

SELECTMEN'S MEETING
Monday, December 15, 2014
Selectmen Meeting Room
7:00 p.m.

AGENDA

- 7:00 p.m. PUBLIC COMMENTS (10 min.)**
Public comments are allowed for up to 10 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Members of the Board will neither comment nor respond, other than to ask questions of clarification. Speakers are encouraged to notify the Selectmen's Office at 781-698-4580 if they wish to speak during public comment to assist the Chairman in managing meeting times.
- 7:10 p.m. SELECTMEN CONCERNS AND LIAISON REPORTS (5 min.)**
- 7:15 p.m. TOWN MANAGER REPORT (5 min.)**
- 7:20 p.m. ITEMS FOR INDIVIDUAL CONSIDERATION**
1. Liquor Hearing – Via Lago – Alteration of Premises (5 min.)
 2. Budget Presentations (30 min.)
 - a. Town Clerk/Information Technology
 - b. Finance
 - c. Shared Expenses
 3. Proposed Departmental Reorganization for Incorporating Community Center Programs (20 min.)
 4. Sidewalk Requests (30 min.)
 - a. Pleasant Street
 - b. Prospect Hill Road
 5. Approve Renewal of Lexington Venue Theatre Licenses (5 min.)
 6. License Renewals (5 min.)
 7. Selectmen Committee Appointments (5 min.)
 - a. Economic Development Advisory Committee – appointment
 - b. Historic Districts Commission - appointment
 - c. Town Report Committee - resignation
- 9:00 p.m. CONSENT AGENDA (5 min.)**
1. Water and Sewer Commitments and Adjustments
 2. Approve Signs on Bikeway for Winter Plowing
 3. Use of Battle Green – Revolutionary Revelry – Fife & Drum
- 9:05 p.m. EXECUTIVE SESSION (20 min.)**
1. Exemption 6: Consider the Purchase, Exchange, Lease or Value of Real Property - Town-owned Adams School (Waldorf School) Site
- 9:25 p.m. ADJOURN**

The next regular meeting of the Board of Selectmen is scheduled for Monday, January 12, 2015 at 7:00 p.m. in the Selectmen's Meeting Room, 1625 Massachusetts Avenue.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 12/15/14

PRESENTER: Joe Pato

ITEM NUMBER: I.1

SUBJECT:

Liquor License – Alteration of Premises – Via Lago, 1845 Massachusetts Avenue

EXECUTIVE SUMMARY:

The current description on the Via Lago liquor license needs to be updated to include the new spaces he has added (behind Fancy Flea Antiques and the old Verizon space on the other side.

I have received all the necessary paperwork to request your approval of an alteration of premises for Via Lago, Inc., d/b/a Via Lago, located at 1845 Massachusetts Avenue.

Mr. Fenn, Attorney for Via Lago, will be at your meeting to answer any questions. The current manager, Alan Jick, may also be there.

See attached information.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

Motion to approve the application for the alteration of the premises for the all alcohol restaurant liquor license for Via Lago, Inc., d/b/a Via Lago, located at 1845 Massachusetts Avenue.

STAFF FOLLOW-UP:

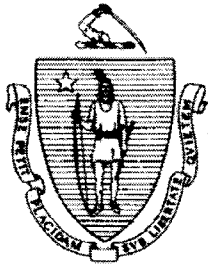
Selectmen's Office

**1845 MASSACHUSETTS AVENUE
LEGAL NOTICE
Town of Lexington
BOARD OF SELECTMEN**

In accordance with the requirements of the General Laws, Chapter 138, as amended, pertaining to the issuance of licenses for the sale and service of alcoholic beverages, notice is hereby given that an application has been received from Via Lago, Inc., d/b/a Via Lago, 1845 Massachusetts Avenue, Lexington, MA 02420 requesting approval for the alteration of the licensed premises on their Common Victualler Liquor License to sell All Kinds of Alcoholic Beverages to be drunk on the premises. Public Hearing on the petition will be held in the Selectmen's Meeting Room, 1625 Massachusetts Avenue, Lexington, on December 15, 2014 at 7:00 p.m.

Joseph N. Pato, Chairman
Board of Selectmen

AD#13212558
Lexington Minuteman 12/4/14



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

For Reconsideration

FORM 43
MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

061200027

Town of Lexington

12/15/2014

ABCC License Number

City/Town

Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> Change Corporate Name |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input checked="" type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee EIN of Licensee

D/B/A Manager

ADDRESS: CITY/TOWN: STATE ZIP CODE

Annual or Seasonal Category: (All Alcohol-Wine & Malt Wine, Malt & Cordials) Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

Restaurant with 99 seats (82 dining and 17 bar stools) and two entrance/exits (one entrance/exit to Mass. Avenue and one entrance exit to Meriam Street). The restaurant includes three dining areas, a bar area in the middle that includes seating on two sides and a service bar, and storage in the basement.

Application Filed: Advertisied: Abutters Notified: Yes No

Date & Time Date & Attach Publication

Licensee Contact Person for Transaction Phone:

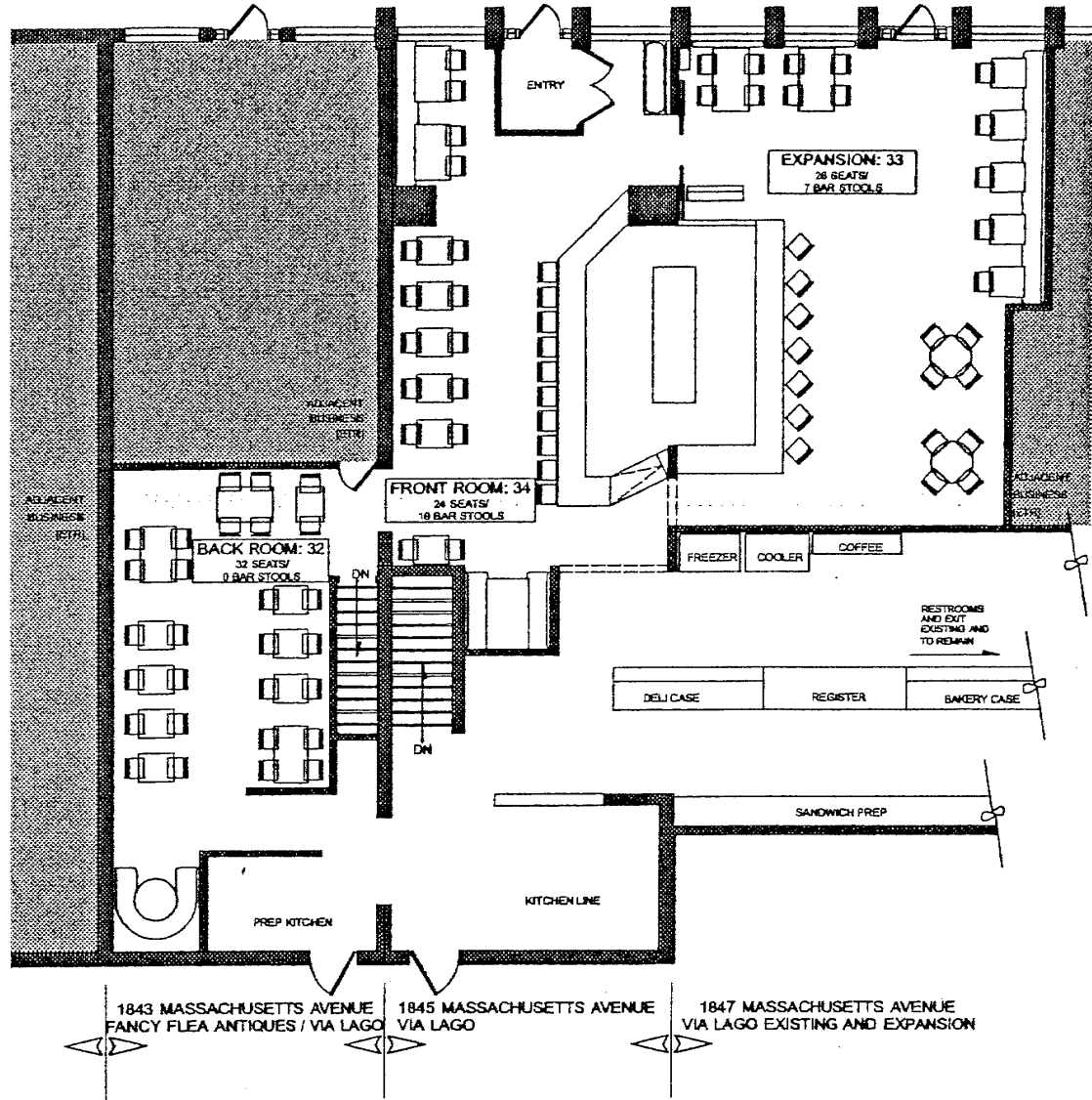
ADDRESS: CITY/TOWN: STATE ZIP CODE

Remarks:

The Local Licensing Authorities By:

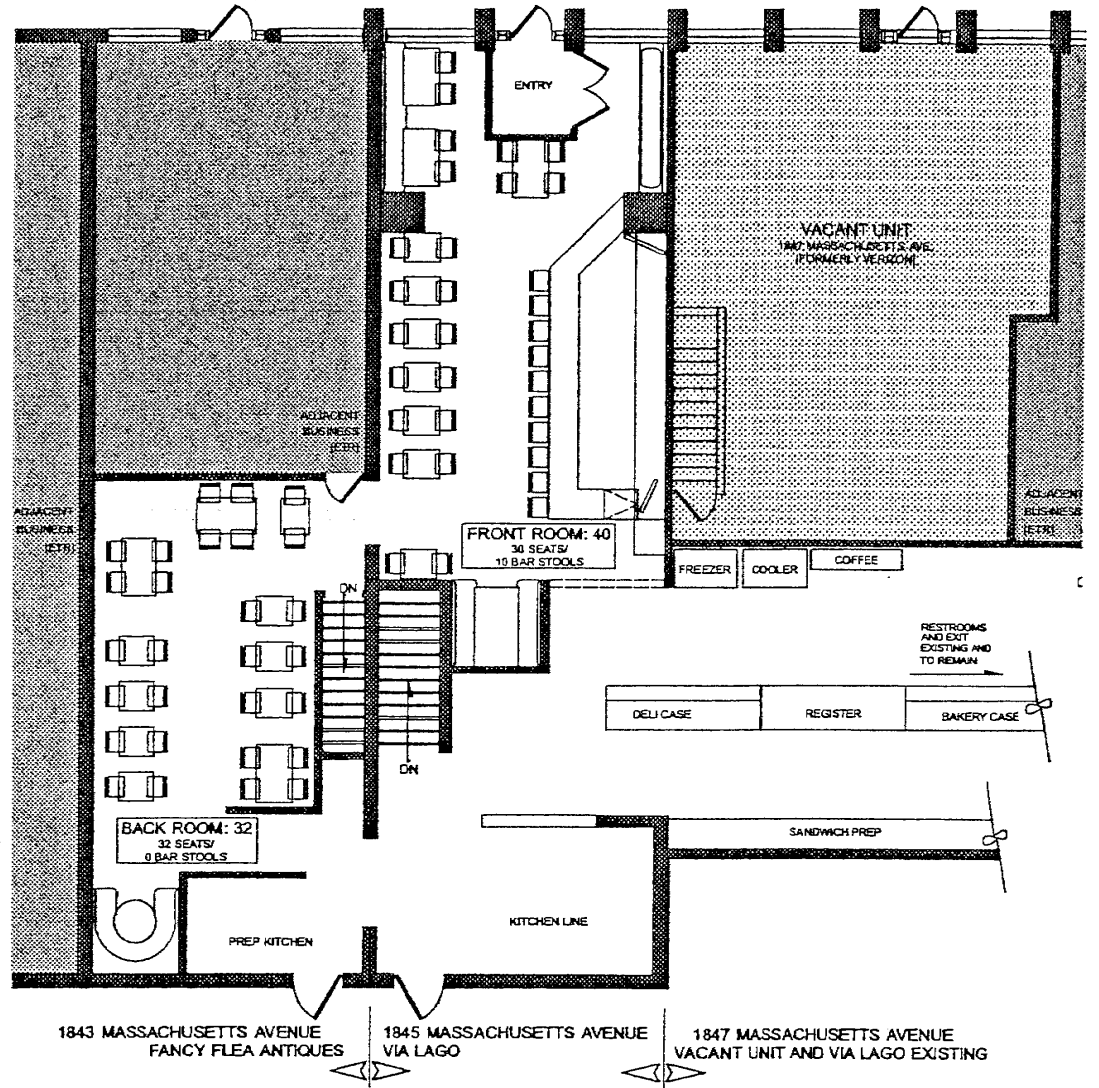
Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks:



○ Proposed Expansion Seating Diagram
1/4"=1'-0"

Proposed Seating:
Total: 99 Seats
 [82 dining / 17 bar stools]



Existing Seating Layout
 1/4" = 10"

Existing Seating:
Total: 72 Seats
 [62 dining / 10 bar stools]

MEETING OF THE BOARD OF DIRECTORS
OF
VIA LAGO, INC.

At a meeting of the Board of Directors of Via Lago, Inc., held at 1845 Massachusetts Avenue, Lexington, Ma 02420, on November 25, 2014, it was duly voted that the Corporation apply to the Licensing Board of the Town of Lexington for an Alteration of the Licensed Premises on their Common Victualler Liquor License to be exercised on the Premises located at 1845 Massachusetts Ave., Lexington, MA 02420.


VOTED: "To authorize Alan Jick to sign the application for the Common Victualler Liquor License in the name of Via Lago, Inc. and to execute in its behalf any necessary papers and to do all things required relative to the granting and continuing of the License."

VOTED: "To continue and re-appoint Alan Jick of Boston, Massachusetts as its manager or principal representative, with as full authority and control of the premises described in the License of the Corporation and of the conduct of all business therein relative to alcoholic beverages as the Licensee could in any way have and exercise if it were a natural person resident in the Commonwealth of Massachusetts and that a copy of this vote duly certified by the Clerk of the Corporation and delivered to said Manager or principal representative shall constitute the written authority by Sec. 26, Chap. 138, G.L."

This is to certify that a majority of the directors of Via Lago, Inc. a Corporation duly organized under the laws of Massachusetts are residents of the Commonwealth of Massachusetts and citizens of the United States.

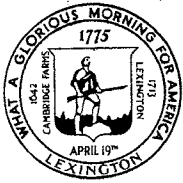
This Corporation has not been dissolved.

A TRUE COPY ATTEST
Date: November 25, 2014



Marcia Berlinsky, Treasurer

6-N



Town of Lexington
Town Clerk's Office



Bk: 64040 Pg: 467 Doc: DECIS
Page: 1 of 6 08/06/2014 02:26 PM

Donna M. Hooper, Town Clerk

Tel: (781) 862-0500 x84550
Fax: (781) 861-2754

Date: 7/31/2014

I hereby certify that twenty days have elapsed since the decision of the Board of Appeals on 6/12/2014:

James Mangiello - Giroux Building Partnership (Owner) Via Lago
Thomas O. Fenn, Esq. (Applicant)
1845-1847 Massachusetts Ave
Book 12072 / Page 227
Special Permit - modification (2)

filed on 7/1/2014, in the Office of the Town Clerk. No appeal was filed in the Office of the Town Clerk within the 20-day period.

Attest:

Donna M. Hooper
Town Clerk

MARGINAL REFERENCE REQUESTED
BOOK 25327 PAGE 504

Return To:
Thomas O. Fenn
9 Merian St, #23
Lexington, MA 02420

TOWN OF LEXINGTON
DECISION OF THE BOARD OF APPEALS

Subject Property: 1845-1847 Massachusetts Avenue, Map 49, Lot 8A
Applicant: Attorney Thomas Fenn for James Mangiello and
ViaLargo

Property Owner: James Mangiello
Hearing Date: June 12, 2014

2014 JUL -1 PM 3:14
TOWN CLERK
LEXINGTON, MA

TRUE COPY ATTEST
Diane To...
TOWN CLERK
LEXINGTON, MA

Pursuant to notice in the *Lexington Minuteman*, a newspaper of general circulation in the Town of Lexington, published on May 29, 2014, and June 5, 2014, and notice sent by mail, postage prepaid, to all parties in interest pursuant to the provisions of Massachusetts General Laws Chapter 40A, and notice posted as required by said Chapter 40A, a public hearing was held on June 12, 2014, in the Town Office Building on the petition of Attorney Thomas Fenn for James Mangiello, filed on May 15, 2014, for 2 SPECIAL PERMITS in accordance with 135-5.1.14, 135-5.1.5 and 135-5.1.4 of the Code of the Town of Lexington (Zoning Bylaw) to allow modification of parking and loading requirements at 1845-1847 Massachusetts Avenue.

Acting on the petition was Chairman – Martha C. Wood, Jeanne K. Krieger, Edward D. McCarthy, Leo P. McSweeney and David G. Williams

Administrative Staff: Dianne Cornaro, Administrative Clerk and David George, Zoning Administrator and Building Commissioner, Frederick Lonardo

Also present was Associate Member F. David Wells

The petitioner submitted the following information with the applications: nature and justification of request; topographic plan; floor plans; a letter of support from Attorney Thomas Fenn dated May 13, 2014 and a letter from Dr. James Manganello dated May 8, 2014.

Prior to the hearing, the petitions and supporting data were reviewed by the Acting Building Commissioner, Conservation Administrator, Town Engineer, Board of Selectmen, the Zoning Administrator, the Planning Director, Economic Development; the Historic District Commission Clerk and the Zoning Administrator. Comments were received from the Health Director and the Zoning Administrator.

Attorney Thomas Fenn presented the petition for the owner of the building, Dr. James Mangiello, by explaining the the relief they are seeking. Alan Jick of ViaLago was also present at the hearing.

They are seeking to waive the plot plan requirement; add 33 new seats and to modify the requirement for loading docks and parking.

1845-1847 Massachusetts Avenue
Att. Thomas Fenn for James Manganello and ViaLargo

RECEIVED
2014 JUL -1 3:14
TOWN CLERK
LEXINGTON MA

A Board member asked to clarify the total number of seats. (99)

Another Board member was concerned with the debres he sees in the alley behind the building. Attorney Fenn will bring it to Dr. Mangiello's attention and Alan Check said he would include steam cleaning the alley bi-monthly with his cleaning contractors.

There were no questions from the audience.

No one spoke in favor or in opposition to the petition.

TRUE COPY ATTEST
Diana M. Hooper
TOWN CLERK
LEXINGTON, MA

Findings and Decision

Findings

The Town of Lexington Zoning Board of Appeals (ZBA), having received the Board of Appeals Application for Hearing, viewed the site, conducted a public hearing, and reviewed all the submitted evidence, finds that:

1. Thomas O. Fenn, Esq. is the attorney for Via Lago, lessee of property owned by James Manganello, Giroux Building Partnership. Said property is located at 1845-1847 Massachusetts Avenue in the Town of Lexington and is more particularly described in a deed recorded in the Middlesex South District Registry of Deeds Book 12072 Page 227.
2. The land is situated in a zoning district classified under the Lexington Zoning By-law as CB (Center Business).
3. The present use of the property is a mixed use commercial development consisting primarily of food related and retail uses. The property also contains an 800 sq. ft. vacant space formerly used as a retail store.
4. As shown on the plans submitted with or in information otherwise referenced in the application, the applicant seeks to expand the restaurant into the vacant space located next to the restaurant by adding 33 net new seats. The restaurant currently has 72 seats, including 62 dining and 10 bar stools. The proposed number of seats is 99, including 82 dining and 17 bar stools.
5. The applicant applied to the Board for zoning relief under the applicable sections of CH 135 of the Code of the Town of Lexington, Zoning Bylaw (Bylaw), § 135-5.1.14, § 135-5.1.4, § 135-5.1.5, and §135-9.4.2.

1845-1847 Massachusetts Avenue
Att. Thomas Fenn for James Manganello and ViaLargo

TRUE COPY ATTEST

Diana M. Hooper
TOWN CLERK
LEXINGTON, MA

RECEIVED
2014 JUL -1 PM 3:14
JUNE 12, 2014
TOWN CLERK
LEXINGTON, MA

6. In support of the special permit, the applicant indicates the Board can grant the special permit if it finds that the adverse effects of the proposed use will not outweigh its beneficial impacts to the town or the neighborhood, after considering the following information supplied by the applicant, as supplemented by staff, with respect to each of the following criteria [Note: Criteria in *Italic*, Finding in plain text]:

1. Specific factors set forth elsewhere in this Bylaw for the proposed use or activity:

The use is currently allowed by-right. The business has been a long time tenant of the building. The business contributes to the vitality of the center business district. Based on the restaurant parking and loading factors, 1 net new loading space and 6 net new parking spaces are required. The lot the building is located on does not contain any on-site parking. The building is nonconforming with respect to parking and loading requirements and meets those provisions of the Bylaw that regulate nonconforming parking and loading. Sufficient parking exist within walking distance of the restaurant. Parking in the area is distributed between municipal parking lots and on-street metered spaces.

2. Social, economic, or community needs which are served by the proposal:

The social, economic, or community needs are served by the use. Expansion of the business would further these needs by bringing people and families into Lexington Center. In general, restaurants and eating establishments foster community meeting places for commerce and social interactions. Restaurants promote and support economic growth.

3. Traffic flow and safety, including parking and loading:

Traffic flow and safety will not be negatively affected. The building does not contain its own parking lot. Several of the buildings in the area do not contain parking spaces or do not contain sufficient parking areas to support the uses. Several hundred public parking spaces are available within walking distance of the site. There are two main parking lots located within 1200 feet of the restaurant. The parking spaces will be available during dining hours. The use contains a service entrance at the rear of the building. The service entrance is not a loading area per se, but functions as one.

4. Adequacy of utilities and other public services:

TRUE COPY ATTEST

Diana M. Hooper

TOWN CLERK
LEXINGTON, MA

1845-1847 Massachusetts Avenue

Att. Thomas Fenn for James Manganello and ViaLargo

RECEIVED 4
2014 JUL - 1 3: 14
June 23, 2014
TOWN CLERK
LEXINGTON, MA

Adequate utilities exist to service the expansion of the use. The building contains existing water, sewer, and electrical services to the support expansion of the use.

5. Neighborhood character and social structures:

The use is an allowed by-right use in the zoning district. The use is consistent with the neighborhood character and social structures. The CB zoning district consists of several restaurant and eating establishments.

6. Impacts on the natural environment:

The proposed use will not have an adverse effect on the natural environment. No conservation or wetland issues affect the lot. The use will be required to meet the health and plumbing codes for required grease traps and waste management.

7. Potential fiscal impact, including impact on town services, tax base, and employment:

The potential fiscal impact will be positive. The use will increase the commercial tax base in town. The expanded use will most likely lead to an increase in the building's value and lead to an increase in meals taxes.

Decision

On a motion by Jeanne K. Krieger and seconded by Leo P. McSweeney, the Board voted 5-0, to grant TWO SPECIAL PERMITS, from Ch. 135 of the Code of the Town of Lexington (Zoning By-Law) in accordance with § 135-5.1.14, § 135-5.1.4, § 135-5.1.5, and §135-9.4.2., to allow 0 net new parking spaces instead of the required 6 net new parking spaces, and 0 loading bays instead of the required 1 loading bay subject to the following:

Seating for the restaurant shall not exceed 99 seats, including 82 dining and 17 bar stools, and shall be located substantially as shown on the plans submitted with the application.

The above listed zoning relief is for property located at 1845-1847 Massachusetts Avenue.

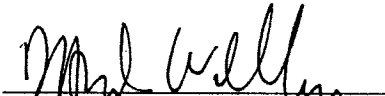
This constitutes the record of the decision of the Lexington Board of Appeals relative to:

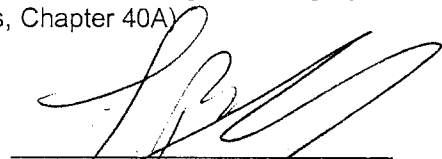
Subject Property: 1845-1847 Massachusetts Avenue

Petitioner/s: Attorney Thomas Fenn for James Mangiello

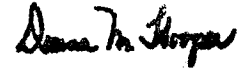
RECEIVED
2014 JUL -1 PM 3:14
TOWN CLERK
LEXINGTON MA


BOARD OF APPEALS OF LEXINGTON (acting under the Lexington Zoning Bylaw, Lexington General Town Bylaws, and Massachusetts General Laws, Chapter 40A)

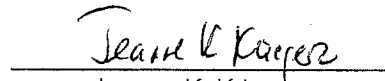

David G. Williams


Leo P. McSweeney

TRUE COPY ATTENT


TOWN CLERK
LEXINGTON, MA


Edward D. McCarthy


Jeanne K. Krieger


Martha C. Wood, Chairwoman

I, Dianne L. Cornaro, Department Clerk of the Board of Appeals, certify that copies of the decision have been filed with the Lexington Town Clerk.

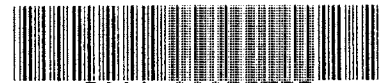

Dianne L. Cornaro, Administrative Clerk

No variance, or any extension, modification or renewal thereof, shall take effect until a copy of the decision bearing the certification of the city or town clerk that twenty days have elapsed after the decision has been filed in the office of the city or town clerk and no appeal has been filed, or that if such appeal has been filed, that it has been dismissed or denied, or that if it is a variance which has been approved by reason of the failure of the permit granting authority or special permit granting authority to act thereon within the time prescribed, a copy of the petition for the variance accompanied by the certification of the city or town clerk stating the fact that the permit granting authority failed to act within the time prescribed, and no appeal has been filed, and that the grant of the petition resulting from such failure to act has become final, or that if such appeal has been filed, that it has been dismissed or denied, is recorded in the registry of deeds for the county and district in which the land is located and indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's certificate of title.

A special permit, or any extension, modification or renewal thereof, shall not take effect until a copy of the decision bearing the certification of the city or town clerk that 20 days have elapsed after the decision has been filed in the office of the city or town clerk and either that no appeal has been filed or the appeal has been filed within such time, or if it is a special permit which has been approved by reason of the failure of the permit granting authority or special permit granting authority to act thereon within the time prescribed, a copy of the application for the special permit-accompanied by the certification of the city or town clerk stating the fact that the permit granting authority or special permit granting authority failed to act within the time prescribed, and whether or not an appeal has been filed within that time, and that the grant of the application resulting from the failure to act has become final, is recorded in the registry of deeds for the county and district in which the land is located and indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's certificate of title. The person exercising rights under a duly appealed special permit does so at risk that a court will reverse the permit and that any construction performed under the permit may be ordered undone. This section shall in no event terminate or shorten the tolling, during the pendency of any appeals, of the 6 month periods provided under the second paragraph of section 6. The fee for recording or registering shall be paid by the owner or applicant.



