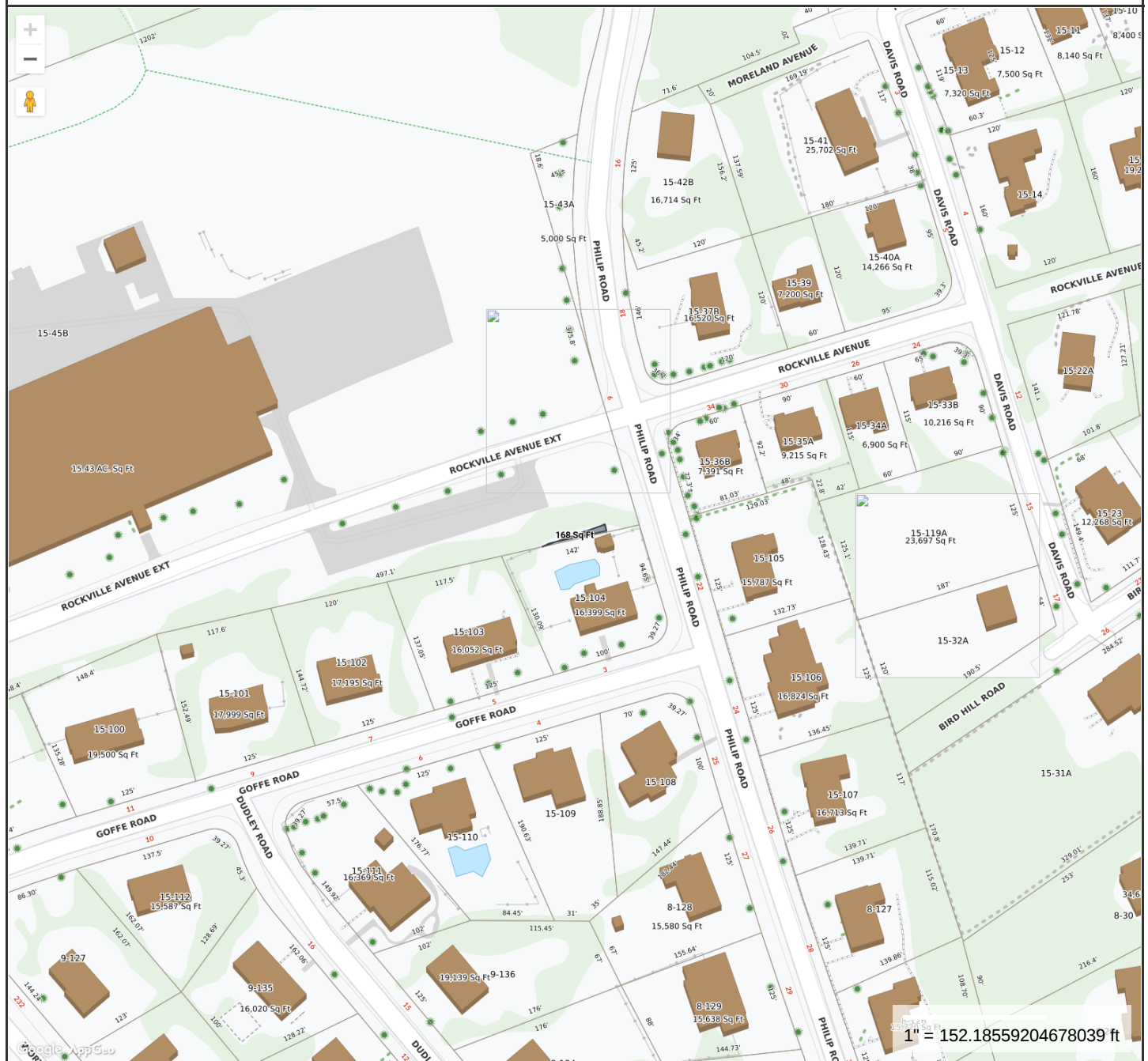
Town of Lexington,
By its Select Board:

By: _____
Name: James J. Malloy
Title: Town Manager, duly authorized

Exhibit A

Sketch Plan

3 Goffe Road License Area



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

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

Geometry updated on a daily basis
Data updated on a daily basis

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Discuss FY2024 Town Manager's Preliminary Budget & Financial Planning

PRESENTER:

Board Discussion

ITEM NUMBER:

I.7

SUMMARY:

Category: Discussion

Attached please find the White Book as presented at the January 30th budget summit. This is an opportunity for discussion before the budget is voted on by the Select Board, which is scheduled for February 13th.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

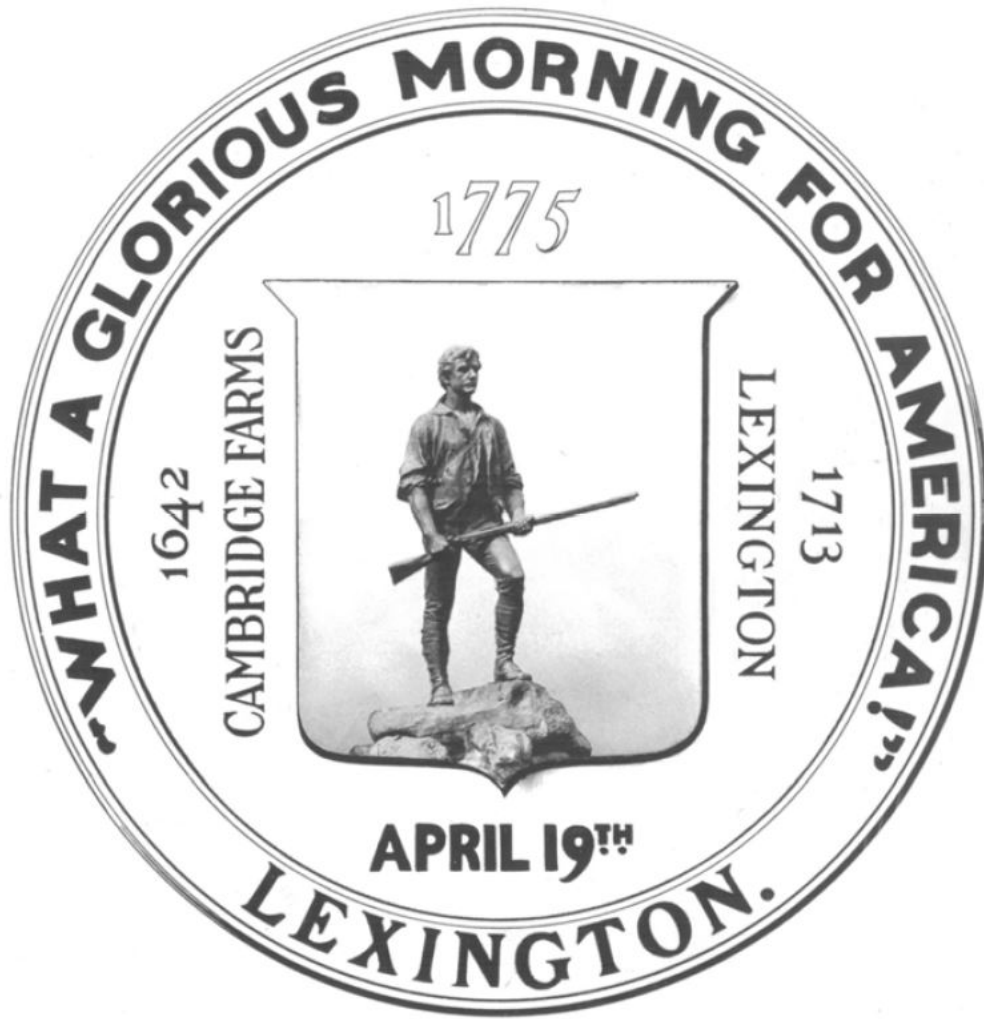
2/6/2023

9:00pm

ATTACHMENTS:

Description	Type
 White Book	Cover Memo

Town of Lexington,
Massachusetts



Fiscal Year 2024
Town Manager's Preliminary Recommended
Budget & Financing Plan
January 20, 2023

(Revised January 26, 2023)



Town of Lexington Organizational Chart

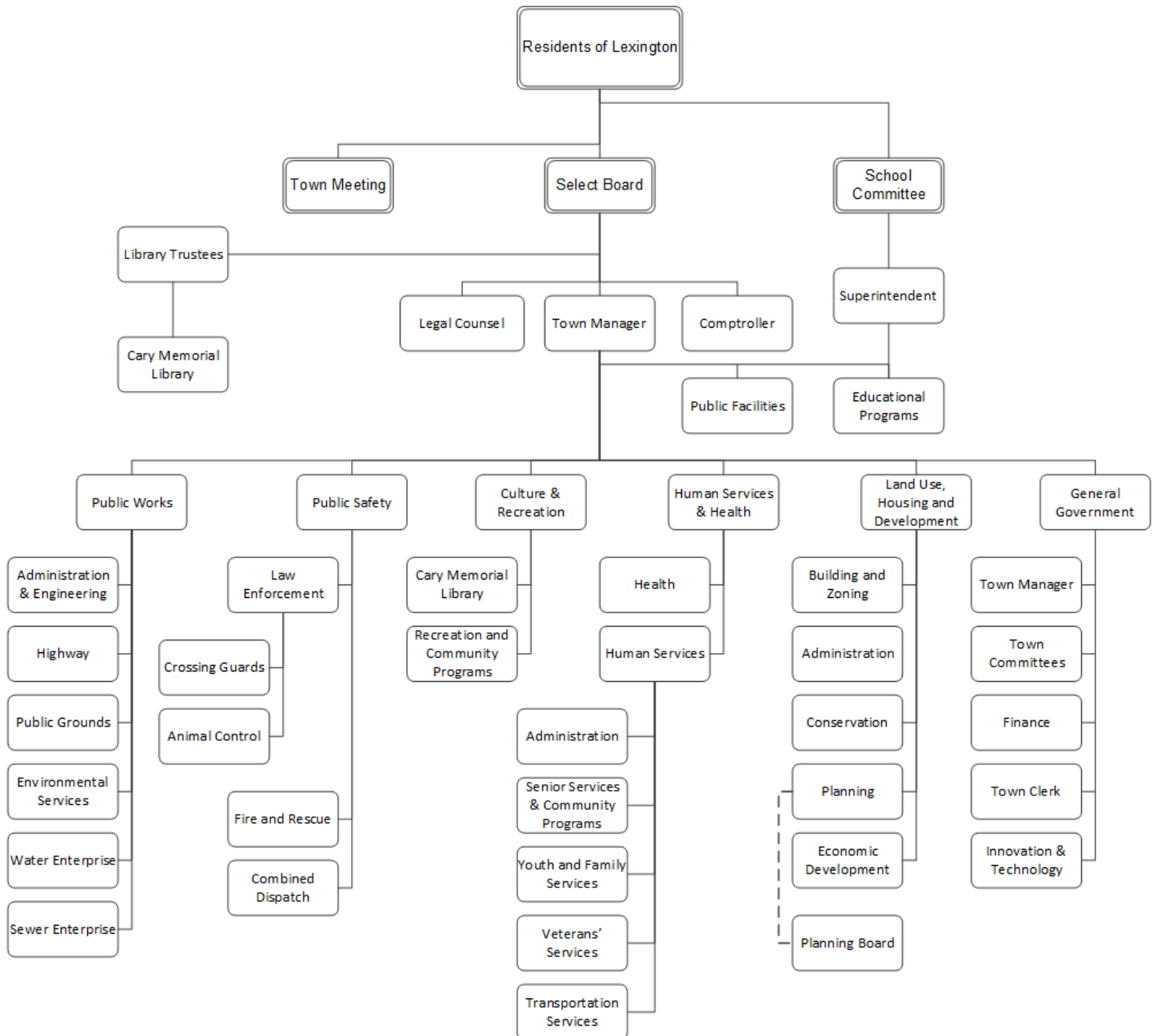


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The budget document outlines the Town's financial plan as recommended by the Select Board. Both the operating and capital budgets are contained in this document. The effective period of this budget is from July 1, 2023 to June 30, 2024.



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 FY2024 budget process, expenditure and revenue history, and a detailed summary of proposed appropriations for the coming fiscal year.

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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 Analyst 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 Town Manager's Preliminary Recommended 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 Katharine Labrecque.

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 20, 2023

The Honorable Select Board, Appropriation Committee and Capital Expenditures Committee:

I am hereby submitting the FY2024 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.

It should be acknowledged that the Town has weathered many challenges through the past three fiscal years, yet we remain in a solid financial position due to conservative budgeting and strong fiscal management. FY2024 will be particularly difficult due to inflationary pressure on goods and services including increasing wages, and rising healthcare premiums, energy, and refuse disposal costs, all of which had a significant impact on this FY2024 Recommended Budget. The Town also continues to experience supply chain delays and increasing costs for contract labor. The School Department is experiencing challenges with post pandemic learning loss and special education needs. This budget was developed around these challenges, and we expect the Town will maintain a sound financial position leading up to and throughout FY2024.

Revenues for FY2024 are expected to remain stable and we expect a modest amount of new growth from commercial development. While this modest level of revenue may not allow for program improvements in FY2024, it is sufficient to maintain contractual obligations and current levels of service. Importantly, new commercial growth will allow the Town to maintain financial policies and goals that address long-term liabilities and capital needs.

This Preliminary Budget is balanced and based on a 3.9% increase in revenue as projected in the Town's Revenue Allocation Model which 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 provides funding for the School Department at \$133,238,358 for FY2024, an increase of \$4,983,911 over the FY2023 budget. The Municipal budget is \$47,191,058, an increase of \$1,750,442 over the FY2023 budget. This budget also recommends the use of \$395,272 from free cash to offset an

extraordinary increase in curbside sanitation collection costs, which will not be included in FY2025 or subsequent years.

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 committed 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: In preparing this Preliminary Budget, Town and School department staff strived to create a document that presents the budget in a manner that meets the requirements and expectations of our boards, committees, Town Meeting members and residents. The best way to explain Town operations, in depth and for the critical eye, is for Town officials to be transparent in everything we do. This FY2024 Preliminary Budget proposes \$273 million in General Fund spending, \$33 million in Enterprise Fund spending, \$4 million in Revolving Fund spending and \$42 million in capital projects.

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.

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. 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.

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. We look forward to working with you to address the Town's challenges in the coming years.

I want to acknowledge and thank the work and effort that Carolyn Kosnoff, Assistant Town Manager for Finance and Katharine Labrecque, 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, and presented at Financial Summit III and subsequently updated.

Town Manager's Overall Recommendations

In light of the goals and priorities of the Select Board and the discussions at Fiscal Summits I II & III, this preliminary budget includes the following key recommendations:

- **Municipal and School Department Revenue Allocations** - At Financial Summit III, a Revenue Allocation Formula was presented which projected an available funding increase of 3.6%. This figure was recently refined and the allocation to both Town and School increased to 3.9%. 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 (PIR's)** - While FY2024 revenues are expected to increase modestly, several contractual expenses are increasing at a faster rate than revenue, which results in little to no funding for discretionary program improvements in FY2024. Senior managers submitted a total of \$1,516,404 in municipal program improvement requests, of which \$189,727 are being recommended in the General Fund. The programs selected for funding are either one-time in nature (not ongoing expenses), critical for maintaining services, or mandated by the State. In some cases, the Town Manager has recommended minor reductions to department budgets in other areas to allow for funding these critical or mandated programs. Additional program improvements are recommended if they are outside the General Fund and will be covered with Enterprise or Revolving Fund revenues.
- **Capital Budget** - This Preliminary Budget includes recommendations for \$42.1 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, \$29.3 million is sourced from available funding sources, such as the tax levy, user charges, Free Cash and Enterprise retained earnings, the Community Preservation Act (CPA), and other funds. The remaining amount will be debt financed, all of which will be within the limits of Proposition 2½.
- **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. This is down from \$3.74 million in FY2019, \$2.9 million in FY2020, and \$2.2 million in fiscal years 2021 and 2022 and \$700,000 in FY2023. 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. Despite this guideline, the FY2024 Preliminary Budget proposes to use \$395,272 in Free Cash to support the extraordinary increase in the town's proposed curbside sanitation collection contract, and a one-time \$30,000 expense for conducting a municipal salary study for non-represented employees. The Town does not intend to use Free Cash for operations in FY2025.
- **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 FY2024 budget includes the implementation of a 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 High School construction project. In FY2023, \$1,733,137 was transferred to the CSF from the tax levy under this new guideline. That

amount continues into FY2024 and is anticipated to grow once new levy growth for the targeted properties is calculated for FY2024. Fall 2023 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.

- **Dedicated Tax Levy for Retirement Fund (CSF)** - In FY2023 Takeda, a large pharmaceutical company in Lexington changed its tax strategy to no-longer claim a personal property tax exemption. This resulted in \$1.06M in unanticipated new tax revenue. This new revenue was dedicated to the Town's Retirement Fund for FY2023 via a supplemental appropriation at the Fall 2022-3 Special Town Meeting. This budget proposes to continue dedicating this ongoing revenue to the Retirement Fund in FY2024, plus the incremental growth of 2.5% for a total of \$1,086,500. Continuing to allocate this revenue to the Retirement Fund in future years will allow the Town to remain on schedule to reach full-funding in FY2030.
- **Appropriate into Special Education Stabilization (SPED) Fund** - In FY2022 Town Meeting appropriated \$500,000 from the Special Education Stabilization Fund to support School Operations during a period of operating uncertainty due to the pandemic. None of these funds were utilized and therefore reverted to Free Cash as of June 30, 2022. This budget proposes to appropriate \$500,000 of Free Cash back into the Special Education Stabilization Fund for future unanticipated or extraordinary expenses in Special Education, which will bring the balance in the fund to approximately \$1.2 million. This funding may be allocated in future budget cycles by a vote of Town Meeting.
- **Establish and Appropriate into Special Education (SPED) Reserve Fund** - In 2016 the Municipal Modernization Act enacted Chapter 40, Section 13E of the Massachusetts General Laws allows the establishment of a Special Education Reserve Fund. This fund is limited in size to 2% of annual Net School Spending as defined by the Department of Elementary and Secondary Education (DESE). This Reserve Fund is more flexible than a Stabilization Fund as funds may be appropriated by affirmative vote of the School Committee and Select Board at any point during the fiscal year. Given current challenges at the School Department, this budget recommends establishing a SPED Reserve Fund and appropriating \$750,000 of Free Cash into said fund to be used for unanticipated special education expenses that arise during FY2024. This is a continuing balance fund and any unspent appropriation will carry forward into future fiscal years.
- **Health Department Organizational Change** - In FY2022 the Town Manager conducted an organizational study of the Municipal department structure. A primary recommendation of that study was to separate the Health Department from Land Use, Health & Development to a stand-alone department. The study further recommended that the Health Director position being upgraded to a member of the Senior Management team. This change is reflected in the FY2024 proposed budget, under Section VIII, Program 6500. The Land Use Health & Development Department has been renamed the Land Use Housing & Development Department.
- **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 \$750,000 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 FY2024 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:

- **Sustainability:** Departments have continued to implement the Select Board's electric vehicle policy, and have factored increased costs into planned vehicle purchases for the Facilities, Public Works and Police Departments.
- **Solar Canopies:** In FY2023, Town Meeting approved the debt authorization for the construction of a new Police Station at 1575 Massachusetts Avenue. This budget recommends the addition of solar canopies over the Municipal Parking lot behind the new Police Station and Cary Memorial Building. The Town will own the solar panels and expects to generate enough electricity to offset the energy expenses of the new Police Station.
- **Capital Improvement Planning:** From 2020-2021 the Department of Public Facilities (DPF) conducted an evaluation of the Town's building-related capital assets. This study produced a detailed report on the current condition of DPF assets, including a 20-year Master Plan and schedule for renovating or replacing all town buildings and related systems. The FY2024 budget includes preliminary steps to address priorities in this long term plan such as site study for the East Lexington Fire Station and preliminary design and engineering work for the Stone Building and 173 Bedford St. This budget also continues to plan for a large-scale reconstruction or renovation of Lexington High School in the next 3-5 years.
- **Maintain Public Access Television:** This budget includes a partial funding of the LexMedia contract from the tax levy. 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, \$5,108,312 is recommended for the construction of new Sidewalks; existing Sidewalk Improvements; and Street Improvements.
- **Fiscal Stability:** This budget implements fiscal guidelines discussed above to dedicate a portion of the tax levy to the CSF to align with long-term capital spending, and to the Retirement Fund to continue to address the Town's unfunded liabilities.

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 FY2023 appropriated budget to the FY2024 recommended General Fund budget is shown below.

Table 1	FY2023 Appropriated	FY2024 Recommended Budget	\$ Change	% Change
Lexington Public Schools	\$ 128,254,447	\$ 133,238,358	\$ 4,983,911	3.9 %
Minuteman High School	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.7 %
Shared Expenses	\$ 65,846,454	\$ 68,525,440	\$ 2,678,985	4.1 %
Municipal Departments	\$ 44,812,553	\$ 46,934,383	\$ 2,121,830	4.7 %
Cash Capital-Tax Levy and Available Funds	\$ 14,251,037	\$ 15,078,033	\$ 826,997	5.8 %
Other*	\$ 8,057,163	\$ 6,169,533	\$ (1,887,630)	(23.4) %
Total - General Fund Only	\$264,445,552	\$ 273,450,788	\$9,005,235	3.4 %

**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. FY2024 Projected Revenues

- **Revenue Projections (Section II)** - General Fund operating revenues are projected to increase by \$9,005,235 or 3.4% over FY2023 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>
FY2024	3.4%		FY2018	4.6%	6.6%
FY2023	3.9%		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%
FY2019	3.6%	3.6%	FY2013	4.7%	4.7%

- **Revenue Allocation Model** - Each year, the Town Manager recommends the allocation of projected revenues that can be applied to fund the operating budget in the next fiscal year. This model was developed in 2006 by the Town Manager, Assistant Town Manager for Finance and Superintendent of Schools and is reviewed annually. The FY2024 model was reviewed by the Select Board, financial committees and School Committee at Financial Summit III, and was subsequently updated in January 2023 to allocate an additional \$484,828 in revenue between the Town and School. The final model projected \$6.73 million in net new revenue to be allocated, which represents a 3.9% increase compared to budgeted amounts from the prior year.

The amounts shown in this Preliminary Budget and Financing Plan represent the Town Manager's recommended FY2024 budget for municipal operations and Superintendent of School's recommended FY2024 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.

- **New Revenue: Refuse Collection Revolving Fund** - This Preliminary Budget proposes implementing a fee for collection and disposal of bulky items and white goods. In prior years, collection and disposal of these large items was included in the Town's Refuse Collection budget with regular curbside collection at no additional cost to the user. However, the proposed increase for refuse collection and disposal in FY2024 is extraordinary and necessitates a change in services. Creating a **Refuse Collection Revolving Fund** will allow the Town to pass-through the collection and disposal expense for large items to the user. Fees would be set a level that would cover the Town's contracted expense, plus a small administrative fee. The final refuse and recycling collection contract is under negotiation and will be determined in the coming weeks. The budget for the new Refuse Collection Revolving Fund can be found in Section V: Program 3400 - Environmental Services.
- **Future Revenue Considerations** - While not included in this preliminary Budget, staff and the Select Board continue to examine options for creating a **Stormwater Enterprise Fund** to be funded by a **Stormwater Management Fee**. 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 its National Pollution Discharge Elimination system (NPDES) permit, and manage the stormwater regulations, in addition to over 1.5 FTE of Engineering staff time. Stormwater management is an important local, state and national concern. While Lexington's NPDES permit was based on the original 2003 issuance, regulation levels have increased and we are now under new EPA regulations which are much more prescriptive and stringent. Capital and operating budget impacts will increase as the NPDES permit continues and our infrastructure continues to age. In anticipation of this mandated program and the ever-increasing costs of managing stormwater, a number of municipalities nationwide have instituted a Stormwater Management Fee, including at least 21 in Massachusetts. Over the last several years, staff have presented the Select Board with a preliminary framework, fee options, and implementation timeline for a new Stormwater Enterprise Fund. The Town expects to seek public input on the framework and further refine plans over the coming months, and intends to have a recommendation prepared for the 2023 Fall Special Town Meeting.

2. Departmental Budget Summary

- 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	FY2023 Appropriation	FY2024 Superintendent's Recommended Budget	\$ Change	% Change
Compensation/Expenses	\$ 128,254,447	\$ 133,238,358	\$ 4,983,911	3.89%

The Superintendent's proposed budget, presented to the School Committee on January 3, 2023, can be found on the School Department Website at <https://sites.google.com/lexingtonma.org/lps-finance-and-operations/fy-24-budget>

- b. **Section IV** of this document includes all Shared Expenses. Overall, Shared Expenses are increasing by \$2,678,985 or 4.1%.

A summary table of Shared Expenses is shown below:

Shared Expenses	FY2023 Appropriated	FY2024 Recommended Budget	\$ Change	% Change
Contributory Retirement	\$ 9,219,250	\$ 9,984,800	\$ 765,550	8.30 %
Employee Benefits	\$ 32,743,388	\$ 34,707,101	\$ 1,963,712	6.00 %
Unemployment	\$ 200,000	\$ 200,000	\$ —	— %
Workers Compensation	\$ 625,000	\$ 500,000	\$ (125,000)	(20.00) %
Property & Liability Insurance	\$ 895,000	\$ 992,000	\$ 97,000	10.84 %
Uninsured Losses	\$ 200,000	\$ 200,000	\$ —	— %
Solar Producer Payments	\$ 390,000	\$ 390,000	\$ —	— %
Within-Levy Debt Service*	\$ 7,254,509	\$ 6,851,036	\$ (403,473)	(5.56) %
Reserve Fund	\$ 1,250,000	\$ 750,000	\$ (500,000)	(40.00) %
Facilities Department	\$ 13,069,307	\$ 13,950,503	\$ 881,196	6.74 %
Total	\$ 65,846,454	\$ 68,525,440	\$ 2,678,985	4.07 %

*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.

The FY2024 budget presented multiple challenges as noted in the Town Manager's Report, and therefore only critical or mandated PIR's are recommended in the FY2024 municipal department budgets. Further, the Town Manager has recommended minor reductions to department budgets in other areas to allow for funding these critical or mandated changes. These reductions are also reflected in the Manager's Add/Delete column.

1. Providing enhanced administrative support to the Human Resources Office by upgrading the Administrative Assistant position from 19 to 35 hours per week (\$44,727);
2. Supporting local access cable TV; \$ \$100,000 of supplemental funding will be provided through the General Fund due to declining PEG revenues;
3. Hiring a part-time Sealer of Weights and Measurers at 18 hours a week shared with the Town of Burlington. This is a mandated service that the State will no longer be providing and therefore must be assumed by the municipality (\$15,000);
4. Supporting a Classification and Compensations Study (\$30,000) for the Lexington Municipal Management Association, Municipal Employees Association and the Town's Non-Represented employees. This is a one-time expense that will be funded from Free Cash.
5. The Tour Services Coordinator position will promote Lexington's tourism programs and tour offerings to the local, national, and international hospitality community to increase revenue and visitorship. As opposed to the part-time Liberty Ride Coordinator position,

the full-time Tour Service Coordinator position would oversee all tour services that Lexington offers- Battle Green Walking Tours, Liberty Ride, and Charter Tours. This position has been vacant since the beginning of the pandemic and will be fully funded by the Tourism Revolving Fund at (\$76,817), including benefits.

6. Upgrading two Heavy Equipment Operator Positions to Leadman Positions (\$12,174) which will be funded by the Water and Wastewater Enterprise Funds (\$6,087 from each fund).

The following table provides a summary of the FY2023 to FY2024 municipal department budget requests, as adjusted and recommended by the Town Manager:

Municipal Budgets*	FY2023 Appropriated	FY2024 Recommended Budget	\$ Change	% Change
Public Works	\$ 11,968,145	\$ 12,738,509	\$ 770,364	6%
Police	\$ 8,265,377	\$ 9,051,330	\$ 785,953	10%
Fire	\$ 8,068,468	\$ 8,120,441	\$ 51,973	1%
Library	\$ 3,336,219	\$ 3,380,320	\$ 44,101	1%
Human Services	\$ 1,527,421	\$ 1,561,698	\$ 34,277	2%
Health	\$ 457,870	\$ 527,313	\$ 69,443	15%
Land Use Departments	\$ 2,334,743	\$ 2,383,716	\$ 48,973	2%
Select Board	\$ 1,298,802	\$ 1,334,327	\$ 35,526	3%
Town Manager	\$ 1,305,971	\$ 1,416,624	\$ 110,653	8%
Salary Adjustment Account	\$ 826,422	\$ 725,300	\$ (101,122)	(12)%
Town Committees	\$ 70,160	\$ 66,208	\$ (3,952)	(6)%
Finance	\$ 2,058,151	\$ 2,115,172	\$ 57,021	3%
Town Clerk	\$ 627,297	\$ 597,360	\$ (29,937)	(5)%
Innovation & Technology	\$ 2,667,509	\$ 2,918,565	\$ 251,057	9%
Total	\$ 44,812,553	\$ 46,936,883	\$ 2,124,330	5%
* Health is newly separated from the Land Use Departments and will function as a separate Town department beginning in FY2024.				

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 (\$750,000) 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.

Special Education Reserve Fund - As discussed above, this Preliminary Recommended Budget proposes to create a new Special Education Reserve Fund to 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 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	Other Post Employment Benefits (OPEB)	Capital Stabilization
Balance as of December 31, 2022	\$10,272,398	\$664,170	\$22,417,134	\$21,985,362

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

FY2018 Appropriated	FY2019 Appropriated	FY2020 Appropriated	FY2021 Appropriated	FY2022 Appropriated	FY2023 Appropriated	FY2024 Recommended
\$1,842,895	\$1,842,895	\$1,885,486	\$750,000	\$1,885,486	\$1,935,486	\$1,985,486

Capital Stabilization Fund (CSF) - The Town has recently completed a number of significant 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, and the Center Streetscape project. In addition, construction is underway for a new Police Station. Finally, Town Meeting approved funding for a feasibility study for renovating or reconstructing Lexington High School at the 2022-2 Special Town Meeting.

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 FY2024 set aside of \$1,733,137 can be found in Table 1A of the Revenue section. That amount is expected to increase once FY2024 new levy growth is calculated; Fall 2023 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 from a 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)	FY2020 Appropriated	FY2021 Appropriated	FY2022 Actual	FY2023 Appropriated	FY2024 Proposed Allocation
Appropriated One-Time Sources for CSF	\$ 2,269,456	\$ —	\$ 3,730,836	\$ 3,784,689	\$ —
Dedicated Tax Levy Growth for CSF	\$ —	\$ —	\$ 57,138	\$ 1,733,137	\$ 1,733,137
Prior Year Balance	\$ 27,727,713	\$ 25,229,254	\$ 20,674,058	\$ 21,730,961	\$ 26,448,787
Investment Income	\$ 432,085	\$ 44,804	\$ 68,929	\$ —	<i>TBD</i>
Subtotal - Available for Appropriation	\$ 30,429,254	\$ 25,274,058	\$ 24,530,961	\$ 27,248,787	\$ 28,181,924
Appropriation From Stabilization Fund					
Excluded Debt Service Tax Relief	\$ 5,200,000	\$ 4,600,000	\$ 2,800,000	\$ 800,000	\$ 500,000
Within Levy Debt Service	\$ —	\$ —	\$ —	\$ —	\$ —
Subtotal	\$ 5,200,000	\$ 4,600,000	\$ 2,800,000	\$ 800,000	\$ 500,000
Projected Balance of Fund	\$ 25,229,254	\$ 20,674,058	\$ 21,730,961	\$ 26,448,787	\$ 27,681,924

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 \$42 million for a variety of capital projects for FY2024.

Capital Requests Summary					
	Free Cash/ Tax Levy	Other Funding Sources	Debt	Total	Other**
General Fund	\$ 14,878,348	\$ —	\$ 7,309,159	\$ 22,187,507	\$ —
Excluded Debt Projects	\$ —	\$ —	\$ —	\$ —	\$ —
Other Funding & Chapter 90	\$ —	\$ 199,685	\$ —	\$ 199,685	\$ 990,428
Water Enterprise	\$ —	\$ 1,375,000	\$ 2,909,580	\$ 4,284,580	\$ —
Sewer Enterprise	\$ —	\$ 1,115,404	\$ —	\$ 1,115,404	\$ —
Recreation Enterprise	\$ —	\$ 309,000	\$ —	\$ 309,000	\$ —
Community Preservation Act*	\$ —	\$ 11,984,010	\$ 2,000,000	\$ 13,984,010	\$ —
Total (all Funds)	\$ 14,878,348	\$ 14,983,099	\$ 12,218,739	\$ 42,080,186	\$ 990,428

*Includes both Town and non-Town CPA funded projects. In FY2024 a total of \$9,042,335 of non-Town projects are requested.

**Other represents Chapter 90 Aid for street improvements. This item does not require a Town Meeting appropriation.

In 2021, the Department of Public Facilities (DPF) completed an evaluation of the Town's building-related capital assets. This study produced a detailed report on the current condition of DPF assets, including a 20-year Master Plan and schedule for renovating or replacing all town buildings and related systems. The existing conditions of Town and School buildings were presented at joint Summit meetings in the Spring of 2022, and Town staff and policy makers are continuing discussions on long-term planning and priorities.

The FY2024 budget includes preliminary steps to address priorities in this long term plan such as a site study for the East Lexington Fire Station and preliminary design and engineering work for the Stone Building and 173 Bedford St. The Town and School departments also continue to move forward with planning for a new or renovated **Lexington High School**. No funding for that project is requested in FY2024, but additional appropriations for design and construction are expected in the the next 3-5 years.

Other large or notable projects for FY2024 are highlighted below. The Town's full FY2024 Capital Plan and additional information on these projects may be found in Section XI: Capital Investment of this Preliminary Budget.

- **Solar Canopy & System - New Police Station** - This request for **\$3,400,000** will fund the purchase and installation of photovoltaic panels at the new Police Station site, utilizing a combination of both rooftop and canopy arrays over the parking area. The proposed canopies will be designed to fit into the Historic District downtown landscape. The Town will own the panels and the goal of the solar array is to generate enough power to allow the Police Station to operate as Net Zero.
- **New Sidewalk Installations (Hill Street)** - This request for **\$1,620,000** will fund the survey, design and installation of new sidewalks in various locations throughout the Town. The request for FY2024 is for design and construction of a sidewalk on Cedar Street, in it's entirety, including a roundabout at Paul Revere and Hill Street.
- **Bedford St. and Hartwell Ave. Long-Range Transportation Improvements** - This request for **\$1,750,000** is to complete the 25% design related to a future capital project for improvements to Route 4/225 (Bedford Street/Hartwell Avenue), including the "jug-handle" intersection. Lexington will partner with the State on this construction project, and funding this design is critical to keeping Lexington's place for this project on the State's Long Range Transportation Plan (LRTP) for the 2030-2034 time band. The project aims to create a complete street for vehicles, pedestrians, and cyclists by widening Route 4/225, adjusting the intersection, and adding pedestrian and transit facilities.
- **Lincoln Park Field Improvements** - This FY2024 request for **\$3,391,500** is to begin construction and preparation to replace the three athletic fields at Lincoln Park, as well as construction of lighting at Lincoln Fields 1 and 3. The fields are approaching the end of their lifespans and must be replaced if safe and anticipated use is to continue. These improvements will allow for increased usage of the fields, alleviating the shortage of available hours the Recreation Department now experiences. This project will be funded from Community Preservation Funds and the Tax Levy.
- **Lead and Copper Program** - The Department of Environmental Protection (DEP) recently revised the lead and copper rule requiring communities to inventory and replace lead service water lines. This **\$4,209,580** funding request is to provide consulting services to develop the inventory, bid specifications, and hire a contractor to perform the replacement work. This project will be funded from the Water Enterprise Fund and may qualify for a zero interest loan from MWRA.

Policy Issues

This has been a particularly challenging budget year as there is a limited amount of resources to be allocated and the Town has set aggressive guidelines for addressing our long-term capital needs and funding of the Town's long-term liabilities. Policy items to be reaffirmed or addressed by the Select Board in finalizing this preliminary budget include:

- **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 FY2024 recommended transfer is \$1,733,137. 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.
- **Dedicate New Tax Levy Growth to the Retirement Fund** - As discussed in the Budget Overview, \$1.06M in unanticipated new tax revenue was dedicated to the Town's Retirement Fund for FY2023. This budget proposes to continue dedicating this ongoing revenue to the Retirement Fund in FY2024, plus the incremental growth of 2.5%. The Board should consider whether to continue setting-aside this funding in future budget cycles, in which case it may be built into the retirement funding schedule.
- **Appropriate into the Special Education Stabilization Fund** - Whether to appropriate \$500,000 from Free Cash into the Special Education Stabilization Fund for future unanticipated or extraordinary expenses in Special Education. As discussed above this is equal the appropriated, unexpended amount of SPED Stabilization funds returned to Free Cash at the end of FY2022.
- **Establish and Appropriate into Special Education (SPED) Reserve Fund** - Whether to create and appropriate \$750,000 into a Special Education Reserve Fund. This Reserve Fund would supplement the existing SPED Stabilization Fund and may be utilized by affirmative vote of the School Committee and Select Board for unanticipated special education expenses that arise during FY2024. A greater amount of Free Cash is available for appropriation in FY2024 due to a \$2.6 million turn-back from the school circuit breaker.
- **Expand Use of Cash Capital** (Free Cash and Tax Levy) - For FY2024, a total of \$11,265,007 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 \$700,000 of tax levy to support ongoing capital programs. This amount is available due to the decreasing amount of debt service in FY2024 compared to FY2023. Beginning to fund 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 from the Capital Stabilization Fund for Excluded Debt Service** - Whether to appropriate \$500,000 from the Capital Stabilization Fund to mitigate excluded debt service. Original projections for FY2024 did not indicate using the CSF to mitigate Exempt debt for FY2024, and projected using \$500,000 in FY2025 to mitigate the impact of the Police Station construction project. The current interest rate environment and recommendation of our financial advisors is to accelerate the issuance of a bond for the Police Station into February 2023. Accordingly, the draw from the CSF to mitigate this debt service is also accelerated by one year into FY2024. This recommendation is consistent with previous discussions at Financial Summits to offset the impact of excluded debt on the taxpayers.

- **Appropriate into the Other Post-Employment Benefits (OPEB) Trust Fund** - Whether to support the appropriation of \$1,985,486 into the OPEB Trust Fund. This amount is comprised of \$1,739,721 from free cash, \$240,000 made available from the Health Insurance Claims Trust Fund, and \$5,765 from Enterprise Funds. FY2024 is the last year the Health Claims Trust funding will be available as the fund will be fully drawn-down after this last appropriation of \$240,000. This amount has decreased compared to the \$750,000 contribution from the Health Claims Trust over the last several years. This budget proposes to maintain the same funding level as in prior years with the difference being funded from Free Cash.
- **Unallocated Revenues for Contingencies** - The recommended budget includes \$750,000 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 FY2024 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. Since the GIC is currently re-procuring its plans, and there are known mergers and cancellations, there is considerably more uncertainty than usual.
- **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, Lexington used \$3.74 million of free cash (non-recurring revenues) to balance the General Fund operating budget. 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 FY2024 budget includes using \$395,272 from free cash to support operations, directly related to the large increase in curbside sanitation collection. This is a one-time use of free cash and will not be included in the municipal budget in FY2025.

Additional policy considerations to be discussed either during finalization of the FY2024 budget, or in anticipation of future budgets, include the following:

- **Establishing a Stormwater Enterprise Fund** - As discussed in greater detail above, Town staff have been working for the past several years on a proposal to create a Stormwater Enterprise Fund. This is proposed to go before Town Meeting in the Fall of 2023, but will not have a budgetary impact until the FY2025 budget. The Select Board is currently considering methods of mitigating the impact of the new stormwater fee on taxpayers through an in-kind reduction in property taxes for costs that are transferred from the General Fund to the Stormwater Enterprise Fund.

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 FY2024 budget dates are proposed to be the following:

- **January 30, 2023** - Summit IV to review this Preliminary budget;
- **February 13, 2023** - Select Board to vote recommended FY2024 budget;
- **February 17, 2023** - The recommended budget will be forwarded, electronically, to the Appropriation Committee, Capital Expenditures Committee and Town Meeting Members. Printed copies to follow the week of March 6th.
- **March 20, 2023** - Town Meeting begins and may consider financial articles.

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FY2024 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 2022

Calendar Year 2023

Important Dates

July 2022		
	Issuance of Capital and Operating Budget Guidelines	July 15th
September 2022		
FG	Budget Summit I - Review FY2022 results	September 14th
	Town Manager Review of Capital Budget Requests	
October 2022		
I	Budget Summit II - Financial Indicators & Projections	October 13th
	Town Manager Review of Operating Budget Requests	
November-December 2022		
STM	Special Town Meeting	November 1-3
II	Budget Summit III - Revenue Projections and Revenue Allocation	November 17th
	Municipal Budget Presentations for Select Board	Dec. 1, 2, 6
January 2023		
	Submittal of Superintendent's Recommended Budget to SC	January 3rd
	Submittal of Manager's Recommended Budget to Select Board	January 20th
	School Committee Hearings on Budget	January 24th
III	Budget Summit IV - Review of Town Manager's Preliminary Budget	January 30th
February 2023		
	Select Board Vote on FY2024 Recommended Budget	February 13th
	FY2024 Recommended Budget submitted to Town Meeting	February 17th
March 2023		
	Municipal Election	March 6th
	Town Meeting Commences	March 20th
	Budget Presentations by Town Manager and Superintendent	TBD
	Town Meeting Begins Budget Deliberations	March 20th

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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 FY2021-FY2024. It reflects actual results of FY2021 and FY2022, FY2023 estimated revenues and budgeted expenditures submitted to the Department of Revenue for the certification of the FY2023 tax rate, and the budget recommendations of the Town Manager and School Superintendent for FY2024 budget and projected revenues to support those recommendations.

Revenue Summary	FY2021 Actual	FY2022 Actual	FY2023 Recap	FY2024 Projected
Tax Levy	\$ 194,329,878	\$ 204,228,739	\$ 216,187,220	\$ 224,625,572
State Aid	\$ 16,221,363	\$ 16,683,885	\$ 17,056,598	\$ 17,295,204
Local Receipts	\$ 15,358,065	\$ 16,714,478	\$ 13,835,445	\$ 14,569,104
Available Funds	\$ 11,805,351	\$ 17,825,379	\$ 17,463,018	\$ 17,409,426
Revenue Offsets	\$ (1,773,854)	\$ (1,971,196)	\$ (1,902,341)	\$ (2,342,585)
Enterprise Funds (Indirect)	\$ 1,749,435	\$ 1,432,356	\$ 1,805,613	\$ 1,894,067
Total General Fund	\$ 237,690,239	\$ 254,913,641	\$ 264,445,552	\$ 273,450,788
General Fund Expenditure Summary				
Education				
Lexington Public Schools	\$ 114,464,314	\$ 120,636,545	\$ 128,254,447	\$ 133,238,358
Minuteman Regional School	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042
<i>Subtotal Education</i>	<i>\$ 117,327,461</i>	<i>\$ 123,766,583</i>	<i>\$ 131,478,345</i>	<i>\$ 136,743,400</i>
Municipal Departments	\$ 39,481,849	\$ 41,023,558	\$ 44,812,553	\$ 46,934,383
Shared Expenses				
Benefits & Insurance	\$ 35,996,400	\$ 37,832,472	\$ 42,787,638	\$ 45,391,901
Property Insurance & Solar	\$ 1,408,990	\$ 1,440,965	\$ 1,485,000	\$ 1,582,000
Debt (within-levy)	\$ 10,237,538	\$ 10,364,264	\$ 7,254,509	\$ 6,851,036
Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000
Facilities	\$ 11,141,011	\$ 12,183,930	\$ 13,069,307	\$ 13,950,503
<i>Subtotal Shared Expenses</i>	<i>\$ 58,783,939</i>	<i>\$ 61,821,631</i>	<i>\$ 65,846,454</i>	<i>\$ 68,525,439</i>
Capital				
Cash Capital (designated)	\$ 7,812,019	\$ 10,136,491	\$ 14,251,037	\$ 15,078,033
<i>Subtotal Capital</i>	<i>\$ 7,812,019</i>	<i>\$ 10,136,491</i>	<i>\$ 14,251,037</i>	<i>\$ 15,078,033</i>
Other				
Other (allocated)	\$ 1,368,916	\$ 6,541,910	\$ 8,057,163	\$ 5,419,533
Other (unallocated)	\$ —	\$ —	\$ —	\$ 750,000
<i>Subtotal Other</i>	<i>\$ 1,368,916</i>	<i>\$ 6,541,910</i>	<i>\$ 8,057,163</i>	<i>\$ 6,169,533</i>
Total General Fund	\$ 224,774,184	\$ 243,290,173	\$ 264,445,552	\$ 273,450,788
General Fund Surplus/(Deficit)	\$ 12,916,055	\$ 11,623,468	\$ —	\$ —

Section I Budget Overview

Town of Lexington, MA

Program Summary

		A	B	C	D	E	D	E (D-C)	F (E/C)
		FY2021	FY2022	FY2023	FY2024	FY2024	FY2024		
Element	Description	Actual	Actual	Restated	Request	Add/Delete	Recommended	Change \$	Change %
Operating Budget - General Fund Expenses									
<u>Program 1000: Education</u>									
1100	Lexington Public Schools	\$ 114,464,314	\$ 120,636,545	\$ 128,254,447	\$ 133,238,358		\$ 133,238,358	\$ 4,983,911	3.89 %
1200	Regional High School	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ —	\$ 3,505,042	\$ 281,144	8.72 %
Total Education		\$ 117,327,461	\$ 123,766,583	\$ 131,478,345	\$ 136,743,400	\$ —	\$ 136,743,400	\$ 5,265,055	4.00 %
<u>Program 2000: Shared Expenses</u>									
2110	Contributory Retirement	\$ 6,679,199	\$ 7,417,500	\$ 9,219,250	\$ 9,984,800	\$ —	\$ 9,984,800	\$ 765,550	8.30 %
2120	Non-Contributory Retirement	\$ 15,907	\$ 8,798	\$ —	\$ —	\$ —	\$ —	\$ —	— %
2130	Employee Benefits (Health/Dental/Life/Medicare)	\$ 28,361,983	\$ 29,568,050	\$ 32,743,388	\$ 34,688,874	\$ 18,227	\$ 34,707,101	\$ 1,963,712	6.00 %
2140	Unemployment	\$ 64,311	\$ 88,124	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	— %
2150	Workers' Comp.* (MGL Ch.40:13A&13C, Ch.41:111F)	\$ 875,000	\$ 750,000	\$ 625,000	\$ 500,000	\$ —	\$ 500,000	\$ (125,000)	(20.00) %
Subtotal 2100 Benefits		\$ 35,996,400	\$ 37,832,472	\$ 42,787,638	\$ 45,373,674	\$ 18,227	\$ 45,391,901	\$ 2,604,262	6.09 %
2210	Property & Liability Insurance	\$ 791,296	\$ 830,781	\$ 895,000	\$ 992,000	\$ —	\$ 992,000	\$ 97,000	10.84 %
2220	Uninsured Losses* (MGL Ch. 40, Sec. 13)	\$ 250,000	\$ 250,000	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	— %
Subtotal 2200 Property & Liability Insurance		\$ 1,041,296	\$ 1,080,781	\$ 1,095,000	\$ 1,192,000	\$ —	\$ 1,192,000	\$ 97,000	8.86 %
2310	Solar Producer Payments	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Subtotal 2300 Solar Producer Payments		\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
2410	Principal on Long Term Debt	\$ 6,292,000	\$ 5,626,400	\$ 5,274,000	\$ 4,840,333	\$ —	\$ 4,840,333	\$ (433,667)	(8.22) %
2420	Interest on Long Term Debt	\$ 1,101,675	\$ 956,198	\$ 1,217,534	\$ 1,210,458	\$ —	\$ 1,210,458	\$ (7,076)	(0.58) %
2430	Principal & Interest on Temporary Debt	\$ 2,843,863	\$ 3,781,666	\$ 762,975	\$ 800,245	\$ —	\$ 800,245	\$ 37,270	4.88 %
Subtotal 2400 Debt Services		\$ 10,237,538	\$ 10,364,264	\$ 7,254,509	\$ 6,851,036	\$ —	\$ 6,851,036	\$ (403,473)	(5.56) %
2510	Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$ (500,000)	(40.00) %
Subtotal 2500 Reserve Fund		\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$ (500,000)	(40.00) %
2600	Facilities	\$ 11,141,011	\$ 12,183,930	\$ 13,069,307	\$ 14,073,128	\$ (122,625)	\$ 13,950,503	\$ 881,196	6.74 %
Total Shared Expenses		\$ 58,783,939	\$ 61,821,631	\$ 65,846,454	\$ 68,629,837	\$ (104,398)	\$ 68,525,440	\$ 2,678,985	4.07 %
<u>Program 3000: Public Works</u>									
3100-3500	DPW Personal Services	\$ 4,746,049	\$ 4,706,712	\$ 4,877,999	\$ 5,014,681	\$ —	\$ 5,014,681	\$ 136,682	2.80 %
3100-3500	DPW Expenses	\$ 5,749,259	\$ 5,996,893	\$ 7,090,146	\$ 7,837,928	\$ (114,100)	\$ 7,723,828	\$ 633,682	8.94 %
Total Public Works		\$ 10,495,308	\$ 10,703,605	\$ 11,968,145	\$ 12,852,609	\$ (114,100)	\$ 12,738,509	\$ 770,364	6.44 %

Section I Budget Overview

Town of Lexington, MA

Program Summary

		A	B	C	D	E	D	E (D-C)	F (E/C)
		FY2021	FY2022	FY2023	FY2024	FY2024	FY2024		
Element	Description	Actual	Actual	Restated	Request	Add/Delete	Recommended	Change \$	Change %
<u>Program 4000: Public Safety</u>									
4100	Law Enforcement Personal Services	\$ 7,002,993	\$ 7,047,347	\$ 7,169,307	\$ 7,868,662	\$ —	\$ 7,868,662	\$ 699,355	9.75 %
4100	Law Enforcement Expenses	\$ 933,689	\$ 1,005,548	\$ 1,096,070	\$ 1,217,668	\$ (35,000)	\$ 1,182,668	\$ 86,598	7.90 %
<i>Subtotal 4100 Law Enforcement</i>		<i>\$ 7,936,682</i>	<i>\$ 8,052,895</i>	<i>\$ 8,265,377</i>	<i>\$ 9,086,330</i>	<i>\$ (35,000)</i>	<i>\$ 9,051,330</i>	<i>\$ 785,953</i>	<i>9.51 %</i>
4200	Fire Personal Services	\$ 6,987,078	\$ 7,367,013	\$ 7,269,665	\$ 7,286,211	\$ —	\$ 7,286,211	\$ 16,546	0.23 %
4200	Fire Expenses	\$ 630,691	\$ 632,642	\$ 798,803	\$ 834,230	\$ —	\$ 834,230	\$ 35,427	4.44 %
<i>Subtotal 4200 EMS/Fire</i>		<i>\$ 7,617,769</i>	<i>\$ 7,999,655</i>	<i>\$ 8,068,468</i>	<i>\$ 8,120,441</i>	<i>\$ —</i>	<i>\$ 8,120,441</i>	<i>\$ 51,973</i>	<i>0.64 %</i>
Total Public Safety		\$ 15,554,451	\$ 16,052,550	\$ 16,333,845	\$ 17,206,771	\$ (35,000)	\$ 17,171,771	\$ 837,926	5.13 %
<u>Program 5000: Culture & Recreation</u>									
5100	Library Personal Services	\$ 2,162,069	\$ 2,412,910	\$ 2,637,708	\$ 2,696,650	\$ —	\$ 2,696,650	\$ 58,942	2.23 %
5100	Library Expenses	\$ 563,057	\$ 606,529	\$ 698,511	\$ 701,170	\$ (17,500)	\$ 683,670	\$ (14,841)	(2.12) %
Total Culture & Recreation		\$ 2,725,127	\$ 3,019,439	\$ 3,336,219	\$ 3,397,820	\$ (17,500)	\$ 3,380,320	\$ 44,101	1.32 %
<u>Program 6000: Human Services and Health</u>									
6000	Human Services Personal Services	\$ 636,538	\$ 687,126	\$ 717,650	\$ 748,917	\$ —	\$ 748,917	\$ 31,267	4.36 %
6000	Human Services Expenses	\$ 657,109	\$ 529,081	\$ 809,771	\$ 812,781	\$ —	\$ 812,781	\$ 3,010	0.37 %
<i>Subtotal 6000 Human Services</i>		<i>\$ 1,293,647</i>	<i>\$ 1,216,207</i>	<i>\$ 1,527,421</i>	<i>\$ 1,561,698</i>	<i>\$ —</i>	<i>\$ 1,561,698</i>	<i>\$ 34,277</i>	<i>\$ —</i>
6500	Health Personal Services	\$ 267,494	\$ 266,439	\$ 359,570	\$ 426,513	\$ —	\$ 426,513	\$ 66,943	18.62 %
6500	Health Expenses	\$ 34,140	\$ 64,135	\$ 98,300	\$ 100,800	\$ (2,500)	\$ 98,300	\$ —	— %
<i>Subtotal 6500 Health</i>		<i>\$ 301,634</i>	<i>\$ 330,575</i>	<i>\$ 457,870</i>	<i>\$ 527,313</i>	<i>\$ (2,500)</i>	<i>\$ 524,813</i>	<i>\$ 66,943</i>	<i>\$ —</i>
Total Human Services and Health		\$ 1,595,280	\$ 1,546,782	\$ 1,985,291	\$ 2,089,011	\$ (2,500)	\$ 2,086,511	\$ 101,220	5.10 %

Program 7000: Land Use, Health and Development (LUHD) Department

Section I Budget Overview

Town of Lexington, MA

Program Summary

		A		B		C		D		E		D		E (D-C)		F (E/C)	
Element	Description	FY2021 Actual		FY2022 Actual		FY2023 Restated		FY2024 Request		FY2024 Add/Delete		FY2024 Recommended		Change \$		Change %	
7100-7400 LUHD Dept.	Personal Services	\$ 1,636,227	\$	1,761,781	\$	1,978,656	\$	2,024,579	\$	—	\$	2,024,579	\$	45,923		2.32	%
7100-7400 LUHD Dept.	Expenses	\$ 306,897	\$	256,933	\$	356,087	\$	373,837	\$	(14,700)	\$	359,137	\$	3,050		0.86	%
Total Land Use, Health & Development Dept.		\$ 1,943,124	\$	2,018,714	\$	2,334,743	\$	2,398,416	\$	(14,700)	\$	2,383,716	\$	48,973		2.10	%
Program 8000: General Government																	
8110 Select Board	Personal Services	\$ 128,668	\$	136,988	\$	145,163	\$	150,784	\$	—	\$	150,784	\$	5,621		3.87	%
8110 Select Board	Expenses	\$ 77,136	\$	81,625	\$	134,838	\$	136,338	\$	—	\$	136,338	\$	1,500		1.11	%
8120 Legal		\$ 399,245	\$	327,582	\$	395,000	\$	395,000	\$	(20,000)	\$	375,000	\$	(20,000)		(5.06)	%
8130 Town Report		\$ 10,445	\$	11,653	\$	13,688	\$	13,688	\$	—	\$	13,688	\$	—		—	%
8140 PEG Access		\$ 597,702	\$	608,831	\$	610,113	\$	658,517	\$	—	\$	658,517	\$	48,405		7.93	%
Subtotal 8100 Select Board		\$ 1,213,197	\$	1,166,679	\$	1,298,802	\$	1,354,327	\$	(20,000)	\$	1,334,327	\$	35,526		2.74	%
8210-8220 Town Manager	Personal Services	\$ 828,323	\$	934,899	\$	1,011,696	\$	1,142,154	\$	(67,833)	\$	1,074,321	\$	62,625		6.19	%
8210-8220 Town Manager	Expenses	\$ 176,481	\$	152,185	\$	294,275	\$	334,103	\$	8,200	\$	342,303	\$	48,028		16.32	%
8230 Salary Transfer Account*	(MGL Ch.40, Sec 13D)	\$ 408,732	\$	313,529	\$	826,422	\$	725,300	\$	—	\$	725,300	\$	(101,122)		(12.24)	%
Subtotal 8200 Town Manager		\$ 1,413,536	\$	1,400,613	\$	2,132,393	\$	2,201,557	\$	(59,633)	\$	2,141,924	\$	9,531		0.45	%
8310 Financial Committees		\$ 6,329	\$	6,630	\$	8,397	\$	8,535	\$	—	\$	8,535	\$	138		1.64	%
8320 Misc. Boards and Committees		\$ 6,005	\$	6,502	\$	10,500	\$	10,500	\$	—	\$	10,500	\$	—		—	%
8330 Town Celebrations Committee		\$ 12,557	\$	44,842	\$	51,263	\$	47,173	\$	—	\$	47,173	\$	(4,090)		(8.0)	%
Subtotal 8300 Town Committees		\$ 24,890	\$	57,974	\$	70,160	\$	66,208	\$	—	\$	66,208	\$	(3,952)		(5.6)	%
8400 Finance	Personal Services	\$ 1,393,047	\$	1,487,307	\$	1,549,316	\$	1,623,147	\$	—	\$	1,623,147	\$	73,831		4.77	%
8400 Finance	Expenses	\$ 371,841	\$	432,482	\$	508,835	\$	502,025	\$	(10,000)	\$	492,025	\$	(16,810)		(3.30)	%
Subtotal 8400 Finance		\$ 1,764,887	\$	1,919,788	\$	2,058,151	\$	2,125,172	\$	(10,000)	\$	2,115,172	\$	57,021		2.77	%
8500 Town Clerk	Personal Services	\$ 427,766	\$	396,034	\$	470,247	\$	487,985	\$	—	\$	487,985	\$	17,738		3.77	%
8500 Town Clerk	Expenses	\$ 94,904	\$	108,656	\$	157,050	\$	109,375	\$	—	\$	109,375	\$	(47,675)		(30.36)	%
Subtotal 8500 Town Clerk		\$ 522,670	\$	504,690	\$	627,297	\$	597,360	\$	—	\$	597,360	\$	(29,937)		(4.77)	%
8600 IT	Personal Services	\$ 836,010	\$	830,098	\$	812,064	\$	808,139	\$	—	\$	808,139	\$	(3,925)		(0.48)	%
8600 IT	Expenses	\$ 1,393,367	\$	1,802,626	\$	1,855,445	\$	2,110,426	\$	—	\$	2,110,426	\$	254,981		13.74	%
Subtotal 8600 Innovation & Technology		\$ 2,229,377	\$	2,632,724	\$	2,667,509	\$	2,918,565	\$	—	\$	2,918,565	\$	251,057		9.41	%
Total General Government		\$ 7,168,558	\$	7,682,467	\$	8,854,311	\$	9,263,190	\$	(89,633)	\$	9,173,556	\$	319,245		3.61	%
Total Municipal		\$ 39,481,849	\$	41,023,558	\$	44,812,553	\$	47,207,817	\$	(273,433)	\$	46,934,383	\$	2,121,830		4.73	%

Operating Department Summary

Section I Budget Overview

Town of Lexington, MA

Program Summary

		A	B	C	D	E	D	E (D-C)	F (E/C)
		FY2021	FY2022	FY2023	FY2024	FY2024	FY2024		
Element	Description	Actual	Actual	Restated	Request	Add/Delete	Recommended	Change \$	Change %
	Education Operating	\$ 117,327,461	\$ 123,766,583	\$ 131,478,345	\$ 136,743,400	\$ —	\$ 136,743,400	\$ 5,265,055	4.00 %
	Shared Expenses	\$ 58,783,939	\$ 61,821,631	\$ 65,846,454	\$ 68,629,837	\$ (104,398)	\$ 68,525,440	\$ 2,678,985	4.07 %
	Municipal Operating	\$ 39,481,849	\$ 41,023,558	\$ 44,812,553	\$ 47,207,817	\$ (273,433)	\$ 46,934,383	\$ 2,121,830	4.73 %
		\$ 215,593,249	\$ 226,611,772	\$ 242,137,353	\$ 252,581,054	\$ (377,831)	\$ 252,203,223	\$ 10,065,870	4.16 %

Capital

Capital Requests (Cash-GF, Prior Bond Auth., BAN Premiums)	\$ 4,775,531	\$ 6,806,505	\$ 11,049,906	12,035,007		\$ 12,035,007	\$ 985,101	8.92 %
Non-General Fund Capital Requests	\$ 193,504	\$ 464,126	\$ 311,824	\$ 129,685	\$ —	\$ 129,685	\$ (182,139)	(58.41) %
Building Envelope & Systems Set-Aside	\$ 208,962	\$ 214,186	\$ 219,540	\$ 225,029	\$ —	\$ 225,029	\$ 5,489	2.50 %
Streets Set-Aside	\$ 2,634,022	\$ 2,651,674	\$ 2,669,767	\$ 2,688,312	\$ —	\$ 2,688,312	\$ 18,545	0.69 %
Total Capital	\$ 7,812,019	\$ 10,136,491	\$ 14,251,037	\$ 15,078,033	\$ —	\$ 15,078,033	\$ 826,997	5.80 %

Other

Unallocated	\$ —	\$ —	\$ —	\$ 750,000	\$ —	\$ 750,000	\$ 750,000	— %
Set-Aside for Unanticipated Current FY Needs	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ 200,000	\$ 200,000	— %
Special Education Stabilization Fund	\$ —	\$ —	\$ —	\$ 500,000	\$ —	\$ 500,000	\$ 500,000	— %
General Fund Support for Recreation & Community Programs (Transfer to Article 5, ATM)	\$ 618,916	\$ 509,215	\$ 242,790	\$ 256,675	\$ —	\$ 256,675	\$ 13,885	5.72 %
Tax Levy Dedicated to Capital Stabilization Fund	\$ —	\$ 57,138	\$ 1,733,137	\$ 1,733,137	\$ —	\$ 1,733,137	\$ —	— %
Allocated to Capital Stabilization Fund	\$ —	\$ 3,730,836	\$ 3,784,689	\$ —	\$ —	\$ —	\$ (3,784,689)	(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)	(100.0) %
Climate Action Plan	\$ —	\$ —	\$ 50,570	\$ —	\$ —	\$ —	\$ (50,570)	(100.0) %
Vision for Lexington Townwide Survey	\$ —	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —	— %
OPEB Trust Fund**	\$ 750,000	\$ 1,879,721	\$ 1,929,721	\$ 1,979,721	\$ —	\$ 1,979,721	\$ 50,000	2.59 %
Warrant Articles	\$ —	\$ 100,000	\$ 301,256	\$ —	\$ —	\$ —	\$ (301,256)	(100.0) %
Total Other Articles	\$ 1,368,916	\$ 6,541,910	\$ 8,057,163	\$ 6,169,533	\$ —	\$ 6,169,533	\$ (1,887,630)	(23.43)%

General Fund Total	\$ 224,774,184	\$ 243,290,173	\$ 264,445,552	\$ 273,828,620	\$ (377,831)	\$ 273,450,789	\$ 9,005,237	3.41 %
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Line-Items marked with an asterisk () will be presented at Town Meeting as Continuing Balance accounts.

