

SELECTMEN'S MEETING
Friday, December 4, 2015
Selectmen Meeting Room
8:30 AM

AGENDA

ITEMS FOR INDIVIDUAL CONSIDERATION

- | | | |
|----|---|----------|
| 1. | Facilities Department FY2017 Budget Presentation (30 min.) | 8:30 AM |
| 2. | Recreation and Community Programs Department FY2017 Budget Presentation (30 min.) | 9:00 AM |
| 3. | Town Manager's FY2017 Budget Presentation (15 min.) | 9:30 AM |
| 4. | Town Committees FY2017 Budget Presentation (15 min.) | 9:45 AM |
| 5. | Finance Department FY2017 Budget Presentation (15 min.) | 10:00 AM |
| 6. | Board of Selectmen's FY2017 Budget Presentation (15 min.) | 10:15 AM |
| 7. | Future Meetings (5 min.) | 10:30 AM |
| 8. | Special Town Meeting Warrant 1 - Board Positions (10 min.) | 10:35 AM |

EXECUTIVE SESSION

- | | | |
|----|---|----------|
| 1. | Exemption 3: Collective Bargaining Update (20 min.) | 10:45 AM |
| 2. | Exemption 6: Update on Pelham Road Property (10 min.) | 11:05 AM |

ADJOURN

- | | | |
|----|--------------------------|----------|
| 1. | Approximate Adjourn Time | 11:15 AM |
|----|--------------------------|----------|

The next meeting of the Board of Selectmen is scheduled for December 7, 2015, at 6:00 p.m. in the Selectmen Meeting Room, 1625 Massachusetts Avenue.

There will be a FY2017 Budget Presentation Meeting on Monday, December 7, 2015, at 8:30 a.m. in the Selectmen Meeting Room.

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


Recorded by LexMedia

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Facilities Department FY2017 Budget Presentation (30 min.)

PRESENTER:

Pat Goddard, Director of Public
Facilities

ITEM NUMBER:

1.

SUMMARY:

See attached FY2017 Facilities Department Budget Presentation.

SUGGESTED MOTION:

FOLLOW-UP:

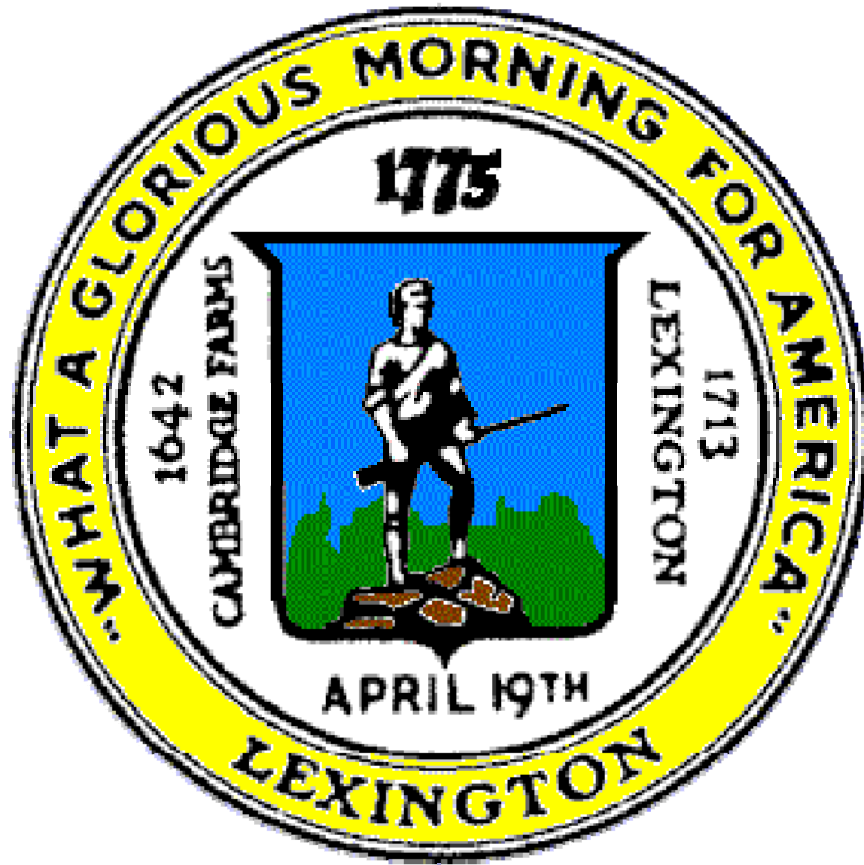
DATE AND APPROXIMATE TIME ON AGENDA:

12/4/2015

8:30 AM

ATTACHMENTS:

Description	Type
☐ Facilities Department Budget Presentation	Presentation



Department of Public Facilities
Requested Budget
Fiscal Year 2017

Submitted by:
Patrick Goddard, Director of Public Facilities

Board of Selectmen Presentation
December 4, 2015



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 2000 Shared Expenses

Subprogram: 2400 Public Facilities

Mission:

The mission of the Department of Public Facilities is to manage the efficient operation and maintenance of Town Buildings, preserve the facility and equipment assets of the Town, and plan and implement Capital improvements. This mission will be accomplished through establishing appropriate services in support of building users, fostering continuous improvement in delivery of services, and by establishing a 5 year Facility Capital plan through collaboration with the Permanent Building Committee and other Town committees.

Budget Overview:

The Department of Public Facilities (DPF) FY 2017 budget consists of three divisions: Educational Facility division, Municipal Facility division, and Shared Facility division. The DPF FY 2017 budget is a level services budget.

The Department of Public Facilities level service All Funds budget is decreasing \$47,137 or 0.45%. The General Fund budget is decreasing by \$85,515, or 0.85%. The main driver of this reduction is reduced electric and natural gas supply rates (utilities \$106,547 decrease) and small capital reduction of \$86,000 from FY 2016 one-time aerial bucket truck purchase. Compensation increase of \$140,766 (2.75%) includes projected COLA and step increases (projected for SEIU and AFSCME contracts expired June 30, 2015).

A new one year gas contract lowers supply costs and a full year of lower electric costs are offset by increasing electric capacity and solar carve out costs. Solar panels on school and town roofs are contributing a costs avoidance of \$115,500, which is recommend for contribution to the Building Renewal Fund. Increased rentals are resulting in increased utility expense transfer (\$18,000) to the rental revolving fund.

Department Goals

DPF Goals for 2017 include: Support the operation of the Community Center, support the School Master Plan, and implement other priority projects.



Town of Lexington
FY 2017 Budget Development

Departmental Budget Requests

Program: 2000 Shared Expenses

Subprogram: 2400 Public Facilities

Budget Summary

Funding Sources (All Funds)	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 9,669,741	\$ 9,898,969	\$ 10,078,631	\$ 9,993,116	\$ (85,515)	-0.85%
Revolving Funds						
Public Facilities Revolving Fund	\$ 391,166	\$ 383,781	\$ 420,866	\$ 458,835	\$ 37,969	9.02%
PEG Revolving Fund	\$ 10,000	\$ 13,970	\$ 20,516	\$ 20,926	\$ 410	2.00%
Total 2400 Public Facilities	\$ 10,070,907	\$ 10,296,720	\$ 10,520,014	\$ 10,472,877	\$ (47,137)	-0.45%

Appropriation Summary (All Funds)	FY 2014 Actual	FY 2015 Actual	FY 2016 Appropriated	FY 2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 4,714,174	\$ 4,925,160	\$ 5,119,651	\$ 5,274,617	\$ 154,966	3.03%
Expenses	\$ 5,354,004	\$ 5,367,065	\$ 5,387,237	\$ 5,178,710	\$ (208,527)	-3.87%
Benefits	\$ 2,728	\$ 4,495	\$ 13,126	\$ 19,550	\$ 6,424	48.94%
Total 2400 Public Facilities	\$ 10,070,907	\$ 10,296,720	\$ 10,520,014	\$ 10,472,877	\$ (47,137)	-0.45%

Program Summary (All Funds)	FY 2014 Actual	FY 2015 Actual	FY 2016 Appropriated	FY 2017 Request	Dollar Increase	Percent Increase
Education Facilities	\$ 7,206,946	\$ 7,385,377	\$ 7,318,860	\$ 7,343,998	\$ 25,138	0.34%
Municipal Facilities	\$ 1,793,617	\$ 1,754,897	\$ 1,954,776	\$ 1,919,262	\$ (35,514)	-1.82%
Shared Facilities	\$ 1,070,344	\$ 1,156,446	\$ 1,246,378	\$ 1,209,616	\$ (36,762)	-2.95%
Total 2400 Public Facilities	\$ 10,070,907	\$ 10,296,720	\$ 10,520,014	\$ 10,472,877	\$ (47,137)	-0.45%