Town of Lexington
Town Clerk's Office



Bk: 56870 Pg: 272 Doc: DECIS
Page: 1 of 5 05/18/2011 09:01 AM

Donna M. Hooper, Town Clerk

Tel: (781) 862-0500 x270
Fax: (781) 861-2754


5/17/2011

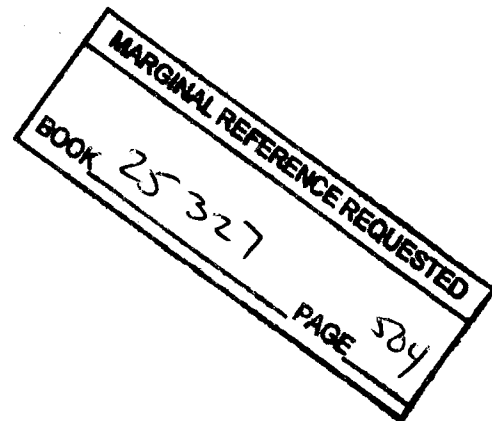
I hereby certify that twenty days have elapsed since the decision of the Board of Appeals on 2/24/2011:

James Mangiello - Giroux Building Partnership (Owner) Via Lago
Thomas O. Fenn, Esq. (Applicant)
1841-1845 Massachusetts Ave
Book 12072 / Page 227
Variance

filed on 3/23/2011, in the Office of the Town Clerk. No appeal was filed in the Office of the Town Clerk within the 20-day period.

Attest:


Donna M. Hooper
Town Clerk



TOWN OF LEXINGTON
DECISION OF THE BOARD OF APPEALS

Subject Property: 1841-1845 Massachusetts Avenue, Map 49, Lot 8A
Applicant: Attorney Thomas Fenn representing Via Lago
Property Owner: James Manganello
Hearing Date: February 24, 2011

RECEIVED
2011 MAR 23 AM 11:32
TOWN CLERK
LEXINGTON MA

Pursuant to notice in the *Lexington Minuteman*, a newspaper of general circulation in the Town of Lexington, published on February 10, 2011 and February 17, 2011, and notice sent by mail, postage prepaid, to all parties in interest pursuant to the provisions of Massachusetts General Laws Chapter 40A, and notice posted as required by said Chapter 40A, a public hearing was held on February 24, 2011, in the Town Office Building on the petition of Attorney Thomas Fenn representing Via Lago, filed on January 28, 2011, for a VARIANCE, as set forth in Sections 135-64A and 135-10B of the Code of the Town of Lexington to allow 0 parking spaces instead of the required 7 spaces at 1841-1845 Massachusetts Avenue.

Acting on the petition were: Chairman - Nyles N. Barnert, David H. Williams, Carolyn C. Wilson, and Associate Members Nancy M. Adler and Marilyn Kolb.

Staff Present: Dianne Cornaro, Administrative Clerk and David L. George, Zoning Administrator

Petitioner submitted the following with the application for hearing: nature and justification of request; floor plans; a letter from Attorney Thomas Fenn dated February 21, 2011 with additional information and a letter from building owner, James Manganello, dated February 21, 2011 with his authorization for the renovations.

Prior to the hearing, the petition and supporting data were reviewed by the Building Commissioner, Conservation Administrator, Town Engineer, Health Director, Board of Selectmen, the Zoning Administrator, the Planning Administrator and the Historic Districts Commission Clerk. Comments were received the Building Commissioner, the Health Director, the Planning Director and the Zoning Administrator.

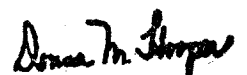
Attorney Thomas Fenn, presented the application for the owner of Via Lago, Alan Jick, who wishes to add 32 seats to the back half of the unit which is presently occupied by Fancy Flea Antiques.

The applicant is requesting a special permit in accordance with section 135-64 to allow 0 parking spaces instead of the 7 required spaces.

A Board member asked for clarification as to how the units would be split with the stairs to the basement and the storage in the basement.

The Chairman asked would Fancy Flea be giving up any spaces to them; would Via Lago be adding more help and where do the employees park. They may add one more waitress and employees park in the municipal parking lot.

TRUE COPY ATTEST


TOWN CLERK
LEXINGTON, MA

RECEIVED
2011 MAR 23 AM 11:32

2
February 24, 2011

TOWN CLERK
LEXINGTON MA

There were no audience questions.

No one spoke in favor or in opposition to the petition.

Finding and Decision:

Findings:

The Town of Lexington Zoning Board of Appeals (ZBA), having received the Board of Appeals Application for Hearing, viewed the site, conducted a public hearing, and reviewed all the submitted evidence, finds that:

1. The petitioner, Thomas O. Fenn, is the attorney for Fancy Flea Antiques and Via Lago which are tenants of property owned by The Giroux Building Limited Partnership, GDB Corporation. Said property is located at 1833 Massachusetts Avenue (also know as 1841-1845 Mass. Ave.) in the Town of Lexington. The property is more particularly described in deeds recorded in the Middlesex South District Registry of Deeds Book 12072 Page 227.
2. The land is situated in a zoning district classified under the Lexington Zoning By-law as CB (Central Business).
3. Presently located on the site are a retail store and a restaurant.
4. As shown on the plans submitted with or in information otherwise referenced in the application, the applicant seeks to expand the restaurant use into a portion of the adjacent retail space. The proposed expansion would result in an approximately 650 sq. ft. first floor, 32 seat, addition for the restaurant.
5. The proposed increase in seating capacity results in a greater number of required on-site parking spaces than the existing condition.
6. The applicant has sought, through its petition, zoning relief from applicable sections of the Zoning Bylaw to allow modification of the parking requirement associated with the increase in seating.
7. The variance to allow 0 on-site parking spaces instead of the required 7 on-site parking spaces may be granted from § 135-64A and § 135-10B of the Lexington Zoning By-law for the following reasons:

TRUE COPY ATTEST



TOWN CLERK
LEXINGTON, MA

RECEIVED

2011 MAR 23 AM 11:32

1841-1845 Massachusetts Avenue
Attorney Thomas Fenn for ViaLagd

TOWN CLERK
LEXINGTON MA

3
February 24, 2011

The building in which the restaurant is located contains several uses including retail and food uses. The lot the building is located on does not contain any on-site parking. The building is located in the CB commercial zoning district. The main function of the district is to provide a wide variety of goods and services to the public— with visitors parking once at a municipal lot or municipal on-street parking space and then walking to the various uses in the district. Several of the buildings in the district do not contain on-site parking spaces. Sufficient municipal parking exists in the district to compensate for the expected increase in parking demand associated with the additional seating. Therefore, the relief may be granted without substantial detriment to the Bylaw.

Decision

On a motion by Carolyn C. Wilson and seconded by David G. Williams the Board voted 5 to 0 to grant from Ch. 135 of the Code of the Town of Lexington (Zoning Bylaw) a VARIANCE from § 135-64A and § 135-10B to allow 0 parking spaces instead of the required 7 parking spaces at 1841-1845 Massachusetts Avenue.

TRUE COPY ATTEST



TOWN CLERK
LEXINGTON, MA

LEXINGTON BOARD OF APPEALS' DECISION:

Hearing: February 24, 2011

This constitutes the record of the decision of the Lexington Board of Appeals relative to:

Subject Property: 1841-1845 Massachusetts Avenue

Petitioner/s: Attorney Thomas Fenn representing My-Fancy Antiques/Via Lago

RECEIVED
2011 MAR 23 AM 11:32
TOWN CLERK
LEXINGTON, MA

BOARD OF APPEALS OF LEXINGTON (acting under the Lexington Zoning Bylaw, Lexington General Town Bylaws, and Massachusetts General Laws, Chapter 40A)

Thomas M. Adels

Marilyn K. Koch

Michael Wilbur

Carol M. Wilson

Nyles N. Barnert
Nyles N. Barnert, Chairman

I, Dianne Cornaro, Department Clerk of the Board of Appeals, certify that copies of the decision have been filed with the Lexington Town Clerk.

Dianne Cornaro

No variance, or any extension, modification or renewal thereof, shall take effect until a copy of the decision bearing the certification of the city or town clerk that twenty days have elapsed after the decision has been filed in the office of the city or town clerk and no appeal has been filed, or that if such appeal has been filed, that it has been dismissed or denied, or that if it is a variance which has been approved by reason of the failure of the permit granting authority or special permit granting authority to act thereon within the time prescribed, a copy of the petition for the variance accompanied by the certification of the city or town clerk stating the fact that the permit granting authority failed to act within the time prescribed, and no appeal has been filed, and that the grant of the petition resulting from such failure to act has become final, or that if such appeal has been filed, that it has been dismissed or denied, is recorded in the registry of deeds for the county and district in which the land is located and indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's certificate of title.

A special permit, or any extension, modification or renewal thereof, shall not take effect until a copy of the decision bearing the certification of the city or town clerk that 20 days have elapsed after the decision has been filed in the office of the city or town clerk and either that no appeal has been filed or the appeal has been filed within such time, or if it is a special permit which has been approved by reason of the failure of the permit granting authority or special permit granting authority to act thereon within the time prescribed, a copy of the application for the special permit accompanied by the certification of the city or town clerk stating the fact that the permit granting authority or special permit granting authority failed to act within the time prescribed, and whether or not an appeal has been filed within that time, and that the grant of the application resulting from the failure to act has become final, is recorded in the registry of deeds for the county and district in which the land is located and indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's certificate of title. The person exercising rights under a duly appealed special permit does so at risk that a court will reverse the permit and that any construction performed under the permit may be ordered undone. This section shall in no event terminate or shorten the tolling, during the pendency of any appeals, of the 6 month periods provided under the second paragraph of section 6. The fee for recording or registering shall be paid by the owner or applicant.

TRUE COPY ATTEST
Dianne Cornaro
TOWN CLERK
LEXINGTON, MA

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

December 15, 2014

STAFF:

Rob Addelson

ITEM NUMBER:

I.2

SUBJECT:

Budget Presentations

EXECUTIVE SUMMARY:

This is a continuation of the presentations to the Selectmen of departmental budget requests for fiscal year 2016. The following budgets will be presented (the presenters are shown in parentheses):

- Town Clerk (Director of Information Services and Town Clerk)
 - Information Services (Director of Information Services)
 - Finance (Assistant Town Manager for Finance)
 - Shared Expenses (Human Resources Director)
-

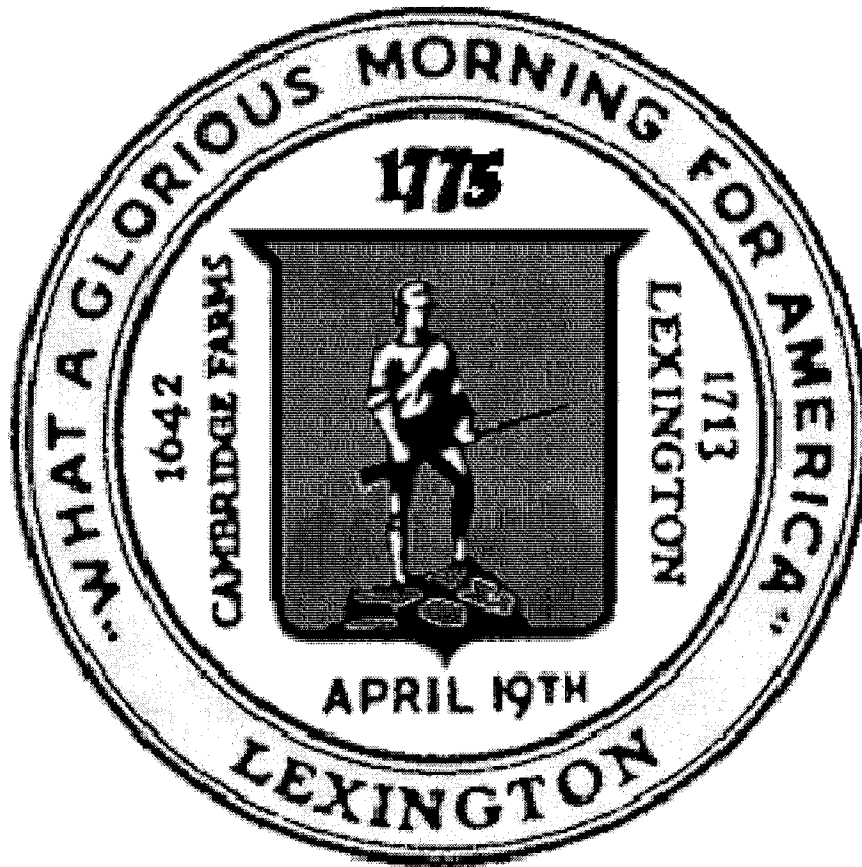
FINANCIAL IMPACT: NA

RECOMMENDATION / SUGGESTED MOTION: NA

STAFF FOLLOW-UP:

Finance

Prepared by ma



Town Clerk Requested Budget
Fiscal Year 2016

Submitted by:
Donna Hooper, Chief Information Officer
Nathalie Rice, Town Clerk

Board of Selectmen Presentation
December 15, 2014



Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8500 Town Clerk

Mission:

The Office of the Town Clerk serves as a primary provider of information and quality services to the community, working cooperatively and in coordination with departments and groups while performing a variety of responsibilities to achieve established goals and comply with state and local statutes.

Budget Overview:

The FY 2016 Requested Budget of the Town Clerk's Office of \$462,606 is a decrease of \$21,460 or 4.43% from the FY2015 budget. This includes a \$9,760 or 2.71% decrease in compensation and a \$11,700 or 9.66% decrease in expenses.

The \$11,700 or 9.66% decrease in expenses is due primarily to the decrease from 3 to 2 elections scheduled for FY2016.

Departmental Goals

*Continued development of coordinated Archives & Records Management Program;

*Enhancement and further implementation of Laserfiche Document Imaging System for electronic records retention and access, paperless electronic systems, and Archives/Records portal.

*Elections Administration - Ongoing review of town/state/federal elections with statutory requirements to provide legal and accessible elections to Lexington voters while identifying potential building issues due to municipal and school building construction projects.

*Commonwealth of MA Electronic Vital Records Systems for births & marriages

Program Improvement Requests:

	Division	FY2016 Request
<i>Total 8500 Town Clerk by type of request</i>		\$
Compensation		
Benefits		
Expenses		
<i>Total 8500 Town Clerk by category of spending</i>		\$



Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8500 Town Clerk

Budget Summary

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY2015 Estimated	FY2016 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 369,309	\$ 388,674	\$ 409,037	\$ 386,124	\$ (22,913)	-5.60%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Directed Funding	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees: Town Clerk	\$ 37,629	\$ 33,151	\$ 31,100	\$ 31,100	\$ -	0.00%
Licenses & Permits: Town Clerk	\$ 46,480	\$ 48,595	\$ 43,930	\$ 45,383	\$ 1,453	3.31%
Total 8500 Town Clerk	\$ 453,418	\$ 470,420	\$ 484,067	\$ 462,606	\$ (21,460)	-4.43%

Appropriation Summary	FY 2013 Actual	FY 2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
Compensation	\$ 337,600	\$ 347,171	\$ 362,992	\$ 353,231	\$ (9,760)	-2.69%
Expenses	\$ 115,818	\$ 123,249	\$ 121,075	\$ 109,375	\$ (11,700)	-9.66%
Total 8500 Town Clerk	\$ 453,418	\$ 470,420	\$ 484,067	\$ 462,606	\$ (21,460)	-4.43%

Program Summary	FY 2013 Actual	FY 2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
Total 8510 Town Clerk Administration	\$ 272,684	\$ 289,688	\$ 300,192	\$ 303,260	\$ 3,068	1.02%
Total 8520 Board of Registrars	\$ 15,824	\$ 15,316	\$ 16,825	\$ 16,825	\$ -	0.00%
Total 8530 Elections	\$ 132,779	\$ 127,985	\$ 120,450	\$ 94,850	\$ (25,600)	-21.25%
Total 8540 Records Management	\$ 32,131	\$ 37,431	\$ 46,600	\$ 47,671	\$ 1,071	2.30%
Total 8500 Town Clerk	\$ 453,418	\$ 470,420	\$ 484,067	\$ 462,606	\$ (21,460)	-4.43%

Object Code Summary	FY 2013 Actual	FY 2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 332,435	\$ 341,458	\$ 359,992	\$ 350,231	\$ (9,760)	-2.71%
Overtime	\$ 5,165	\$ 5,713	\$ 3,000	\$ 3,000	\$ -	0.00%
<i>Personal Services</i>	<i>\$ 337,600</i>	<i>\$ 347,171</i>	<i>\$ 362,992</i>	<i>\$ 353,231</i>	<i>\$ (9,760)</i>	<i>-2.69%</i>
Contractual Services	\$ 105,664	\$ 85,802	\$ 107,850	\$ 95,600	\$ (12,250)	-11.36%
Utilities	\$ 1,524	\$ 1,830	\$ 3,000	\$ 3,500	\$ 500	16.67%
Supplies	\$ 10,130	\$ 9,891	\$ 10,025	\$ 10,075	\$ 50	0.50%
Small Capital	\$ (1,500)	\$ 25,726	\$ 200	\$ 200	\$ -	0.00%
<i>Expenses</i>	<i>\$ 115,818</i>	<i>\$ 123,249</i>	<i>\$ 121,075</i>	<i>\$ 109,375</i>	<i>\$ (11,700)</i>	<i>-9.66%</i>
Total 8500 Town Clerk	\$ 453,418	\$ 470,420	\$ 484,067	\$ 462,606	\$ (21,460)	-4.43%

Note: The FY2014 Appropriation includes supplemental appropriations of \$29,300 to Compensation and \$25,200 to Expenses for the costs of Special Congressional Elections in calendar year 2013.



Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Govern

Subprogram: 8500 Town Clerk

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Information Specialist	0	0	0	0
Municipal Clerk	0.91	0.91	1.03	1.03
Archivist/Records Manager	0.46	0.46	0.46	0.46
Total FTE	4.37	4.37	4.49	4.49

Total FT/PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT
--------------------	-------------------	-------------------	-------------------	-------------------



Departmental Budget Requests

Program: 8000 General Government
Element: 8510 Town Clerk Administration

Subprogram: 8500 Town Clerk

Budget Description:

The Town Clerk acts as the Town's recording officer, registrar of vital statistics, and chief election official. The Town Clerk certifies official actions of the Town—including Town Meeting bylaw adoption and appropriations--signs notes for borrowing and certifies official documents. The Town Clerk also registers all vital events within Lexington, records and preserves birth, marriage & death records to provide a basis for the Commonwealth's central vital records system. The Town Clerk is the 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. Staff issue licenses and permits and serve as central information point for the Town. Requested funding in element 8510 maintains staffing levels, staff development, annual bond insurance for the Town Clerk and Assistant Town Clerk, annual licensing of dogs, and general office operations.

8510 Town Clerk Administration: The Town Clerk's Office staffing request remains the same, 3 full-time and 2 part-time. The budget reflects contractual obligations from all existing contractual settlements. Overall, the FY2016 budget request reflects a \$3,068 or 1.02% increase, with Compensation increasing by \$2,168 or 0.77%, and Expenses increasing \$900 or 1.02%.

Budget Data (by Object Code)

Object	Description	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 226,411	\$ 240,059	\$ 239,449	\$ 241,403	\$ 1,954	0.82%
51144	LONGEVITY	\$ -	\$ -	\$ 600	\$ 600	\$ -	0.00%
51150	REGULAR P/T WAGES	\$ 32,217	\$ 36,361	\$ 42,843	\$ 43,057	\$ 214	0.50%
<i>Sub-total Compensation</i>		\$ 258,628	\$ 276,420	\$ 282,892	\$ 285,060	\$ 2,168	0.77%
52110	CONTRACTUAL SERVICES	\$ 3,497	\$ 3,860	\$ 4,200	\$ 4,200	\$ -	0.00%
52111	PRINTING/FORMS	\$ -	\$ -	\$ -	\$ -	\$ -	-
52120	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52182	LEASE AGREEMENTS	\$ 2,643	\$ 2,693	\$ 4,000	\$ 3,700	\$ (300)	-7.50%
52183	MILEAGE	\$ -	\$ 991	\$ -	\$ -	\$ -	-
52184	BINDING & ARCHIVING	\$ -	\$ -	\$ 100	\$ 100	\$ -	0.00%
52185	POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52186	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	0.00%
52187	TRAVEL	\$ 879	\$ 120	\$ 500	\$ 500	\$ -	0.00%
52188	SEMINARS	\$ 447	\$ 861	\$ 3,300	\$ 4,000	\$ 700	21.21%
54100	SUPPLIES	\$ 2,362	\$ 2,185	\$ 900	\$ 900	\$ -	0.00%
54111	OFFICE SUPPLIES	\$ 3,843	\$ 2,224	\$ 1,300	\$ 1,800	\$ 500	38.46%
54113	MEMBERSHIP/DUES	\$ 385	\$ 335	\$ 500	\$ 500	\$ -	0.00%
54500	SMALL EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
54706	OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 14,057	\$ 13,268	\$ 17,300	\$ 18,200	\$ 900	5.20%
Total 8510 Town Clerk Administration		\$ 272,684	\$ 289,688	\$ 300,192	\$ 303,260	\$ 3,068	1.02%



Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8520 Board of Registrars

Subprogram: 8500 Town Clerk

Budget Description:

Registrars, appointed by the Board of Selectmen, are responsible for promoting voter registration, maintaining voter records, and ruling on voter eligibilities. Stipends for the Board of Registrars remain level funded. Annual voter confirmation mailing is conducted along with removal of voters from voting list in accordance with state statute. Annual Town Census and publishing List of Residents is funded through this element. Notification to voters not responding to annual census is funded through this element.

8520 Registration: Registrar stipends remain level funded for 3 appointed Registrars. Expenses are related to costs associated with maintaining voter registration rolls, annual census, printing of annual list of residents, and voter notifications.

Object	Description	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ -	\$ -	\$ -		\$ -	-
51512	STIPENDS	\$ 878	\$ 1,416	\$ 825	\$ 825	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 878	\$ 1,416	\$ 825	\$ 825	\$ -	0.00%
52110	CONTRACTUAL SERVICES	\$ 14,946	\$ 13,033	\$ 14,500	\$ 14,500	\$ -	0.00%
54100	SUPPLIES	\$ -	\$ 867	\$ 1,500	\$ 1,500	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 14,946	\$ 13,900	\$ 16,000	\$ 16,000	\$ -	0.00%
Total 8520 Board of Registrars		\$ 15,824	\$ 15,316	\$ 16,825	\$ 16,825	\$ -	0.00%



Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program 8000 General Government

Element: 8530 Elections

Subprogram: 8500 Town Clerk

Budget Description:

Elections administration includes conduct of local, state and national elections along with the monitoring of candidate certifications and referenda and initiative petitions. Staff provide information on campaign finance law, election procedures, ballot initiatives, and voter information. Election preparations are coordinated with, and with support from, various town departments including Public Works, Police, Fire, and School facilities.

8530 Elections:

The Elections Division budget reflects an overall \$25,600, or 21.25% decrease in FY2016. Compensation is decreasing \$13,000 or 25.49%, while Expenses are decreasing \$12,600 or 18.14%. The FY2016 expenses request continues to include \$5,000 in funding to support management of the electronic voting system for Town Meeting.

Request includes funding for TWO scheduled elections and ONE Special Town Meeting. Change in election expenses is attributable to a decrease from 3 to 2 scheduled elections from FY2015 to FY2016, the Annual Town Election and Presidential Primary, both set for March 2016.

Budget Data (by Object Code)

Object	Description	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
51130	OVERTIME	\$ 5,165	\$ 5,713	\$ 3,000	\$ 3,000	\$ -	0.00%
51144	LONGEVITY	\$ -		\$ -		\$ -	-
51150	REGULAR P/T WAGES	\$ -		\$ -		\$ -	-
51151	SEASONAL P/T WAGES	\$ 52,344	\$ 39,501	\$ 48,000	\$ 35,000	\$ (13,000)	-27.08%
51512	STIPENDS	\$ -	\$ -	\$ -		\$ -	-
<i>Sub-total Compensation</i>		\$ 57,509	\$ 45,214	\$ 51,000	\$ 38,000	\$ (13,000)	-25.49%
52110	CONTRACTUAL SERVICES	\$ 11,258	\$ 7,266	\$ 9,000	\$ 6,750	\$ (2,250)	-25.00%
52111	PRINTING/FORMS	\$ 13,203	\$ 15,381	\$ 13,800	\$ 14,000	\$ 200	1.45%
52120	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -		\$ -	-
52127	POLICE DETAILS	\$ 40,563	\$ 24,231	\$ 33,000	\$ 22,000	\$ (11,000)	-33.33%
52142	EQUIP/SERVICE	\$ 1,000	\$ 347	\$ 1,000	\$ 1,000	\$ -	0.00%
52180	CATERING/MEALS	\$ 1,897	\$ 1,022	\$ 2,000	\$ 2,000	\$ -	0.00%
52183	MILEAGE	\$ -	\$ -	\$ 150	\$ 100	\$ (50)	-33.33%
52184	BINDING & ARCHIVING	\$ -	\$ -	\$ -		\$ -	-
52185	POSTAGE	\$ 5,600	\$ 5,135	\$ 5,500	\$ 5,500	\$ -	0.00%
52186	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -		\$ -	-
52187	TRAVEL	\$ -	\$ -	\$ -		\$ -	-
52188	SEMINARS	\$ -	\$ -	\$ -		\$ -	-
52207	CELLPHONES/PAGERS	\$ 1,524	\$ 1,830	\$ 3,000	\$ 3,500	\$ 500	16.67%
54100	SUPPLIES	\$ 460	\$ 1,318	\$ 1,000	\$ 1,000	\$ -	-
54111	OFFICE SUPPLIES	\$ 1,265	\$ 634	\$ 1,000	\$ 1,000	\$ -	0.00%
54113	MEMBERSHIP/DUES	\$ -	\$ -	\$ -		\$ -	-
54500	SMALL EQUIPMENT	\$ (1,500)	\$ 25,607	\$ -		\$ -	-
54706	OFFICE EQUIPMENT	\$ -	\$ -	\$ -		\$ -	-
<i>Sub-total Expenses</i>		\$ 75,270	\$ 82,771	\$ 69,450	\$ 56,850	\$ (12,600)	-18.14%
Total 8530 Elections		\$ 132,779	\$ 127,985	\$ 120,450	\$ 94,850	\$ (25,600)	-21.25%



Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8540 Archives & Records Management

Subprogram: 8500 Town Clerk

Budget Description:

Archives and Records Management element addresses inventory and retention of records and documents, proper maintenance and storage of records, preservation of documents, and public access to public records and information. The FY2016 budget continues authorized funding for a part-time Archivist/Records Manager position and is proposed to increase \$1,071, or 2.3%.