**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.

Enterprise Funds

Section I Budget Overview

Town of Lexington, MA

Program Summary

		A		B		C		D		E		D		E (D-C)		F (E/C)	
Element	Description	FY2021 Actual		FY2022 Actual		FY2023 Restated		FY2024 Request		FY2024 Add/Delete		FY2024 Recommended		Change \$		Change %	
3600	Water Enterprise	\$	11,402,688	\$	12,448,489	\$	12,707,237	\$	13,721,989	\$	6,000	\$	13,727,989	\$	1,020,752	8.03	%
3700	Sewer Enterprise	\$	10,448,199	\$	10,855,261	\$	11,798,658	\$	12,793,816	\$	6,000	\$	12,799,816	\$	1,001,158	8.49	%
5200	Recreation Enterprise	\$	2,066,677	\$	2,597,045	\$	3,425,097	\$	3,566,436	\$	—	\$	3,566,436	\$	141,339	4.13	%
	Cash Capital - Enterprise	\$	1,600,000	\$	430,000	\$	1,317,000	\$	2,799,404	\$	—	\$	2,799,404	\$	1,482,404	112.56	%
Total Enterprise Funds (Oper. Exp. ONLY)		\$	25,517,564	\$	26,330,795	\$	29,247,992	\$	32,881,645	\$	12,000	\$	32,893,645	\$	3,645,653	12.46	%

Revolving Funds

1100	School Bus Transportation	\$	1,149,283	\$	207,782	\$	1,150,000	\$	1,150,000	\$	—	\$	1,150,000	\$	—	—	%
2600	Building Rental Revolving Fund	\$	8,458	\$	225,809	\$	585,226	\$	602,066	\$	—	\$	602,066	\$	16,840	2.88	%
3100	Regional Cache - Hartwell Avenue	\$	1,883	\$	—	\$	50,000	\$	—	\$	—	\$	—	\$	(50,000)	(100.00)	%
3320	Tree (DPW-Forestry)	\$	23,450	\$	70,000	\$	75,000	\$	90,000	\$	—	\$	90,000	\$	15,000	20.00	%
3330	Burial Container (DPW-Cemetery)	\$	21,815	\$	24,882	\$	60,000	\$	60,000	\$	—	\$	60,000	\$	—	—	%
3420	Compost Operations (DPW-Recycling)	\$	889,408	\$	750,850	\$	866,495	\$	853,233	\$	—	\$	853,233	\$	(13,262)	(1.53)	%
3420	MHHP Operations	\$	255,449	\$	156,770	\$	260,000	\$	300,000	\$	—	\$	300,000	\$	40,000	15.38	%
6120	Senior Services	\$	6,469	\$	29,461	\$	75,000	\$	75,000	\$	—	\$	75,000	\$	—	—	%
7110	Residential Engineering Review	\$	—	\$	—	\$	57,600	\$	57,600	\$	—	\$	57,600	\$	—	—	%
7140	Health Programs	\$	—	\$	—	\$	—	\$	90,000	\$	—	\$	90,000	\$	90,000	—	%
7140	Lab Animal Permits	\$	—	\$	—	\$	—	\$	40,000	\$	—	\$	40,000	\$	40,000	—	%
7320	Tourism/Liberty Ride	\$	—	\$	146,758	\$	104,000	\$	—	\$	—	\$	—	\$	(104,000)	(100.00)	%
7340	Visitors Center	\$	—	\$	255,101	\$	259,465	\$	—	\$	—	\$	—	\$	(259,465)	(100.00)	%
7350	Tourism Revolving Fund	\$	—	\$	—	\$	—	\$	413,150	\$	76,817	\$	489,967	\$	489,967	—	%
Total Revolving Funds		\$	2,356,214	\$	1,867,411	\$	3,542,786	\$	3,731,049	\$	76,817	\$	3,807,866	\$	265,080	7.48	%

Community Preservation Act (CPA)

CPA Cash Capital	\$	2,283,367	\$	2,233,495	\$	585,000	\$	11,384,010	\$	—	\$	11,384,010	\$	10,799,010	1,846	%
CPA Debt Service	\$	3,094,680	\$	3,968,594	\$	2,989,550	\$	1,788,900	\$	—	\$	1,788,900	\$	(1,200,650)	(40.16)	%
CPA Other (Projects & Admin.)	\$	150,000	\$	150,000	\$	150,000	\$	150,000	\$	—	\$	150,000	\$	—	—	%
Total CPA	\$	5,528,047	\$	6,352,089	\$	3,724,550	\$	13,322,910	\$	—	\$	13,322,910	\$	9,598,360	257.71	%

Grants

Grants & Subsidies (MBTA & Elder Affairs)	\$	156,074	\$	146,444	\$	149,764	\$	189,992	\$	—	\$	189,992	\$	40,228	26.86	%
Total Grants	\$	156,074	\$	146,444	\$	149,764	\$	189,992	\$	—	\$	189,992	\$	40,228	26.86	%

Exempt Debt

Municipal	\$	2,061,354	\$	2,268,827	\$	2,228,673	\$	2,117,251	\$	—	\$	2,117,251	\$	(111,422)	(5.00)	%
School	\$	15,223,476	\$	14,479,164	\$	13,779,712	\$	15,239,187	\$	—	\$	15,239,187	\$	1,459,475	10.59	%

Section I Budget Overview

Town of Lexington, MA

Program Summary

		A	B	C	D	E	D	E (D-C)	F (E/C)
		FY2021	FY2022	FY2023	FY2024	FY2024	FY2024		
Element	Description	Actual	Actual	Restated	Request	Add/Delete	Recommended	Change \$	Change %
	Less Capital Stabilization Fund Mitigation	\$ (4,600,000)	\$ (2,800,000)	\$ (800,000)	\$ (500,000)	\$ —	\$ (500,000)	\$ 300,000	(37.50) %
Total Exempt Debt		\$ 12,684,830	\$ 13,947,991	\$ 15,208,385	\$ 16,856,438	\$ —	\$ 16,856,438	\$ 1,648,053	10.84 %
Non-General Fund Total		\$ 46,242,730	\$ 48,644,730	\$ 51,873,477	\$ 66,982,034	\$ 88,817	\$ 67,070,851	\$ 15,197,374	29.30 %
Combined Budget Total		\$ 271,016,914	\$ 291,934,903	\$ 316,319,029	\$ 340,810,654	\$ (289,014)	\$ 340,521,640	\$ 24,202,611	7.65 %

Reconciliation

Education	\$ 117,327,461	\$ 123,766,583	\$ 131,478,345	\$ 136,743,400	\$ —	\$ 136,743,400	\$ 5,265,055	4.00 %
Shared Expenses	\$ 58,783,939	\$ 61,821,631	\$ 65,846,454	\$ 68,629,837	\$ (104,398)	\$ 68,525,440	\$ 2,678,985	4.07 %
Municipal	\$ 39,481,849	\$ 41,023,558	\$ 44,812,553	\$ 47,207,817	\$ (273,433)	\$ 46,934,383	\$ 2,121,830	4.73 %
Capital	\$ 7,812,019	\$ 10,136,491	\$ 14,251,037	\$ 15,078,033	\$ —	\$ 15,078,033	\$ 826,997	5.80 %
Other	\$ 1,368,916	\$ 6,541,910	\$ 8,057,163	\$ 6,169,533	\$ —	\$ 6,169,533	\$ (1,887,630)	(23.43) %
Enterprise	\$ 25,517,564	\$ 26,330,795	\$ 29,247,992	\$ 32,881,645	\$ 12,000	\$ 32,893,645	\$ 3,645,653	12.46 %
Revolving Funds & Grants	\$ 2,512,289	\$ 2,013,855	\$ 3,692,550	\$ 3,921,041	\$ 76,817	\$ 3,997,858	\$ 305,308	8.27 %
CPA	\$ 5,528,047	\$ 6,352,089	\$ 3,724,550	\$ 13,322,910	\$ —	\$ 13,322,910	\$ 9,598,360	257.71 %
Exempt Debt	\$ 12,684,830	\$ 13,947,991	\$ 15,208,385	\$ 16,856,438	\$ —	\$ 16,856,438	\$ 1,648,053	10.84 %
Totals	\$ 271,016,914	\$ 291,934,903	\$ 316,319,029	\$ 340,810,654	\$ (289,014)	\$ 340,521,640	\$ 24,202,611	7.65 %

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Section II: Revenues

This section includes detailed information about FY2024 Projected Revenues. It includes:

- General Fund Revenue Description

II-2

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 FY2024.

- Total General Fund Operating Revenues are from annually recurring and non-recurring sources, including transfers from special revenue funds, Specialized Stabilization Funds, and the Health Claims Trust Fund.
- Net General Fund Revenues are Total General Fund Revenues less revenues recommended to be set-aside to fund designated expenses.

In FY2024, Total General Fund Operating Revenues are projected to increase by approximately \$9.01 million, or 3.4%. Net General Fund Revenues, those available to support school and municipal operating budgets, are projected to increase by \$7.96 million, or 3.3%.

General Fund Revenue Summary	FY2021 Actual	FY2022 Actual	FY2023 Recap	FY2024 Projected	FY2023-24 Change	
					\$	%
Property Tax Levy (Table 1)	\$ 194,329,878	\$ 204,171,601	\$ 213,394,083	\$ 221,805,935	\$ 8,411,851	3.94%
Tax Levy Dedicated to Capital Stabilization Fund	\$ —	\$ 57,138	\$ 1,733,137	\$ 1,733,137	\$ —	—%
Tax Levy Dedicated to Pension Fund	\$ —	\$ —	\$ 1,060,000	\$ 1,086,500	\$ 26,500	2.50%
Total Property Tax Levy	\$194,329,878	\$204,228,739	\$216,187,220	\$224,625,572	\$ 8,405,502	3.89%
State Aid (Table 2)	\$ 16,221,363	\$ 16,683,885	\$ 17,056,598	\$ 17,295,204	\$ 238,606	1.40%
Local Receipts (Table 3)	\$ 15,358,065	\$ 16,714,478	\$ 13,835,445	\$ 14,569,104	\$ 733,659	5.30%
Available Funds (Table 4)	\$ 11,805,351	\$ 17,825,379	\$ 17,463,018	\$ 17,409,426	\$ (53,592)	(0.31)%
Revenue Offsets (Table 5)	\$ (1,773,854)	\$ (1,971,196)	\$ (1,902,341)	\$ (2,342,585)	\$ (440,244)	23.14%
Enterprise Receipts (Table 6)	\$ 1,749,435	\$ 1,432,356	\$ 1,805,613	\$ 1,894,067	\$ 88,454	4.90%
Total General Fund Operating Revenues	\$237,690,239	\$254,913,641	\$264,445,553	\$273,450,788	\$ 9,005,235	3.41%
Less - Revenues Set-Aside for Designated Purposes	\$ 9,180,935	\$ 15,038,401	\$ 20,198,797	\$ 21,247,566	\$ 1,048,769	5.19%
Net General Fund Revenues	\$228,509,304	\$239,875,240	\$244,246,756	\$252,203,222	\$ 7,956,467	3.26%

Detailed Description:

Property Tax Levy: The FY2024 property tax levy is projected to increase approximately \$8.41 million, or 3.9%. The projected levy is a function of the FY2023 levy limit increased by 2.5% per Proposition 2½, plus an increment for new growth. FY2024 new growth will be a function of construction activity for the period July 1, 2022 to June 30, 2023. FY2024 new growth is estimated at \$3,000,000 based on a review of historical data on new growth.

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 available in Table 1A.

Tax Levy Dedicated to Retirement Fund: In FY2023 Takeda, a large pharmaceutical company in Lexington changed its tax strategy to no-longer claim a personal property tax exemption. This resulted in \$1.06M in unanticipated new tax revenue. This new revenue was dedicated to the Town's Retirement Fund for FY2023 via a supplemental appropriation at the Fall 2022 STM-2. This budget

proposes to continue dedicating this ongoing revenue to the Retirement Fund in FY2024, plus the incremental growth of 2.5% for a total of \$9,984,800 . Continuing to allocate this revenue to the Retirement Fund in future years will allow the Town to maintain it's the current funding schedule and reach full-funding in FY2030.

State Aid: In recent years the Town has received minimal increases in State Aid. This trend is expected to continue in FY2024 and this budget is projecting an overall increase of 1.40%. The State is still developing its FY2024 budget, and the Governor's initial FY2024 State aid numbers are not expected until later in January 2023. Final figure are likely to be known in June 2023 when the Legislature adopts, and the Governor signs, the FY2024 State budget.

Local Receipts: FY2024 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 to specific categories due to the pandemic, such as Other Excise - Meals and Hotel/Motel. FY2024 local receipts are estimated to increase by approximately \$733,659 or 5.30% over FY2023 estimates, which were adjusted downward due to pandemic recovery. The main contributors to this growth are Other Excise which are now trending close to pre-pandemic levels, and an increase in revenues for permits, particularly building permits which will benefit from commercial and residential growth.

Available Funds: Available Funds are projected to remain relatively stable, with a decrease of \$(53,592), or (0.31)%. FY2024 reflects a decrease in two ongoing available funds that supported operations in prior years. First, the transfer of \$240,000 from the Health Claims Trust Fund to fund the Town's Other Post Employment Benefit Fund is down compared to \$750,000 in FY2023. This transfer represents the remaining balance in the Health Claims Trust Fund. Second, the transfer from the PEG Access Fund is decreasing 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 this decreasing transfer from the PEG Access Fund represents the amount of General Fund support for this service.

The decrease in available funds is partly offset by a projected increase in Free Cash, and a \$100,000 transfer from the Parking Meter Fund. Free Cash is currently estimated and is under review by the Department of Revenue. Staff expect a Free Cash to be certified before the final Recommended Budget is published. The balance of the Parking Meter Fund has decreased significantly in the last three years due to the temporary cessation of parking meter enforcement to support businesses and less traffic during the pandemic and Center Streetscape project. The Town has recently started to enforce parking fees which will rebuild the balance in the Parking Fund.

Consistent with prior years, FY2024 Available Funds includes a transfer of \$171,000 from the Transportation Demand Management Stabilization Fund to finance the Lexpress service and the Town's contribution to the REV Shuttle.

Revenue Offsets: Revenue Offsets are projected to increase by approximately \$440,244 or 23.14%. 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 FY2024 increase in total Revenue Offsets is driven by the set-aside of \$400,000 in estimated FY2024 revenue to cover a potential snow and ice deficit at the end of FY2023. For FY2023, \$400,000 was set-aside, but was ultimately not needed since actual FY2022 snow and ice removal expenses fell within their budgeted levels.

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 increasing by 4.9%, or \$88,454. Water and Sewer transfers are increasing by 5.0%, as supported by a detailed indirect analysis completed by Finance. The Recreation indirect charge was paused in FY2022 due to the pandemic and a significant decrease in operations. This charge resumed in FY2023 and will continue into FY2024.

Revenue Summary						
	FY2021 Actual	FY2022 Actual	FY2023 Recap	FY2024 Projected	FY2023-24 Change	
					\$	%
Table 1: Property Tax Levy						
Tax Levy	\$ 184,938,303	\$ 194,415,313	\$ 204,199,633	\$ 213,426,933	\$ 9,227,299	4.52%
Prop. 2.5%	\$ 4,623,458	\$ 4,803,244	\$ 5,106,419	\$ 5,379,002	\$ 272,582	5.34%
New Growth	\$ 4,853,553	\$ 4,981,076	\$ 4,120,880	\$ 3,000,000	\$ (1,120,880)	(27.20)%
Override/Excess Levy Capacity	\$ (85,435)	\$ (28,032)	\$ (32,849)	NA		
Subtotal	\$ 194,329,878	\$ 204,171,601	\$ 213,394,083	\$ 221,805,935	\$ 8,411,851	3.94%
Table 1A: Property Tax Levy Dedicated to the Capital Stabilization Fund						
1050 Waltham St.	\$ —	\$ —	\$ 1,252,291	\$ 1,252,291	\$ —	—%
186 Bedford St.	\$ —	\$ 21,451	\$ 45,939	\$ 45,939	\$ —	—%
55 Watertown St.	\$ —	\$ 35,687	\$ 434,907	\$ 434,907	\$ —	—%
Subtotal	\$ —	\$ 57,138	\$ 1,733,137	\$ 1,733,137	\$ —	—%
Table 1B: Property Tax Levy Dedicated to the Pension Fund						
Subtotal	\$ —	\$ —	\$ 1,060,000	\$ 1,086,500	\$ 26,500	2.50%
Table 2: State Aid						
Chapter 70	\$ 14,438,034	\$ 14,647,494	\$ 15,058,494	\$ 15,261,594	\$ 203,100	1.35%
Charter School Reimbursement	\$ 60,652	\$ 101,651	\$ 64,890	\$ 64,890	\$ —	—%
Unrestricted General Government Aid	\$ 1,627,400	\$ 1,769,494	\$ 1,775,314	\$ 1,810,820	\$ 35,506	2.00%
Veterans' Benefits & Exemptions	\$ 31,454	\$ 105,119	\$ 92,035	\$ 92,035	\$ —	—%
Offsets (Library)	\$ 63,823	\$ 60,127	\$ 65,865	\$ 65,865	\$ —	—%
Subtotal	\$ 16,221,363	\$ 16,683,885	\$ 17,056,598	\$ 17,295,204	\$ 238,606	1.40%
Table 3: Local Receipts						
Motor Vehicle Excise Tax	\$ 5,335,129	\$ 5,330,281	\$ 5,455,000	\$ 5,418,000	\$ (37,000)	(0.68)%
Other Excise	\$ 813,643	\$ 1,351,204	\$ 1,188,300	\$ 1,373,000	\$ 184,700	15.54%
Penalties & Interest	\$ 445,590	\$ 590,842	\$ 341,500	\$ 380,500	\$ 39,000	11.42%
PILOT's	\$ 660,966	\$ 682,107	\$ 715,000	\$ 811,000	\$ 96,000	13.43%
Rentals	\$ 473,201	\$ 394,624	\$ 361,850	\$ 350,296	\$ (11,554)	(3.19)%
Departmental-Schools	\$ 337,909	\$ 1,169,058	\$ 244,500	\$ 297,500	\$ 53,000	21.68%
Departmental-Municipal	\$ 2,398,261	\$ 2,742,233	\$ 2,629,525	\$ 2,705,525	\$ 76,000	2.89%
Licenses & Permits	\$ 3,542,914	\$ 3,171,808	\$ 2,462,080	\$ 2,824,850	\$ 362,770	14.73%
Special Assessments	\$ 25,644	\$ 18,165	\$ 10,433	\$ 10,433	\$ —	—%
Fines & Forfeits	\$ 59,820	\$ 79,398	\$ 101,000	\$ 98,000	\$ (3,000)	(2.97)%
Investment Income	\$ 277,170	\$ 281,726	\$ 250,000	\$ 300,000	\$ 50,000	20.00%
Miscellaneous Non-Recurring	\$ 987,817	\$ 903,030	\$ 76,256	\$ —	\$ (76,256)	(100.00)%
Subtotal	\$ 15,358,065	\$ 16,714,478	\$ 13,835,445	\$ 14,569,104	\$ 733,659	1.41%
Table 4: Available Funds						

Section II Revenues

Town of Lexington, Massachusetts

Parking Fund	\$ 562,000	\$ 828,237	\$ —	\$ 100,000	\$ 100,000	—%
Cemetery Sale of Lots Fund	\$ 40,480	\$ 51,933	\$ 16,125	\$ 50,408	\$ 34,283	212.61%
Free Cash*	\$ 9,468,456	\$ 14,638,059	\$ 15,339,570	\$ 16,000,000	\$ 660,430	4.31%
Health Claims Trust Fund	\$ 750,000	\$ 750,000	\$ 750,000	\$ 240,000	\$ (510,000)	(68.00)%
Transportation Demand Management Stab. Fund	\$ 141,000	\$ 141,000	\$ 141,000	\$ 171,000	\$ 30,000	21.28%
Traffic Mitigation Stabilization Fund	\$ —	\$ —	\$ 240,000	\$ 80,000	\$ (160,000)	(66.67)%
Transportation Management Overlay District (TMOD) Stabilization Fund	\$ —	\$ —	\$ 65,000	\$ 42,000	\$ (23,000)	(35.38)%
Center Improvement District Stabilization Fund	\$ —	\$ —	\$ —	\$ —	\$ —	—%
PEG Access Special Revenue Fund	\$ 620,711	\$ 629,287	\$ 637,576	\$ 586,833	\$ (50,743)	(7.96)%
Transportation Network Company (TNC) Special Revenue Fund	\$ 16,504	\$ 20,889	\$ 6,824	\$ 7,685	\$ 862	12.63%
Betterments Fund	\$ 6,200	\$ —	\$ —	\$ 11,500	\$ 11,500	—%
Visitors Center Stabilization Fund	\$ 200,000	\$ —	\$ —	\$ 50,000	\$ 50,000	—
General Stabilization Fund	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Special Education Stabilization Fund	\$ —	\$ 500,000	\$ —	\$ —	\$ —	—%
Special Education Reserve Fund	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Avalon Bay School Enrollment Mitigation/School Bus Stabilization Funds	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Balances from Prior Yr. Capital Articles	\$ —	\$ 155,974	\$ 266,923	\$ —	\$ (266,923)	(100.00)%
Use of BAN Premiums	\$ —	\$ 110,000	\$ —	\$ 70,000	\$ 70,000	—%
Subtotal	\$ 11,805,351	\$ 17,825,379	\$ 17,463,018	\$ 17,409,426	\$ (53,592)	(0.31)%

Table 5: Revenue Offsets

Cherry Sheet Assessments	\$ (960,031)	\$ (1,011,069)	\$ (1,086,476)	\$ (1,126,720)	\$ (40,244)	3.70%
Cherry Sheet Offsets - Public Libraries	\$ (63,823)	\$ (60,127)	\$ (65,865)	\$ (65,865)	\$ —	—%
Overlay (abatements)	\$ (750,000)	\$ (900,000)	\$ (750,000)	\$ (750,000)	\$ —	—%
Snow Deficit	\$ —	\$ —	\$ —	\$ (400,000)	\$ (400,000)	—
Subtotal	\$ (1,773,854)	\$ (1,971,196)	\$ (1,902,341)	\$ (2,342,585)	\$ (440,244)	23.14%

Table 6: Enterprise Receipts

Water	\$ 930,001	\$ 918,245	\$ 977,093	\$ 1,011,340	\$ 34,247	3.50%
Wastewater (Sewer)	\$ 541,663	\$ 514,111	\$ 542,416	\$ 588,040	\$ 45,624	8.41%
Recreation & Community Programs	\$ 277,771	\$ —	\$ 286,104	\$ 294,687	\$ 8,583	3.00%
Subtotal	\$ 1,749,435	\$ 1,432,356	\$ 1,805,613	\$ 1,894,067	\$ 88,454	4.90%
Gross General Fund Revenues	\$ 237,690,239	\$ 254,913,641	\$ 264,445,553	\$ 273,450,788	\$ 8,978,735	3.40%
Revenues Set Aside for Designated Expenses	\$ 9,180,935	\$ 15,038,401	\$ 20,198,797	\$ 21,247,566	\$ 1,048,769	5.19%
Net General Fund Revenues Available for Appropriation	\$ 228,509,304	\$ 239,875,240	\$ 244,246,756	\$ 252,203,222	\$ 7,929,967	3.25%

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

		Financing Sources			Total	Notes
		Tax Levy	Free Cash	Other		
1	Set-Aside for Unanticipated Current Fiscal Year Needs		\$ 200,000		\$ 200,000	Reserved for appropriation at the 2023 annual town meeting to fund supplemental appropriations to the FY2023(current year) budget.
2	Other Post-Employment Benefits (OPEB)	\$ 240,000	\$ 1,739,721		\$ 1,979,721	\$240,000 from the tax levy made available by an equal transfer from the Health Insurance Claims Trust Fund to fund FY2024 Health Insurance.
3	Unallocated		\$ 750,000		\$ 750,000	Set aside for yet-to-be identified one-time needs in the FY2024 budget.
4	Cash Capital	\$ 700,000	\$ 11,265,007	\$ 199,685	\$ 12,164,692	Free Cash, Tax Levy and other available funds to support capital improvements.
5	Appropriate into Capital Stabilization Fund	\$ 1,733,137			\$ 1,733,137	To meet future capital/debt service needs.
6	Appropriate from Capital Stabilization Fund			\$ —	\$ —	Proposed use of Capital Stabilization Fund to hold debt service increases to 5% annually.
7	Special Education Stabilization Fund		\$ 500,000		\$ 500,000	Special Education Stabilization Fund (Free Cash)
8	Special Education Reserve Fund		\$ 750,000		\$ 750,000	Special Education Reserve Fund (Free Cash)
9	Street Improvement Program	\$ 2,688,312			\$ 2,688,312	Tax Levy designated for long-term street maintenance plan.
10	Municipal Building Envelope and Systems	\$ 225,029			\$ 225,029	Initially funded in 2006 override; increases by 2.5% per year.
11	Warrant Articles	\$ —	\$ —	\$ —	\$ —	None proposed.
12	Support of Recreation and Community Programs	\$ 256,675			\$ 256,675	Tax Levy support of Recreation and Community Programs Enterprise (Transfer to Article 5)
13	Subtotal	\$ 5,843,153	\$ 15,204,728	\$ 199,685	\$ 21,247,566	
14	Free Cash to Support Operating Budget	\$ —	\$ 395,272	\$ —	\$ 395,272	One-time set-aside for Refuse & Recycling Collection contract and Municipal Wage Study
15	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 FY2024.
16	Grand Total	\$ 5,843,153	\$ 16,000,000	\$ 199,685	\$ 22,042,838	

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Section III: Program 1000: Education

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for education. It includes:

- 1100 Lexington Public Schools III-2
- 1200 Minuteman Regional High School III-18

BUDGET OVERVIEW

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January 6, 2023

Dear Elected Officials and Lexington Residents:

Education is Changing

The world is changing socially, politically, and technologically, with new demands being placed on public education. As we establish the FY24 school budget, it would be foolhardy to pretend that pandemic education could cost the same as it has in years past. If ever there were a year for an infusion of funding to stabilize the school budget, this is it. Students continue to experience the lingering effects of unfinished learning, needing increasingly more intervention and support. We are in the midst of a "triple-demic," with the influenza (flu), respiratory syncytial virus (RSV), and COVID-19 creating unanticipated, ongoing student and staff needs. In addition to these challenges, there is a nationwide labor shortage, and finding talented educators to support all students—especially those with higher needs—requires more resources.

By the Numbers

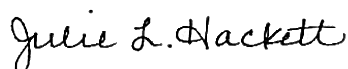
A "rainy day fund" is a budget stabilization set aside for unanticipated expenses. As we prepare the FY24 school budget, the truth of the matter is this: *it's not raining, it's pouring*, and we need more resources to get through these challenges now and in the future. We are committed to increasing capital stabilization funds for a new high school, and we will continue to do our part. At the same time, our student needs are increasing, and the need for additional resources is an inconvenient but unavoidable truth. The Lexington Public Schools FY24 budget allocation is lean, and this is our most challenging year yet. We will continue to collaborate with our Town partners to find ways to add flexibility to the budgetary process, along with the resources necessary to deliver the services our students need. The amount we requested during the Budget Summit is the minimum amount we need in the FY24 allocation to continue the services from the previous year. The \$133,238,120 represents a 3.89% increase from the previous year, and we have worked with our municipal counterparts to increase special education stabilization funding. The proposed FY24 school budget accounts for all anticipated contractual increases, as well as the negotiated increases for five of our six bargaining units.

A History of Healthy "Turn backs"

Each year for the past several years, we managed to return several million dollars to the Town of Lexington. Last year, we received an infusion of federal funds that we expended first, enabling us to return well over \$6.6 million to the Town, reverting to free cash. This year is drastically different and pandemic-related needs are increasing rapidly; therefore, a portion of these funds will be returned to the school system in the form of special education stabilization. Our students are counting on us to provide the additional resources they need to overcome the challenges brought on by the pandemic.

The proposed FY24 school budget will help us maintain the academic excellence our families have come to expect. There isn't a community in the nation that believes more strongly in public education than the residents of Lexington, Massachusetts. We know that we can count on you, as we navigate a rather challenging FY24 school budget process. Many thanks in advance for all your support.

Sincerely,



Julie L. Hackett, Ed.D.
Lexington Public Schools

The Strategic Plan of the Lexington Public Schools, 2019–2029

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
- You are Enough

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 Pre-K–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 district-wide 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.

The complete Strategic Plan document can be found here:

<https://drive.google.com/file/d/1GVH8DTfz0LEbrgTwln2ITxnFFnQ6Pef/view?usp=sharing>

Organizational Structure

The Education Reform Act of 1993 determined that the School Committee's charge is (1) to select and/or terminate the Superintendent; (2) to review and approve the budget; and (3) to establish educational goals and/or policies for the district consistent with the requirements of law and statewide goals and standards established by the Department of Elementary and Secondary Education.

School Committee Members

Sara Cuthbertson, Chair	Term Expires: 2023
Deepika Sawhney, Vice-Chair	Term Expires: 2024
Kathleen Lenihan, Clerk	Term Expires: 2024
Eileen Jay	Term Expires: 2025
Larry Freeman	Term Expires: 2025

Budget Development

Budget 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 annual budget process. Each year, the School Committee develops its annual goals, budget guidelines, and budget calendar. These provide the administration with the roadmap to develop the recommended annual budget. The Superintendent is tasked with developing a budget that advances the district in concert with the outlined policy objectives. The School Committee is responsible for reviewing and approving the budget for incorporation within the complete Town budget.

Major Steps in FY 2024 Budget Development:

Summer: School Committee and Superintendent establish Collective 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, review budget priorities, and discuss 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, and provide 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. The School Committee takes the recommendations of the Superintendent and after public hearings on the Superintendent's Budget Recommendations, makes final budget decisions consistent with their collective 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 finance committees; it also is available to citizens at the Library and the Town Manager's Office. In addition, the budget documents are publicly available on the Lexington Public Schools website: <https://bit.ly/fy24budget>.

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 complete 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.

Budget Guidelines

On September 27, 2022, the School Committee was presented the FY 2024 Budget Guidelines and requested that the Superintendent present a level-service budget that attempts to address the eleven highlighted areas. These guidelines serve as the basis for the Superintendent's Recommended Budget in FY 2024. For purposes of clarification, a level-service budget is defined as an allocation of the funds necessary to replicate the current level of services provided, accommodating changes in enrollment, all legal requirements, including current collective bargaining requirements, and special education laws. The FY 2024 budget guidelines are as follows:

In order to provide for the educational needs of Lexington students, the Superintendent of Schools will develop a fiscal year 2024 budget that will:

1. Ensure the safety, security, and social-emotional well-being of our students, and continue the Town's joint effort on mental health.
2. Ensure all legal and contractual mandates are met.
3. Ensure professional staffing guidelines will be met and class sizes will remain within the established guidelines, to the extent possible given space and personnel limitations.
4. Identify efficiencies and cost-saving measures that do not compromise the educational program.
5. Include sufficient operating and capital funds to:
 - a. continue the current level of services;
 - b. be responsive to projected enrollment changes and corresponding needs, including those related to staffing, instructional supplies, and facilities;
 - c. move the district forward in meeting the increasing technological demands in various educational settings; and
 - d. continue to monitor and update a master capital plan to expand school capacity and meet changing enrollment.
6. Maintain capital assets in order to support the instructional program, protect the physical assets of the Town of Lexington, and ensure the health and safety of our students and staff.

7. Continue to identify funds and strategies to continue implementing diversity, equity, and inclusion efforts and to increase the cultural proficiency of our school community.
8. Identify funds and strategies to implement world language programs at the elementary level, including scheduling, phasing, staffing, and curricula materials that promote a comprehensive and sustainable program.
9. Identify funds and strategies to continue to leverage and support social and emotional learning efforts throughout the district.
10. Continue to explore possible alternatives and improvements to school programs at all levels, the scope and sequence of science classes at the secondary level, and continue the research and implementation of graduation requirements.
11. Continue monitoring costs, impacts, and contingency plans associated with COVID-19 health crisis.
12. Identify funds and/or strategies necessary to implement the multi-year comprehensive Lexington Public Schools Strategic Plan for the district, to include equity and master planning.
13. Initiate process to identify and monitor potential budget expenses which may be required to adequately operate a new Lexington High School.

Approved by School Committee 12/13/22

Budget Calendar

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

2022

September 13	School Committee Reviews LPS Technology Capital Budget Request
September 22	Google Form link distributed for FY 2024 staffing and expense budget requests. FY 2024 Google Form requests for staffing and expenses are due to the Assistant Superintendent for Finance and Operations at the date of individual budget meeting.
September 27	School Committee reviews FY 2024 budget calendar and FY 2024 budget guidelines
September 29	Summit I: Financial Indicators; 5–Year Forecast; Initial Revenue Projection
October 1–October 15	Review capital proposals: Superintendent, Director of Public Facilities, and Assistant Superintendent for Finance and Operations

October 1–October 15	Superintendent, Director of Public Facilities, and Assistant Superintendent for Finance and Operations discuss project requests with administrators
October 24–November 8	SPED budget staffing meetings (with Assistant Superintendent for Finance and Operations, Assistant Director of Finance, ETS, Director of Special Education, and building principals)
October 27	Summit II Town FY 2024 Town Budget Allocation
TBD	Submittal of Town (Municipal & School) FY 2024–2028 Capital Requests to Capital Expenditure Committee (CEC) and Community Preservation Committee (CPC)
November 1–November 18	Budget Review: Central Office and department staff meet at assigned times with Assistant Superintendent for Finance and Operations and Assistant Director of Finance
TBD	Recommended FY 2024–2028 capital budget requests approved by the School Committee (School Department and Public Facilities)
November 1–November 3	Fall Special Town Meeting
November 16	Summit III: Final Revenue Allocation Model
November 21–December 19	FY 2024 Budget request reviews with Superintendent
December 13	School Committee approves FY 2024 budget calendar and FY 2024 budget guidelines
December 19 (tentative)	Superintendent finalizes FY 2024 budget recommendation
December 24–January 2	School Vacation Week Budget distributed to School Committee and posted to website

2023

January 3	School Committee Meeting: Superintendent's Budget Presentation
January 10, 8:00 a.m.	School Committee Meeting: Superintendent's Budget Presentation Public Hearing: Location: School Committee Meeting Room
January (TBD)	White Book Town Manager Submittal of Preliminary Operating and Capital Budget to Board of Selectmen (White Book)
January 19	Summit IV: White Book
January 24, 6:00 p.m.	Public Hearing: Superintendent's Recommended FY 2024 Budget: Location: School Committee Meeting Room

February 7	School Committee FY 2024 budget discussions, consideration of community feedback on FY 2024 Operating Budget (including fees) and FY 2024–2028 Capital Budget; Discussion of Warrant Articles for 2023 Annual Town Meeting
February TBD	Board of Selectmen vote to approve FY 2024 Recommended Operating Budget and FY 2024–2028 Capital Improvement Plan (CIP)
February 28	School Committee adopts FY 2024 Operating Budget (including fees) and FY 2024–2028 Capital Budget; Discussion of Warrant Articles for 2023 ATM
March 6 (tentative)	Distribution of FY 2024 Recommended Operating and Capital Budget to TMMA, Town Manager, Senior Management Team, Appropriation Committee, Capital Expenditures Committee, Board of Selectmen, School Committee, Central Office, and Principals
March TBD	Annual Town Meeting (Mondays and Wednesdays until completed; Town Meeting does not meet during April school vacation week)
March TBD	Budget presentation to Town Meeting by the Town Manager and Superintendent
April 24	Notification of budget approvals; Employee Action Forms sent to Human Resources
June 1	School Operating Budget opens for entry of supply and services requisitions

Approved by School Committee 12/13/22

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:

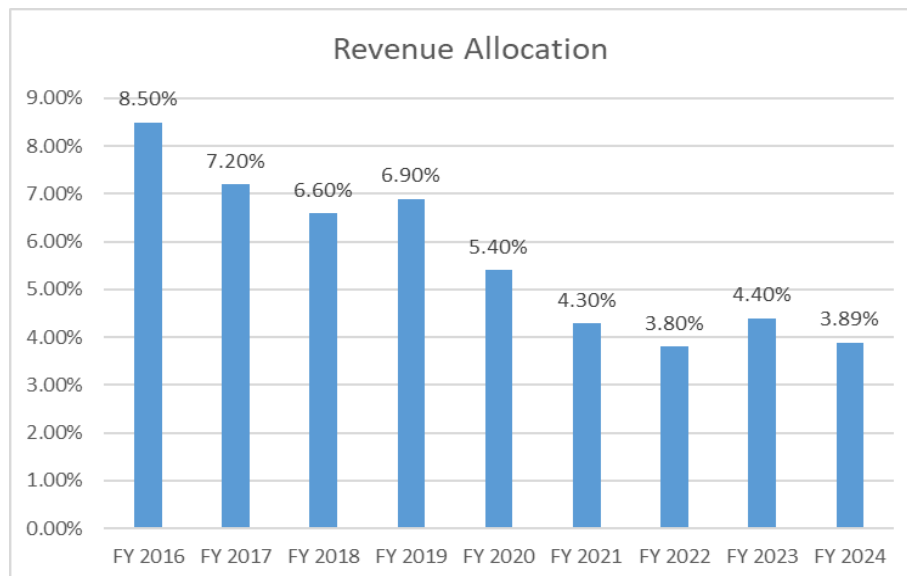
Summit I:	Financial Indicators; 5-Year Forecast; Initial Revenue Projection
Summit II:	FY 2024 Town FY 2024 Town Budget Allocation
Summit III:	FY 2024 Revenue Allocation Model
Summit IV:	FY 2024 White Book Preview

The final Revenue Allocation Model, presented at Summit III on November 16, 2022, provides for a projected 3.6% increase over the School Department's FY 2023 budget, the detail of which is broken out in the table that follows:

FY2024 Revenue Allocation Model

\$273,451				Projected FY2024 Revenue	
	Shared	Municipal	School		
(1)	\$ (128,254)	\$ —	\$ (128,254)		FY2023 School Budget
(2)	\$ (45,045)	\$ —	\$ (45,045)		FY2023 Municipal Budget + Community Center Support
(3)	\$ (3,505)	\$ (3,505)	\$ —		FY2024 Minuteman
(4)	\$ (9,985)	\$ (9,985)	\$ —		FY2024 Contributory Retirement
(5)	\$ (34,707)	\$ (34,707)	\$ —		FY2024 Benefits
(6)	\$ (200)	\$ (200)	\$ —		FY2024 Unemployment
(7)	\$ (500)	\$ (500)	\$ —		FY2024 Workers' Comp
(8)	\$ (992)	\$ (992)	\$ —		FY2024 Property and Liability Insurance
(9)	\$ (200)	\$ (200)	\$ —		FY2024 Uninsured Losses
(10)	\$ (390)	\$ (390)	\$ —		FY2024 Solar Production Payment
(11)	\$ (6,851)	\$ (6,851)	\$ —		FY2024 Debt Service
(12)	\$ (750)	\$ (750)	\$ —		FY2024 Reserve Fund
(13)	\$ (13,951)	\$ (13,951)	\$ —		FY2024 Facilities Department Budget
(14)	\$ —	\$ —	\$ —		Facilities PIRs
	\$ (750)	\$ —	\$ —		Set-Aside for as yet to be identified FY2024 needs (Free Cash)
	\$ (1,250)	\$ —	\$ —		Special Education Stabilization Fund (Free Cash)
	\$ (200)	\$ —	\$ —		Unanticipated Current Fiscal Year Needs FY2023 (Free Cash)
	\$ (1,733)	\$ —	\$ —		Tax Levy Dedicated to Capital Stabilization Fund
	\$ —	\$ —	\$ —		Free Cash Set-Aside to Capital Stabilization Fund
	\$ (11,465)	\$ —	\$ —		Cash Capital - Free Cash and Other Available Funds
(15)	\$ (21,386)	\$ (700)	\$ —		Cash Capital - Tax Levy
	\$ (1,980)	\$ —	\$ —		OPEB (Free Cash, HCT)
	\$ (2,688)	\$ —	\$ —		Street Improvement Program (Tax Levy)
	\$ (225)	\$ —	\$ —		Building Envelope Program (Tax Levy)
	\$ —	\$ (395)	\$ —		Set-aside for Refuse Collection & Recycling contracts (Free Cash)
	\$ —	\$ —	\$ —		Municipal Wage Study (Free Cash)
	\$ —	\$ —	\$ —		Senior Tax Work-Off Program (Free Cash)
(16)	\$ (266,716)	\$ (93,021)	\$ (45,045)	\$ (128,254)	Base Budget - Used for Allocation
		26.0 %	74.0 %		Percentage - Municipal and School Only
(17)	\$6,734	\$1,750	\$4,984		Incremental Revenue
		3.9 %	3.9 %		Percent of Current Budget

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



Recommended Budget and Summary of Significant Budget Changes

Funding Sources	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget Recommended Allocation	Dollar Increase	Percent Increase
Tax Levy	\$113,222,275	\$118,318,895	\$122,633,481	\$128,009,947	\$132,940,620	\$4,930,673	3.85%
Fees & Charges	\$331,482	\$88,500	\$243,500	\$244,500	\$297,500	\$53,000	59.89%
Special Education Stabilization Fund			\$500,000	\$0	\$0		
Total 1100 Lexington Public Schools	\$113,553,757	\$118,407,395	\$123,376,981	\$128,254,447	\$133,238,120	\$4,983,673	3.89%
Appropriation Summary	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget Recommended	Dollar Increase	Percent Increase
Salary and Wages	\$94,593,795	\$96,807,462	\$101,412,689	\$106,450,152	\$111,365,179	\$4,915,027	4.62%
Expenses	\$15,015,367	\$18,464,904	\$19,407,875	\$21,804,295	\$21,661,306	-\$142,989	-0.66%
Total	\$109,609,162	\$115,272,366	\$120,820,565	\$128,254,447	\$133,026,486	\$4,772,039	3.72%
Special Education Stabilization Fund							
Total 1100 Lexington Public Schools	\$109,609,162	\$115,272,366	\$120,820,565	\$128,254,447	\$133,026,486	\$4,772,039	3.72%

* 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)

\$211,634.40

12.00 FTE

Total Recommended

\$133,238,120

\$4,983,673

3.89%

Unallocated from Revenue Allocation Model

The School Department was allocated a revenue increase of \$4,983,673 (3.89% over FY 2023) for FY 2024 through the Revenue Allocation Model adopted at Summit III and revised on January 19, 2023. The current FY 2024 School Department Recommended Budget is \$133,238,120, an increase of \$4,983,673 (3.89% over FY 2023).

For FY 2024 the salaries and wages line is increased by \$4,915,027 (4.62%) to support existing positions plus an additional 13.43 FTEs to satisfy enrollment and mandate requirements. Salaries and wages comprise over 83% of the School Department budget. The expense line is recommended to decrease by \$142,989 (-0.89%) over the FY 2023 appropriation, a small but significant reduction from previous years. In order to achieve this, we are relying more heavily on some departmental offset accounts.

Negotiated Salary Increases

The FY 2024 budget includes funding for estimated wage increases for all collective bargaining units and non-union positions, including step increases and cost of living adjustments (COLA). The current status of collective bargaining agreements, corresponding expiration dates, and negotiated adjustments is listed below:

Bargaining Unit	Contract Term	Negotiated Increases
LEA: Unit A	09/01/2019 – 08/31/2022	Pending negotiations; prior contract was 2.25%; 2.25%; 3%
LEA: Unit C	09/01/2021 – 08/31/2024	Effective Sept. 1, 2021: 2% (with modifications to steps) 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	Effective July 1, 2020: 2.25%

		Effective July 1, 2021: 2.5%; Effective July 1, 2022: 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% (with modifications to steps)
ALA: Administrators	07/01/2022 – 06/30/2023	Effective Sept. 1, 2022: 3%(with modifications to steps); 2023-2026 contract pending negotiations

Enrollment Overview

Table 1 summarizes enrollment by school and grade as of October 1, 2022, which was 6,845 (PK–12), which is up 55 students since last year. This table also features enrollment totals by school and district for FY 2020, FY 2021, and FY 2022.

Table 1: What Is Current LPS Enrollment (October 1, 2022)?

					FY23 By Grade													
	FY20	FY21	FY22	FY23	PK	K	1	2	3	4	5	6	7	8	9	10	11	12
District Total	7190	6901	6790	6845	75	347	403	409	477	531	535	566	575	624	593	591	540	579
Lex Children's Place	68	57	67	75	75													
Bowman	531	470	430	451		64	59	68	75	88	97							
Bridge	525	400	360	374		51	50	66	64	67	76							
Estabrook	574	522	524	542		70	89	87	92	105	99							
Fiske	481	387	342	341		43	47	54	67	56	74							
Harrington	471	446	423	396		52	54	48	77	81	84							
Hastings	437	565	623	598		67	104	86	102	134	105							
Clarke Middle	926	881	829	823								267	267	289				
Diamond Middle	902	912	919	942								299	308	335				
Lexington High	2275	2261	2273	2303											593	591	540	C

Figures 1 and 2 show historical enrollment by grade span for the last 30 years. When reviewing enrollments, it is critically important to note that enrollment changes continue to vary across grade levels. Variation in enrollment, as well as variation in staffing models, student schedules, programs, facilities, and other operational details, must be taken into account while planning and can be more critical than changes in overall enrollment.

In sync with state and national trends, elementary and middle school enrollment declined significantly going into the 2020–2021 school year, corresponding with the timing of COVID-19 pandemic. The majority of the decline occurred in grades K–5. Decline at the middle school level during this time has been more modest. Based on enrollment for October 1, 2022, there was no change in K–5 elementary enrollment since last year and was 2,702. This is still lower than pre-pandemic levels. At the middle school level, October 1 enrollment was 1,765, which is up slightly from last year's enrollment of 1,748 (+17 students) and is also still lower than pre-pandemic levels.

In contrast, high school enrollment had remained relatively stable between FY 2018 and FY 2022. High school enrollment for FY 2023 is 2,303, an increase of 30 students compared to last year's enrollment. Enrollment continues to be well over the building's planned operating capacity for large core spaces, such as the cafeteria and other spaces (designed for a capacity of 1,850). Current high school enrollment would need to decline by approximately 450 students for the core spaces to be within the planned operating capacity.

Fig. 1: How has LPS Enrollment Changed Over Time? Annual PK - 12 Enrollment

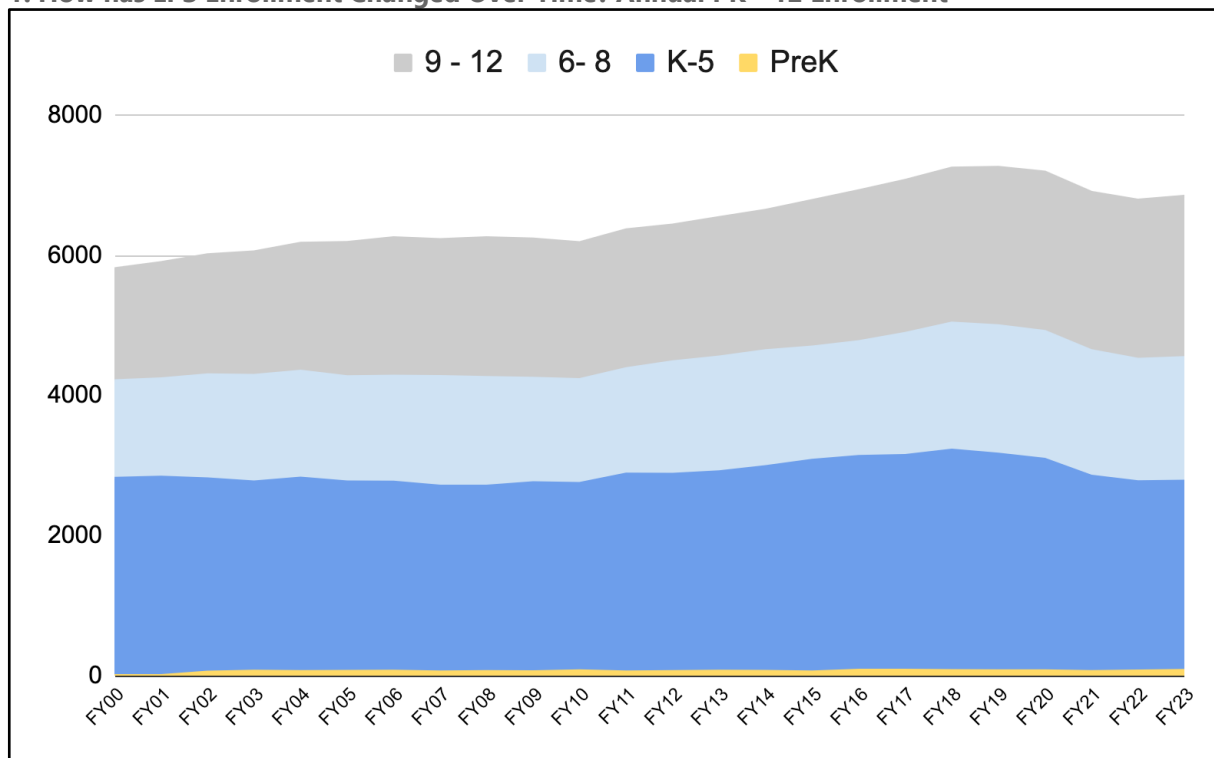
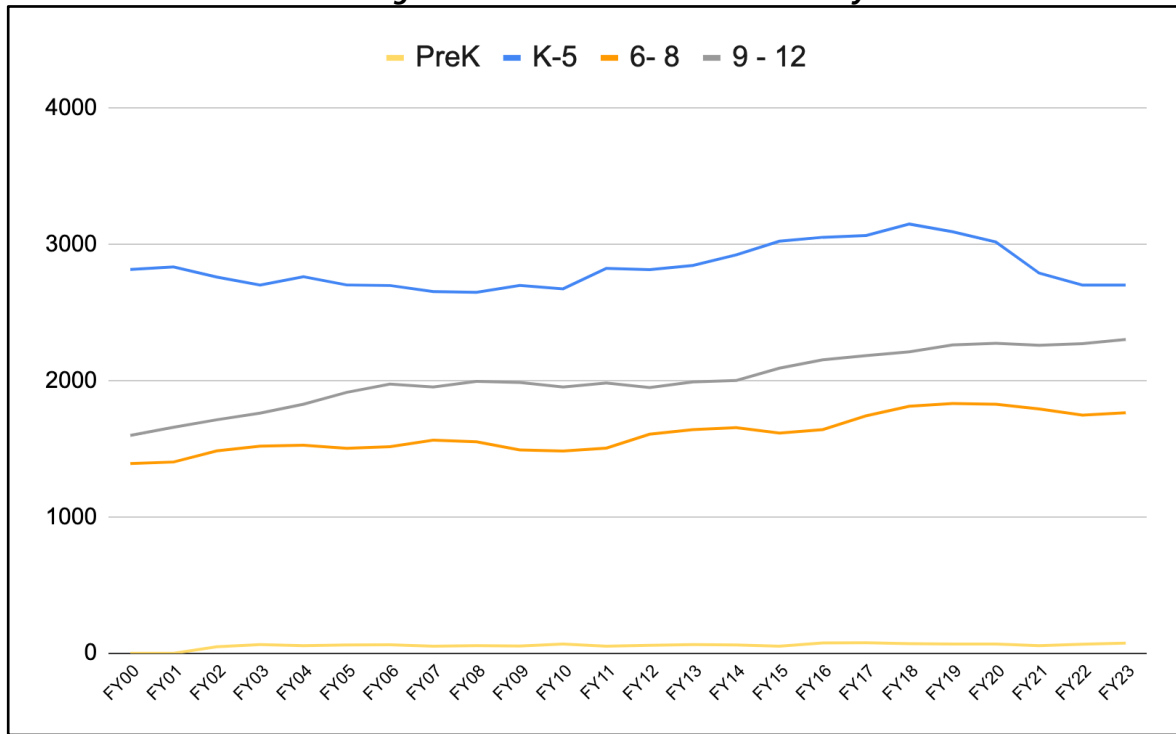


Fig. 2: How has LPS Enrollment Changed Over Time? Annual Enrollment by Grade Level

A Closer Look at Enrollment Changes

In 2020–2021 a portion of the decline in elementary enrollment was the consequence of lower than typical kindergarten enrollments (See Table 3), a similar pattern observed in other communities. As of October 1, 2020, Lexington enrolled 309 kindergarten students (compared to 382 to 414 students during the previous years). Although K enrollment had been declining prior to this year, the decline of 73 students in kindergarten was much sharper than recently experienced. This year's K enrollment (347) is higher than 2020–2021, but is still lower than pre-pandemic levels. As larger cohorts graduate from the system and these smaller than typical cohorts replace them, the net impact is an overall decline in enrollment.

Table 3: How does Enrollment Vary by Grade? (FY 2018 to FY 2023)

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	1 year change
PK	71	69	68	57	67	75	+8
K	412	401	382	309	343	347	+4
1	493	467	453	408	364	403	+39
2	526	509	507	480	441	409	-32
3	535	552	538	507	494	477	-17
4	590	560	563	532	519	531	+12
5	594	605	576	554	541	535	-6
6	568	619	615	567	552	566	+14
7	630	574	625	601	591	575	-16
8	615	640	588	625	605	624	+19
9	530	598	607	550	576	593	+17
10	576	542	591	599	547	591	+44
11	554	572	526	582	583	540	-43
12	552	551	551	530	567	579	+12
K - 5	3150	3094	3019	2790	2702	2702	0
6 - 8	1813	1833	1828	1793	1748	1765	+17
9 - 12	2212	2263	2275	2261	2273	2303	+30
K - 12	7175	7190	7122	6844	6723	6770	+47
Pk - 12	7246	7259	7190	6901	6790	6845	+55

Prior to the pandemic, LPS student cohorts generally increased in size as they progressed K–8. Beginning with the transition from 8th to 9th grade, it had also been typical to have some decline in cohort size as cohorts reached and progressed through the high school grades. This was due to the combined effect of more students transferring to other schools (see Table 4 for further detail) and also fewer new students entering the system than in other grades.

With the 2020–2021 school year, there was a change in trend, where LPS had more students transferring from LPS in the lower grades. Prior reviews of student transfer data found an increase in the number of students transferring to other public schools in Massachusetts, transferring to private schools in Massachusetts, transferring to schools out of state, or switching to homeschooling (See Table 4).

Review of data from October 1, 2022 finds the overall number of students transferring from LPS since the end of 2021–2022 has decreased substantially (289 students for 2022–2023; compared to 383 and 401 the prior two years), though trends vary when looking at specific transfer reasons. The number of students transferring to other in-state public schools, which is more likely than other transfer reasons to coincide with a residential move out of the Town of Lexington, continued to increase (117 for 2022–2023; +27 from the prior year). Some of these transfers do represent students who have moved to Minuteman Technical Vocational School. Overall Lexington enrollment at

Minuteman is up this year (75 for 2022–2023 as of December 2022 compared to 66 in 2021–2022, 70 in 2020–2021, and 62 in 2019–20). Private school transfers may also include a residential move, but not always. The number of students leaving LPS for in-state private schools (76 for 2022–2023; -59 from the prior year) or out-of-state schools (public or private; 92 for 2022–2023; -58 from the prior year. has decreased substantially from the prior year (See Table 4).

Table 4: LPS Transfer Reasons: October FY 2020 to FY 2023

	Transferred — In state public				Transferred — In state private				Transferred — Out-of- State (public or private)				Transferred — Home- school				Combined Transfer Reasons			
	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23
K	3	5	5	8	0	7	0	3	3	5	9	3	0	0	0	0	6	17	14	14
1	2	11	5	7	2	11	6	2	5	5	7	6	0	5	2	2	9	32	20	17
2	4	3	9	11	1	10	4	3	11	12	12	10	0	2	2	0	16	27	27	24
3	3	9	13	6	2	17	5	7	4	8	15	7	0	1	2	1	9	35	35	21
4	2	10	5	4	2	12	11	4	4	12	11	6	1	4	1	0	9	38	28	14
5	5	6	5	7	1	10	13	9	11	20	6	10	0	0	0	0	17	36	24	26
6	6	3	6	16	6	20	19	5	10	13	22	8	0	0	0	1	22	36	47	30
7	6	10	6	9	2	13	6	1	5	18	13	5	0	2	1	0	13	43	26	158
8	3	22	22	30	3	21	40	20	6	13	9	12	0	0	0	0	12	56	71	62
9	8	5	6	16	14	14	13	5	19	16	19	6	0	0	0	0	41	35	38	27
10	1	5	3	1	8	10	11	5	13	7	12	10	0	1	0	0	22	23	26	16
11	2	3	4	1	3	8	4	8	7	6	13	7	0	0	0	0	12	17	21	16
12	5	1	1	1	1	4	3	4	6	1	2	2	0	0	0	0	12	6	6	7
Total	50	93	90	117	45	157	135	76	104	136	150	92	1	15	8	4	200	401	383	289

(Source: LPS SIMS, Grade is the student's grade as of the October reporting period)

Review of the most recent School Attending Children data collected by the Massachusetts Department of Elementary and Secondary Education (MA DESE), finds the majority of school-aged children residing in Lexington are enrolled in a public school (87%). (Table 5). This is similar to the prior two years.

Table 5: How Many Lexington Children Attend a Lexington Public School (K–12)?

Year	LPS (K-12)*	% LPS	Voc. Tech. Regional Schools	Collab. Schools	Charter Schools	Out-of-District Public Schools	Home Schooled	In State Private & Parochial Schools	Out-of-State Private & Parochial Schools	Total
2021-22	6716	87.1	66	34	2	25	35	799	34	7711
2020-21	6624	86.8	70	40	5	29	54	762	46	7630
2019-20	7077	88.8	62	48	1	20	26	692	41	7967
2018-19	6986	89.3	54	47	2	22	27	653	29	7820
2017-18	6982	89.4	51	41	2	19	25	671	23	7814
2016-17	6810	88.9	49	39	1	23	23	677	35	7657
2015-16	6617	88.6	45	37	2	28	25	678	38	7470
2014-15	6621	89.1	40	38	2	15	37	653	27	7433
2013-14	6384	88.4	44	34	2	18	39	674	29	7224
2012-13	6363	88.1	53	32	3	21	33	681	33	7219
2011-12	6545	88.4	53	29	2	19	26	706	28	7408
2010-11	6082	87.3	58	24	0	18	35	715	32	6964
2009-10	6015	89.0	35	17	-	8	-	655	27	6757

(SOURCE: LPS School Attending Children Report)

**The count for local public schools included in this chart does not include preschool students, state wards, foster care students, homeless students or students attending part time or evening classes. It also does not include students from another city or town, even if they are enrolled in our school system (e.g METCO students).*

Along with the overall decline in enrollment going into the 2020–2021 school year, there was also a decline in Pre-K–12 students enrolled and receiving special education services (979 in FY 2021, a decline of 72 students from the previous year; this includes both in- and out-of-district students). Pre-K–12 special education enrollment has since increased to 1018 or 14.7% of total enrollment. This rate is slightly higher than LPS special education rates during the pandemic (FY 2021 14.0% and FY 2022 14.2%) and rates just prior to the pandemic (FY 2020 14.4%).

Table 6: How Many Lexington Children Attend a Lexington Public School (K–12)?

		Total # Students (Gen Ed & Spec. Ed)	Total Special Education	% Special Ed (In District)	% Special Ed (In District + Out of District)
2022-2023	In District	6845	925	13.5%	14.7%
	Out-of-District		93		
2021-2022	In District	6790	885	13.0%	14.2%
	Out-of-District		94		
2020-2021	In District	6901	877	12.7%	14.0%
	Out-of-District		103		
2019-2020	In District	7190	940	13.1%	14.4%
	Out-of-District		111		

Future LPS Enrollment

Each year the district reviews new student enrollment based on October 1 and produces updated enrollment projections. These projections are offered as a planning tool, but not a definitive prediction of future enrollment. Projections are built on the assumption that historical data and enrollment patterns can offer clues about the future. However, if new variables not present or accounted for in historical data are introduced (i.e. a global pandemic) that have an impact on enrollment, enrollment projections based on this data are unlikely to hold.

About LPS Projections:

For the purposes of this budget, a version of the Cohort Survival Method was used, which is one of multiple models the district runs each year. In this version, future kindergarten enrollments are based on a non-linear regression that incorporates 40 years of historical kindergarten enrollments. Average grade-to-grade progression rates are then applied to the rest of the grades. See [LPS Annual Review of Enrollment](#) for more information.

Projections also include 90% confidence intervals, reflecting the inherent uncertainty associated with projections. Correct interpretation of intervals is that there is a 90% chance that the confidence interval contains the true value of future enrollment. It is recommended that plans based on projections consider this confidence interval and incorporate appropriate flexibility. LPS will continue to monitor enrollment very closely and strongly encourage those engaged in planning that considers multiple possible future scenarios when possible.

Updated enrollment projections and confidence intervals are summarized in Table 7.