Object Code Summary (All Funds)	FY 2014 Actual	FY 2015 Actual	FY 2016 Appropriated	FY 2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 4,188,097	\$ 4,383,139	\$ 4,699,756	\$ 4,832,909	\$ 133,152	2.83%
Overtime	\$ 526,078	\$ 542,021	\$ 419,894	\$ 441,708	\$ 21,814	5.20%
Personal Services	\$ 4,714,174	\$ 4,925,160	\$ 5,119,651	\$ 5,274,617	\$ 154,966	3.03%
Contractual Services	\$ 1,343,433	\$ 1,386,048	\$ 1,348,060	\$ 1,346,560	\$ (1,500)	-0.11%
Utilities	\$ 3,205,852	\$ 3,194,209	\$ 3,091,977	\$ 2,985,430	\$ (106,547)	-3.45%
Supplies	\$ 699,331	\$ 685,871	\$ 732,200	\$ 717,720	\$ (14,480)	-1.98%
Small Capital	\$ 105,389	\$ 100,937	\$ 215,000	\$ 129,000	\$ (86,000)	-40.00%
Expenses	\$ 5,354,004	\$ 5,367,065	\$ 5,387,237	\$ 5,178,710	\$ (208,527)	-3.87%
Benefits	\$ 2,728	\$ 4,495	\$ 13,126	\$ 19,550	\$ 6,424	48.9%
Total 2400 Public Facilities	\$ 10,070,907	\$ 10,296,720	\$ 10,520,014	\$ 10,472,877	\$ (47,137)	-0.45%

Appropriations Summary (General Fund Only)	FY 2014 Actual	FY 2015 Actual	FY 2016 Appropriated	FY 2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 4,482,549	\$ 4,689,947	\$ 4,861,394	\$ 5,002,406	\$ 141,012	2.90%
Expenses	\$ 5,184,464	\$ 5,204,527	\$ 5,217,237	\$ 4,990,710	\$ (226,527)	-4.34%
Total 2400 Public Facilities	\$ 9,667,013	\$ 9,894,474	\$ 10,078,631	\$ 9,993,116	\$ (85,515)	-0.85%

Appropriations Summary (Non-General Fund)	FY 2014 Actual	FY 2015 Actual	FY 2016 Appropriated	FY 2017 Request	Dollar Increase	Percent Increase
Personal Services	\$ 231,625	\$ 235,213	\$ 258,256	\$ 272,211	\$ 13,954	5.40%
Public Facilities Revolving Fund	\$ 221,625	\$ 221,243	\$ 242,663	\$ 256,065	\$ 13,402	5.52%
PEG Revolving Fund	\$ 10,000	\$ 13,970	\$ 15,594	\$ 16,146	\$ 552	3.54%
Expenses	\$ 169,541	\$ 162,538	\$ 170,000	\$ 188,000	\$ 18,000	10.59%
Public Facilities Revolving Fund	\$ 169,541	\$ 162,538	\$ 170,000	\$ 188,000	\$ 18,000	10.59%
Benefits	\$ 2,728	\$ 4,495	\$ 13,126	\$ 19,550	\$ 6,424	48.94%
Public Facilities Revolving Fund	\$ 2,728	\$ 4,495	\$ 8,204	\$ 14,770	\$ 6,566	80.04%
PEG Revolving Fund	\$ -	\$ -	\$ 4,922	\$ 4,780	\$ (143)	-2.90%
Total 2400 Public Facilities	\$ 403,894	\$ 402,246	\$ 441,382	\$ 479,761	\$ 38,378	8.70%



Town of Lexington

FY 2017 Budget Development

Program: 2000: Shared Expenses

Subprogram: Public Facilities

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Request
School Facilities 2410				
Maintenance Staff ¹	10	10	11	11
Custodian ²	48	48	48	49
Sub-total FTE	58	58	59	60
Municipal Facilities 2420				
Superintendent	0	0	0	0
Foreman ³	1	1	0	0
Technician ⁴	1	1	0	0
Custodian ⁵	9	9	10	10
Sub-total FTE	11	11	10	10
Shared Facilities 2430				
Administrative Asst - Facility Coordinator	1	1	1	1
Administrative Asst - Clerical/ Rental Administrator	1	1	1	1
Office Manager	1	1	1	1
Municipal Assistant - Part time	0.5	0.5	0.5	0.5
Director of Public Facilities	1	1	1	1
Assistant Director of Public Facilities	1	1	1	1
Superintendent of Custodial Services	1	1	1	1
Project Manager	1	1	1	1
Facility Superintendent	1	1	1	1
Facility Engineer	1	1	1	1
Event Manager ⁶	1	1	1	1
LHS Facility Manager	1	1	1	1
Sub-total FTE⁷	11.5	11.5	11.5	11.5
Total FTE	80.5	80.5	80.5	81.5