8540 Archives & Records Management: Requested FY2016 funding covers annual updates to Code of Lexington, electronic document management, confidential records shredding contractual services, contractual archival services, and some document treatment & microfilming. Line 52184 funds non-CPA eligible expenses for records management - maintenance, treatment/digitization. CPA support is not requested for FY2016.

Budget Data (by Object Code)

Object	Description	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Request	Dollar Increase	Percent Increase
51150	REGULAR P/T WAGES	\$ 20,585	\$ 24,121	\$ 28,275	\$ 29,346	\$ 1,071	3.79%
<i>Sub-total Compensation</i>		\$ 20,585	\$ 24,121	\$ 28,275	\$ 29,346	\$ 1,071	3.79%
52110	CONTRACTUAL SERVICES	\$ 1,102	\$ 773	\$ 2,000	\$ 2,000	\$ -	0.00%
52111	PRINTING/FORMS					\$ -	-
52120	PROFESSIONAL SERVICES	\$ 6,000	\$ 6,500	\$ 5,500	\$ 5,500	\$ -	0.00%
52142	EQUIP/SERVICE	\$ -	\$ 12	\$ -	\$ 150	\$ 150	#DIV/0!
52183	MILEAGE	\$ -		\$ 150	\$ 150	\$ -	0.00%
52184	BINDING AND ARCHIVING	\$ 2,629	\$ 3,392	\$ 5,000	\$ 5,000	\$ -	0.00%
52185	POSTAGE	\$ -				\$ -	-
52186	PROFESSIONAL DEVELOPMENT	\$ -	\$ 25	\$ 750	\$ 750	\$ -	0.00%
52187	TRAVEL	\$ -	\$ 161	\$ 200	\$ 200	\$ -	0.00%
52188	SEMINARS	\$ -		\$ 700	\$ 1,000	\$ 300	42.86%
54100	SUPPLIES	\$ 1,208	\$ 1,757	\$ 3,000	\$ 2,500	\$ (500)	-16.67%
54111	OFFICE SUPPLIES	\$ 107	\$ 56	\$ 225	\$ 225	\$ -	0.00%
54113	MEMBERSHIP/DUES	\$ 500	\$ 515	\$ 600	\$ 650	\$ 50	8.33%
54500	SMALL EQUIPMENT	\$ -	\$ 119	\$ 200	\$ 200	\$ -	0.00%
54706	OFFICE EQUIPMENT	\$ -	\$ -			\$ -	-
<i>Sub-total Expenses</i>		\$ 11,546	\$ 13,310	\$ 18,325	\$ 18,325	\$ -	0.00%
Total 8540 Records Management		\$ 32,131	\$ 37,431	\$ 46,600	\$ 47,671	\$ 1,071	2.30%



Town of Lexington - FY 2016-FY 2020 Capital Improvement Projects

Project Name: Cary Memorial Bldg Records Center Shelving **Date:** 12-Sep-14
Project ID Number: 933 **Revision Date:** _____
Submitted By: Donna Hooper **Department:** Town Clerk **Priority:** 0
First Year Submission? **Phone #:** 698-4551 **E-mail:** dhooper@lexingtonma.gov

Description of Project:

Cary Records Center area is repository for retention of long-term and some permanent records of significant and historical value. Shelving in Records Center is repurposed shelving from the time when the Cary Memorial Library Children's Department was housed in the Robbins Room and adjacent storage room area. Proposed project is for removal of undersized shelving and replacement with stationary shelving. Layout design is in-process.

Justification/Benefit:

Replacement of undersized shelving with standard sized archival/records storage shelving will provide for proper retention of boxed records. Proposed replacement during the period of time during which the Cary Memorial Building undergoes construction will result in limited interruption/impact on public use of the building and should be able to be completed without interference with contractor's work. Project is being proposed in conjunction with Facilities Department. Upon completion of architectural review more definitive information on layout and cost will be available. Records center contents will be further assessed during shelving replacement process to better provide for orderly retention of most important and critical records.

Impact if not completed:

Current records retention environment does not support proper care and protection; municipal departmental production of records continues to outpace available storage space. Properly sized stationary shelving will provide for secure retention of long-term and some permanent records of significant and historical value and will greatly aid in increased storage space. Without new shelving the ability to protect records and provide proper retention is limited. Departments will be pressed into stricter retention assessment, damaged records, and potentially increase requests for digitization/scanning of materials with short-term retention requirements.

Timeframe:

Summer 2015

Replace. Freq:

0 Years

Stakeholders:

Municipal Departments, including Finance, Procurement, Recreation, Town Clerk, Planning, Selectmen, and others.

Operating Budget Impact:

Little or no anticipated impact on operating budget.

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

933	2016	2017	2018	2019	2020	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$5,585	\$0	\$0	\$0	\$0	\$5,585
Construction	\$36,435	\$0	\$0	\$0	\$0	\$36,435
Equipment	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Contingency	\$8,378	\$0	\$0	\$0	\$0	\$8,378
Totals	\$75,398	\$0	\$0	\$0	\$0	\$75,398
CPA Amt. Req.	\$75,398	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose	
<input type="radio"/>	Open Space
<input type="radio"/>	Recreation
<input checked="" type="radio"/>	Historic
<input type="radio"/>	Housing

Basis of Cost Projection:

Cost projection to be updated by drawings, layout & shelving proposal. Projection based upon preliminary estimate from shelving vendor.



Town of Lexington - FY 2016-FY 2020 Capital Improvement Projects

Project Name: Archives & Records Management/Records Conservation & Preservation **Date:** 15-Sep-08
Project ID Number: 307 **Revision Date:** 27-Aug-14
Submitted By: Donna Hooper **Department:** Town Clerk **Priority:**
First Year Submission? **Phone #:** 781-698-4558 **E-mail:** dhooper@lexingtonma.gov

Description of Project:

NO REQUEST FOR FY2016 FUNDING IS MADE AT THIS TIME. The transition from the 5-year CPA funded preservation program addressing the major backlog of conservation and preservation needs, begun in FY2014 with a \$20,000 request for conservation & preservation of historic municipal documents and records, is anticipated to be an annual request in the amount of \$20,000 for the treatment, digitization and microfilming of 'newly historic records' This request continues to build upon record accessibility through electronic portal and will address smaller collections of mid-century items requiring less conservation, as well as for technology upgrades to meet the growth of web access to documents and materials via the Lexington Heritage portal and Lexington's digital archives. The future request for appropriation will address the preservation needs for records including the Board of Assessor Minutes, Fire Records, General Register of Voters, and Register of Birth and Marriages.

Justification/Benefit:

Significant progress has been made to preserve and protect the vast majority of historic records and permanent soon-to-be historic records requiring preservation and conservation, along with microfilming and digitization to provide for accessibility and permanent retention. The FY2014 request places emphasis will be given to microfilming of bulky permanent records requiring permanent retention. It is projected a \$20,000 annual request for treatment/digitization/microfilming of 'newly historic' records will be made for out-years to help address newer records of historic significance including past legal documents, board and committee and other mid 20th century records. The preservation and conservation of permanent records for archiving creates the basis for documenting Lexington's history for the future. A virtual exhibit for celebration of the 300th Anniversary of the incorporation of Lexington will provide access to the repository of digitized images of conserved/preserved documents and materials.

Impact if not completed:

Records are at risk for damage and loss. Microfilming, conservation/preservation and scanning of records assures retention and accessibility for current and future access. Failure to continue this initiative places records and information in jeopardy for future readability, access, and reference. Failure to apply CPA funding creates an added burden on the annual operating budget when small amounts are authorized to handle individual situations rather than a comprehensive program.

Timeframe:

Collection review, identification and completion of required microfilming, scanning, preservation & conservation continues annually.

Replace. Freq:

1 Years

Stakeholders:

Municipal departments, Lexington residents, researchers, historians, and space usage for Town Office Building and Cary Memorial Building records storage/archives.

Operating Budget Impact:

Request includes provision of hardware/software as needed, in addition to microfilming/scanning/preservation/conservation; software and hardware for electronic document management. Archivist, consulting Archivists, and office staff can perform indexing and archiving. Possible expansion may result in additional services. If not covered by CPA funding additional operational budget funding will be requested annually.

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

307	2016	2017	2018	2019	2020	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer		\$20,000	\$20,000	\$20,000	\$20,000	
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$20,000	\$20,000	\$20,000	\$20,000	
CPA Amt. Req.		\$20,000	\$20,000	\$20,000	\$20,000	

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input checked="" type="radio"/> Historic
<input type="radio"/> Housing



Town of Lexington - FY 2016-FY 2020 Capital Improvement Projects

Project Name: Archives & Records Management/Records Conservation & Preservation **Date:** 15-Sep-08

Project ID Number: 307 **Revision Date:** 27-Aug-14

Submitted By: Donna Hooper **Department:** Town Clerk **Priority** _____

First Year Submission? **Phone #:** 781-698-4558 **E-mail** dhooper@lexingtonma.gov

Basis of Cost Projection:

Professional services for conservation and preservation needs, records processing & indexing, virtual exhibit creation, and small equipment needs.



Town of Lexington - FY 2016-FY 2020 Capital Improvement Projects

Project Name: Election System Upgrade **Date:** 11-Sep-12
Project ID Number: 851 **Revision Date:** 27-Aug-14
Submitted By: Donna Hooper **Department:** Town Clerk **Priority:** 2
First Year Submission? **Phone #:** 781-698-4558 **E-mail:** dhooper@lexingtonma.gov

Description of Project:

Election systems must be certified by the Secretary of the Commonwealth. The current Accu-Vote system used in Lexington, purchased in 1999, has an anticipated life of an additional 5 years. Current replacement cost for each of the 10 Accu-Vote scanners is approximately \$6900 per scanner. The Secretary of the Commonwealth has recently certified two possible election systems for use in the Commonwealth.

Justification/Benefit:

Replacement must be made before the accuracy and integrity of the current system fails. Replacement includes new scanners, ballot boxes, and possible voting booths.

Impact if not completed:

Inaccurate elections, questioning of accuracy and integrity and possible recounts.

Timeframe:

Anticipate possible replacement sometime before fall 2018

Replace. Freq:

20 Years

Stakeholders:

Operating Budget Impact:

Operational costs of system should not differ greatly from system currently operated.

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

851	2016	2017	2018	2019	2020	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$75,000	\$0	\$0	\$0	\$75,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$75,000	\$0	\$0	\$0	\$75,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Recurring Cost

\$0.00

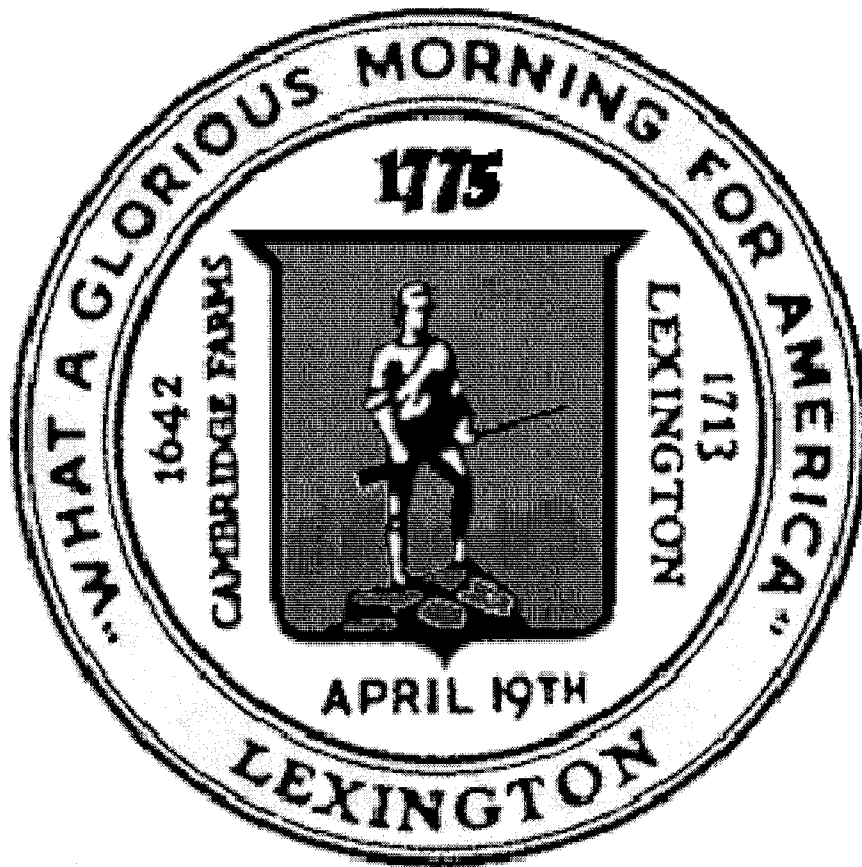
Maintenance Cycle

0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

proposal from current vendor of one of the two newly certified systems



Information Services
Requested Budget
Fiscal Year 2016

Submitted by:
Donna Hooper, Chief Information Officer

Board of Selectmen Presentation
December 15, 2014



Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8600 IS

Mission:

The Information Services (IS) Department's mission is to provide high quality, cost effective technology and services to Town administration and staff so that they can best serve the citizens of the Town of Lexington; and, to provide effective web services to employees and residents to facilitate both the dissemination and collection of information by town government.

Budget Overview:

The recommended FY2016 combined budget request for the Information Services Department, including Web Development, reflects an increase of \$310,459, or 25.52% over the FY2015 budget. This includes a \$122,959, or 26.41% increase in compensation, and a \$187,500, or 24.97% increase in expenses over FY2015. The increase in Compensation is driven by the transfer of a position from the Town Manager's Office to Information Technology as well as increases attributable to contractual obligations. FY2015 Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2014 Annual Town Meeting. Were these increases to be accounted for in the FY2015 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect an increase less than the 26.41% shown.

The major factor driving the increase in the expense budget is the increase in software maintenance contracts, the transfer of responsibility for maintenance of VoIP telephone systems from Facilities to the IS department and an increase in contractual services scheduled for FY2016.

The Information Services Department supports, maintains and manages Town wide business-related technology. The technology supported (hardware and software) are critical elements of service delivery and program management for all of the Town's departmental operations and IS-related services to town residents. The Information Services Department primarily maintains the technology serving all municipal departments (Finance, Assessors, Revenue, Recreation, Town Manager's Office, Town Clerk, DPW, Facilities, Retirement, Community Development, Conservation, Planning, Engineering, Police, Fire, Library, and Human Services). Additionally, the department supports town wide core services such as the financial system (Munis), time keeping (Kronos), document management (Laserfiche), facilities maintenance and management technology, emergency management web sites and services, and VoIP telephone systems. Information Services maintains the infrastructure and security of the head end and co-manages the town wide area network, serving municipal and school departments, that connects approximately 30 buildings. The department manages municipal technology purchases and performs the installations, maintenance and management of the Town local area network, computers, peripherals, electronic mail, Internet access, web infrastructure, software and applications. Information Technology staff also provide support for end-users.

Departmental Goals:

- Maintain stable and secure local area and wide area networks.
- Improve network and services resiliency through installation of redundant network pathways and failover servers.
- Expand wireless capability to additional municipal buildings
- Empower staff mobility and efficiency via new technology.
- Reduce technology energy burden via 'green' initiatives.
- Introduce VoIP to more buildings
- Develop GIS based improvements
(including: meeting new state GIS standards and delivering GIS on-line with improved function and information)
- Provide quality and responsive IT support and service to all staff
- Provide on-going training and support to employees.
- Create self service improvements for Town employees and residents.
(Including: On-line permitting, improved on-line document management and resources)
- Update and support Town website capabilities for departments and users
- Introduce opportunities to engage citizens via social media and mobile apps.

Program Improvement Requests:

	Division	FY2016 Requested
Webmaster/Webdesigner		\$ 84,000
Application Administrator		\$ 84,000

Project Manager		\$ 84,000
<i>Total 8600 IT by type of request</i>		<i>\$ 252,000</i>
Compensation		\$ 195,000
Benefits		\$ 45,000
Expenses		\$ 12,000
<i>Total 8600 IT by category of spending</i>		<i>\$ 252,000</i>



Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8600 Information Technology

Budget Summary

Funding Sources	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 855,529	\$ 928,726	\$ 1,140,606	\$ 1,470,206	\$ 329,599	28.90%
Enterprise Funds (Indirects)	\$ 60,150	\$ 58,558	\$ 75,891	\$ 56,750	\$ (19,140)	-25.22%
Total 8600 Information Technology	\$ 915,679	\$ 987,284	\$ 1,216,497	\$ 1,526,956	\$ 310,459	25.52%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
Compensation	\$ 283,387	\$ 355,598	\$ 465,547	\$ 588,506	\$ 122,959	26.41%
Expenses	\$ 632,292	\$ 631,686	\$ 750,950	\$ 938,450	\$ 187,500	24.97%
Total 8600 Information Technology	\$ 915,679	\$ 987,284	\$ 1,216,497	\$ 1,526,956	\$ 310,459	25.52%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
Total 8610 IT Administration	\$ 901,564	\$ 974,307	\$ 1,173,797	\$ 1,526,956	\$ 353,159	30.09%
Total 8620 Web Development	\$ 14,115	\$ 12,977	\$ 42,700	\$ -	\$ (42,700)	-100.00%
Total 8600 Information Technology	\$ 915,679	\$ 987,284	\$ 1,216,497	\$ 1,526,956	\$ 310,459	25.52%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 282,886	\$ 353,511	\$ 463,047	\$ 585,506	\$ 122,459	26.45%
Overtime	\$ 501	\$ 2,087	\$ 2,500	\$ 3,000	\$ 500	20.00%
<i>Personal Services</i>	\$ 283,387	\$ 355,598	\$ 465,547	\$ 588,506	\$ 122,959	26.41%
Contractual Services	\$ 470,780	\$ 443,188	\$ 548,350	\$ 691,500	\$ 143,150	26.11%
Utilities	\$ 1,808	\$ 1,800	\$ 28,100	\$ 80,200	\$ 52,100	185.41%
Supplies	\$ 18,585	\$ 32,273	\$ 19,500	\$ 24,250	\$ 4,750	24.36%
Small Capital	\$ 141,119	\$ 154,425	\$ 155,000	\$ 142,500	\$ (12,500)	-8.06%
Expenses	\$ 632,292	\$ 631,686	\$ 750,950	\$ 938,450	\$ 187,500	24.97%
Total 8600 Information Technology	\$ 915,679	\$ 987,284	\$ 1,216,497	\$ 1,526,956	\$ 310,459	25.52%



Departmental Budget Requests

Program: 8000 General Government Subprogram: 8600 IS

Authorized/Appropriated Staffing

	FY2013 Budget	FY2014 Budget	FY2015 Budget	FY2016 Request
Chief Information Officer	0	0	1	1
Director, Information Technology Department	1	1	1	1
Project Manager	0	0	0	0.8
Network Administrator	1	1	1	1
GIS/Database Administrator	1	1	1	1
Support Technician	1	1	1	1
Webmaster	1	1	1	1
Total FT/PT	5 FT	5 FT	6 FT	7 FT
Total FTE	5	5	6	7

The Project Manager position was transferred from the Town Managers Office to the Information Services Department in FY2015. The funding remained in the TMO budget for FY2015 and will be transferred to the IS budget in FY2016. This position will also be reduced to a 0.8 FTE.



Town of Lexington
FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8610 IT Administration

Subprogram: 8600 IS

Budget Description:

The recommended Information Services FY16 budget request reflects a \$353,159, or 30.09% increase over the FY15 budget. The IT Administration (8610) and Web Development (8620) Elements, under the 8600 IS Subprogram, have been consolidated into the IT Administration element. These elements have been consolidated to reflect the reorganization of the Information Services Department and due to the growing lack of distinction between web expenses and IT expenses.

The consolidated budget increase includes a \$122,959, or 26.41% increase in Compensation. FY2015 Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2014 Annual Town Meeting. Were these increases to be accounted for in the FY2015 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect an increase less than the 26.41% shown.

Expenses are increasing \$230,200, or 32.50%. The greatest impacts on expenses are the growing cost of software maintenance, the addition of new software maintenance contracts to support new applications, new services transferred to the IT department (VoIP telephones) and ostensible increases with the element consolidation. Increasing by \$114,000 or 31.84%, the bulk of the increase in Object 52190 is due to new application support contracts for newly implemented applications including: the Town wide VoIP telephone system (25K), the new wireless systems (TOB, PSB, Community Center and Cary Hall, 20K), new Town web site hosting costs (12K) and a new agenda management system (8K). Existing software support increases are attributable to the complete implementation of the ViewPermit permitting system and existing maintenance contract increases. Other significant expense changes are the increase in Utilities (Object 52200), increasing by \$48,400 reflecting the transfer of responsibility for costs associated with the installation of upgraded phone lines needed for the town-wide Voice over Internet Protocol (VoIP) phone system.

The \$41,000 increase in Contract Services (Object 52110) reflects the transfer of responsibility of phone system support services contracts, several application upgrades (MUNIS, Vision, VMWare) the scheduling of annual critical application audits and the consolidation of the IT Administration and the Web Development elements. The \$17,000 increase in Comm/Network (Object 52192) reflects the maintenance of network auditing. The \$42,000 reduction in FY2016 for PC Software (Object 54703) is due to the one-time nature of an FY2015 increase to fund the purchase of new Microsoft Office licensing. The \$10,000 increase in LAN Software (Object 54702) is for version upgrade purchases of Microsoft Server and SQL server licensing.

The PC hardware increase of \$5,000 is due to the increase in workstations as a result of both increased computing needs for current and anticipated staffing levels. Increases in other Expense objects support Information Services Department staff development, training, and general office needs.

The FY16 Compensation increase reflects the addition of one new Information Services department staff position, adjustments in compensation due to employee contractual settlements, cell phone stipends and a slight increase in overtime compensation.

An IT Administration Details page is attached to itemize and detail the increases in Object 52190 (Software Maint), Object 52110 (Cont Svcs) and Object 52200 (Utilities).

Budget Data (by Object Code)

Object	Description	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
51110	REG WAGES	\$ 282,886	\$ 353,511	\$ 462,847	\$ 585,106	\$ 122,259	26.41%
51120	OTHER COMP		\$ -	\$ -	\$ -	\$ -	-
51130	OVERTIME	\$ 501	\$ 2,087	\$ 2,500	\$ 3,000	\$ 500	20.00%
51144	LONGEVITY	\$ -	\$ -	\$ 200	\$ 400	\$ 200	100.00%
51512	STIPENDS	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 283,387	\$ 355,598	\$ 465,547	\$ 588,506	\$ 122,959	26.41%
52110	CONT SVCS	\$ 39,310	\$ 43,210	\$ 49,000	\$ 90,000	\$ 41,000	83.67%
52111	PRINTING/FORMS	\$ -	\$ -	\$ 500	\$ 500	\$ -	-
52120	PROF SVCS	\$ 21,968	\$ 750	\$ -	\$ -	\$ -	-
52128	ADVERTISING	\$ 1,040	\$ -	\$ -	\$ -	\$ -	-
52152	EQUIP RENTAL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52183	MILEAGE	\$ 234	\$ 179	\$ 1,000	\$ 1,000	\$ -	0.00%
52186	PROF DEV	\$ 7,070	\$ 7,489	\$ 10,000	\$ 12,000	\$ 2,000	20.00%
52187	TRAVEL	\$ 60	\$ -	\$ 1,000	\$ 5,000	\$ 4,000	400.00%
52188	SEMINARS	\$ 1,240	\$ -	\$ 1,000	\$ 5,000	\$ 4,000	400.00%
52190	SOFTWARE MAINT	\$ 321,736	\$ 281,956	\$ 358,000	\$ 472,000	\$ 114,000	31.84%
52191	HARDWARE MAINT	\$ 5,729	\$ 5,270	\$ 22,000	\$ 25,000	\$ 3,000	13.64%
52192	COMM/NETWORK	\$ 58,652	\$ 91,747	\$ 64,000	\$ 81,000	\$ 17,000	26.56%
52200	UTILITIES	\$ -	\$ -	\$ 19,600	\$ 68,000	\$ 48,400	-
52207	CELL/PAGER	\$ 1,808	\$ 1,800	\$ 8,500	\$ 12,200	\$ 3,700	43.53%
54100	SUPPLIES	\$ 15,388	\$ 28,217	\$ 12,000	\$ 20,000	\$ 8,000	66.67%
54111	OFFICE SUPPLY	\$ 342	\$ 2,204	\$ 800	\$ 1,000	\$ 200	25.00%
54113	MEMBERSHIPS/DUES	\$ -	\$ 400	\$ 4,600	\$ 2,000	\$ (2,600)	-56.52%
54160	SAFETY EQUIP & CLOTHING	\$ 2,479	\$ 1,062	\$ 1,250	\$ 1,250	\$ -	0.00%
54500	SMALL EQUIPMENT	\$ 7,043	\$ 3,620	\$ 1,000	\$ 1,500	\$ 500	50.00%
54700	LAN HARDWARE	\$ 26,380	\$ 47,827	\$ 15,000	\$ 20,000	\$ 5,000	33.33%
54701	PC HARDWARE	\$ 59,962	\$ 92,310	\$ 65,000	\$ 70,000	\$ 5,000	7.69%
54702	LAN SOFTWARE	\$ 18,630	\$ 6,803	\$ 5,000	\$ 15,000	\$ 10,000	200.00%
54703	PC SOFTWARE	\$ 10,512	\$ 600	\$ 50,000	\$ 8,000	\$ (42,000)	-84.00%
54704	LAN PERIPHERALS	\$ 6,117	\$ 89	\$ 10,000	\$ 11,000	\$ 1,000	10.00%
54705	PC PERIPHERALS	\$ 6,010	\$ 3,176	\$ 7,000	\$ 10,000	\$ 3,000	42.86%
54706	OFFICE EQUIP	\$ 6,465	\$ -	\$ 2,000	\$ 7,000	\$ 5,000	250.00%
<i>Sub-total Expenses</i>		\$ 618,177	\$ 618,709	\$ 708,250	\$ 938,450	\$ 230,200	32.50%
Total 8610 IT Administration		\$ 901,564	\$ 974,307	\$ 1,173,797	\$ 1,526,956	\$ 353,159	30.09%

Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government
 Element: 8610 IT Administration

Subprogram: 8600 IS

Budget Increase Details (IT Administration and Web Development Subprograms combined):

The IT Administration (8610) and Web Development (8620) Elements, under the 8600 IS Subprogram, have been consolidated into the IT Administration element. Some apparent increases are a direct result of this consolidation into one element.