District-wide, Lexington's elementary enrollment is projected to decrease over the next three years. Two primary factors impacting future growth at this level are the size of the incoming kindergarten classes and the size of the outgoing upper elementary cohorts. The recent smaller size of kindergarten classes combined with comparatively larger elementary classes moving to middle school, even with continued cohort growth through elementary, results

in lower elementary projections. Although elementary projections for the next three years show an overall decrease, growth in enrollment can and will likely continue to vary across elementary schools and should be factored into decisions about staffing and resource allocation.

Overall middle school enrollment is also projected to decline into FY 2024 (an approximate decline of 45–50 students) and then level out the following year. Similar to patterns expected at the elementary, the larger outgoing middle school cohorts (currently 552, 591, and 605 in grades 6–8) are projected to be replaced by slightly smaller cohorts moving up from elementary in the next few years. The overall result is a projected decline over the next three years.

The updated forecast for the high school level suggests enrollment will continue at or be slightly above current levels, with enrollments around 2,300 for the next three years.

Table 7: What Is The LPS's Forecasted Enrollment?

	Actual						Projected		
	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
K - 5	3150	3094	3019	2790	2702	2702	2656	2592	2551
							+/-70	+/-170	+/-265
6 to 8	1813	1833	1828	1793	1748	1765	1719	1717	1692
							+/-45	+/-70	+/-100
9 -12	2212	2263	2275	2261	2273	2303	2304	2320	2302
							+/-40	+/-80	+/-115

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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, 2022, 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 courses and a new Animal Science program, 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.

	10/1/2017	10/1/2018	10/1/2019	10/1/2020	10/1/2021	10/1/2022
High School Students	53.5	52	62	71	68	77
Post Graduate Students*	1	1	4	0	0	0
Total	54.5	53	66	71	68	77

*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. Two Lexington residents are enrolled in MTI in FY2022.

Appropriated/Authorized Staffing:

No Town staff are charged to this budget.

Budget Recommendations

The FY2024 projected budget for the Minuteman Regional High School assessment is \$3,505,042, an increase \$281,144 or 8.72% from the FY2023 budget. This is a preliminary figure, as the district is still developing its FY2024 budget. Minuteman will hold a public budget hearing on January 24, 2023, and the Town expects to receive a final FY2024 assessment ahead of publishing the final Recommended Budget.

The assessment incorporates \$929,570 in debt service, a decrease of \$(87,582) or (8.6)%. Debt for the new school building that opened in September 2019 has been issued, and Minuteman projects that future debt requirements will gradually reduce as debt is paid down.

The annual assessment is broken out as follows -

Category	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
Minimum Required Contribution	\$ 1,057,954	\$ 1,156,993	\$ 1,158,939	\$ 1,310,022	\$ 151,083	13.0%
Transportation Assessment	\$ 83,516	\$ 109,594	\$ 78,524	\$ 79,620	\$ 1,096	1.4%
Remaining Operating Assessment	\$ 1,011,769	\$ 935,559	\$ 969,283	\$ 1,182,766	\$ 213,483	22.0%
Capital/Debt Service	\$ 709,909	\$ 927,892	\$ 1,017,152	\$ 929,570	\$ (87,582)	(8.6)%
Total Assessment	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,501,978	\$ 278,080	8.6%

**Numbers may not add due to rounding.*

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%
Total 1200 Minuteman	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Expenses	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%
Total 1200 Minuteman	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%

Level-Service Requests	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Recommended	Dollar Increase	Percent Increase
Total 1200 Minuteman	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%
Total 1200 Minuteman	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 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	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 2,863,147</i>	<i>\$ 3,130,038</i>	<i>\$ 3,223,898</i>	<i>\$ 3,505,042</i>	<i>\$ 281,144</i>	<i>8.72%</i>
Total 1200 Minuteman	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%

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Section IV: Program 2000: Shared Expenses

This section includes detailed information about the FY2024 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

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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 four employees are charged to the General Fund health insurance budget.

Budget Recommendations:

The FY2024 recommended All Funds Employee Benefits and Insurance budget is \$45,550,598. This is a \$2,615,488 or 6.09% increase from the FY2023 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, 2022.

Changes Include:

1. A \$765,550, or 8.30% increase in Contributory Retirement based on the approved funding schedule from the January 1, 2021 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 FY2024 is \$9,984,800. For FY2024, \$400,000 is funded from Free Cash, which is the same level of Free Cash funding as in FY2023. The Retirement system's unfunded liability is expected to be funded by 2030, given the current actuarial assumptions.
2. Beginning in FY2023 the Town no longer has Non-Contributory Retirement costs.
3. A \$134,099 or 6.53% increase in the Town's contribution for the Medicare Tax based on FY2022 actual costs, projected FY2023 and FY2024 salaries and wages, new municipal positions, and historical rates of increase in this item.
4. A \$1,835,478 or 6.21% increase in health insurance costs (General Fund). The FY2024 budget is based on an increase of 7.0% in health insurance premiums across all plans at November 2022 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).
5. A \$(5,864) or (0.53)% decrease in dental insurance costs (General Fund) based on a slight decrease in premium rates for FY2024 as compared to originally budgeted FY23 rates, further updated to reflect November 2022 enrollment levels.
6. No increase in life insurance costs based on projected enrollments.
7. Level-funding of unemployment insurance based on the revised budget of \$200,000, which is reflective of average claim activity.
8. A \$(125,000) or (20.00)% decrease in workers' compensation costs to a total of \$500,000. As of June 30, 2022, this continuing appropriation account had a total balance of \$2,816,884. In light of the fund balance, staff recommend a gradual reduction in the appropriation through FY2026, with a guideline of maintaining a fund balance of \$2 million.

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, MA

Budget Summary - General Fund

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 35,228,913	\$ 37,215,122	\$ 41,577,204	\$ 44,105,427	\$ 18,227	\$ 44,123,654	\$ 2,546,449	6.12%
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 762,237	\$ 611,775	\$ 805,256	\$ 863,256	\$ —	\$ 863,256	\$ 58,000	7.20%
Free Cash for Updated Pension Schedule	\$ —	\$ —	\$ 400,000	\$ 400,000	\$ —	\$ 400,000	\$ —	—%
PEG Access Special Revenue Fund	\$ 5,250	\$ 5,575	\$ 5,178	\$ 4,991	\$ —	\$ 4,991	\$ (187)	-3.61%
Total 2100 Employee Benefits	\$ 35,996,400	\$ 37,832,472	\$ 42,787,638	\$ 45,373,674	\$ 18,227	\$ 45,391,901	\$ 2,604,262	6.09%

Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 103,959	\$ 118,996	\$ 121,047	\$ 126,670.6	\$ 15,965	\$ 142,636	\$ 21,589	17.84%
Expenses	\$ 35,892,440	\$ 37,713,476	\$ 42,666,591	\$ 45,247,003	\$ 2,261	\$ 45,249,265	\$ 2,582,673	6.05%
Total 2100 Employee Benefits	\$ 35,996,400	\$ 37,832,472	\$ 42,787,638	\$ 45,373,674	\$ 18,227	\$ 45,391,901	\$ 2,604,262	6.09%

Level-Service Requests (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2110 Contributory Retirement	\$ 6,679,199	\$ 7,417,500	\$ 9,219,250	\$ 9,984,800	\$ —	\$ 9,984,800	\$ 765,550	8.30%
Total 2120 Non-Contributory Retirement	\$ 15,907	\$ 8,798	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Subtotal - Retirement</i>	<i>\$ 6,695,106</i>	<i>\$ 7,426,298</i>	<i>\$ 9,219,250</i>	<i>\$ 9,984,800</i>	<i>\$ —</i>	<i>\$ 9,984,800</i>	<i>\$ 765,550</i>	<i>8.30%</i>
Total 2130 Medicare	\$ 1,907,961	\$ 1,986,677	\$ 2,054,651	\$ 2,188,255	\$ 495	\$ 2,188,750	\$ 134,099	6.53%
Total 2130 Health Insurance	\$ 25,448,028	\$ 26,483,798	\$ 29,554,494	\$ 31,372,860	\$ 17,212	\$ 31,389,972	\$ 1,835,478	6.21%
Total 2130 Dental Insurance	\$ 985,610	\$ 1,080,414	\$ 1,109,243	\$ 1,102,759	\$ 520	\$ 1,103,379	\$ (5,864)	-0.53%
Total 2130 Life Insurance	\$ 20,384	\$ 17,160	\$ 25,000	\$ 25,000	\$ —	\$ 25,000	\$ —	—
<i>Subtotal - Health/Life Benefits</i>	<i>\$ 28,361,983</i>	<i>\$ 29,568,050</i>	<i>\$ 32,743,388</i>	<i>\$ 34,688,874</i>	<i>\$ 18,227</i>	<i>\$ 34,707,101</i>	<i>\$ 1,963,712</i>	<i>6.00%</i>
Total 2140 Unemployment	\$ 64,311	\$ 88,124	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	—%
Total 2150 Workers Compensation*	\$ 875,000	\$ 750,000	\$ 625,000	\$ 500,000	\$ —	\$ 500,000	\$ (125,000)	-20.00%
<i>Subtotal - Other Employee Benefits</i>	<i>\$ 939,311</i>	<i>\$ 838,124</i>	<i>\$ 825,000</i>	<i>\$ 700,000</i>	<i>\$ —</i>	<i>\$ 700,000</i>	<i>\$ (125,000)</i>	<i>-15.15%</i>
Total 2100 Employee Benefits	\$ 35,996,400	\$ 37,832,472	\$ 42,787,638	\$ 45,373,674	\$ 18,227	\$ 45,391,901	\$ 2,604,262	6.09%

Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 103,959	\$ 118,996	\$ 121,047	\$ 126,671	\$ 15,965	\$ 142,636	\$ 21,589	17.84%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
<i>Personal Services</i>	<i>\$ 103,959</i>	<i>\$ 118,996</i>	<i>\$ 121,047</i>	<i>\$ 126,671</i>	<i>\$ 15,965</i>	<i>\$ 142,636</i>	<i>\$ 21,589</i>	<i>17.84%</i>
Contractual Services	\$ 35,892,440	\$ 37,713,476	\$ 42,666,591	\$ 45,247,003	\$ 2,261	\$ 45,249,265	\$ 2,582,673	6.05%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
<i>Expenses</i>	<i>\$ 35,892,440</i>	<i>\$ 37,713,476</i>	<i>\$ 42,666,591</i>	<i>\$ 45,247,003</i>	<i>\$ 2,261</i>	<i>\$ 45,249,265</i>	<i>\$ 2,582,673</i>	<i>6.05%</i>
Total 2100 Employee Benefits	\$ 35,996,400	\$ 37,832,472	\$ 42,787,638	\$ 45,373,674	\$ 18,227	\$ 45,391,901	\$ 2,604,262	6.09%

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Directed Funding (Revolving Funds)	\$ 133,586	\$ 139,863	\$ 147,471	\$ 158,697	\$ —	\$ 158,697	\$ 11,226	7.61%
Total 2100 Employee Benefits	\$ 133,586	\$ 139,863	\$ 147,471	\$ 158,697	\$ —	\$ 158,697	\$ 11,226	7.61%

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Level-Service Requests (Revolving Funds)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 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	\$ 4,134	\$ —	\$ 4,134	\$ —	—%
Total 2100 Employee Benefits	\$ 133,586	\$ 139,863	\$ 147,471	\$ 158,697	\$ —	\$ 158,697	\$ 11,226	7.61%

Budget Summary - All Funds

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 103,959	\$ 118,996	\$ 121,047	\$ 126,671	\$ 15,965	\$ 142,636	\$ 21,589	17.84%
Expenses	\$ 36,026,026	\$ 37,853,339	\$ 42,814,062	\$ 45,405,700	\$ 2,261	\$ 45,407,962	\$ 2,593,899	6.06%
Total 2100 Employee Benefits	\$ 36,129,986	\$ 37,972,335	\$ 42,935,109	\$ 45,532,371	\$ 18,227	\$ 45,550,598	\$ 2,615,488	6.09%

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, MA

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, 2023, and will begin bargaining for a successor agreement this spring.

The table below displays an approximate distribution of health insurance costs for Municipal and School employees and Retirees.

Table 1: Health Insurance Budget: FY2019 - FY2024							
	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Actual	Budgeted FY2023	Projected FY2024	Increase FY2023 to FY2024
Town ⁽¹⁾	\$ 3,636,336	\$ 3,903,453	\$ 4,242,098	\$ 4,148,176	\$ 5,059,791	\$ 5,306,524	4.88%
School	\$ 12,141,910	\$ 13,170,788	\$ 13,965,697	\$ 13,985,906	\$ 16,244,427	\$ 17,270,064	6.31%
Retirees	\$ 6,725,482	\$ 6,980,911	\$ 7,165,298	\$ 7,233,013	\$ 8,175,329	\$ 8,718,255	6.64%
Total	\$ 22,503,728	\$ 24,055,153	\$ 25,373,093	\$ 25,367,096	\$ 29,479,547	\$ 31,294,843	6.16%
Mitigation Fund ⁽²⁾	---	---	---	---	---	---	---
Medicare Part B Penalty ⁽³⁾	\$ 82,241	\$ 78,264	\$ 74,935	\$ 77,917	\$ 74,935	\$ 77,917	3.98%
Net Budget Amount	\$ 22,585,970	\$ 24,133,417	\$ 25,448,028	\$ 25,445,013	\$ 29,554,482	\$ 31,372,760	6.15%

(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 ⁽¹⁾

Actual Subscribers				FY2023 Budget	FY2024 Budget
				Based on Actual Subscribers, plus Additional Projected Lives shown below	
Subscribers	Nov. 2018 (FY2019)	Nov. 2019 (FY2020)	Nov. 2020 (FY2021)	Nov. 2021 (FY2022)	Nov. 2022 (FY2023)
Municipal					
Individual	96	107	98	110	105
Family	164	168	171	172	166
subtotal	260	275	269	282	271
School					
Individual	356	350	358	376	374
Family	536	561	555	536	520
subtotal	892	911	913	912	894
Retirees	1,289	1,307	1,302	1,338	1,372
subtotal	2,441	2,493	2,484	2,532	2,537
Additional projected lives for budget purposes					
Position Vacancies					
Municipal				9	9
School				26	23
subtotal				35	32
Estimated Open Enrollment / Qualifying Events ⁽²⁾					
Individual				9	9
Family				27	27
Retirees				44	44
subtotal				80	80
total	2,441	2,493	2,484	2,647	2,649
New Positions					
School ⁽³⁾				0	12
Municipal ⁽³⁾				0	1
Facilities Dept.				1	0
subtotal				1	13
Estimated Reduction in Subscribers					
Retirees				(34)	(34)
total	2,441	2,493	2,484	2,614	2,628
(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 FY2024 overall recommendation for Property and Liability Insurance is \$1,192,000, which is a increase from the FY2023 appropriation.

1. Property and liability insurance is increasing by \$97,000 or 10.84%. This reflects an anticipated premium increases of approximately 10% compared to the FY2023 budgeted amount, and a 4.04% increase in compensation to due to cost of living and contractual increases.
2. A level funding of the budget for uninsured losses. The balance in this continuing balance account as of June 30, 2022, is \$1,011,722. 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	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$1,008,200	\$1,055,742	\$ 1,064,863	\$1,162,050	\$ —	\$ 1,162,050	\$ 97,187	9.13 %
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 33,096	\$ 25,039	\$ 30,137	\$ 29,950	\$ —	\$ 29,950	\$ (187)	(0.62)%
Total 2200 Property & Liability Insurance	\$1,041,296	\$1,080,781	\$ 1,095,000	\$1,192,000	\$ —	\$ 1,192,000	\$ 97,000	8.86 %

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 37,035	\$ 38,718	\$ 37,806	\$ 39,333	\$ —	\$ 39,333	\$ 1,527	4.04 %
Expenses	\$1,004,261	\$1,042,063	\$ 1,057,194	\$1,152,667	\$ —	\$ 1,152,667	\$ 95,473	9.03 %
Total 2200 Property & Liability Insurance	\$1,041,296	\$1,080,781	\$ 1,095,000	\$1,192,000	\$ —	\$ 1,192,000	\$ 97,000	8.86 %

Level-Service Requests	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2210 Property & Liability Insurance	\$ 791,296	\$ 830,781	\$ 895,000	\$ 992,000	\$ —	\$ 992,000	\$ 97,000	10.84 %
Total 2220 Uninsured Losses	\$ 250,000	\$ 250,000	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	—
Total 2200 Property & Liability Insurance	\$1,041,296	\$1,080,781	\$ 1,095,000	\$1,192,000	\$ —	\$ 1,192,000	\$ 97,000	8.86 %

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 37,035	\$ 38,718	\$ 37,806	\$ 39,333	\$ —	\$ 39,333	\$ 1,527	4.04 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Compensation	\$ 37,035	\$ 38,718	\$ 37,806	\$ 39,333	\$ —	\$ 39,333	\$ 1,527	4.04 %
Contractual Services	\$1,004,261	\$1,042,063	\$ 1,057,194	\$1,152,667	\$ —	\$ 1,152,667	\$ 95,473	9.03 %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Expenses	\$1,004,261	\$1,042,063	\$ 1,057,194	\$1,152,667	\$ —	\$ 1,152,667	\$ 95,473	9.03 %
Total 2200 Property & Liability Insurance	\$1,041,296	\$1,080,781	\$ 1,095,000	\$1,192,000	\$ —	\$ 1,192,000	\$ 97,000	8.86 %

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 FY2024 overall recommendation for Solar Producer Payments is \$390,000, which is level-funded from the FY2023 appropriation.

2300 Solar Producer Payments

Program: Shared Expenses
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ (306,604)	\$ (281,965)	\$ (280,000)	\$ (280,000)	\$ —	\$ (280,000)	\$ —	— %
Net-Metering Credits	\$ 674,298	\$ 642,150	\$ 670,000	\$ 670,000	\$ —	\$ 670,000	\$ —	— %
Total 2300 Solar Producer Payments	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Total 2300 Solar Producer Payments	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %

Level-Service Requests	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2300 Solar Producer Payments	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Total 2300 Solar Producer Payments	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Contractual Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Utilities	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Total 2300 Solar Producer Payments	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %

Summary of Townwide Solar Credits and Expenses

	FY2018 Actual**	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Actuals	FY2023 Estimate	FY2024 Projection
Rooftop Solar Bill Credits	\$ 303,696	\$ 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	\$ 30,000
Rooftop Solar Payments	\$ (157,038)	\$ (159,033)	\$ (173,254)	\$ (164,249)	\$ (156,669)	\$ (165,000)	\$ (156,000)
Net Revenue subtotal	\$ 176,658	\$ 204,296	\$ 183,167	\$ 174,489	\$ 209,377	\$ 156,500	\$ 204,000
Hartwell Solar Revenue	\$ 647,232	\$ 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	\$ 55,400
Hartwell Annual Lease	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Hartwell Solar Payments	\$ (355,257)	\$ (351,839)	\$ (385,512)	\$ (367,694)	\$ (395,706)	\$ (390,000)	\$ (390,000)
Net Revenue subtotal	\$ 348,375	\$ 425,054	\$ 362,875	\$ 363,004	\$ 416,585	\$ 336,400	\$ 366,400
Total Net Revenue	\$ 525,033	\$ 629,350	\$ 546,042	\$ 537,493	\$ 625,962	\$ 492,900	\$ 570,400

*Per MA DOR, solar PILOTs (Payments in Lieu of Taxes) are deposited as Personal Property taxes rather than under a PILOT category of revenue.

**FY2018 costs/revenue for Hartwell are not representative of a full year of operations.

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 2023 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 Town Manager and Finance departments.

Budget Recommendations:

Total gross debt service (before mitigation) is increasing by \$944,580, or 4.06% compared to FY2023 which reflects a decrease in within levy debt service offset by a larger increase in exempt debt service.

Within-Levy debt service of \$6,851,036 is decreasing by \$(403,473), or (5.56)% 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.

FY2024 gross exempt debt service is projected at \$17,356,438, a increase of \$1,348,053, or 8.42% compared to FY2023 gross exempt debt service. The increase in FY2024 exempt debt service is primarily due to new bonds that will be issued in February 2023 to fund the construction of the new Police Station. To mitigate the impact of this increase on Lexington taxpayers, it is proposed that \$500,000 of Capital Stabilization Funds be appropriated to offset exempt debt service in FY2024. Net exempt debt service in FY2024 (after mitigation) is projected to be \$16,856,438.

The Town is preparing for a new or renovated Lexington High School in the coming years. This process and timing 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.

The FY2024 proposed capital projects are described in greater detail in Section XI: Capital Investment in this Town Manager's Preliminary Recommended Budget and Financing Plan.

2400 Debt Service

Program: Shared Expenses
Town of Lexington, MA

Budget Summary

Funding Sources (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$22,675,688	\$24,260,322	\$ 22,446,769	\$23,595,566	\$ —	\$ 23,595,566	\$ 1,148,797	5.12 %
Fund Transfers								
Capital Stab. Fund - Exempt Debt	\$ 4,600,000	\$ 2,800,000	\$ 800,000	\$ 500,000	\$ —	\$ 500,000	\$ (300,000)	(37.50)%
Cemetery Sale of Lots Fund	\$ 40,480	\$ 51,933	\$ 16,125	\$ 50,408	\$ —	\$ 50,408	\$ 34,283	212.61 %
Betterments Fund	\$ 6,200	\$ —	\$ —	\$ 11,500	\$ —	\$ 11,500	\$ 11,500	— %
Visitors Center Stabilization Fund	\$ 200,000	\$ —	\$ —	\$ 50,000	\$ —	\$ 50,000	\$ 50,000	— %
Total Debt Service	\$27,522,368	\$27,112,255	\$ 23,262,894	\$ 24,207,474	\$ —	\$ 24,207,474	\$ 944,580	4.06 %

Appropriation Summary (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$27,522,368	\$27,112,255	\$ 23,262,894	\$ 24,207,474	\$ —	\$ 24,207,474	\$ 944,580	4.06 %
Total Debt Service	\$27,522,368	\$27,112,255	\$ 23,262,894	\$ 24,207,474	\$ —	\$ 24,207,474	\$ 944,580	4.06 %

Gross Within Levy Debt Service	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2410 Within-Levy Long-Term Principal*	\$ 6,292,000	\$ 5,626,400	\$ 5,274,000	\$ 4,840,333	\$ —	\$ 4,840,333	\$ (433,667)	(8.22)%
Total 2420 Within-Levy Long-Term Interest	\$ 1,101,675	\$ 956,198	\$ 1,217,534	\$ 1,210,458	\$ —	\$ 1,210,458	\$ (7,076)	(0.58)%
Total 2430 Within-Levy Short-Term Principal	\$ 2,712,350	\$ 3,708,638	\$ 598,529	\$ 138,954	\$ —	\$ 138,954	\$ (459,575)	(76.78)%
Total 2430 Within-Levy Short-Term Interest	\$ 131,513	\$ 73,028	\$ 164,446	\$ 661,291	\$ —	\$ 661,291	\$ 496,845	302.13 %
Total Gross Within-Levy Debt Service	\$10,237,538	\$10,364,264	\$ 7,254,509	\$ 6,851,036	\$ —	\$ 6,851,036	\$ (403,473)	(5.56)%

Net Within Levy Debt Service	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2410 Within-Levy Long-Term Principal	\$ 6,292,000	\$ 5,626,400	\$ 5,274,000	\$ 4,840,333	\$ —	\$ 4,840,333	\$ (433,667)	(8.22)%
Total 2420 Within-Levy Long-Term Interest	\$ 1,101,675	\$ 956,198	\$ 1,217,534	\$ 1,210,458	\$ —	\$ 1,210,458	\$ (7,076)	(0.58)%
Total 2430 Within-Levy Short-Term Borrowing	\$ 2,843,863	\$ 3,781,666	\$ 762,975	\$ 800,245	\$ —	\$ 800,245	\$ 37,270	4.88 %
Funding from Cemetery Sale of Lots/ Betterments/Visitors Center	\$ (246,680)	\$ (51,933)	\$ (16,125)	\$ (111,908)	\$ —	\$ (111,908)	\$ (95,783)	594.00 %
Total Net Within-Levy Debt Service	\$ 7,670,584	\$10,312,331	\$ 7,238,384	\$ 6,739,128	\$ —	\$ 6,739,128	\$ (499,256)	(6.90)%

Exempt Debt Service	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total Exempt Debt Service	\$17,284,830	\$16,747,991	\$ 16,008,385	\$17,356,438	\$ —	\$ 17,356,438	\$ 1,348,053	8.42 %
Use of Capital Stabilization Fund to mitigate impact of excluded debt service on property tax bills	\$ (4,600,000)	\$ (2,800,000)	\$ (800,000)	\$ (500,000)	\$ —	\$ (500,000)	\$ 300,000	(37.50)%
Net Exempt Debt Service	\$12,684,830	\$13,947,991	\$ 15,208,385	\$16,856,438	\$ —	\$ 16,856,438	\$ 1,648,053	10.84 %
Total Gross Debt Service - All Funds	\$27,522,368	\$27,112,255	\$ 23,262,894	\$ 24,207,474	\$ —	\$ 24,207,474	\$ 944,580	4.06 %
Total Net Debt Service - All Funds	\$20,355,414	\$24,260,322	\$ 22,446,769	\$23,595,566	\$ —	\$ 23,595,566	\$ 1,148,797	5.12 %

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 FY2024 recommendation for the Reserve Fund is \$750,000, which is level funded compared to the original FY2023 appropriation.

In Fall 2022, the Town moved public safety communication equipment from the Police Station at 1575 Massachusetts Ave, to a temporary location at 173 Bedford St. while the new Police Stations is being constructed. The old communication equipment was not compatible with the infrastructure at the temporary location and our Police and Fire Departments began to experience radio communication problems. The Town requested a transfer for the full \$750,000 Reserve Fund to replace this public safety communication equipment. Subsequently, Fall 2022-3 Special Town Meeting, appropriated \$500,000 from tax levy new growth into the Reserve Fund to cover any additional extraordinary and unforeseen expenses for the remainder of FY2023. The revised Reserve Fund appropriation for FY2023 is \$1,250,000, and to-date, no further transfers have been made from the Reserve Fund for FY2023.

Notes: The FY2021 and FY2022 budgets for the Reserve Fund were \$750,000 in each year.

- 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.
- 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.

2500 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%
Total 2500 Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%
Total 2500 Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%

Level-Service Requests	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2500 Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%
Total 2500 Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Contractual Services	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%
Total 2500 Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%

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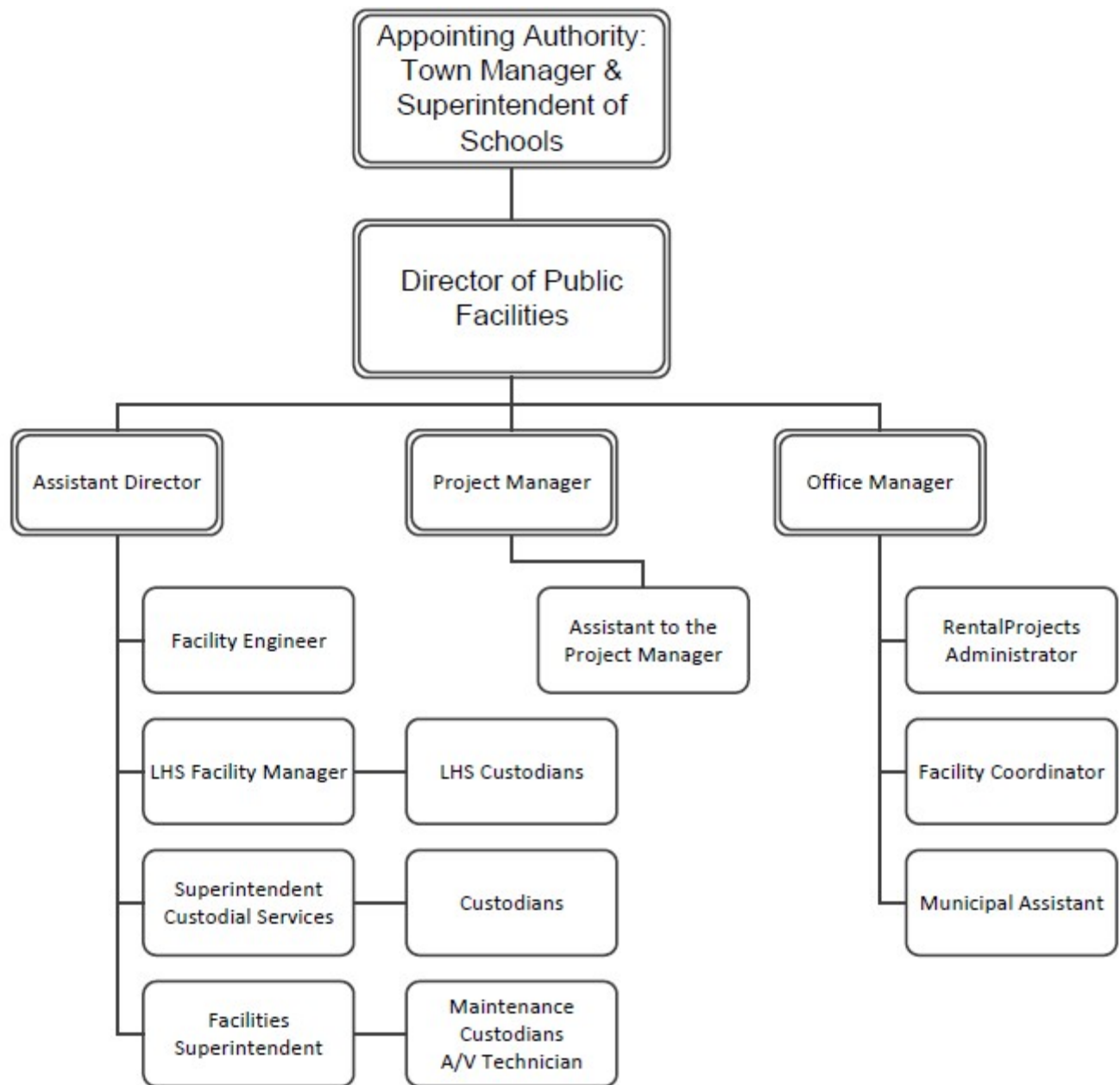


Mission: The mission of the Department of Public Facilities is to manage the efficient operation and maintenance of Town buildings, preserve the facility and equipment assets of the Town, and plan and implement capital improvements. This mission is accomplished by establishing appropriate services in 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. Continue renovations, additions and new construction at schools to support teaching and learning environments.
2. Support implementation of Town Public Safety projects.
3. Review results of Conditions Facility Assessment and incorporate into a 20-year capital plan.
4. Implement other priority projects.



2600 Public Facilities

Program: Shared Expenses
Town of Lexington, MA

Authorized/Appropriated Staffing

School Facilities 2610	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Maintenance Staff	12	12	12	12
Custodian	54	54	54	54
Subtotal FTE	66	66	66	66

Municipal Facilities 2620

Custodian	12	12	12	12
Subtotal FTE	12	12	12	12

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	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
Municipal Assistant - Part time*	0.5	0.5	1	1
Subtotal FTE	11.5	11.5	12.0	12.0

Total FTE	89.5	89.5	90	90
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Notes:

*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.

Budget Recommendations:

The FY2024 recommended All Funds Department of Public Facilities budget inclusive of the General Fund operating budget and the Building Rental Revolving Fund is \$14,552,569. The recommended budget is a \$898,036, or 6.58% increase from the FY2023 budget.

The Department of Public Facilities FY2024 recommended General Fund operating budget, inclusive of the Education Facilities, Municipal Facilities and Shared Facilities divisions, is \$13,950,503, which is a \$881,196, or 6.74% increase from the FY2023 General Fund budget.

The General Fund operating budget for Compensation is \$6,777,986, and reflects a \$316,730 or 4.90% increase, which provides contractually obligated and projected step increases and cost of living increases for AFSCME, and the SEIU contract that expired June 30, 2021.

The General Fund operating budget for Expenses is \$7,172,517 and reflects a \$564,466, or 8.54% increase. This reflects an overall increase in the cost of cleaning materials and other supplies, contract labor and utilities.

For FY2024, Utilities are increasing by \$424,976 or 10.84%. A project to add extensive solar panels and batteries to seven school buildings is expected to be complete by the summer of 2023. Staff have incorporated projected solar savings into the FY2024 budget, however, there should be greater clarity and refinement of the impact of solar during the development of future budgets, once the panels have been in operation for a full year.

The FY2024 Facilities Department recommended Building Rental Revolving Fund budget is \$602,066, an increase of \$16,840 or 2.88%, 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	
VFA Annual Subscription Fee	\$ 24,000	\$ —	\$ 24,000	\$ —	\$ —	\$ —	\$ 24,000

2600 Public Facilities

Program: Shared Expenses
Town of Lexington, MA

Budget Summary - General Fund

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$11,120,701	\$12,162,718	\$ 13,047,022	\$14,049,802.5	\$(122,624.5)	\$ 13,927,178	\$ 880,156	6.75 %
PEG Special Revenue Fund	\$ 20,310	\$ 21,212	\$ 22,285	\$ 23,325	\$ —	\$ 23,325	\$ 1,040	4.67 %
Total 2600 - Gen'l Fund	\$11,141,011	\$12,183,930	\$ 13,069,307	\$14,073,127.5	\$(122,624.5)	\$ 13,950,503	\$ 881,196	7.68 %

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,588,376	\$ 5,966,608	\$ 6,461,256	\$ 6,777,986	\$ —	\$ 6,777,986	\$ 316,730	4.90 %
Expenses	\$ 5,552,635	\$ 6,217,322	\$ 6,608,051	\$7,295,141.5	\$(122,624.5)	\$ 7,172,517	\$ 564,466	8.54 %
Total 2600 - Gen'l Fund	\$11,141,011	\$12,183,930	\$ 13,069,307	\$14,073,127.5	\$(122,624.5)	\$ 13,950,503	\$ 881,196	6.74 %

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
2610 - Education Facilities	\$ 7,904,917	\$ 8,814,863	\$ 9,220,062	\$9,873,489.5	\$ (62,418)	\$ 9,811,071.5	\$591,009.5	6.41 %
2620 - Municipal Facilities	\$ 2,024,605	\$ 2,191,909	\$ 2,457,224	\$ 2,759,424	\$ (46,692)	\$ 2,712,732	\$ 255,508	10.40 %
2630 - Shared Facilities	\$ 1,211,489	\$ 1,177,159	\$ 1,392,021	\$ 1,440,214	\$ (13,514.5)	\$ 1,426,699.5	\$ 34,678.5	2.49 %
Total 2600 - Gen'l Fund	\$11,141,011	\$12,183,930	\$ 13,069,307	\$14,073,127.5	\$(122,624.5)	\$ 13,950,503	\$ 881,196	6.74 %

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,372,219	\$ 5,489,552	\$ 6,115,199	\$ 6,418,666	\$ —	\$ 6,418,666	\$ 303,467	4.96 %
Overtime	\$ 216,157	\$ 477,056	\$ 346,057	\$ 359,320	\$ —	\$ 359,320	\$ 13,263	3.83 %
Personal Services	\$ 5,588,376	\$ 5,966,608	\$ 6,461,256	\$ 6,777,986	\$ —	\$ 6,777,986	\$ 316,730	4.90 %
Contractual Services	\$ 1,501,518	\$ 1,539,017	\$ 1,568,250	\$ 1,733,827	\$ (66,267.5)	\$ 1,667,559.5	\$ 99,309.5	6.33 %
Utilities	\$ 3,115,925	\$ 3,688,401	\$ 3,920,601	\$ 4,349,577	\$ (4,000)	\$ 4,345,577	\$ 424,976	10.84 %
Supplies	\$ 809,598	\$ 856,074	\$ 868,700	\$ 945,877.5	\$ (50,337)	\$ 895,540.5	\$ 26,840.5	3.09 %
Small Capital	\$ 125,594	\$ 133,830	\$ 250,500	\$ 265,860	\$ (2,020)	\$ 263,840	\$ 13,340	5.33 %
Expenses	\$ 5,552,635	\$ 6,217,322	\$ 6,608,051	\$7,295,141.5	\$(122,624.5)	\$ 7,172,517	\$ 564,466	8.54 %
Total 2600 - Gen'l Fund	\$11,141,011	\$12,183,930	\$ 13,069,307	\$14,073,127.5	\$(122,624.5)	\$ 13,950,503	\$ 881,196	6.74 %

Budget Summary - Non-General Funds

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Building Rental Revolving Fund	\$ 32,591	\$ 358,979	\$ 586,000	\$ 600,650	\$ —	\$ 600,650	\$ 14,650	2.50 %
Total 2600 - Non-Gen'l Fund	\$ 32,591	\$ 358,979	\$ 586,000	\$ 600,650	\$ —	\$ 600,650	\$ 14,650	2.50 %

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

Appropriations Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Building Rental Revolving Fund	\$ 8,458	\$ 225,809	\$ 585,226	\$ 602,066	\$ —	\$ 602,066	\$ 16,840	2.88 %
Personal Services	\$ 2,333	\$ 210,019	\$ 368,054	\$ 384,178	\$ —	\$ 384,178	\$ 16,124	4.38 %
Expenses	\$ 6,125	\$ —	\$ 198,000	\$ 198,000	\$ —	\$ 198,000	\$ —	— %
Benefits	\$ —	\$ 15,789	\$ 19,172	\$ 19,888	\$ —	\$ 19,888	\$ 716	3.73 %
Total 2600 - Non-Gen'l Fund	\$ 8,458	\$ 225,809	\$ 585,226	\$ 602,066	\$ —	\$ 602,066	\$ 16,840	2.88 %

Budget Summary - All Funds

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,590,709	\$ 6,176,627	\$ 6,829,310	\$ 7,162,164	\$ —	\$ 7,162,164	\$ 332,854	4.87 %
Expenses	\$ 5,558,760	\$ 6,217,322	\$ 6,806,051	\$ 7,493,142	\$ (122,625)	\$ 7,370,517	\$ 564,466	8.29 %
Benefits	\$ —	\$ 15,789	\$ 19,172	\$ 19,888	\$ —	\$ 19,888	\$ 716	3.73 %
Total 2600 (All Funds)	\$11,149,469	\$12,409,738	\$ 13,654,533	\$14,675,193	\$ (122,625)	\$ 14,552,569	\$ 898,036	6.58 %

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Section V: Program 3000: Public Works

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for the Department of Public Works (DPW). It includes:

- | | |
|---|------|
| • 3000-3500 DPW Summary | V-3 |
| • 3100 DPW Administration & Engineering | V-8 |
| • 3200 Highway | V-12 |
| • 3300 Public Grounds | V-16 |
| • 3400 Environmental Services | V-20 |
| • 3600 Water Enterprise | V-25 |
| • 3700 Sewer Enterprise | V-29 |

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

Budget Overview: The Public Works program contains all DPW divisions. The services provided by Public Works include the maintenance, repair, and construction of the Town's infrastructure, roads, equipment, and property. The Department of Public Works is responsible for 284 lane miles of road, 154 miles of water mains, 34 miles of trunk sewer lines, 119 miles of street sewer lines, 4,700 catch basins, 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

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Department of Public Works - General Fund				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst*	0.6	0.6	1	1
Office Manager	1	1	1	1
Department Account Assistant**	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	3	3	3
Engineering Assistant	3	3	3	3
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 Laborer	1.7	1.7	1.1	1.1
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
Superintendent of Public Grounds	1	1	1	1
Leadmen	7	7	7	7
Arborists	3	3	3	3
Cemetery Foreman	1	1	1	1
Department of Public Works - Compost Revolving Fund				
Superintendent of Environmental Services	1	1	1	1
Compost Facility Foreman	1	1	1	1
Leadman***	—	—	1	1
Heavy Equipment Operator***	2	2	1	1
Seasonal Laborer	0.7	0.7	0.7	0.7
Total FTE	65.3	65.3	65.1	65.1
Total FT/PT	62 FT/8 PT	62 FT/8 PT	63 FT/5 PT	63 FT/5 PT

Explanatory Notes

*The DPW Management Analyst transitioned to full-time in FY2023 via a program improvement.

**Full-time Dept. Account Assistant shown as 0.6 from General Fund; 0.4 is charged to Water/Sewer Enterprise.

***A Heavy Equipment Operator was upgraded to a Leadman in FY2023 as a program improvement.

Budget Recommendations:

The FY2024 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 \$14,271,742. The recommended budget is a \$992,102, or 7.47% increase from the FY2023 budget.

The FY2024 recommended Public Works General Fund operating budget is \$12,738,509, which is a \$770,364, or 6.44% increase from the FY2023 General Fund budget.

The General Fund operating budget for Compensation is \$5,014,681, and reflects a \$136,682 or 2.80% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments.

The General Fund operating budget for Expenses is \$7,723,828 and reflects a \$633,682 or 8.94% increase.

The combined FY2024 recommended Revolving Fund budgets (see page V-7) are \$1,303,233 which is a \$(8,262) or -0.63% increase from the FY2023 budget, which includes two position upgrades in the Water and Sewer division.

Please see the division sections on the following pages for a detailed explanation of the FY2024 budget changes.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Streetscape Maintenance Program	\$ 28,000	\$ —	\$ 28,000	\$ —	\$ —	\$ —	\$ 28,000
Assistant Superintendent for Public Grounds	\$ 83,895	\$ 18,949	\$ 102,844				\$ 102,844
Leadman Upgrade	\$ 6,000	\$ 87	\$ 6,087	\$ 6,000	\$ 87	\$ 6,087	\$ —
Leadman Upgrade	\$ 6,000	\$ 87	\$ 6,087	\$ 6,000	\$ 87	\$ 6,087	\$ —

3000-3500 DPW Summary

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 9,344,507	\$ 9,585,798	\$ 10,981,494	\$11,454,875	\$ (114,100)	\$ 11,340,775	\$ 359,281	3.27 %
Enterprise Funds (Indirects)	\$ 624,564	\$ 519,198	\$ 614,351	\$ 633,912	\$ —	\$ 633,912	\$ 19,561	3.18 %
Fees, Charges and Available Funds								
Free Cash	\$ —	\$ —	\$ —	\$ 365,272	\$ —	\$ 365,272	\$ 365,272	— %
Parking Fund	\$ 72,900	\$ 72,900	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Cemetery Trust	\$ 72,925	\$ 95,969	\$ 70,000	\$ 70,000	\$ —	\$ 70,000	\$ —	— %
Cemetery Prep Fees	\$ 237,123	\$ 308,303	\$ 250,000	\$ 250,000	\$ —	\$ 250,000	\$ —	— %
Misc. Charges for Service	\$ 114	\$ 247	\$ 200	\$ 200	\$ —	\$ 200	\$ —	— %
Licenses & Permits	\$ 143,175	\$ 121,191	\$ 52,100	\$ 78,350	\$ —	\$ 78,350	\$ 26,250	50.38 %
Total 3100-3500 DPW Gen'l Fund	\$10,495,308	\$10,703,605	\$ 11,968,145	\$12,852,609	\$ (114,100)	\$ 12,738,509	\$ 770,364	6.44 %

Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,746,049	\$ 4,706,712	\$ 4,877,999	\$ 5,014,681	\$ —	\$ 5,014,681	\$ 136,682	2.80 %
Expenses	\$ 5,749,259	\$ 5,996,893	\$ 7,090,146	\$ 7,837,928	\$ (114,100)	\$ 7,723,828	\$ 633,682	8.94 %
Total 3100-3500 DPW Gen'l Fund	\$10,495,308	\$10,703,605	\$ 11,968,145	\$12,852,609	\$ (114,100)	\$ 12,738,509	\$ 770,364	6.44 %

Program Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 3110 Administration	\$ 660,102	\$ 689,192	\$ 738,687	\$ 767,015	\$ (100)	\$ 766,915	\$ 28,228	3.82 %
Total 3120 Town Engineering	\$ 930,378	\$ 921,050	\$ 1,080,193	\$ 1,117,915	\$ —	\$ 1,117,915	\$ 37,722	3.49 %
Total 3130 Street Lighting	\$ 123,287	\$ 148,140	\$ 203,500	\$ 194,300	\$ —	\$ 194,300	\$ (9,200)	-4.52 %
Total 3210 Highway	\$ 1,305,787	\$ 1,402,731	\$ 1,695,756	\$ 1,724,389	\$ (25,000)	\$ 1,699,389	\$ 3,633	0.21 %
Total 3220 Equipment Maint.	\$ 753,403	\$ 800,784	\$ 921,051	\$ 1,003,295	\$ —	\$ 1,003,295	\$ 82,244	8.93 %
Total 3230 Snow Removal	\$ 1,447,960	\$ 1,445,837	\$ 1,585,694	\$ 1,662,186	\$ (69,000)	\$ 1,593,186	\$ 7,492	0.47 %
Total 3310 Parks	\$ 1,418,322	\$ 1,449,229	\$ 1,545,793	\$ 1,561,606	\$ (20,000)	\$ 1,541,606	\$ (4,187)	-0.27 %
Total 3320 Forestry	\$ 525,200	\$ 535,853	\$ 523,391	\$ 533,103	\$ —	\$ 533,103	\$ 9,712	1.86 %
Total 3330 Cemetery	\$ 344,843	\$ 286,447	\$ 405,634	\$ 409,072	\$ —	\$ 409,072	\$ 3,438	0.85 %
Total 3410 Refuse Collection	\$ 952,423	\$ 980,996	\$ 1,010,426	\$ 1,222,297	\$ —	\$ 1,222,297	\$ 211,871	20.97 %
Total 3420 Recycling	\$ 1,265,853	\$ 1,282,728	\$ 1,468,095	\$ 1,876,197	\$ —	\$ 1,876,197	\$ 408,102	27.80 %
Total 3430 Refuse Disposal	\$ 767,750	\$ 760,618	\$ 789,925	\$ 781,235	\$ —	\$ 781,235	\$ (8,690)	-1.10 %
Total 3100-3500 DPW Gen'l Fund	\$10,495,308	\$10,703,605	\$ 11,968,145	\$12,852,609	\$ (114,100)	\$ 12,738,509	\$ 770,364	6.44 %

Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,975,546	\$ 4,060,081	\$ 4,422,844	\$ 4,546,720	\$ —	\$ 4,546,720	\$ 123,876	2.80 %
Prior Year Retro Payments	\$ 191,964	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Overtime	\$ 578,539	\$ 646,632	\$ 455,155	\$ 467,961	\$ —	\$ 467,961	\$ 12,806	2.81 %
Personal Services	\$ 4,554,085	\$ 4,706,712	\$ 4,877,999	\$ 5,014,681	\$ —	\$ 5,014,681	\$ 136,682	2.80 %
Contractual Services	\$ 4,372,826	\$ 4,591,678	\$ 5,189,746	\$ 5,838,028	\$ (88,600)	\$ 5,749,428	\$ 559,682	10.78 %
Utilities	\$ 399,893	\$ 331,109	\$ 516,400	\$ 602,000	\$ (15,500)	\$ 586,500	\$ 70,100	13.57 %
Supplies	\$ 939,898	\$ 1,020,293	\$ 1,280,500	\$ 1,296,400	\$ (10,000)	\$ 1,286,400	\$ 5,900	0.46 %
Small Capital	\$ 36,641	\$ 53,813	\$ 103,500	\$ 101,500	\$ —	\$ 101,500	\$ (2,000)	(1.93)%
Expenses	\$ 5,749,259	\$ 5,996,893	\$ 7,090,146	\$ 7,837,928	\$ (114,100)	\$ 7,723,828	\$ 633,682	8.94 %
Total 3100-3500 DPW Gen'l Fund	\$10,303,345	\$10,703,605	\$ 11,968,145	\$12,852,609	\$ (114,100)	\$ 12,738,509	\$ 770,364	6.44 %

3000-3500 DPW Summary

Program: Public Works
Town of Lexington, MA

Budget Summary - Revolving Funds*

Funding Sources (Non-General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Regional Cache - Hartwell Avenue	\$ 9,248	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —	\$ (50,000)	-100.00 %
Lexington Tree Fund	\$ 54,120	\$ 121,390	\$ 75,000	\$ 80,000	\$ —	\$ 80,000	\$ 5,000	6.67 %
Burial Containers	\$ 35,680	\$ 44,005	\$ 60,000	\$ 60,000	\$ —	\$ 60,000	\$ —	— %
Compost Operations	\$ 804,309	\$ 1,075,242	\$ 855,000	\$ 875,000	\$ —	\$ 875,000	\$ 20,000	2.34 %
Refuse & Recycling Collection Rev. Fund	\$ —	\$ —	\$ —	\$ 230,000	\$ —	\$ 230,000	\$ 230,000	— %
Minuteman Household Hazardous Waste	\$ 206,854	\$ 155,587	\$ 260,000	\$ 300,000	\$ —	\$ 300,000	\$ 40,000	15.38 %
Total 3100-3500 DPW Rev. Funds	\$ 1,110,211	\$ 1,446,224	\$ 1,300,000	\$ 1,545,000	\$ —	\$ 1,545,000	\$ 245,000	18.85 %

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Non-General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Regional Cache - Hartwell Avenue (3110)								
Expenses	\$ 1,883	\$ —	\$ 50,000	\$ —	\$ —	\$ —	\$ (50,000)	-100.00 %
Tree Revolving Fund (3320)								
Expenses	\$ 23,450	\$ 70,000	\$ 75,000	\$ 90,000	\$ —	\$ 90,000	\$ 15,000	20.00 %
Burial Containers Revolving Fund (3330)								
Expenses	\$ 21,815	\$ 24,882	\$ 60,000	\$ 60,000	\$ —	\$ 60,000	\$ —	— %
Compost Operations Rev. Fund (3420)	\$ 889,409	\$ 750,851	\$ 866,495	\$ 853,233	\$ —	\$ 853,233	\$ (13,262)	-1.53 %
Compensation	\$ 352,623	\$ 349,716	\$ 361,082	\$ 370,208	\$ —	\$ 370,208	\$ 9,126	2.53 %
Expenses	\$ 245,515	\$ 241,689	\$ 194,000	\$ 204,000	\$ —	\$ 204,000	\$ 10,000	5.15 %
Benefits	\$ 85,714	\$ 1,945	\$ 83,938	\$ 89,589	\$ —	\$ 89,589	\$ 5,651	6.73 %
Debt	\$ 205,557	\$ 157,501	\$ 227,475	\$ 189,436	\$ —	\$ 189,436	\$ (38,039)	-16.72 %
Refuse & Recycling Collection Rev. Fund (3420)								
Expenses	\$ —	\$ —	\$ —	\$ 230,000	\$ —	\$ 230,000	\$ 230,000	— %
Minuteman Household Hazardous Waste (3420)								
Expenses	\$ 255,449	\$ 156,770	\$ 260,000	\$ 300,000	\$ —	\$ 300,000	\$ 40,000	15.38 %
Total 3100-3500 DPW Rev. Funds	\$ 1,192,004	\$ 1,002,502	\$ 1,311,495	\$ 1,533,233	\$ —	\$ 1,303,233	\$ (8,262)	-0.63 %

Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,098,672	\$ 5,056,428	\$ 5,239,081	\$ 5,384,889	\$ —	\$ 5,384,889	\$ 145,808	2.78 %
Expenses	\$ 6,297,370	\$ 6,490,234	\$ 7,729,146	\$ 8,721,928	\$ (114,100)	\$ 8,607,828	\$ 878,682	11.37 %
Benefits (Revolving Funds)	\$ 85,714	\$ 1,945	\$ 83,938	\$ 89,589	\$ —	\$ 89,589	\$ 5,651	6.73 %
Debt Service (Revolving Fund)	\$ 205,557	\$ 157,501	\$ 227,475	\$ 189,436	\$ —	\$ 189,436	\$ (38,039)	-16.72 %
Total 3100-3500 DPW All Funds	\$11,687,313	\$11,706,107	\$ 13,279,640	\$14,385,842	\$ (114,100)	\$ 14,271,742	\$ 992,102	7.47 %

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.

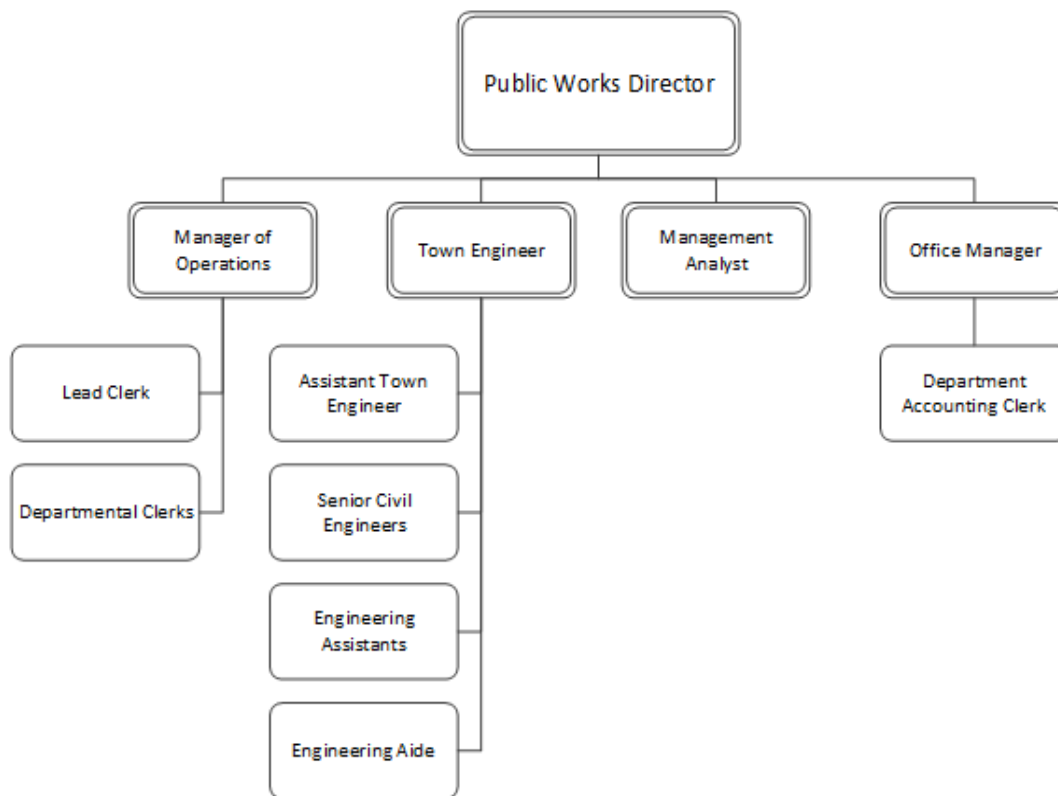
Budget Overview:

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. Collaborate across divisions to focus on increasing storage, both physical and digital, by encouraging proper retention times and to eliminate when necessary.
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.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Element 3110: DPW Administration				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst*	0.6	0.6	1	1
Office Manager	1	1	1	1
Department Lead Assistant	1	1	1	1
Department Account Assistant**	2.6	2.6	2.6	2.6
Subtotal FTE	7.2	7.2	7.6	7.6
Subtotal FT/PT	7 FT/1 PT	7 FT/1 PT	8 FT/0 PT	8 FT/0 PT
Element 3120: Engineering				
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	3	3	3	3
Engineering Assistant	3	3	3	3
Engineering Aide	0.7	0.7	0.7	0.7
Subtotal FTE	8.7	7.7	8.7	8.7
Subtotal FT/PT	8 FT/1 PT	8 FT/1 PT	8 FT/1 PT	8 FT/1 PT
Total FTE	15.9	14.9	15.9	15.9
Total FT/PT	15 FT/2 PT	15 FT/2 PT	16 FT/1 PT	16 FT/1 PT

* 1 FT Assistant split between DPW, Water & Sewer

** FY2021 reflects a program improvement request to promote an Engineering Assistant to Senior Engineer.

Budget Recommendations:

The FY2024 recommended All Funds Administration and Engineering budget, inclusive of the General Fund operating budgets for Administration, Engineering and Street Lighting is \$2,079,130. The recommended budget is a \$6,750 or 0.33% increase from the FY2023 budget.

The recommended FY2024 Administration and Engineering General Fund operating budget is \$2,079,130 which is a \$56,750, or 2.81% increase from FY2023. Of this amount, \$1,646,030 is for Compensation and reflects a \$64,550 or 4.08% 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, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended FY2024 Administration and Engineering General Fund operating budget for Expenses is \$433,100 and reflects a \$(7,800), or (1.77)% decrease. This is decrease of \$(600) or (1.42)% due to some realignments in the Administration expense budget and \$(7,200) or (3.72)% in the Street Lighting budget, realizing savings in electricity and maintenance expenses due to 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	
Streetscape Maintenance Program	\$ 28,000	\$ —	\$ 28,000	\$ —	\$ —	\$ —	\$ 28,000

3100 DPW Administration & Engineering

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,131,593	\$ 1,192,280	\$ 1,521,603	\$ 1,531,839	\$ (100)	\$ 1,531,739	\$ 10,136	0.67%
Enterprise Funds (Indirects)	\$ 437,185	\$ 442,964	\$ 448,477	\$ 468,841	\$ —	\$ 468,841	\$ 20,364	4.54%
Fees & Charges								
Charges for Service	\$ 114	\$ 247	\$ 200	\$ 200	\$ —	\$ 200	\$ —	—%
Licenses & Permits	\$ 143,175	\$ 121,191	\$ 52,100	\$ 78,350	\$ —	\$ 78,350	\$ 26,250	50.38%
Parking Fund	\$ 1,700	\$ 1,700	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Total 3100 - General Fund	\$ 1,713,767	\$ 1,758,382	\$ 2,022,380	\$ 2,079,230	\$ (100)	\$ 2,079,130	\$ 56,750	2.81%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,439,150	\$ 1,443,180	\$ 1,581,480	\$ 1,646,030	\$ —	\$ 1,646,030	\$ 64,550	4.08%
Expenses	\$ 274,617	\$ 315,201	\$ 440,900	\$ 433,200	\$ (100)	\$ 433,100	\$ (7,800)	-1.77%
Total 3100 - General Fund	\$ 1,713,767	\$ 1,758,382	\$ 2,022,380	\$ 2,079,230	\$ (100)	\$ 2,079,130	\$ 56,750	2.81%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 3110 DPW Administration	\$ 660,102	\$ 689,192	\$ 738,687	\$ 767,015	\$ (100)	\$ 766,915	\$ 28,228	3.82%
Total 3120 Engineering	\$ 930,378	\$ 921,050	\$ 1,080,193	\$ 1,117,915	\$ —	\$ 1,117,915	\$ 37,722	3.49%
Total 3130 Street Lighting	\$ 123,287	\$ 148,140	\$ 203,500	\$ 194,300	\$ —	\$ 194,300	\$ (9,200)	-4.52%
Total 3100 - General Fund	\$ 1,713,767	\$ 1,758,382	\$ 2,022,380	\$ 2,079,230	\$ (100)	\$ 2,079,130	\$ 56,750	2.81%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,428,923	\$ 1,436,156	\$ 1,567,491	\$ 1,633,909	\$ —	\$ 1,633,909	\$ 66,418	4.24%
Overtime	\$ 10,227	\$ 7,024	\$ 13,989	\$ 12,121	\$ —	\$ 12,121	\$ (1,868)	-13.35%
Personal Services	\$ 1,439,150	\$ 1,443,180	\$ 1,581,480	\$ 1,646,030	\$ —	\$ 1,646,030	\$ 64,550	4.08%
Contractual Services	\$ 170,346	\$ 200,739	\$ 285,300	\$ 279,900	\$ (100)	\$ 279,800	\$ (5,500)	-1.93%
Utilities	\$ 95,096	\$ 89,658	\$ 102,400	\$ 102,200	\$ —	\$ 102,200	\$ (200)	-0.20%
Supplies	\$ 9,131	\$ 24,285	\$ 52,200	\$ 50,100	\$ —	\$ 50,100	\$ (2,100)	-4.02%
Small Capital	\$ 44	\$ 519	\$ 1,000	\$ 1,000	\$ —	\$ 1,000	\$ —	—%
Expenses	\$ 274,617	\$ 315,201	\$ 440,900	\$ 433,200	\$ (100)	\$ 433,100	\$ (7,800)	-1.77%
Total 3100 - General Fund	\$ 1,713,767	\$ 1,758,382	\$ 2,022,380	\$ 2,079,230	\$ (100)	\$ 2,079,130	\$ 56,750	2.81%

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Regional Cache - Hartwell Ave.	\$ 9,248	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —	\$ (50,000)	-100.00%
Total 3100 - Revolving Funds	\$ 9,248	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —	\$ (50,000)	-100.00%

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Regional Cache - Hartwell Ave.								
Expenses	\$ 1,883	\$ —	\$ 50,000	\$ —	\$ —	\$ —	\$ (50,000)	-100.00%
Total 3100 - Revolving Funds	\$ 1,883	\$ —	\$ 50,000	\$ —	\$ —	\$ —	\$ (50,000)	-100.00%

Budget Summary - All Funds

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,439,150	\$ 1,443,180	\$ 1,581,480	\$ 1,646,030	\$ —	\$ 1,646,030	\$ 64,550	4.08%
Expenses	\$ 276,499	\$ 315,201	\$ 490,900	\$ 433,200	\$ (100)	\$ 433,100	\$ (57,800)	-11.77%
Total 3100 - All Funds	\$ 1,715,650	\$ 1,758,382	\$ 2,072,380	\$ 2,079,230	\$ (100)	\$ 2,079,130	\$ 6,750	0.33%

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.