Notes:

¹ Two additional maintenance staff in FY 2014, funded from a reduction in contractual services (plumbing and carpentry) and due to new contract language that licensed staff can work in all DPF managed buildings.

² FY17 includes 1 additional staff at LHS resulting from two prefab buildings.

³ Foreman position replaced by Head Custodian position.

⁴ Municipal Technician replaced by Electrician in School (townwide) Maintenance Staff

⁵ Approved staff from FY 14 Program Improvement Requests: Three additional staff to maintain the property at 39 Marret Road, the Community Center site.

⁶ Event Manager hours increased to full time.

⁷ FTE count does not include full time Assistant Project Manager expensed to construction projects



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 2400 Public Facilities
Element: 2410 Education Facilities

Budget Description:

The Education Facilities division provides maintenance and custodial care, contracted services, landscaping, and utilities for school facilities. The budget includes 49 custodians and 11 maintenance employees.

The recommended FY 2017 General Fund budget reflects an increase of \$7,138 or 0.10%, over FY 2016.

This increase include \$46,132 for an additional custodian at Lexington High School (cleaning prefabs I & II) and \$67,054 for anticipated COLA and step increases since contract expiration of June 30, 2015.

A new gas contract for FY 2017 lowers supply cost 7.94% or \$56,316. The electric budget is decreasing, due to a full year at lower supply costosts, by 2.31% or \$32,205. The solar panels on school roofs result in an \$111,000 cost avoidance, which is recommended for contribution to the Capital Project Stabilization Fund. Increasing use of school facilities for rentals results in increasing electricity (\$12,000) and natural gas (\$6,000) expense transfers.

Division Goals:

DPF Goals for 2017 include: Continue to develop capabilities of Town wide maintenance staff with lower costs and improved service. Support implementation of School Master Plan with services extending to the LCP site.

Budget Data (by Object Code)