The bulk of the budget increase is due to new application support contracts (Object 52190) for newly implemented applications including: the Town wide VoIP telephone system (25K), new building wireless installations (20K), new Town web site hosting costs (12K) and a new agenda management system (8K). Existing software support increases are attributable to the complete implementation of the ViewPermit permitting system and existing maintenance contract increases. An itemization of Object 52190 is detailed below. The table individually lists the software with dollar changes and combines the software with no change in maintenance contract cost.

The \$39,000 increase in combined IT Administration and Web Development Contract Services (Object 52110) reflects the transfer of responsibility of phone system support services contracts, several application upgrades (MUNIS, Vision, VMWare) and the scheduling of annual critical application audits. An itemization of Object 52110 is detailed below by project. The Contract Services object is a category that varies in cost each year based on the needs of upcoming maintenance projects and existing application upgrades. This category cost may tend to trend upward as additional applications are introduced to the Town environment.

The \$48,000 increase in Utilities (Object 52200) reflects an increase due to the transfer of responsibility for utilities related to new/VoIP phone systems. Utilities includes all costs for T1, SIP and copper connections for VoIP systems. Utilities also includes funding for redundant bandwidth.

Budget Increase Details (IT Administration and Web Development Subprograms combined) (in order of FY2016 Request \$):

Object	Description	Item	FY2015 (IT and Web)	FY2016 Request	Dollar Increase	Percent Increase
52190	SOFTWARE MAINT	Munis (Financial software)	\$143,043.00	\$149,795.00	\$6,752.00	
		Laserfiche (Web portal, Rio software, Forms, Work Flow)	\$50,000.00	\$51,000.00	\$1,000.00	
		ViewPermit (Permitting software)	\$25,500.00	\$36,100.00	\$5,600.00	
		Mitel Phone System Support (VoIP) (Capital #553)	\$0.00	\$25,000.00	\$25,000.00	
		New Wireless (Capital #855 Building wireless, plus Comm. Center)	\$0.00	\$20,000.00	\$20,000.00	
		Vision (Assessing software)	\$10,750.00	\$12,300.00	\$1,550.00	
		Cartegraph (added Fleet module, dropped ManagerPlus software)	\$10,500.00	\$12,000.00	\$1,500.00	
		Website hosting, CMS (New Website PIR, increase in host cost)	\$5,000.00	\$12,000.00	\$7,000.00	
		School Dude (Facilities workorder system)	\$9,500.00	\$10,000.00	\$500.00	
		Symantec (Backup and e-mail archiving)	\$8,850.00	\$9,300.00	\$450.00	
		New Novus Agenda (Agenda management software)	\$0.00	\$8,000.00	\$8,000.00	
		Carousel Avaya (VoIP)	\$10,000.00	\$7,500.00	-\$2,500.00	
		MindMixer	\$3,000.00	\$5,300.00	\$2,300.00	
		Website monitoring (Viewpermit and New Website PIR)	\$0.00	\$2,000.00	\$2,000.00	
		KASE-KBOX (IT Ticketing and software patching)	\$0.00	\$2,000.00	\$2,000.00	
		Constant Contact (increased capacity)	\$200.00	\$1,000.00	\$800.00	
		Tablet software (Tablet/Viewpermit PIR)	\$0.00	\$1,000.00	\$1,000.00	
		Prolog (Facilities/PBC software)	\$400.00	\$800.00	\$400.00	
		Sensource people counter	\$0.00	\$555.00	\$555.00	
		Option Technologies	\$0.00	\$500.00	\$500.00	
		Survey Monkey	\$300.00	\$400.00	\$100.00	
		Siteimprove	\$1,000.00	\$0.00	-\$1,000.00	
				ESRI, AppGeo web hosting, Sophos AV, Citrix, Kronos, RRC Assessors Software, Microsoft software assurance, VMWare, Emergingsoft Mtg Room, Web software, and assorted small programs	\$105,450.00	\$105,450.00
		Total	\$383,493.00	\$472,000.00	\$88,507.00	21.78%
52110	CONT SVCS	VoIP general (MAC) support	\$15,000.00	\$15,000.00	\$0.00	
		Health Checks (AD and Exchange)	\$10,000.00	\$12,000.00	\$2,000.00	
		DR/remote backup	\$6,000.00	\$10,000.00	\$4,000.00	
		Server installs-contract help for EOL servers	\$0.00	\$10,000.00	\$10,000.00	
		Vision-V7 Upgrade	\$0.00	\$8,000.00	\$8,000.00	
		GIS upgrade	\$0.00	\$8,000.00	\$8,000.00	
		Microsoft server migrations	\$10,000.00	\$6,000.00	-\$4,000.00	
		VMWare upgrades and maint. work	\$0.00	\$5,000.00	\$5,000.00	
		Network/Fiber repair	\$5,000.00	\$5,000.00	\$0.00	
		New Network Drops	\$0.00	\$4,000.00	\$4,000.00	
		Switch Installs	\$3,000.00	\$3,000.00	\$0.00	
		MUNIS upgrade	\$0.00	\$2,000.00	\$2,000.00	
		General Web Contract Services	\$2,000.00	\$2,000.00	\$0.00	
				Total	\$51,000.00	\$90,000.00
52200	UTILITIES	Windstream-VoIP lines	\$16,000.00	\$42,000.00	\$26,000.00	
		Copper- failover lines		\$15,000.00	\$15,000.00	
		Verizon-T1 for Avaya		\$7,000.00	\$7,000.00	
		Redundant bandwidth	\$3,600.00	\$3,600.00	\$0.00	
		Total	\$19,600.00	\$67,600.00	\$48,000.00	244.90%



Town of Lexington
FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8620 Web Development

Subprogram: 8600 IS

Budget Description:

The Web Development, Element 8620, budget covered annual expenses for managing and improving the Town's websites and social media. These expenses have been added to the IT Administration Element within the 8600 IS Subprogram. Formerly funded as a separate Element, the costs previously in this Element (8620) have been moved to and are fully covered in Element 8610.

These elements have been combined due to the growing overlap between items classified as web based and as IT based.

Budget Data (by Object Code)

Object	Description	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
52110	CONTRACTUAL SERVICES	\$ 105	\$ -	\$ 2,000	\$ -	\$ (2,000)	-100.00%
52120	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52186	PROF DEVELOPMENT	\$ -	\$ -	\$ 2,000	\$ -	\$ (2,000)	-100.00%
52187	TRAVEL	\$ 477	\$ 339	\$ 750	\$ -	\$ (750)	-100.00%
52188	SEMINARS	\$ 1,079	\$ -	\$ 1,100	\$ -	\$ (1,100)	-100.00%
52190	SOFTWARE MAINTENANCE	\$ 12,079	\$ 12,248	\$ 36,000	\$ -	\$ (36,000)	-100.00%
52191	HARDWARE MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52192	COMM/NETWORK	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	SUPPLIES	\$ -	\$ -	\$ 100	\$ -	\$ (100)	-100.00%
54113	SUBSCRIPTIONS	\$ 375	\$ 390	\$ 750	\$ -	\$ (750)	-100.00%
<i>Sub-total Expenses</i>		\$ 14,115	\$ 12,977	\$ 42,700	\$ -	\$ (42,700)	-100.00%
Total 8620 Web Development		\$ 14,115	\$ 12,977	\$ 42,700	\$ -	\$ (42,700)	-100.00%

FY2016 PROGRAM IMPROVEMENT REQUEST FORM

	Department Priority: 1 of 3
Department:	Information Services
Program:	8600
Element:	
Accounting Dept #:	10015502
Supplemental Title:	Webmaster/Webdesigner

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM IMPROVEMENT FUNDING

Object Code	Object Description	One-Time Cost (FY2016 Only)	Ongoing Annual Cost (FY2016 & Future)	TOTAL FY2013 Request
Compensation				
51110	Reg. Wages		\$65,000	\$65,000
	Benefits		\$15,000	\$15,000
Benefits				
Expenses				
	Position Advertisement	\$1,000		\$1,000
	Training & Travel		\$2,000	\$2,000
	Computer/Equipment	\$1,000		\$1,000
				\$0
	TOTAL	\$2,000	\$82,000	\$84,000

PURPOSE / DESCRIPTION OF REQUEST

This FY2016 request is for an additional Webmaster/Webdesigner position to be added to the currently funded Webmaster position that fulfills web management and web design for all municipal departments, including Cary Memorial Library. The current position is shared 50% Cary Library/50% municipal departments (including significant time for the Tourism Committee and to a lesser degree other boards/committees).

Sharing of the webmaster on a 50/50 basis has brought great benefit to Cary Library and municipal departments.

Web functionality/usability, content management, and appearance must be optimized for departmental communication of services provided. The maintenance and updating of web content, links, and functionality, is closely related to operation of software programs that either have a presence on the Town's web site or have web related connectivity (laserfiche, viewpermit, constant contact email lists, meeting calendar, etc.). The complexity of these relationships has required involvement of the webmaster in areas for which her understanding and expertise is critical. Current staffing levels cannot address emerging needs or meet existing needs in a timely manner. The scope of work is larger than one person can accomplish even with support from other Information Services staff.

As the rate of technological change continues to increase, substantial renewal of Town websites every few years (rather than less frequent comprehensive redesign projects) is becoming the norm. Understanding of design principles is also important for social media.

The current Webmaster implemented a new library website in 2014, and is managing the complete redesign of the municipal web site in FY2015.

Funding of an additional webmaster/webdesigner will allow for the placement of 1 staff person at Cary Library and 1 for other municipal departments and committees, while also building a close connection/collaboration between the 2 positions.

Webmaster responsibilities include:

- *Domain management - 13 registered domains, for which registration information must be kept up to date;
- *Tourism website - host in-house
- *Provide technical support for social media - staff time has not been available to develop to provide support
- *Support items such as the Historical Commission's Cultural Inventory database.
- *Troubleshoot and help with integration of software into the website, including Laserfiche & on-line permitting/Viewpermit.
- *Develop a mobile web presence.
- *Web Editor training and support as content managers
- *Application support - Cartegraph, numerous GIS applications, new Microsoft Office and OS, Viewpermit, VoIP phone applications and use, Laserfiche, new MUNIS(annually), and slate applications. Additionally, we have seen a growing and unanswered need for public safety reporting, protection from security risks, infrastructure improvement, staff mobility, and improved staff one-on-one training to name a few.

SERVICE IMPLICATION

The Information Services department seeks to improve service to staff and residents (via the web) and better grow the support services of the department in alignment with the needs of the Town. Support and services provided by the webmaster and webdesigner will greatly aid in this goal.

The department will maintain the technical aspects of the Town's websites more effectively and efficiently and avoid potential downtime. It would also provide the ability for the Town to keep more up-to-date with website trends for improved service delivery.

FY2016 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 2 of 3

Department: **Information Services**
 Program: **8600**
 Element:
 Accounting Dept #: **10015502**
 Supplemental Title: **Application Administrator**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM IMPROVEMENT FUNDING

Object Code	Object Description	One-Time Cost (FY2013 Only)	Ongoing Annual Cost (FY2013 & Future)	TOTAL FY2013 Request
Compensation				
51110	Reg. Wages		\$65,000	\$65,000
51905 etc.	Benefits		\$15,000	\$15,000
				\$0
Expenses				
	Position Advertisement	\$1,000		\$1,000
	Training & Travel		\$2,000	\$2,000
	Computer/Equipment	\$1,000		\$1,000
				\$0
TOTAL		\$2,000	\$82,000	\$84,000

PURPOSE / DESCRIPTION OF REQUEST

Current Information Services Department staffing includes 1 System Administrator position who is stretched in managing hardware and network issues, while also being called on to provide support for software applications. This FY2016 request is for additional support in this area, as Application Administrator.

The Information Services will better be able to respond to user needs by adding a staff person with technical skills as Application Administrator to provide application support for Email, Microsoft, VoIP, Laserfiche, social media, mobile devices.

This position will supplement and work closely with System Administrator.

Application support and end user support is a shared function of all Information Services staff. New applications are increasingly complex and require more staff support, training and maintenance.

Some of the new applications include: Cartograph, numerous GIS applications, new Microsoft Office and OS, Viewpermit, VoIP phone applications and use, Laserfiche, new MUNIS(annually), and slate applications.

Additionally, the organization is experiencing a growing need for public safety reporting, protection from security risks, infrastructure improvement, staff mobility, and improved staff support and training for software systems in use and systems under review.

SERVICE IMPLICATION

The Information Services department seeks to improve service to staff and residents and better grow the support services of the department in alignment with the needs of the Town. Support and services provided by an Application Administrator will greatly aid in this goal.

The department will support governmental operations through a more concentrated effort with the addition of an Applications Administrator who will work seamlessly with the System Administrator. This will also enable the Town to keep current and provide guidance on applications for improved service delivery.

FY2016 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 3

3

Department:	Information Services
Program:	8600
Element:	
Accounting Dept #:	10015502
Supplemental Title:	Project Manager

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM IMPROVEMENT FUNDING

Object Code	Object Description	One-Time Cost (FY2013 Only)	Ongoing Annual Cost (FY2013 & Future)	TOTAL FY2013 Request
Compensation				
51110	Reg. Wages		\$65,000	\$65,000
	Benefits		\$15,000	\$15,000
Benefits				
Expenses				
	Position Advertisement	\$1,000		\$1,000
	Training & Travel		\$2,000	\$2,000
	Computer/Equipment	\$1,000		\$1,000
				\$0
TOTAL		\$2,000	\$82,000	\$84,000

PURPOSE / DESCRIPTION OF REQUEST

Current Information Services Department staffing includes 1 Project Manager position. This FY2016 request is for an additional Project Manager position.

The Information Services Department is responsible for many priority projects involving organization-wide and department-specific technology applications. Across the variety of positions, it continues to struggle to meet demands for planning, initiating and managing IT projects. Leading and guiding the work of technical staff and serving as liaison between technical and programmatic (departmental) staff is critical to project success. Project deadlines have often been missed or unmet.

The new Chief Information Officer (position created in FY15) has inventoried all current and known future projects and determined that these cannot all be completed without additional project management resources. Additional staff or alternative means for project completion must be allocated to address these needs.

An additional Project Manager position will help to better identify and establish emerging projects and work priorities, help to identify and address potential competing projects, ensure adherence to schedule, scope, and budget and better communicate project plans, milestones, integration with other municipal systems, and deliverables

Specifically, the need for and potential purchase and implementation of a new Police/Fire software system for dispatch and departmental operations creates a critical need for proper management and oversight from start to finish. A dedicated project manager, potentially funded within the scope of the specific project, is critical to a successful implementation of any new public safety software system.

SERVICE IMPLICATION

The Information Services department seeks to improve service to staff and residents and better grow the support services of the department in alignment with the needs of the Town. Technical and managerial expertise provided by an IT Project Manager will help management of competing projects, more clearly identify potential pitfalls, and collaborate with IT staff across all projects and initiatives.

The department will support governmental operations through a more concentrated effort with the addition of a Project Manager who will work seamlessly with the current Project Manager and IT Director.



Town of Lexington - FY 2016-FY 2020 Capital Improvement Projects

Project Name: Replace Town Wide Phone Systems-Phase IV **Date:** 15-Oct-08
Project ID Number: 553 **Revision Date:** 19-Sep-14
Submitted By: D. Goodman & Mary Ellen Dunn **Department:** MIS **Priority:** 2
First Year Submission? **Phone #:** 781-698-4611 **E-mail:** dgoodman@lexingtonma.gov

Description of Project:

This request is being submitted on behalf of the Municipal Information Technology Department, the School Department and the Public Facilities Department.

This is a multi-phase project to address Town wide telephone needs. At the 2008 Annual Town Meeting under Article 15 (m) , \$30,000 was appropriated to fund a needs assessment for the replacement of phone systems in all town and school buildings with the ultimate goal of creating a unified system across all buildings. The study was finalized on July 1, 2011. The recommendation of the consultant was for the Town to replace existing municipal and school phone systems with VoIP phone systems.

Pursuant to the consultant's study, a phased-in plan was developed for the installation of VoIP systems is based on the age and condition of the existing systems and their estimated end-of-life (EOL) . At the 2012 Town Meeting, \$591,000 was appropriated to fund the installation of the first phase of the Town wide phone system replacement. At the 2013 Town Meeting, phase II funding for the project was appropriated in the amount of \$146,000. At the 2014 Town Meeting, phase III funding for the project was appropriated in the amount of \$260,000.

In Jan. 2013, representatives from the School and Town selected a system and a vendor to install the funded locations. The bulk of the two system cores, located in the High School and the Public Services Building, were installed in FY2014. Some components and licensing have not yet been installed. Buildings that have received new VoIP system, under capital funding, are the Town Offices Building and the High School. The Fire Stations and the School Administration Buildings are to be completed during FY2015. The Dept. of Human Services VoIP installation was postponed until spring of 2015, when they move into the new space at the Community Center. Capital funding from the Town Wide Phone Systems Project will fund their portion of the installation of the phone system in that building while the rest of the building installation will be funded by the Community Center construction capital. The Cary Hall VoIP installation will be scheduled upon completion of the renovations.

The FY 2016 request is for Phase IV of the Town Wide Telephone Replacement Project. The request is for \$52,000 to fund the replacement of the phase IV building. The Phase IV building is scheduled to be the Police Station.

- Phase I (FY2013,ATM2012/12P) for \$591,000 is currently 60% spent or \$234,883 remaining (Cary Memorial, Core Systems, High School, Assorted small Buildings)
- Phase II (FY2014,ATM2013/10F) for \$146,000 is currently 0% spent or \$146,000 remaining (School Administration, Fire Stations, Dept. of Human Services)
- Phase III (FY2015,ATM2014/10O) for \$260,000 is currently 0% spent or \$260,000 remaining (Clark and Diamond Middle Schools)

Justification/Benefit:

The existing telephone systems in most of the buildings are very old, dependent upon Centrex phone lines, becoming increasing unreliable and expensive to maintain. Current phone technology, specifically VoIP, is expected to provide cost savings with regard to phone line costs, maintenance and service issues. The primary impetus for this request, however, is to replace failing systems, but only to replace them as they reach the end of useful life. The newer VoIP technology will offer benefits such as caller ID, system redundancy, paperless faxing, simplified personnel moves and call transfers between buildings, features that are currently not available with the older PBX systems which are found in most Town and School buildings. Additionally, the unified system will centralize administration, provide better call quality and deliver better customer service.

Impact if not completed:

The existing phone systems will become increasingly costly to maintain, and as they age continue to decline in reliability. 75% of the existing phone systems are beyond end-of-life and are experiencing regular problems. These need to be replaced ASAP to be able to continue to have phone service in these locations. If systems are not replaced in a scheduled and planned manner, whole building phone systems may begin to fail. Those locations will then require an emergency repair or replacement of the systems following significant down time.

Timeframe:

The Town wide install will be phased as per the master plan due to the size of the project and limited installation time windows at school sites. The Town also does not desire to replace fully functional systems and so systems will be replaced by assessed reliability. The install will continue over the next 5+ years with the funding of future Capital appropriation requests.

Replace. Freq:

10 Years

Stakeholders:

IT, Finance, Facilities, Town and School Employees, Town Citizens

Operating Budget Impact:



Town of Lexington - FY 2016-FY 2020 Capital Improvement Projects

Project Name: Replace Town Wide Phone Systems-Phase IV **Date:** 15-Oct-08
Project ID Number: 553 **Revision Date:** 19-Sep-14
Submitted By: D. Goodman & Mary Ellen Dunn **Department:** MIS **Priority:** 2
First Year Submission? **Phone #:** 781-698-4611 **E-mail:** dgoodman@lexingtonma.gov

The impact of the installation of VoIP systems throughout town is not expected to dramatically increase the overall burden on staff. The responsibilities previously held by Public Facilities will be transferred to Town IT (phone line, hardware and software maintenance) . The bulk of the handset maintenance and staff interactions will be the shared responsibility of School IT and Town IT staff, based on site jurisdiction. The operating budget of Town IT will increase to reflect the addition of line costs, and system and software maintenance charges. This will increase each year as additional phones and systems are tied into the overall system. The Facilities operating budget is predicted to decrease with the transfer of monthly line lease costs and support costs to the IT department operating budget. Other departments who pay for phone lines and phone service will no longer incur those charges (Finance, Fire, Police, Recreation, DPW, Human Services) .

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

553	2016	2017	2018	2019	2020	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Equipment	\$42,000	\$194,000	\$0	\$0	\$0	\$236,000
Contingency	\$5,000	\$10,000	\$0	\$0	\$0	\$15,000
Totals	\$52,000	\$204,000	\$0	\$0	\$0	\$256,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$50,000.00

Maintenance Cycle

1 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

Info from a telephony consultant and quotes from vendors. Total project cost is \$1,248,000 for phones, related equip. (gateways, switches, servers) , software licensing, additional network or power wiring, install and training (incl. \$100K for conting.) .



Town of Lexington - FY 2016-FY 2020 Capital Improvement Projects

Project Name: Head End Equipment Replacement - unfunded year **Date:** 14-Oct-08
Project ID Number: 556 **Revision Date:** 18-Sep-14
Submitted By: Dorinda Goodman **Department:** MIS **Priority:** 1
First Year Submission? **Phone #:** 781-698-4611 **E-mail:** dgoodman@lexingtonma.gov

Description of Project:

This project is a multi phase project to replace aging equipment that functions as the Town wide 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. This capital covers the cost to replace aged EOL equipment and to cover the cost of purchasing additional equipment for core security as new security needs are defined.

Past funding was for the relocation of the head end to a Town owned building (The Hadley Public Services Building) , replacement of EOL head end equipment, and for the purchase of additional security and compliance appliances. Future years, 2017 and 2018, includes the continued replacement of head end equipment as they reach EOL, the addition of software and/or equipment to address security or equipment to improve redundancy. No funding is requested for FY 2016.

- Phase I (FY2009,ATM2008/15N) for \$60,000 is currently 100% spent
- Phase II (FY2010,ATM2009/15B) for \$154,500 is currently 100% spent
- Phase III (FY2011,ATM2010/12E) for \$240,000 is currently 45% spent or \$130,819 remaining
- Phase IV (FY2014,ATM2013/12E) for \$60,000 is currently 1% spent or \$59,541 remaining

The funding remaining is as of 10/1/2013 and prior to commitment of funds for equipment to be purchased and installed Winter 2013.

Justification/Benefit:

The Town head end, with funded improvements, will be able to serve the Town effectively. Without timely advancements to meet the overall Town needs, the Town network will become vulnerable and unreliable placing multiple assets at risk.

Impact if not completed:

Increased vulnerability of critical town operations to wide area network failure. Failure to comply with regulations may result in legal and/or potentially large financial burdens.

Timeframe:

Replace. Freq:

5 Years

Stakeholders:

Town and School Personnel, Citizens of Lexington

Operating Budget Impact:

No change in support cost.

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

Recurring Cost



Town of Lexington - FY 2016-FY 2020 Capital Improvement Projects

Project Name: Head End Equipment Replacement - unfunded year **Date:** 14-Oct-08

Project ID Number: 556 **Revision Date:** 18-Sep-14

Submitted By: Dorinda Goodman **Department:** MIS **Priority:** 1

First Year Submission? **Phone #:** 781-698-4611 **E-mail:** dgoodman@lexingtonma.gov

556	2016	2017	2018	2019	2020	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$25,000	\$50,000	\$0	\$0	\$75,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$100,000	\$200,000	\$0	\$0	\$300,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$125,000	\$250,000	\$0	\$0	\$375,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Maintenance Cycle
1 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

Quotations from vendors



Town of Lexington - FY 2016-FY 2020 Capital Improvement Projects

Project Name: Municipal Technology Improvement Program- Phase III **Date:** 20-Oct-10
Project ID Number: 708 **Revision Date:** 18-Sep-14
Submitted By: Dorinda Goodman **Department:** MIS **Priority:** 1
First Year Submission? **Phone #:** 781-698-4611 **E-mail:** dgoodman@lexingtonma.gov

Description of Project:

In the FY2012 appropriation, year 1 of this request, we pursued technical consolidation and energy savings with the purchase and installation of SAN (storage area network) and blade server technology within the Town Offices server room. This phase facilitated the Town in adopting a more agile and economic approach to server maintenance and management. Year 2 of this project was deferred due to the Town Office Building construction delays.

The FY2014 appropriation was used to continue the highly successful SAN installation and virtualization. This phase (Phase II) expanded the SAN storage capacity and funded the purchase of a second set of virtualization blade servers to add to our existing blade chassis. The SAN expansion houses the rapidly growing data sets due to e-mail archiving, Laserfiche document scanning, Town Archives digital archive projects and the rapid growth of Town GIS data. The second virtual server set is located in the 201 Bedford St. server room and provides more virtual servers to allow for site failover functionality. In addition to hardware, the purchase of necessary software (VMWare, Microsoft licenses and Backup clients) was included. To handle the backup of the additional storage volume the purchase included another backup unit.

The request for FY2016 capital is for additional disk based storage to be added to the redundant SANs and additional Backup via disk and tape libraries. The SANs installed in both the TOB and 201 Bedford St. server rooms will be expanded by adding expansion drive arrays to the SANs. Backup expansion will be achieved by adding another backup disk array and backup tape library. This storage growth is expected to meet the needs of the expanded use of the Town's document management system and the addition of Public Safety storage needs. Additional software will also be purchased to assist with file storage, archiving and discovery.