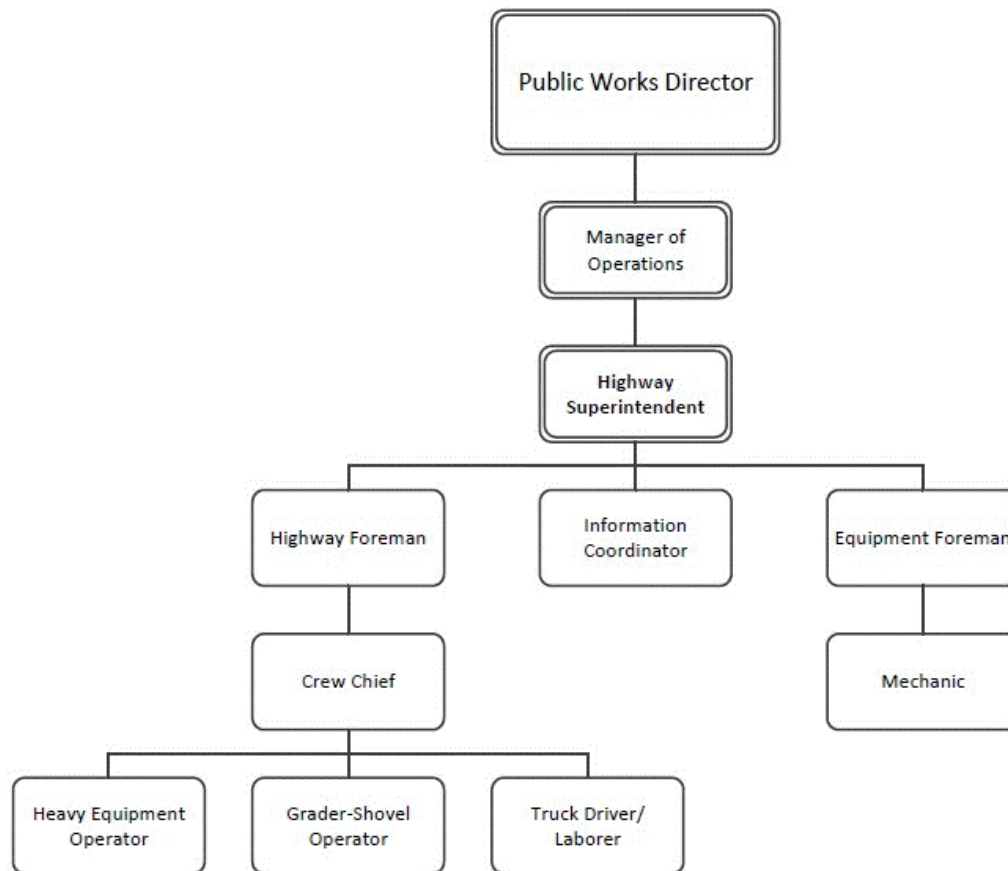
Budget Overview: The Highway Division includes Highway Maintenance, Equipment Maintenance and Snow Removal.

- 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 MS4 permitting requirements including street sweeping, catch basin cleaning, culvert cleaning, brook cleaning and stormwater BMP's.
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

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Element 3210: Highway Maintenance				
Supt. of Equipment, Highways & Drains	1	1	1	1
Highway Foreman	1	1	1	1
Crew Chief	2	2	2	2
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
Subtotal FTE	13.5	13.5	13.5	13.5
Subtotal FT/PT	13 FT/1 PT	13 FT/1 PT	13 FT/1 PT	13 FT/1 PT
Element 3220: Equipment Maintenance				
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
Subtotal FTE	5	5	5	5
Subtotal FT/PT	5 FT/0 PT	5 FT/0 PT	5 FT/0 PT	5 FT/0 PT
Total FTE	18.5	18.5	18.5	18.5
Total FT/PT	18 FT/1 PT	18 FT/1 PT	18 FT/1 PT	18 FT/1 PT

Budget Recommendations:

The FY2024 recommended Highway budget inclusive of the Highway Maintenance, Equipment Maintenance and Snow Removal divisions is \$4,295,870. The recommended budget is a \$93,369, or 2.22%, increase from the FY2023 budget.

The budget for Compensation is \$1,582,870, and reflects an increase of \$46,669 or 3.04%, 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 \$2,713,000 and reflects a \$46,700 or 1.75% increase which includes an anticipated \$66,000 increase (22.3%) in the cost of gasoline and diesel fuel due to current market conditions, as well as inflationary increases in supplies and materials across the division. The guardrail replacement program started in FY2020, and the bicycle sharerow program initiated in FY2018, both continue in FY2024.

Program Improvement Requests:

None requested.

3200 Highway

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$3,342,711	\$3,501,918	\$ 4,133,590	\$4,324,671	\$ (94,000)	\$ 4,230,671	\$ 97,081	2.35%
Enterprise Funds (Indirects)	\$ 93,240	\$ 76,234	\$ 68,911	\$ 65,199	\$ —	\$ 65,199	\$ (3,712)	-5.39%
Fees & Charges								
Parking Fund	\$ 71,200	\$ 71,200	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Total 3200 Highway	\$3,507,151	\$3,649,352	\$ 4,202,501	\$4,389,870	\$ (94,000)	\$ 4,295,870	\$ 93,369	2.22%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$1,601,662	\$1,591,880	\$ 1,536,201	\$1,582,870	\$ —	\$ 1,582,870	\$ 46,669	3.04%
Expenses	\$1,905,489	\$2,057,472	\$ 2,666,300	\$2,807,000	\$ (94,000)	\$ 2,713,000	\$ 46,700	1.75%
Total 3200 Highway	\$3,507,151	\$3,649,352	\$ 4,202,501	\$4,389,870	\$ (94,000)	\$ 4,295,870	\$ 93,369	2.22%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 3210 Highway Maintenance	\$1,305,787	\$1,402,731	\$ 1,695,756	\$1,724,389	\$ (25,000)	\$ 1,699,389	\$ 3,633	0.21%
Total 3220 Equipment Maintenance	\$ 753,403	\$ 800,784	\$ 921,051	\$1,003,295	\$ —	\$ 1,003,295	\$ 82,244	8.93%
Total 3230 Snow Removal	\$1,447,960	\$1,445,837	\$ 1,585,694	\$1,662,186	\$ (69,000)	\$ 1,593,186	\$ 7,492	0.47%
Total 3200 Highway	\$3,507,151	\$3,649,352	\$ 4,202,501	\$4,389,870	\$ (94,000)	\$ 4,295,870	\$ 93,369	2.22%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$1,124,698	\$1,179,636	\$ 1,222,877	\$1,259,124	\$ —	\$ 1,259,124	\$ 36,247	2.96%
Prior Year Retro Payments	\$ 84,899	\$ —	\$ —	\$ —		\$ —	\$ —	—%
Overtime	\$ 392,064	\$ 412,244	\$ 313,324	\$ 323,746	\$ —	\$ 323,746	\$ 10,422	3.33%
<i>Personal Services</i>	<i>\$1,601,662</i>	<i>\$1,591,880</i>	<i>\$ 1,536,201</i>	<i>\$1,582,870</i>	<i>\$ —</i>	<i>\$ 1,582,870</i>	<i>\$ 46,669</i>	<i>3.04%</i>
Contractual Services	\$ 950,752	\$1,037,156	\$ 1,256,000	\$1,301,400	\$ (68,500)	\$ 1,232,900	\$ (23,100)	-1.84%
Utilities	\$ 218,867	\$ 197,462	\$ 328,300	\$ 411,600	\$ (15,500)	\$ 396,100	\$ 67,800	20.65%
Supplies	\$ 705,066	\$ 781,842	\$ 991,000	\$1,005,000	\$ (10,000)	\$ 995,000	\$ 4,000	0.40%
Small Capital	\$ 30,804	\$ 41,012	\$ 91,000	\$ 89,000	\$ —	\$ 89,000	\$ (2,000)	-2.20%
<i>Expenses</i>	<i>\$1,905,489</i>	<i>\$2,057,472</i>	<i>\$ 2,666,300</i>	<i>\$2,807,000</i>	<i>\$ (94,000)</i>	<i>\$ 2,713,000</i>	<i>\$ 46,700</i>	<i>1.75%</i>
Total 3200 Highway	\$3,507,151	\$3,649,352	\$ 4,202,501	\$4,389,870	\$ (94,000)	\$ 4,295,870	\$ 93,369	2.22%

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.

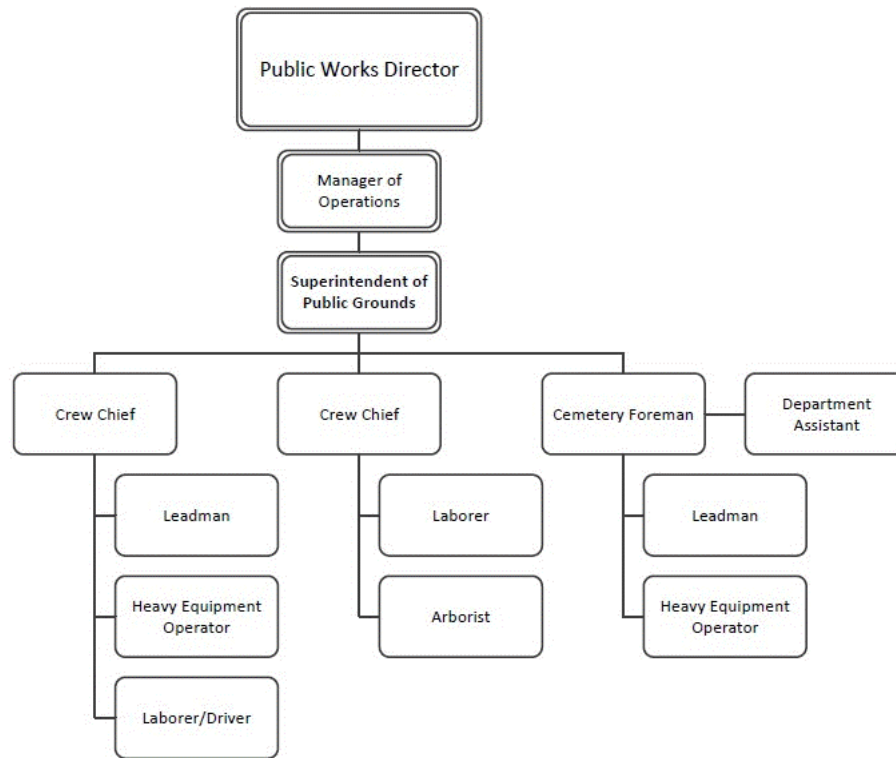
Budget Overview: The Public Grounds Division is comprised of the Parks, Forestry and Cemetery functions.

- 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 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; the Center Complex softball and Center Complex little league fields are targeted for FY2024.
3. Continue to implement a proactive tree maintenance program to minimize hazard trees and provide safe, well-maintained, aesthetically pleasing parks, athletic fields and public ground areas.
4. Continue the GPS location of graves at Westview Cemetery and begin plans for the other cemeteries.
5. Continue overseeing the construction of the new cemetery building.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Element 3310: Parks Division				
Superintendent of Public Grounds	1	1	1	1
Crew Chief	3	3	3	3
Leadman	4	4	4	4
Heavy Equipment Operator	8	8	8	8
Subtotal FTE	16	16	16	16
Subtotal FT/PT	16 FT/0 PT	16 FT/0 PT	16 FT/0 PT	16 FT/0 PT
Element 3320: Forestry Division				
Crew Chief	1	1	1	1
Arborists	3	3	3	3
Heavy Equipment Operator	1	1	1	1
Seasonal Laborer	0.6	0.6	0.3	0.3
Subtotal FTE	5.6	5.6	5.3	5.3
Subtotal FT/PT	5 FT/2 PT	5 FT/2 PT	5 FT/1 PT	5 FT/1 PT
Element 3330: Cemetery Division				
Cemetery Foreman	1	1	1	1
Leadman	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Department Assistant	1	1	1	1
Seasonal Laborer	0.6	0.6	0.3	0.3
Subtotal FTE	4.6	4.6	4.3	4.3
Subtotal FT/PT	4 FT/2 PT	4 FT/2 PT	4 FT/1 PT	4 FT/1 PT
Total FTE	26.2	26.2	25.6	25.6
Total FT/PT	25 FT/4 PT	25 FT/4 PT	25 FT/2 PT	25 FT/2 PT

Budget Recommendations:

The FY2024 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 \$2,633,781, which is a \$23,963 or 0.92% increase over the FY2023 budget.

The combined Parks, Forestry and Cemetery FY2024 recommended General Fund operating budget is \$2,483,781 which is a \$8,963 or 0.36% increase from the FY2023 General Fund budget.

The combined Parks, Forestry and Cemetery General Fund operating budget for Compensation is \$1,785,781 and reflects a \$25,463 or 1.45% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments in the contract with Public Works staff.

The combined Parks, Forestry and Cemetery General Fund operating budget for Expenses is \$698,000 and reflects a \$(16,500) or (2.31)% decrease .

The combined FY2024 revolving fund budgets are funded at \$150,000, an increase of \$15,000.

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	\$ 18,949	\$ 102,844	\$ —	\$ —	\$ —	\$ 102,844

3300 Public Grounds

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,884,177	\$ 1,867,257	\$ 2,057,855	\$ 2,083,909	\$ (20,000)	\$ 2,063,909	\$ 6,054	0.29%
Enterprise Funds (Indirects)	\$ 94,139	\$ —	\$ 96,963	\$ 99,872	\$ —	\$ 99,872	\$ 2,909	3.00%
Fees & Charges								
Cemetery Prep Fees	\$ 237,123	\$ 308,303	\$ 250,000	\$ 250,000	\$ —	\$ 250,000	\$ —	—%
Directed Funding								
Cemetery Trust	\$ 72,925	\$ 95,969	\$ 70,000	\$ 70,000	\$ —	\$ 70,000	\$ —	—%
Total 3300 - General Fund	\$ 2,288,364	\$ 2,271,529	\$ 2,474,818	\$ 2,503,781	\$ (20,000)	\$ 2,483,781	\$ 8,963	0.36%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,705,237	\$ 1,671,652	\$ 1,760,318	\$ 1,785,781	\$ —	\$ 1,785,781	\$ 25,463	1.45%
Expenses	\$ 583,127	\$ 599,877	\$ 714,500	\$ 718,000	\$ (20,000)	\$ 698,000	\$ (16,500)	-2.31%
Total 3300 - General Fund	\$ 2,288,364	\$ 2,271,529	\$ 2,474,818	\$ 2,503,781	\$ (20,000)	\$ 2,483,781	\$ 8,963	0.36%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 3310 Parks Division	\$ 1,418,322	\$ 1,449,229	\$ 1,545,793	\$ 1,561,606	\$ (20,000)	\$ 1,541,606	\$ (4,187)	-0.27%
Total 3320 Forestry	\$ 525,200	\$ 535,853	\$ 523,391	\$ 533,103	\$ —	\$ 533,103	\$ 9,712	1.86%
Total 3330 Cemetery	\$ 344,843	\$ 286,447	\$ 405,634	\$ 409,072	\$ —	\$ 409,072	\$ 3,438	0.85%
Total 3300 - General Fund	\$ 2,288,364	\$ 2,271,529	\$ 2,474,818	\$ 2,503,781	\$ (20,000)	\$ 2,483,781	\$ 8,963	0.36%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,421,925	\$ 1,444,289	\$ 1,632,476	\$ 1,653,687	\$ —	\$ 1,653,687	\$ 21,211	1.30%
Prior Year Retro Payments	\$ 107,065	\$ —	\$ —	\$ —		\$ —	\$ —	—%
Overtime	\$ 176,248	\$ 227,363	\$ 127,842	\$ 132,094	\$ —	\$ 132,094	\$ 4,252	3.33%
<i>Personal Services</i>	<i>\$ 1,705,237</i>	<i>\$ 1,671,652</i>	<i>\$ 1,760,318</i>	<i>\$ 1,785,781</i>	<i>\$ —</i>	<i>\$ 1,785,781</i>	<i>\$ 25,463</i>	<i>1.45%</i>
Contractual Services	\$ 275,117	\$ 349,797	\$ 421,500	\$ 418,500	\$ (20,000)	\$ 398,500	\$ (23,000)	-5.46%
Utilities	\$ 85,929	\$ 43,989	\$ 85,700	\$ 88,200	\$ —	\$ 88,200	\$ 2,500	2.92%
Supplies	\$ 216,287	\$ 193,809	\$ 195,800	\$ 199,800	\$ —	\$ 199,800	\$ 4,000	2.04%
Small Capital	\$ 5,794	\$ 12,282	\$ 11,500	\$ 11,500	\$ —	\$ 11,500	\$ —	—%
<i>Expenses</i>	<i>\$ 583,127</i>	<i>\$ 599,877</i>	<i>\$ 714,500</i>	<i>\$ 718,000</i>	<i>\$ (20,000)</i>	<i>\$ 698,000</i>	<i>\$ (16,500)</i>	<i>-2.31%</i>
Total 3300 - General Fund	\$ 2,288,364	\$ 2,271,529	\$ 2,474,818	\$ 2,503,781	\$ (20,000)	\$ 2,483,781	\$ 8,963	0.36%

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Lexington Tree Fund	\$ 54,120	\$ 121,390	\$ 75,000	\$ 80,000	\$ —	\$ 80,000	\$ 5,000	6.67%
Burial Containers	\$ 35,680	\$ 44,005	\$ 60,000	\$ 60,000	\$ —	\$ 60,000	\$ —	—%
Total 3300 - Revolving Funds	\$ 89,800	\$ 165,395	\$ 135,000	\$ 140,000	\$ —	\$ 140,000	\$ 5,000	3.70%

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Lexington Tree Revolving Fund								
Expenses	\$ 23,450	\$ 70,000	\$ 75,000	\$ 90,000	\$ —	\$ 90,000	\$ 15,000	20.00%
Burial Container Revolving Fund								
Expenses	\$ 21,815	\$ 24,882	\$ 60,000	\$ 60,000	\$ —	\$ 60,000	\$ —	—%
Total 3300 - Revolving Funds	\$ 45,265	\$ 94,882	\$ 135,000	\$ 150,000	\$ —	\$ 150,000	\$ 15,000	11.11%

Budget Summary - All Funds

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,705,237	\$ 1,671,652	\$ 1,760,318	\$ 1,785,781	\$ —	\$ 1,785,781	\$ 25,463	1.45%
Expenses	\$ 628,392	\$ 694,759	\$ 849,500	\$ 868,000	\$ (20,000)	\$ 848,000	\$ (1,500)	-0.18%
Total 3300 - All Funds	\$ 2,333,630	\$ 2,366,411	\$ 2,609,818	\$ 2,653,781	\$ (20,000)	\$ 2,633,781	\$ 23,963	0.92%

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 (CRT's) and drop-off of corrugated cardboard.

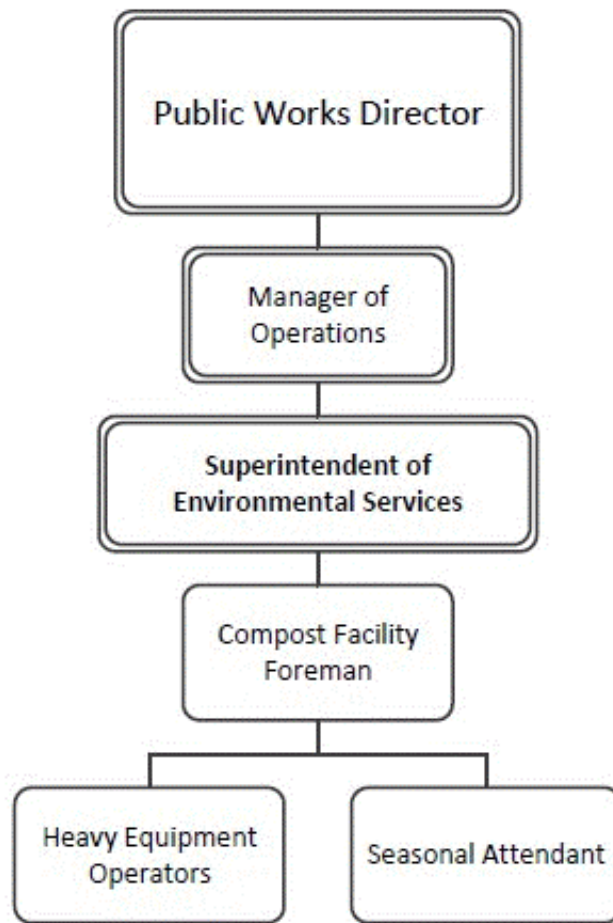
The Town entered into a 5-year contract for the collection of trash and recyclables with E. L. Harvey & Sons, Inc. beginning July 1, 2018 running through June 30, 2023. The Town solicited proposals for a new refuse and recycling collection contract beginning in FY2024 and price proposals increased substantially compared to the current contract. The final refuse and recycling collection contract is under negotiation and will be determined in the coming weeks. This preliminary budget incorporates expected price increases.

Further, this Preliminary Budget proposes the establishment of a Refuse Collection Revolving Fund and implementing a fee for collection and disposal of bulky items and white goods. In prior years, collection and disposal of these large items was included in the the Town's Refuse Collection budget with regular curbside collection at no additional cost to the user. However, the proposed increase for refuse collection necessitates a change in services. Creating a Refuse Collection Revolving Fund will allow the Town to pass-through the collection and disposal expense for large items to the user. Fees would be set a level that would cover the Town's contracted expense, plus a small administrative fee.

The Town is also currently under contract with Wheelabrator in North Andover for refuse disposal through June 30, 2025.

Division Initiatives:

1. Continue to support programs to divert organics from residential trash. Since May 2018, DPW has provided over 1,000 specialized green carts to residents participating in a food scraps program. Lexington Public Schools divert approximately 100 tons of organics throughout the school year.
2. Continue to assess markets and pricing for compost, loam, leaf, bark mulch and yard waste disposal permits.
3. 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.
4. Complete implementation of DPW yard/compost facility operation's plan including gate installation, security and conservation improvements.
5. Explore and implement new revenue opportunities.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Element 3420: Recycling* (Compost Facility)				
Superintendent of Environmental Services	1	1	1	1
Compost Facility Foreman	1	1	1	1
Leadman**	—	—	1	1
Heavy Equipment Operator	2	2	1	1
Seasonal Attendant	0.7	0.7	0.7	0.7
Subtotal FTE	4.7	4.7	4.7	4.7
Subtotal FT/PT	4 FT/1 PT*	4 FT/1 PT*	4 FT/1 PT*	4 FT/1 PT*
Total FTE	4.7	4.7	4.7	4.7
Total FT/PT	4 FT/1 PT	4 FT/1 PT	4 FT/1 PT	4 FT/1 PT

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

**The FY2023 budget requests upgrading a Heavy Equipment Operator to a Leadman as a program improvement.

Budget Recommendations:

The recommended FY2024 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 \$5,262,961, which is a net \$868,020 or 19.75% increase from the FY2023 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 \$3,879,728 and reflects a \$611,282 or 18.70% increase. The Refuse Collection expense budget is recommended at \$1,222,297, a increase of \$211,871 or 20.97%, and the Recycling expense budget is recommended at \$1,876,197 a increase of \$408,102 or 27.80%, both of which reflect an anticipated increase in the Town's contracts for refuse and recycling collections. The Refuse Disposal expense budget is recommended at \$781,235, a decrease of \$(8,690) or (1.10)%, attributable to a projected decrease in tonnage, offset by a 3.25% or \$2.70 increase in the Town's tipping fee per ton.

The FY2024 revolving fund budgets, including the new Refuse Collection Revolving Fund, are recommended at \$1,383,233, a \$256,738 or 22.79% net increase. The Minuteman Household Hazardous Waste Program Revolving Fund is level-funded at \$300,000. The Compost Operations Revolving Fund is recommended at \$853,233, a \$(13,262) or (1.53)% decrease. The new Refuse Collection Revolving Fund has a proposed budget of \$230,000 for FY2024.

Program Improvement Requests:

None requested.

3400 Environmental Services

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,514,456	\$ —	\$ 3,514,456	\$246,010	7.53 %
Free Cash	\$ —	\$ —	\$ —	\$ 365,272	\$ —	\$ 365,272	\$365,272	— %
Total 3400 - General Fund	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,879,728	\$ —	\$ 3,879,728	\$611,282	18.70 %
Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,879,728	\$ —	\$ 3,879,728	\$611,282	18.70 %
Total 3400 - General Fund	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,879,728	\$ —	\$ 3,879,728	\$611,282	18.70 %
Program Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 3410 Refuse Collection	\$ 952,423	\$ 980,996	\$ 1,010,426	\$1,222,296.5	\$ —	\$ 1,222,296.5	\$211,870.5	20.97 %
Total 3420 Recycling	\$1,265,853	\$1,282,728	\$ 1,468,095	\$1,876,196.5	\$ —	\$ 1,876,196.5	\$408,101.5	27.80 %
Total 3430 Refuse Disposal	\$ 767,750	\$ 760,618	\$ 789,925	\$ 781,235	\$ —	\$ 781,235	\$ (8,690)	-1.10 %
Total 3400 - General Fund	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,879,728	\$ —	\$ 3,879,728	\$611,282	18.70 %
Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Personal Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Contractual Services	\$2,976,612	\$3,003,986	\$ 3,226,946	\$3,838,228	\$ —	\$ 3,838,228	\$611,282	18.94 %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ 9,414	\$ 20,357	\$ 41,500	\$ 41,500	\$ —	\$ 41,500	\$ —	— %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,879,728	\$ —	\$ 3,879,728	\$611,282	18.70 %
Total 3400 - General Fund	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,879,728	\$ —	\$ 3,879,728	\$611,282	18.70 %

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Compost Operations Rev. Fund	\$ 804,309	\$1,075,242	\$ 855,000	\$ 875,000	\$ —	\$ 875,000	\$ 20,000	2.34 %
Refuse & Recycling Collection Rev. Fund	\$ —	\$ —	\$ —	\$ 230,000	\$ —	\$ 230,000	\$230,000	— %
Minuteman Haz. Waste Rev. Fund	\$ 206,854	\$ 155,587	\$ 260,000	\$ 300,000	\$ —	\$ 300,000	\$ 40,000	15.38 %
Total 3400 - Revolving Funds	\$1,011,163	\$1,230,829	\$ 1,115,000	\$1,405,000	\$ —	\$ 1,405,000	\$290,000	26.01 %

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compost Operations Rev. Fund	\$ 889,409	\$ 750,851	\$ 866,495	\$ 853,233	\$ —	\$ 853,233	\$ (13,262)	-1.53%
Compensation	\$ 352,623	\$ 349,716	\$ 361,082	\$ 370,208	\$ —	\$ 370,208	\$ 9,126	2.53 %
Expenses	\$ 245,515	\$ 241,689	\$ 194,000	\$ 204,000	\$ —	\$ 204,000	\$ 10,000	5.15 %
Benefits	\$ 85,714	\$ 1,945	\$ 83,938	\$ 89,589	\$ —	\$ 89,589	\$ 5,651	6.73 %
Debt	\$ 205,557	\$ 157,501	\$ 227,475	\$ 189,436	\$ —	\$ 189,436	\$ (38,039)	-16.72 %
Refuse & Recycling Collection Rev. Fund	\$ —	\$ —	\$ —	\$ 230,000	\$ —	\$ 230,000	\$230,000	—%
Expenses	\$ —	\$ —	\$ —	\$ 230,000	\$ —	\$ 230,000	\$230,000	— %
Minuteman Haz. Waste Rev. Fund	\$ 255,449	\$ 156,770	\$ 260,000	\$ 300,000	\$ —	\$ 300,000	\$ 40,000	15.38%
Expenses	\$ 255,449	\$ 156,770	\$ 260,000	\$ 300,000	\$ —	\$ 300,000	\$ 40,000	15.38 %
Total 3400 - Revolving Funds	\$1,144,856	\$ 907,620	\$ 1,126,495	\$1,383,233	\$ —	\$ 1,383,233	\$256,738	22.79 %

3400 Environmental Services

Program: Public Works
Town of Lexington, MA

Budget Summary - All Funds

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 352,623	\$ 349,716	\$ 361,082	\$ 370,208	\$ —	\$ 370,208	\$ 9,126	2.53 %
Expenses	\$3,486,989	\$3,422,802	\$ 3,722,446	\$4,613,728	\$ —	\$ 4,613,728	\$891,282	23.94 %
Benefits (Revolving Fund)	\$ 85,714	\$ 1,945	\$ 83,938	\$ 89,589	\$ —	\$ 89,589	\$ 5,651	6.73 %
Debt Service (Revolving Fund)	\$ 205,557	\$ 157,501	\$ 227,475	\$ 189,436	\$ —	\$ 189,436	\$ (38,039)	-16.72 %
Total 3400 - All Funds	\$4,130,883	\$3,931,963	\$ 4,394,941	\$5,262,961	\$ —	\$ 5,262,961	\$ 868,020	19.75 %

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.

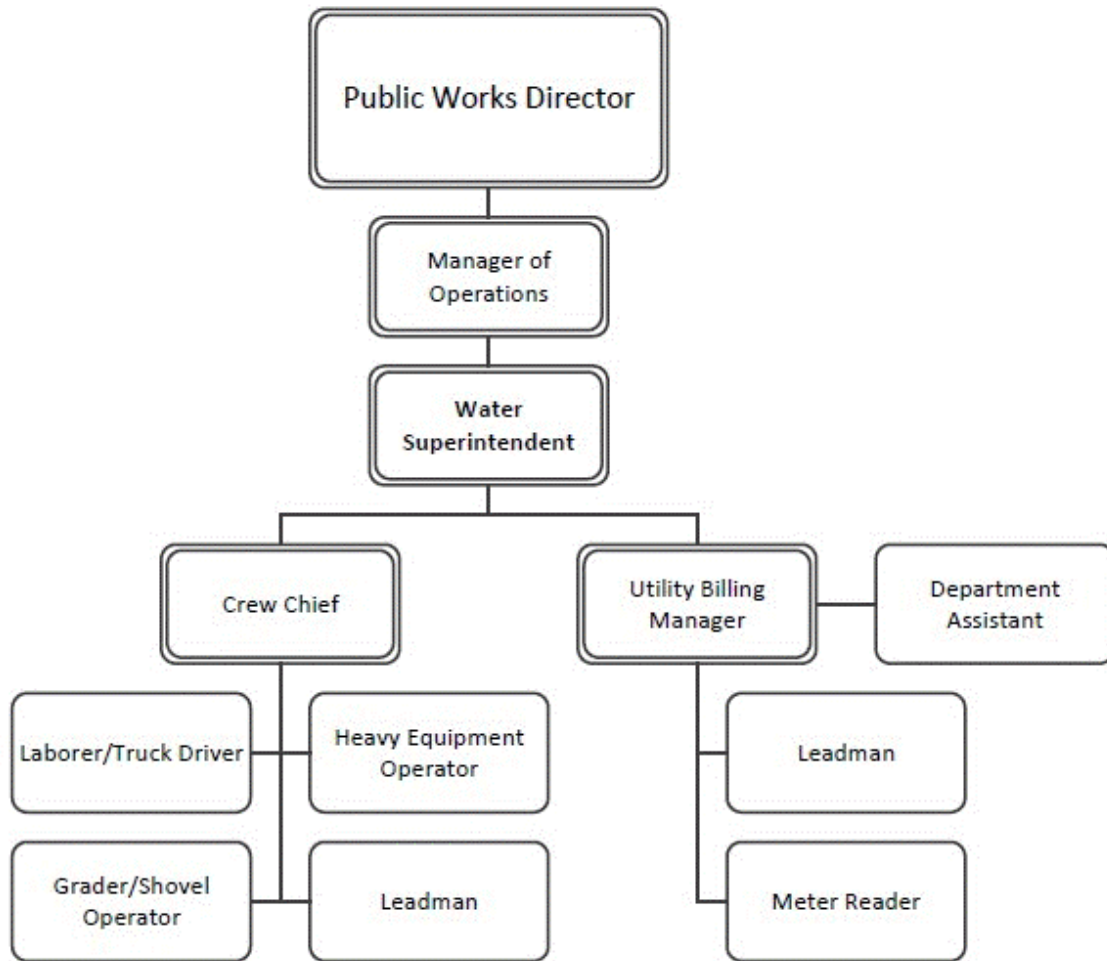
Budget Overview: The Water Division budget is comprised of Water Operations, Massachusetts Water Resources Authority (MWRA) purchases and indirect support from the General Fund.

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 FY2024, 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

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 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	2	3
Heavy Equipment Operator*	4	4	4	3
Laborer-Meter Reader	1	1	1	1
Department Assistant	0.2	0.2	0.2	0.2
Total FTE	11.2	11.2	11.2	11.2
Total FT/PT	10 FT/3 PT	10 FT/3 PT	10 FT/3 PT	10 FT/3 PT

*The FY2024 budget requests upgrading a Heavy Equipment Operator to a Leadman as a program improvement.

Budget Recommendations:

The FY2024 recommended Water operating budget is \$13,727,989, inclusive of indirect costs. The recommended budget reflects a \$1,020,752 or 8.03% increase from the FY2023 budget.

The budget for Compensation is \$892,639, and reflects a \$16,969 or 1.94% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments in the contract with Public Works staff, as well as a program improvement to upgrade one Heavy Equipment Operator Position to a Leadman Position.

The budget for Expenses is \$577,500 which is an increase of \$44,000, or 8.25% from FY2023, and is primarily due to an increase in Software Maintenance (\$68,000), which reflects 54% of the cost for the Advanced Metering Infrastructure System, with the remaining 46% in the Sewer Enterprise budget. The software cost was partly offset by a decrease in Meter Supplies due to the success of the AMI meter replacement program.

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 third 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 FY2024 recommendation for cash capital is \$800,000.

Debt service is recommended to decrease by \$(123,811) or (10.11)%.

The preliminary MWRA Assessment is \$9,342,814, which is a \$849,347 or 10.00% increase from FY2023. The final assessment will be issued in June 2023.

In FY2024, 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 \$1,011,340, an increase of \$34,247 or 3.50%.

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	
Leadman Upgrade	\$ 6,000	\$ 87	\$ 6,087	\$ 6,000	\$ 87	\$ 6,087	\$ —

3600 Water Enterprise

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Enterprise Funds								
Retained Earnings	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
User Charges	\$ 13,560,393	\$ 10,892,419	\$ 12,397,237	\$ 13,411,989	\$ 6,000	\$ 13,417,989	\$ 1,020,752	8.23%
Meter Charges	\$ 75,844	\$ 84,872	\$ 35,000	\$ 35,000	\$ —	\$ 35,000	\$ —	—%
Investment Income	\$ 6,399	\$ 11,196	\$ 8,000	\$ 8,000	\$ —	\$ 8,000	\$ —	—%
Fees & Charges	\$ 265,633	\$ 398,196	\$ 267,000	\$ 267,000	\$ —	\$ 267,000	\$ —	—%
Total 3600 Water Enterprise	\$ 13,908,268	\$ 11,386,683	\$ 12,707,237	\$ 13,721,989	\$ 6,000	\$ 13,727,989	\$ 1,020,752	8.03%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 834,114	\$ 823,447	\$ 875,670	\$ 886,639	\$ 6,000	\$ 892,639	\$ 16,969	1.94%
Expenses	\$ 467,078	\$ 462,428	\$ 533,500	\$ 577,500	\$ —	\$ 577,500	\$ 44,000	8.25%
Cash Capital	\$ 200,000	\$ 400,000	\$ 600,000	\$ 800,000		\$ 800,000	\$ 200,000	33.33%
Debt	\$ 965,096	\$ 1,097,696	\$ 1,224,746	\$ 1,100,935	\$ —	\$ 1,100,935	\$ (123,811)	-10.11%
MWRA	\$ 8,006,399	\$ 8,743,912	\$ 8,493,467	\$ 9,342,814	\$ —	\$ 9,342,814	\$ 849,347	10.00%
OPEB	\$ —	\$ 2,761	\$ 2,761	\$ 2,761	\$ —	\$ 2,761	\$ —	—%
Indirects	\$ 930,001	\$ 918,245	\$ 977,093	\$ 1,011,340	\$ —	\$ 1,011,340	\$ 34,247	3.50%
Total 3600 Water Enterprise	\$ 11,402,688	\$ 12,448,489	\$ 12,707,237	\$ 13,721,989	\$ 6,000	\$ 13,727,989	\$ 1,020,752	8.03%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
3610 Water Operations	\$ 2,266,288	\$ 2,383,571	\$ 2,633,916	\$ 2,565,074	\$ 6,000	\$ 2,571,074	\$ (62,842)	-2.39%
3620 MWRA	\$ 8,006,399	\$ 8,743,912	\$ 8,493,467	\$ 9,342,814	\$ —	\$ 9,342,814	\$ 849,347	10.00%
Cash Capital	\$ 200,000	\$ 400,000	\$ 600,000	\$ 800,000	\$ —	\$ 800,000	\$ 200,000	33.33%
OPEB	\$ —	\$ 2,761	\$ 2,761	\$ 2,761	\$ —	\$ 2,761	\$ —	—%
Indirects	\$ 930,001	\$ 918,245	\$ 977,093	\$ 1,011,340	\$ —	\$ 1,011,340	\$ 34,247	3.50%
Total 3600 Water Enterprise	\$ 11,402,688	\$ 12,448,489	\$ 12,707,237	\$ 13,721,989	\$ 6,000	\$ 13,727,989	\$ 1,020,752	8.03%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 598,162	\$ 643,422	\$ 689,487	\$ 698,035	\$ 6,000	\$ 704,035	\$ 14,548	2.11%
Prior Year Retro Payments	\$ 54,507	\$ —	\$ —	\$ —		\$ —	\$ —	—%
Overtime	\$ 181,445	\$ 180,025	\$ 186,183	\$ 188,604	\$ —	\$ 188,604	\$ 2,421	1.30%
<i>Personal Services</i>	<i>\$ 834,114</i>	<i>\$ 823,447</i>	<i>\$ 875,670</i>	<i>\$ 886,639</i>	<i>\$ 6,000</i>	<i>\$ 892,639</i>	<i>\$ 16,969</i>	<i>1.94%</i>
Contractual Services	\$ 247,112	\$ 300,613	\$ 279,800	\$ 365,300	\$ —	\$ 365,300	\$ 85,500	30.56%
Utilities	\$ 18,032	\$ 25,920	\$ 17,000	\$ 17,000	\$ —	\$ 17,000	\$ —	—%
Supplies	\$ 198,018	\$ 135,895	\$ 211,700	\$ 170,200	\$ —	\$ 170,200	\$ (41,500)	-19.60%
Small Capital	\$ 3,916	\$ —	\$ 25,000	\$ 25,000	\$ —	\$ 25,000	\$ —	—%
<i>Expenses</i>	<i>\$ 467,078</i>	<i>\$ 462,428</i>	<i>\$ 533,500</i>	<i>\$ 577,500</i>	<i>\$ —</i>	<i>\$ 577,500</i>	<i>\$ 44,000</i>	<i>8.25%</i>
Cash Capital	\$ 200,000	\$ 400,000	\$ 600,000	\$ 800,000	\$ —	\$ 800,000	\$ 200,000	33.33%
Debt	\$ 965,096	\$ 1,097,696	\$ 1,224,746	\$ 1,100,935	\$ —	\$ 1,100,935	\$ (123,811)	-10.11%
MWRA	\$ 8,006,399	\$ 8,743,912	\$ 8,493,467	\$ 9,342,814	\$ —	\$ 9,342,814	\$ 849,347	10.00%
OPEB	\$ —	\$ 2,761	\$ 2,761	\$ 2,761	\$ —	\$ 2,761	\$ —	—%
Indirects	\$ 930,001	\$ 918,245	\$ 977,093	\$ 1,011,340	\$ —	\$ 1,011,340	\$ 34,247	3.50%
Total 3600 Water Enterprise	\$ 11,402,688	\$ 12,448,489	\$ 12,707,237	\$ 13,721,989	\$ 6,000	\$ 13,727,989	\$ 1,020,752	8.03%

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.

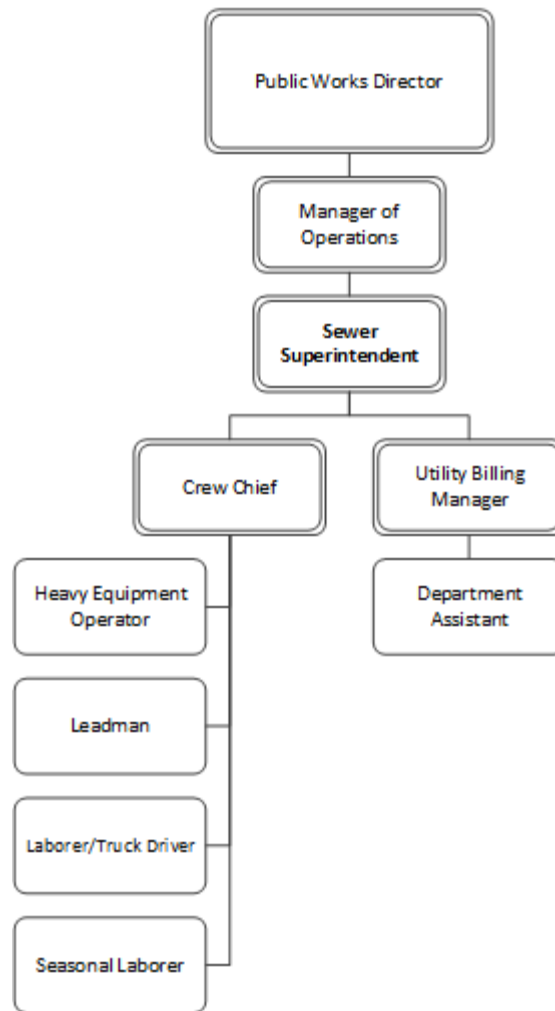
The MWRA provides wastewater treatment to Lexington and greater Boston at the Deer Island treatment facility.

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 FY2024, 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

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 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*	0	0	0	1
Heavy Equipment Operator*	2	2	2	1
Department Assistant	0.2	0.2	0.2	0.2
Seasonal Assistant	0.4	0.4	0.4	0.4
Seasonal Laborer	0.3	0.3	0.3	0.3
Total FTE	4.9	4.9	4.9	4.9
Total FT/PT	3 FT/5 PT	3 FT/5 PT	3 FT/5 PT	3 FT/5 PT

*The FY2024 budget requests upgrading a Heavy Equipment Operator to a Leadman as a program improvement.

Budget Recommendations:

The FY2024 recommended Sewer operating budget, inclusive of indirect costs, is \$12,799,816, a \$1,001,158 or 8.49% increase over the FY2023 budget.

The budget for Compensation is \$421,922 and reflects a \$22,074 or 5.52% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments in the contract with Public Works staff, as well as a program improvement to upgrade one Heavy Equipment Operator Position to a Leadman Position.

The budget for Expenses is \$517,400, an increase of \$59,000 or 12.87%, which reflects anticipated inflationary increases for electricity, supplies and materials, and a increase in Software Maintenance (\$58,000), which reflects 46% of the cost for the Advanced Metering Infrastructure System. The software cost was partly offset by a decrease in Meter Supplies due to the success of the AMI meter replacement program.

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 third 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 FY2024 recommendation for cash capital is \$400,000.

Debt service is recommended to decrease by \$(75,497) or (4.73)%.

The preliminary MWRA Assessment is \$9,349,530, which is a \$849,957 or 10% increase from FY2023. The final assessment will be issued in June 2023.

In FY2024, 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 \$588,040, a increase of \$45,624 or 8.41%.

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	
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	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Enterprise Funds								
Retained Earnings	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
User Charges	\$10,763,060	\$10,831,707	\$11,436,658	\$12,431,816	\$6,000	\$12,437,816	\$1,001,158	8.75%
Connection Fees	\$773	\$1,824	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Investment Income	\$8,811	\$5,827	\$8,000	\$8,000	\$ —	\$8,000	\$ —	—%
Fees & Charges	\$388,599	\$462,270	\$354,000	\$354,000	\$ —	\$354,000	\$ —	—%
Total 3700 Sewer Enterprise	\$11,161,242	\$11,301,628	\$11,798,658	\$12,793,816	\$6,000	\$12,799,816	\$1,001,158	8.49%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$315,205	\$279,417	\$399,848	\$415,922	\$6,000	\$421,922	\$22,074	5.52%
Expenses	\$325,634	\$329,323	\$458,400	\$517,400	\$ —	\$517,400	\$59,000	12.87%
Cash Capital	\$100,000	\$200,000	\$300,000	\$400,000	\$ —	\$400,000	\$100,000	33.33%
Debt	\$1,243,337	\$1,352,192	\$1,595,417	\$1,519,920	\$ —	\$1,519,920	\$ (75,497)	-4.73%
MWRA	\$7,922,359	\$8,177,213	\$8,499,573	\$9,349,530	\$ —	\$9,349,530	\$849,957	10.00%
OPEB	\$ —	\$3,004	\$3,004	\$3,004	\$ —	\$3,004	\$ —	—%
Indirects	\$541,663	\$514,111	\$542,416	\$588,040	\$ —	\$588,040	\$45,624	8.41%
Total 3700 Sewer Enterprise	\$10,448,199	\$10,855,261	\$11,798,658	\$12,793,816	\$6,000	\$12,799,816	\$1,001,158	8.49%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
3710 Sewer Enterprise	\$1,884,177	\$1,960,933	\$2,453,665	\$2,453,242	\$6,000	\$2,459,242	\$5,577	0.23%
3720 - MWRA	\$7,922,359	\$8,177,213	\$8,499,573	\$9,349,530	\$ —	\$9,349,530	\$849,957	10.00%
Cash Capital	\$100,000	\$200,000	\$300,000	\$400,000	\$ —	\$400,000	\$100,000	33.33%
OPEB	\$ —	\$3,004	\$3,004	\$3,004	\$ —	\$3,004	\$ —	—%
Indirects	\$541,663	\$514,111	\$542,416	\$588,040	\$ —	\$588,040	\$45,624	8.41%
Total 3700 Sewer Enterprise	\$10,448,199	\$10,855,261	\$11,798,658	\$12,793,816	\$6,000	\$12,799,816	\$1,001,158	8.49%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$252,732	\$241,222	\$314,031	\$328,989	\$6,000	\$334,989	\$20,958	6.67%
Prior Year Retro Payments	\$12,329	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Overtime	\$50,144	\$38,195	\$85,817	\$86,933	\$ —	\$86,933	\$1,116	1.30%
<i>Personal Services</i>	<i>\$315,205</i>	<i>\$279,417</i>	<i>\$399,848</i>	<i>\$415,922</i>	<i>\$6,000</i>	<i>\$421,922</i>	<i>\$22,074</i>	<i>5.52%</i>
Contractual Services	\$131,011	\$148,624	\$207,400	\$292,400	\$ —	\$292,400	\$85,000	40.98%
Utilities	\$111,977	\$149,329	\$131,000	\$132,000	\$ —	\$132,000	\$1,000	0.76%
Supplies	\$81,788	\$31,370	\$105,900	\$79,000	\$ —	\$79,000	\$ (26,900)	-25.40%
Small Capital	\$858	\$ —	\$14,100	\$14,000	\$ —	\$14,000	\$ (100)	-0.71%
<i>Expenses</i>	<i>\$325,634</i>	<i>\$329,323</i>	<i>\$458,400</i>	<i>\$517,400</i>	<i>\$ —</i>	<i>\$517,400</i>	<i>\$59,000</i>	<i>12.87%</i>
Cash Capital	\$100,000	\$200,000	\$300,000	\$400,000	\$ —	\$400,000	\$100,000	33.33%
Debt	\$1,243,337	\$1,352,192	\$1,595,417	\$1,519,920	\$ —	\$1,519,920	\$ (75,497)	-4.73%
MWRA	\$7,922,359	\$8,177,213	\$8,499,573	\$9,349,530	\$ —	\$9,349,530	\$849,957	10.00%
OPEB	\$ —	\$3,004	\$3,004	\$3,004	\$ —	\$3,004	\$ —	—%
Indirects	\$541,663	\$514,111	\$542,416	\$588,040	\$ —	\$588,040	\$45,624	8.41%
Total 3700 Sewer Enterprise	\$10,448,199	\$10,855,261	\$11,798,658	\$12,793,816	\$6,000	\$12,799,816	\$1,001,158	8.49%

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Section VI: Program 4000: Public Safety

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

- 4100 Law Enforcement VI-3
- 4200 Fire & Rescue VI-8

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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 FY2022, the Police Department responded to 14,711 calls for service with 851 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).

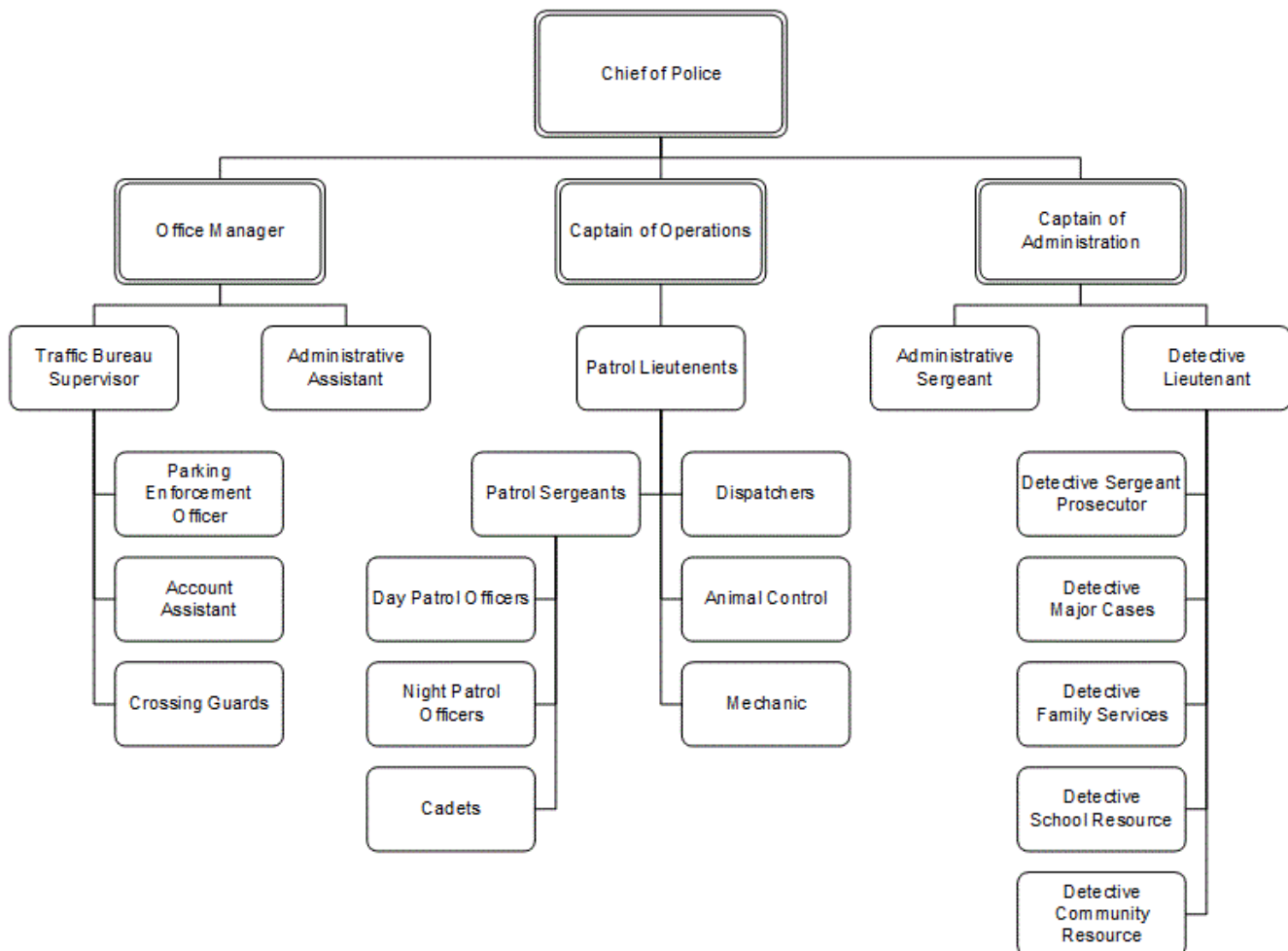
The Dispatch division is comprised of ten civilian dispatchers responsible for directing the proper resources for over 14,000 service calls that require a police, fire or medical unit response.

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 Police Department has been relocated to its temporary location at 173 Bedford Street. We will now focus on the construction of the new police station and continue to work with the architects from Tecton, the builders from CTA Construction Managers and members of the Facilities Department, Permanent Building Committee and other members of town government and community groups for the duration of the project.
2. There have been major changes in the past year regarding documentation and submissions surrounding the Accreditation Process and Peace Officer Standards and Training (POST). We will be reviewing our current processes and making changes as needed to ensure we are meeting and exceeding all standards in the area of training; including Diversity, Equity and Inclusion (DEI), Mental Health and De-Escalation as well as meeting strict submission timelines.
3. In Accordance with the Green Fleet Policy adopted by the Select Board in 2021 and in collaboration with the Sustainability and Resilience Officer, the department will continue to explore innovative ways to incorporate fuel efficient and zero emission vehicles into the police fleet. We currently have five (5) hybrid vehicles in our patrol fleet and one (1) electric vehicle in an administrative capacity.



Authorized/Appropriated Staffing:

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Chief	1	1	1	1
Captain of Operations	1	1	1	1
Captain of Administration	1	1	1	1
Administrative Sergeant	1	1	1	1
Lieutenants (Patrol)	4	4	4	4
Sergeants (Patrol)	5	5	5	5
Police Officers	29	29	29	29
Lieutenant (Detective)	1	1	1	1
Sergeant (Detective-Prosecutor)	1	1	1	1
Detectives; Major Case	3	3	3	3
Family Services Detective	1	1	1	1
School Resource Officer	1	1	1	1
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
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 - 1 part-time	—	—	—	—
Parking Lot Attendants - 8 part-time	2.81	—	—	—
Crossing Guards - 18 part-time	3.69	3.69	3.91	3.91
Total FTE	75.56	72.75	72.97	72.97
	50 Officers	50 Officers	50 Officers	50 Officers
Total FT/PT	65FT/32PT	66FT/24PT	66FT/25PT	66FT/25PT

Budget Recommendations:

The FY2024 recommended Police Department budget is \$9,051,330 which is a \$785,953 or 9.51% increase from the FY2023 budget.

The budget for Compensation is \$7,868,662 and reflects an increase of \$699,355 or 9.75%, which is a net increase that reflects contractually obligated step increases as well as cost of living and stipend increases for contracts that expired. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$1,182,668 and reflects an increase of \$86,598 or 7.90%. The majority of the increase is due to 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 were minor increased costs due to general inflation as well as a decrease in costs mainly in contractual services; CodeRed was transferred to the Town Manager's budget and there were a decrease in costs associated with meter and credit card transaction fees.

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	
Professional Standards Lieutenant	\$ 149,160	\$ 19,895	\$ 169,055	\$ —	\$ —	\$ —	\$ 169,055
Deputy Chief Position	\$ 9,237	\$ —	\$ 9,237	\$ —	\$ —	\$ —	\$ 9,237
Community Resource Dog	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ 20,000
School Resource Officer	\$ 96,521	\$ 19,132	\$ 115,653	\$ —	\$ —	\$ —	\$ 115,653
Code Enforcement Officer	\$ 16,000	\$ —	\$ 16,000	\$ —	\$ —	\$ —	\$ 16,000

4100 Law Enforcement

Program: Public Safety
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 7,471,636	\$ 7,565,076	\$ 8,046,377	\$8,770,330	\$ (35,000)	\$ 8,735,330	\$ 688,953	8.56%
Fees & Charges								
Fees	\$ 88,026	\$ 92,420	\$ 115,000	\$ 115,000	\$ —	\$ 115,000	\$ —	—%
Fines & Forfeitures	\$ 59,820	\$ 79,398	\$ 101,000	\$ 98,000	\$ —	\$ 98,000	\$ (3,000)	-2.97%
Licenses & Permits	\$ 5,100	\$ 3,900	\$ 3,000	\$ 3,000	\$ —	\$ 3,000	\$ —	—%
Parking Fund*	\$ 312,100	\$ 312,100	\$ —	\$ 100,000	\$ —	\$ 100,000	\$ 100,000	—%
Total 4100 Law Enforcement	\$ 7,936,682	\$ 8,052,895	\$ 8,265,377	\$9,086,330	\$ (35,000)	\$ 9,051,330	\$ 785,953	9.51%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 7,002,993	\$ 7,047,347	\$ 7,169,307	\$7,868,662	\$ —	\$ 7,868,662	\$ 699,355	9.75%
Expenses	\$ 933,689	\$ 1,005,548	\$ 1,096,070	\$1,217,668	\$ (35,000)	\$ 1,182,668	\$ 86,598	7.90%
Total 4100 Law Enforcement	\$ 7,936,682	\$ 8,052,895	\$ 8,265,377	\$9,086,330	\$ (35,000)	\$ 9,051,330	\$ 785,953	9.51%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 4110 Police Administration	\$ 1,920,486	\$ 1,645,214	\$ 1,785,846	\$1,918,504	\$ (1,000)	\$ 1,917,504	\$ 131,658	7.37%
Total 4120 Patrol & Enforcement	\$ 3,765,199	\$ 4,204,150	\$ 4,186,368	\$4,726,391	\$ —	\$ 4,726,391	\$ 540,023	12.90%
Total 4130 Traffic Bureau	\$ 428,958	\$ 389,295	\$ 399,256	\$ 416,174	\$ (34,000)	\$ 382,174	\$ (17,082)	-4.28%
Total 4140 Investigations	\$ 917,043	\$ 832,152	\$ 920,843	\$1,009,435	\$ —	\$ 1,009,435	\$ 88,592	9.62%
Total 4150 Dispatch	\$ 700,905	\$ 759,419	\$ 722,587	\$ 779,975	\$ —	\$ 779,975	\$ 57,388	7.94%
Total 4160 Animal Control	\$ 67,053	\$ 69,728	\$ 73,104	\$ 75,400	\$ —	\$ 75,400	\$ 2,296	3.14%
Total 4170 Crossing Guards	\$ 137,039	\$ 152,937	\$ 177,373	\$ 160,451	\$ —	\$ 160,451	\$ (16,922)	-9.54%
Total 4100 Law Enforcement	\$ 7,936,682	\$ 8,052,895	\$ 8,265,377	\$9,086,330	\$ (35,000)	\$ 9,051,330	\$ 785,953	9.51%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,754,440	\$ 5,575,843	\$ 6,146,308	\$6,822,838	\$ —	\$ 6,822,838	\$ 676,530	11.01%
Prior Year Retro Payments	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Overtime	\$ 1,248,553	\$ 1,471,504	\$ 1,022,999	\$1,045,824	\$ —	\$ 1,045,824	\$ 22,825	2.23%
<i>Personal Services</i>	<i>\$ 7,002,993</i>	<i>\$ 7,047,347</i>	<i>\$ 7,169,307</i>	<i>\$7,868,662</i>	<i>\$ —</i>	<i>\$ 7,868,662</i>	<i>\$ 699,355</i>	<i>9.75%</i>
Contractual Services	\$ 287,089	\$ 330,177	\$ 419,324	\$ 437,578	\$ (35,000)	\$ 402,578	\$ (16,746)	-3.99%
Utilities	\$ 112,457	\$ 111,930	\$ 164,747	\$ 166,523	\$ —	\$ 166,523	\$ 1,776	1.08%
Supplies	\$ 264,008	\$ 264,609	\$ 219,623	\$ 230,067	\$ —	\$ 230,067	\$ 10,444	4.76%
Small Capital	\$ 270,135	\$ 298,832	\$ 292,376	\$ 383,500	\$ —	\$ 383,500	\$ 91,124	31.17%
<i>Expenses</i>	<i>\$ 933,689</i>	<i>\$ 1,005,548</i>	<i>\$ 1,096,070</i>	<i>\$1,217,668</i>	<i>\$ (35,000)</i>	<i>\$ 1,182,668</i>	<i>\$ 86,598</i>	<i>7.90%</i>
Total 4100 Law Enforcement	\$ 7,936,682	\$ 8,052,895	\$ 8,265,377	\$9,086,330	\$ (35,000)	\$ 9,051,330	\$ 785,953	9.51%

*Reflects transfers from the Parking Fund to the General Fund rather than actual revenue from parking permits, Depot Square lot fees, and Pay-by-Phone and meter revenue. The fund balance is insufficient to support a transfer to the General Fund in FY2023 and FY2024 due to effects from the pandemic as well as sizeable capital projects in FY2022.

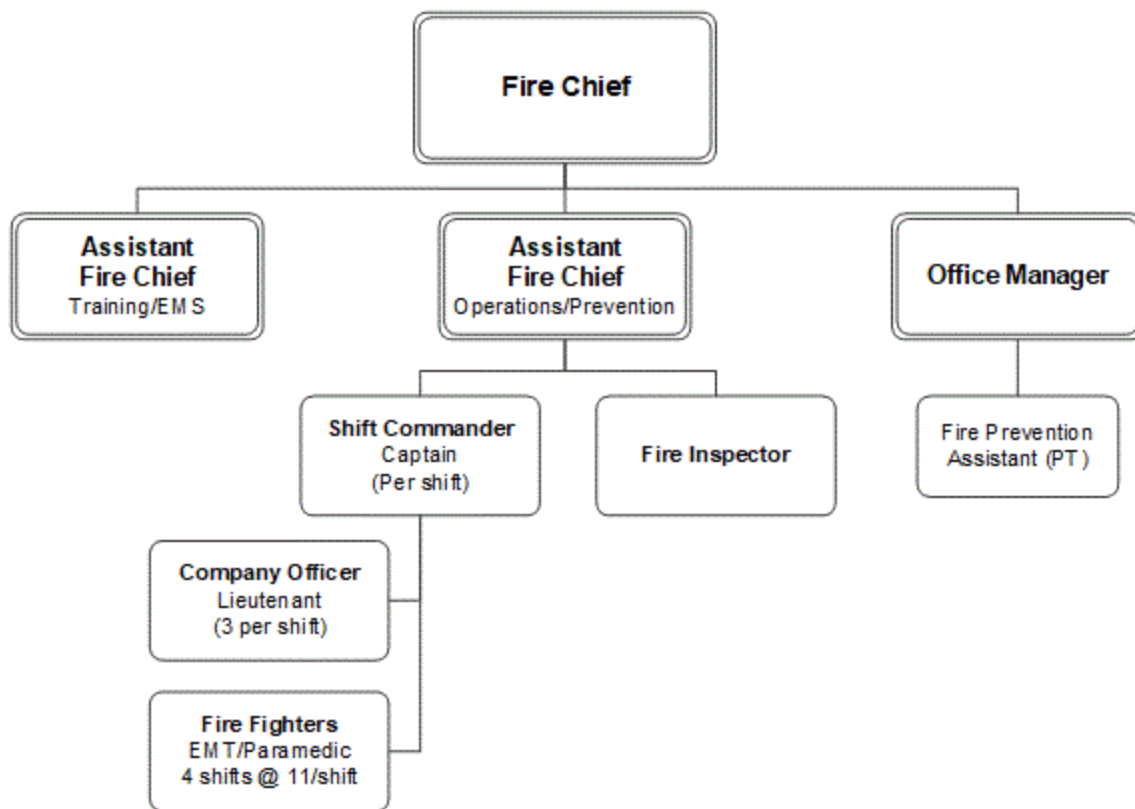
Mission: The Lexington Fire Department protects the people, homes and businesses in our community from fire, medical emergencies, hazardous material incidents and natural disasters. This is accomplished through public education, safety code management and emergency response.