	Object	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Appropriation	FY 2017 Request	Dollar Increase	Percent Increase
19244111	SW 51441	REGULAR WAGES	\$ 2,303,511	\$ 2,373,353	\$ 2,435,961	\$ 2,510,671	\$ 74,710	3.07%
	OT 51541	OVERTIME	\$ 262,487	\$ 247,047	\$ 144,789	\$ 151,378	\$ 6,589	4.55%
Custodian Orgs	SW 51120	NIGHT DIFFERENTIAL (OTHER COMP)	\$ -	\$ -	\$ 88,404	\$ 86,284	\$ (2,120)	-2.40%
End in 111	SW 51144	LONGEVITY	\$ -	\$ -	\$ 23,000	\$ 23,000	\$ -	0.00%
	SW 51150	REGULAR PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	SW 51512	STIPENDS	\$ -	\$ 16,800	\$ 16,800	\$ 17,100	\$ 300	1.79%
Custodial			\$ 2,565,998	\$ 2,637,200	\$ 2,708,953	\$ 2,788,433	\$ 79,480	2.93%
19244221	SW 51442	REGULAR WAGES	\$ 543,514	\$ 588,039	\$ 605,159	\$ 619,385	\$ 14,226	2.35%
	OT 51540	OVERTIME	\$ 59,223	\$ 84,621	\$ 45,462	\$ 47,531	\$ 2,069	4.55%
Maintenance Orgs	SW 51120	NIGHT DIFFERENTIAL	\$ -	\$ -	\$ 5,940	\$ 4,505	\$ (1,435)	-
End in 221	SW 51144	LONGEVITY	\$ -	\$ -	\$ 3,200	\$ 4,000	\$ 800	-
	SW 51150	REGULAR PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	SW 51512	STIPENDS	\$ -	\$ 150	\$ 3,500	\$ 3,500	\$ -	-
Maintenance			\$ 602,736	\$ 672,810	\$ 663,261	\$ 678,921	\$ 15,660	2.36%
Sub-Total Compensation			\$ 3,168,734	\$ 3,310,010	\$ 3,372,215	\$ 3,467,354	\$ 95,139	2.82%
19254132	C 52120	PROFESSIONAL SERVICES	\$ 11,705	\$ 12,506	\$ 16,000	\$ 16,000	\$ -	0.00%
	C 52142	EQUIP-SERVICES & REPAIR	\$ 27,264	\$ 30,185	\$ 28,000	\$ 28,000	\$ -	0.00%
	S 54100	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	S 54131	SUPPLIES & MATERIALS	\$ 181,240	\$ 189,763	\$ 189,000	\$ 189,000	\$ -	0.00%
	S 54141	MILEAGE	\$ -	\$ -	\$ -	\$ -	\$ -	-
	S 54141	TRAVEL	\$ 899	\$ 2,933	\$ 4,000	\$ 4,000	\$ -	0.00%
	SC 54601	EQUIPMENT	\$ 21,254	\$ 17,759	\$ 30,000	\$ 30,000	\$ -	0.00%
Custodial Expenses			\$ 242,362	\$ 253,147	\$ 267,000	\$ 267,000	\$ -	0.00%
19264222	C 52110	CONTRACTUAL SERVICES	\$ 92,200	\$ 83,350	\$ 60,000	\$ 60,000	\$ -	0.00%
	C 52119	CONTRACTUAL SERVICES	\$ 336,100	\$ 362,509	\$ 340,000	\$ 340,000	\$ -	0.00%
	C 52141	FACILITIES SERVICE AND REPAIR	\$ 108,274	\$ 144,160	\$ 110,000	\$ 110,000	\$ -	0.00%
	C 52142	EQUIP-SERVICE & REPAIR	\$ 82,195	\$ 94,857	\$ 90,000	\$ 90,000	\$ -	0.00%
	C 52183	TRAVEL	\$ -	\$ 59	\$ -	\$ -	\$ -	-
	C 52186	PROF DEV & TRAINING	\$ 8,237	\$ 10,627	\$ 8,500	\$ 8,500	\$ -	0.00%
	S 54100	SCHOOL RELATED FACILITY CHRGS	\$ 27,451	\$ 35,245	\$ 35,000	\$ 35,000	\$ -	0.00%
	S 54131	SUPPLIES & MATERIALS	\$ 230,357	\$ 181,929	\$ 230,000	\$ 230,000	\$ -	0.00%
	S 54601	EQUIPMENT	\$ -	\$ 586	\$ -	\$ -	\$ -	-
	S 58215	SCH FACIL OP ROOF REPAIRS	\$ 22,961	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0.00%
Maintenance Expenses			\$ 907,774	\$ 948,323	\$ 908,500	\$ 908,500	\$ -	0.00%
19274212	C 52110	CONTRACTUAL SERVICES	\$ 41,454	\$ 43,500	\$ 50,000	\$ 50,000	\$ -	0.00%
	C 52140	LANDSCAPING MAINTENANCE	\$ 51,596	\$ 44,890	\$ 65,000	\$ 65,000	\$ -	0.00%
	C 52142	EQUIP-SERVICE AND REPAIR	\$ 39,169	\$ 33,168	\$ 40,000	\$ 40,000	\$ -	0.00%
	U 52208	GASOLINE	\$ 33,784	\$ 41,381	\$ 34,000	\$ 34,000	\$ -	0.00%
	S 54100	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	S 54131	SCH FACIL GRNDS SUPP & MATERIAL	\$ 1,997	\$ 28,880	\$ 3,000	\$ 3,000	\$ -	0.00%
	S 54160	CLOTH & SAFE EQUIP	\$ 17,901	\$ 16,664	\$ 25,000	\$ 25,520	\$ 520	2.08%
	SC 54601	OPER FACILITIES & EQUIPMENT	\$ 34,080	\$ 18,648	\$ 35,000	\$ 35,000	\$ -	0.00%
Landscaping Expense			\$ 219,982	\$ 227,131	\$ 252,000	\$ 252,520	\$ 520	0.21%
19244132	U 52201	ELECTRICITY	\$ 1,457,787	\$ 1,479,890	\$ 1,395,415	\$ 1,363,210	\$ (32,205)	-2.31%
	U 52202	OIL HEATING	\$ -	\$ -	\$ -	\$ -	\$ -	-
19244122	U 52203	NATURAL GAS	\$ 796,423	\$ 753,279	\$ 709,330	\$ 653,014	\$ (56,316)	-7.94%
	U 52204	WATER/SEWER	\$ 40,713	\$ 61,920	\$ 50,000	\$ 50,000	\$ -	0.00%
	U 52205	NETWORK & COMMUNICATIONS	\$ 8,138	\$ 7,835	\$ 8,400	\$ 8,400	\$ -	0.00%
	U 52206	TELEPHONE	\$ 80,854	\$ 65,211	\$ 60,000	\$ 60,000	\$ -	0.00%
	U 52208	DIESEL	\$ 898	\$ 276	\$ 1,000	\$ 1,000	\$ -	-
Utility Expenses			\$ 2,384,813	\$ 2,368,410	\$ 2,224,145	\$ 2,135,624	\$ (88,521)	-3.98%
Sub-total Expenses			\$ 3,754,930	\$ 3,797,012	\$ 3,651,645	\$ 3,563,644	\$ (88,001)	-2.41%
Total General Fund- Education Facilities			\$ 6,923,665	\$ 7,107,021	\$ 7,023,860	\$ 7,030,998	\$ 7,138	0.10%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Revolving Fund