Future year funding will be to continue to expand the SAN capacity by adding expansion arrays to the existing SAN and expanding Backup capacity to match the file storage growth.

Future years will include the addition of drives for SAN storage, additional backup devices and replacement of EOL equipment.

Phase I (FY2012,ATM2011/10F) for \$165,000 is currently 100% spent
Phase II (FY2014,ATM2013/10D) for \$160,000 is currently 100% spent

Justification/Benefit:

Our current and future pursuits in this area are driven by reducing financial burdens and staff time while increasing management efficiencies. Virtualization will allow for the migration of the stand alone software and technology to an energy, space and time efficient infrastructure. The utilization of virtualization will allow for better redundancy and application failover. This change will also assist with reducing power consumption. The need for this equipment is driven by the rapidly growing data sets and unstructured files due to e-mail archiving, Laserfiche document scanning, Town Archives digital archive projects and the rapid growth of GIS data. It is also driven by the increased dependency on technical resources for the everyday function of the Town and thereby, requirements to increase our application availability.

Impact if not completed:

The increase in numbers of servers will continue to increase the administrative and financial burden while the introduction of virtualization reduces that burden with centralized administration, programmable redundancy and less expensive hardware. The greatest immediate concern is the potential to run out of storage space and the risk of not being able to back up the volume of data the Town is creating.

Timeframe:

Replace. Freq:

5 Years

Stakeholders:

IT, Facilities, Town Employees, Town Citizens

Operating Budget Impact:

This move is a move to control operating expenses while technology services and needs grow exponentially and to centralize administration.

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other



Town of Lexington - FY 2016-FY 2020 Capital Improvement Projects

Project Name: Municipal Technology Improvement Program- Phase III **Date:** 20-Oct-10
Project ID Number: 708 **Revision Date:** 18-Sep-14
Submitted By: Dorinda Goodman **Department:** MIS **Priority:** 1
First Year Submission? **Phone #:** 781-698-4611 **E-mail:** dgoodman@lexingtonma.gov

Capital Funding Request

708	2016	2017	2018	2019	2020	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$20,000	\$0	\$10,000	\$5,000	\$10,000	\$45,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$105,000	\$0	\$90,000	\$50,000	\$70,000	\$315,000
Contingency	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Totals	\$140,000	\$0	\$100,000	\$55,000	\$80,000	\$375,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Recurring Cost
 \$3,000.00
 Maintenance Cycle
 1 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

Estimates were provided by a consultant and quotes were received from software and equipment vendors.



Town of Lexington - FY 2016-FY 2020 Capital Improvement Projects

Project Name: Network Redundancy & Improvement Plan - Phase III **Date:** 17-Sep-12
Project ID Number: 855 **Revision Date:** 19-Sep-14
Submitted By: Dorinda Goodman **Department:** MIS **Priority:** 1
First Year Submission? **Phone #:** 781-698-4611 **E-mail:** dgoodman@lexingtonma.gov

Description of Project:

Network Redundancy & Network Improvement Plan - Phase III

The purpose of this multiphase project is to both improve the resiliency of the Town Wide fiber network and to provide better networked services.

The Town, as is the case with most public and private organizations, relies on its computer networks to support operations, compile and maintain critical data and communicate. This functionality is critical to the efficient and effective delivery of all municipal services. The wide area and local area computer networks that are the conduit for the movement of voice and data are subject to downtime due to events that are beyond our control. Consequently, it is important to develop redundant pathways to insure that critical communications are not vulnerable. Such pathways would include new fiber runs and/or wireless links between municipal and school buildings.

Another component of this capital program is to enhance communications within Municipal buildings through the installation of wireless access to our wide area and local area networks.

At the 2013 annual town meeting, \$36,000 funding was approved for Phase 1 of a multi-year program to develop redundant pathways. These funds will be spent in this fiscal year to install wireless communications in Town Hall, Police Dept. and the Public Services Building at 201 Bedford Street.

The Phase II (FY2015) request was to continue the development of redundant pathways and enhanced communications. Funds were requested to begin implementation of recommendations from the Public Safety Connectivity Study funded at the 2012 annual town meeting. The Study, though complete, falls short of the Design and Engineering of the solution for the findings. The 2015 funding will predominantly be used for the design and engineering of the Town wide solution.

The portion of the Phase III capital funding request for the redundant network installation will be deferred one year until the redundant network design and engineering study is complete and funding requests are clearly defined. Funding for network improvement is requested for installation of wireless in Cary Hall in the amount of \$57,000. Upon completion of the Cary Hall renovation during FY 2016, we are requesting funds to install wireless within the building to serve both Town staff and public needs in that space. The installation of this wireless will improve both the usability and function of the building.

Phase IV capital funding for FY2017 and future years will address network infrastructure and construction needs as defined by the PS network study design and engineering study (s). It is expected that this funding will cover construction, as related to the installation of the networking portion of the solution, network switches, wireless networking hardware, network cabling and installation and configuration services. The financial request for future years is yet to be determined as further study needs to be done.

Phase I (FY2014, ATM2013/10E) for \$36,000 is currently 0% spent
Phase II (FY2015, ATM2013/10E) for \$140,000 is currently 0% spent

Justification/Benefit:

There has been a growing need for mobility and for access to Town assets while mobile. The driver behind the mobility was to improve efficiency.

The Town has experienced a number of outages over the years that are attributable to damaged Town RCN fiber and the vulnerability of that fiber. The Town intends to protect communication (both data and voice) between buildings that are assessed as critical to the daily function and safety of the Town. Best efforts will be to utilize existing underground infrastructure.

Public safety equipment is now becoming dependant on the Town MAN (municipal area network) as its equipment is being upgraded to IP or network based equipment. Its function is reliant on the integrity of the Town network.

Impact if not completed:

The Town will experience network outages that will bring the Town to a technical stand still. Public Safety communication will remain at risk and may be interrupted.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

IT, Public Safety services (Police and Fire), Town Employees, Town Citizens.



Town of Lexington - FY 2016-FY 2020 Capital Improvement Projects

Project Name: Network Redundancy & Improvement Plan - Phase III **Date:** 17-Sep-12
Project ID Number: 855 **Revision Date:** 19-Sep-14
Submitted By: Dorinda Goodman **Department:** MIS **Priority:** 1
First Year Submission? **Phone #:** 781-698-4611 **E-mail:** dgoodman@lexingtonma.gov

Operating Budget Impact:

Maintenance contracts

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

855	2016	2017	2018	2019	2020	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Construction	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Equipment	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Contingency	\$7,000	\$0	\$0	\$0	\$0	\$7,000
Totals	\$57,000	\$0	\$0	\$0	\$0	\$57,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$2,000.00

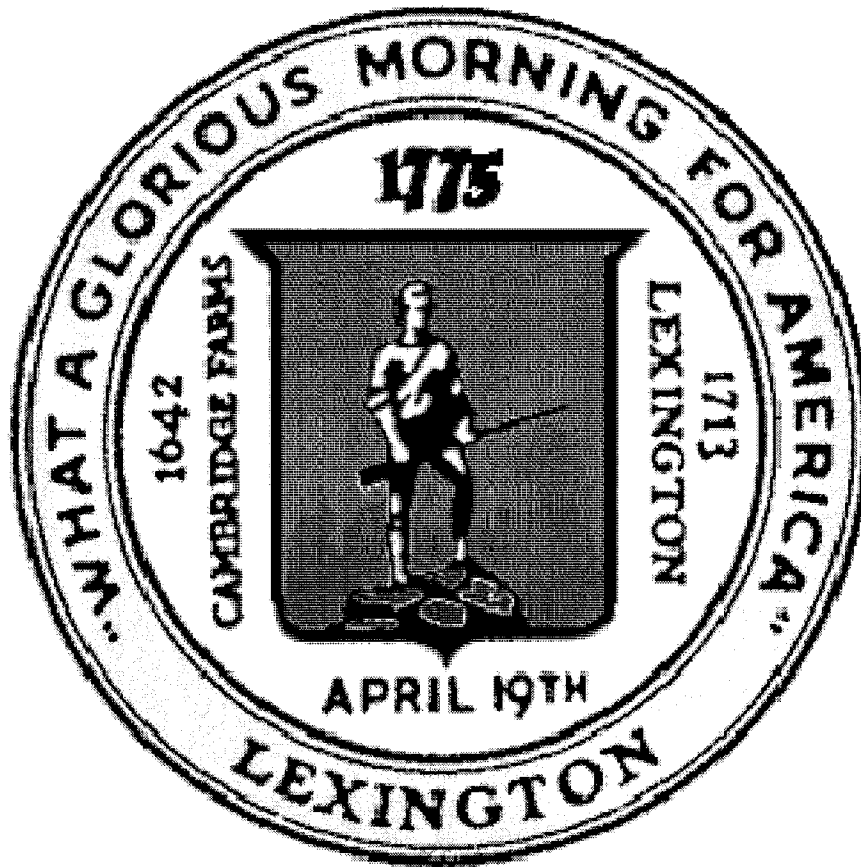
Maintenance Cycle

1 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

FY2016 Pricing is based on quotes received from consultants. Prices are estimated figures based on approximate cost of equipment, fiber runs and services. (AP and installation= 20K, Software and licensing = 10K, Network wiring = 20K) . Futureyears = TBD



Finance Department Requested Budget
Fiscal Year 2016

Submitted by:
Robert Addelson, Assistant Town Manager for
Finance

Board of Selectmen Presentation
December 15, 2014



Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8400 Finance

Mission:

It is the mission of the Finance Department to (1) maintain current and accurate data about all financial activities of the Town to facilitate the evaluation of the Town's financial condition at any point in time; (2) to insure that the delivery of town services is done in compliance with Massachusetts General Laws that govern municipal finance; (3) to provide timely and accurate financial information to managers of town services to facilitate the evaluation of the cost effectiveness and efficiency of town programs; (4) to provide timely and accurate financial information to Town boards and committees to facilitate policy deliberation and formulation; and (5) to safeguard the financial assets of the Town.

Budget Overview:

The requested FY2016 Finance Department budget reflects a \$16,093 or 0.91% increase over the FY2015 budget. This includes a \$49,193, or 3.86% increase in compensation due to contractual step increases and a \$33,100, or 6.67%, decrease in expenses due to a reduction in banking services fees resulting from a competitive procurement of these services this Fall.
FY2015 Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2014 Annual Town Meeting. Were these increases to be accounted for in the FY2015 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect an increase less than the 3.86% shown.
The Finance Department is comprised of the following divisions: the Treasurer/Collector's Office, the Comptroller's Office, the Assessor's Office and the Utility Billing Office.
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 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 the financial operations of the Town, and the Budget Officer, who in concert with the Assistant Town Manager and the Town Manager develops and monitors the annual capital and operating budgets.
The Assessing Office's primary function is the development of assessed values of real and personal property used in determining the amount of property tax levied on real and personal property.

Departmental Initiatives:

Assessing:

- 1. Administer a 6-year, cyclical annual inspection program for interior and exterior inspection and comply with requirements of the DOR pertaining to the FY18 triennial recertification of values
2. Develop a protocol for regular data entry of permits and deeds into Vision to mitigate backlogs
3. Embark on cross-training program among Assessing Department employees to promote staff capacity at all times, possibly including re-organizing staff functions.
4. Activate GIS functionality in Vision software and train staff in its use.

Comptroller:

- 1. Implement general billing for miscellaneous receivables

Treasurer/Collector:

- 1. Bid Bill Printing Services
2. Develop tax foreclosure policy recommendation.

Program Improvement Requests:

FY2016 Request

Table with 4 columns: Division, Request, and two unlabeled columns. Rows include Total 8400 Finance by type of request, Compensation, Benefits, Expenses, and Total 8400 Finance by category of spending.



Town of Lexington
FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8400 Finance

Budget Summary

Funding Sources	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 1,264,701	\$ 1,347,930	\$ 1,525,502	\$ 1,517,690	\$ (1,479)	-0.10%
Enterprise Funds (Indirects)	\$ 238,780	\$ 231,079	\$ 203,214	\$ 223,945	\$ 20,731	10.20%
Fees & Charges	-	-	-	-	-	-
Charges for Services	\$ 49,005	\$ 47,765	\$ 40,680	\$ 43,853	\$ (3,160)	-7.77%
Total 8400 Finance	\$ 1,552,486	\$ 1,626,774	\$ 1,769,396	\$ 1,785,489	\$ 16,093	0.91%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Request	Dollar Increase	Percent Increase
Compensation	\$ 1,168,140	\$ 1,251,874	\$ 1,273,421	\$ 1,322,614	\$ 49,193	3.86%
Expenses	\$ 384,346	\$ 374,901	\$ 495,975	\$ 462,875	\$ (33,100)	-6.67%
Total 8400 Finance	\$ 1,552,486	\$ 1,626,774	\$ 1,769,396	\$ 1,785,489	\$ 16,093	0.91%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Request	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 595,247	\$ 632,251	\$ 650,678	\$ 672,277	\$ 21,599	3.32%
Total 8420 Treasurer/Collector	\$ 373,364	\$ 390,489	\$ 408,532	\$ 379,892	\$ (28,640)	-7.01%
Total 8430 Assessing	\$ 512,924	\$ 528,568	\$ 636,056	\$ 658,620	\$ 22,564	3.55%
Total 8440 Utility Billing	\$ 70,951	\$ 75,467	\$ 74,130	\$ 74,700	\$ 570	0.77%
Total 8400 Finance	\$ 1,552,486	\$ 1,626,774	\$ 1,769,396	\$ 1,785,489	\$ 16,093	0.91%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,168,140	\$ 1,251,874	\$ 1,273,421	\$ 1,322,614	\$ 49,193	3.86%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 1,168,140	\$ 1,251,874	\$ 1,273,421	\$ 1,322,614	\$ 49,193	3.86%
Contractual Services	\$ 342,254	\$ 329,199	\$ 445,865	\$ 413,665	\$ (32,200)	-7.22%
Utilities	\$ 1,350	\$ 5,901	\$ 2,070	\$ 2,070	\$ -	0.00%
Supplies	\$ 40,213	\$ 39,800	\$ 48,040	\$ 47,140	\$ (900)	-1.87%
Small Capital	\$ 529	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 384,346	\$ 374,901	\$ 495,975	\$ 462,875	\$ (33,100)	-6.67%
Total 8400 Finance	\$ 1,552,486	\$ 1,626,774	\$ 1,769,396	\$ 1,785,489	\$ 16,093	0.91%



Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8400 Finance

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Element 8410: Comptroller				
Asst. Town Manager for Finance/Comptroller	1	1	1	1
Town Accountant	1	1	1	1
Staff Accountant	1	1	1	1
Procurement Officer	1	1	1	1
Financial Clerk	1	1	1	1
Budget Officer	1	1	1	1
Administrative Assistant	0.4	0.4	0.4	0.4
sub-total FTE	6.40	6.40	6.40	6.40
sub-total FT/PT	6 FT / 1 PT	6 FT / 1 PT	6 FT / 1 PT	6 FT / 1 PT
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
sub-total FTE	4.46	4.46	4.46	4.46
sub-total FT/PT	4 FT/1 PT	4 FT/1 PT	4 FT/1 PT	4 FT/1 PT
Element 8430: Assessor				
Director of Assessing	1	1	1	1
Senior Assessor	1	1	1	1
Residential Analyst/Inspector	2	2	2	2
Administrative Assistant	1	1	1	1
Municipal Clerks	0.60	0.60	0.60	0.60
sub-total FTE	5.60	5.60	5.60	5.60
sub-total FT/PT	5FT/2PT	5FT/2PT	5FT/2PT	5FT/2PT
Element 8440: Utility Billing				
Utility Enterprise Business Manager	1	1	1	1
sub-total FTE	1.00	1.00	1.00	1.00
sub-total FT/PT	1 FT/0 PT	1 FT/0 PT	1 FT/0 PT	1 FT/0 PT
Total FTE	17.46	17.46	17.46	17.46
Total FT/PT	16 FT/3 PT	16 FT/3 PT	16 FT/3 PT	16 FT/ 3 PT



Departmental Budget Requests

Program: 8000 General Government
Element: 8410 Comptroller

Subprogram: 8400 Finance

Element Description:

The Comptroller's Office, through the Town Accountant, is responsible for maintaining the Town's financial records in accordance with generally accepted accounting principles, running the payroll system, preparing and submitting numerous state and federal reports, and processing accounts payable warrants. The Office, working with the Town Manager, is also responsible for the preparation of annual operating and capital budgets. Other duties include the centralized procurement of goods and services in compliance with the requirements of Massachusetts General Laws.

Budget Activity:

The requested FY2016 budget is a level service budget. Compensation is increasing by \$21,599, or 4.09%, and is driven primarily by contractual obligations.

FY2015 Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2014 Annual Town Meeting. Were these increases to be accounted for in the FY2015 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect an increase less than the 4.09% shown.

Expenses are level funded.

Budget Data (by Object Code)

Object	Description	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 504,016	\$ 526,756	\$ 527,928	\$ 549,527	\$ 21,599	4.09%
51120	OTHER COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	-
51144	LONGEVITY	\$ 200	\$ 201	\$ 400	\$ 400	\$ -	0.00%
51150	REGULAR P/T WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51151	SEASONAL P/T WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 504,215	\$ 526,957	\$ 528,328	\$ 549,927	\$ 21,599	4.09%
52110	CONTRACTUAL SERVICES	\$ 625	\$ 1,453	\$ 4,000	\$ 4,000	\$ -	0.00%
52111	PRINTING/FORMS	\$ 6,276	\$ 6,860	\$ 7,000	\$ 7,000	\$ -	0.00%
52120	PROFESSIONAL SERVICES	\$ 11,524	\$ 25,840	\$ 23,000	\$ 23,000	\$ -	0.00%
52128	ADVERTISING	\$ 1,080	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%
52180	CATERING/MEALS	\$ -	\$ 6	\$ -	\$ -	\$ -	-
52182	LEASE AGREEMENT	\$ 6,177	\$ 6,528	\$ 7,000	\$ 7,000	\$ -	0.00%
52183	MILEAGE	\$ 397	\$ 291	\$ 400	\$ 400	\$ -	0.00%
52184	BINDING & ARCHIVE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52185	POSTAGE	\$ 44,032	\$ 41,656	\$ 51,000	\$ 51,000	\$ -	0.00%
52186	PROFESSIONAL DEVELOPMENT	\$ 2,465	\$ 227	\$ 3,000	\$ 3,000	\$ -	0.00%
52187	TRAVEL	\$ 24	\$ 29	\$ 1,200	\$ 1,200	\$ -	0.00%
52188	SEMINARS	\$ 650	\$ 225	\$ 2,000	\$ 2,000	\$ -	0.00%
52189	AUDIT	\$ -	\$ -	\$ -	\$ -	\$ -	-
52192	COMMUNICATIONS/NETWORK SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	-
52200	UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52207	CELLPHONES/PAGERS	\$ 750	\$ 5,871	\$ 750	\$ 750	\$ -	0.00%
54100	SUPPLIES	\$ 2,430	\$ 473	\$ -	\$ -	\$ -	-
54111	OFFICE SUPPLY	\$ 13,343	\$ 14,168	\$ 20,000	\$ 20,000	\$ -	-
54113	MEMBERSHIPS/DUES/SUBSCRIPTIONS	\$ 730	\$ 1,666	\$ 2,000	\$ 2,000	\$ -	0.00%
54170	PERIODICALS	\$ -	\$ -	\$ -	\$ -	\$ -	-
54706	OFFICE EQUIPMENT	\$ 529	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 91,031	\$ 105,293	\$ 122,350	\$ 122,350	\$ -	0.00%
Total 8410 Comptroller		\$ 595,247	\$ 632,251	\$ 650,678	\$ 672,277	\$ 21,599	3.32%



Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8420 Treasurer/Collector

Subprogram: 8400 Finance

Element Description:

The Treasurer/Collector's Office has responsibility for the timely collection and deposit of all town revenues, and the investment of all funds to maximize return on investment while balancing returns against the requirements of liquidity and safety. In addition, the Treasurer/Collector's Office is responsible for the issuance of all debt authorized to finance capital projects.

Budget Activity:

The requested FY2016 budget reflects a \$28,640 or 7.01% decrease over the FY2015 budget. This includes a 2.6%, or \$7,360 increase in compensation driven by contractual increases. Note that FY2015 Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2014 Annual Town Meeting. Were these increases to be accounted for in the FY2015 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect an increase less than the 2.6% shown.

Expenses are expected to decrease by 28.60%, or \$36,000. The decrease in 52110 Contractual Services is due to reduced banking fees. Through a competitive procurement conducted this Fall, the Town selected a new bank, Eastern Bank, to provide general banking services. The bank's pricing proposal was significantly lower than all other responses resulting in a substantial savings for the Town. The increase in 52111 Printing /Forms is the result of increased cost associated with bill printing. The increase in 52185 postage is due to increased postage fees to mail tax bills. All other expenses are projected to remain constant.

Budget Data (by Object Code)

Object	Description	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 244,380	\$ 255,006	\$ 263,889	\$ 271,092	\$ 7,203	2.73%
51120	OTHER COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	-
51144	LONGEVITY	\$ -	\$ -	\$ 1,400	\$ 800	\$ (600)	-42.86%
51150	REGULAR P/T WAGE	\$ 15,362	\$ 16,488	\$ 17,388	\$ 18,145	\$ 757	4.35%
51151	SEASONAL P/T WAGE	\$ -	\$ -	\$ -	\$ -	\$ -	-
51512	STIPENDS	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 259,741	\$ 271,494	\$ 282,677	\$ 290,037	\$ 7,360	2.60%
52110	CONTRACTUAL SERVICES	\$ 62,514	\$ 65,665	\$ 72,000	\$ 34,000	\$ (38,000)	-52.78%
52111	PRINTING/FORMS	\$ 16,386	\$ 17,480	\$ 17,000	\$ 18,000	\$ 1,000	5.88%
52128	ADVERTISING	\$ 595	\$ 1,137	\$ 1,000	\$ 1,000	\$ -	0.00%
52183	MILEAGE	\$ 208	\$ 222	\$ 200	\$ 200	\$ -	0.00%
52185	POSTAGE	\$ 29,266	\$ 30,882	\$ 31,000	\$ 32,000	\$ 1,000	3.23%
52186	PROFESSIONAL DEVELOPMENT	\$ 400	\$ -	\$ -	\$ -	\$ -	-
52187	TRAVEL	\$ 114	\$ 259	\$ 300	\$ 300	\$ -	0.00%
52188	SEMINARS	\$ 140	\$ 230	\$ 300	\$ 300	\$ -	0.00%
52197	FIDELITY	\$ 1,663	\$ 1,663	\$ 1,665	\$ 1,665	\$ -	0.00%
52207	CELLPHONES/PAGERS	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	SUPPLIES	\$ -	\$ 1,027	\$ -	\$ -	\$ -	0.00%
54111	OFFICE SUPPLIES	\$ 1,851	\$ -	\$ 2,000	\$ 2,000	\$ -	-
54113	MEMBERSHIPS/DUES/SUB.	\$ 485	\$ 430	\$ 390	\$ 390	\$ -	0.00%
54706	OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-Total Expenses</i>		\$ 113,623	\$ 118,995	\$ 125,855	\$ 89,855	\$ (36,000)	-28.60%
Total 8420 Treasurer/Collector		\$ 373,364	\$ 390,489	\$ 408,532	\$ 379,892	\$ (28,640)	-7.01%



Town of Lexington
FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8430 Assessing

Subprogram: 8400 Finance

Element Description:

The Assessing Department is responsible for the establishment of full and fair value all real and personal property in the Town, and the commitment of real and personal property taxes and motor vehicle taxes to the Revenue Office for collection. In addition, the Department rules on all applications for abatements and exemptions from property and motor vehicle excise bills.

Budget Description:

The requested FY2016 budget represents a \$22,564 or 3.55% increase over the FY2015 budget. Compensation is increasing by \$319,644, or 5.06% and is attributable to contractual obligations. Note that FY2015 Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2014 Annual Town Meeting. Were these increases to be accounted for in the FY2015 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect an increase less than the 5.06% shown.

Expenses are increasing by \$2,900, or 1.17%, which is the net of increases and decreases among all expense line items. The most notable changes are those in professional and legal services which reflect an allocation of proposed expenditures to the appropriate budget line items and underlying increases in consulting costs for real and personal property valuation, cyclical property inspection services and support at the Appellate Tax Board.

Budget Data (by Object Code)

Object	Description	FY 2013 Actual	FY 2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 300,029	\$ 342,659	\$ 357,742	\$ 377,348	\$ 19,606	5.48%
51120	OTHER COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	-
51144	LONGEVITY	\$ -	\$ -	\$ 400	\$ 400	\$ -	0.00%
51150	REGULAR P/T WAGES	\$ 25,203	\$ 27,296	\$ 22,144	\$ 22,202	\$ 59	0.27%
51151	SEASONAL P/T WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51512	STIPENDS	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 333,232	\$ 377,955	\$ 388,286	\$ 407,950	\$ 19,664	5.06%
52110	CONTRACTUAL SERVICES	\$ 312	\$ -	\$ -	\$ -	\$ -	-
52111	PRINTING/FORMS	\$ 2,418	\$ 3,907	\$ 3,500	\$ 4,000	\$ 500	14.29%
52120	PROFESSIONAL SERVICES	\$ 105,879	\$ 89,850	\$ 149,000	\$ 174,000	\$ 25,000	16.78%
52123	LEGAL SERVICES	\$ 40,599	\$ 28,878	\$ 51,000	\$ 31,000	\$ (20,000)	-39.22%
52128	ADVERTISING	\$ 1,137	\$ 62	\$ 1,500	\$ 1,500	\$ -	0.00%
52182	LEASE AGREEMENTS	\$ -	\$ -	\$ 2,200	\$ 3,000	\$ 800	-
52183	MILEAGE	\$ 1,368	\$ 795	\$ 1,500	\$ 1,000	\$ (500)	-33.33%
52184	BINDING & ARCHIVE	\$ -	\$ -	\$ 500	\$ -	\$ (500)	-
52185	POSTAGE	\$ -	\$ 14	\$ 4,000	\$ 4,000	\$ -	0%
52186	PROFESSIONAL DEVELOPMENT	\$ 5,650	\$ 4,656	\$ 8,100	\$ 6,600	\$ (1,500)	-18.52%
52187	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52188	SEMINARS	\$ 355	\$ 384	\$ 1,500	\$ 1,500	\$ -	0.00%
52190	SOFTWARE MAINT & SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	-
52200	UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52207	CELLPHONES/PAGERS	\$ 600	\$ 30	\$ 1,320	\$ 1,320	\$ -	0.00%
54100	SUPPLIES	\$ 6,699	\$ 10,701	\$ 6,500	\$ 6,000	\$ (500)	-7.69%
54111	OFFICE SUPPLY	\$ -	\$ -	\$ -	\$ -	\$ -	-
54113	MEMBERSHIPS/DUES/SUBSCRIPTIONS	\$ 13,685	\$ 10,966	\$ 16,150	\$ 15,750	\$ (400)	-2.48%
54160	CLOTHING	\$ 990	\$ 368	\$ 1,000	\$ 1,000	\$ -	0.00%
54706	OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 179,692	\$ 150,613	\$ 247,770	\$ 250,670	\$ 2,900	1.17%
Total 8430 Assessor		\$ 512,924	\$ 528,568	\$ 636,056	\$ 658,620	\$ 22,564	3.55%



Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8440 Utility Billing

Subprogram: 8400 Finance

Element Description:

This division of the finance department is responsible for the management and review of all financial aspects of the water and sewer billing function. This includes the generating of semi-annual and monthly water and sewer bills for all residential, commercial and institutional customers; and the review of customer requests for account adjustments and recommendation of proposed adjustments to the Board of Selectmen through the Assistant Town Manager and the Director of Public Works.