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 2,500 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. Implement online inventory tracking continues to be developed.
2. Roll out online fire permitting process has made great progress and continues to expand.
3. Develop an improved employee recruitment process to address diversity and retention.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Fire Chief	1	1	1	1
Assistant Fire Chief	2	2	2	2
Office Manager	1	1	1	1
Fire Inspector	1	1	1	1
Fire Captains	4	4	4	4
Fire Lieutenants	12	12	12	12
Firefighters/Paramedics	44	44	44	44
Fire Prevention Assistant	0.86	0.86	0.86	0.86
Total FTE	65.86	65.86	65.86	65.86
Total FT/PT	65FT/1PT	65FT/1PT	65FT/1PT	65FT/1PT

Budget Recommendations:

The FY2024 recommended Fire Department budget is \$8,120,441. The recommended budget is a \$51,973 or 0.64% increase from the FY2023 budget.

The recommended budget for Compensation is \$7,286,211, and reflects an increase of \$16,546 or 0.23% from the revised FY2023 budget for contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$834,230 and reflects a net increase of \$35,427 or 4.44%, which includes anticipated increases in diesel fuel costs (\$18,370); increases in fire apparatus, ambulance and fleet vehicle maintenance costs (\$10,000); increases in turnout gear due to routine replacement and new technology that better protects our firefighters (\$18,000); and an increase in contract services to cover ambulance billing fee increases (\$15,000).

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	\$ 87,438	\$ 19,000	\$ 106,438	\$ —	\$ —	\$ —	\$ 106,438

4200 Fire & Rescue

Program: Public Safety
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 6,357,519	\$ 6,479,688	\$ 6,644,793	\$ 6,631,766	\$ —	\$ 6,631,766	\$ (13,027)	-0.20%
Fees & Charges								
Ambulance Fees	\$ 1,157,735	\$ 1,425,457	\$ 1,340,000	\$ 1,400,000	\$ —	\$ 1,400,000	\$ 60,000	4.48%
Fire Department Fees	\$ 47,395	\$ 39,061	\$ 33,675	\$ 38,675	\$ —	\$ 38,675	\$ 5,000	14.85%
Licenses & Permits	\$ 55,120	\$ 55,450	\$ 50,000	\$ 50,000	\$ —	\$ 50,000	\$ —	—%
Total 4200 Fire & Rescue	\$ 7,617,769	\$ 7,999,655	\$ 8,068,468	\$ 8,120,441	\$ —	\$ 8,120,441	\$ 51,973	0.64%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 6,987,078	\$ 7,367,013	\$ 7,269,665	\$ 7,286,211	\$ —	\$ 7,286,211	\$ 16,546	0.23%
Expenses	\$ 630,691	\$ 632,642	\$ 798,803	\$ 834,230	\$ —	\$ 834,230	\$ 35,427	4.44%
Total 4200 Fire & Rescue	\$ 7,617,769	\$ 7,999,655	\$ 8,068,468	\$ 8,120,441	\$ —	\$ 8,120,441	\$ 51,973	0.64%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 4210 Fire Administration	\$ 550,049	\$ 550,877	\$ 608,685	\$ 647,740	\$ —	\$ 647,740	\$ 39,055	6.42%
Total 4220 Fire Prevention	\$ 233,563	\$ 244,408	\$ 245,071	\$ 253,635	\$ —	\$ 253,635	\$ 8,564	3.49%
Total 4320 Fire Suppression	\$ 6,625,477	\$ 6,998,539	\$ 6,945,138	\$ 6,963,325	\$ —	\$ 6,963,325	\$ 18,187	0.26%
Total 4240 Emergency Medical Services	\$ 204,780	\$ 199,733	\$ 261,174	\$ 247,041	\$ —	\$ 247,041	\$ (14,133)	-5.41%
Total 4250 Emergency Management	\$ 3,900	\$ 6,099	\$ 8,400	\$ 8,700	\$ —	\$ 8,700	\$ 300	3.57%
Total 4200 Fire & Rescue	\$ 7,617,769	\$ 7,999,655	\$ 8,068,468	\$ 8,120,441	\$ —	\$ 8,120,441	\$ 51,973	0.64%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,878,461	\$ 5,993,437	\$ 6,133,174	\$ 6,134,946	\$ —	\$ 6,134,946	\$ 1,772	0.03%
Overtime	\$ 1,108,616	\$ 1,373,576	\$ 1,136,491	\$ 1,151,265	\$ —	\$ 1,151,265	\$ 14,774	1.30%
Personal Services	\$ 6,987,078	\$ 7,367,013	\$ 7,269,665	\$ 7,286,211	\$ —	\$ 7,286,211	\$ 16,546	0.23%
Contractual Services	\$ 292,933	\$ 324,000	\$ 351,154	\$ 378,744	\$ —	\$ 378,744	\$ 27,590	7.86%
Utilities	\$ 44,402	\$ 48,652	\$ 80,331	\$ 98,701	\$ —	\$ 98,701	\$ 18,370	22.87%
Supplies	\$ 180,807	\$ 211,740	\$ 218,185	\$ 236,785	\$ —	\$ 236,785	\$ 18,600	8.52%
Small Capital	\$ 112,549	\$ 48,250	\$ 149,133	\$ 120,000	\$ —	\$ 120,000	\$ (29,133)	-19.53%
Expenses	\$ 630,691	\$ 632,642	\$ 798,803	\$ 834,230	\$ —	\$ 834,230	\$ 35,427	4.44%
Total 4200 Fire & Rescue	\$ 7,617,769	\$ 7,999,655	\$ 8,068,468	\$ 8,120,441	\$ —	\$ 8,120,441	\$ 51,973	0.64%

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Section VII: Program 5000: Culture & Recreation

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for culture & recreation services. It includes:

- 5100 Cary Memorial Library VII-3
- 5200 Recreation and Community Programs VII-9

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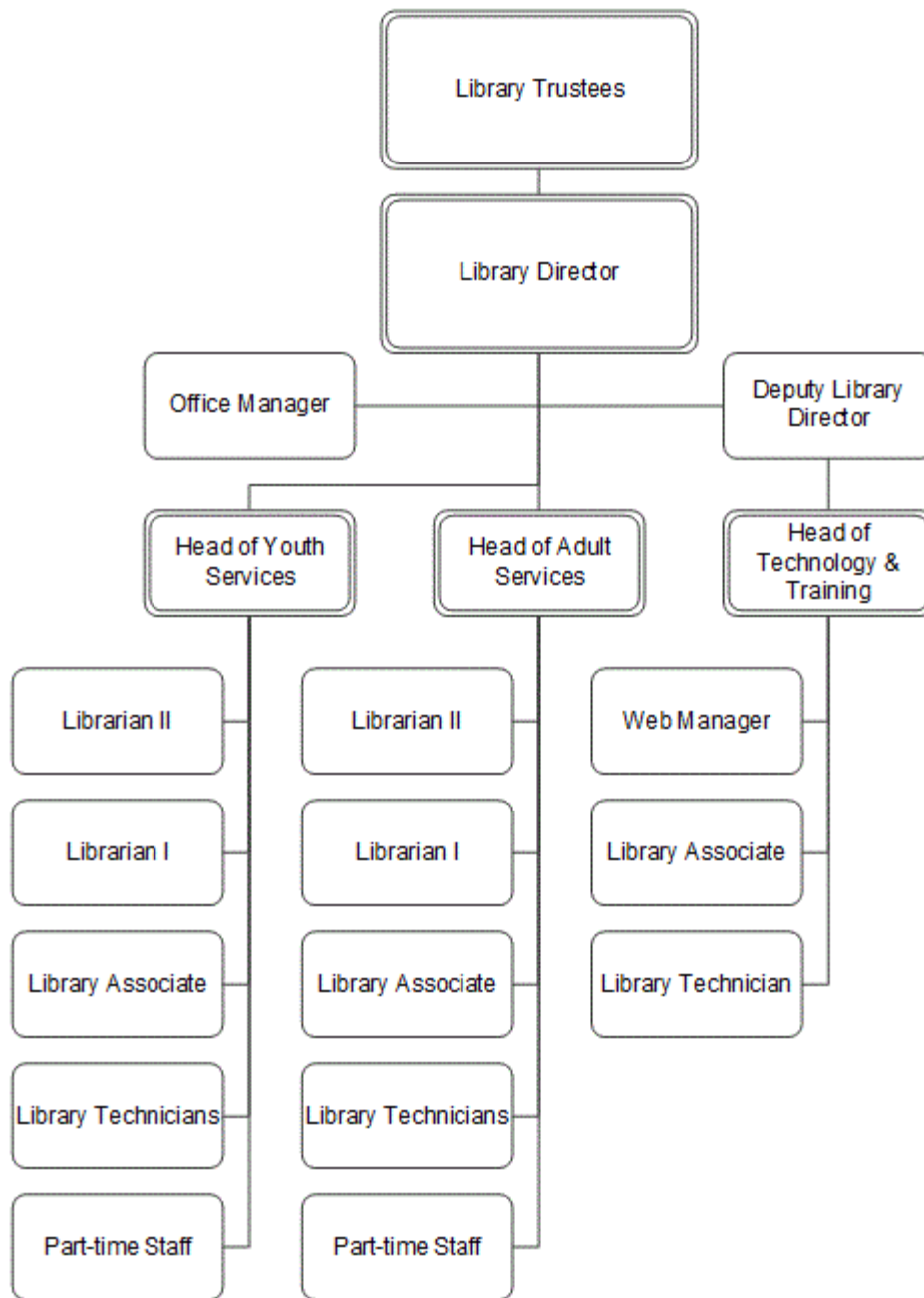
Mission: The Cary Memorial Library's mission is to ignite curiosity, engage minds, and connect our community.

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.



5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, MA

Authorized/Appropriated Staffing:

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Library Director	1.0	1.0	1.0	1.0
Deputy Library Director*	1.0	1.0	1.0	1.0
Office Manager	1.0	1.0	1.0	1.0
Webmaster**	0.0	1.0	1.0	1.0
Head of Adult Services	1.0	1.0	1.0	1.0
Head of Youth Services	1.0	1.0	1.0	1.0
Head of Technology & Training*	—	1.0	1.0	1.0
Head of Bibliographic Services***	—	—	1.0	1.0
Librarian I****, *****	5.0	6.0	8.7	8.7
Librarian II/Manager *, ***	5.0	4.0	3.0	3.0
Library Associates****, *****	7.0	8.0	6.0	6.0
Library Technician II	2.8	2.8	2.9	2.9
Library Technician I****	8.0	6.0	6.0	6.0
Adult Pages*****	1.6	1.6	2.6	2.6
Student Pages*****	0.7	0.7	—	—
Seasonal/Sunday Substitutes	As Needed	As Needed	As Needed	As Needed
Total FTE	35.1	36.1	37.2	37.2
Total FT/PT	27FT/22PT	28FT/22PT	28FT/22PT	28FT/22PT

*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 a Librarian Is.

*****In FY2023, all Pages were combined under Adult Pages.

Budget Recommendations:

The FY2024 recommended General Fund Library budget is \$3,380,320, which is a \$44,101 or 1.32% increase from the FY2023 budget.

The General Fund operating budget for Compensation is \$2,696,650, and reflects a \$58,942 or 2.23% increase, which incorporates contractually obligated step increases and cost of living increases.

The General Fund operating budget for Expenses is \$683,670 and reflects a \$(14,841) or (2.12)% decrease, which reflects anticipated expenses for 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	
Full-Time Youth Services Librarian	\$ 74,978	\$ 18,819	\$ 93,797	\$ —	\$ —	\$ —	\$ 93,797
Building updates not covered by Facilities	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ 10,000
Full-Time World Language Librarian I	\$ 74,978	\$ 18,819	\$ 93,797	\$ —	\$ —	\$ —	\$ 93,797

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,725,127	\$ 3,019,439	\$ 3,336,219	\$ 3,397,820	\$ (17,500)	\$ 3,380,320	\$ 44,101	1.32%
Total 5100 Library	\$ 2,725,127	\$ 3,019,439	\$ 3,336,219	\$ 3,397,820	\$ (17,500)	\$ 3,380,320	\$ 44,101	1.32%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 2,162,069	\$ 2,412,910	\$ 2,637,708	\$ 2,696,650	\$ —	\$ 2,696,650	\$ 58,942	2.23%
Expenses	\$ 563,057	\$ 606,529	\$ 698,511	\$ 701,170	\$ (17,500)	\$ 683,670	\$ (14,841)	-2.12%
Total 5100 Library	\$ 2,725,127	\$ 3,019,439	\$ 3,336,219	\$ 3,397,820	\$ (17,500)	\$ 3,380,320	\$ 44,101	1.32%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 5110 Admin. & General Services	\$ 522,196	\$ 546,897	\$ 654,704	\$ 670,399	\$ (13,500)	\$ 656,899	\$ 2,195	0.34%
Total 5120 Adult Services	\$ 1,492,243	\$ 1,591,779	\$ 1,776,326	\$ 1,790,030	\$ (4,000)	\$ 1,786,030	\$ 9,704	0.55%
Total 5130 Youth Services	\$ 710,687	\$ 880,763	\$ 905,189	\$ 937,391	\$ —	\$ 937,391	\$ 32,202	3.56%
Total 5100 Library	\$ 2,725,127	\$ 3,019,439	\$ 3,336,219	\$ 3,397,820	\$ (17,500)	\$ 3,380,320	\$ 44,101	1.32%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 2,161,492	\$ 2,351,919	\$ 2,572,582	\$ 2,631,524	\$ —	\$ 2,631,524	\$ 58,942	2.29%
Prior Year Retro Payments	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Overtime (Sunday Premium)	\$ 578	\$ 60,991	\$ 65,126	\$ 65,126	\$ —	\$ 65,126	\$ —	—%
<i>Personal Services</i>	<i>\$ 2,162,069</i>	<i>\$ 2,412,910</i>	<i>\$ 2,637,708</i>	<i>\$ 2,696,650</i>	<i>\$ —</i>	<i>\$ 2,696,650</i>	<i>\$ 58,942</i>	<i>2.23%</i>
Contractual Services	\$ 124,486	\$ 124,499	\$ 160,752	\$ 164,724	\$ (2,000)	\$ 162,724	\$ 1,972	1.23%
Utilities	\$ 7,353	\$ 858	\$ 5,000	\$ 1,000	\$ —	\$ 1,000	\$ (4,000)	-80.00%
Supplies	\$ 392,521	\$ 441,059	\$ 492,759	\$ 495,446	\$ (5,500)	\$ 489,946	\$ (2,813)	-0.57%
Small Capital	\$ 38,697	\$ 40,114	\$ 40,000	\$ 40,000	\$ (10,000)	\$ 30,000	\$ (10,000)	-25.00%
<i>Expenses</i>	<i>\$ 563,057</i>	<i>\$ 606,529</i>	<i>\$ 698,511</i>	<i>\$ 701,170</i>	<i>\$ (17,500)</i>	<i>\$ 683,670</i>	<i>\$ (14,841)</i>	<i>-2.12%</i>
Total 5100 Library	\$ 2,725,127	\$ 3,019,439	\$ 3,336,219	\$ 3,397,820	\$ (17,500)	\$ 3,380,320	\$ 44,101	1.32%

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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.

Program revenues (Recreation, Pine Meadows Golf Club and Community Center) also help fund Capital Improvement Projects. In FY2024, the Department's contribution to the General Fund to cover the costs of employee benefits and indirect services has been reintroduced. Staff will be working to provide options for alternative funding models for the Department to the Fiscal Guideline Working Group. That model may be implemented as soon as FY2024.

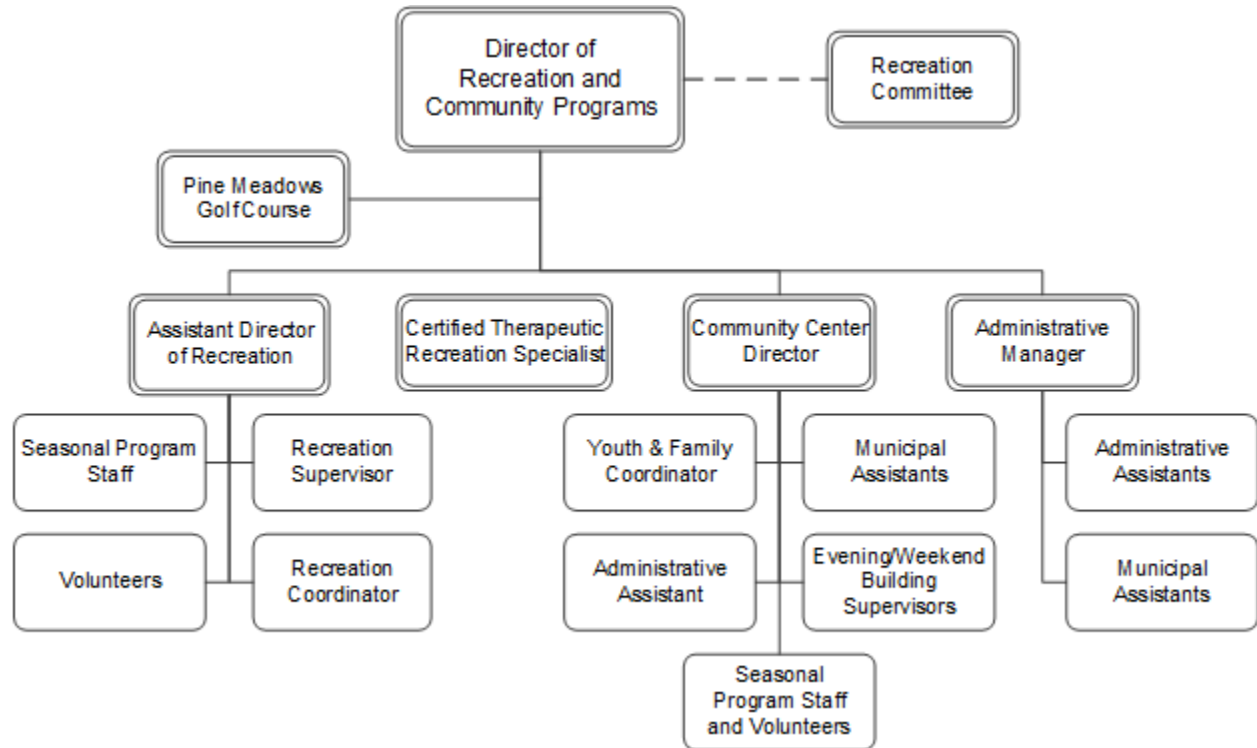
The Department offers a wide variety of leisure, socialization and recreational opportunities for individuals of all ages and abilities. Staff plan, schedule and coordinate programs, activities and special events at Outdoor Recreation Facilities such as, parks, playgrounds, athletic fields, tennis and basketball courts, 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 and Recommendation of the 2022 Open Space and Recreation Plan, the 2020 Town of Lexington Community Needs Assessment and the 2017 Recreation Facilities ADA Compliance Study in the development of the operational and capital improvement planning for the future needs of the community.
2. Recommend and implement Key Findings Comprehensive Study of Athletic and Outdoor Recreation Facilities 2021-2022 in the development of the capital improvement planning for the future needs of the community.
3. Continue the growth and implementation of the therapeutic, adaptive and inclusive recreation programs and services.
4. Explore alternative funding sources for the Recreation and Community Programs Department in order to sustain the Recreation Enterprise Fund and operations.
5. Support Townwide cultural and historic events.
6. Support Townwide diversity equity and inclusion initiatives.

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

Element: 5210 Administration	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
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	1.8
Subtotal FTE	4.00	3.8	3.8	3.8
Subtotal FT/PT	3FT/1PT	3FT/1PT	3FT/1PT	3FT/1PT

Element: 5220 Recreation	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Assistant Director	1	1	1	1
Recreation Supervisor	1	1	1	1
Recreation Coordinator**	—	—	—	0.4
Certified Therapeutic Recreation Specialist	1.00	1	1	1
Seasonal (Part-time)	225+/-	225+/-	225+/-	225+/-
Subtotal FTE	3.00	3.0	3.0	3.4
Subtotal FT/PT	3FT/0PT	3FT/0PT	3FT/1PT	3FT/1PT

Element: 5240 Community Center	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
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
Building Supervisor (2, PT)*	—	1	1	1
Seasonal (Part-time)	50+/-	50+/-	50+/-	50+/-
Subtotal FTE	3	5	5	5
Subtotal FT/PT	3 FT/0 PT	3 FT/5 PT	3 FT/5 PT	3 FT/5 PT

Total FTE	10.00	11.8	11.8	12.2
Total FT/PT	9FT/7PT + Seasonal	10FT/6PT + Seasonal	10FT/7PT + Seasonal	10FT/7PT + Seasonal

*In FY2021, in light of the Community Center being closed, a number of staff were furloughed.

**A part-time Recreation Coordinator was funded as a program improvement in FY2023.

*** In FY2023, title change from Department Assistant to Administrative Assistant.

5200 Recreation & Community Programs

Program: Culture & Recreation
Town of Lexington, MA

Budget Recommendations:

The FY2024 recommended budget for the Department of Recreation and Community Programs - comprised of four divisions: Pine Meadows Golf, Recreation, Community Center and Administrative - is \$3,566,436. The recommended budget is an increase of \$141,339 or 4.13% from the FY2023 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 FY2024, with \$256,675 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 \$1,682,935, which is a \$115,182 or 7.35% increase from the FY2023 budget, and reflects a return to more comprehensive programming, as well as step increases, cost-of-living adjustments, and a rate increase for Seasonal staff commensurate with the January 2023 state minimum wage increase.

The recommended budget for Expenses is \$1,588,814 and reflects a \$17,574 or 1.12% increase from the FY2023 budget, primarily due to the introduction of new programming and the ability to resume offering a wide, diverse and accessible variety of in-person and virtual recreational programming for the community, post-pandemic. The recommended budget for the operation of the Pine Meadows Golf Course is \$569,500 and reflects a net increase of \$18,700 or 3.40%. The current course management contract was awarded in December 2018 for a contract period of 3 years beginning January 2019 through December 2021, with options for annual renewals through December 2023.

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	
Non-Program Facility expenses	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ 20,000

5200 Recreation & Community Programs

Program: Culture & Recreation
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 618,916	\$ 509,215	\$ 242,790	\$ 256,675	\$ —	\$ 256,675	\$ 13,885	5.72%
Enterprise Funds								
Retained Earnings	\$ 375,000	\$ —	\$ 375,000	\$ 375,000	\$ —	\$ 375,000	\$ —	—%
Recreation User Charges	\$ 1,062,285	\$ 1,626,464	\$ 1,461,752	\$ 1,707,530	\$ —	\$ 1,707,530	\$ 245,778	16.81%
Community Center User Charges	\$ 252,313	\$ 318,413	\$ 445,555	\$ 327,231	\$ —	\$ 327,231	\$ (118,324)	-26.56%
Golf User Charges	\$ 1,162,256	\$ 1,099,659	\$ 900,000	\$ 900,000	\$ —	\$ 900,000	\$ —	—%
Investment Income	\$ 3,206	\$ 5,999	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Total 5200 Recreation	\$ 3,473,975	\$ 3,559,750	\$ 3,425,097	\$ 3,566,436	\$ —	\$ 3,566,436	\$ 141,339	4.13%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 896,659	\$ 1,250,760	\$ 1,567,753	\$ 1,682,935	\$ —	\$ 1,682,935	\$ 115,182	7.35%
Expenses	\$ 892,248	\$ 1,346,285	\$ 1,571,240	\$ 1,588,814	\$ —	\$ 1,588,814	\$ 17,574	1.12%
Debt Service	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Indirect Costs (Trans. to Gen. Fund)	\$ 277,771	\$ —	\$ 286,104	\$ 294,687	\$ —	\$ 294,687	\$ 8,583	3.00%
Total 5200 Recreation	\$ 2,066,677	\$ 2,597,045	\$ 3,425,097	\$ 3,566,436	\$ —	\$ 3,566,436	\$ 141,339	4.13%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 5210 Administration	\$ 367,309	\$ 451,308	\$ 532,078	\$ 509,073	\$ —	\$ 509,073	\$ (23,005)	-4.32%
Total 5220 Recreation	\$ 544,972	\$ 1,106,994	\$ 1,426,153	\$ 1,529,855	\$ —	\$ 1,529,855	\$ 103,702	7.27%
Total 5230 Pine Meadows	\$ 526,933	\$ 513,167	\$ 550,800	\$ 569,500	\$ —	\$ 569,500	\$ 18,700	3.40%
Total 5240 Community Center	\$ 349,692	\$ 525,576	\$ 629,962	\$ 663,321	\$ —	\$ 663,321	\$ 33,359	5.30%
Indirect Costs	\$ 277,771	\$ —	\$ 286,104	\$ 294,687	\$ —	\$ 294,687	\$ 8,583	3.00%
Total 5200 Recreation	\$ 2,066,677	\$ 2,597,045	\$ 3,425,097	\$ 3,566,436	\$ —	\$ 3,566,436	\$ 141,339	4.13%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 896,567	\$ 1,250,227	\$ 1,567,753	\$ 1,682,935	\$ —	\$ 1,682,935	\$ 115,182	7.35%
Overtime	\$ 92	\$ 533	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Personal Services</i>	<i>\$ 896,659</i>	<i>\$ 1,250,760</i>	<i>\$ 1,567,753</i>	<i>\$ 1,682,935</i>	<i>\$ —</i>	<i>\$ 1,682,935</i>	<i>\$ 115,182</i>	<i>7.35%</i>
Contractual Services	\$ 802,222	\$ 1,190,844	\$ 1,278,350	\$ 1,357,654	\$ —	\$ 1,357,654	\$ 79,304	6.20%
Utilities	\$ 39,636	\$ 52,248	\$ 95,385	\$ 79,925	\$ —	\$ 79,925	\$ (15,460)	-16.21%
Supplies	\$ 50,389	\$ 99,853	\$ 133,505	\$ 134,235	\$ —	\$ 134,235	\$ 730	0.55%
Small Capital	\$ —	\$ 3,339	\$ 64,000	\$ 17,000	\$ —	\$ 17,000	\$ (47,000)	-73.44%
<i>Expenses</i>	<i>\$ 892,248</i>	<i>\$ 1,346,285</i>	<i>\$ 1,571,240</i>	<i>\$ 1,588,814</i>	<i>\$ —</i>	<i>\$ 1,588,814</i>	<i>\$ 17,574</i>	<i>1.12%</i>
Debt	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Indirect	\$ 277,771	\$ —	\$ 286,104	\$ 294,687	\$ —	\$ 294,687	\$ 8,583	3.00%
Total 5200 Recreation	\$ 2,066,677	\$ 2,597,045	\$ 3,425,097	\$ 3,566,436	\$ —	\$ 3,566,436	\$ 141,339	4.13%

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Section VIII: Program 6000: Human Services & Health

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for Human Services and Health. It includes:

- 6100-6200 Administration; Veteran's Services; Youth and Family Services
and Community Programs; and Transportation Services VIII-2
- 6500 Health VIII-8

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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.

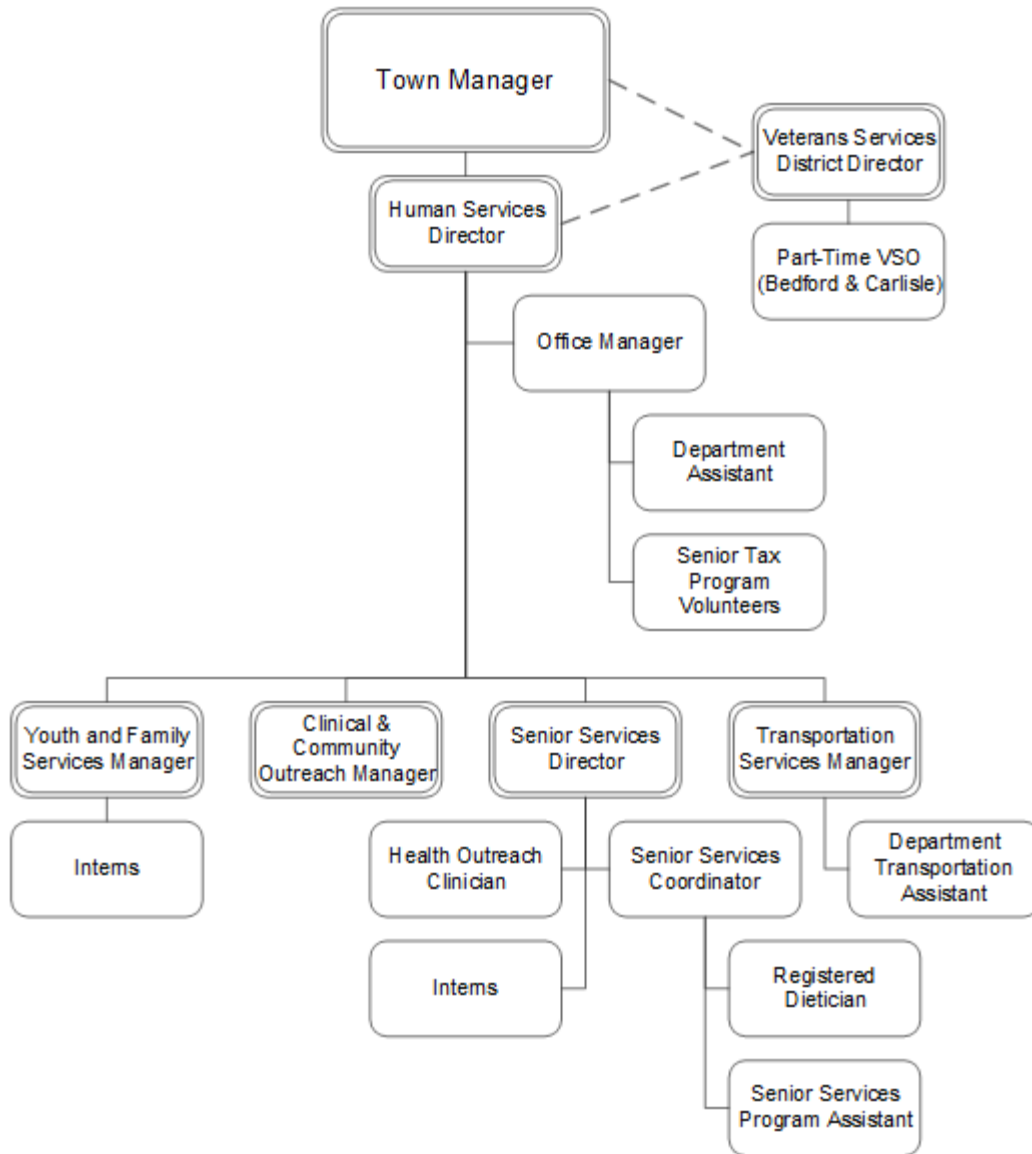
Staff from Senior Services and Youth and Family Services provide senior, youth and intergenerational programming, assessments, information and referral, short-term counseling and case management, financial assistance, and consultation on life changes. Veterans' services staff provide veterans in Lexington, 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 identify and implement programming specific to diversity, equity, and inclusion, as well as participate in Town-sponsored racial justice initiatives.
2. Continue to support and promote access to mental health services through direct therapeutic services offered by Eliot Community Human Services and department staff, as well as through the William James INTERFACE Referral Service.
3. Continue implementation of action plan based on findings and recommendations from Age Friendly needs assessment.
4. Continue advocating for and advancing towards regionalization of transportation services. Pilot utilizing one current Lexpress vehicle for more demand service, but allowing flexibility to alternate between fixed-route and demand based on ridership/times of day. Complete the Bike Friendly Communities application and continue to advocate and advance goals for active transportation at schools through Safe Routes to School program.

6100-6200 Program Summary

Program: Human Services & Health
Town of Lexington, MA



6100-6200 Program Summary

Program: Human Services & Health
Town of Lexington, MA

Authorized/Appropriated Staffing:

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
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	1.00	1	1	1
Department Transportation Assistant	0.80	0.80	0.80	0.80
Registered Dietician****	PT	PT	PT	PT
Volunteer Coordinator/Program Assistant****	PT	PT	PT	PT
Total FTE	10.57	10.57	10.57	10.57
Total FT/PT	8FT / 6PT	8FT / 6PT	8FT / 6PT	8FT / 6PT

Explanatory Notes:

*This position was formerly the Assistant Director of Youth & Family Services and was updated to better align with other titles/roles in the department.

**This position was formerly the Senior Services Nurse and was updated to Health Outreach Clinician in February 2022.

*** This position was reclassified in FY2022 from Municipal Assistant to Department Assistant.

****The part-time temporary positions of Registered Dietician and Volunteer Coordinator/Program Assistant are fully funded by grants from the Executive Office of Elder Affairs.

Budget Recommendations:

The recommended FY2024 All Funds Human Services budget is \$1,933,450 which is a \$85,520 or 4.63% increase from the revised FY2023 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. In addition, the Towns of Bedford and Carlisle fund a portion of the Veterans' Services budget through an Intermunicipal Veterans' District agreement.

The Human Services FY2024 recommended General Fund operating budget request is \$1,561,698 and reflects a \$34,277 or 2.24% increase from the revised FY2023 budget.

The General Fund operating budget for Compensation is \$748,917, and reflects a \$31,267 or 4.36% 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 \$812,781 and reflects a \$3,010 or 0.37% increase, which is a net change that reflects an increase in the William James INTERFACE Referral Service contract.

Program Improvement Requests:

None requested.

6100-6200 Program Summary

Program: Human Services & Health
Town of Lexington, MA

Budget Summary - General Fund

Funding Sources (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,127,642	\$ 1,075,088	\$ 1,387,945	\$ 1,392,222	\$ —	\$ 1,392,222	\$ 4,277	0.31 %
Veteran Benefits Reimbursement	\$ 61,498	\$ 30,109	\$ 14,476	\$ 14,476	\$ —	\$ 14,476	\$ —	— %
TDM Allocation	\$ 95,000	\$ 95,000	\$ 95,000	\$ 125,000	\$ —	\$ 125,000	\$ 30,000	31.58 %
Fees								
Lexpress Fares	\$ 9,506	\$ 16,010	\$ 30,000	\$ 30,000	\$ —	\$ 30,000	\$ —	— %
Total 6000 - General Fund	\$ 1,293,647	\$ 1,216,207	\$ 1,527,421	\$ 1,561,698	\$ —	\$ 1,561,698	\$ 34,277	2.24 %

Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 636,538	\$ 687,126	\$ 717,650	\$ 748,917	\$ —	\$ 748,917	\$ 31,267	4.36 %
Expenses	\$ 657,109	\$ 529,081	\$ 809,771	\$ 812,781	\$ —	\$ 812,781	\$ 3,010	0.37 %
Total 6000 - General Fund	\$ 1,293,647	\$ 1,216,207	\$ 1,527,421	\$ 1,561,698	\$ —	\$ 1,561,698	\$ 34,277	2.24 %

Program Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 6110 Administration	\$ 211,663	\$ 227,095	\$ 237,334	\$ 248,094	\$ —	\$ 248,094	\$ 10,760	4.53 %
Total 6140 Veterans' Services	\$ 56,748	\$ 76,743	\$ 91,554	\$ 94,655	\$ —	\$ 94,655	\$ 3,101	3.39 %
Total 6150 Youth & Family Services	\$ 184,651	\$ 186,389	\$ 212,253	\$ 215,694	\$ —	\$ 215,694	\$ 3,441	1.62 %
Total 6170 Senior Services & Community Programs	\$ 146,415	\$ 178,149	\$ 198,454	\$ 205,383	\$ —	\$ 205,383	\$ 6,929	3.49 %
Total 6210 Transportation Services	\$ 694,168	\$ 547,831	\$ 787,826	\$ 797,872	\$ —	\$ 797,872	\$ 10,046	1.28 %
Total 6000 - General Fund	\$ 1,293,647	\$ 1,216,207	\$ 1,527,421	\$ 1,561,698	\$ —	\$ 1,561,698	\$ 34,277	2.24 %

Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 636,538	\$ 687,126	\$ 717,650	\$ 748,917	\$ —	\$ 748,917	\$ 31,267	4.36 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Personal Services</i>	<i>\$ 636,538</i>	<i>\$ 687,126</i>	<i>\$ 717,650</i>	<i>\$ 748,917</i>	<i>\$ —</i>	<i>\$ 748,917</i>	<i>\$ 31,267</i>	<i>4.36 %</i>
Contractual Services	\$ 638,725	\$ 495,250	\$ 770,796	\$ 774,036	\$ —	\$ 774,036	\$ 3,240	0.42 %
Utilities	\$ 3,266	\$ 3,217	\$ 3,240	\$ 3,260	\$ —	\$ 3,260	\$ 20	0.62 %
Supplies	\$ 12,849	\$ 26,997	\$ 31,235	\$ 30,985	\$ —	\$ 30,985	\$ (250)	-0.80 %
Small Capital	\$ 2,269	\$ 3,617	\$ 4,500	\$ 4,500	\$ —	\$ 4,500	\$ —	— %
<i>Expenses</i>	<i>\$ 657,109</i>	<i>\$ 529,081</i>	<i>\$ 809,771</i>	<i>\$ 812,781</i>	<i>\$ —</i>	<i>\$ 812,781</i>	<i>\$ 3,010</i>	<i>0.37 %</i>
Total 6000 - General Fund	\$ 1,293,647	\$ 1,216,207	\$ 1,527,421	\$ 1,561,698	\$ —	\$ 1,561,698	\$ 34,277	2.24 %

6100-6200 Program Summary

Program: Human Services & Health
Town of Lexington, MA

Budget Summary - Revolving Funds* and Grants

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
EOEA Grant	\$ 94,764	\$ 94,764	\$ 94,764	\$ 124,992	\$ —	\$ 124,992	\$ 30,228	31.90 %
Veterans Services Regional Funding	\$ 89,671	\$ 97,641	\$ 95,745	\$ 106,760	\$ —	\$ 106,760	\$ 11,015	11.50 %
Senior Services Revolving Fund*	\$ 8,151	\$ 42,011	\$ 75,000	\$ 75,000	\$ —	\$ 75,000	\$ —	— %
MBTA Grant	\$ 56,243	\$ 58,493	\$ 55,000	\$ 65,000	\$ —	\$ 65,000	\$ 10,000	18.18 %
Total 6000 - Non-General Fund	\$ 248,830	\$ 292,909	\$ 320,509	\$ 371,752	\$ —	\$ 371,752	\$ 51,243	15.99 %

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriations Summary (Non-General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
EOEA Grant	\$ 99,831	\$ 87,951	\$ 94,764	\$ 124,992	\$ —	\$ 124,992	\$ 30,228	31.90%
<i>Personal Services</i>	\$ 79,391	\$ 62,954	\$ 68,447	\$ 68,447	\$ —	\$ 68,447	\$ —	— %
<i>Expenses</i>	\$ 20,440	\$ 24,997	\$ 26,317	\$ 56,545	\$ —	\$ 56,545	\$ 30,228	114.86 %
Veterans' Services Regional Funding	\$ 92,997	\$ 97,459	\$ 95,745	\$ 106,760	\$ —	\$ 106,760	\$ 11,015	11.50%
<i>Personal Services</i>	\$ 89,388	\$ 93,830	\$ 93,320	\$ 104,485	\$ —	\$ 104,485	\$ 11,165	11.96 %
<i>Expenses</i>	\$ 3,609	\$ 3,629	\$ 2,425	\$ 2,275	\$ —	\$ 2,275	\$ (150)	-6.19 %
Senior Services Revolving Fund								
<i>Expenses</i>	\$ 6,469	\$ 29,461	\$ 75,000	\$ 75,000	\$ —	\$ 75,000	\$ —	— %
MBTA Grant - Transportation Services								
<i>Expenses</i>	\$ 56,243	\$ 58,493	\$ 55,000	\$ 65,000	\$ —	\$ 65,000	\$ 10,000	18.18 %
Total 6000 - Non-General Fund	\$ 255,541	\$ 273,364	\$ 320,509	\$ 371,752	\$ —	\$ 371,752	\$ 51,243	15.99 %

Budget Summary - All Funds

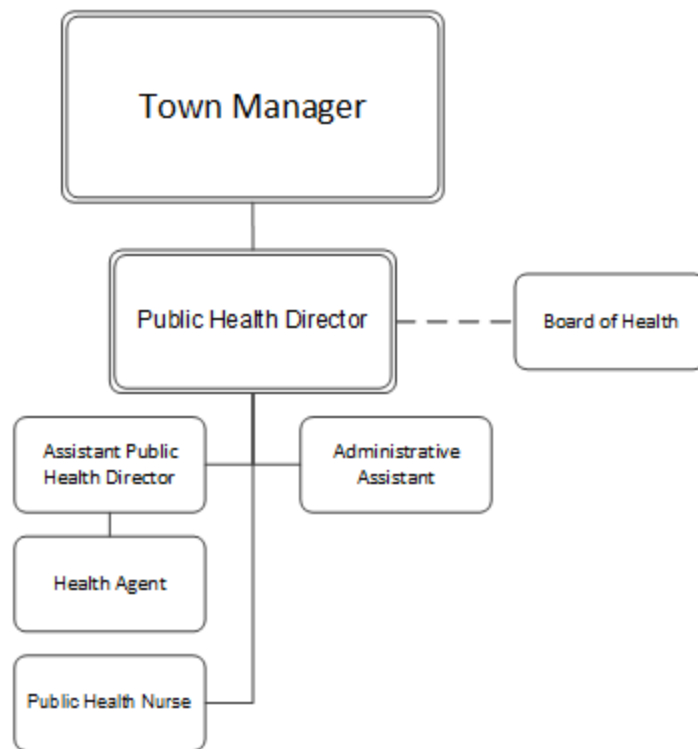
Appropriation Summary (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 805,317	\$ 843,910	\$ 879,417	\$ 921,849	\$ —	\$ 921,849	\$ 42,432	4.83 %
Expenses	\$ 743,871	\$ 645,661	\$ 968,513	\$ 1,011,601	\$ —	\$ 1,011,601	\$ 43,088	4.45 %
Total 6000 Human Services (All Funds)	\$ 1,549,187	\$ 1,489,570	\$ 1,847,930	\$ 1,933,450	\$ —	\$ 1,933,450	\$ 85,520	4.63 %

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 will become a separate Town department to better reflect the vital importance of Local Public Health, and will no longer be a division of what is now called the Land Use, Housing and Development Department (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 Administrative Assistant.

Division Initiatives:

1. Continue to monitor Covid-19 in the community, to continue to be a resource for COVID 19 education and to offer services such as vaccine and booster.
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. Continue to enhance customer service satisfaction and improve staff efficiency by updating Board of Health permit applications in ViewPoint Cloud. Implement new inspection software and tablets which will decrease reliance on paper forms and allow for more efficient and accurate record keeping.
4. Continue involvement with the 4A Medical Reserve Corps transition team working to disband the existing non-functioning MRC into 3 smaller more sustainable units. Submit Federal application for the new Central Middlesex MRC as Chair of the unit transition team. Offer preparedness trainings and classes such as Stop the Bleed and Behavioral First Aid.
5. Evaluate and expand Clinical Public Health programs such as expansion of adult and pediatric vaccine availability, CPR/First Aid, collaborate with Human Services Health Outreach Clinician to expand services to Elders, and collaborate with other clinical partners in the community.
6. Expand the working relationship with the Lexington public and private schools, administration and school nursing services. Become a partner and resource for programming and collaboration to enhance our shared commitment to the health and well being of our youth.
7. Evaluate and expand the Environmental focus of the Health Office by offering or sponsoring trainings, certifications or education, such as ServSafe for food establishments, septic/cesspool maintenance, well water testing, mosquito/tick safety.
8. Research grants and other financial opportunities to enhance and expand functions of the Health Office such as the FDA Voluntary Retail Food Grant, Public Health Excellence Grants, NAACHO grants for the MRC, or other opportunities offered by the Office of Local and Regional Health of the Massachusetts Department of Public Health.
9. Strive to make the Health Department more visible and accessible to residents, businesses and staff as a reference, resource and trusted municipal partner.

**Authorized/Appropriated Staffing**

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Public Health Director	1	1	1	1
Public Asst. Health Director*	—	1	1	1
Public Health Agent*	2	1	1	1
Public Health Nurse**	0.6	0.6	1	1
Administrative Assistant***	0	0	0	1
Total FTE	3.6	3.6	4.0	5.0
Total FT/PT	3FT/1PT	3FT/1PT	5FT/0PT	5FT/0PT

*In FY2021, a second Health Agent was funded via a program improvement. During that year, one of the Health Agents was reclassified to Assistant Health Director.

**Public Health Nurse was previously shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY2009. In FY2023, the position was reassigned to Lexington on a full-time basis.

***The FY2024 budget recommends the transfer of an Administrative Assistant from the Land Use, Housing and Development Department to the Health Department.

Budget Recommendations:

The recommended FY2024 All Funds Health budget inclusive of the General Fund operating budget and the Health Program Revolving Fund, which funds health clinics, is \$654,813. The recommended budget is a \$111,943 or 20.62% increase from the FY2023 budget.

The FY2024 recommended Health General Fund operating budget is \$524,813, which is a \$66,943 or 14.62% increase from the FY2023 General Fund budget.

The General Fund operating budget for Compensation is \$426,513 and reflects a \$66,943 or 18.62% increase due to the cost of contractually obligated step increases and cost of living adjustments, as well as the transfer of the Administrative Assistant from Land Use, Housing and Development.

The General Fund operating budget for Expenses is \$98,300 and is level-funded from FY2023.

The FY2024 Health Programs Revolving Fund is recommended at \$90,000 which is a \$45,000 or 100.00% increase from the FY2023 authorization, which is attributed to a rise in vaccines costs and a proposal to expand the vaccine program in FY2024 . 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:

None requested.

Budget Summary - General Fund

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 249,721	\$ 258,585	\$ 427,870	\$ 487,313	\$ (2,500)	\$ 484,813	\$ 56,943	13.31%
Directed Funding								
Permits	\$ 51,912	\$ 71,990	\$ 30,000	\$ 40,000	\$ —	\$ 40,000	\$ 10,000	33.33%
Total 7140 Health	\$ 301,634	\$ 330,575	\$ 457,870	\$ 527,313	\$ (2,500)	\$ 524,813	\$ 66,943	14.62%

Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 267,494	\$ 266,439	\$ 359,570	\$ 426,513	\$ —	\$ 426,513	\$ 66,943	18.62%
Expenses	\$ 34,140	\$ 64,135	\$ 98,300	\$ 100,800	\$ (2,500)	\$ 98,300	\$ —	—%
Total 7140 Health	\$ 301,634	\$ 330,575	\$ 457,870	\$ 527,313	\$ (2,500)	\$ 524,813	\$ 66,943	14.62%

Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 267,144	\$ 265,934	\$ 357,777	\$ 424,697	\$ —	\$ 424,697	\$ 66,920	18.70%
Overtime	350	506	1,793	1,816	—	1,816	23	1.28%
<i>Personal Services</i>	\$ 267,494	\$ 266,439	\$ 359,570	\$ 426,513	\$ —	\$ 426,513	\$ 66,943	18.62%
Contractual Services	\$ 32,526	\$ 59,637	\$ 89,250	\$ 90,750	\$ (1,500)	\$ 89,250	\$ —	—%
Utilities	\$ 960	\$ 1,453	\$ 2,800	\$ 2,800	\$ —	\$ 2,800	\$ —	—%
Supplies	\$ 654	\$ 3,045	\$ 6,250	\$ 7,250	\$ (1,000)	\$ 6,250	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	\$ 34,140	\$ 64,135	\$ 98,300	\$ 100,800	\$ (2,500)	\$ 98,300	\$ —	—%
Total 7140 Health	\$ 301,634	\$ 330,575	\$ 457,870	\$ 527,313	\$ (2,500)	\$ 524,813	\$ 66,943	14.62%

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Health Programs Revolving Fund	\$ 21,342	\$ 27,176	\$ 45,000	\$ 90,000	\$ —	\$ 90,000	\$ 45,000	100.00%
Lab Animal Permits Revolving Fund	\$ —	\$ 40,000	\$ 40,000	\$ 40,000	\$ —	\$ 40,000	\$ —	—%
Total 7140 Health	\$ 21,342	\$ 67,176	\$ 85,000	\$ 130,000	\$ —	\$ 130,000	\$ 45,000	52.94%

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
7140 - Health Programs Revolving Fund								
<i>Expenses</i>	\$ 27,352	\$ 34,207	\$ 45,000	\$ 90,000	\$ —	\$ 90,000	\$ 45,000	100.00%
7140 - Lab Animal Permits Revolving Fund								
<i>Expenses</i>	\$ —	\$ —	\$ 40,000	\$ 40,000	\$ —	\$ 40,000	\$ —	—%
Total 7140 Health	\$ 27,352	\$ 34,207	\$ 85,000	\$ 130,000	\$ —	\$ 130,000	\$ 45,000	52.94%

Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 267,494	\$ 266,439	\$ 359,570	\$ 426,513	\$ —	\$ 426,513	\$ 66,943	18.62%
Expenses	\$ 61,492	\$ 98,342	\$ 183,300	\$ 230,800	\$ (2,500)	\$ 228,300	\$ 45,000	24.55%
Total 7140 Health - All Funds	\$ 328,986	\$ 364,781	\$ 542,870	\$ 657,313	\$ (2,500)	\$ 654,813	\$ 111,943	20.62%

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

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for the Land Use, Housing and Development Department. It includes:

- | | |
|-----------------------------|-------|
| • 7100-7400 Summary | IX-3 |
| • 7110 Building and Zoning | IX-11 |
| • 7120 Administration | IX-15 |
| • 7130 Conservation | IX-17 |
| • 7200 Planning | IX-21 |
| • 7300 Economic Development | IX-25 |

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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 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 Department will become a stand-alone Town department, with the Health Director joining Senior Management Team. The Health Department has been removed from the Land Use Health and Development's FY2024 budget, 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, 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 assist with the acquisition and maintenance affordable housing units in Lexington. While the FY2024 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 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

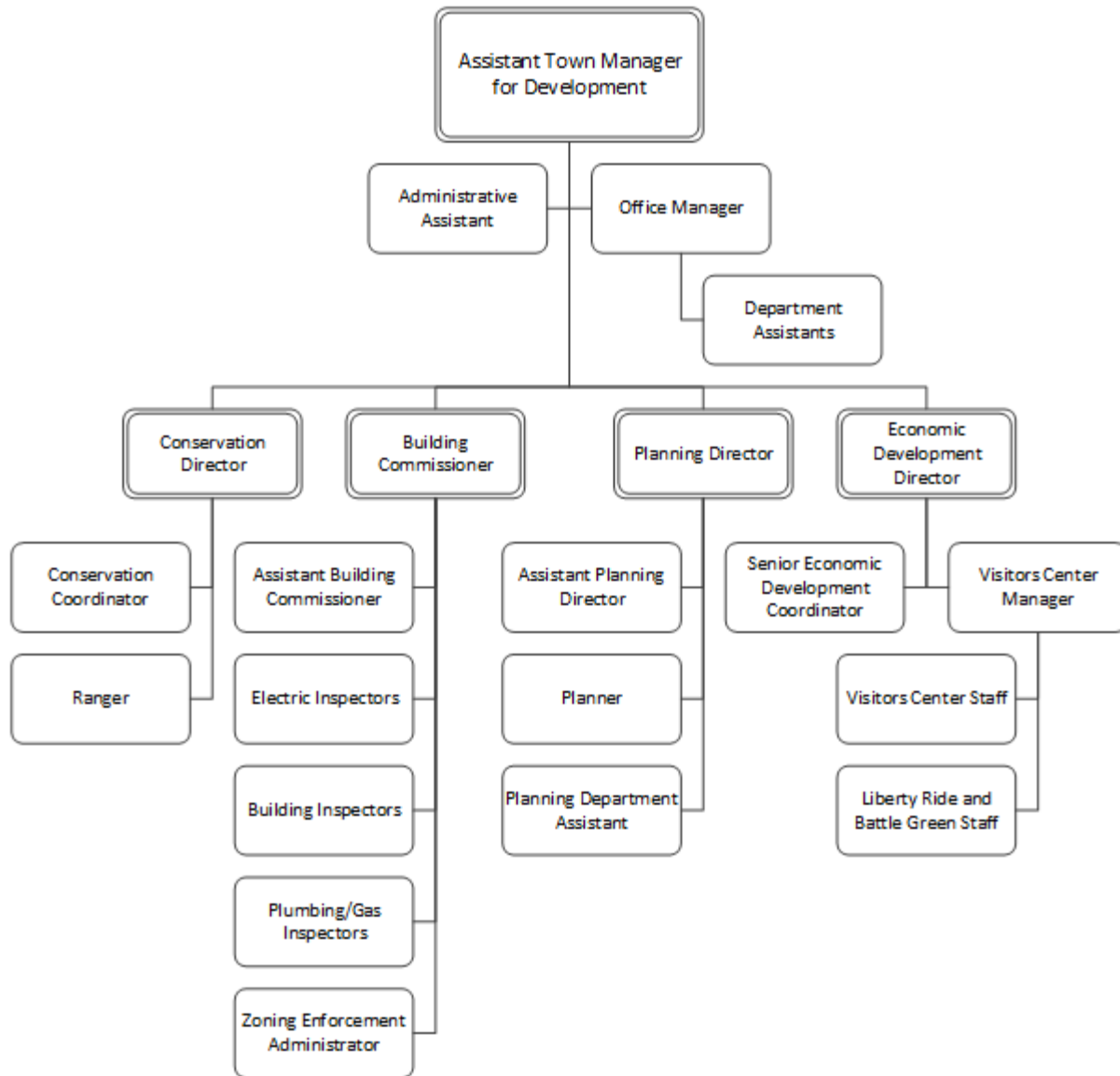
7100-7400 Program Summary

State economic development tools and resources designed to 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.
4. Implement high priority and near-term action steps and recommendations of LexingtonNext, Comprehensive Plan Update adopted September 2022.
5. Continue to support the 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

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Assistant Town Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Administration Dept Office Manager	1	1	1	1
Administration Dept Assistants*	4	4	4	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
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Tour Service Coordinator***	0.7	0	0	1
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	1	1	1	1
Planning Dept. 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
Land Management Interns	Seasonal	Seasonal	Seasonal	Seasonal
Building Commissioner	1	1	1	1
Asst Building 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 Inspectors	1	1	1	1
Part-time Electric Inspector****	0.24	0.24	0.24	0.24
Part-time Plumbing Inspector****	0.14	0.14	0.14	0.14
Part-time Building Inspector****	0.38	0.38	0.58	0.58
Part-time Sealer of Weights and Measures*****	0	0	0	0.51
Total FTE	29.02	28.32	28.52	29.03
Total FT/PT	22FT/9PT + Seasonal	22FT/8PT + Seasonal	22FT/8PT + Seasonal	22FT/9PT + Seasonal

Note: In FY24, the Public Health Office will become a separate Town department.

*The FY2024 budget recommends a Department Assistant be reassigned to the new Health Department.

**In FY2023, Title change from Economic Development Coordinator to Senior Economic Development Coordinator.

***The FY2024 budget recommends transitioning the Tour Service Coordinator from PT to FT as a program improvement from the Revolving Fund.

****The hours budgeted for part-time inspectors are filled by multiple individuals.

*****The State has stopped performing the job of weights and measures, therefore, the FY2024 budget recommends a new part time position that will be a shared position with the Town of Burlington.

7100-7400 Program Summary

Budget Recommendations:

The FY2024 recommended All Funds Land Use, Housing and Development Department budget, inclusive of the General Fund operating budget, the Liberty Ride, Visitor Center, Residential Engineering Review Revolving Funds, is \$2,931,283, which is a \$175,475 or 6.37% increase from the FY2023 budget.

The FY2024 recommended Land Use, Housing and Development General Fund operating budget is \$2,383,716 which is a \$48,973, or 2.10% increase from the FY2023 General Fund budget.

The General Fund operating budget for Compensation is \$2,024,579 and reflects a \$45,923 or 2.32% increase, which funds contractually obligated step increases and cost of living adjustments. 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 \$359,137 and reflects a increase of \$3,050 or 0.86%, which reflects a decrease in Contract Services as the state will no longer be responsible for weights and measurers inspections for municipalities (\$4,050) as well an overall decrease in expenses to reflect actual spending.

The FY2024 recommended budget for the Residential Engineering Review and Tourism revolving funds is \$547,567, an increase of \$126,502 or 30.04%, as tourism is expected to continue to rebound from the pandemic.

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	
Sealer of Weights and Measures	\$ 15,000	\$ —	\$ 15,000	\$ 15,000	\$ —	\$ 15,000	\$ —
Chipping	\$ 4,000	\$ —	\$ 4,000	\$ —	\$ —	\$ —	\$ 4,000
Conservation Regulatory Assistant Hours	\$ 20,000	\$ 290	\$ 20,290	\$ —	\$ —	\$ —	\$ 20,290
Housing Officer/Planner	\$ 75,000	\$ 18,820	\$ 93,820	\$ —	\$ —	\$ —	\$ 93,820
Liberty Ride Driver	\$ 29,880	\$ 433	\$ 30,313	\$ —	\$ —	\$ —	\$ 30,313
Full-Time Tour Service Coordinator	\$ 58,240	\$ 18,577	\$ 76,817	\$ 58,240	\$ 18,577	\$ 76,817	\$ —
Full-time Assistant Visitors Center Manager	\$ 49,152	\$ 18,445	\$ 67,597	\$ —	\$ —	\$ —	\$ 67,597

7100-7400 Program Summary

Budget Summary - General Fund

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$(1,386,582)	\$(972,575)	\$(11,937)	\$(260,484)	\$(14,700)	\$(275,184)	\$(263,247)	2,205.30 %
TDM Stabilization Fund	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 46,000	\$ —	— %
Fees & Charges								
Departmental Fees	\$ 70,022	\$ 92,260	\$ 69,200	\$ 86,900	\$ —	\$ 86,900	\$ 17,700	25.58 %
Licenses & Permits	\$ 3,213,684	\$2,853,029	\$ 2,231,480	\$2,526,000	\$ —	\$2,526,000	\$ 294,520	13.20 %
Total 7100-7400 - General Fund	\$ 1,943,124	\$2,018,714	\$ 2,334,743	\$2,398,416	\$ (14,700)	\$2,383,716	\$ 48,973	2.10 %

Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 nded	Dollar Increase	Percent Increase
Compensation	\$ 1,636,227	\$1,761,781	\$ 1,978,656	\$2,024,579	\$ —	\$2,024,579	\$ 45,923	2.32 %
Expenses	\$ 306,897	\$ 256,933	\$ 356,087	\$ 373,837	\$(14,700)	\$ 359,137	\$ 3,050	0.86 %
Total 7100-7400 - General Fund	\$ 1,943,124	\$2,018,714	\$ 2,334,743	\$2,398,416	\$ (14,700)	\$2,383,716	\$ 48,973	2.10 %

Level-Service Requests (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 nded	Dollar Increase	Percent Increase
Zoning	\$ 561,393	\$ 588,614	\$ 644,673	\$ 669,692	\$ 15,000	\$ 684,692	\$ 40,019	6.21 %
Total 7120 Administration	\$ 431,375	\$ 498,604	\$ 569,150	\$ 537,344	\$ —	\$ 537,344	\$(31,806)	-5.59 %
Total 7130 Conservation	\$ 197,387	\$ 227,335	\$ 253,882	\$ 268,676	\$(800)	\$ 267,876	\$ 13,994	5.51 %
Total 7200 Planning	\$ 375,185	\$ 396,705	\$ 446,240	\$ 458,751	\$ —	\$ 458,751	\$ 12,511	2.80 %
Total 7300 Economic Development	\$ 377,784	\$ 307,456	\$ 420,798	\$ 463,953	\$(28,900)	\$ 435,053	\$ 14,255	3.39 %
Total 7100-7400 - General Fund	\$ 1,943,124	\$2,018,714	\$ 2,334,743	\$2,398,416	\$ (14,700)	\$2,383,716	\$ 48,973	2.10 %

Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 nded	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,619,930	\$1,746,626	\$ 1,945,435	\$1,990,927	\$ —	\$1,990,927	\$ 45,492	2.34 %
Overtime	\$ 16,298	\$ 15,155	\$ 33,221	\$ 33,652	\$ —	\$ 33,652	\$ 431	1.30 %
<i>Personal Services</i>	<i>\$ 1,636,227</i>	<i>\$1,761,781</i>	<i>\$ 1,978,656</i>	<i>\$2,024,579</i>	<i>\$ —</i>	<i>\$2,024,579</i>	<i>\$ 45,923</i>	<i>2.32 %</i>
Contractual Services	\$ 206,980	\$ 209,510	\$ 289,426	\$ 298,326	\$(3,700)	\$ 294,626	\$ 5,200	1.80 %
Utilities	\$ 9,714	\$ 9,982	\$ 10,761	\$ 10,561	\$ —	\$ 10,561	\$(200)	-1.86 %
Supplies	\$ 90,203	\$ 37,441	\$ 55,900	\$ 62,950	\$(11,000)	\$ 51,950	\$(3,950)	-7.07 %
Small Capital	\$ —	\$ —	\$ —	\$ 2,000	\$ —	\$ 2,000	\$ 2,000	— %
<i>Expenses</i>	<i>\$ 306,897</i>	<i>\$ 256,933</i>	<i>\$ 356,087</i>	<i>\$ 373,837</i>	<i>\$(14,700)</i>	<i>\$ 359,137</i>	<i>\$ 3,050</i>	<i>0.86 %</i>
Total 7100-7400 - General Fund	\$ 1,943,124	\$2,018,714	\$ 2,334,743	\$2,398,416	\$ (14,700)	\$2,383,716	\$ 48,973	2.10 %

7100-7400 Program Summary

Budget Summary - Revolving Funds

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Residential Engineering Review Revolving Fund	\$ 57,600	\$ 57,600	\$ 57,600	\$ 57,600	\$ —	\$ 57,600	\$ —	— %
Liberty Ride Revolving Fund	\$ 790	\$ 72,083	\$ 104,000	\$ —	\$ —	\$ —	\$ (104,000)	-100.00 %
Visitor Center Revolving Fund	\$ 74,242	\$ 260,184	\$ 260,000	\$ —	\$ —	\$ —	\$ (260,000)	-100.00 %
Tourism Revolving Fund	\$ —	\$ —	\$ —	\$ 413,150	\$ 76,817	\$ 489,967	\$ 489,967	— %
Total 7100-7400 - Rev. Funds	\$ 132,632	\$ 389,867	\$ 421,600	\$ 470,750	\$ 76,817	\$ 547,567	\$ 125,967	29.88 %

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 nded	Dollar Increase	Percent Increase
7110 - Residential Engineering Review								
Expenses	\$ —	\$ —	\$ 57,600	\$ 57,600	\$ —	\$ 57,600	\$ —	— %
7320 - Liberty Ride	\$ —	\$146,758	\$ 104,000	\$ —	\$ —	\$ —	\$(104,000)	-100.00 %
Compensation	\$ —	\$ 23,652	\$ 14,000	\$ —	\$ —	\$ —	\$ (14,000)	-100.00 %
Expenses	\$ —	\$ 123,106	\$ 90,000	\$ —	\$ —	\$ —	\$ (90,000)	-100.00 %
Benefits	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
7340 - Visitor Center	\$ 59,470	\$255,101	\$ 259,465	\$ —	\$ —	\$ —	\$(259,465)	-100.00 %
Compensation	\$ 26,501	\$ 139,493	\$ 114,750	\$ —	\$ —	\$ —	\$ (114,750)	(100.00)%
Expenses	\$ 32,970	\$ 115,608	\$ 144,715	\$ —	\$ —	\$ —	\$ (144,715)	-100.00 %
Benefits	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
7350 - Tourism	\$ —	\$ —	\$ —	\$413,150	\$ 76,817	\$489,967	\$ 489,967	— %
Compensation	\$ —	\$ —	\$ —	\$ 138,000	\$ 58,240	\$ 196,240	\$ 196,240	— %
Expenses	\$ —	\$ —	\$ —	\$ 275,150	\$ —	\$ 275,150	\$ 275,150	— %
Benefits	\$ —	\$ —	\$ —	\$ —	\$ 18,577	\$ 18,577	\$ 18,577	— %
Total 7100-7400 - Rev. Funds	\$ 59,470	\$ 401,858	\$ 421,065	\$ 470,750	\$ 76,817	\$ 547,567	\$ 126,502	30.04 %

Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 nded	Dollar Increase	Percent Increase
Compensation	\$ 1,662,728	\$1,924,926	\$ 2,107,406	\$2,162,579	\$ 58,240	\$2,220,819	\$ 113,413	5.38 %
Expenses	\$ 339,867	\$ 495,646	\$ 648,402	\$ 706,587	\$ (14,700)	\$ 691,887	\$ 43,485	6.71 %
Benefits	\$ —	\$ —	\$ —	\$ —	\$ 18,577	\$ 18,577	\$ 18,577	— %
Total 7100-7400 - All Funds	\$ 2,002,595	\$2,420,572	\$ 2,755,808	\$2,869,166	\$ 62,117	\$2,931,283	\$ 175,475	6.37 %

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7110 Building & Zoning

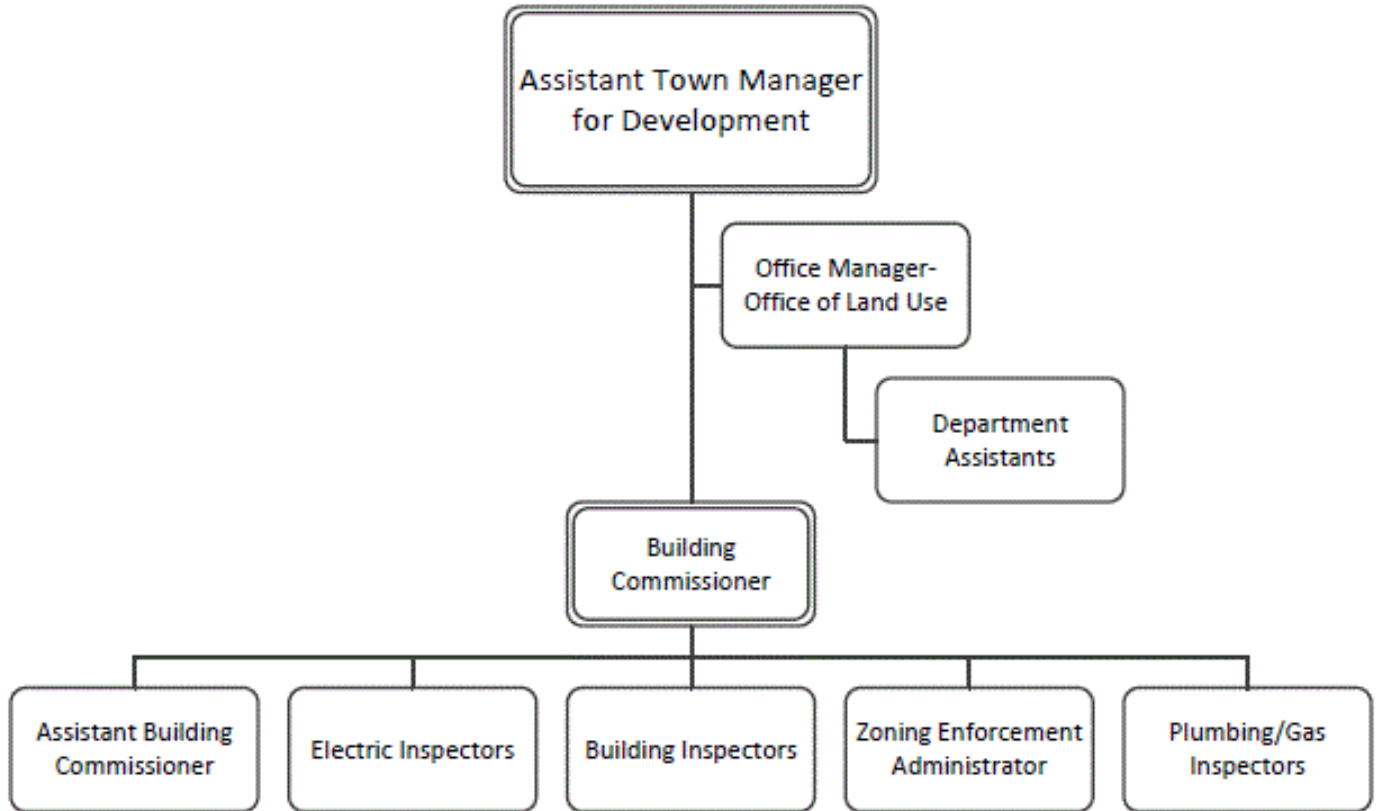
Mission: The Building and Zoning Division is a regulatory function with the goal of protecting the health and safety of residents. This role is fulfilled through the enforcement of building, zoning and land use regulations.

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, helping applicants obtain their permits. The ViewPoint Cloud permit system requires all building, 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, advertise, interview and fill the new shared part time position of the Sealer of Weights and Measures.
3. Permit, inspect, monitor and ensure code compliance for the New Police Station. This is a major Town Construction project located in the Center of Historic Downtown Lexington, and will require substantial effort and time from the Inspectional Services Division.
4. Prepare the staff, residents, contractor and designers of the new Super Stretch Code , a new and improved state energy code for all electric homes to be required in Lexington.
5. Assist the Planning office and Economic Development office in amending the zoning sign bylaw to address signs in Lexington.
6. Work with the Select Board to adopt a fee structure for the Sealer of weights and Measures Inspection services.

7110 Building & Zoning



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 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
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	0.38	0.58	0.58
Part-time Sealer of Weights and Measures**	0	0	0	0.51
Total FTE	6.76	6.76	6.96	7.47
Total FT/PT	6FT/3PT	6FT/3PT	6FT/3PT	6FT/4PT

*The hours budgeted for part-time inspectors are filled by multiple individuals.

**The State has stopped performing the job of weights and measures, therefore, the FY2024 budget recommends a new part time position that will be a shared position with the Town of Burlington.

7110 Building & Zoning

Budget Recommendations:

The FY2024 recommended All Funds Building and Zoning budget is \$742,292 a \$40,019 or 5.70% increase from the FY2023 budget.

The FY2024 recommended General Fund Building and Zoning budget is \$684,692 a \$40,019 or 6.21% increase from the FY2023 budget.

The recommended budget for Compensation is \$639,652 and reflects a \$29,069, or 4.76% 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, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$45,040 and reflects a increase of \$10,950 or 32.12% from FY2023, primarily due to funding a program improvement for \$15,000 to hire a part-time Sealer of Weights and Measures shared with the Town of Burlington. This is a mandated service that the State will no longer be providing to municipalities.

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	
Sealer of Weights and Measures	\$ 15,000	\$ —	\$ 15,000	\$ 15,000	\$ —	\$ 15,000	\$ —

7110 Building & Zoning

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ (2,616,550)	\$ (2,204,914)	\$ (1,569,307)	\$ (1,868,808)	\$ 15,000	\$ (1,853,808)	\$ (284,501)	18.13%
Directed Funding								
Departmental Fees	\$ 16,170	\$ 12,490	\$ 12,500	\$ 12,500	\$ —	\$ 12,500	\$ —	—%
Licenses and Permits	\$ 3,161,772	\$ 2,781,039	\$ 2,201,480	\$ 2,526,000	\$ —	\$ 2,526,000	\$ 324,520	14.74%
Total 7110 Building and Zoning	\$ 561,393	\$ 588,614	\$ 644,673	\$ 669,692	\$ 15,000	\$ 684,692	\$ 40,019	6.21%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 537,920	\$ 557,775	\$ 610,583	\$ 639,652	\$ —	\$ 639,652	\$ 29,069	4.76%
Expenses	\$ 23,473	\$ 30,839	\$ 34,090	\$ 30,040	\$ 15,000	\$ 45,040	\$ 10,950	32.12%
Total 7110 Building and Zoning	\$ 561,393	\$ 588,614	\$ 644,673	\$ 669,692	\$ 15,000	\$ 684,692	\$ 40,019	6.21%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 532,287	\$ 551,423	\$ 604,161	\$ 633,147	\$ —	\$ 633,147	\$ 28,986	4.80%
Overtime	\$ 5,633	\$ 6,352	\$ 6,422	\$ 6,505	\$ —	\$ 6,505	\$ 83	1.29%
<i>Personal Services</i>	<i>\$ 537,920</i>	<i>\$ 557,775</i>	<i>\$ 610,583</i>	<i>\$ 639,652</i>	<i>\$ —</i>	<i>\$ 639,652</i>	<i>\$ 29,069</i>	<i>4.76%</i>
Contractual Services	\$ 15,329	\$ 19,201	\$ 22,140	\$ 18,090	\$ 15,000	\$ 33,090	\$ 10,950	49.46%
Utilities	\$ 5,983	\$ 7,021	\$ 6,800	\$ 6,800	\$ —	\$ 6,800	\$ —	—%
Supplies	\$ 2,161	\$ 4,617	\$ 5,150	\$ 5,150	\$ —	\$ 5,150	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 23,473</i>	<i>\$ 30,839</i>	<i>\$ 34,090</i>	<i>\$ 30,040</i>	<i>\$ 15,000</i>	<i>\$ 45,040</i>	<i>\$ 10,950</i>	<i>32.12%</i>
Total 7110 Building and Zoning	\$ 561,393	\$ 588,614	\$ 644,673	\$ 669,692	\$ 15,000	\$ 684,692	\$ 40,019	6.21%

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Residential Engineering Review	\$ 57,600	\$ 57,600	\$ 57,600	\$ 57,600		\$ 57,600	\$ —	—%
Total 7110 B&Z Rev. Funds	\$ 57,600	\$ 57,600	\$ 57,600	\$ 57,600	\$ —	\$ 57,600	\$ —	—%

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
7110 - Residential Engineering Review Revolving Fund								
<i>Expenses</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ 57,600</i>	<i>\$ 57,600</i>		<i>\$ 57,600</i>	<i>\$ —</i>	<i>—%</i>
Total 7110 B&Z Rev. Funds	\$ —	\$ —	\$ 57,600	\$ 57,600	\$ —	\$ 57,600	\$ —	—%

Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 537,920	\$ 557,775	\$ 610,583	\$ 639,652	\$ —	\$ 639,652	\$ 29,069	4.76%
Expenses	\$ 23,473	\$ 30,839	\$ 91,690	\$ 87,640	\$ 15,000	\$ 102,640	\$ 10,950	11.94%
Total 7110 B&Z - All Funds	\$ 561,393	\$ 588,614	\$ 702,273	\$ 727,292	\$ 15,000	\$ 742,292	\$ 40,019	5.70%

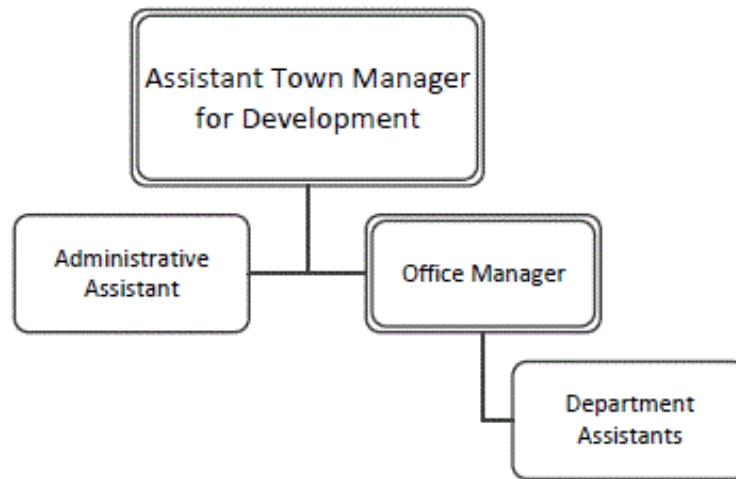
7120 Administration

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 four 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 Department and the Town in implementing LexingtonNext.
2. Direct the Department in supporting the Select Board goals and the Planning Board's work plan especially as they may relate to housing, economic development and planning
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.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Assistant Town Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Office Manager	1	1	1	1
Department Assistants*	4	4	4	3
Total FTE	7	7	7	6
Total FT/PT	7 FT	7 FT	7 FT	6 FT

*The FY2024 budget recommends a Department Assistant be reassigned to the new Health Department.

7120 Administration

Budget Recommendations:

The recommended FY2024 General Fund budget for the Office of Administration is \$537,344, an decrease of \$(31,806) or -5.59% from the FY2023 budget.

The General Fund operating budget for Compensation is \$483,944 and reflects an decrease of \$(30,106) or (5.86)% due to the transfer of the Administrative Assistant to the new Health Department, 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, 2023. 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 \$53,400 and reflects a net decrease of \$(1,700) or (3.09)%, which incorporates adjustments to reflect anticipated FY2024 expenditures.

Program Improvement Requests:

None requested.

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 423,275	\$ 490,504	\$ 555,450	\$ 515,944	\$ —	\$ 515,944	\$ (39,506)	-7.11%
Directed Funding								
Departmental Fees	\$ 8,100	\$ 8,100	\$ 13,700	\$ 21,400	\$ —	\$ 21,400	\$ 7,700	56.20%
Total 7120 Administration	\$ 431,375	\$ 498,604	\$ 569,150	\$ 537,344	\$ —	\$ 537,344	\$ (31,806)	-5.59%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 414,009	\$ 470,270	\$ 514,050	\$ 483,944	\$ —	\$ 483,944	\$ (30,106)	-5.86%
Expenses	\$ 17,366	\$ 28,334	\$ 55,100	\$ 53,400	\$ —	\$ 53,400	\$ (1,700)	-3.09%
Total 7120 Administration	\$ 431,375	\$ 498,604	\$ 569,150	\$ 537,344	\$ —	\$ 537,344	\$ (31,806)	-5.59%

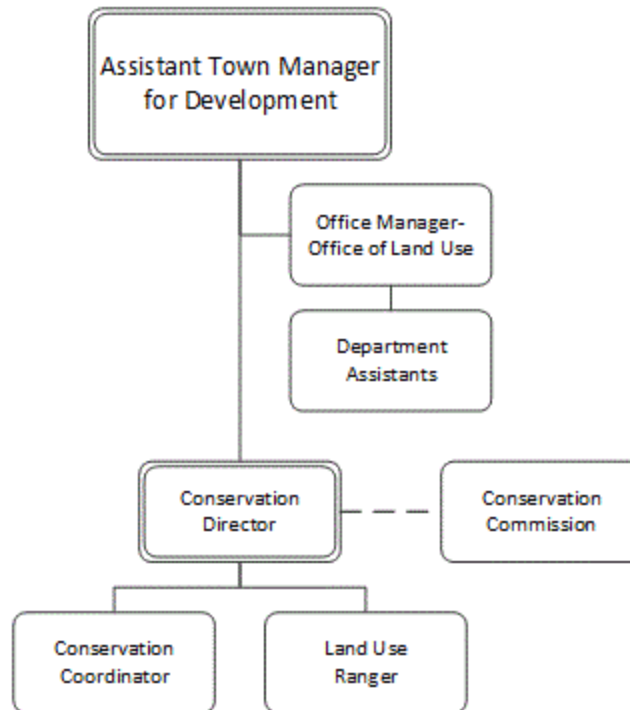
Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 406,987	\$ 464,759	\$ 501,225	\$ 470,952	\$ —	\$ 470,952	\$ (30,273)	-6.04%
Overtime	\$ 7,022	\$ 5,512	\$ 12,825	\$ 12,992	\$ —	\$ 12,992	\$ 167	1.30%
<i>Personal Services</i>	<i>\$ 414,009</i>	<i>\$ 470,270</i>	<i>\$ 514,050</i>	<i>\$ 483,944</i>	<i>\$ —</i>	<i>\$ 483,944</i>	<i>\$ (30,106)</i>	<i>-5.86%</i>
Contractual Services	\$ 11,165	\$ 17,203	\$ 46,700	\$ 45,200	\$ —	\$ 45,200	\$ (1,500)	-3.21%
Utilities	\$ 940	\$ 630	\$ 900	\$ 700	\$ —	\$ 700	\$ (200)	-22.22%
Supplies	\$ 5,261	\$ 10,501	\$ 7,500	\$ 7,500	\$ —	\$ 7,500	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 17,366</i>	<i>\$ 28,334</i>	<i>\$ 55,100</i>	<i>\$ 53,400</i>	<i>\$ —</i>	<i>\$ 53,400</i>	<i>\$ (1,700)</i>	<i>-3.09%</i>
Total 7120 Administration	\$ 431,375	\$ 498,604	\$ 569,150	\$ 537,344	\$ —	\$ 537,344	\$ (31,806)	-5.59%

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 efforts to provide for a comprehensive online records management program for conservation historical records via the Laserfiche Document Imaging Software.
2. Plan for and implement enhanced public outreach and programming to protect, preserve, and promote Lexington's natural resources.
3. Implement Year 1 of the Seven Year Action Plan of the 2022 Open Space and Recreation Plan Update.
4. Onboard a new community garden coordinator volunteer and provide a comprehensive orientation and training program.
5. Finalize and record Conservation Restrictions for all CPA conservation land acquisitions.
6. Plan for and acquire open space parcels as prioritized by the Conservation Commission.
7. Implement the numerous conservation land management and stewardship prioritized projects, including Willard's Woods, Chiesa Farm, and West Farm meadows preservation (FY2018/2023 CPA), Wright Farm Barn Stabilization (FY2023 CPA) and Conceptual Site Access Design and Parking (FY2021 CPA), Willard's Woods Accessible Improvements Design and Engineering (FY2020 CPA) and ADA Construction (subject to FY2024 CPA funding), and Whipple Hill Trail Repair and Fire Access (subject to FY2024 CPA funding)



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Conservation Director	1	1	1	1
Conservation Coordinator	1	1	1	1
Land Use Ranger	0.26	0.26	0.26	0.26
Seasonal Land Management Interns	Seasonal	Seasonal	Seasonal	Seasonal
Total FTE	2.26	2.26	2.26	2.26
Total FT/PT	2FT/1PT + Seasonals	2FT/1PT + Seasonals	2FT/1PT + Seasonals	2FT/1PT + Seasonals

7130 Conservation

Budget Recommendations:

The recommended FY2024 General Fund Conservation budget is \$267,876, a increase of \$13,994 or 5.51% from the FY2023 budget.

This includes a \$13,994 or 6.26% 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, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$30,247 and is level-funded from FY2023.

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	\$ —	\$ —	\$ —	\$ 20,290
Chipping	\$ 4,000	\$ —	\$ 4,000	\$ —	\$ —	\$ —	\$ 4,000

7130 Conservation

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 184,635	\$ 217,335	\$ 250,882	\$ 265,676	\$ (800)	\$ 264,876	\$ 13,994	5.58 %
Directed Funding								
Departmental Fees	\$ 12,752	\$ 10,000	\$ 3,000	\$ 3,000	\$ —	\$ 3,000	\$ —	— %
Total 7130 Conservation	\$ 197,387	\$ 227,335	\$ 253,882	\$ 268,676	\$ (800)	\$ 267,876	\$ 13,994	5.51 %

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 171,404	\$ 206,246	\$ 223,635	\$ 237,629	\$ —	\$ 237,629	\$ 13,994	6.26 %
Expenses	\$ 25,983	\$ 21,089	\$ 30,247	\$ 31,047	\$ (800)	\$ 30,247	\$ —	— %
Total 7130 Conservation	\$ 197,387	\$ 227,335	\$ 253,882	\$ 268,676	\$ (800)	\$ 267,876	\$ 13,994	5.51 %

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 169,673	\$ 204,700	\$ 220,516	\$ 234,470	\$ —	\$ 234,470	\$ 13,954	6.33 %
Overtime	\$ 1,731	\$ 1,546	\$ 3,119	\$ 3,159	\$ —	\$ 3,159	\$ 40	1.28 %
Personal Services	\$ 171,404	\$ 206,246	\$ 223,635	\$ 237,629	\$ —	\$ 237,629	\$ 13,994	6.26 %
Contractual Services	\$ 19,972	\$ 13,148	\$ 21,436	\$ 22,186	\$ (800)	\$ 21,386	\$ (50)	-0.23 %
Utilities	\$ 2,191	\$ 1,851	\$ 3,061	\$ 3,061	\$ —	\$ 3,061	\$ —	— %
Supplies	\$ 3,820	\$ 6,090	\$ 5,750	\$ 5,800	\$ —	\$ 5,800	\$ 50	0.87 %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 25,983	\$ 21,089	\$ 30,247	\$ 31,047	\$ (800)	\$ 30,247	\$ —	— %
Total 7130 Conservation	\$ 197,387	\$ 227,335	\$ 253,882	\$ 268,676	\$ (800)	\$ 267,876	\$ 13,994	5.51 %

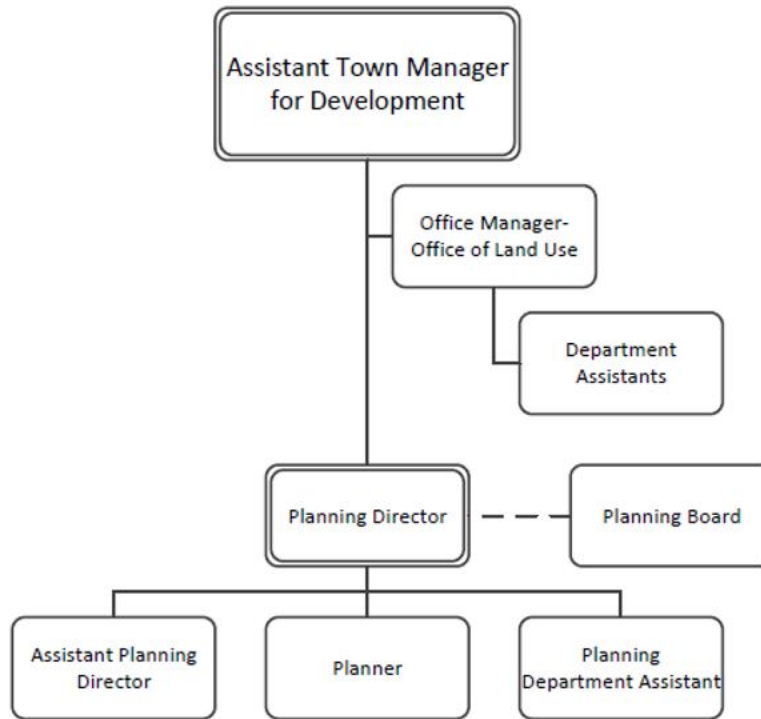
Mission: The Planning Office helps residents envision and work toward a community that serves the needs of all its citizens and to manage growth and change. The Planning Office provides staff assistance to the Planning Board, helps to administer the Zoning Bylaw and reviews development permit applications 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 and granting of special permits, 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, the Housing Partnership Board, the Transportation Safety Group, Parking Management Group, Transportation Forum, the HOME Consortium, and the Boston Metropolitan Planning Organization.

Division Initiatives:

1. Implement various recommendations in Lexington's updated Comprehensive Plan (Lexington NEXT) adopted in September 2022 to guide future land development over the next 5, 10, 15 years, and beyond.
2. Propose and adopt zoning amendments and regulations outlined in the Comprehensive Plan to promote economic development and housing goals such as mixed-use development, more affordable housing, missing middle housing, and maximizing commercial development.
3. Formalize a practice of professional peer review consultant services for new construction application projects under review by the Planning Board.
4. Collaborate with other town departments and divisions to promote and improve stormwater best management practices.
5. Adopt and implement District Plans for Lexington's three Transportation Demand Management Overlay Districts (TMOD) - Hartwell Avenue Area, South Lexington, and Forbes Road - Marrett Street.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	1	1	1	1
Administrative Assistant	1	1	1	1
Total FTE	4	4	4	4
Total FT/PT	4 FT	4 FT	4 FT	4 FT

Budget Recommendations:

The FY2024 recommended General Fund Planning Office budget is \$458,751, which is an increase of \$12,511 or 2.80% from the FY2023 budget.

The General Fund operating budget for Compensation is \$381,401 and reflects a \$12,511 or 3.39% increase from the FY2023 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, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$77,350 and is level-funded from FY2023.

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	
Housing Officer/Planner	\$ 75,000	\$ 18,820	\$ 93,820	\$ —	\$ —	\$ —	\$ 93,820

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 342,185	\$ 335,035	\$ 406,240	\$ 408,751	\$ —	\$ 408,751	\$ 2,511	0.62%
Directed Funding								
Fees	\$ 33,000	\$ 61,670	\$ 40,000	\$ 50,000	\$ —	\$ 50,000	\$ 10,000	25.00%
Total 7200 Planning	\$ 375,185	\$ 396,705	\$ 446,240	\$ 458,751	\$ —	\$ 458,751	\$ 12,511	2.80%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 339,806	\$ 352,206	\$ 368,890	\$ 381,401	\$ —	\$ 381,401	\$ 12,511	3.39%
Expenses	\$ 35,379	\$ 44,499	\$ 77,350	\$ 77,350	\$ —	\$ 77,350	\$ —	—%
Total 7200 Planning	\$ 375,185	\$ 396,705	\$ 446,240	\$ 458,751	\$ —	\$ 458,751	\$ 12,511	2.80%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 339,028	\$ 350,460	\$ 360,995	\$ 373,403	\$ —	\$ 373,403	\$ 12,408	3.44%
Overtime	\$ 778	\$ 1,745	\$ 7,895	\$ 7,998	\$ —	\$ 7,998	\$ 103	1.30%
<i>Personal Services</i>	<i>\$ 339,806</i>	<i>\$ 352,206</i>	<i>\$ 368,890</i>	<i>\$ 381,401</i>	<i>\$ —</i>	<i>\$ 381,401</i>	<i>\$ 12,511</i>	<i>3.39%</i>
Contractual Services	\$ 33,283	\$ 41,848	\$ 72,850	\$ 72,350	\$ —	\$ 72,350	\$ (500)	-0.69%
Utilities	\$ 600	\$ 480	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Supplies	\$ 1,497	\$ 2,170	\$ 4,500	\$ 5,000	\$ —	\$ 5,000	\$ 500	11.11%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 35,379</i>	<i>\$ 44,499</i>	<i>\$ 77,350</i>	<i>\$ 77,350</i>	<i>\$ —</i>	<i>\$ 77,350</i>	<i>\$ —</i>	<i>—%</i>
Total 7200 Planning	\$ 375,185	\$ 396,705	\$ 446,240	\$ 458,751	\$ —	\$ 458,751	\$ 12,511	2.80%

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. This FY2024 Preliminary Budget recommends combining 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.

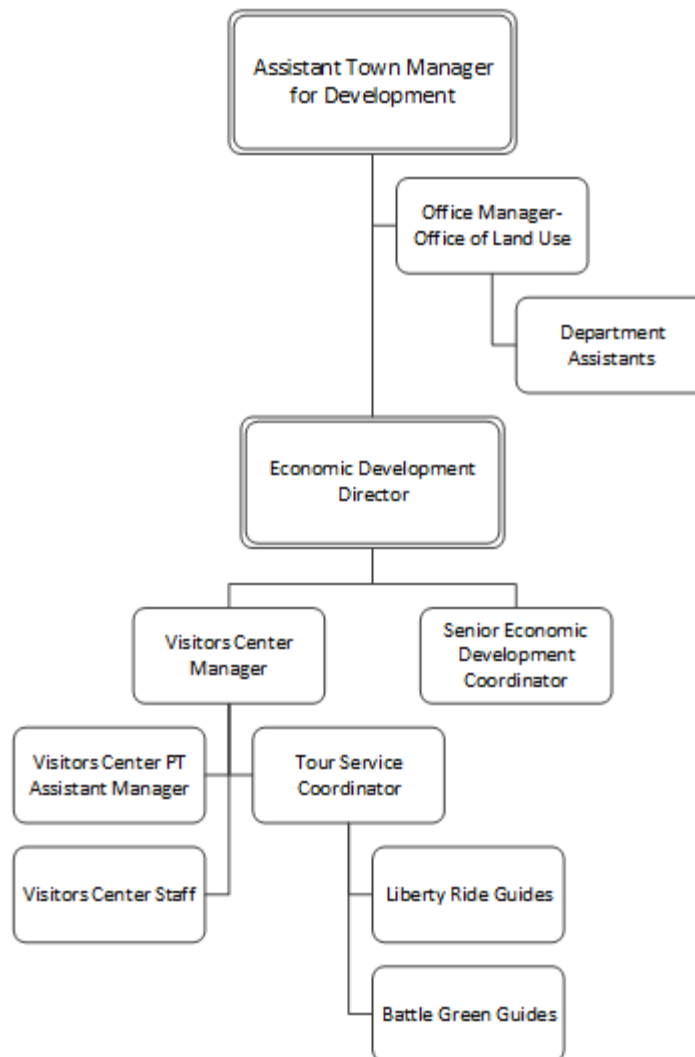
Division Initiatives:

1. Ensure long-term viability of Lexington businesses in light of the COVID-19 Pandemic and changing retail environment.
2. Implement and complete the wayfinding project for East Lexington.
3. The ED Office will be working on a new Tourism Website that will address all destination marketing needs in FY 2024.
4. The ED office will also be working on a store façade improvement program for East Lexington to improve the stores to be more attractive and vibrant.
5. Continued implementation of ARPA funds to help with economic stimulus and resiliency for the community.

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

Program: Land Use, Housing and
Development Department
Town of Lexington, MA

Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
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
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Tour Service Coordinator**	0.7	0	0	1
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
Total FTE	9.01	8.31	8.31	9.31

Total FT/PT	1FT/1PT + Seasonal	3FT/7PT + Seasonal	3FT/8PT + Seasonal	3FT/8PT + Seasonal
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Note: Visitor Center staffing is included above as this function was transferred from Chamber of Commerce in FY2015. There are 7 Visitor Center staff (1 works full-time and 6 work part-time) and 30 seasonal workers from April to October

*In FY2023, Title change from Economic Development Coordinator to Senior Economic Development Coordinator.

**The FY2024 budget recommends transitioning the Tour Service Coordinator to full-time as program improvement from the Tourism Revolving Fund. The title was also changed from Liberty Ride Coordinator to Tour Services Coordinator as the position will oversee all tour services that Lexington offers.

7300 Economic Development

Budget Recommendations:

The FY2024 recommended All Funds Economic Development budget, inclusive of the General Fund operating budget and the Tourism Revolving Fund, is \$925,020, which is a \$140,757 or 17.95% increase from the FY2023 budget.

The FY2024 recommended General Fund Economic Development operating budget is \$435,053, which is a \$14,255 or 3.39% increase from the FY2023 General Fund budget. The recommended General Fund operating budget for Compensation is \$281,953, and reflects a \$20,455 or 7.82% increase, which is a net change, and 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 \$153,100, a decrease of \$(6,200) or (3.89)% to reflect actual spending. 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.

For FY2024 the Department is proposing a new Tourism Revolving Fund which will combine 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. Combining the two revolving funds will allow for increased flexibility in budgeting and decrease the administrative and accounting burden of managing two separate revolving funds. This operation will be overseen by the Visitor's Center Manager, Assistant Manager, and a new Tour Services Coordinator position.

The Revolving Fund budget is \$489,967, an increase of \$126,502 or 34.80% compared to the FY2023 budget, which includes both the Liberty Ride and Visitor Center operations. The FY24 revolving fund budget includes a program improvement that transitions the part time Liberty Ride Coordinator position to a full-time Tour Service Coordinator to be funded out of the revolving fund. The Tour Services Coordinator position will promote Lexington's tourism programs and tour offerings to the local, national, and international hospitality community to increase revenue and visitorship.

COVID-19 travel restrictions affected the travel and tourism industry overall and the Liberty Ride did not operate during calendar 2020. It opened on a limited schedule in 2021 and 2022. In 2022 the trolley ran twice a day, Friday through Monday, selling over 3,700 tickets. The Town expects that tourism in Lexington will increase in the coming years, particularly as the Town approaches the 250th anniversary of the Battle of Lexington in April 2025.

Beyond the affects of the COVID-19 pandemic and its impact on travel and tourism overall, the Liberty Ride operations have been hampered by increasing transportation costs, a tight labor market and new competition as Concord pilots a new trolley ride. The Liberty Ride trolley contract has been extended through March of 2024, prior to the spring tourism season. We expect to continue working with Joseph's Trolley through the end of this contract. Beginning in Spring 2024, the Office of Economic Development is exploring alternative options for the Liberty Ride Trolley, including bringing the operation in-house. Purchasing a new trolley may provide enhanced and flexible programming and ensure the entire Liberty Ride operation is economically viable.

7300 Economic Development

In FY2023, in an effort to provide greater stability for the operation going forward, the salary for the Visitors Center Manager was moved to the General Fund. A small amount of support remains in the General Fund budget (\$20,000) in the event that sales do not adequately fund the remaining operating expenses. Staff anticipate that this level of support will allow the Visitors Center to remain open year-round.

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	
Liberty Ride Driver	\$ 29,880	\$ 433	\$ 30,313	\$ —	\$ —	\$ —	\$ 30,313
Full-time Assistant Visitors Center Manager	\$ 49,152	\$ 18,445	\$ 67,597	\$ —	\$ —	\$ —	\$ 67,597
Full-Time Tour Service Coordinator	\$ 58,240	\$ 18,577	\$ 76,817	\$ 58,240	\$ 18,577	\$ 76,817	\$ —

7300 Economic Development

Budget Summary - General Fund

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 331,784	\$ 261,456	\$ 374,798	\$ 417,953	\$ (28,900)	\$ 389,053	\$ 14,255	3.80 %
TDM Stabilization Fund	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 46,000	\$ —	— %
Center Impr. District Stab. Fund	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Total 7300 - General Fund	\$ 377,784	\$ 307,456	\$ 420,798	\$ 463,953	\$ (28,900)	\$ 435,053	\$ 14,255	3.39 %
Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 173,089	\$ 175,284	\$ 261,498	\$ 281,953	\$ —	\$ 281,953	\$ 20,455	7.82 %
Expenses	\$ 204,696	\$ 132,172	\$ 159,300	\$ 182,000	\$ (28,900)	\$ 153,100	\$ (6,200)	-3.89 %
Total 7300 - General Fund	\$ 377,784	\$ 307,456	\$ 420,798	\$ 463,953	\$ (28,900)	\$ 435,053	\$ 14,255	3.39 %
Program Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
7310 Economic Development Office	\$ 377,784	\$ 307,456	\$ 420,798	\$ 463,953	\$ (28,900)	\$ 435,053	\$ 14,255	3.39 %
Total 7300 - General Fund	\$ 377,784	\$ 307,456	\$ 420,798	\$ 463,953	\$ (28,900)	\$ 435,053	\$ 14,255	3.39 %
Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 171,955	\$ 175,284	\$ 258,538	\$ 278,955	\$ —	\$ 278,955	\$ 20,417	7.90 %
Overtime	\$ 1,134	\$ —	\$ 2,960	\$ 2,998	\$ —	\$ 2,998	\$ 38	1.28 %
<i>Personal Services</i>	<i>\$ 173,089</i>	<i>\$ 175,284</i>	<i>\$ 261,498</i>	<i>\$ 281,953</i>	<i>\$ —</i>	<i>\$ 281,953</i>	<i>\$ 20,455</i>	<i>7.82 %</i>
Contractual Services	\$ 127,231	\$ 118,110	\$ 126,300	\$ 140,500	\$ (17,900)	\$ 122,600	\$ (3,700)	-2.93 %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ 77,464	\$ 14,062	\$ 33,000	\$ 39,500	\$ (11,000)	\$ 28,500	\$ (4,500)	-13.64 %
Small Capital	\$ —	\$ —	\$ —	\$ 2,000	\$ —	\$ 2,000	\$ 2,000	— %
<i>Expenses</i>	<i>\$ 204,696</i>	<i>\$ 132,172</i>	<i>\$ 159,300</i>	<i>\$ 182,000</i>	<i>\$ (28,900)</i>	<i>\$ 153,100</i>	<i>\$ (6,200)</i>	<i>-3.89 %</i>
Total 7300 - General Fund	\$ 377,784	\$ 307,456	\$ 420,798	\$ 463,953	\$ (28,900)	\$ 435,053	\$ 14,255	3.39 %

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Liberty Ride Rev. Fund	\$ 790	\$ 72,083	\$ 104,000	\$ —	\$ —	\$ —	\$ (104,000)	-100.00 %
Visitors Center Rev. Fund	\$ 74,242	\$ 260,184	\$ 260,000	\$ —	\$ —	\$ —	\$ (260,000)	-100.00 %
Tourism Revolving Fund	\$ —	\$ —	\$ —	\$ 413,150	\$ 76,817	\$ 489,967	\$ 489,967	— %
Total 7300 - Revolving Funds	\$ 75,032	\$ 332,267	\$ 364,000	\$ 413,150	\$ 76,817	\$ 489,967	\$ 125,967	34.61 %

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
7320 Liberty Ride Rev. Fund	\$ —	\$146,758	\$ 104,000	\$ —	\$ —	\$ —	\$ (104,000)	-100.00 %
Compensation	\$ —	\$ 23,652	\$ 14,000	\$ —	\$ —	\$ —	\$ (14,000)	-100.00 %
Expenses	\$ —	\$ 123,106	\$ 90,000	\$ —	\$ —	\$ —	\$ (90,000)	-100.00 %
7340 Visitors Center Rev. Fund	\$ 59,470	\$255,101	\$ 259,465	\$ —	\$ —	\$ —	\$ (259,465)	-100.00 %
Compensation	\$ 26,501	\$ 139,493	\$ 114,750	\$ —	\$ —	\$ —	\$ (114,750)	-100.00 %
Expenses	\$ 32,970	\$ 115,608	\$ 144,715	\$ —	\$ —	\$ —	\$ (144,715)	-100.00 %
7350 Tourism Rev. Fund	\$ —	\$ —	\$ —	\$ 413,150	\$ 76,817	\$ 489,967	\$ 489,967	— %
Compensation	\$ —	\$ —	\$ —	\$ 138,000	\$ 58,240	\$ 196,240	\$ 196,240	— %
Expenses	\$ —	\$ —	\$ —	\$ 275,150	\$ —	\$ 275,150	\$ 275,150	— %
Benefits	\$ —	\$ —	\$ —	\$ —	\$ 18,577	\$ 18,577	\$ 18,577	— %
Total 7300 - Revolving Funds	\$ 59,470	\$ 401,858	\$ 363,465	\$ 413,150	\$ 76,817	\$ 489,967	\$ 126,502	34.80 %

7300 Economic Development

Budget Summary - All Funds

Appropriations Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 199,589	\$ 338,429	\$ 390,248	\$ 419,953	\$ 58,240	\$ 478,193	\$ 87,945	22.54 %
Expenses	\$ 237,665	\$ 370,885	\$ 394,015	\$ 457,150	\$ (28,900)	\$ 428,250	\$ 34,235	8.69 %
Total 7300 - All Funds	\$ 437,254	\$ 709,314	\$ 784,263	\$ 877,103	\$ 47,917	\$ 925,020	\$ 140,757	17.95 %

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Section X: Program 8000: General Government

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for General Government. It includes:

- | | |
|--------------------------------|------|
| • 8100 Select Board | X-2 |
| • 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.

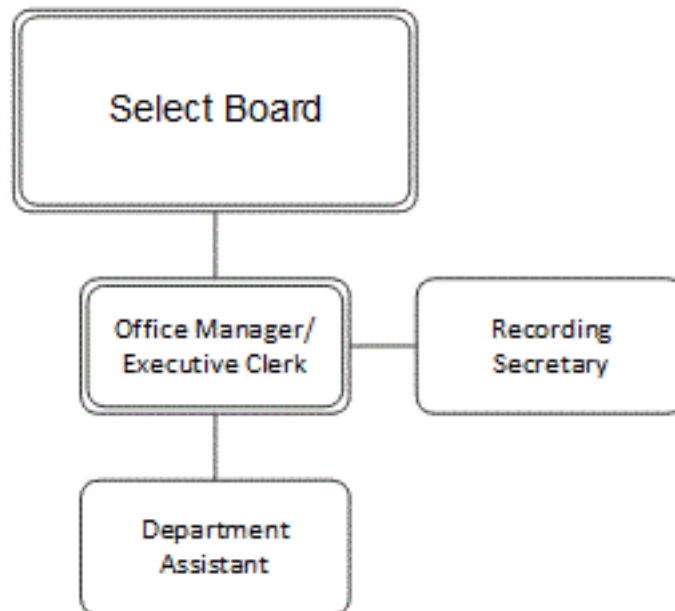
Town Counsel represents the Town, through the Select Board and Town Manager, on all legal matters including litigation, contracts, drafting of Town bylaws and enforcement of bylaws through the Court system.

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. Develop enhanced recruitment and onboarding processes for Select Board appointments to Boards and Committees.
2. Improve methods of Communication between the Select Board and residents.
3. Continue to work with the IT Department to automate the remaining Permitting and Licensing workflows for Select Board Permits.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Office Manager/Executive Clerk	1	1	1	1
Department Assistant	1	1	1	1
Recording Secretary	0.25	0.25	0.25	0.25
Total FTE	2.25	2.25	2.25	2.25
Total FT/PT	2 FT/1 PT	2 FT/1 PT	2 FT/1 PT	2 FT/1 PT

Budget Recommendations:

The FY2024 recommended General Fund operating budget for the Select Board is \$1,334,327, which is a \$35,525 or 2.74% increase from the FY2023 General Fund budget.

The Compensation budget is \$150,784, which is a \$5,621 or 3.87% increase, which reflects 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 \$1,183,543, which is an increase of \$29,904 or 2.59%. The increase is primarily due to expenses for LexMedia, the Town's public access television provider, partly offset by a decrease in legal expenses for FY2024. Expenses also reflect an increase of \$1,500 in the contracted expense for the Town's annual financial audit.

The recommended FY2024 budget for legal expenses has decreased from \$395,000 in FY2023 to \$375,000 in FY2024. The recommended FY2024 budget for the annual Town Report is unchanged from FY2023 at \$13,688.

The FY2024 recommended budget for the Town's annual contract with LexMedia for broadcasting public meetings and events is \$658,517 which is a \$48,404 or 7.93% increase from FY2023. 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 will begin 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 program improvement 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:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
LexMedia Supplemental Funding	\$ 100,000	\$ —	\$ 100,000	\$ 100,000	\$ —	\$ 100,000	\$ —

8100 Select Board

Program: General Government
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 542,450	\$ 481,187	\$ 609,018	\$ 714,092	\$ (20,000)	\$ 694,092	\$ 85,074	13.97%
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 1,071	\$ 664	\$ 1,171	\$ 1,218	\$ —	\$ 1,218	\$ 47	4.01%
PEG Access Special Revenue Fund			\$ 610,113	\$ 558,517	\$ —	\$ 558,517	\$ (51,596)	-8.46%
Fees								
Licenses & Permits	\$ 74,525	\$ 82,329	\$ 78,500	\$ 80,500		\$ 80,500	\$ 2,000	2.55%
Total 8100 (General Fund)	\$1,213,197	\$1,166,679	\$ 1,298,802	\$1,354,327	\$ (20,000)	\$ 1,334,327	\$ 35,525	2.74%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 128,668	\$ 136,988	\$ 145,163	\$ 150,784	\$ —	\$ 150,784	\$ 5,621	3.87%
Expenses	\$1,084,528	\$1,029,691	\$ 1,153,639	\$1,203,543	\$ (20,000)	\$ 1,183,543	\$ 29,904	2.59%
Total 8100 (General Fund)	\$1,213,197	\$1,166,679	\$ 1,298,802	\$1,354,327	\$ (20,000)	\$ 1,334,327	\$ 35,525	2.74%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 8110 Select Board's Office	\$ 205,805	\$ 218,613	\$ 280,001	\$ 287,122	\$ —	\$ 287,122	\$ 7,121	2.54%
Total 8120 Legal	\$ 399,245	\$ 327,582	\$ 395,000	\$ 395,000	\$ (20,000)	\$ 375,000	\$ (20,000)	-5.06%
Total 8130 Town Report	\$ 10,445	\$ 11,653	\$ 13,688	\$ 13,688	\$ —	\$ 13,688	\$ —	—%
Total 8140 PEG Access	\$ 597,702	\$ 608,831	\$ 610,113	\$ 658,517	\$ —	\$ 658,517	\$ 48,404	7.93%
Total 8100 (General Fund)	\$1,213,197	\$1,166,679	\$ 1,298,802	\$1,354,327	\$ (20,000)	\$ 1,334,327	\$ 35,525	2.74%

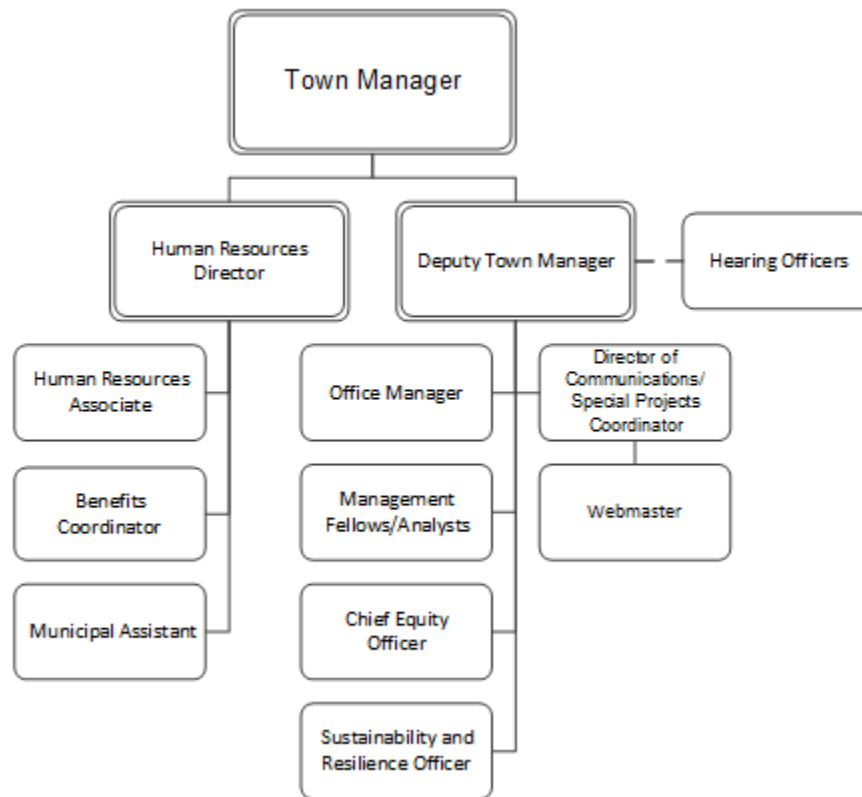
Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 128,668	\$ 136,988	\$ 145,163	\$ 150,784	\$ —	\$ 150,784	\$ 5,621	3.87%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Personal Services	\$ 128,668	\$ 136,988	\$ 145,163	\$ 150,784	\$ —	\$ 150,784	\$ 5,621	3.87%
Contractual Services	\$1,069,616	\$1,013,549	\$ 1,133,126	\$1,183,030	\$ (20,000)	\$ 1,163,030	\$ 29,904	2.64%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Supplies	\$ 14,913	\$ 16,142	\$ 20,513	\$ 20,513	\$ —	\$ 20,513	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Expenses	\$1,084,528	\$1,029,691	\$ 1,153,639	\$1,203,543	\$ (20,000)	\$ 1,183,543	\$ 29,904	2.59%
Total 8100 (General Fund)	\$1,213,197	\$1,166,679	\$ 1,298,802	\$1,354,327	\$ (20,000)	\$ 1,334,327	\$ 35,525	2.74%

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/Special Projects Coordinator, 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

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Town Manager	1	1	1	1
Deputy Town Manager	1	1	1	1
Director of Communications & Special Projects*	1	1	1	1
Sustainability and Resilience Officer	1	1	1	1
Chief Equity Officer**	—	1	1	1
Office Manager/Special Events Coordinator	1	1	1	1
Management Fellow/Analyst	1	1	1	1
Management Analyst***	0	1	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
Administrative Assistant*****	0.54	0.54	0.54	1.00
Webmaster*****	0	0	0	1
Total FTE	9.66	11.66	11.66	13.12

Total FT/PT	9FT / 3PT	11FT / 3PT	11FT / 3PT	13FT / 2PT
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*Title change from Public Information Officer to Director of Communications/Special Projects Coordinator in FY2023.

**A Chief Equity Officer was added in FY2022 via a program improvement in response to community organizing around racial justice and equity.

***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 FY2024, this position is vacant and will not be funded to allow for funding for other mandated changes. Funding for this position will resume in FY2025.

****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)

*****The HR Administrative Assistant transitioned to full-time in FY2023, with a portion of their salary is funded from ARPA. The FY2024 budget commits to funding this position from the tax levy in perpetuity.

*****A Webmaster was reassigned to the Town Manager's Office via a Budget Adjustment at 2022 Fall STM.

Budget Recommendations:

The FY2024 recommended budget inclusive of the Town Manager's Office and Human Resources is \$1,416,624, which is a \$110,653 or 8.47% increase from the revised FY2023 budget.

The recommended FY2024 budget for Compensation is \$1,074,321, and reflects a \$62,625 or 6.19% increase, which captures step increases and the transfer of the Webmaster position from the department of Innovation and Technology. 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 FY2024 budget for Expenses is \$342,303, which reflects an increase of \$48,028 or 16.32% from FY2023, primarily due to the transfer of the CodeRed notification system from the Police Dispatch budget to the Town Manager's Office, as well as a program improvement request for a Classification and Compensation Study. Additionally, personnel-related expenses were transferred from the Innovation & Technology Department to the Town Manager's Office to account for the Webmaster and their professional development and memberships following an FY2023 budget adjustment approved at 2022-3 Special Town Meeting.

The department's budget includes a Salary Adjustment Account, which reflects anticipated FY2024 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. 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	
Hiring of a Benefits Assistant	\$ 64,070	\$ 18,661	\$ 82,731	\$ —	\$ —	\$ —	\$ 82,731
Lexington HeatSmart Program	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ 20,000
Classification and Compensation Study	\$ 30,000	\$ —	\$ 30,000	\$ 30,000	\$ —	\$ 30,000	\$ —
Full-time Administrative Assistant	\$ 26,609	\$ 18,118	\$ 44,727	\$ 26,609	\$ 18,118	\$ 44,727	\$ —

8200 Town Manager

Program: General Government
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 489,410	\$ 655,731	\$ 891,305	\$ 1,044,148	\$ (59,633)	\$ 984,515	\$ 93,210	10.46%
Enterprise Funds (Indirect)	\$ 42,193	\$ 36,728	\$ 52,816	\$ 51,813	\$ —	\$ 51,813	\$ (1,003)	-1.90%
Available Funds								
Free Cash	\$ —	\$ —	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ 30,000	—%
Rentals*	\$ 473,201	\$ 394,624	\$ 361,850	\$ 350,296	\$ —	\$ 350,296	\$ (11,554)	-3.19%
Total 8200 Town Manager	\$ 1,004,804	\$ 1,087,084	\$ 1,305,971	\$ 1,476,257	\$ (59,633)	\$ 1,416,624	\$ 110,653	8.47%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 828,323	\$ 934,899	\$ 1,011,696	\$ 1,142,154	\$ (67,833)	\$ 1,074,321	\$ 62,625	6.19%
Expenses	\$ 176,481	\$ 152,185	\$ 294,275	\$ 334,103	\$ 8,200	\$ 342,303	\$ 48,028	16.32%
Total 8200 Town Manager	\$ 1,004,804	\$ 1,087,084	\$ 1,305,971	\$ 1,476,257	\$ (59,633)	\$ 1,416,624	\$ 110,653	8.47%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$ 755,320	\$ 838,806	\$ 989,321	\$ 1,154,880	\$ (100,277)	\$ 1,054,603	\$ 65,282	6.60%
Total 8220 Human Resources	\$ 249,485	\$ 248,277	\$ 316,650	\$ 321,377	\$ 40,644	\$ 362,021	\$ 45,371	14.33%
Total 8200 Town Manager	\$ 1,004,804	\$ 1,087,084	\$ 1,305,971	\$ 1,476,257	\$ (59,633)	\$ 1,416,624	\$ 110,653	8.47%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 828,323	\$ 934,899	\$ 1,011,696	\$ 1,142,154	\$ (67,833)	\$ 1,074,321	\$ 62,625	6.19%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Personal Services</i>	<i>\$ 828,323</i>	<i>\$ 934,899</i>	<i>\$ 1,011,696</i>	<i>\$ 1,142,154</i>	<i>\$ (67,833)</i>	<i>\$ 1,074,321</i>	<i>\$ 62,625</i>	<i>6.19%</i>
Contractual Services	\$ 155,818	\$ 111,523	\$ 254,850	\$ 284,678	\$ 18,200	\$ 302,878	\$ 48,028	18.85%
Utilities	\$ 1,107	\$ 1,760	\$ 1,400	\$ 1,400	\$ —	\$ 1,400	\$ —	—%
Supplies	\$ 16,217	\$ 36,562	\$ 31,525	\$ 41,525	\$ (10,000)	\$ 31,525	\$ —	—%
Small Capital	\$ 3,339	\$ 2,339	\$ 6,500	\$ 6,500	\$ —	\$ 6,500	\$ —	—%
<i>Expenses</i>	<i>\$ 176,481</i>	<i>\$ 152,185</i>	<i>\$ 294,275</i>	<i>\$ 334,103</i>	<i>\$ 8,200</i>	<i>\$ 342,303</i>	<i>\$ 48,028</i>	<i>16.32%</i>
Total 8200 Town Manager	\$ 1,004,804	\$ 1,087,084	\$ 1,305,971	\$ 1,476,257	\$ (59,633)	\$ 1,416,624	\$ 110,653	8.47%

*Rentals are comprised of rental receipts from the Waldorf School, Bertucci's Italian Restaurant, LexFarm and Peet's Coffee & Tea sidewalk rentals, cell tower lease revenue and the sublease of Kline Hall to LexMedia.

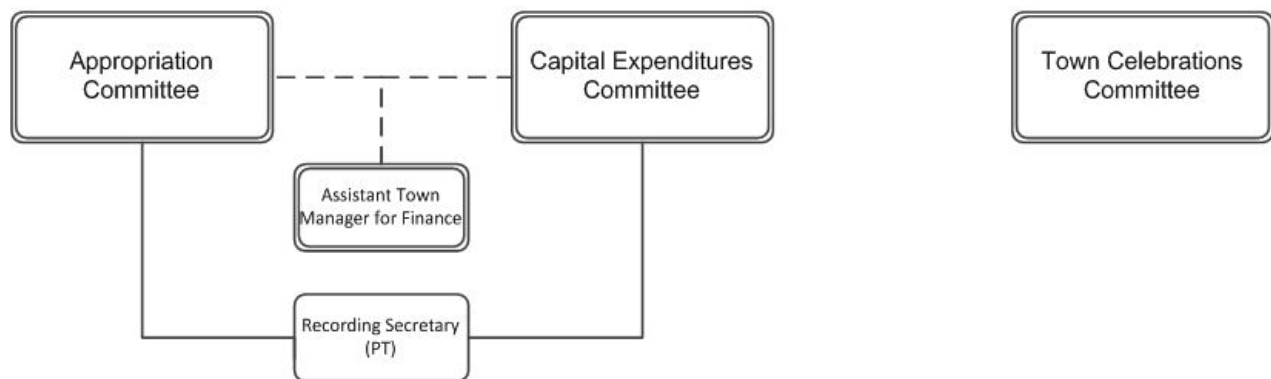
Budget Summary - Salary Adjustment (8230)

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 408,732	\$ 313,529	\$ 826,422	\$ 725,300		\$ 725,300	\$ (101,122)	-12.24%
Total 8230 Salary Adjustment	\$ 408,732	\$ 313,529	\$ 826,422	\$ 725,300	\$ —	\$ 725,300	\$ (101,122)	-12.24%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$ 408,732	\$ 313,529	\$ 826,422	\$ 725,300		\$ 725,300	\$ (101,122)	-12.24%
Total 8230 Salary Adjustment	\$ 408,732	\$ 313,529	\$ 826,422	\$ 725,300	\$ —	\$ 725,300	\$ (101,122)	-12.24%

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 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 FY2024 recommended Town Committees budget is \$66,208, which is an decrease of \$(3,952) or (5.63)% from FY2023.

Compensation will increase by \$135 or 2%, which reflects a cost of living adjustment. Expenses are funded at \$59,173, which is a decrease of \$(4,090) or (6.47)%. This is a net change which reflects the biennial Dance Around the World event being in its off-year, offset by a \$948 or 2.5% increase in supplies for the Town Celebrations Committee for increasing costs for Patriots' Day.

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	\$ 5,000	\$ —	\$ 5,000	\$ —	\$ —	\$ —	\$ 5,000
Lexington Council for the Arts	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ 10,000

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 24,890	\$ 57,974	\$ 70,160	\$ 66,208	\$ —	\$ 66,208	\$ (3,952)	(5.63)%
Total 8300 Town Committees	\$ 24,890	\$ 57,974	\$ 70,160	\$ 66,208	\$ —	\$ 66,208	\$ (3,952)	(5.63)%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,805	\$ 6,238	\$ 6,897	\$ 7,035	\$ —	\$ 7,035	\$ 138	2.00 %
Expenses	\$ 19,085	\$ 51,735	\$ 63,263	\$ 59,173	\$ —	\$ 59,173	\$ (4,090)	(6.47)%
Total 8300 Town Committees	\$ 24,890	\$ 57,974	\$ 70,160	\$ 66,208	\$ —	\$ 66,208	\$ (3,952)	(5.63)%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 6,329	\$ 6,630	\$ 8,397	\$ 8,535	\$ —	\$ 8,535	138	1.64 %
Total 8320 Misc. Boards & Committees	\$ 6,005	\$ 6,502	\$ 10,500	\$ 10,500	\$ —	\$ 10,500	\$ —	— %
Total 8330 Town Celebrations	\$ 12,557	\$ 44,842	\$ 51,263	\$ 47,173	\$ —	\$ 47,173	\$ (4,090)	(7.98)%
Total 8300 Town Committees	\$ 24,890	\$ 57,974	\$ 70,160	\$ 66,208	\$ —	\$ 66,208	\$ (3,952)	(5.63)%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,805	\$ 6,238	\$ 6,897	\$ 7,035	\$ —	\$ 7,035	\$ 138	2.00 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Compensation	\$ 5,805	\$ 6,238	\$ 6,897	\$ 7,035	\$ —	\$ 7,035	\$ 138	2.00 %
Contractual Services	\$ 6,183	\$ 6,048	\$ 10,000	\$ 10,000	\$ —	\$ 10,000	\$ —	— %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ 12,902	\$ 45,687	\$ 53,263	\$ 49,173	\$ —	\$ 49,173	\$ (4,090)	(7.68)%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 19,085	\$ 51,735	\$ 63,263	\$ 59,173	\$ —	\$ 59,173	\$ (4,090)	(6.47)%
Total 8300 Town Committees	\$ 24,890	\$ 57,974	\$ 70,160	\$ 66,208	\$ —	\$ 66,208	\$ (3,952)	(5.63)%

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.