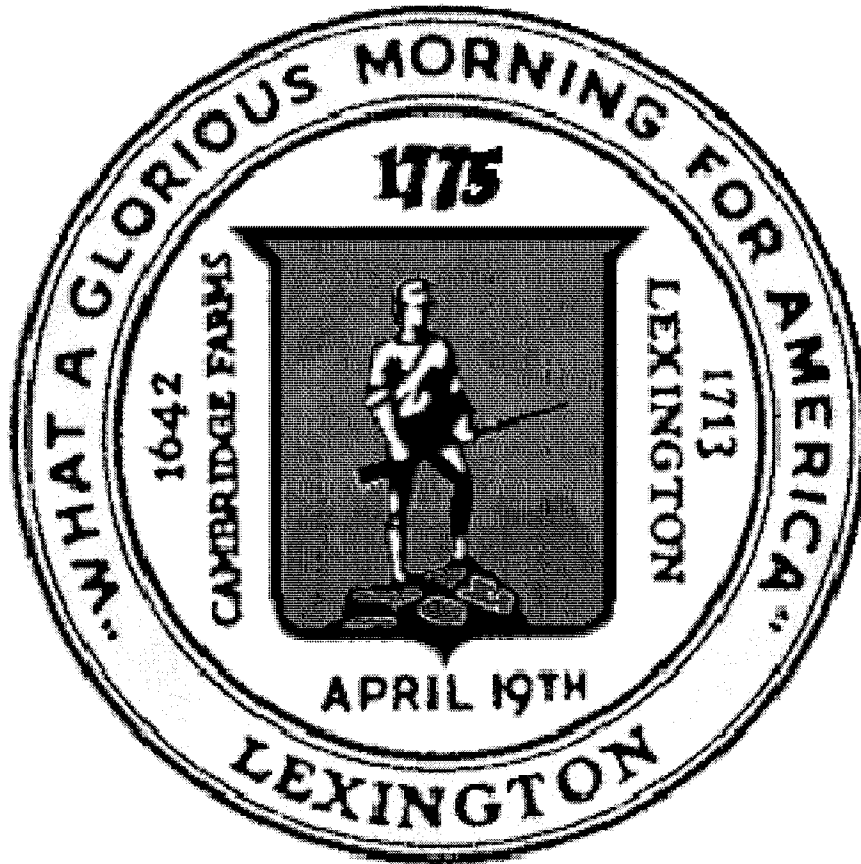
The division also performs periodic analyses of cost and usage data, and assists the Town Manager, the Public Works Director and the Assistant Town Manager for Finance in the annual development of recommended annual Water and Sewer rates. It also assists in monitoring the financial condition of the Water and Sewer enterprise funds and compiles data needed to make recommendations regarding levels of reserves, indirect allocation of costs, and the scheduling of proposed capital investment.

Budget Description:

The requested FY2016 budget is increasing by \$570, or 0.77%, for the sole employee who is at maximum step. The slight increase reflects a factor applied that recognizes that actual number of hours that will be worked in FY16. Expenses of the division (primarily bill printing costs) are considered direct costs of the water and sewer departments and are budgeted in, and charged directly to, the water and sewer departmental budgets.

Budget Data (by Object Code)

Object	Description	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 70,951	\$ 75,467	\$ 74,130	\$ 74,700	\$ 570	0.77%
51144	LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
51150	REGULAR P/T WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
Sub-total Compensation		\$ 70,951	\$ 75,467	\$ 74,130	\$ 74,700	\$ 570	0.77%
52110	CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52111	PRINTING/FORMS	\$ -	\$ -	\$ -	\$ -	\$ -	-
Sub-Total Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	-
Total 8440 Utility Billing		\$ 70,951	\$ 75,467	\$ 74,130	\$ 74,700	\$ 570	0.77%



Shared Expenses
Requested Budget
Fiscal Year 2016

Submitted by:
Denise Casey, Human Resources Director

Board of Selectmen Presentation
December 15, 2014

Budget Summary - Shared Expenses

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY2016 Requested	Dollar Increase	Percent Increase
Tax Levy	\$ 27,506,548	\$ 26,203,526	\$ 29,202,769	\$ 30,461,452	\$ 1,258,683	4.31%
Enterprise Funds (Indirects)	\$ 483,341	\$ 498,290	\$ 508,744	\$ 524,006	\$ 15,262	3.00%
Directed Funding (Revolving Funds)	\$ 72,960	\$ 79,009	\$ 83,502	\$ 83,299	\$ (203)	-0.24%
Total 2100 Employee Benefits	\$ 28,062,850	\$ 26,780,824	\$ 29,795,015	\$ 31,068,757	\$ 1,273,743	4.28%

Appropriation Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY2016 Requested	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 28,062,850	\$ 26,780,824	\$ 29,795,015	\$ 31,068,757	\$ 1,273,743	4.28%
Total 2100 Employee Benefits	\$ 28,062,850	\$ 26,780,824	\$ 29,795,015	\$ 31,068,757	\$ 1,273,743	4.28%

Level-Service Requests	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY2016 Requested	Dollar Increase	Percent Increase
Total 2110 Contributory Retirement	\$ 5,124,696	\$ 4,717,542	\$ 5,005,537	\$ 5,255,537	\$ 250,000	4.99%
Total 2120 Non-Contributory Retirement	\$ 12,696	\$ 13,087	\$ 13,447	\$ 13,810	\$ 363	2.70%
Total 2130 Medicare	\$ 1,242,409	\$ 1,312,882	\$ 1,353,328	\$ 1,425,814	\$ 72,486	5.36%
Total 2130 Health Insurance	\$ 19,495,823	\$ 18,656,684	\$ 20,768,749	\$ 21,501,791	\$ 733,042	3.53%
Total 2130 Dental Insurance	\$ 875,062	\$ 739,287	\$ 898,208	\$ 968,302	\$ 70,094	7.80%
Total 2130 Life Insurance	\$ 22,210	\$ 18,036	\$ 21,600	\$ 23,195	\$ 1,595	7.38%
Total 2140 Unemployment	\$ 103,321	\$ 217,608	\$ 200,000	\$ 200,000	\$ -	0.00%
Total 2150 Workers Compensation	\$ 511,130	\$ 360,179	\$ 612,223	\$ 620,000	\$ 7,777	1.27%
Total 2160 Property & Liability Insurance	\$ 624,947	\$ 706,487	\$ 746,923	\$ 860,309	\$ 113,386	15.18%
Total 2170 Uninsured Losses	\$ 50,556	\$ 39,033	\$ 175,000	\$ 200,000	\$ 25,000	14.29%
Total 2100 Employee Benefits	\$ 28,062,850	\$ 26,780,824	\$ 29,795,015	\$ 31,068,757	\$ 1,273,743	4.28%

Object Code Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY2016 Requested	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Compensation</i>	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contractual Services	\$ 28,062,850	\$ 26,780,824	\$ 29,795,015	\$ 31,068,757	\$ 1,273,743	4.28%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Expenses</i>	\$ 28,062,850	\$ 26,780,824	\$ 29,795,015	\$ 31,068,757	\$ 1,273,743	4.28%
Total 2100 Employee Benefits	\$ 28,062,850	\$ 26,780,824	\$ 29,795,015	\$ 31,068,757	\$ 1,273,743	4.28%

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

December 15, 2014

PRESENTER:

Carl F. Valente
Linda Vine, Karen Simmons

ITEM NUMBER:

~~IX~~3

SUBJECT:

Proposed Departmental Reorganization for Incorporating Community Center Programs

EXECUTIVE SUMMARY:

See attached materials for reorganizing Town departments to support the new Community Center/programs.

FINANCIAL IMPACT:

Revised budget to reflect the Community Center and programs is being developed.

RECOMMENDATION / SUGGESTED MOTION:

Not at this time. Pending Selectmen and other stakeholder consideration and input.

STAFF FOLLOW-UP:

TMO



To: Carl Valente, Town Manager
From: Linda Crew Vine, Deputy Town Manager
Subject: Re-Organization Model for the Lexington Community Center
Date: December 10, 2014

Background:

The ad hoc Community Center Advisory Committee (ahCCAC) through its Governance working group was tasked with the responsibility to recommend a governance structure for the new community center. In October the working group finalized their report which was accepted by the ahCCAC and presented formally to the Town Manager. As a result of this report you asked staff to propose an oversight and staffing structure for the Lexington Community Center, which is anticipated to open in May 2015.

Process:

The following are the steps taken to date and what we recommend going forward to finalize this re-organization.

1. Discussed options and solicited feedback from Recreation and Human Services staff.
2. Discussed re-organization options with the key stakeholders and asked for their feedback. This included discussions with the ad hoc Community Center Advisory Committee, chairs of Council on Aging and Recreation. Meeting pending with Human Services Committee.
3. Provide recommendations to the Board of Selectmen on 12/15/2014 and ask for their consideration to re-organize Recreation and Human Services per Section 9 (b) of the Selectmen-Town Manager Act, which requires that the Selectmen approve any proposed department re-organizations. Specifically, under this re-organization, we will move most community-based programs from Human Services to Recreation and with that change a staff position will also move to support this change and to increase programming to youth. Additionally a 17.5 hour per week clerical position will move to help with the shared customer service desk at the new community center.

4. If the re-organization is approved by the Board of Selectmen, including the addition of two new staff, we should begin the process of developing the position descriptions and advertise for the Community Center Director and Program Coordinator in February 2015 and the Office Manager in May 2015.
5. Finalize discussions with Finance regarding the funding structure and budgeting sufficient funds to cover evening and weekend staff hours as we plan for the phased opening. Continue the work with Recreation and Human Services to transition program staff elements to their respective departments for inclusion in the FY16 Budget by 1/2015.
6. Meet with department staff to discuss the re-organization and address their questions or concerns.

Attachments:

- Executive Summary from the Governance Working Group
- Functional re-organization structure for Recreation and Human Services
- Program Diagram

Attachment I

Governance/Operations Sub-Committee Recommendations to ahCCAC October 3, 2014

Governance

We recognize that the implementation of the proposed Governance Model for the operation of the new Lexington Community Center (LexCC) is a developmental process. It will be influenced by administrative changes as well as changes in staffing due to attrition. As we move to the opening of the LexCC, it will be important to allow for flexibility and change dependent on the developmental situation. With this in mind, we recommend:

Staffing:

- The hiring of a Community Center Director be considered a priority. Preferably this person will be in place before the official opening of LexCC. This will be essential for a smooth start-up and functioning of the LexCC.
- Administrative Support and Operations/Program Manager responsibilities will evolve as the center begins to function. Filling of these positions will be influenced by needs identified by the LexCC Director, internal staffing changes and attrition. Still needing to be addressed is staffing for early morning/evening/weekend activities

LexCC Advisory Committee

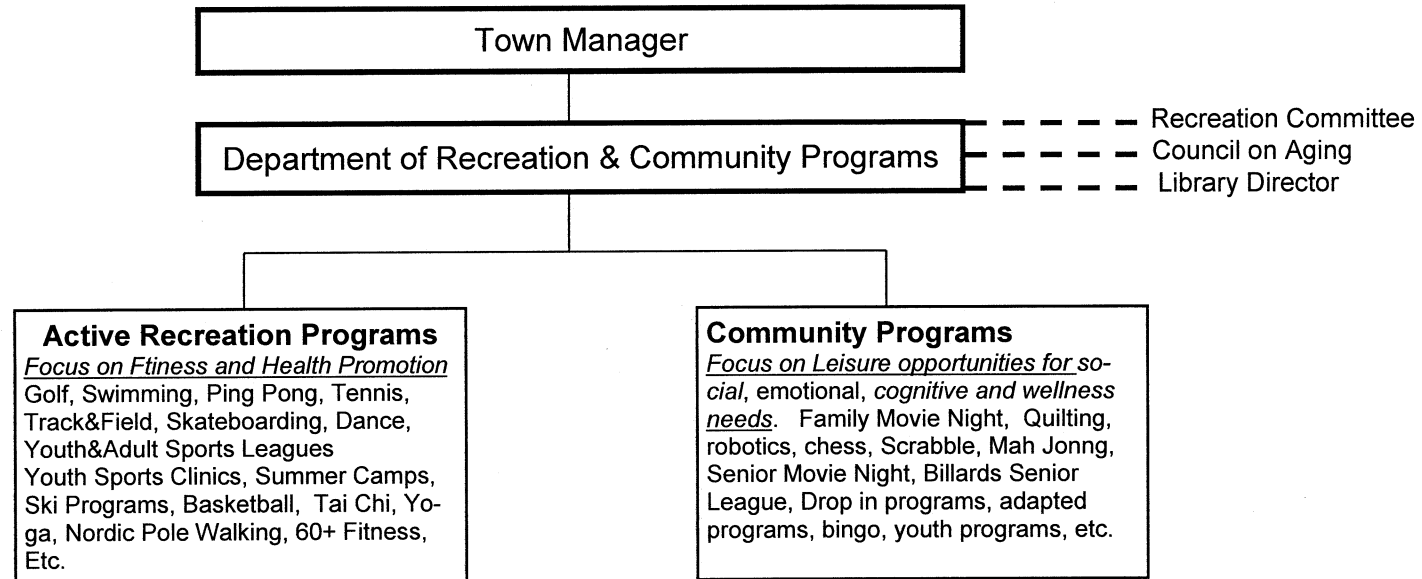
- This committee will be in place at the opening of the Center.
- It will be appointed by the Town Manager/BOS.
Composition of the Committee will include representation from the present ahCCAC as well as additional members as outlined above.
- The members of the LexCC Executive Committee will be selected by the Advisory Committee.

Policies and Procedures

The Town of Lexington existing policies and procedures, as outlined in the working list, will be tailored to the needs of the LexCC. Additional identified policies, specific to the LexCC will be developed before the opening of the LexCC. As stated before, a set of policies and procedures will evolve as we gain experience.



PROPOSED Community Center Organizational Chart



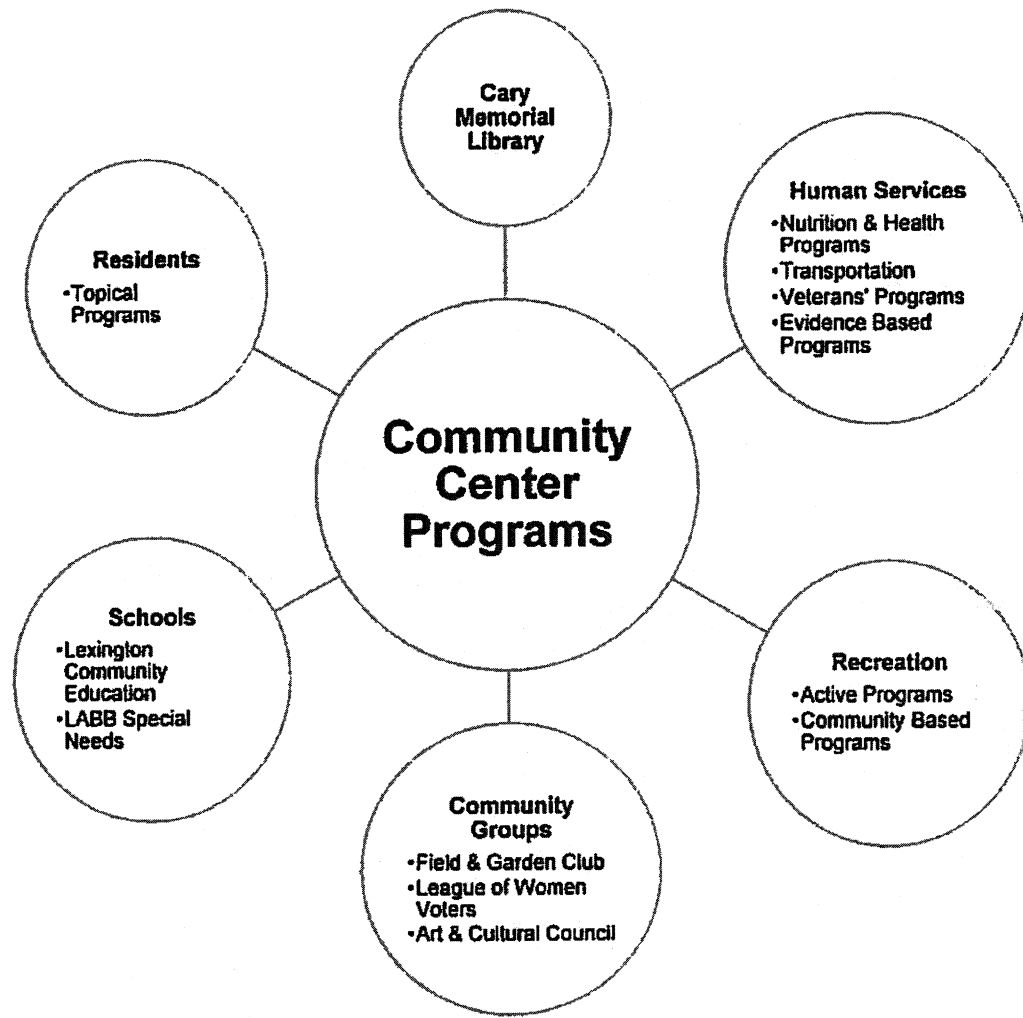
Proposed Staffing for Department of Recreation & Community Programs (Monday — Saturday)

Existing Staff:

- ◆ Director of Recreation & Community Programs
- ◆ Assistant Director of Recreation (includes senior active programs)
- ◆ Recreation Supervisor
- ◆ Administrative Assistant
- ◆ Municipal Clerks (1.35)

New Positions:

- ◆ Community Center Director (includes senior leisure programs)
- ◆ Office Manager
- ◆ Program Coordinator (transfer from Human Services, includes youth and family programs)
- ◆ Municipal Clerks (1.25) (transfer from Human Services)
- ◆ Additional special event staff as needed



AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 12/15/14

PRESENTER: Joe Pato

ITEM NUMBER: I.4

SUBJECT:

Sidewalk Requests

- a. Pleasant Street
 - b. Prospect Hill Road
-

EXECUTIVE SUMMARY:

Pleasant Street – Laurel Carpenter requested time on the Board’s agenda to discuss getting a feasibility study done for adding a new sidewalk on Pleasant Street. Ms. Carpenter met with the Sidewalk Committee on December 1. See attached information.

Prospect Hill Road – Sarah McSweeney requested time on the Board’s agenda to discuss a warrant article for the 2015 Annual Town Meeting for a new sidewalk installation on Prospect Hill Road. See attached information

Also attached are the current guidelines for requesting new sidewalks.

See attached information.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

STAFF FOLLOW-UP:

Selectmen’s Office

Pleasant Street Sidewalk Petition
Presentation to Board of Selectmen
Monday, December 15, 2014

Existing Street Character and Usage

Pleasant Street runs between Mass Avenue and Concord Avenue with access to Route 2.
Approximately one mile long with existing sidewalk in sections along half the length

Arterial classification, includes a segment of state route 225 (regular use by large trucks)
Average annual daily traffic of 13,850 vehicles; 1385/hr. over 10 hr. peak, 23 per minute*

Multimodal Transportation: pedestrians, bicycles, LexExpress Routes 1 &2, MBTA bus routes

A neighborhood street

Residential single family

Schools: within pedestrian zone for Bowman, Waldorf and Montessori schools

Churches

Wilson Farm

Sidewalk Details

Existing sidewalk segments lack connections.

Sections without sidewalk are very narrow with limited shoulders.

No shoulder in winter—pedestrians must walk in travel lane.

Pedestrians use the segments of Pleasant Street without sidewalk every day [worn paths show high use]

Outreach to Date

- Signed support by all direct abutters on both sides of street along non-sidewalk segments (areas where sidewalk is requested) [15 households]
- 50+ additional signed supporters from broader neighborhoods
- Communicated with Precinct 2 Town Meeting representatives
- Presented information at Bowman School PTA meeting
- Met with Jim Wilson of Wilson Farms
- Talked with local church parishioners

The most common sentiment among supporters was “long overdue”. Other comments included “a safety issue”; “very important to public health”; “protect our children” ; “very dangerous street” ; “impossible in winter” ; “this is gating my family’s ability to walk to Bowman School”; “desperately needed”; “please help”.

Ready to Move Forward

On 12/1/2014, the Sidewalk Committee reviewed this sidewalk request and recommended the petition move forward to the Board of Selectmen for the next step. We are now asking for a cost estimate for an engineering feasibility study of sidewalk connections on Pleasant Street. Our goal is to develop an article for the feasibility study for the town warrant for the Spring 2015 Annual Town Meeting.

Petition Organizer: Laurel Carpenter, 94 Pleasant Street, lcarp@rcn.com

781-862-4027


*Data from Town of Lexington website, collected at Pleasant Street at Mass Ave in 2009