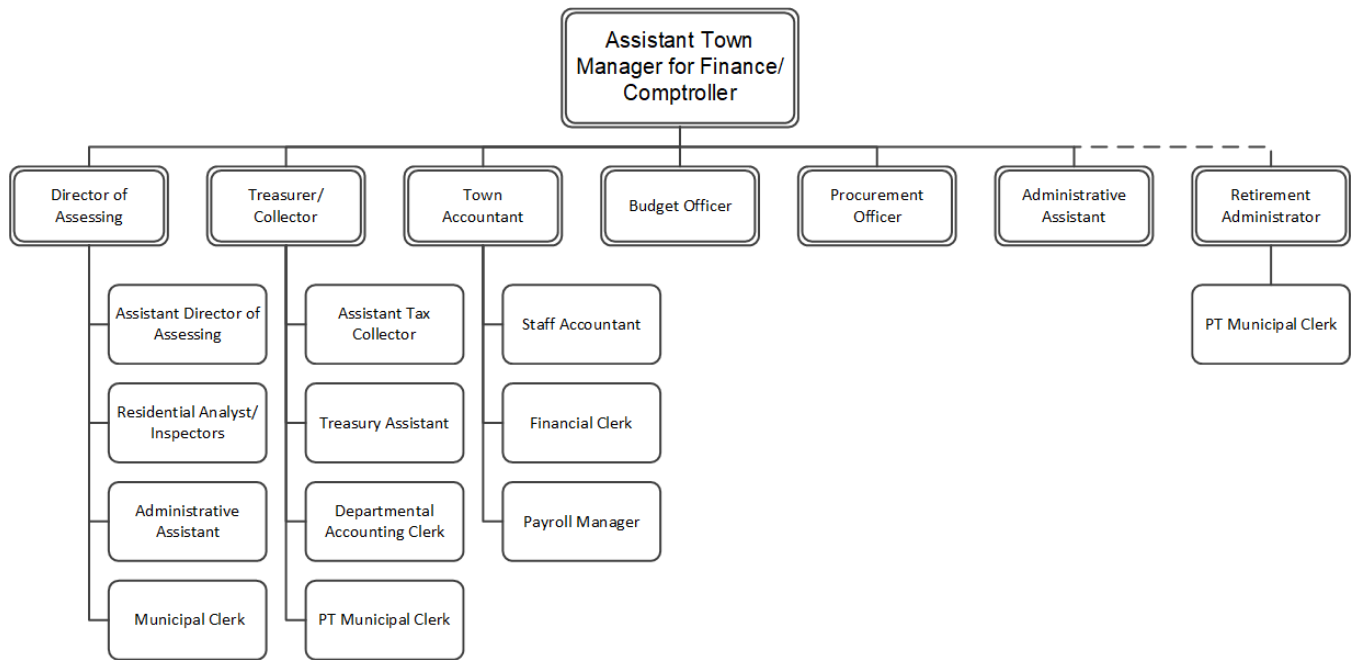
Budget Overview: The Finance Department is comprised of the following divisions: the Comptroller's Office, the Treasurer/Collector's Office and the Assessing Office.

- 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.

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. In Spring of 2023 we expect to complete a full upgrade from the existing desktop client version of Munis (v11.3 sunsets in Fall of 2023) to the modern cloud-based version (v.2021).
2. Implement additional functionality in Munis ESS, including supporting the HR department with automated benefits enrollment and Employee Action Forms to and move the department closer to paperless processing.
3. Support the Town Manager in accounting and reporting of American Rescue Plan Act (ARPA) funds. The Town of Lexington has been granted \$9.9 million to be used for pandemic relief and economic recovery that will be available for spending until 12/31/2026.
4. Implement electronic Accounts Payable as requested by vendors to decrease the overall number of printed and mailed checks, and further utilize TCM and miscellaneous receivables for supplemental tax billing, PILOTS and TDM payments.
5. Finance is recommending implementing a new Munis module for online payments and electronic cashiering. This initiative will improve the online payment experience for residents and allow for electronic payments at the counter for the Treasurer and Town Clerk.



Authorized/Appropriated Staffing

Element 8410: Comptroller	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
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
Budget Officer	1	1	1	1
Administrative Assistant	0.40	0.40	0.40	0.40
Subtotal FTE	6.31	7.31	7.31	7.31
Subtotal FT/PT	5FT/2PT	6FT/2PT	6FT/2PT	6FT/2PT
Element 8420: Treasurer/Collector				
Treasurer/Collector	1	1	1	1
Assistant Tax Collector	1	1	1	1
Treasury Assistant	1	1	1	1
Account Clerk	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46
Subtotal FTE	4.46	4.46	4.46	4.46
Subtotal FT/PT	4FT/1PT	4FT/1PT	4FT/1PT	4FT/1PT
Element 8430: Assessor				
Director of Assessing	1	1	1	1
Assistant Director of Assessing**	1	1	1	1
Residential Analyst/Inspector	2	2	2	2
Office Manager	1	1	1	1
Municipal Clerk	1	1	1	1
Subtotal FTE	6.0	6.0	6.0	6.0
Subtotal FT/PT	6FT/0PT	6FT/0PT	6FT/0PT	6FT/0PT
Total FTE	16.77	17.77	17.77	17.77
Total FT/PT	15FT/3 PT	16FT/3 PT	16FT/3 PT	16FT/3 PT

*In FY2022, a payroll manager was added via a program improvement.

**In FY2023, title change from Residential Field Manager to Assistant Director of Assessing.

Budget Recommendations:

The FY2024 recommended Finance Department budget is \$2,115,172, which represents a \$57,021, or 2.77% increase from the FY2023 budget.

The operating budget for Compensation is \$1,623,147, and reflects an increase of \$73,831 or 4.77%, 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, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$492,025, and reflects a decrease of \$(16,810) or (3.30)%, primarily due to a decrease in professional services for the Comptroller and Assessor.

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	
Tyler ERP/Cashiering Module	\$ 133,408	\$ —	\$ 133,408	\$ —	\$ —	\$ —	\$ 133,408

8400 Finance

Program: General Government
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,555,492	\$ 1,734,265	\$ 1,847,725	\$ 1,908,951	\$ (10,000)	\$ 1,898,951	\$ 51,226	2.77%
Enterprise Funds (Indirects)	\$ 166,750	\$ 149,914	\$ 178,426	\$ 181,221	\$ —	\$ 181,221	\$ 2,795	1.57%
Fees & Charges								
Charges for Services	\$ 42,645	\$ 35,609	\$ 32,000	\$ 35,000	\$ —	\$ 35,000	\$ 3,000	9.38%
Total 8400 Finance	\$ 1,764,887	\$ 1,919,788	\$ 2,058,151	\$ 2,125,172	\$ (10,000)	\$ 2,115,172	\$ 57,021	2.77%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,393,047	\$ 1,487,307	\$ 1,549,316	\$ 1,623,147	\$ —	\$ 1,623,147	\$ 73,831	4.77%
Expenses	\$ 371,841	\$ 432,482	\$ 508,835	\$ 502,025	\$ (10,000)	\$ 492,025	\$ (16,810)	-3.30%
Total 8400 Finance	\$ 1,764,887	\$ 1,919,788	\$ 2,058,151	\$ 2,125,172	\$ (10,000)	\$ 2,115,172	\$ 57,021	2.77%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 630,442	\$ 708,641	\$ 807,386	\$ 816,491	\$ (10,000)	\$ 806,491	\$ (895)	-0.11%
Total 8420 Treasurer/Collector	\$ 433,903	\$ 452,707	\$ 465,201	\$ 488,904	\$ —	\$ 488,904	\$ 23,703	5.10%
Total 8430 Assessing	\$ 700,543	\$ 758,440	\$ 785,564	\$ 819,777	\$ —	\$ 819,777	\$ 34,213	4.36%
Total 8400 Finance	\$ 1,764,887	\$ 1,919,788	\$ 2,058,151	\$ 2,125,172	\$ (10,000)	\$ 2,115,172	\$ 57,021	2.77%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,393,252	\$ 1,487,307	\$ 1,549,316	\$ 1,623,147	\$ —	\$ 1,623,147	\$ 73,831	4.77%
Overtime	\$ (205)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Personal Services	\$ 1,393,047	\$ 1,487,307	\$ 1,549,316	\$ 1,623,147	\$ —	\$ 1,623,147	\$ 73,831	4.77%
Contractual Services	\$ 349,997	\$ 396,651	\$ 463,745	\$ 452,265	\$ (10,000)	\$ 442,265	\$ (21,480)	-4.63%
Utilities	\$ (1,980)	\$ 498	\$ 2,750	\$ 2,910	\$ —	\$ 2,910	\$ 160	5.82%
Supplies	\$ 23,823	\$ 35,333	\$ 42,340	\$ 46,850	\$ —	\$ 46,850	\$ 4,510	10.65%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Expenses	\$ 371,841	\$ 432,482	\$ 508,835	\$ 502,025	\$ (10,000)	\$ 492,025	\$ (16,810)	-3.30%
Total 8400 Finance	\$ 1,764,887	\$ 1,919,788	\$ 2,058,151	\$ 2,125,172	\$ (10,000)	\$ 2,115,172	\$ 57,021	2.77%

Mission: The Office of the Town Clerk is the primary repository of official documents for the Town, and the custodian of and recording office for official Town and vital records. Responsibilities include issuing marriage licenses, recording vital statistics, issuing dog licenses, registering businesses, fulfilling public records requests, 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.

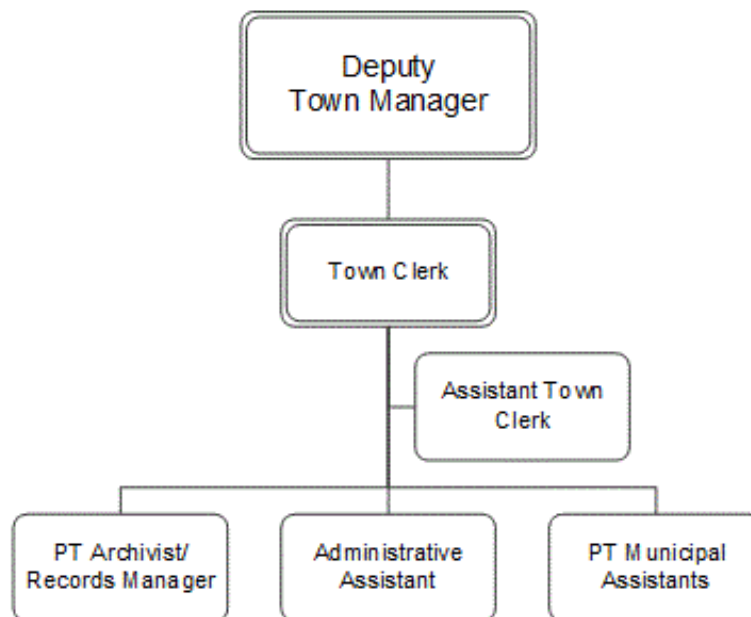
Board of Registrars: Registrars, appointed by the Select Board, are responsible for promoting voter registration, overseeing voter records and ruling on voter eligibility. Stipends for the Board of Registrars remain level-funded. Annual voter confirmations are conducted in accordance with State statute. The Annual Town Census and the publishing of the List of Residents is funded in this element.

Election Management: This element includes administration and oversight of local, state and federal elections in accordance with election laws, most recently including Early Voting 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 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 and 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. Further develop automatic uploads for Work with Select Board Office to integrate the new Board/Committee database.
4. Act as the liaison to the State Ethics Commission to learn and implement the new online learning management system (LMS) across the Town.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Municipal Assistant	1.23	1.23	1.23	1.23
Archivist/Records Manager	0.46	0.46	0.46	0.46
Total FTE	4.69	4.69	4.69	4.69
Total FT/PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT	3FT/ 2 PT

Budget Recommendations:

The FY2024 recommended Town Clerk budget is \$597,360 which is a \$(29,937) or (4.77)% decrease from the FY2023 budget. This decrease is due to the reduction in number of elections in this fiscal time period. The Annual Town Election will be held as a dual election in conjunction with the Presidential Primary (March 2024).

The budget for Compensation is \$487,985 and reflects a \$17,738 or 3.77% increase in FY2024. The increase in FY2024 compensation is inclusive of 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, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$109,375, which is an decrease of \$(47,675) or (30.36)%, and reflects anticipated expenses for 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	
Archivist/Records Officer	\$ 20,494	\$ 18,029	\$ 38,523	\$ —	\$ —	\$ —	\$ 38,523

8500 Town Clerk

Program: General Government
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 439,361	\$ 422,505	\$ 546,397	\$ 516,460	\$ —	\$ 516,460	\$ (29,937)	-5.48%
Directed Funding								
Departmental Fees	\$ 36,943	\$ 30,725	\$ 35,900	\$ 35,900	\$ —	\$ 35,900	\$ —	—%
Licenses and Permits	\$ 46,366	\$ 51,460	\$ 45,000	\$ 45,000	\$ —	\$ 45,000	\$ —	—%
Total 8500 Town Clerk	\$ 522,670	\$ 504,690	\$ 627,297	\$ 597,360	\$ —	\$ 597,360	\$ (29,937)	-4.77%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 427,766	\$ 396,034	\$ 470,247	\$ 487,985	\$ —	\$ 487,985	\$ 17,738	3.77%
Expenses	\$ 94,904	\$ 108,656	\$ 157,050	\$ 109,375	\$ —	\$ 109,375	\$ (47,675)	-30.36%
Total 8500 Town Clerk	\$ 522,670	\$ 504,690	\$ 627,297	\$ 597,360	\$ —	\$ 597,360	\$ (29,937)	-4.77%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 8510 Town Clerk Admin.	\$ 339,142	\$ 348,536	\$ 347,595	\$ 363,251	\$ —	\$ 363,251	\$ 15,656	4.50%
Total 8520 Board of Registrars	\$ 16,906	\$ 20,548	\$ 19,825	\$ 19,825	\$ —	\$ 19,825	\$ —	—%
Total 8530 Elections	\$ 121,755	\$ 92,653	\$ 204,875	\$ 157,200	\$ —	\$ 157,200	\$ (47,675)	-23.27%
Total 8540 Records Management	\$ 44,867	\$ 42,952	\$ 55,002	\$ 57,084	\$ —	\$ 57,084	\$ 2,082	3.79%
Total 8500 Town Clerk	\$ 522,670	\$ 504,690	\$ 627,297	\$ 597,360	\$ —	\$ 597,360	\$ (29,937)	-4.77%

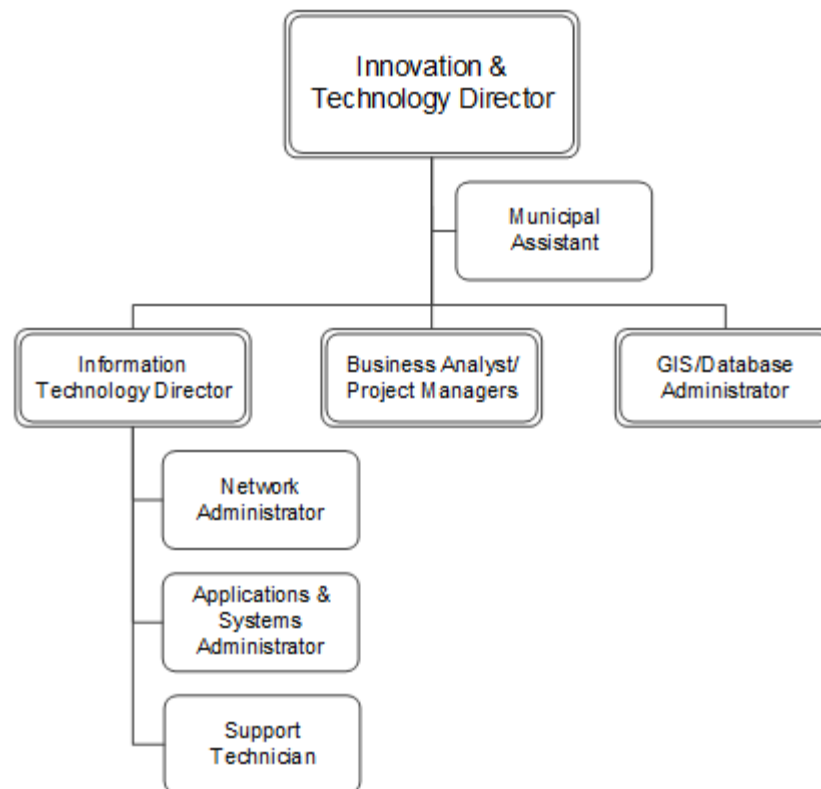
Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 406,539	\$ 387,141	\$ 457,622	\$ 475,360	\$ —	\$ 475,360	\$ 17,738	3.88%
Overtime	\$ 21,226	\$ 8,893	\$ 12,625	\$ 12,625	\$ —	\$ 12,625	\$ —	—%
Personal Services	\$ 427,766	\$ 396,034	\$ 470,247	\$ 487,985	\$ —	\$ 487,985	\$ 17,738	3.77%
Contractual Services	\$ 90,195	\$ 93,958	\$ 113,600	\$ 96,425	\$ —	\$ 96,425	\$ (17,175)	-15.12%
Utilities	\$ 2,400	\$ 2,460	\$ 2,000	\$ 2,000	\$ —	\$ 2,000	\$ —	—%
Supplies	\$ 2,309	\$ 12,238	\$ 10,850	\$ 10,850	\$ —	\$ 10,850	\$ —	—%
Small Capital	\$ —	\$ —	\$ 30,600	\$ 100	\$ —	\$ 100	\$ (30,500)	-99.67%
Expenses	\$ 94,904	\$ 108,656	\$ 157,050	\$ 109,375	\$ —	\$ 109,375	\$ (47,675)	-30.36%
Total 8500 Town Clerk	\$ 522,670	\$ 504,690	\$ 627,297	\$ 597,360	\$ —	\$ 597,360	\$ (29,937)	-4.77%

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 (MUNIS), time keeping (NovaTime), 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 the network assessment
 - b. Implement recommendations from the cybersecurity assessment
 - c. Investigate additional cybersecurity measures and services
 - d. Provide cybersecurity training to all staff
2. Maximize the value of current systems
 - a. Laserfiche
 - b. ViewPoint Cloud
 - c. MUNIS
 - 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

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Innovation & Technology Director	1	1	1	1
Information Technology Director	1	1	1	1
Administrative Assistant*	0.43	0.43	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	1
Applications & Systems Administrator	1	1	1	1
Webmaster**	2	1	1	—
Part-time Intern	0.25	0.25	0.25	0.25
Total FTE	10.68	9.68	9.79	8.79
Total FT/PT	10 FT/2 PT	10 FT/2 PT	9 FT/2 PT	8 FT/2 PT

*In FY2023, a program improvement increased the hours for the Municipal Assistant from 15 to 19 per week. Title was also changed from Municipal to Administrative Assistant.

**In FY2022, a webmaster was reassigned to Cary Library at Fall 2021 Special Town Meeting, and in FY2023, a webmaster was reassigned to the Town Manager's Office at Fall 2022 Special Town Meeting.

Budget Recommendations:

The FY2024 recommended Innovation & Technology budget is \$2,918,565, which is a \$251,056 or 9.41% increase from the FY2023 budget.

The recommended budget for Compensation is \$808,139, and reflects a \$(3,925) or (0.48)% decrease, due to transferring the Webmaster position to the Town Manager's Office, 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, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$2,110,426 and reflects a \$254,981 or 13.74% increase, which incorporates the following adjustments:

- Decrease in Contracted Services (\$10,600) due to fewer projects requiring contracted services during FY2024.
- Increase in Communications and Network Support (\$100,000) to cover the increase in the Firewall support contract, increases in Network Core and Edge Switches contracts, and new additions of Fiber Municipal Area Network Capital contracts for maintenance and repair contingency.
- Increase in Utilities (\$54,000), which is attributed to the large increase in fiber conversions, and the two 911 fiber costs that IT is absorbing as part of the new Police Station Project.
- Increase in Mobile Devices (\$12,400) to cover the growing demand for cell-enabled devices such as Tablets, Laptops and hot spots.
- Increase in PC Hardware (\$10,000) due to inflation and demand for new and replacement computers and tablets.
- Increase in LAN Peripherals (\$18,000) to cover inflation costs that is currently hitting Network Switches, and added replacement cost for small-sized UPS's that are located in some network rooms.
- Increase in PC Peripherals (\$15,000) to cover the cost of accessories, such as webcams, printers and monitors, etc, many of which are increasing in cost as a result of inflation.
- Increase in Townwide Software Support (\$30,205) to cover the cost of additional applications such as Two-Factor authentication (security) and the MUNIS Recruiting module, and a 5% annual increase in costs associated with some enterprise applications.
- Decrease in Municipal Software Support (\$7,834) as a result of eliminating some Department applications, offset by purchasing a new email encryption application.
- Increase in IT Software Support (\$29,400) for the cost of adding a new security application.
- Decrease in various other items (\$16,390) relating to office equipment, memberships, and professional development to reflect the transition of the Webmaster position to the Town Manager's Office and actual expenses.

Program Improvement Requests:

None requested.

8600 Innovation & Technology

Program: General Government
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,109,853	\$ 2,543,685	\$ 2,544,054	\$ 2,785,868	\$ —	\$ 2,785,868	\$ 241,814	9.51%
Enterprise Funds (Indirects)	\$ 119,524	\$ 89,039	\$ 123,455	\$ 132,697	\$ —	\$ 132,697	\$ 9,242	7.49%
Total 8600 Innovation & Tech.	\$ 2,229,377	\$ 2,632,724	\$ 2,667,509	\$ 2,918,565	\$ —	\$ 2,918,565	\$ 251,056	9.41%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 836,010	\$ 830,098	\$ 812,064	\$ 808,139	\$ —	\$ 808,139	\$ (3,925)	-0.48%
Expenses	\$ 1,393,367	\$ 1,802,626	\$ 1,855,445	\$ 2,110,426	\$ —	\$ 2,110,426	\$ 254,981	13.74%
Total 8600 Innovation & Tech.	\$ 2,229,377	\$ 2,632,724	\$ 2,667,509	\$ 2,918,565	\$ —	\$ 2,918,565	\$ 251,056	9.41%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
8610 IT Administration	\$ 2,229,377	\$ 2,632,724	\$ 2,667,509	\$ 2,918,565	\$ —	\$ 2,918,565	\$ 251,056	9.41%
Total 8600 Innovation & Tech.	\$ 2,229,377	\$ 2,632,724	\$ 2,667,509	\$ 2,918,565	\$ —	\$ 2,918,565	\$ 251,056	9.41%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 831,717	\$ 822,858	\$ 807,588	\$ 803,605	\$ —	\$ 803,605	\$ (3,983)	-0.49%
Overtime	\$ 4,293	\$ 7,240	\$ 4,476	\$ 4,534	\$ —	\$ 4,534	\$ 58	1.30%
Personal Services	\$ 836,010	\$ 830,098	\$ 812,064	\$ 808,139	\$ —	\$ 808,139	\$ (3,925)	-0.48%
Contractual Services	\$ 1,179,015	\$ 1,482,784	\$ 1,547,235	\$ 1,700,706	\$ —	\$ 1,700,706	\$ 153,471	9.92%
Utilities	\$ 95,684	\$ 77,483	\$ 127,500	\$ 193,900	\$ —	\$ 193,900	\$ 66,400	52.08%
Supplies	\$ 7,560	\$ 18,222	\$ 16,710	\$ 14,820	\$ —	\$ 14,820	\$ (1,890)	-11.31%
Small Capital	\$ 111,108	\$ 224,138	\$ 164,000	\$ 201,000	\$ —	\$ 201,000	\$ 37,000	22.56%
Expenses	\$ 1,393,367	\$ 1,802,626	\$ 1,855,445	\$ 2,110,426	\$ —	\$ 2,110,426	\$ 254,981	13.74%
Total 8600 Innovation & Tech.	\$ 2,229,377	\$ 2,632,724	\$ 2,667,509	\$ 2,918,565	\$ —	\$ 2,918,565	\$ 251,056	9.41%

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Section XI: Capital Investment

FY2024 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 FY2024 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.

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, and Town staff and policy makers are continuing discussions on long-term planning and priorities. The FY2024 budget, and five-year capital plan includes preliminary steps to address priorities

in this long term plan. In addition to full building construction or renovation, some of the Department's ongoing capital programs have been re-aligned to allow the Facilities Department to better manage capital needs as they arise:

- **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.

The Town also continues to plan for a large-scale reconstruction or renovation of Lexington High School in the next 3-5 years. Special Town Meeting 2022-2 appropriated \$1,825,000 for a Feasibility Phase of this project. There is no FY2024 appropriation for the High School, but future appropriations are expected in fiscal years 2025-2027 as reflected in Table IX: Deferred Capital and FY2025-2028 Capital Requests.

The following are potential funding sources for financing the Town's capital investments:

- **Cash Financing** - The Town regularly appropriates available funds (i.e., cash financing) from the general and enterprise funds to finance certain capital investment projects. Examples of available funds are unreserved fund balance (Free Cash), tax levy, enterprise fund retained earnings, specialized stabilization funds, 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 and grant funding to finance capital investment when these funds are available.
- **Community Preservation Act (CPA) Funds** - Beginning in FY2007, following voter approval, the Town began to assess a Community Preservation Surcharge of 3% of the property tax levied against all taxable real property. For owners of residential property, the assessed value used to calculate the surcharge is net of a \$100,000 residential exemption. Community Preservation

funds can be used for those purposes defined by the Community Preservation Act, MGL Ch. 44B. Such purposes include the acquisition and preservation of open space, the creation and support of community (affordable) housing, the acquisition and preservation of historic resources, and the creation and support of recreational facilities.

Beginning in FY2008, the Town began to receive State matching funds to supplement the local surcharge. Over time, as additional communities in the Commonwealth adopted the CPA surcharge, the annual percentage of state matching funds gradually decreased. In 2019, the state enacted new legislation to increase funding to the Community Preservation budget, and Lexington's annual match increased significantly. In FY2021 Lexington received a State match of \$1.5 million, or 29.7% of its surcharge revenue. The State match further increased to a total of 40.9%, or \$2.2 million in FY2022. As new communities continue to adopt the CPA surcharge, available state matching funds will be spread thinner, and matching funds for Lexington may again decrease. The FY2023 initial match was 31.5%, but was recently supplemented with state surplus funds for a total of \$2.32 million or 39.96%. Receipts for FY2024 from the surcharge and state matching funds are preliminarily estimated at \$8.1 million, reflecting an estimated match of \$1.8 million, or 30%.

FY2024 CAPITAL FINANCING STRATEGY

The proposed financing plan for the recommended FY2024 capital budget is shown in the table below.

Capital Requests Summary					
	Free Cash/ Tax Levy	Other Funding Sources	Debt	Total	Other**
General Fund	\$ 14,878,348	\$ —	\$ 7,309,159	\$ 22,187,507	\$ —
Excluded Debt Projects	\$ —	\$ —	\$ —	\$ —	\$ —
Other Funding & Chapter 90	\$ —	\$ 199,685	\$ —	\$ 199,685	\$ 990,428
Water Enterprise	\$ —	\$ 1,375,000	\$ 2,909,580	\$ 4,284,580	\$ —
Sewer Enterprise	\$ —	\$ 1,115,404	\$ —	\$ 1,115,404	\$ —
Recreation Enterprise	\$ —	\$ 309,000	\$ —	\$ 309,000	\$ —
Community Preservation Act*	\$ —	\$ 11,984,010	\$ 2,000,000	\$ 13,984,010	\$ —
Total (all Funds)	\$ 14,878,348	\$ 14,983,099	\$ 12,218,739	\$ 42,080,186	\$ 990,428

*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.

The following table, FY2024 Recommended Capital Budget, lists all FY2024 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.

FY2024 Recommended Capital Budget

Department	Project Description	Recommendation	Requested Funding Source(s)	ATM Article
Conservation	Willard's Woods Site Improvements	\$ 1,211,675	CPA	10
Conservation	Whipple Hill Trail Repair, Fire Access	\$ 300,000	CPA	10
Planning	TMOD Implementation - Permitting and Progress Tracking	\$ 42,000	TMOD Stabilization Fund	12
Planning/Engineering	Transportation Mitigation	\$ 87,685	TNC Spec. Revenue Fund/ Traffic Mitigation SF	12
Total Land Use, Health and Development		\$ 1,641,360		
Fire	All Terrain Vehicle (ATV)- Forestry	\$ 65,000	Free Cash	12
Total Public Safety		\$ 65,000		
Recreation & Comm. Pgms.	Pine Meadows Improvements	\$ 150,000	Recreation RE	11
Recreation & Comm. Pgms.	Pine Meadows Equipment	\$ 124,000	Recreation RE	11
Recreation & Comm. Pgms.	Park and Playground Improvements	\$ 155,000	CPA	10
Recreation & Comm. Pgms.	Park Improvements - Athletic Fields	\$ 285,000	CPA	10
Recreation & Comm. Pgms.	Pine Meadows Clubhouse Renovation- Design	\$ 120,000	Free Cash	16
Recreation & Comm. Pgms.	Lincoln Park Field Improvements	\$ 3,391,500	CPA/ Free Cash	10
Recreation & Comm. Pgms.	Pool Water Chemistry Automated Controllers	\$ 35,000	Recreation RE	11
Total Culture and Recreation		\$ 4,260,500		
Public Facilities	Public Facilities Bid Documents	\$ 125,000	Free Cash	16
Public Facilities	Public Facilities Interior Finishes	\$ 407,200	Free Cash	16
Public Facilities	School Paving and Sidewalks	\$ 265,000	Free Cash	16
Public Facilities	Public Facilities Mechanical/Electrical/Plumbing Replacements	\$ 849,200	Free Cash	16
Public Facilities	Municipal Building Envelopes and Associated Systems	\$ 225,029	Tax Levy	16
Public Facilities	School Building Envelopes and Associated Systems	\$ 1,457,684	Free Cash	16
Public Facilities	173 Bedford Street Renovation- Design	\$ 100,000	Free Cash	16
Public Facilities	Solar Canopy & System - New Police Station	\$ 3,400,000	GF Debt	16
Public Facilities	East Lexington Fire Station- Feasibility Study	\$ 50,000	Free Cash	16
Public Facilities	Stone Building Renovation and Addition	\$ 400,000	CPA	10
Total Public Facilities Department		\$ 7,279,113		
Public Works	Townwide Culvert Replacement	\$ 390,000	Free Cash	12
Public Works	Equipment Replacement	\$ 1,755,000	Water-Sewer RE/Free Cash	12
Public Works	Sidewalk Improvements	\$ 800,000	Free Cash/ GF Debt	12
Public Works	Storm Drainage Improvements and NPDES Compliance	\$ 570,000	Free Cash	12
Public Works	Comprehensive Watershed Stormwater Management	\$ 390,000	Free Cash	12
Public Works	Street Improvements	\$ 2,688,312	Tax Levy	12
Public Works	Pump Station Upgrades	\$ 75,000	Wastewater RE	14
Public Works	Sanitary Sewer System Investigation and Improvements	\$ 1,040,404	Wastewater RE/User Charges	14
Public Works	Hydrant Replacement Program	\$ 150,000	Water RE/Free Cash	12
Public Works	Municipal Parking Lot Improvements	\$ 575,000	Free Cash	12
Public Works	New Sidewalk Installations	\$ 1,620,000	GF Debt	12
Public Works	Bedford St. and Hartwell Ave. Long-Range Transportation Improvements	\$ 1,750,000	GF Debt	12
Public Works	Public Grounds Irrigation Improvements	\$ 200,000	CPA, Free Cash	10
Public Works	Lead and Copper Program	\$ 4,209,580	Water RE/User Charges/ WaterDebt	13
Total Public Works Department		\$ 16,213,296		
Lexington Public Schools	LPS Technology Program	\$ 1,465,488	Free Cash	15
Total Lexington Public Schools		\$ 1,465,488		
Innovation & Technology	Network Core Equipment Replacement	\$ 980,000	Free Cash	12
Innovation & Technology	Network Redundancy & Improvement Plan	\$ 988,094	Free Cash	12
Innovation & Technology	Scanning - Electronic Document Management	\$ 110,000	Free Cash	12
Town Clerk	Archives & Records Management	\$ 35,000	CPA	10
Total General Government		\$ 2,113,094		
Citizen Article	East Village Clock Restoration	\$ 9,600	CPA	10
Citizen Article	First Parish Clock Restoration	\$ 12,000	CPA	10
Munroe Center for the Arts	Munroe Center for the Arts Building Renovation	\$ 6,635,191	CPA/ CPA Debt	10

<i>Citizen Article</i>	Hancock-Clarke Barn Restoration	\$ 118,419	CPA	10
<i>Affordable Housing Trust Study Committee</i>	Affordable Housing Trust pre-funding	\$ 1,500,000	CPA	10
<i>LexHAB</i>	LexHAB Property Acquisition	\$ 400,000	CPA	10
<i>LexHAB</i>	LexHAB Rehabilitation/Preservation and Installation	\$ 345,125	CPA	10
<i>Citizen Article</i>	Transforming Trees Into Art	\$ 22,000	CPA	10
Total Non-Governmental Projects		\$ 9,042,335		
Total FY2024 Recommendations - All Funds		\$ 42,080,186		

CAPITAL PLAN BY FINANCING SOURCE

The following pages include tables that show the recommended FY2024 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.

FY2024 RECOMMENDED PROJECTS - GENERAL FUND DEBT (Table I)

TABLE I: FY2024 RECOMMENDED PROJECTS - GENERAL FUND DEBT										
		Amount Financed	Term	Interest Rate	PROJECTED DEBT SERVICE					
					FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
MUNICIPAL PROJECTS										
1	Sidewalk Improvements (\$800,000)	\$ 539,159	10	5%		\$ 16,175	\$ 78,178	\$ 75,752	\$ 73,326	\$ 70,899
2	New Sidewalk Installations (\$1,620,000)	\$ 1,620,000	10	5%		\$ 48,600	\$ 234,900	\$ 227,610	\$ 220,320	\$ 213,030
3	Bedford St. and Hartwell Ave. Long-Range Transportation Improvements (\$1,750,000)	\$ 1,750,000	5	5%		\$ 52,500	\$ 428,750	\$ 413,000	\$ 397,250	\$ 381,500
Subtotal		\$ 3,909,159				\$ 117,275	\$ 741,828	\$ 716,362	\$ 690,896	\$ 665,429
FACILITIES PROJECTS										
Within-Levy Projects										
1	Solar Canopy & System - New Police Station	\$ 3,400,000	10	5%		\$ —	\$ 493,000	\$ 477,700	\$ 462,400	\$ 447,100
Subtotal		\$ 3,400,000				\$ —	\$ 493,000	\$ 477,700	\$ 462,400	\$ 447,100
TOTAL PROJECT COSTS		\$7,309,159				\$ 117,275	\$ 1,234,828	\$ 1,194,062	\$ 1,153,296	\$ 1,112,529
AUTHORIZED LEVY SUPPORTED DEBT SERVICE					FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
A	Approved and Issued					\$ 5,472,708	\$ 4,142,558	\$ 2,972,282	\$ 2,432,262	2,103,430
B	Projected Approved and Unissued					\$ 1,261,053	\$ 3,126,933	\$ 3,021,908	\$ 2,916,883	\$ 2,811,858
C	Total Debt Service on Authorized Debt					\$ 6,733,761	\$ 7,269,491	\$ 5,994,190	\$ 5,349,145	\$ 4,915,288
D	Projected New Levy Supported Debt Service (above)					\$ 117,275	\$ 1,234,828	\$ 1,194,062	\$ 1,153,296	\$ 1,112,529
E	TOTAL - PROJECTED LEVY SUPPORTED DEBT SERVICE					\$ 7,163,397	\$ 6,851,036	\$ 8,504,319	\$ 7,188,252	\$ 6,502,441
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					\$ (16,125)	\$ (50,408)	\$ (124,148)	\$ (124,148)	\$ (124,148)
H	Less: Proposed Use of Stabilization Fund					\$ —	\$ —	\$ —	\$ —	\$ —
I	Total Offsets to Projected Levy Supported Debt Service (G+H)					\$ (16,125)	\$ (50,408)	\$ (124,148)	\$ (124,148)	\$ (124,148)
J	PROJECTED NET LEVY SUPPORTED DEBT SERVICE (E+F+I)					\$ 7,147,272	\$ 6,800,628	\$ 8,543,060	\$ 9,272,024	\$ 10,204,480

Municipal Projects

1. Sidewalk Improvements- \$800,000 (\$539,159 General Fund Debt, \$190,841 Free Cash): This request seeks funds to rebuild and/or repair existing sidewalks that are in poor condition. DPW (in conjunction with various committees and town departments) generates a list each year of sidewalks most in need of repair/replacement, based on four determining factors:

- 1) Is the sidewalk unsafe for travel due to trip hazards, defects, etc.
- 2) Is the sidewalk within the Safe Routes to School Program
- 3) Is the volume of pedestrian traffic heavy, light or average
- 4) Is the general condition of the sidewalk poor, fair or good which dictates treatments such as full reconstruction, overlay or patching

DPW currently reviews the condition for 30% of town sidewalks annually, which is used to identify the work to be done. Sidewalks considered for FY2024 funding include:

Mass Ave westbound from Pleasant St. to Bowker St.	2865 LF Asphalt
Waltham St. from Forest St. to High School entrance	1567 LF Asphalt
Coolidge Ave.	1530 LF Asphalt
Shirley St. from Bedford St. to Sargent St.	330 LF Asphalt
Paul Revere Rd. from Mass. Ave. to Harbell St.	1380 LF Asphalt
Hancock St. from Adams St. to Harrington Rd.	2140 LF Asphalt
Lowell St. from Waltham St. to Fulton Rd. (east side)	1900 LF Asphalt
Bow St.	500 LF Asphalt
Reconstruction of Ramps, Townwide	

The following table presents the recent history of Sidewalk appropriations:

FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
\$ 600,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000

- 2. New Sidewalk Installations - \$1,620,000 (General Fund Debt):** This annual request funds the survey, design and installation of new sidewalks in various locations throughout the Town. The request for FY2024 is for design and construction of a sidewalk on Cedar Street, in its entirety, including a roundabout at Paul Revere and Hill Street. This request follows an appropriation of \$75,000 for initial survey, design and public outreach for the Cedar St. sidewalk in FY2023.

- 3. Bedford St. and Hartwell Ave. Long-Range Transportation Improvements (\$1,750,000 General Fund Debt):** The 2019 Fall Special Town Meeting appropriated \$1.5 million for the 25% design related to a future capital project for improvements to Route 4/225 (Bedford Street/Hartwell Avenue), including the "jug-handle" intersection. The project aims to create a complete street for vehicles, pedestrians, and cyclists by widening Route 4/225, adjusting the intersection, and adding pedestrian and transit facilities.

This project will:

- Improve traffic safety
- Fix choke points
- Provide safe pedestrian crossings and safe bus stops
- Expand our existing pedestrian and bicycle network and improve access to the Minute Man Bikeway.

The FY2024 request of \$1.75 million provides an iterative funding step toward the final P,S&E (Plans, Specifications & Estimates) set for the 25% design, and is critical to keeping Lexington's place for this project on the State's Long Range Transportation Plan (LRTP) for the 2030-2034 time band.

Facilities Projects

- 1. Solar Canopy & System - New Police Station - \$3,400,000 (General Fund Debt):** This request will fund the purchase and installation of photovoltaic panels at the new Police Station site, utilizing a combination of both rooftop and canopy arrays over the parking area. The proposed canopies will be designed to fit into the Historic District downtown landscape. The Town will own

the panels and the goal of the solar array is to generate enough power to allow the Police Station to operate as Net Zero. If funded, the intent is to construct the system so it comes online at the same time the Police Department moves into the new Police Station facility in calendar year 2024.

FY2024 RECOMMENDED PROJECTS - WATER FUND DEBT (Table II)

TABLE II: FY2024 RECOMMENDED PROJECTS - WATER DEBT										
Project		Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
1	Lead and Copper Program (\$4,209,580)	\$ 2,909,580	10	—%		\$ —	\$ 290,958	\$ 290,958	\$ 290,958	\$ 290,958
TOTAL PROJECT COSTS		\$2,909,580				\$ —	\$ 290,958	\$ 290,958	\$ 290,958	\$ 290,958
AUTHORIZED WATER DEBT SERVICE					FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
A Subtotal: Authorized and Issued						\$ 1,037,635	\$ 881,368	\$ 854,706	\$ 823,515	\$ 673,089
B Subtotal: Approved and Unissued (short and long-term)						\$ 63,300	\$ 477,000	\$ 461,100	\$ 445,200	\$ 429,300
C Total: Debt Service on Authorized Debt						\$1,100,935	\$1,358,368	\$1,315,806	\$1,268,715	\$1,102,389
D Subtotal: Projected Debt Service on Proposed Capital Projects						\$ —	\$ 290,958	\$ 290,958	\$ 290,958	\$ 290,958
E TOTAL PROJECTED WATER DEBT SERVICE					\$1,195,179	\$1,100,935	\$1,649,326	\$1,606,764	\$1,559,673	\$1,393,347

- 1. Lead and Copper Program - \$4,209,580 (\$2,909,580 Water Fund Debt; 500,000 Water Retained Earnings; \$800,000 Water User Charges):** The Department of Environmental Protection (DEP) revised the lead and copper rule requiring communities to inventory and replace lead service water lines. This funding request is to provide consulting services to develop the inventory, bid specifications, and hire a contractor to perform the replacement work. Staff will be pursuing an interest-free loan from MWRA to partly fund this project.

FY2024 RECOMMENDED PROJECTS - WASTEWATER FUND DEBT (Table III)

TABLE III: FY2024 RECOMMENDED PROJECTS - WASTEWATER DEBT										
	Project	Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
1	None Proposed	\$—	—	—%		\$ —	\$ —	\$ —	\$ —	\$ —
TOTAL PROJECT COSTS		\$—				\$ —	\$ —	\$ —	\$ —	\$ —
AUTHORIZED SEWER DEBT SERVICE					FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
A	Subtotal: Authorized and Issued Debt					\$ 1,288,320	\$ 1,207,824	\$ 1,116,687	\$ 1,033,785	\$ 867,119
B	Subtotal: Approved and Unissued Debt (short and long-term)					\$ 231,600	\$ 624,000	\$ 603,050	\$ 582,100	\$ 561,150
C	Total: Debt Service on Authorized Debt					\$1,519,920	\$1,831,824	\$1,719,737	\$1,615,885	\$1,428,269
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ —	\$ —	\$ —	\$ —	\$ —
E	TOTAL PROJECTED SEWER DEBT SERVICE				\$1,561,467	\$1,519,920	\$1,831,824	\$1,719,737	\$1,615,885	\$1,428,269

No recommendations for debt financing.

FY2024 RECOMMENDED PROJECTS - RECREATION FUND DEBT (Table IV)

TABLE IV: FY2024 RECOMMENDED PROJECTS - RECREATION and COMMUNITY PROGRAMS DEBT										
	Project	Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
1	None Proposed	\$ —	---	---		\$ —	\$ —	\$ —	\$ —	\$ —
TOTAL PROJECT COSTS		\$ —				\$ —	\$ —	\$ —	\$ —	\$ —
AUTHORIZED RECREATION REVENUE DEBT SERVICE					FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
A	Subtotal: Approved and Issued Debt Service					\$ —	\$ —	\$ —	\$ —	\$ —
B	Subtotal: Approved and Unissued Debt Service					\$ —	\$ —	\$ —	\$ —	\$ —
C	Total: Approved Debt Service					\$ —	\$ —	\$ —	\$ —	\$ —
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ —	\$ —	\$ —	\$ —	\$ —
E	TOTAL PROJECTED DEBT SERVICE				\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

No recommendations for debt financing.

FY2024 RECOMMENDED PROJECTS - FUNDING THROUGH PROPOSITION 2½ DEBT EXCLUSION (Table V)

TABLE V: FY2024 RECOMMENDED PROJECTS - FUNDING THROUGH PROPOSITION 2½ DEBT EXCLUSION									
Project	Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
None Proposed	\$ —	—	—		\$ —	\$ —	\$ —	\$ —	\$ —
Total Project Cost	\$ —				\$ —	\$ —	\$ —	\$ —	\$ —
APPROVED AND PROPOSED EXCLUDED DEBT SERVICE				FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Subtotal: Approved and Issued Debt					\$ 14,023,382	\$ 13,629,861	\$ 13,229,441	\$ 12,681,295	\$ 12,003,767
Subtotal: Approved and Unissued Debt					\$ 3,333,056	\$ 3,628,797	\$ 3,532,868	\$ 3,436,940	\$ 3,341,011
Total: Approved Excluded Debt Service					\$ 17,356,438	\$ 17,258,658	\$ 16,762,309	\$ 16,118,235	\$ 15,344,778
Subtotal: Subtotal - Projected Exempt Debt Service (above)					\$ —	\$ —	\$ —	\$ —	\$ —
Total Approved and Proposed Excluded Debt Service				\$16,008,385	\$17,356,438	\$17,258,658	\$16,762,309	\$16,118,235	\$15,344,778
Less: use of Capital Stabilization Fund to Mitigate Debt Service Impacts on Property Tax Bills				\$ (800,000)	\$ (500,000)	\$ —	\$ —	\$ —	\$ —
Net Excluded Debt Service				\$15,208,385	\$16,856,438	\$17,258,658	\$16,762,309	\$16,118,235	\$15,344,778

No recommendations for debt financing.

FY2024 RECOMMENDED PROJECTS - Community Preservation Act Debt (Table VI)

TABLE VI: FY2024 RECOMMENDED PROJECTS - COMMUNITY PRESERVATION ACT DEBT										
Project		Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
1	Munroe Center for the Arts Building Renovation (\$6,635,191)	\$ 2,000,000	5	5		\$ —	\$ 490,000	\$ 472,000	\$ 454,000	\$ 436,000
TOTAL PROJECT COSTS		\$ 2,000,000				\$ —	\$ 490,000	\$ 472,000	\$ 454,000	\$ 436,000
AUTHORIZED CPA REVENUE DEBT SERVICE					FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
A	Subtotal: Approved and Issued Debt					\$ 1,788,900	\$ 681,200	\$ —	\$ —	\$ —
B	Subtotal: Approved and Unissued Debt					\$ —	\$ —	\$ —	\$ —	\$ —
C	Total: Approved Debt Service					\$1,788,900	\$ 681,200	\$ —	\$ —	\$ —
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ —	\$ 490,000	\$ 472,000	\$ 454,000	\$ 436,000
E	TOTAL PROJECTED DEBT SERVICE				\$1,936,512	\$1,788,900	\$1,171,200	\$ 472,000	\$ 454,000	\$ 436,000

- 1. Munroe Center for the Arts Building Renovation - \$6,635,191 (\$4,035,191 CPA; \$2,000,000 CPA Debt):** This request is to enable the Munroe Center for the Arts (MCA) to become ADA-compliant, including the installation of an elevator and the relocation of restrooms from the original floor plan to a new addition at the rear of the building. These renovations will take place on the first floor, where restrooms were designed for elementary school-aged children in the early 20th century. The project will also replace the existing HVAC system from a boiler system to a more efficient heat pump, reducing the building's need for fossil fuels. As a Town-owned building under long-term lease to the MCA, all renovations will be approved and overseen by the Department of Public Facilities.

FY2024 RECOMMENDED PROJECTS - Compost Revolving Fund (Table VII)

TABLE VII: FY2024 RECOMMENDED PROJECTS - Compost Revolving Fund										
Project		Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
1	None Proposed	\$ —	---	---		\$ —	\$ —	\$ —	\$ —	\$ —
TOTAL PROJECT COSTS		\$ —				\$ —	\$ —	\$ —	\$ —	\$ —
AUTHORIZED REVENUE SUPPORTED DEBT SERVICE					FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
A	Subtotal: Approved and Issued Debt					\$ 189,436	\$ 181,966	\$ 174,496	\$ 111,226	\$ 14,338
B	Subtotal: Approved and Unissued Debt					\$ —	\$ —	\$ —	\$ —	\$ —
C	Total: Approved Revenue Supported Debt Service					\$ 189,436	\$ 181,966	\$ 174,496	\$ 111,226	\$ 14,338
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ —	\$ —	\$ —	\$ —	\$ —
E	TOTAL PROJECTED DEBT SERVICE				\$ 227,475	\$ 189,436	\$ 181,966	\$ 174,496	\$ 111,226	\$ 14,338

No recommendations for debt financing.

FY2024 RECOMMENDED PROJECTS - CASH CAPITAL (Table VIII)

TABLE VIII: FY2024 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 ***
SCHOOL PROJECTS										
1	LPS Technology Program	\$ 1,465,488						\$ —	\$ 1,465,488	\$ —
	SUBTOTAL	\$ 1,465,488	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 1,465,488	\$ —
FACILITIES										
2	Public Facilities Bid Documents	\$ 125,000						\$ —	\$ 125,000	
3	Public Facilities Interior Finishes	\$ 407,200						\$ —	\$ 407,200	
4	School Paving and Sidewalks	\$ 265,000						\$ —	\$ 265,000	
5	Public Facilities Mechanical/Electrical/Plumbing Replacements	\$ 849,200						\$ —	\$ 849,200	
6	Municipal Building Envelopes and Associated Systems		\$ 225,029					\$ —	\$ 225,029	
7	School Building Envelopes and Associated Systems	\$ 1,457,684						\$ —	\$ 1,457,684	
8	173 Bedford Street Renovation- Design	\$ 100,000						\$ —	\$ 100,000	
9	East Lexington Fire Station- Feasibility Study	\$ 50,000						\$ —	\$ 50,000	
10	Stone Building Renovation and Addition						\$ 400,000	\$ —	\$ 400,000	
	SUBTOTAL	\$ 3,254,084	\$ 225,029	\$ —	\$ —	\$ —	\$ 400,000	\$ —	\$ 3,879,113	\$ —
MUNICIPAL PROJECTS										
11	Willard's Woods Site Improvements						\$ 1,211,675	\$ —	\$ 1,211,675	
12	Whipple Hill Trail Repair, Fire Access						\$ 300,000	\$ —	\$ 300,000	
13	TMOD Implementation - Permitting and Progress Tracking							\$ 42,000	\$ 42,000	
14	Transportation Mitigation							\$ 87,685	\$ 87,685	
15	All Terrain Vehicle (ATV)- Forestry	\$ 65,000						\$ —	\$ 65,000	
16	Pine Meadows Improvements				\$150,000			\$ —	\$ 150,000	
17	Pine Meadows Equipment				\$124,000			\$ —	\$ 124,000	
18	Park and Playground Improvements						\$ 155,000	\$ —	\$ 155,000	
19	Park Improvements - Athletic Fields						\$ 285,000	\$ —	\$ 285,000	
20	Pine Meadows Clubhouse Renovation- Design	\$ 120,000						\$ —	\$ 120,000	
21	Lincoln Park Field Improvements	\$ 216,500	\$ 700,000				\$ 2,475,000	\$ —	\$ 3,391,500	
22	Pool Water Chemistry Automated Controllers				\$ 35,000				\$ 35,000	
23	Townwide Culvert Replacement	\$ 390,000						\$ —	\$ 390,000	
24	Equipment Replacement	\$ 1,755,000		\$ —				\$ —	\$ 1,755,000	
25	Sidewalk Improvements	\$ 190,841						\$ 70,000	\$ 260,841	
26	Storm Drainage Improvements and NPDES Compliance	\$ 570,000						\$ —	\$ 570,000	
27	Comprehensive Watershed Stormwater Management	\$ 390,000						\$ —	\$ 390,000	
28	Street Improvements****		\$2,688,312					\$ —	\$ 2,688,312	\$990,428
29	Pump Station Upgrades			\$ 75,000				\$ —	\$ 75,000	
30	Sanitary Sewer System Investigation and Improvements			\$ 640,404		\$ 400,000		\$ —	\$ 1,040,404	
31	Hydrant Replacement Program	\$ 75,000		\$ 75,000				\$ —	\$ 150,000	
32	Municipal Parking Lot Improvements	\$ 575,000						\$ —	\$ 575,000	
33	Public Grounds Irrigation Improvements	\$ 120,000					\$ 80,000	\$ —	\$ 200,000	
34	Lead and Copper Program			\$ 500,000		\$ 800,000		\$ —	\$ 1,300,000	
35	Network Core Equipment Replacement	\$ 980,000						\$ —	\$ 980,000	
36	Network Redundancy & Improvement Plan	\$ 988,094						\$ —	\$ 988,094	
37	Scanning - Electronic Document Management	\$ 110,000						\$ —	\$ 110,000	
38	Archives & Records Management						\$ 35,000	\$ —	\$ 35,000	
	SUBTOTAL	\$ 6,545,435	\$3,388,312	\$1,290,404	\$309,000	\$1,200,000	\$ 4,541,675	\$199,685	\$17,474,511	\$990,428

OTHER CPA FUNDED PROJECTS

39	East Village Clock Restoration							\$ 9,600		\$ 9,600	
40	First Parish Clock Restoration							\$ 12,000		\$ 12,000	
41	Munroe Center for the Arts Building Renovation							\$ 4,035,191		\$ 4,035,191	
42	Hancock-Clarke Barn Restoration							\$ 118,419		\$ 118,419	
43	Affordable Housing Trust pre-funding							\$ 1,500,000		\$ 1,500,000	
44	LexHAB Property Acquisition							\$ 400,000		\$ 400,000	
45	LexHAB Rehabilitation/Preservation and Installation							\$ 345,125		\$ 345,125	
46	Transforming Trees Into Art							\$ 22,000		\$ 22,000	
SUBTOTAL		\$	—	\$	—	\$	—	\$	—	\$ 6,442,335	\$ —
TOTAL		\$11,265,007	\$3,613,341	\$1,290,404	\$309,000	\$1,200,000	\$11,384,010	\$199,685	\$29,261,447	\$990,428	

* CPA totals do not include proposed FY2024 administrative budget of \$150,000 and \$1,788,900 for debt service.

**Other Funds include the Parking Fund, TDM Stabilization Fund, Transportation Network Company (TNC) Special Revenue Fund, and Prior Bond Authorizations.

*** Other includes \$990,428 in Chapter 90 Aid for street improvements.

**** Proposed funding for the annual street resurfacing program is comprised of \$2,688,312 of tax levy dollars and an anticipated distribution of \$990,428 of Chapter 90 funds. This level of funding is intended to maintain the Town's roadway surface rating (RSR) in the mid-80s.

School Department Projects

- LPS Technology Program - \$1,465,488 (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 FY2024 would provide funding for the following:

Tech Workstations - \$177,900 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

PreK-5 Mobile Devices - \$280,477 in total is requested for this category of the capital project.

- Replace 260 Second Grade iPads across all district Grade 2 classes due to current devices having reached their end of life. (260 iPads @ \$410.00 each).
- Additionally, each elementary school has one whole class cart to be replaced which holds iPads that have multimedia applications on them. (156 iPads @ \$410.00 each).
- Each elementary school second grade team also shares a cart of Chromebooks across a team and those devices are at the end of their life cycle as well and need replacement (156 Chromebooks @ \$282 each).
- Lastly, we found out this year that the classroom pendant microphones installed at Estabrook at the opening of the school were models which were at the end of production at the time they were purchased. Thus, due to time, breakage and connectivity issues, those need to be replaced school wide. The cost for the full replacement is \$65,925. This was not anticipated, as the building is still relatively new.

1:1 Middle School Program - \$218,205 is requested to fund 585 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. (585 Chromebooks @ \$373 each)(

1:1 at Lexington High School - \$176,250 is requested to purchase 625 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). (625 Chromebooks @ \$282 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 - \$241,656 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. Forty-eight (48) projectors @ \$4660 each.
- The request will also replace 28 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. Twenty-eight (28) document cameras @ \$642 each

District and Building Network Infrastructure - \$300,000 is requested to replace end of life Wireless Access Points (WAPs), switches and Power over Ethernet (POE) districtwide, improve controllers, and make network improvements. Over the next five years, Wireless Access Points (WAPS) across the district will begin to not be supported due to age. A recent recommendation from our vendor, Custom Computers, recommended that we begin replacing Wireless Access Points (WAPS) and cabling associated with the WAPS. The amount requested for the upcoming year reflects costs for equipment however, we have not got the final quotes which should include labor. The average cost for the equipment is approximately \$273,000 per year without the labor. Providing that E-rate funding continues, some of this may be subject to discounts, however, not knowing that, we budget for the entire amount.

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. For FY2024 this request has been increased from \$100,000 in prior years due to a steady uptick in the number of projects requiring these services, specifically HVAC, roofing, electrical and building envelope projects.

- 3. Public Facilities Interior Finishes - \$407,200 (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 FY2024 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 funded in FY2023 included classroom flooring replacement at the Clarke, Harrington , Fiske and Bridge 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. The FY2024 request will specifically fund the Diamond Middle School access road and the sidewalk from the Hancock Street rotary.
- 5. Public Facilities Mechanical/Electrical/Plumbing Replacements - \$849,200 (Free Cash):** This request is part of an annual replacement of HVAC, plumbing and electrical systems that have exceeded their useful lives and require replacement before excessive failures occur. The FY2024 appropriation will address items identified in the 20-year Master Plan including the replacement of domestic hot water heaters at Fisk and Harrington Schools and the Public Services building, and HVAC improvements at Clark School and the Lexington Community Center.
- 6. Municipal Building Envelopes and Associated Systems - \$225,029 (Tax Levy):** This ongoing capital request, originally approved for funding in the 2006 Proposition 2½ Override, includes repair and replacement projects for the maintenance and upgrade of municipal buildings and systems. The FY2024 request seeks funding to begin a window and exterior door replacement project at the Lexington Community Center. Windows in the mansion section of the building are single pane, difficult to open and have significant air leaks. This funding will replace the windows with a safer and more energy efficient option.
- 7. School Building Envelopes and Associated Systems - \$1,457,684 (Free Cash):** The purpose of this ongoing capital request is to perform annual prioritized extraordinary repairs and modifications to school buildings and systems, including siding, caulking, masonry, weather proofing materials, windows, doors, roofs and painting of wood exteriors. Specifically, the FY2024 request will fund the second phase of the Bridge School Roof Replacement project. The 2020 Annual Town Meeting approved \$2.01 million to replace the Bridge roof. The project as scoped and bid increased from the original estimate, and therefore the roof is being completed in two sections. This appropriation will complete the project.
- 8. 173 Bedford Street Renovation- Design - \$100,000 (Free Cash):** The building at 173 Bedford St has temporarily housed members from both Police and Fire departments while those buildings are reconstructed. However neither department has occupied the entire interior of the building due to a lack of accessibility or a working HVAC system on the top floor. As the Town continues master planning for large-scale facilities projects over the next 10 years this building may be a key factor in continuing operations. As this plan is being developed, and the potential next occupant is identified, this request is for the design of interior upgrades including an elevator, HVAC replacement, sprinkler system, and potentially reconfiguration of the interior spaces to suit the next occupant.

- 9. East Lexington Fire Station- Feasibility Study- \$50,000 (Free Cash):** This request will fund a feasibility study to ascertain whether the current site of the East Lexington Fire Station is suitable for a new fire station. The current station has been modified several times over the past 70 years but currently is not fit for its intended purpose and is unable to house necessary department apparatus including Ladder and Engine trucks. The facility also needs major investment in the roof, HVAC, electrical, plumbing and interior finishes. IF the current site is not adequate for a new or renovated station, the study will determine the appropriate side of land to accommodate a new station.
- 10. Stone Building Renovation and Addition- \$400,000 (CPA):** This request is for the first phase of a major repair, renovation and addition to the historic Ellen Stone Building in East Lexington. Overall this project seeks to restore the floor plan and interior finishes to those recommended in the 2009 Stone Building Historic Structure Report, and to make the building functional for a future tenant. This initial request is to engage an architect for design and design documents for the project. Future phases of the project will seek funding for stabilization, repairs and renovations to the foundation, stormwater management system, roof, and exterior finishes. The larger project will make the building fully accessible, including the construction of an elevator, stairwell to serve as a second means of egress and bathrooms, as well as structural and safety improvements to the interior sub-flooring, windows, sprinklers and electrical systems. Lastly, other interior renovations will be requested to suit a future tenant.

Municipal Projects

- 11. Willard's Woods Site Improvements - \$1,211,675 (CPA):** Willard's Woods is the largest and most popular conservation area in Lexington, with over 100 acres of open meadows, old growth pine forests and wetlands and a historic mill pond, as well as over three miles of trails. This is a second-phase request to achieve Universal Accessibility under the American with Disabilities Act (ADA) at Willard's Woods. This funding will expand trail segments including a loop trail in the northern meadow and around the millpond connecting the North Street parking lot, and a stone dust bike path to Brent Road. It will also construct a trail to provide access to the two UA improved fire pits, and an observation deck and wayside interpretive panel at the Millpond. Lastly, it will improve parking areas and create handicap-accessible parking spaces at North Street and the Hathaway Road entrance.
- 12. Whipple Hill Trail Repair, Fire Access - \$300,000 (CPA):** Whipple Hill is the Town's second largest conservation area, with 124 acres of land and over four miles of trails. This request is to reconstruct a wetland crossing along the Whipple Hill trail system. The existing crossing serves as emergency fire access and has been evaluated as not fit for purpose by the Conservation Division, Engineering and Fire Department staff. These upgrades will allow for a 17,200-pound fire apparatus to safely traverse the trail and access areas that could be affected by fire. The current state of the site due to erosion also means that constant trail repair is ongoing, not only for fire access but also to meet the needs of those who use the trail system.
- 13. TMOD Implementation - Permitting and Progress Tracking - \$42,000 (Transportation Management Overlay District (TMOD) Stabilization Fund):** The updated TMO-1 Hartwell Area Transportation Demand Management Plan proposed several improvements to the existing Transportation Demand Management (TDM) Program within the TMO-1 TMOD District including a permitting and tracking system separate from the Planning Board's development application. This FY2024 request would fund the implementation of a TDM permitting and tracking process system that can be set up with the existing Viewpoint Cloud Permitting system and an online survey service. Implementing a tracking service will allow for better monitoring of transportation demand strategies.