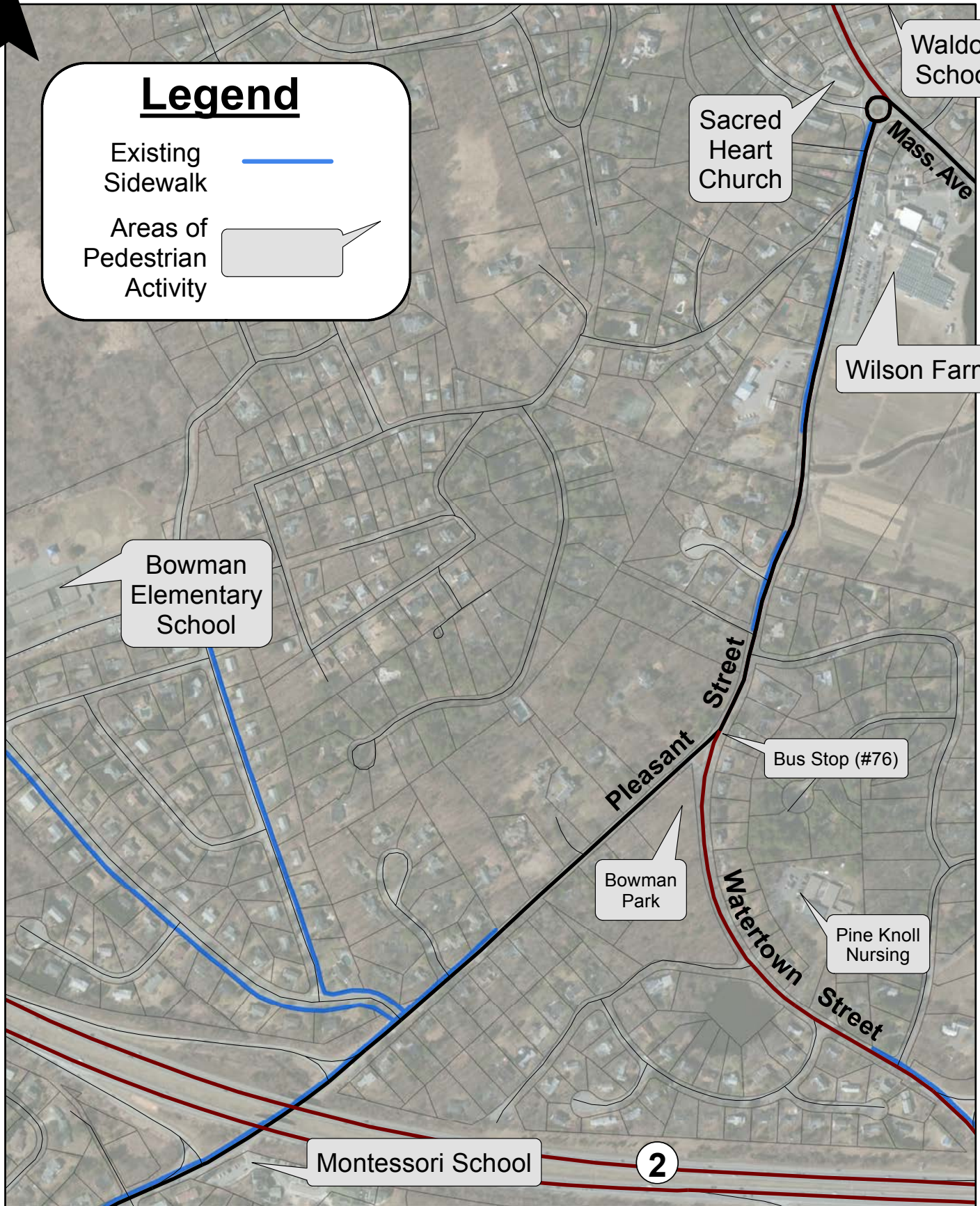
N

Requested Sidewalk Connection

Legend

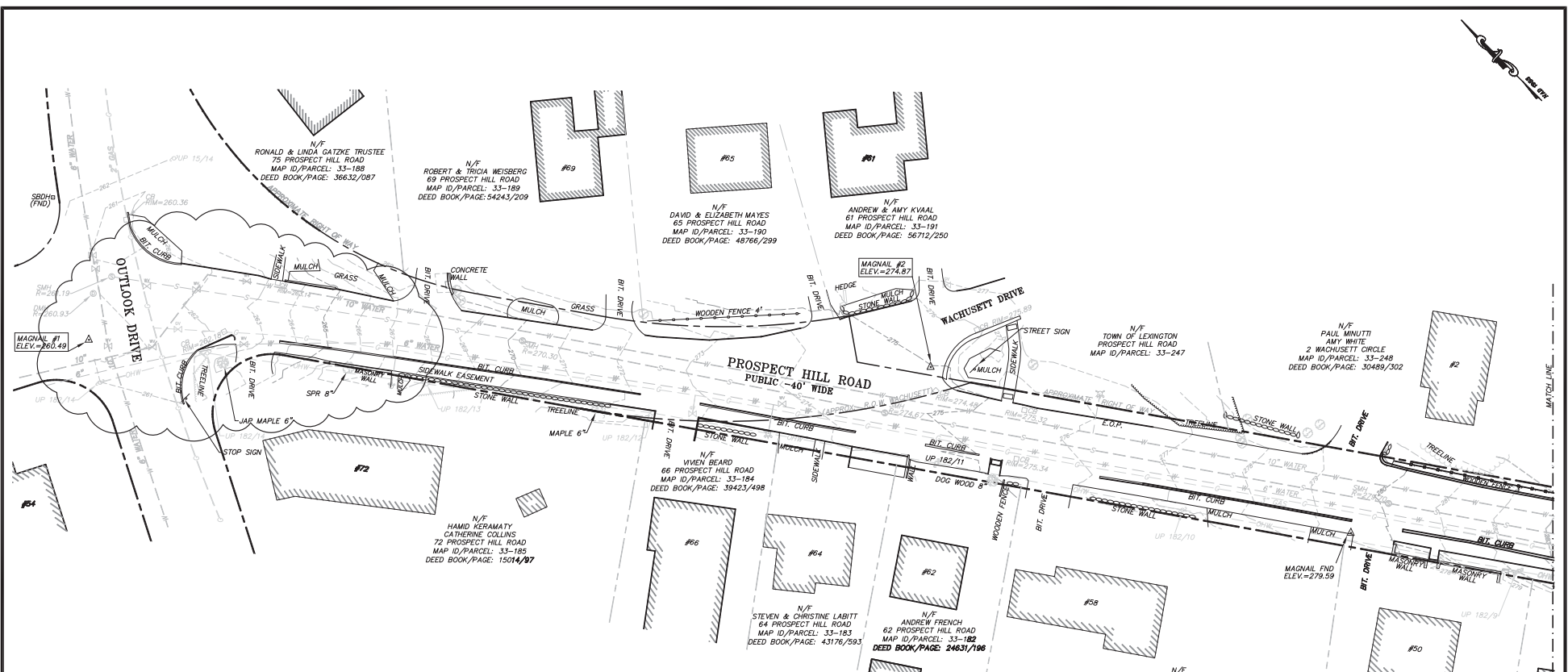
Existing Sidewalk 

Areas of Pedestrian Activity 



Data Source: ESRI, MassGIS

Map created by Elliott Rousseau



- THIS PLAN IS BASED UPON AN ON-THE-GROUND INSTRUMENT SURVEY PERFORMED BY GCG ASSOCIATES, INC. FROM 7-29-14 TO 8-1-14.
- ELEVATIONS, IN FEET, REFER TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88) AS DEFINED BY MASSACHUSETTS GEODETIC SURVEY STATION TRAVERSE POINT 1 AND TRAVERSE POINT 2.
- CONTOUR INTERVAL: 1 FOOT
- THE SIDELINES OF PROSPECT HILL ROAD WERE COMPILED APPROXIMATELY FROM THE REFERENCED PLANS, THE SURVEYED MONUMENTATION, AND OTHER PHYSICAL EVIDENCE OF BOUNDARIES.
- PROPERTY LINES WERE ESTABLISHED, APPROXIMATELY, FROM LEXINGTON ASSESSORS MAP 33.
- LOCATION OF BUILDINGS WERE PROVIDED BY THE TOWN OF LEXINGTON. SOME BUILDING LOCATIONS WERE EDITED BASED ON IMAGES OBTAINED FROM THE "OFFICE OF ENVIRONMENTAL INFORMATION (MASSGIS), COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS. LOCATION AND SIZE OF BUILDINGS SHOWN ARE APPROXIMATE AND ARE FOR CONCEPTUAL PURPOSES ONLY.
- SUBSURFACE UTILITY LINES, AS SHOWN HEREON, WERE COMPILED ACCORDING TO AVAILABLE RECORD INFORMATION FROM THE REFERENCED UTILITY COMPANIES, AND THE TOWN OF LEXINGTON. THE LOCATIONS ARE APPROXIMATE ONLY. ACTUAL LOCATIONS MUST BE DETERMINED IN THE FIELD. GCG ASSUMES NO RESPONSIBILITY FOR DAMAGES INCURRED AS A RESULT OF UTILITIES OMITTED OR INACURATELY SHOWN.
BEFORE CONSTRUCTION, ALL UTILITIES, PUBLIC AND PRIVATE MUST BE NOTIFIED (SEE MASSACHUSETTS GENERAL LAWS, CHAPTER 82 SECTION 40.) CALL "DIG SAFE" 1 (888) 344-7233 HTTP://WWW.DIGSAFE.COM
- UTILITY REFERENCES INCLUDE:
 - SEWER
"PLAN AND PROFILE OF PROPOSED SEWER IN PROSPECT HILL RD., LEXINGTON, MASS.," BY WILLIAM M. BURNS, TOWN ENGINEER, DATED JAN. 1952.
 - WATER & GAS
"PLAN AND PROFILE OF PROPOSED WATER MIAN MARRETT RD. AND PROSPECT HILL RD.," BY WILLIAM M. BURNS, TOWN ENGINEER, DATED JUNE 12, 1956.

- SBDH
- BENCHMARK
- IR, IP
- CB
- DMH
- SMH
- UP#
- HYD
- LP
- LP
- X"

- LEGEND**
- STONE BOUND W/ DRILL HOLE
 - BENCHMARK
 - IRON ROD, IRON PIPE
 - SHRUB
 - CATCH BASIN
 - DRAIN MANHOLE
 - SEWER MANHOLE
 - WATER VALVE
 - GAS VALVE
 - UTILITY POLE
 - HYDRANT
 - LIGHT POST
 - SGN
 - TREE W/ DIAMETER

- FND
- N/F
- W
- S
- G
- O.H.WRES
- 1' CONTOUR
- S' CONTOUR
- APPROX. RIGHT OF WAY LINE
- APPROXIMATE PROPERTY LINE
- EDGE OF PAVEMENT
- TREELINE
- FENCE
- WALL/RETAINING WALL
- STONE WALL

- FOUND
- NOT FOUND
- BIT BEEM / GRANITE CURB
- WATER LINE
- SEWER LINE
- GAS LINE
- OVERHEAD WRES
- 1' CONTOUR
- S' CONTOUR
- APPROXIMATE RIGHT OF WAY LINE
- APPROXIMATE PROPERTY LINE
- EDGE OF PAVEMENT
- TREELINE
- FENCE
- WALL/RETAINING WALL
- STONE WALL

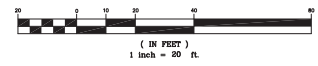
PLAN REFERENCES

- "PLAN OF PROSPECT HILL RD., LEXINGTON MASS." RECORDED IN THE MIDDLESEX SOUTH DISTRICT DEED, JULY 9, 1928 BOOK 413 PLAN 50,51,52.
- "REVISED PLAN FAIR OAKS, LEXINGTON MASS. OWNED BY NEIL MCINTOSH, DATED JULY 1924." BY C.H. GANNETT, RECORDED WITH THE MIDDLESEX SOUTH DISTRICT DEED, PLAN BOOK 349, PLAN 49.
- "PLAN OF SIDEWALK EASEMENT IN WACHUSETT DRIVE, LEXINGTON, MASS." BY FRANCIS X. FIELDS, TOWN ENGINEER, DATED NOV. 16, 1987, RECORDED IN MIDDLESEX SOUTH DISTRICT DEEDS PLAN NO. 190 OF 1988.

SITE PLAN

SCALE: 1" = 20'

GRAPHIC SCALE



TOWN OF LEXINGTON, MASSACHUSETTS

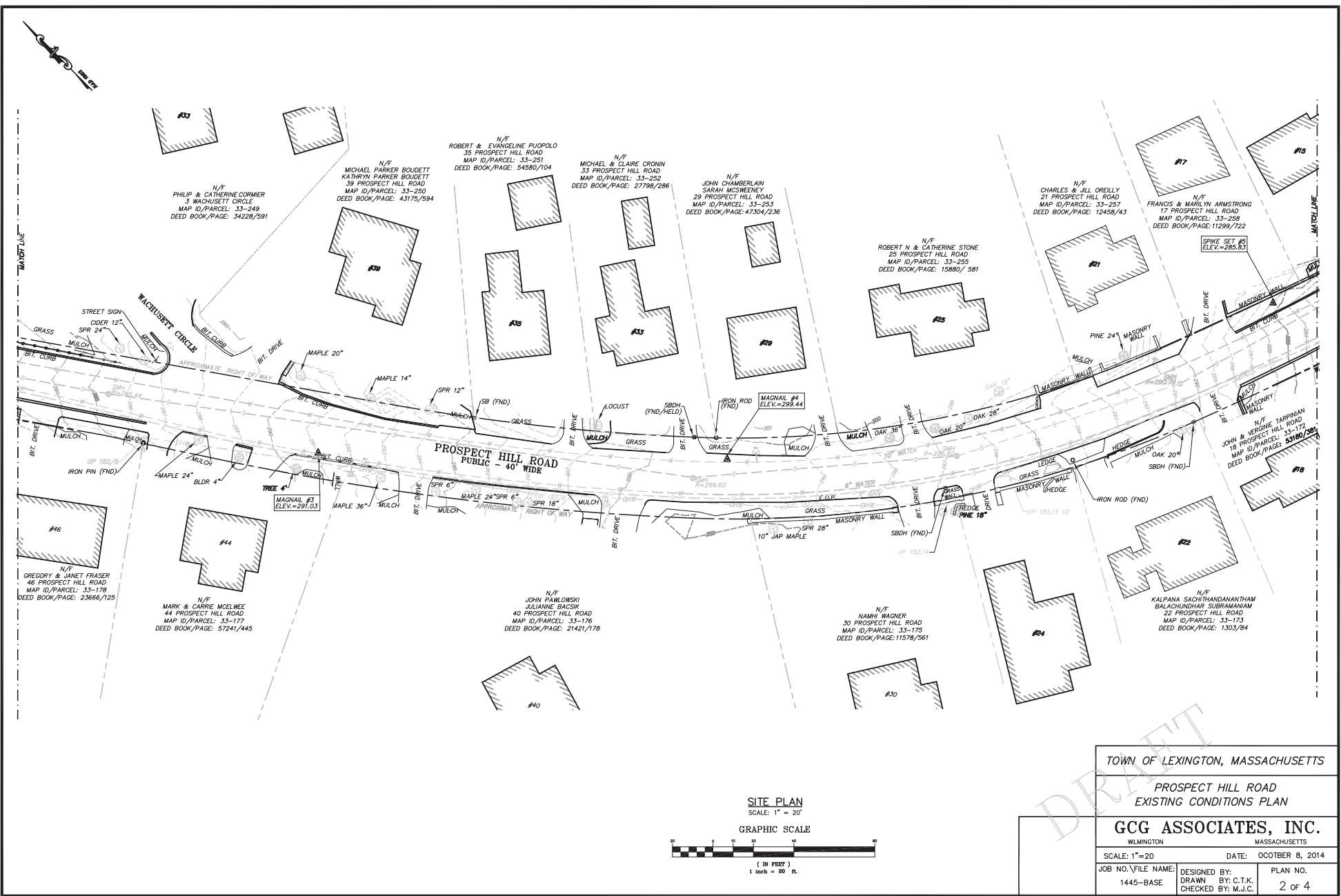
PROSPECT HILL ROAD
EXISTING CONDITIONS

GCG ASSOCIATES, INC.

WILMINGTON MASSACHUSETTS

SCALE: 1"=20 DATE: OCTOBER 8, 2014

JOB NO./FILE NAME: 1445-BASE DESIGNED BY: PLAN NO.
DRAWN BY: C.T.K. CHECKED BY: M.J.C. 1 OF 4



SITE PLAN
SCALE: 1" = 20'

GRAPHIC SCALE



TOWN OF LEXINGTON, MASSACHUSETTS

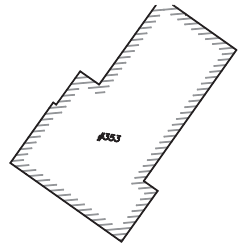
PROSPECT HILL ROAD
EXISTING CONDITIONS PLAN

GCG ASSOCIATES, INC.

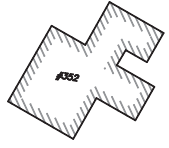
WILMINGTON MASSACHUSETTS

SCALE: 1"=20 DATE: OCTOBER 8, 2014

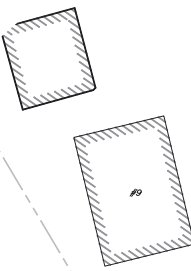
JOB NO./FILE NAME: 1445-BASE	DESIGNED BY: C.T.K. CHECKED BY: M.J.C.	PLAN NO. 2 OF 4
---------------------------------	--	--------------------



N/F
GORDON NEFF
35.3 MARRETT ROAD
MAP ID/PARCEL: 33-262
DEED BOOK/PAGE: 52778/177

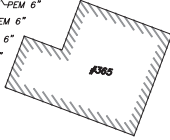
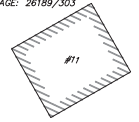


MAGNAN #
ELEV.=246.24



N/F
RICHARD M. KESTLER JR TRUSTEE
9 PROSPECT HILL ROAD
MAP ID/PARCEL: 33-261
DEED BOOK/PAGE: 52246/107

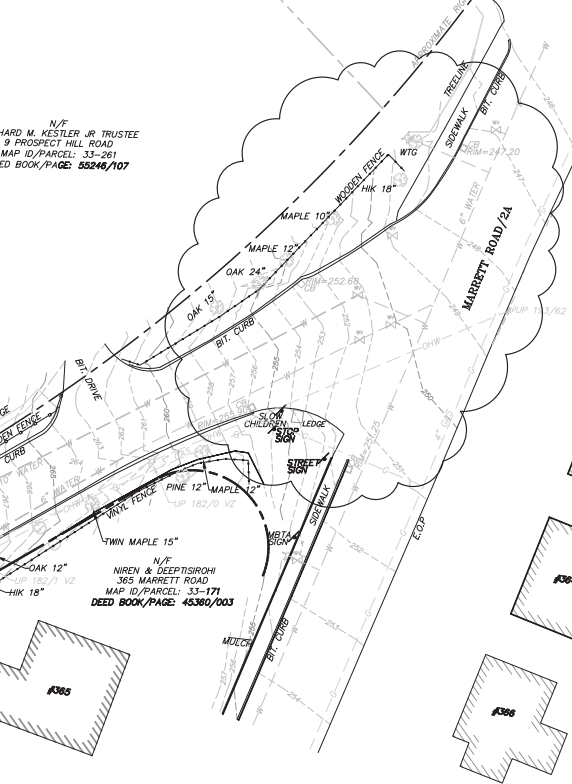
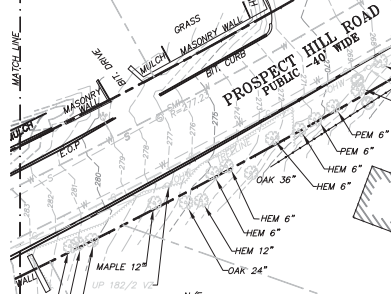
N/F
SCOTT & MELISSA BERMAN
11 PROSPECT HILL ROAD
MAP ID/PARCEL: 33-260
DEED BOOK/PAGE: 26189/303



N/F
NIREN & DEEPTISIROHI
365 MARRETT ROAD
MAP ID/PARCEL: 33-171
DEED BOOK/PAGE: 45360/003

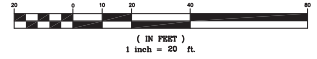
N/F
MARYAM & JOSEPH KERAMATY
371 MARRETT ROAD
MAP ID/PARCEL: 33-170
DEED BOOK/PAGE: 45809/133

HIK 8"
OAK 10"
MAPLE 14"



SITE PLAN
SCALE: 1" = 20'

GRAPHIC SCALE



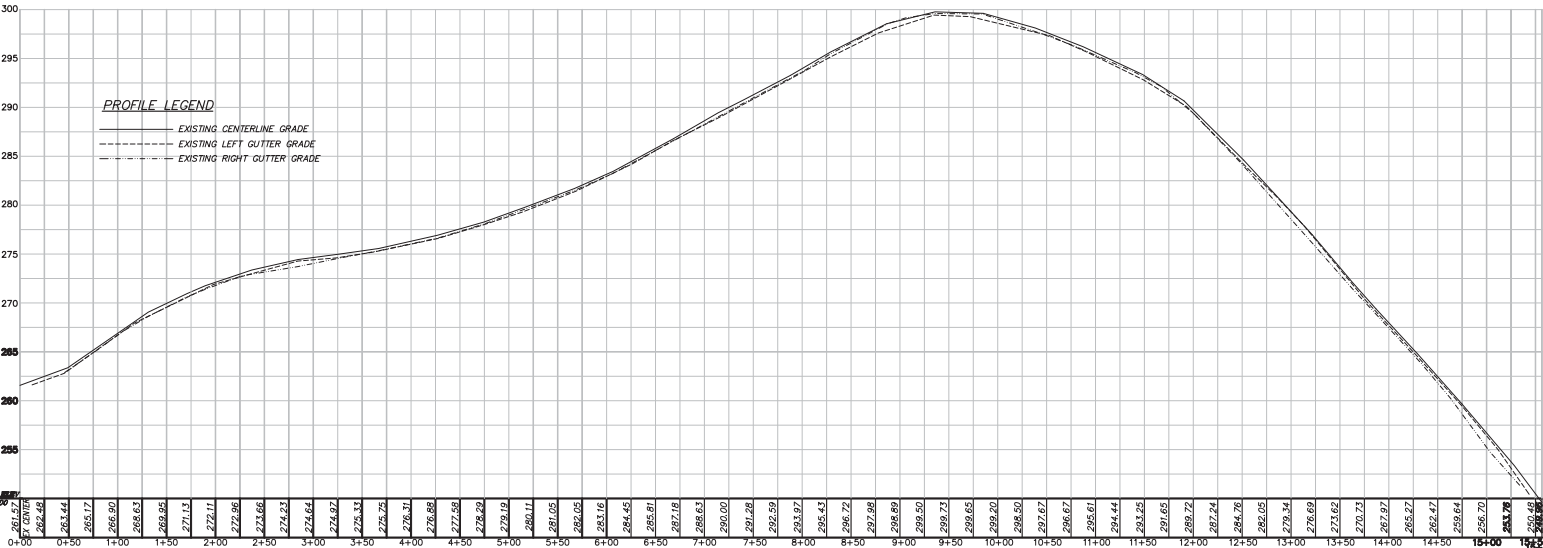
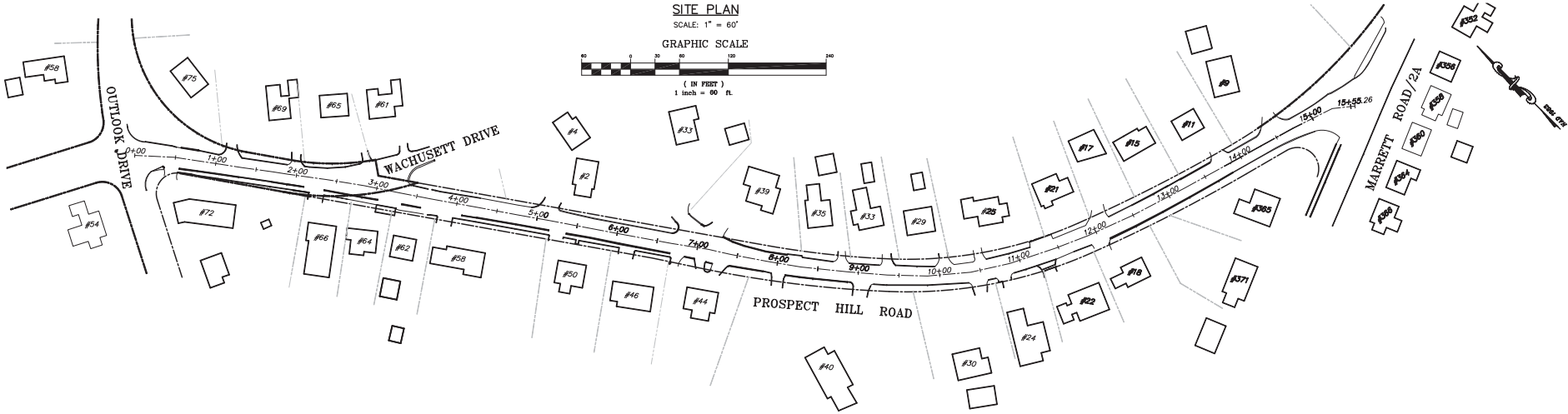
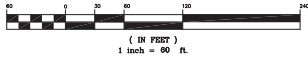
DRAFT

TOWN OF LEXINGTON	
PROSPECT HILL ROAD EXISTING CONDITIONS PLAN	
GCG ASSOCIATES, INC.	
WILMINGTON	MASSACHUSETTS
SCALE: 1"=20'	DATE: OCTOBER 8, 2014
JOB NO./FILE NAME: 1445-BASE	DESIGNED BY: DRAWN BY: C.T.K. CHECKED BY: M.J.C.
PLAN NO. 3 OF 4	

SITE PLAN

SCALE: 1" = 60'

GRAPHIC SCALE



0+00	261.57	261.57	261.57
0+10	263.14	263.14	263.14
0+20	264.91	264.91	264.91
0+30	266.71	266.71	266.71
0+40	268.26	268.33	268.63
0+50	269.58	269.55	269.95
0+60	270.77	271.13	271.51
0+70	271.78	271.94	272.11
0+80	272.70	272.85	272.96
0+90	273.16	273.35	273.66
1+00	273.57	274.03	274.33
1+10	274.04	274.41	274.64
1+20	274.55	274.63	274.97
1+30	275.02	275.02	275.33
1+40	275.51	275.49	275.75
1+50	276.05	276.01	276.31
1+60	276.56	276.54	276.89
1+70	277.13	277.27	277.68
1+80	277.09	278.02	278.29
1+90	278.00	278.84	279.19
2+00	278.92	279.73	280.11
2+10	280.06	280.70	281.05
2+20	281.85	281.74	282.05
2+30	282.96	282.95	283.16
2+40	284.25	284.16	284.45
2+50	285.59	285.52	285.81
2+60	286.94	286.96	287.18
2+70	288.27	288.21	288.63
2+80	288.62	288.50	290.00
2+90	290.97	290.85	291.28
3+00	292.31	292.21	292.59
3+10	293.65	293.57	293.97
3+20	295.22	294.94	295.41
3+30	296.58	296.21	296.72
3+40	297.90	297.46	297.88
3+50	298.96	298.32	298.89
3+60	299.44	299.12	299.50
3+70	299.59	299.37	299.73
3+80	299.86	299.20	299.65
3+90	299.01	298.60	299.20
4+00	298.20	298.00	298.50
4+10	297.35	297.40	297.67
4+20	296.41	296.37	296.67
4+30	295.34	295.22	295.61
4+40	294.25	294.00	294.44
4+50	293.07	292.76	293.25
4+60	291.49	291.22	291.65
4+70	289.40	289.40	289.72
4+80	288.80	288.87	287.24
4+90	284.17	284.33	284.76
5+00	281.36	281.87	282.05
5+10	278.56	279.30	279.34
5+20	275.75	276.48	276.69
5+30	272.91	273.45	273.62
5+40	270.14	270.43	270.73
5+50	267.43	267.70	267.97
5+60	264.71	264.99	265.27
5+70	261.81	262.22	262.47
5+80	258.63	259.44	259.64
5+90	255.23	256.42	256.70
6+00	252.34	253.09	253.26
6+10	249.96	250.96	250.96

PROSPECT HILL ROAD PROFILE

SCALE: HORIZ 1" = 60'
VERT 1" = 6'

TOWN OF LEXINGTON
 PROSPECT HILL ROAD
 EXISTING CONDITIONS PLAN

GCG ASSOCIATES, INC.
 WILMINGTON MASSACHUSETTS

SCALE: 1"=60 DATE: OCTOBER 8, 2014

JOB NO./FILE NAME: 1445-BASE DESIGNED BY: C.T.K. PLAN NO. DRAWN BY: M.J.C. CHECKED BY: M.J.C. 4 OF 4

Lexington Sidewalk Committee Meeting Minutes
Monday, December 2, 2013, 9 AM
Selectmen's Meeting Room, Town Office Building

Present: Jeanne Canale , Judy Crocker , Bettina McGimsey, Sean Osborne, Francine Stieglitz; Liaisons present: Elaine Celi, Hank Manz; Guests: see list at end of minutes

Judy Crocker called the meeting of the Sidewalk Committee (SWC) to order at 9:08 AM.

1. *Request for a new sidewalk on Prospect Hill Road:* Sarah Chamberlain and Una Gillis are the two people who are spearheading this request. Ms. Chamberlain began the discussion by noting various reasons for the need for a sidewalk on Prospect Hill: 1) Bridge Elementary School is on Middleby Road which links to Prospect Hill; 2) the new light at Spring Street has resulted in Prospect Hill being used as a cut-through route; 3) children use the road to walk to both Bridge and Clarke Middle School. For all of these reasons, a sidewalk is necessary to ensure the safety of pedestrians who use the road. She noted that this is not the first time the petition has been submitted – the proponents are here to request a feasibility study for the sidewalk. At this point in the discussion, the floor was opened to audience members:

- Cathy Collins, 72 Prospect Hill: She has lived on Prospect Hill for over 30 years. At one point, a sidewalk on the road was approved to go all the way to Marrett on the even side of the road. This was not done, but the original intent was for that to happen.
- Joanne Bersick (not sure of spelling, no address given): She is an abutter and objects to the sidewalk. She noted that a sidewalk represents an imposition to her. She also noted that residents on the other side of the street have brought their landscaping and fences down to the street.
- Delilah Atkinson, 9 Prospect Hill: She is the fence owner and had put it up to protect her children from the street.