- 14. Transportation Mitigation - \$87,685 (\$7,685 Transportation Network Company (TNC) Special Revenue Fund; \$80,000 Traffic Mitigation Stabilization 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). Anticipated projects for the FY2024 funds and beyond include a "No Turn on Red" pilot program at the Mass Ave/ Maple Street intersection, a vegetation trimming line-of-sight maintenance program, and purchase and installation of speed feedback sig
- 15. All Terrain Vehicle (ATV)- Forestry - \$65,000 (Free Cash):** This request would fund the purchase of a new ATV vehicle for the Fire Department. The current ATV has been in service since 2000 and does not have appropriate protective equipment for occupants of the vehicle, including no roof, doors, windshield, rollover or protective equipment. The new ATV would be roadworthy and enclosed with heat and air, and would allow for more flexibility in carrying equipment. It would also be better equipped to respond to incidents on the trails and bikeways, and to brush fires in remote places.
- 16. Pine Meadows Improvements - \$150,000 (Recreation Retained Earnings):** This request will restore the cart path at the 7th and 8th holes and allow for dredging of the ponds at the golf course. The cart path and tee boxes of the 7th and 8th holes have deteriorated over time and require restoration to maintain the quality of the golf course. The ponds have also accumulated silt and have become too shallow to fulfill their intended function as water features/hazards. The silt build-up has also impacted the water quality for irrigation purposes.
- 17. Pine Meadows Equipment - \$124,000 (Recreation Retained Earnings):** This request would fund the purchase 3 new pieces of equipment for the maintenance of the grounds at the Pine Meadows Golf Course: a Toro Groundskeeper rough mower, a Turfco top dresser, and a tow-behind Buffalo turbine blower. Timely end-of-life replacement of the commercial grade equipment is required for the professional maintenance of the grounds at Pine Meadows Golf Club.
- 18. Park and Playground Improvements (Justin Park) - \$155,000 (CPA):** This request will replace the playground equipment, upgrade to pour-in-place safety surfacing and replace signage at Justin Park. The new playground equipment would be designed for children ages 2-5 and/or ages 5-12 depending on the needs of the community which will be determined by public outreach. This funding will also renovate the pathway from the parking spaces to the park. The existing playground equipment was last replaced in 2003 and is nearing the end of its useful life. The proposed improvements will result in the park being in compliance with the Consumer Product Safety Commission (CPSC), the American Society for Testing and Materials (ASTM) and the American with Disabilities Act (ADA).
- 19. Park Improvements - Athletic Fields (Bridge School) - \$285,000 (CPA):** This ongoing capital program is to address safety and playability concerns as well as provide adequate and safe field conditions. This program funds improvements to athletic fields, including renovations to natural turf, drainage, new irrigation systems, and site amenities including benches, backstops and signage. The FY2024 funds will be used for such improvements to the Bridge School Fields including updates and replacements to irrigation systems and the installation of new natural grass. Further, based on recommendations from a 2017 ADA Compliance Study, the route to the fields from the sidewalk that runs along the school's entrance driveway will be formalized to become compliant with accessibility regulations, and new paths will be constructed between the two softball field and the playground to provide universal access throughout the site.

- 20. Pine Meadows Clubhouse Renovation - \$120,000 (Free Cash):** This FY2024 request seeks funding for the design and engineering costs associated with renovation of the clubhouse at the Pine Meadows Golf Club. 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. This project will engage a professional architect to develop design and engineering documents for the complete renovation of the clubhouse including but not limited to renovation and/or replacement of the main concourse area, the bathrooms, plumbing system and fixtures, windows, roof, and additional work as needed to improve accessibility and bring the building into ADA compliance. If design funding is approved, the Town expects to request construction funding for FY2025.
- 21. Lincoln Park Field Improvements - \$3,391,500 (\$216,500 Free Cash, \$700,000 Tax Levy, \$2,475,000 CPA):** This FY2024 request is to begin construction and preparation to replace the three athletic fields at Lincoln Park, as well as construction of lighting at Lincoln Fields 1 and 3. The fields are approaching the end of their lifespans and must be replaced if safe and anticipated use is to continue. These improvements will allow for increased usage of the fields, alleviating the shortage of available hours the Recreation Department now experiences.
- The project will start with a professional evaluation to determine if subsurface/base pad can be reused or if a replacement is required for safe function of the field. This request also provides funding for design, engineering, and construction Lincoln Field 1, including laser grading of the subsurface, inspection and repair of the drainage system, replacement of the base pad if indicated by the aforementioned study, replacement/recycling of the infill material and synthetic surface turf. This request will also install four (4) light towers at both Lincoln Field 1 and Lincoln Field 3 consistent with those currently installed at Lincoln Field 2. Lastly, this request will fund restoration of the walkways, guardrails, and plantings surrounding the fields. Future funding requests are expected to replace the turf at Lincoln 2 and 3.
- 22. Pool Water Chemistry Automated Controllers- \$35,000 (Recreation Retained Earnings):** This request will replace the water chemistry automated controllers that are at the Irving H. Mabee Town Pool Complex. The new automated controller system would ensure that the four pools at the complex remain chemically balanced at all times by allowing staff to adjust the water chemistry settings both in person and remotely.
- 23. Townwide Culvert Replacement - \$390,000 (Free Cash):** This request is part of an ongoing program to proactively replace culverts prior to catastrophic failure, which will allow for proper design considerations and funding while also minimizing the impact to residents through unexpected road closures and flooding. A comprehensive Culvert Asset Management Plan guides the work to replace culverts in town, which is a companion effort with the ongoing Watershed Management Plan. Construction is underway at the Valleyfield/Waltham Street culvert and is expected to complete during the 2023 construction season. The Grove Street, Allen Street and Winthrop Road culverts have been identified as high priority candidates for future replacement.
- 24. Equipment Replacement - \$1,755,000 (Free Cash):** 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 FY2024 request, by funding source, is shown in the table below. The request for Electric Charging Infrastructure will upgrade the electric service at the Public Works Building in order to support Level 1 chargers and the purchase of large electric equipment in future budget cycles. The current electric service does not support the installation of Level 1 chargers. The Town received quotes for both electric and gas models for the Rubbish Packer and Pelican Broom. This budget recommends the gas powered models for both pieces of equipment as the electric models are new to the market and the price of the electric models were cost prohibitive at twice the price of the gas models (\$650K, and \$550K, respectively).

Equipment	Free Cash	Sewer RE	Water RE	Total
Ford F450	\$ 150,000			\$ 150,000
Toro Gang Mower	\$ 145,000			\$ 145,000
Toro Groundmaster Mower	\$ 100,000			\$ 100,000
Vehicle Lift	\$ 40,000			\$ 40,000
6 Wheel Dump Truck	\$ 360,000			\$ 360,000
Elgin Pelican Broom	\$ 300,000			\$ 300,000
Bombardier Tractor	\$ 185,000			\$ 185,000
International Rubbish Packer	\$ 225,000			\$ 225,000
Electric Charging Infrastructure	\$ 250,000			\$ 250,000
Total	\$1,755,000	\$ —	\$ —	\$1,755,000

25. Sidewalk Improvements- \$800,000 (\$539,159 General Fund Debt, \$190,841 Free Cash): See a detailed description under Table I: General Fund Debt.

- 26. Storm Drainage Improvements and NPDES Compliance - \$570,000 (Free Cash):** This is an annual request to replace and supplement existing drainage structures, issues typically uncovered during roadway related construction activity. Funds will also be used for continued compliance with the Environmental Protection Agency (EPA) Phase II regulations which help improve the water quality of Lexington's streams and ponds. Approximately \$300,000 of this funding request is for compliance with the construction-related portions of the National Pollutant Discharge and Elimination System (NPDES) minimum control measures as mandated by the EPA in the stormwater general permit. The permit also requires the Town to comply with requirements for illicit discharge detection and elimination (IDDE), best management practices (BMP), installation, and retrofits. The remaining \$270,000 will be used to repair/replace drainage structures encountered during road construction, repair other drainage areas of concern in the Town and improve stormwater issues discovered during NPDES investigation work. Work in the Oakland Street, Massachusetts Ave and Battle Green Road areas have been completed. The IDDE program has continued with two summer interns and work is underway on the design of numerous BMPs, as well as drainage improvements in other areas of town. The preemptive repair of existing drainage structures will reduce damage to structures themselves, existing pavement, and private and public property.
- 27. Comprehensive Watershed Stormwater Management - \$390,000 (Free Cash):** DPW, Engineering and Conservation collaborate on this annual capital request which addresses drainage/brook management issues. The request funds the continuing design and implementation of watershed plans and the construction of priorities established in those plans. Staff has reviewed three watershed plans already completed (Charles River, Shawsheen River and Mystic River) and developed a prioritization schedule with built-in flexibility pending unforeseen changes. Requested funding will be used to move forward with those prioritized areas. Oxbow/Constitution phase 1 is complete and phase 2 is preparing to bid. The first phase of Valleyfield/Waltham Street is under construction and phase 2 will be bid upon completion of phase 1. Long-term benefits of the program include prevention of property damage, reduction in liability and overall improvement to the health of Lexington's waterways.
- 28. Street Improvements - \$3,678,740 (\$2,688,312 Tax Levy, \$990,428 Chapter 90 funding):** This is an annual request for the street resurfacing and maintenance program. In addition to the \$2,688,312 appropriated from the tax levy, \$990,428 of Chapter 90 funds will be utilized. (Chapter 90 funding is based on Lexington's most recent allocation and on the current state allocation of \$200 million statewide.) Funds will be used for design, inspections, planning, repair, patching, crack sealing and construction of roadways and roadway related infrastructure including repair and installation of sidewalks. A preliminary list of the streets to be repaired under this article is currently being developed. A pavement management system is utilized to assist in analyzing the road network and selecting roadways for repairs. This funding will allow for the proper improvements and repair of Lexington's streets and sidewalks, increasing their quality and safety.

Street Improvements - Financing Components

	FY2024
2001 Override Increased by 2.5% per year	\$ 760,357
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	\$ 990,428
Total	<u>\$ 3,678,740</u>

Without Chapter 90 \$ 2,688,312

29. Pump Station Upgrades - \$75,000 (Sewer Retained Earnings): In 2013, an evaluation and asset management plan was developed for the Town's pump stations with the assistance of Wright-Pierce, including a detailed engineering survey of the Town's existing infrastructure. This ongoing program was developed to upgrade Lexington's ten sewer pumping stations. The goal of this program is to upgrade all of the pumps and support systems to enable better energy efficiency and avoid emergency expenditures. The survey helped determine current and future needs, timetable and probable costs for the proposed work, and the Town has funded this program over the last 10 years.

Construction was recently completed on the pump stations at Worthen Road, Marshall Road and Constitution Road. Construction is underway at the Hayden Ave Pump Station and bids for construction at the North Street Pump Station are expected to be received in February 2023. Staff believe existing appropriations for this program will cover the upgrades to the stations mentioned above. This FY2024 request is to fund an update to the existing asset management plan performed in 2013 and to determine next steps in this capital program.

30. Sanitary Sewer System Investigation and Improvements - \$1,040,404 (\$640,404 Wastewater Retained Earnings, \$400,000 Wastewater User Charges): This is an annual program that provides for rehabilitation of sanitary sewer infrastructure. Work will include replacement or repair of deteriorated sewers, force mains and manholes in order to improve flow and reduce inflow and infiltration into the system. Engineering investigation and evaluation will continue on sewers throughout town, including those in remote, hard to access areas. 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.

- 31. Hydrant Replacement Program - \$150,000 (\$75,000 Free Cash & \$75,000 Water Retained Earnings):** This is an ongoing replacement program designed to maintain the integrity of the fire protection system throughout town. Faulty hydrants need to be replaced to meet safety requirements. A list of hydrants needing replacement is generated each year during the annual inspection and flushing of hydrants by the Water and Fire Departments. Based on discussions between the two departments, the updated target 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 cost of hydrants was recently increased from \$2,500 in prior years. The Town of Lexington has 1,747 fire hydrants in its fire protection system; a total of 22 hydrants were replaced in FY2022, and 7 were repaired.
- 32. Municipal Parking Lot Improvements - \$575,000 (Free Cash):** This request is for the construction of the parking lot that extends from Fletcher Avenue on the most easterly side to the limits of the Town Office Building parcel on the most westerly side. Funds for survey and design of this project were appropriated in FY2023. The project includes reconstruction of the existing asphalt parking areas as well as new construction and reconfiguration of parking in the area nearest the new Police Station. This will provide for improved flow through the parking area as well as the potential for additional parking spaces. The design and construction of the parking lot is being coordinated with the Police Station reconstruction.
- 33. Public Grounds Irrigation Improvements - \$200,000 (\$120,000 Free Cash; \$80,000 CPA):** This request is to upgrade the irrigation systems at several locations around Town, including the lawns at the Town Hall Complex, Cary Hall, Hastings Park and the Battle Green. Funding will replace water lines, valves, irrigation heads and water controllers, to promote greater efficiency in the distribution of water resources. These improvements will help avoid deteriorating turf from lack of proper irrigation and also reduce the costs associated with overwatering areas of natural grass.
- 34. Lead and Copper Program - \$4,209,580 (\$2,909,580 Water Fund Debt; 500,000 Water Retained Earnings; \$800,000 Water User Charges):** See a detailed description under Table II: Water Enterprise Fund Debt.
- 35. Network Core Equipment Replacement - \$980,000 (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. The FY2024 funding request is 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.

- 36. Network Redundancy & Improvement Plan - \$988,094 (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, however inflation significantly increased the cost of fiber and network equipment. This second-phase request is to complete phase I, and additionally fund fiber connections to tier 2 and tier 3 sites.
- 37. 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.
- 38. Archives & Records Management - \$35,000 (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 FY2024 request will include the conservation and preservation of a three-part set of oversized map books belonging to the Engineering Department and containing schematic drawings, cemetery plot information and other engineering and urban layout plans spanning from 1856-1912. 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.
- 39. East Village Clock Restoration - \$9,600 (CPA):** This request is to repair and restore the 1914 E. Howard Clock located in the steeple of Follen Church in East Lexington. The iconic octagonal church building, added to the National Register of Historic Places in 1976, has housed the village clock owned by "the Citizens of the East Village" and entrusted to the church since 1914. Ownership of the clock has passed to the Town of Lexington and the maintenance has been completed by volunteers from the church and Lexington community. The clock needs professional overhaul, as it is beginning to show significant signs of distress. The repair and restoration will include the strike trip lever, time and striking gears, vertical shaft and bevel gear, clock frame and dials.
- 40. First Parish Clock Restoration - \$12,000 (CPA):** This request is to repair and restore the 1868 E. Howard clock located in the steeple of the First Parish Church directly across from the historic Lexington Green. The clock is one of only a few examples still in original working order, as the vast majority of these clocks have been converted to electric-motored mechanisms or have simply disappeared. Clocks from the E. Howard Company were considered at the time to be some of the finest clocks available, and the First Parish Church Clock is a fine example of a small shop build that predates mass production. This funding would repair the mechanism that drives the three clock faces, along with the bevel gear, pivots and brushings. To complete the project the clock gear will be restored to its original tensions and settings.
- 41. Munroe Center for the Arts Building Renovation - \$6,635,191 (\$4,035,191 CPA; \$2,000,000 CPA Debt):** See a detailed description under Table VI: CPA Fund Debt.

- 42. Hancock-Clarke Barn Restoration - \$118,419 (CPA):** This project request is for funding to stabilize the Barn located directly behind the 1737 National Historic Landmark Hancock-Clarke House. This first phase of the project will stabilize the structure and prevent it from collapse, and at the same time bring it up to code in terms of accessibility, lighting and climate control. The Barn was constructed c. 1850, measures approximately 24 by 30 feet in size and is currently used for limited storage. The Barn is in need of a new roof, foundation repairs and modifications to the grounds to prevent water from entering the basement. Funding will also allow for assessment and trimming of trees surrounding the building. Subsequent steps will allow the Lexington Historical Society to turn the Barn into a fully accessible space that will be used year-round for education and other public historic society functions.
- 43. Affordable Housing Trust pre-funding - \$1,500,000 (CPA):** Article 12 of 2022-3 Special Town Meeting, established an Affordable Housing Trust (AHT), which will be a useful tool in the ongoing effort to increase the stock of affordable housing in Lexington. This request is to fund the Lexington AHT by providing CPA seed money for affordable housing acquisitions, and to allow the AHT greater flexibility in purchasing property and competing with for-profit developers in the real estate market.
- 44. LexHAB Property Acquisition - \$400,000 (CPA):** This request is to pre-fund the Lexington Housing Assistance Board (LexHAB) to allow the organization to purchase and convert a single-family property from a market rate to an affordable unit of housing. Similar to the Affordable Housing Trust, access to cash funding will allow LexHAB greater flexibility in competing with developers for the purchase of market rate homes.
- 45. LexHAB Rehabilitation/Preservation and Installation - \$345,125 (CPA):** This FY24 request seeks funding for the preservation, rehabilitation and restoration of 15 Lexington Housing Assistance Board (LexHAB) affordable housing units. The scope of the work at these units varies by property. There will be six rehabilitation and preservation projects at the units which were acquired with CPA funds, including kitchen and bath renovations, new appliances, furnace and water heater replacement, fence replacement; and the installation of solar panels at two additional properties. This funding request will also cover preservation projects at seven LexHAB-operated units *not* acquired with CPA funds. These include re-roofing or roof replacement; replacement of doors, porches, decks, stairs and retaining walls; chimney repairs; electrical work; and exterior painting to prevent damage and failure of the structures. All improvements are intended to ensure the continued safety and functionality of the units.
- 46. Transforming Trees Into Art - \$22,000 (CPA):** This request is to take a series of eight stumps that are located adjacent to the Gallagher Tennis Courts and turn them into public art sculptures depicting examples of the New England region's avian life. The removal of the 80-100-year-old white pines which left the stumps was necessitated by their age, height and condition, as well as their proximity to residential homes along Parker Street and the tennis facility. The resulting sculptures would be approximately 10 feet tall and would be made by an artist with a chainsaw. These sculptures would provide an educational and aesthetically pleasing experience for those near the Center Recreation Complex.

Table IX: Deferred FY2024 and Proposed FY2025-FY2028 Capital Requests

Ongoing Capital Programs - General Fund							
Dept.	Project Name	Deferred FY2024	FY2025	FY2026	FY2027	FY2028	Total
<i>Innovation & Technology</i>							
	Application Implementation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
	Network Core Equipment Replacement	\$ —	\$ 400,000	\$ —	\$ 630,000	\$ —	\$ 1,030,000
	Municipal Technology Improvement Program	\$ —	\$ 390,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 690,000
	Network Redundancy & Improvement Plan	\$ —	\$ 917,018	\$ 495,000	\$ 110,000	\$ 110,000	\$ 1,632,018
	Phone Systems & Unified Communications	\$ —	\$ 90,000	\$ 80,000	\$ 60,000	\$ 60,000	\$ 290,000
		\$ —	\$ 1,797,018	\$ 675,000	\$ 900,000	\$ 270,000	\$ 3,642,018
<i>Land Use, Health and Development</i>							
	Transportation Mitigation	\$ —	\$ 50,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 330,000
		\$ —	\$ 50,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 330,000
<i>Public Facilities</i>							
	Public Facilities Bid Documents	\$ —	\$ 125,000	\$ 125,000	\$ 150,000	\$ 150,000	\$ 550,000
	Public Facilities Interior Finishes	\$ —	\$ 423,488	\$ 440,428	\$ 458,045	\$ 476,367	\$ 1,798,328
	School Paving and Sidewalks	\$ —	\$ 200,000	\$ 225,000	\$ 250,000	\$ 250,000	\$ 925,000
	Public Facilities Mechanical/Electrical/Plumbing Replacements	\$ —	\$ 916,300	\$ 1,309,000	\$ 1,485,000	\$ 2,046,000	\$ 5,756,300
	Municipal Building Envelopes and Associated Systems	\$ —	\$ 230,655	\$ 236,421	\$ 242,332	\$ 522,581	\$ 1,231,989
	Building Envelope	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
	School Building Envelopes and Associated Systems	\$ —	\$ 264,127	\$ 270,600	\$ 277,365	\$ 284,299	\$ 1,096,391
		\$ —	\$ 2,159,570	\$ 2,606,449	\$ 2,862,742	\$ 3,729,247	\$ 11,358,008
<i>Public Works</i>							
*	Townwide Culvert Replacement	\$ —	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 1,560,000
	Equipment Replacement	\$ —	\$ 2,070,000	\$ 2,270,000	\$ 1,800,000	\$ 1,065,000	\$ 7,205,000
	Sidewalk Improvements	\$ —	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 3,200,000
	Townwide Signalization Improvements	\$ —	\$ 50,000	\$ 55,000	\$ —	\$ —	\$ 105,000
*	Storm Drainage Improvements and NPDES Compliance	\$ —	\$ 570,000	\$ 570,000	\$ 570,000	\$ 570,000	\$ 2,280,000
*	Comprehensive Watershed Stormwater Management	\$ —	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 1,560,000
	Street Improvements	\$ —	\$ 2,707,321	\$ 2,726,806	\$ 2,746,777	\$ 2,767,247	\$ 10,948,151
	Hydrant Replacement Program	\$ —	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000
	*Potential future funding from Stormwater Management Fee	\$ —	\$ 7,052,321	\$ 7,276,806	\$ 6,771,777	\$ 6,057,247	\$ 27,158,151
<i>Schools</i>							
	LPS Technology Program	\$ —	\$ 1,331,963	\$ 1,430,296	\$ 1,425,753	\$ 1,359,156	\$ 5,547,168
		\$ —	\$ 1,331,963	\$ 1,430,296	\$ 1,425,753	\$ 1,359,156	\$ 5,547,168
	Total Capital Programs - General Fund	\$ —	\$ 12,390,872	\$ 12,068,551	\$ 12,060,272	\$ 11,515,650	\$ 48,035,345
Ongoing Capital Programs - Enterprise Funds							
Dept.	Project Name	Deferred FY2024	FY2025	FY2026	FY2027	FY2028	Total
<i>Public Works</i>							
	Pump Station Upgrades	\$ —	TBD	TBD	\$ —	\$ —	\$ —
	Sanitary Sewer System Investigation and Improvements	\$ —	\$ 1,061,210	\$ 1,082,431	\$ 1,104,080	\$ 1,126,161	\$ 4,373,882
	Water Distribution System Improvements	\$ —	\$ 2,288,900	\$ 2,334,670	\$ 2,381,360	\$ 2,428,987	\$ 9,433,917
	Hydrant Replacement Program	\$ —	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000
	Water Tower(s) replacement	\$ —	\$ 2,156,250	\$ 9,803,750	\$ —	\$ —	\$ 11,960,000
		\$ —	\$ 5,581,360	\$ 13,295,851	\$ 3,560,440	\$ 3,630,148	\$ 26,067,799
<i>Recreation & Community Programs</i>							
	Pine Meadows Improvements	\$ —	\$ 350,000	\$ 75,000	\$ 100,000	\$ —	\$ 525,000
	Pine Meadows Equipment	\$ —	\$ —	\$ 65,000	\$ 30,000	\$ —	\$ 95,000
		\$ —	\$ 350,000	\$ 140,000	\$ 130,000	\$ —	\$ 620,000
	Total Capital Programs - Enterprise Funds	\$ —	\$ 5,931,360	\$ 13,435,851	\$ 3,690,440	\$ 3,630,148	\$ 26,687,799

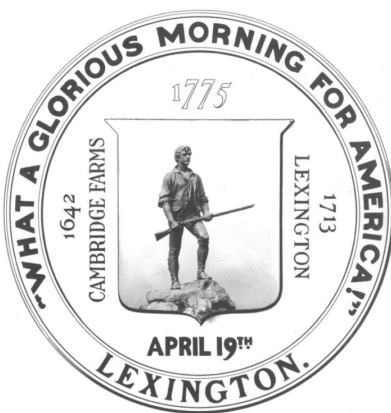
Table IX: Deferred FY2024 and Proposed FY2025-FY2028 Capital Requests

Ongoing and One-time Capital Projects - CPA Fund							
Dept.	Project Name	Deferred FY2024	FY2025	FY2026	FY2027	FY2028	Total
Public Facilities	Stone Building Renovation and Addition	\$ —	\$ 5,150,000	\$ 2,950,000	\$ 2,400,000	\$ —	\$ 10,500,000
Land Use, Health and Development	Idylwilde and Poor Farm Meadow Preservation	\$ —	\$ 23,500	\$ —	\$ 30,550	\$ —	\$ 54,050
	Wright Farm Barn Preservation and Rehabilitation (Step 3)	\$ —	TBD	TBD	\$ —	\$ —	\$ —
	Lower Vine Brook Trail Improvements	\$ —	\$ —	\$ 100,000	TBD	\$ —	\$ 100,000
	Cotton Farm/Community Center Connector	\$ —	\$ —	\$ 200,000	\$ —	TBD	\$ 200,000
Recreation & Community Programs	Park and Playground Improvements	\$ —	\$ 805,000	\$ 1,130,000	\$ 300,000	\$ —	\$ 2,235,000
	Park Improvements - Athletic Fields	\$ —	\$ 480,000	\$ —	\$ —	\$ 4,180,000	\$ 4,660,000
	Park Improvements - Site Amenities	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ —	\$ 60,000
	Outdoor Pickleball Courts Construction	\$ —	\$ —	\$ —	\$ 250,000	\$ —	\$ 250,000
	Lincoln Park Fitness Stations Equipment	\$ —	\$ 100,000	\$ —	\$ —	\$ —	\$ 100,000
	Lincoln Park Field Improvements	\$ —	\$ 530,400	\$ 552,000	\$ —	\$ —	\$ 1,082,400
Town Clerk	Archives & Records Management	\$ —	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
Total Capital Projects - CPA Funds		\$ —	\$ 7,138,900	\$ 4,952,000	\$ 3,030,550	\$ 4,200,000	\$ 19,321,450
One-Time Capital Projects - General Fund							
Dept.	Project Name	Deferred FY2024	FY2025	FY2026	FY2027	FY2028	Total
Fire	Replace Pumper Truck	\$ —	\$ —	\$ 875,000	\$ —	\$ —	\$ 875,000
	Heavy Vehicle Extrication Equipment	\$ —	\$ 150,000	\$ —	\$ —	\$ —	\$ 150,000
	Off Road Fire Engine	\$ —	\$ —	\$ —	\$ —	\$ 300,000	
	Ambulance Replacement	\$ —	\$ —	\$ 500,000	\$ —	\$ —	
Public Facilities	LHS School Project	\$ —	\$ 8,000,000	\$ 12,000,000	\$ 380,000,000	\$ —	\$ 400,000,000
	173 Bedford Street Renovation- Design	\$ —	\$ 6,000,000	\$ —	\$ —	\$ —	\$ 6,000,000
	East Lexington Fire Station- Feasibility Study	\$ —	\$ 2,000,000	\$ 1,000,000	\$ 12,000,000	\$ —	\$ 15,000,000
	Central Administration Building Demolition	\$ —	\$ —	\$ 1,650,000	\$ —	\$ —	\$ 1,650,000
	Cary Library Children's Room Renovation Project	\$ —	\$ 5,500,000	\$ —	\$ —	\$ —	\$ 5,500,000
Public Works	Hartwell Ave. Compost Site Improvements	\$ —	\$ —	\$ 220,000	\$ —	\$ —	\$ 220,000
	Public Parking Lot Improvement Program	\$ —	TBD	\$ 990,000	TBD	\$ —	\$ 990,000
	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
	Street Acceptance	\$ —	TBD	TBD	TBD	TBD	\$ —
	Cemetery Columbarium	\$ —	\$ 30,000	\$ 420,000	\$ —	\$ —	\$ 450,000
Recreation & Community Programs	Pine Meadows Clubhouse Renovation	\$ —	\$ 1,680,000	\$ —	\$ —	\$ —	\$ 1,680,000
	Lincoln Park Field Improvements	\$ —	\$ 953,600	\$ 992,100	\$ —	\$ —	\$ 1,945,700
	Park Improvements - Athletic Fields	\$ —	\$ —	\$ —	\$ —	\$ 2,000,000	\$ 2,000,000
	Strategic Plan Update	\$ —	\$ —	\$ —	\$ 100,000	\$ —	\$ 100,000
Innovation and Technology	Scanning - Electronic Document Management	\$ —	\$ 110,000	\$ —	\$ —	\$ —	\$ 110,000
		\$ —	\$ 24,723,600	\$ 20,597,100	\$ 395,350,000	\$ 2,300,000	\$ 442,170,700

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Appendix A: Program Improvement Request Summary



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Appendix A: Program Improvement Requests

Shared and Municipal Programs 2000 - 8000

FY2024 Recommended Budget: Program Improvements

Program Improvement Request Summary

Program	Department Requests	Recommended	Not Recommended
General Fund			
Public Facilities	\$ 24,000	\$ —	\$ 24,000
Public Works	\$ 130,844	\$ —	\$ 130,844
Police	\$ 329,945	\$ —	\$ 329,945
Fire	\$ 106,438	\$ —	\$ 106,438
Library	\$ 197,594	\$ —	\$ 197,594
Recreation - Non-Enterprise	\$ 20,000	\$ —	\$ 20,000
Human Services	\$ —	\$ —	\$ —
Land Use, Health and Development	\$ 231,020	\$ 15,000	\$ 216,020
Select Board	\$ 100,000	\$ 100,000	\$ —
Town Manager's Office	\$ 177,458	\$ 74,727	\$ 102,731
Miscellaneous Boards and Committees	\$ 15,000	\$ —	\$ 15,000
Finance	\$ 133,408	\$ —	\$ 133,408
Town Clerk	\$ 38,523	\$ —	\$ 38,523
Innovation & Technology	\$ —	\$ —	\$ —
Total General Fund Requests	\$ 1,504,230	\$ 189,727	\$ 1,314,503

Non-General Fund

Water/Sewer Enterprise	\$ 12,174	\$ 12,174	\$ —
Recreation Enterprise	\$ —	\$ —	\$ —
Tourism Revolving Fund	\$ 76,817	\$ 76,817	\$ —
Total Non-General Fund	\$ 12,174	\$ 88,991	\$ —

Combined Requests Total	\$ 1,516,404	\$ 278,718	\$ 1,314,503
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GENERAL FUND		Departmental Request				Recommendation	
Program	Description						
Public Facilities		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
2630 - Shared Facilities	VFA Annual Subscription Fee	\$ —	\$ 24,000	\$ —	\$ 24,000	\$ —	\$ 24,000
Total Public Facilities		\$ —	\$ 24,000	\$ —	\$ 24,000	\$ —	\$ 24,000
Public Works		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
3210 - Highway Maintenance/ 3100 - Engineering	Streetscape Maintenance Program	\$ —	\$ 28,000	\$ —	\$ 28,000	\$ —	\$ 28,000
3300 - Public Grounds	Assistant Superintendent for Public Grounds	\$ 83,895	\$ —	\$ 18,949	\$ 102,844	\$ —	\$ 102,844
Total Public Works		\$ 83,895	\$ 28,000	\$ 18,949	\$ 130,844	\$ —	\$ 130,844
Police		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
4110 - Police Administration	Professional Standards Lieutenant	\$ 149,160	\$ —	\$ 19,895	\$ 169,055	\$ —	\$ 169,055
4110 - Police Administration	Deputy Chief Position	\$ 9,237	\$ —	\$ —	\$ 9,237	\$ —	\$ 9,237
4110 - Investigations and Prevention	Community Resource Dog	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000
4140 - Investigations and Prevention	School Resource Officer	\$ 96,521	\$ —	\$ 19,132	\$ 115,653	\$ —	\$ 115,653
4110 - Investigations and Prevention	Code Enforcement Officer	\$ 16,000	\$ —	\$ —	\$ 16,000	\$ —	\$ 16,000
Total Police		\$ 270,918	\$ 20,000	\$ 39,027	\$ 329,945	\$ —	\$ 329,945
Fire		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
4220 Fire Prevention	Lieutenant Fire Inspector	\$ 87,438	\$ —	\$ 19,000	\$ 106,438	\$ —	\$ 106,438
Total Fire		\$ 87,438	\$ —	\$ 19,000	\$ 106,438	\$ —	\$ 106,438
Library		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
5130 - Youth Services	Full-Time Youth Services Librarian	\$ 74,978	\$ —	\$ 18,819	\$ 93,797	\$ —	\$ 93,797
5120 - Adult Services	Full-Time World Language Librarian I	\$ 74,978	\$ —	\$ 18,819	\$ 93,797	\$ —	\$ 93,797
5110- Administration	Building updates not covered by Facilities	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 10,000
Total Library		\$ 149,956	\$ 10,000	\$ 37,638	\$ 197,594	\$ —	\$ 197,594
Recreation - General Fund		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
5240 - Community Center	Non-Program Facility expenses	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000
Total Recreation - General Fund		\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000
Land Use, Housing & Development		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
7120 - Administration	Increase Health Admin support to full time	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000	\$ —
7130 - Conservation	Chipping	\$ —	\$ 4,000	\$ —	\$ 4,000	\$ —	\$ 4,000
7130 - Conservation	Conservation Regulatory Assistant Hours	\$ 20,000	\$ —	\$ 290	\$ 20,290	\$ —	\$ 20,290
7200- Planning	Housing Officer/Planner	\$ 75,000	\$ —	\$ 18,820	\$ 93,820	\$ —	\$ 93,820
7300 - Economic Development	Liberty Ride Driver	\$ 29,880	\$ —	\$ 433	\$ 30,313	\$ —	\$ 30,313
7300 - Economic Development	Full-Time Tour Service Coordinator	\$ 58,240	\$ —	\$ 18,577	\$ 76,817	\$ 76,817	\$ —
7300 - Economic Development	Full-time Assistant Visitors Center Manager	\$ 49,152	\$ —	\$ 18,445	\$ 67,597	\$ —	\$ 67,597
Total Land Use, Housing & Development		\$ 174,032	\$ 19,000	\$ 37,988	\$ 231,020	\$ 15,000	\$ 216,020
Select Board		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
8110 - Select Board Office	LexMedia Supplemental Funding	\$ —	\$ 100,000	\$ —	\$ 100,000	\$ 100,000	\$ —
Total Select Board		\$ —	\$ 100,000	\$ —	\$ 100,000	\$ 100,000	\$ —
Town Manager		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended

8220 - Human Resources	Hiring of a Benefits Assistant	\$ 64,070	\$ —	\$ 18,661	\$ 82,731	\$ —	\$ 82,731
8220 - Human Resources	Full-time Administrative Assistant	\$ 26,609	\$ —	\$ 18,118	\$ 44,727	\$ 44,727	\$ —
8220 - Human Resources	Classification and Compensation	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ 30,000	\$ —
8210 - Org. Dir. & Admin.	Lexington HeatSmart Program	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000
Total Town Manager		\$ 90,679	\$ 50,000	\$ 36,779	\$ 177,458	\$ 74,727	\$ 102,731

Town Committees		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
8320 - Misc. Boards & Committees	Human Rights Committee	\$ —	\$ 5,000	\$ —	\$ 5,000	\$ —	\$ 5,000
8320 - Misc. Boards & Committees	Lexington Council for the Arts	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 10,000
Total Town Committees		\$ —	\$ 15,000	\$ —	\$ 15,000	\$ —	\$ 15,000

Finance		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
8410 - Comptroller	Tyler ERP/Cashiering Module	\$ —	\$ 133,408	\$ —	\$ 133,408	\$ —	\$ 133,408
Total Finance		\$ —	\$ 133,408	\$ —	\$ 133,408	\$ —	\$ 133,408

Town Clerk		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
8500 - Town Clerk	Archivist/Records Officer	\$ 20,494	\$ —	\$ 18,029	\$ 38,523	\$ —	\$ 38,523
Total Town Clerk		\$ 20,494	\$ —	\$ 18,029	\$ 38,523	\$ —	\$ 38,523

Total General Fund \$ 877,412 \$ 419,408 \$ 207,410 \$ 1,504,230 \$ 189,727 \$ 1,314,503

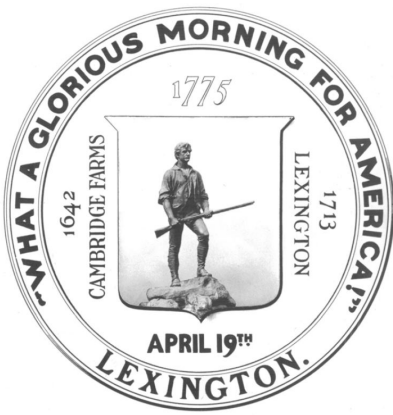
NON-GENERAL FUND		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
Water/Sewer Enterprise							
3600 - Water	Leadman Upgrade	\$ 6,000	\$ —	\$ 87	\$ 6,087	\$ 6,087	\$ —
3700 - Sewer	Leadman Upgrade	\$ 6,000	\$ —	\$ 87	\$ 6,087	\$ 6,087	\$ —
Total Water/Sewer Enterprise		\$ 12,000	\$ —	\$ 174	\$ 12,174	\$ 12,174	\$ —

Tourism Revolving Fund		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
7300 - Economic Development	Full-Time Tour Service Coordinator	\$ 58,240	\$ —	\$ 18,577	\$ 76,817	\$ 76,817	\$ —
Total Tourism Revolving Fund		\$ 58,240	\$ —	\$ 18,577	\$ 76,817	\$ 76,817	\$ —
Total Non-General Fund		\$ 70,240	\$ —	\$ 18,751	\$ 88,991	\$ 88,991	\$ —

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Appendix B: Budget Information



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This document summarizes local and state law regarding town budget preparation and submission. References are made to Massachusetts General Laws, the bylaws of the Town of Lexington, the Lexington Selectmen-Town Manager Act, and the Administrative Directives of the Lexington Town Manager. Those references offering the greatest amount of information on the given topic have been listed first.

The Town Manager

The Town Manager is appointed by the Select Board to oversee the daily operations of the Town, to administer the policies and procedures of the Board, and to enforce all bylaws and actions passed at Town Meetings. The Manager is the Chief Executive Officer of the Town, and his/her authority and responsibilities are established in the Selectmen-Town Manager Act of 1968 (at page A20107 - Appendix §A201 Special Acts).

REQUEST FOR DEPARTMENTAL BUDGET INFORMATION

TO OCCUR: Annually, at Town Manager's request

REFERENCE: Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)

The Town Manager may request all boards, departments, committees, commissions and officers of the Town, except the School Committee, to submit to him/her in writing a detailed estimate of the appropriations required for the efficient and proper conduct of the respective departments and offices during the next fiscal year.

REQUEST FOR SCHOOL BUDGET INFORMATION

TO OCCUR: Annually, at Town Manager's request

REFERENCE: Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)

The Town Manager may request from the School Committee a total budget estimate for the next fiscal year.

The Town Manager (continued)

REQUEST FOR CAPITAL EXPENDITURES INFORMATION

TO OCCUR: Annually, at Town Manager's request

REFERENCE: Selectmen-Town Manager Act §12 (Appendix §A201 Special Acts at page A20113)
Sections 29-13 and 29-14 of the Code of the Town of Lexington

All boards, departments, committees, commissions and officers of the Town shall annually submit to the Town Manager and to the Capital Expenditures Committee in writing a detailed estimate of the capital expenditures (as defined below) required for the efficient and proper conduct of their respective departments and offices for the next fiscal year and the ensuing four year period.

Definitions of Capital Expenditures

Per Section 29-14 of the Code of the Town of Lexington, "Capital Expenditures shall mean any and all expense of a non-recurring nature not construed as an ordinary operating expense, the benefit of which will accrue to the Town over an extended period of time."

Per the Manager's budget, "A capital project is defined as a major, non-recurring expenditure including at least one of the following:

- acquisition of land for a public purpose;
 - construction of, or addition to, a facility such as a public building, water or sewer lines, or playfields, etc.;
 - rehabilitation or repair of a building, facility, or equipment; provided the cost is \$25,000 or more and the improvement will have a useful life of 10 years or more;
 - purchase of equipment costing \$25,000 or more, with a useful life of 5 years or more (all cars are defined to be non-capital items);
 - any planning, engineering or design study related to an individual capital project."
-

The Town Manager (continued)

SUBMISSION OF TOWN BUDGET TO SELECT BOARD

TO OCCUR: On the specified date

REFERENCE: Section 90-12 of the Code of the Town of Lexington
Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)

Section 12. The Town Manager shall annually submit to the Select Board, the Appropriation Committee, and the Capital Expenditures Committee for their consideration a proposed budget, revenue statement and tax rate estimate on a date specified no later than September 30 by the Select Board after consultation with the School Committee, Appropriation Committee and the Capital Expenditures Committee.

SUBMISSION OF CAPITAL EXPENDITURES BUDGET TO SELECT BOARD

TO OCCUR: Annually

REFERENCE: Selectmen-Town Manager Act §12 (Appendix §A201 Special Acts at page A20113)

The Town Manager shall submit in writing to the Select Board and to the Capital Expenditures Committee a careful, detailed estimate of the recommended capital expenditures for the next fiscal year and the ensuing four year period, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the interest and maturing bonds and notes or other indebtedness of the Town.

The Select Board

Lexington's charter establishes an elected five-member Select Board to oversee the executive branch of Town government. Select Board Members are elected for three-year terms and are responsible for the general direction and management of the property and affairs of the Town.

RECOMMENDATIONS ON TOWN BUDGET

TO OCCUR: Prior to the Annual Town Meeting

REFERENCE: Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)
Mass. General Law Ch. 41, §60

The Select Board shall consider the proposed budget submitted by the Town Manager and make such recommendations relative thereto as they deem expedient and proper in the interest of the Town. The Select Board shall transmit a copy of the budget together with their recommendations relative thereto to the Appropriation Committee and, for its information, a copy to the Capital Expenditures Committee.

RECOMMENDATIONS ON CAPITAL BUDGET

TO OCCUR: Prior to the annual Town Meeting

REFERENCE: Selectmen-Town Manager Act §12-13 (Appendix §A201 Special Acts at page A20113)

The Select Board shall consider the capital budget submitted by the Town Manager and make such recommendations relative thereto as they deem appropriate and proper in the interests of the Town. The Select Board shall transmit a copy of the capital budget together with their recommendations relative thereto to the Appropriation Committee and to the Capital Expenditures Committee.

SUBMISSION OF BUDGET TO TOWN MEETING

TO OCCUR: At least four weeks prior to the date when the Annual Town Meeting is scheduled to consider the budget.

REFERENCE: Section 90-13 of the Code of the Town of Lexington

The Select Board shall submit a budget at the annual Town Meeting. The Select Board's proposed budget shall be distributed to the Appropriation Committee, the Capital Expenditures Committee, and to each Town Meeting Member at least four weeks prior to the date when the Annual Town Meeting is scheduled to consider it.

The Appropriation Committee

The Appropriation Committee is a nine-member board appointed by the Town Moderator. Members are appointed to three-year overlapping terms and serve to evaluate the fiscal policies and priorities set by the Select Board and the Town Meeting. The Committee advises Town Meeting Members on financial proposals, analyzes operating budget proposals, makes fiscal projections, and reviews funding for proposed capital improvements. The Committee's approval is required to use reserve funds for unanticipated operating costs.

APPROPRIATION COMMITTEE REPORT ON TOWN BUDGET

TO OCCUR: Prior to the Annual Town Meeting

REFERENCE: Section 29-11(A) of the Code of the Town of Lexington
Mass. General Law Ch. 39, §16

The Committee shall prior to each annual town meeting for the transaction of business prepare, publish and distribute by making copies available at the Office of the Town Clerk and at Cary Memorial Library, and by mailing or otherwise distributing to each town meeting member a review of the budget adopted by the Select Board to be considered at the Annual Town Meeting. This review will include the Committee's advice and recommendations with reference to the various appropriations of town funds, and other municipal matters coming before such town meeting. The Appropriation Committee shall include in its report an assessment of the budget plan based on all the data available to it concerning the next year's revenues and expenses as well as a projection for future years' revenues and expenses.

This publication may be combined with and distributed at the same time as the Capital Expenditures Committee Report (Section 29-13(B) of the Code of the Town of Lexington).

EXPLANATION OF APPROPRIATION COMMITTEE REPORT

TO OCCUR: At the annual Town Meeting

REFERENCE: Section 29-11(B) of the Code of the Town of Lexington

The Appropriation Committee shall explain its report with advice and recommendations and it shall also at each special Town meeting give its advice and recommendations with reference to any appropriation of the Town funds or other municipal matter coming before such special Town meeting.

The Capital Expenditures Committee

The Capital Expenditures Committee is a five to seven member board appointed by the Town Moderator. Members are appointed to three-year overlapping terms and consider the relative need, timing and cost of capital expenditure projects proposed for the ensuing five-year period.

CAPITAL EXPENDITURES REPORT

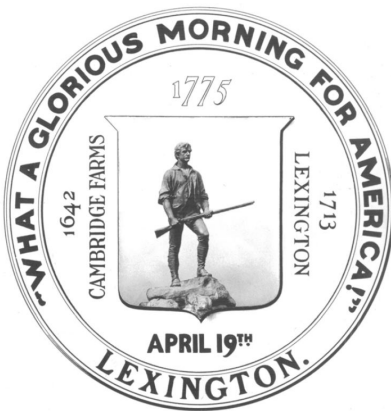
TO OCCUR: Prior to the annual Town Meeting

REFERENCE: Section 29-13 of the Code of the Town of Lexington

Each year the Capital Expenditures Committee shall request and receive from the Town boards and departments a list of all capital expenditures that may be required within the ensuing five-year period. The Committee shall consider the relative need, timing and cost of these projects, the adequacy thereof and the effect these expenditures might have on the financial position of the Town.

The Committee shall prior to each annual meeting for the transaction of business prepare, publish and distribute by making copies available at the office of the Town Clerk and at Cary Memorial Library, and by mailing or otherwise distributing to each Town meeting member, a report of its findings, setting forth a list of all such capital expenditures together with the Committee's recommendations as to the projects that should be undertaken within the five-year period and the approximate date on which each recommended project should be started. This publication may be combined with and distributed at the same time as the Appropriation Committee report.

Appendix D: Glossary



Glossary

ABATEMENT - An Abatement is a reduction of a tax liability. The Board of Assessors grants abatements for real estate and personal property taxes in cases where an individual's assessed valuation is determined to be in excess of fair market value.

ACCRUAL BASIS FOR ACCOUNTING - A method of accounting that recognizes revenue when earned, rather than when collected, and recognizes expenses when incurred, rather than when paid. In Massachusetts, cities and towns must use this basis of accounting for the audited financial statements of Enterprise funds. (Also see Modified Accrual Basis of Accounting).

APPROPRIATION - An authorization granted by Town Meeting to make expenditures and to incur obligations for specific purposes. Appropriations for any expenditure specify dollar amounts, funding sources, and a period of time within which the funds must be spent. Any funds not expended within the specified time (usually one fiscal year) revert to the Unreserved Fund Balance.

APPROPRIATED BUDGET - As used in fund summaries and department summaries within the budget document, represents the current year budget as originally adopted by Town Meeting. It does not include prior year encumbrances.

ARTICLE - An article or item on the Town Warrant. There are four standard financial articles that appear in the Warrant every year: the Operating Budget Article; an Article for "Supplementary Appropriations for the Current Fiscal Year" (the current fiscal year was appropriated at the previous year's Town Meeting); an Article for Prior Years' Unpaid Bills; and an Article for supplementary appropriations for previously authorized capital improvement projects. "New" capital project requests and other special items generally appear as individual articles without a predetermined order.

ARTICLE TRANSFERS - Projects from previous year Town Meeting article appropriations occasionally have unexpended balances not required once the project is complete. The unexpended balance becomes available for future Town Meeting appropriation.

ASSESSED VALUATION - The valuation of real estate or other property determined by the Town Assessor for tax levying purposes. The Commonwealth certifies the values and methodology in determining values every five years.

ASSETS - Property, plant and equipment owned by the Town.

AUDIT - An examination of the town's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool for evaluation of the fiscal performance of a community.

BUDGETARY FUND BALANCE (also FREE CASH) - Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the Comptroller. Free cash is not available for appropriation until certified by the Director of Accounts at the Department of Revenue.

BOND - A written promise to pay a specified sum of money - called the face value or principal amount - at a specified date in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between notes, usually one year or two years in length, and a bond is that the latter runs for a longer period of time. State statute and the Select Board establish the length of a bond repayment.

BOND ANTICIPATION NOTE (BAN or Note) - A temporary note issued for no more than one or two years. This is commonly used to defer the initial pay down of debt or to accommodate reimbursement for borrowed notes from a private source or other governmental entity.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period with proposed means of financing. Lexington's budget is a financial plan that is established for a single fiscal year that begins on July 1 and ends on June 30.

BUDGET MESSAGE (Town Manager's Transmittal Letter) - The opening section of the budget that provides the Select Board, Town Meeting Members, and the general public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the recommendations of the Town Manager.

CAPITAL EXPENDITURE - A major, non-recurring expenditure involving land acquisition, construction or major rehabilitation of a facility, or purchase of equipment costing \$25,000 or more with a useful life of five years or more.

CAPITAL IMPROVEMENT PROGRAM (CIP) - A financial planning and management tool that identifies public facility and equipment requirements, presents these requirements in order of priority, and schedules them for funding and implementation.

CEMETERY FUND - See Special Revenue Fund.

CHAPTER 90 - Massachusetts General Laws Chapter 90, Section 34 authorizes the Commonwealth to allocate funds to municipalities for highway construction, preservation and improvement projects that create or extend the life of capital facilities. Routine maintenance operations such as pothole filling and snow and ice removal are not covered. The formula for determining the Chapter 90 level of funding is based on a municipality's miles of public ways, population and level of employment. Municipalities receive Chapter 90 funds for pre-approved projects on a reimbursement basis.

CHERRY SHEET - The State allocates a portion of generated revenue to municipalities each year for education and general governmental expenditures. The amount of state aid each community will receive is itemized in a financial statement printed on cherry colored paper (thus the name). The amount of revenue is a function of the State budget, which begins July 1st. Towns usually receive notification in late summer, subsequent to the beginning of the fiscal year.

COMMUNITY PRESERVATION ACT (CPA) - A local acceptance statute approved by Lexington voters in 2006. The purpose of the CPA is to fund open space, affordable housing, historic preservation and recreation projects that meet the eligibility criteria of the Act. Funding for projects comes from an annual property tax surcharge of up to three percent, which is the percentage adopted in Lexington. The local surcharge is matched by State funds collected as part of the deeds excise tax. The matching funds have ranged from 100% in 2007 to 17.8% in 2017.

COMMUNITY PRESERVATION COMMITTEE (CPC) - This nine-member appointed Committee reviews projects and determines their eligibility under the CPA. Projects that are approved by the Committee are then recommended to Town Meeting, which has the final vote on appropriating funds for each project. Members of the CPC are appointed by the Select Board (3), Planning Board, Conservation Commission, Recreation Committee, Housing Authority, Housing Partnership and Historical Commission.

COMPETITIVE BIDDING PROCESS - The process following State law requiring that for purchases of \$50,000 or more a Town must advertise, solicit and publicly open sealed bids from prospective vendors. After a review period, the Town Manager then awards a contract to the successful bidder.

CONTINUING BALANCE ACCOUNTS - At the end of a fiscal year, any unexpended balance in a continuing balance account carries forward to the next year as a type of reserve against future liabilities related to the account. Massachusetts General Laws provides for a number of continuing balance accounts including those for: workers compensation claims, property and liability uninsured losses, and unemployment compensation claims. A continuing balance account is also typically used to fund compensated absence liabilities, facility repair accounts and equipment replacement accounts.

DEBT EXCLUSION - The amount of taxes assessed in excess of the Proposition 2½ levy limit for the payment of debt service costs, subject to a popular referendum. Two-thirds of the Select Board and a majority of citizens voting must approve the exclusion. These funds are raised to retire the debt service for the project. They are not added to the tax levy limit for the following fiscal year.

DEBT SERVICE - Payment of interest and principal on an obligation resulting from the issuance of bonds.

DEPARTMENT - A division of the Town that has overall management responsibility for an operation or group of related operations within a functional area.

DEPRECIATION - 1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, and inadequacy of obsolescence. 2) That portion of the cost of a capital asset that is charged as an expense during a particular period. Depreciation is based on historic costs, not replacement value.

ELEMENT - The smallest unit of budgetary accountability, which encompasses specific and distinguishable lines of work performed for the purpose of accomplishing a function for which the Town is responsible.

ENCUMBRANCE - To encumber funds means to set aside or commit funds for a future expenditure. Encumbrances include obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved.

ENTERPRISE FUND - An account supported by user fees for a specific service that the Town operates as a separate "business" (e.g. Water, Sewer, Recreation). Enterprise funds do not depend on taxes for operating revenue as user fee revenue and expenses are balanced over the long run. Budgeting for all Enterprise Funds is done on a Generally Accepted Accounting Practices (GAAP) basis.

EXPENDITURE - Decrease in net financial resources for the purpose of acquiring and providing goods and services.

EXPENSES - Outflows or other using up of assets or incurring of liabilities during a period from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses consist of the following objects of expenditure: Utilities, Supplies and Materials, Contractual Services, and Equipment.

FINES & FORFEITURES - Revenue collected from court fines, penalty charges for overdue taxes along with non-criminal fines are included in this category.

FREE CASH - see Budgetary Fund Balance.

FUND BALANCE - The excess of assets over liabilities.

FUNDING SOURCE - The specifically identified funds allocated to meet budget requirements/ expenses.

GENERAL FUND - Revenues derived from the tax levy, state aid, local receipts and available funds are considered General Fund revenues. The General Fund is distinguished from Enterprise Funds and Special Revenue Funds.

GFOA - Government Finance Officers Association of the United States and Canada. The GFOA is a professional organization of governmental finance officers.

GRANT - A contribution by one government unit or outside agency to another governmental unit. The contribution is usually made for a specific purpose but is sometimes for general purposes.

INVESTMENT INCOME - The Town earns interest on cash held in savings accounts and invested in short-term securities. The investment goal is to ensure that all funds are invested in short-term, risk-averse investments. The Treasurer is very restricted as to the instruments in which investments can be made. The amount of investment income is a function of the amount of funds invested and the interest rate.

LIABILITY - Debt or other legal obligation which must be paid, renewed or refunded at some future date, but does not include encumbrances.

LOCAL RECEIPTS - A category of revenue sources including municipal and school department charges for services, investment income, fines and forfeitures, building permits and excise taxes. These revenues are not considered part of the Proposition 2½ Tax Levy.

MASSACHUSETTS SCHOOL BUILDING AUTHORITY (MSBA) - A program of the Commonwealth of Massachusetts for the purpose of assisting municipalities in the reconstruction and renewal of its public schools.

MODIFIED ACCRUAL BASIS FOR ACCOUNTING - A method of accounting that recognizes revenue when it is actually received and recognizes expenditures when a commitment is made. In Massachusetts, cities and towns must use this basis for accounting for the general government.

MOTOR VEHICLE EXCISE - All Massachusetts vehicle owners who have their vehicle(s) registered in the State of Massachusetts pay an annual motor vehicle excise tax to the city or town in which they reside. The Registry of Motor Vehicles creates a listing of all vehicles registered in Lexington and the book value assigned to each vehicle. The Town uses this information to bill all owners an annual tax equal to 2½ percent or \$25 for each \$1,000 of the vehicle's value.

MWRA - Massachusetts Water Resources Authority, from which the Town purchases water at a wholesale rate in the form of annual assessments to the Water and Wastewater (Sewer) departments.

OPEB - Other Post-Employment Benefits refer to the Town's fiscal obligation to provide health, dental and life insurance benefits to qualified retirees. Over the next 30 years, the Town's OPEB liability is approximately \$150 million. In FY2009, the Town began funding an OPEB Trust Fund for the purpose of reducing the liability. (See page C-3 for the current balance in the Fund.)

OPERATING BUDGET - The portion of the budget that pertains to daily operations, which provides basic services for the fiscal year. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel and the proposed means of financing them.

OPERATING EXPENDITURE - An ongoing or recurring cost of performing a function or providing a service. Operating expenditures include personal services, supplies and materials, utilities, contractual services, minor equipment, and debt service.

OPERATING OVERRIDE - An action taken by the voters of the town to exceed the limit placed on tax revenue growth by the State tax limitation law known as Proposition 2½. The tax levy limit can be exceeded only if a majority of residents voting approve an override. This sum is then added to the base levy for the next fiscal year and becomes a permanent addition to the tax levy limit.

OTHER EXCISE (Hotel/Motel, Meals and Jet Fuel) - Lexington hotels and motels charge an 11.7% room tax to guests, which includes a 6% local option. Lexington restaurants collect a 7.0% sales tax, which includes a 0.75% local option. A portion of the jet fuel tax collected at Hanscom airport is distributed to Lexington. These revenues are collected by the Department of Revenue and distributed to the Town of Lexington on a quarterly basis. (See page II-4 of the Revenue Section).

OTHER FEES AND CHARGES - Revenue is received from fees or charges by the Building & Zoning, and Planning Departments, and the Department of Public Works. Also included in this category are collections from ambulance fees, municipal liens, and building rentals.

OVERLAY - The amount reserved for funding property tax abatements and exemptions granted by the Board of Assessors.

PARKING FUND - Revenue from electric vehicle (EV) charging stations, town parking meters, pay-by-phone, and parking permits are deposited into the Parking Fund. This fund helps offset the costs of Police Department personal services and parking meter expenses, and Department of Public Works expenses directly related to parking lot maintenance and EV charging station maintenance and operations.

PERSONAL SERVICES - A line on the program, subprogram and element sheets which refers to the total of the following objects of expenditure: Wages, Overtime, and Other Compensation.

PROGRAM - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the Town is responsible.

PROPOSITION 2½ - A tax limitation measure passed by Massachusetts voters in 1980 which limits the growth of the total property tax levy to 2.5% per year. In other words, the total revenue allowed to be raised through real estate and personal property taxes cannot increase by more than 2.5% from one fiscal year to the next. New construction values are in addition to this limit. Two provisions within Proposition 2½ allow the citizens of a community by popular vote to authorize the Town to raise taxes above the tax levy limit: an **operating override** or a **debt exclusion**. (See page xxiii of the Town Manager's Report for an Override History.)

RECREATION FEES - Users of Town recreational facilities and teams participating in Town sponsored sports pay fees for these services. Revenue collected from these fees covers the costs of maintaining facilities, providing coaches and referees, and recreation program management, as well as some Recreation related capital improvements. These recreation programs are managed through a Recreation Enterprise Fund.

RESERVE FUND - An amount set aside annually within the budget of a city or town to provide a funding source for "extraordinary and unforeseen" expenditures. In a town, the Finance (or Appropriation) Committee can authorize transfers from this fund. (See page C-4 for the a history of the funding and use of Lexington's Reserve Fund.)

RETAINED EARNINGS - The equity account reflecting the accumulated earnings of the enterprise funds.

REVENUE - Budgetary resources. The various revenues the Town receives are listed in the Revenue Summary in the Budget Overview section. (See page II-4.)

SCHOOL REVENUE - Revenue received by Lexington Public Schools from athletic fees, as well as applicable bus transportation fees.

SENIOR MANAGEMENT TEAM - A group of top managers including department heads from ten departments and the Town Manager's Office.

SEWER & WATER CHARGES - The Town operates Water and Sewer Enterprise Funds to manage these municipal operations. Users of sewer and water services provided by the Town pay charges depending upon metered usage. Revenue received from charges for sewer and water services is used to fully support the costs of utility operations, such as Massachusetts Water Resources Authority (MWRA) assessments, debt service obligations, personal service costs, and capital projects. Charges for services are based on a three-tier block rate structure corresponding to usage. Charges rise as usage increases. The Town pays the MWRA assessments to supply water and dispose of Town sewage.

SPECIAL REVENUE FUND - A group of accounts that are funded by revenues from other sources such as the Parking, Cemetery, and Public Education Government (PEG) Access Funds.

STABILIZATION FUND - Massachusetts General Law Ch.40, Sec. 5B, allows a municipality to appropriate in any year an amount not exceeding ten percent of the amount raised in the preceding fiscal year; the aggregate amount in the fund shall not exceed ten percent of the equalized valuation of the municipality. The treasurer shall be custodian of the fund and may invest the proceeds legally; any interest earned shall remain with the fund. Money from the Stabilization Fund may be appropriated for any lawful purpose by a two-thirds vote of Town Meeting. In addition to the General Stabilization Fund, the town has stabilization funds for specific purposes, including the Transportation Demand Management Fund, Traffic Mitigation Fund, Special Education Stabilization Fund, and the Capital Stabilization Fund. (See page C-3 for the current balances in the Town's Stabilization Funds.)

TAX LEVY - The total amount to be raised through real estate and personal property taxes. Lexington property owners pay taxes to the Town based on the assessed value of their real and/or personal property. Each year the Select Board conducts a tax classification hearing to determine a tax rate. The Town Assessor makes adjustments to real estate values in order to properly reflect fair market value. In addition to real estate, businesses may also pay a personal property tax (set at the commercial rate) based on the value of their professional equipment, furniture and fixtures. The amount of taxes a property owner pays is determined by multiplying the applicable tax rate by the valuation. For example, if the tax rate is \$13 and a property's assessed value is \$1,000,000, the property owner will pay \$13 times 1,000 (\$1,000,000/1,000), or \$13,000. Tax levy revenues are the largest source of funding for the Town.

TAX LEVY LIMIT - The maximum amount that can be raised by a municipality within Proposition 2½.

TAX RATE - The amount of tax levied for each \$1,000 of assessed valuation.

TRANSPORTATION NETWORK COMPANY (TNC) SPECIAL REVENUE FUND - A 2018 state law began regulating Transportation Network Companies (TNCs - e.g., Uber and Lyft). Part of that law established a surcharge of \$0.40 per ride, of which \$0.20 is returned to the community where the ride originated. Those funds are distributed by the state each year, and must be appropriated by Town Meeting for projects that offset the impact of the TNCs.

USER FEES - Fees paid for direct receipt of a public service by the user or beneficiary of the service.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

Discuss Schedule for American Rescue Plan Act (ARPA) Requests on Future Meeting Agendas

PRESENTER:

Jim Malloy, Town Manager

ITEM NUMBER:

I.8

SUMMARY:

Category: Brainstorming

Previously, the Select Board had decided to go to a quarterly schedule for ARPA requests coming before the Select Board. The plan is to have submissions from staff by the end of February with those being vetted and provided to the Select Board by mid-March to be on the agenda for the first meeting in April (scheduled for April 10).

There may be some individual items the Select Board wishes to take up prior to that time. Some items that have been discussed are the Center Charette and tablets for Annual Town Meeting should there be a need for the Town to provide tablets for any Town Meeting members and there may be other "off-cycle" requests the Select wishes to consider.

SUGGESTED MOTION:

No motion required.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

2/6/2023

9:20pm