Judy Crocker noted at this point that the intersection of Prospect Hill and Marrett Road is very wide. Drivers do not have to slow down when entering Prospect Hill. Narrowing the opening would help to slow traffic as was done in the recent renovation of the Highland Road/Winthrop Road intersection. Comments continued:

- Maureen Gaines, 9 Highland Road: As someone who just went through the Winthrop Road sidewalk process, she supports the cause of a sidewalk on Prospect Hill. She previously lived on Marrett and is familiar with the issues.
- Sarah Chamberlain, 29 Prospect Hill Road: The sidewalk can go on either side of the road. It is not about the side it goes on but rather the safety of the children.
- Melanie Tanionis, 30 Wachusett Drive: Safety is the priority. There are other safety options: stop sign, miles per hour sign, speed bump, etc. TSAC did a survey in late September: 330 cars per day on Prospect Hill; 80% dropped off at the school. 51 violations per day. The mph sign is in the wrong location.
- Beth Murnaghan 34 Wachusett Drive: Raised the concept of a crosswalk, which was then picked up by Ms. Tanionis who asked who owned the patch of land on the triangle.

Judy Crocker noted that Safe Routes to School and DPW won a grant last winter that evaluated Lexington school zones. From its engineering report, many of Lexington's school signs will need to be replaced along with other municipal road signage. These proposed improvements will help act as traffic calming measures for the neighborhoods. She also noted that the Town owns street islands.

If a sidewalk is approved and there is a need for a crosswalk, current policy states that it will be incorporated into the sidewalk project. The installation of a crosswalk is done by Engineering and would be part of an engineering study. Engineering takes into account trees, hydrants, wetlands, town right-of-way, etc. when deciding upon what side of a street to place a sidewalk. Comments continued:

- Kalpana Sachithanandlia, 22 Prospect Hill Road: She noted that she was representing the children’s and parents’ point of view. We want our kids to walk to school. When you stand in front of her house, by the way cars drive, you would not know that there is a school down the street. She always has to walk through a neighbor’s yard. Currently her daughter does not want to walk to school, because cars cannot see the walkers.
- Mary Alice Dodd, 25 Wachusett Drive: She has two kids. They walk, bike, and scooter to school. Have to wait to be able to get across Prospect Hill. Once they are halfway across, have to wait once again to cross. If it were not for the need to cross Prospect Hill, both kids could walk to school. Posed a question: whether it would be easier to split the projects up – try to get a cross walk from Wachusett Drive to Middleby vs. getting a sidewalk on Prospect Hill. She noted that many people walk up to Wachusett Drive and follow that route.

Ms. Crocker noted that it would indeed be faster to directly request a crosswalk from TSAC. They would perform a study and the results would certainly be faster than requesting it as part of a new sidewalk installation. Ms. Tanionis then asked whether getting a speed limit sign on Prospect Hill had to be part of the school zone signage process. Ms. Crocker noted that that would need to be done by TSAC although some speed limit signs are incorporated into the school zone project. Comments continued:

- Sarah Saalfield, 40 Wachusett Drive: It is in Lexington’s interest to put a sidewalk here. It helps to get cars off the road and to get children walking to school.
- Hamid Keramaty, 72 Prospect Hill Road: The sidewalk on Prospect Hill was approved over 30 years ago. Many kids are using the road to go to Bridge and to Clarke. When there is snow, it is more dangerous.
- Wesley Smith, 439 Waltham Street: He walks daily to Bridge, often using Prospect Hill. Interested in having a sidewalk there. If placed on the right hand side, it would take you to the corner where the other sidewalk is. This might help if there is an issue with the location of a crosswalk at Wachusett.
- Liza Connelly, 31 Wachusett Drive: She reported that her children do not walk to school. As a driver she finds it dangerous, especially in winter - it is curvy and slick when there is snow. There are kids waiting for the school bus on the street – very dangerous situation.
- Ellen Lacomis, 4 Malt Lane: She drives to school. Would consider walking but between Marrett and Prospect Hill, it is not an option to walk. Even with deliberately slowing down, it is difficult to see the children who are waiting to cross. It is not a safe situation.

Ms. Tanionis then mentioned the possibility of a speed bump. Ms. Crocker noted that the fire department is not in favor of speed bumps or crosswalk plateaus. Some crosswalk designs allow for cars to slow down, but do not get in the way of public safety trucks.

At this point in the discussion, Ms. Crocker also noted that the proponents have gotten a healthy jump start on the project. The next step would be for them to present before the Board of Selectmen (BOS).

Hank Manz noted that the BOS is generally in favor of sidewalk and crosswalks. That said, it is a lengthy process to get a sidewalk installed. He noted that informed pressure is a powerful tool, and that the proponents need to know that there will be people who do not approve of the sidewalk. They need to speak with all abutters and know where they stand. They should also try to get as many signatures from the broader community as possible. He also noted that the right of way may be an issue on Prospect Hill. Sean Osborne asked whether it is possible to get the assessor’s map to see where the right of way is. Ms. Crocker noted that Engineering has the map. They will do a walk through and based on that will give an idea of where the right of way lies.

The petition process is as follows: It now goes from the SWC to the BOS. Funding for a feasibility study will need to go before Town Meeting, which will need to be completed by Engineering. A public meeting will be held by the SWC; Engineering will contact all abutters prior to the meeting. Final recommendation of the SWC will not take place until after the public meeting. At that point it will be sent to the BOS for a final decision.

Selectmen's Meeting – June 30, 2014

Update on Bedford Street/Hartwell Avenue Island Landscaping

Mr. Pinsonneault, Manager of Public Works Operations; Ms. Tintocalis, Economic Development Director; and Ms. Dutcher, GroundView Design presented the plans for the Bedford Street/Hartwell Avenue Island Landscape project that has been coordinated with MassDOT. The plan creates a gateway to the Harwell Avenue Corridor with distinctive landscaping. Installation will be done in the fall and the contractor will care for the islands for the first year to get the plants established and then the islands will be maintained as a meadow area on a yearly basis by the Town. The plantings will be salt and drought resistant because there will be no irrigation system. MassDOT has approved the plans for the placement of the plants and the plans for snow removal on the islands.

Asked about the importance of public safety for pedestrians and people taking public transportation, Mr. Pinsonneault stated that Engineering and Stantec had a meeting scheduled with MassDOT next week to review options for making it safe for pedestrians and public transportation residents to cross the street and that they will bring back possible options to the Selectmen at a near future meeting.

In addition, the Town will be putting a cement pad along Bedford Street near the Beth Israel building and they will be installing a bus shelter.

Mr. Kanter, Capital Expenditures Committee, Precinct 7, asked that Public Works keep track of the effort of public works staff and the contractor.

He also asked about funding for a new signal system at the Bedford Street/Hartwell Avenue intersection. Mr. Valente stated it was a state road and would be funded by MassDOT. Depending on if the project was major or minor will decide the process that has to be followed. Mr. Pato reminded the residents that a letter was sent asking for help with getting a crosswalk and Lexington's Representative and Senators have indicated their support for the initiative.

Update from TSAC on Prospect Hill Road Sidewalk

Ms. Mauger noted that the Selectmen still need to bring back the neighborhood as requested to discuss the sidewalk.

Mr. Cannon, Assistant Engineer, stated that a traffic evaluation of the Prospect Hill Road area will be folded into a School Department Study that includes looking at traffic and pedestrian safety at Clarke and Bowman schools. Engineering has hired a surveyor to do a topographic survey starting north of Outlook Drive along Prospect Hill Road past the Wachusett Drive circle down to Marrett Road and across Marrett Road and end on the southerly side of Marrett Road to define property lines and find the Town's right-of-way. When the survey is complete, Engineering will design sidewalks for both sides of the street and then decide which side of the street is most feasible for a sidewalk. The survey is currently scheduled to occur in the next couple of weeks. The next step would be a feasibility study.

Resident Guidelines for Requesting New Sidewalks

The Lexington Sidewalk Committee offers the following guidelines to help interested citizens successfully engage in the process of requesting new sidewalks. Other venues for new sidewalk construction do exist, but they generally involve external funding where the entire project is handled through Town engineering. In either case, this is a lengthy process that can take several years and requires input from numerous town boards and committees. At any point along the process, the petitioners may drop their request for a sidewalk or the project may lose the support of committees, abutters, and Town Meeting.

- 1. Download a copy of the New Sidewalk Request Form from the Town Website or pick up a copy at the Selectmen's office.** Contact the Sidewalk Committee at lexsidewalkcom@gmail.com to set up a meeting with the Sidewalk Committee for a preliminary discussion. At this first meeting, only a few proponents need be present to outline the request. If the project seems feasible, the Committee will work with residents and town departments to initiate the process and will also be a point of contact for the residents.
- 2. Obtain signatures from as many neighbors in the area as possible.** The petition should focus on pedestrian activity in the area, vehicular traffic, and potential connectivity to existing sidewalks and footpaths. Proponents should try to contact all the abutters to the proposed sidewalk as well as people in the wider neighborhood who might use the proposed sidewalk. (The side of the road chosen for the sidewalk should be deferred because this will depend on engineering analysis later in the process.) If the residents cannot get enough support from the neighbors and schools in the area, the proposal should be dropped until enough support can be gathered.
- 3. Request a second meeting with the Sidewalk Committee to discuss the request in more detail.** Abutters for and against the project should try to attend the meeting. Proponents should bring a map of the proposed project area if available. This presentation will be a prelude for a similar presentation to be given at a Selectmen's meeting soon thereafter. At that time, the Selectmen will ask for the opinion of the Sidewalk Committee and then decide whether the project is to move forward.
- 4. Stay in contact with the Sidewalk Committee.** The Sidewalk Committee will follow the process and will keep the petition organizers informed of the status of the request.
- 5. Be prepared to address Town Meeting.** If the request for funding a feasibility study is brought forward at Town Meeting, someone representing the neighbors requesting the sidewalk should be prepared to speak at Town Meeting to explain the importance of having a sidewalk installed. If the funds are not approved, the proposal will not move forward.
- 6. Await completion of the study.** The Engineering Division will coordinate the feasibility study and develop a cost projection for the project. Once the study is complete and a cost estimate is assigned to the project, it will be up to the Selectmen and Town Meeting to determine if the project is financially feasible.
- 7. Continue to gather neighborhood support.** The petitioners should meet again with the Selectmen in order to gather and demonstrate public support for the project. It may also be necessary to again address Town Meeting to gain their support.
- 8. Anticipate funding.** If Town Meeting approves funding for the design and construction of the sidewalk project, the project will be designed, bid out and scheduled for installation.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 12/15/14

PRESENTER: Joe Pato

ITEM NUMBER: 1.5

SUBJECT:

Approve Theatre License Renewals – Lexington Venue

EXECUTIVE SUMMARY:

The Lexington Theatre Project, Inc. d/b/a Lexington Venue, has submitted an application to renew their two theatre licenses for weekdays and Sundays. Their current licenses expired September 1, 2014.

Fire inspection is scheduled for 12/18/14.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

Motion to approve the application and issue two theatre licenses to Lexington Theatre Project, Inc., d/b/a Lexington Venue, located at 1794 Mass. Avenue, for Cinema 1 and 2 to show movies weekdays and Sundays, subject to a completed and approved fire inspection.

STAFF FOLLOW-UP:

Selectmen's Office

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 12/15/14

PRESENTER: Joe Pato

ITEM NUMBER: I.6

SUBJECT:

Approve License Renewals

EXECUTIVE SUMMARY:

Attached is a list of license renewals ready for your approval. The list indicates if we are waiting for something.

I ask that you approve and sign all the licenses for all the establishments and we will make sure all the necessary paperwork is received before we mail out the licenses before the end of December.

If you have any questions on the licensing, let me know before the meeting.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

Motion to approve the license renewals for 2015 as presented, subject to receiving all necessary information.

STAFF FOLLOW-UP:

Selectmen's Office

Licenses Renewals for 2015

Class 2

Cheng Auto Sales complete
70 School Street

King's Auto complete
66 Emerson Gardens Road

Coin

Lexington Post 3007 VFW missing \$20 fee
2 Hayes Lane pool table

Common Carrier

Joseph's Transportation, Inc. waiting for Liberty Ride vehicle inspection
by Bill Ahearn
44 James Street BU19726 - BUS
280 -Liberty

M&L Transit Systems, Inc. waiting for Police Inspection
60 Olympia Avenue BU21024 - Bus
161

M&L Transit Systems, Inc. waiting for Police Inspection
60 Olympia Avenue BU10260 - Bus
160

M&L Transit Systems, Inc. waiting for Police Inspection
60 Olympia Avenue BU36762 - Bus
162

M&L Transit Systems, Inc. waiting for Police Inspection
60 Olympia Avenue BU36763- Bus 163

Common Victualler

Bollywood Café 135 Mass. Avenue	complete
Dunkin Donuts 373 Waltham Street	complete
Knights of Columbus 177 Bedford Street	missing all
Lexington Golf Club 55 Hill Street	complete
Lexington House of Pizza 399 Lowell Street	WC policy expires 12/17, he will provide new policy
Lexx Restaurant 1666 Mass. Avenue	complete
Orange Leaf 1726 Mass. Avenue	complete
Peet's Coffee & Tea 1749 Mass. Avenue	complete
Prime Roast Beef & Seafood 321 Marrett Road TV	missing all
Rancatore Ice Cream 1752 Mass. Avenue	complete

Entertainment

Bollywood Café 135 Mass. Avenue	complete
Lexx Restaurant 1666 Mass. Avenue	complete
Prime Roast Beef & Seafood 321 Marrett Road	missing all

Liquor Club

Lexington Post 3007 VFW

2 Hayes Lane

waiting for alcohol awareness training card

Liquor Common Victualler

Lemon Grass Restaurant

1710 Mass. Avenue

complete

Waxy O'Connor's

94 Hartwell Avenue

pending Certificate of Inspection

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 12/15/14

PRESENTER: Joe Pato

ITEM NUMBER: I.7

SUBJECT:

Selectmen Committees:

- a. Economic Development Advisory Committee – appointment
 - b. Historic Districts Commission – appointment
 - c. Town Report Committee - resignation
-

EXECUTIVE SUMMARY:

The Economic Development Advisory Committee has requested that Lelani Foster be appointed.

Joe Welch's has completed his 2-term limit as a member of the Historic Districts Commission, as the Library Representative. Attached is a letter from the Library with their two nominations.

Phyllis Strimling has resigned from the Town Report Committee.

See attached information.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

Motion to appoint Lelani Foster to the Economic Development Advisory Committee for a term to expire September 30, 2017.

Motion to appoint Ian Adamson to the Historic Districts Commission as a full member for a term to expire December 31, 2019.

Motion to accept the resignation of Phyllis Strimling from the Town Report Committee, effective immediately.

STAFF FOLLOW-UP:

Selectmen's Office

December 5, 2014

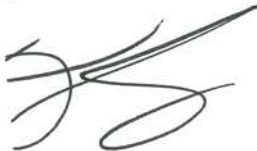
Lynne A. Pease
Executive Clerk
Board of Selectmen
1625 Massachusetts Avenue
Lexington, MA 02420

Dear Lynne,

The Board of Trustees of the Cary Memorial Library at their meeting on December 3, 2014 recommended the nomination of the following candidates to the Historic Districts Commission:

Ian Adamson
Peter Lund

Sincerely,



Koren Stembridge
Library Director

Cc: Norman Cohen, Chair, Library Board of Trustees

July 14, 2014

Norman Cohen
Library Trustees
Cary Memorial Library
1874 Massachusetts Avenue
Lexington, MA 02421

Dear Mr. Cohen:

Joe Welch's term as a member of the Historic Districts Commission, representing the Library, will expire on December 31, 2014. Mr. Welch has been a full member for the maximum two-term limit and cannot be reappointed without a one-year lapse.

Pursuant to Section 4 of Chapter 447, Acts of 1956, the Selectmen request that two nominations be submitted to fill the position. Please send us a letter with your recommended nominee, including a resume from each nominee, at your earliest convenience.

Do not hesitate to contact the Selectmen's Office if you have any questions.

Very truly yours,

Lynne A. Pease
Executive Clerk

lap
cc: K. Strembridge, Library Director

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

December 15, 2014

STAFF:

William P. Hadley, Director

ITEM NUMBER:

Consent



SUBJECT:

Commitments and adjustments of Water and Sewer charges.

EXECUTIVE SUMMARY:

Commitment of Water and Sewer charges Section 3 Nov 2014	\$ 5,052,732.95
Commitment of Water and Sewer charges Cycle 9 Nov 2014	\$ 234,571.78
Commitment of Water and Sewer charges Finals Nov 2014	\$ 3,784.88
Adjustment of Water and Sewer charges as recommended by WSAB	\$ (11,114.41)

FINANCIAL IMPACT:

Allows the reconciliation with the General Ledger.

RECOMMENDATION / SUGGESTED MOTION:

Motion to approve the Water and Sewer commitments and adjustments as noted above.

STAFF FOLLOW-UP:

Revenue Officer



Department of Public Works
Town of Lexington
Water and Sewer Enterprise Funds
FISCAL YEAR 2015

COMMITMENT FA0315	SECTION 3	GRAND TOTALS
	NOVEMBER 2014	
WATER	\$2,033,442.21	\$2,033,442.21
SEWER	\$3,019,290.74	\$3,019,290.74
TOTAL:	\$5,052,732.95	\$5,052,732.95

To the Collector of Revenue for the Town of Lexington:

You are hereby authorized and required to levy and collect of the persons named in the list of water/sewer charges herewith committed to you and each one of his/her respective portion herein set down of the sum total of such list. Said sum being:

Five million, fifty-two thousand, seven hundred thirty-two dollars and 95/00

And pay the same into the treasury of the Town of Lexington and to exercise the powers conferred by law in regard thereto.


DIRECTOR OF PUBLIC WORKS

BOARD OF SELECTMEN

12/15/14

Treasurer/Collector, Director Public Works, Water/Sewer Billing



Department of Public Works
Town of Lexington
Water and Sewer Enterprise Funds
FISCAL YEAR 2015
November 2014 Cycle 9 Billing

	CYCLE 9	GRAND TOTALS
	November	
WATER	\$226,453.54	\$226,453.54
SEWER	\$3,123.10	\$3,123.10
FEE FOR BEDFORD	\$4,995.14	\$4,995.14
TOTAL:	\$234,571.78	\$234,571.78

To the Collector of Revenue for the Town of Lexington:

You are hereby authorized and required to levy and collect of the persons named in the list of water/sewer charges herewith committed to you and each one of his/her respective portion herein set down of the sum total of such list. Said sum being:

Two hundred thirty-four thousand, five hundred seventy-one dollars and 78/00

And pay the same into the treasury of the Town of Lexington and to exercise the powers conferred by law in regard thereto.

William A. Dudley

DIRECTOR OF PUBLIC WORKS

BOARD OF SELECTMEN 12/15/14

Treasurer/Collector, Director Public Works, Water/Sewer Billing



Department of Public Works
Town of Lexington
Water and Sewer Enterprise Funds
FISCAL YEAR 2015
NOVEMBER 2014 Final Water Bills

	FINALS	GRAND TOTALS
WATER	\$2,642.42	\$2,642.42
SEWER	\$1,142.46	\$1,142.46
TOTAL:	\$3,784.88	\$3,784.88

To the Collector of Revenue for the Town of Lexington:

You are hereby authorized and required to levy and collect of the persons named in the list of water/sewer charges herewith committed to you and each one of his/her respective portion herein set down of the sum total of such list. Said sum being:

Three thousand, seven hundred eighty-four dollars and 88/00

And pay the same into the treasury of the Town of Lexington and to exercise the powers conferred by law in regard thereto.



DIRECTOR OF PUBLIC WORKS

BOARD OF SELECTMEN

12/15/2014

Treasurer/Collector, Director Public Works, Water/Sewer Billing

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE: 12/15/14

PRESENTER: Joe Pato

ITEM NUMBER: C.2-3

SUBJECT:

Consent

EXECUTIVE SUMMARY:

2. Approve the request of the Bicycle Advisory Committee to put 10 “lawn” fundraising signs along the Minuteman Bikeway for the duration of the winter. They are also requesting approval to put up to 9 smaller signs on the Bikeway on how to report hazards.
3. Approve the request of Revolutionary Revelry and Fife and Drum to hold the Fife and Drum Tattoo on May 1, 2015 from 7:00 p.m. to 8:00 p.m. on the Battle Green. They are also requesting permission to parade from Depot Square to the Battle Green at 7:00 p.m..

See attached information.

FINANCIAL IMPACT:

RECOMMENDATION / SUGGESTED MOTION:

Motion to approve the Consent Agenda.

STAFF FOLLOW-UP:

Selectmen’s Office

Lynne Pease

From: Peggy Enders [REDACTED]
Sent: Friday, December 05, 2014 4:37 PM
To: Carl Valente
Cc: Cathy Severance; Lynne Pease; Robert Hausslein
Subject: LBAC Request for 2014-15 Bikeway Winter plowing signage
Attachments: Bikeway Signs for Winter.jpg

Dear Carl, I am writing to request that the Board of Selectmen approve again this year the request of the Bicycle Advisory Committee, working in collaboration with the Friends of Lexington Bikeways, to post 10 weather-resistant "lawn" signs along the town's 5.5 miles of the Minuteman Bikeway. We would also appreciate approval for a pilot project involving another wintertime Bikeway sign, as described in the 4th paragraph below.

As you know, we have received approval for the past 3 years to post the fund-raising signs in order to encourage users to contribute to the fund that enables us to pay the contractor to plow the Bikeway each winter. Last year, I was told that the current plowing agreement that we have with the Town needn't be reviewed each year unless there was a change in the arrangement. I had thought this included the signs, but I was mistaken.

We propose to leave the fund-raising signs up along the Bikeway for the duration of the winter, as we have done in past years.

This year we would like to experiment with another wintertime sign along the Bikeway and would appreciate the approval of the Board of Selectmen to post a somewhat smaller sign that states, "Report Hazards: mmbikeway@gmail.com". We have been moved to undertake this experiment because many wintertime users want to alert others to icy or otherwise problematic conditions they have encountered, as well as to alert the Friends of the Bikeway to areas where ice may need to be chopped or small areas of snow need to be cleared off the Bikeway. Receiving alerts from users also gives us a chance to spread the word via various listservs devoted to winter bike conditions. We propose to post up to 9 such smaller signs on the Bikeway this winter as a pilot that would help us gauge the effectiveness of a user report system -- particularly when the users are otherwise not connected with the town or aware of bicycle listservs.

I have attached an image of both signs for the Board's information (the larger sign is the one that has been approved each year; the smaller one is the pilot sign). thanks, Peggy Enders

Report
Hazards:

mmbikeway@gmail.com



Help Us Keep
the Bikeway in
Lexington Plowed

Please Donate at:
www.FoLB.net

Friends of Lexington Bikeways

Lynne Pease

From: info@tourlexington.us
Sent: Thursday, October 30, 2014 12:20 PM
To: Lynne Pease
Cc: Susan Rubenstein; Tanya Morrisett; Carl Valente; Cathy Severance
Subject: Use of the Battle Green permit for Revolutionary Revelry event on May 1, 2015

Lynne:

We are in the process of planning of 5th annual Revolutionary Revelry May 2015. Shortly I will be sending the initial special permit application to Cathy for the events which are already booked. As I had mentioned to Carl when we met this summer, we would welcome an opportunity to have the Fife and Drum Tattoo on the Lexington Battle Green. We have held it at the Minute Man National Park for the last 4 years. Bringing it back to Lexington Center will make it visible enough to draw people off the bike path and encourage attendees to visit our restaurants and shops which is the mission of Revolutionary Revelry.

Below is the section from the application (yet to be filed) on this event. We would like to request the Use of the Battle Green for the event on May 1st from 7 - 8 pm with a small parade of the units from Depot Square to the Battle Green right at approximately 7 pm.

Would you kindly ask the Selectmen to consider this request as soon as possible. If the Selectmen are not inclined we would have to make arrangements again with the Park.

Let us know if you need any additional information.

Thanks,

Dawn

May 1

Event Title: Fife & Drum
Tattoo

Event type: concert **Time(s):** 7 – 8 pm **Estimated**
Attendance: # 150

Admission Fee: \$ n/a **Location:** Will gather in Depot Square at May Day event, and then parade together across street to Lexington Battle Green at approximately 7 pm

Committee event: Yes No If no, organization: William Diamond Junior Fife & Drum Corps

Set Up Time: 4 pm Breakdown Time: 8:30 pm Tables # Chairs # **
see note

Setup requirements: Sound system, if possible, two portable bleachers placed along Mass Ave side in area similar to Patriots Day placement, roping for musicians and crowd – detailed plan to be discussed with DPW

Breakdown requirements: take equipment, breakdown roping, and remove bleachers

Departmental Support Needed: DPW and DPF, Permit requested from Board of Selectmen for use of the Battle Green, police crossing guard at Minute Man Statue

Will food be served: **Yes** **No**

Person in Charge: Susan Rubenstein (and Tanya Morrisett) **Cell Phone:** 


AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

DATE:

December 15, 2014

PRESENTER:

Carl F. Valente

ITEM NUMBER:

Executive Session

SUBJECT: Exemption 6: Consider the Purchase, Exchange, Lease or Value of Real Property-Adams School (Waldorf School) Site.

Suggested motion for Executive Session: *Move that the Board go into Executive Session to consider the purchase, exchange, lease or value of real property and to reconvene in Open Session only to adjourn. Further, that as Chairman, I declare that an open meeting may have a detrimental effect on the negotiating position of the Town.*

EXECUTIVE SUMMARY:

The Waldorf School (formally the Town's Adams School) leases the land it sits on from the Town. The Waldorf School is interested in options for amending this lease.

FINANCIAL IMPACT:

NA

RECOMMENDATION / SUGGESTED MOTION:

NA

STAFF FOLLOW-UP:

TMO