Public Facilities Building Rental Revolving Fund

	Object	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Appropriation	FY 2017 Request	Dollar Increase	Percent Increase	
	SW	51110	REGULAR WAGES	\$ -	\$ -	\$ -	\$ -	-	
	OT	51130	OVERTIME	\$ 123,740	\$ 125,818	\$ 135,000	\$ 135,000	\$ -	-100.00%
	SW	51150	REGULAR PART TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services			\$ 123,740	\$ 125,818	\$ 135,000	\$ 135,000	\$ -	-100.00%	
	C	52141	SERVICE AND REPAIR	\$ 78,646	\$ 75,000	\$ 79,000	\$ 79,000	\$ -	-100.00%
	U	52201	ELECTRICITY	\$ 24,000	\$ 24,000	\$ 24,000	\$ 36,000	\$ 12,000	-100.00%
	U	52203	NATURAL GAS	\$ 12,000	\$ 12,000	\$ 12,000	\$ 18,000	\$ 6,000	-100.00%
	S	54131	SUPP & MAINT	\$ 44,895	\$ 41,538	\$ 45,000	\$ 45,000	\$ -	-100.00%
Expenses			\$ 159,541	\$ 152,538	\$ 160,000	\$ 178,000	\$ 18,000	-100.00%	
Total Revolving Fund-Education Facilities			\$ 283,281	\$ 278,356	\$ 295,000	\$ 313,000	\$ 18,000	6.10%	
Total 2410 Education Facilities			\$ 7,206,946	\$ 7,385,377	\$ 7,318,860	\$ 7,343,998	\$ 25,138	0.34%	



Departmental Budget Requests

Program: 2400 Public Facilities
Element: 2420 Municipal Facilities

Budget Description:

The Municipal Facilities division provides maintenance and custodial care, contracted services, and utilities for municipal facilities. The budget includes nine (9) custodians and one (1) head custodian.

The recommended FY 2017 General Fund budget reflects a decrease of \$45,514 or 2.37% from FY 2016. This level service budget includes step increases and a COLA for employees with a labor agreement expiring 6/30/2015, amounting to \$10,164. Operating costs are projected down \$15,000 due to a one time FY 2016 \$15,000 budget for Community Center audio visual equipment additions.

A new gas rate for FY 2017 is resulting in a \$10,578 savings for natural gas, and the electric budget is down \$25,948 (4.57%) due to a full year on a lower supply costs. The solar panels on Cary Memorial Library are expected to yield a \$4,500 cost avoidance, which is recommended for contribution to the Capital Project Stabilization Fund.

Division Goals:

DPF Goals for 2017 include: 1) Support operation of the Community Center, Cary Memorial Building Events and prioritized projects.

Budget Data (by Object Code)

	Object	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Appropriation	FY 2017 Request	Dollar Increase	Percent Increase
10019201	SW 51110	REGULAR WAGES	\$ 342,899	\$ 330,578	\$ 444,340	\$ 447,789	\$ 3,449	0.78%
	SW 51120	OTHER COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	-
	OT 51130	OVERTIME	\$ 57,595	\$ 79,146	\$ 67,544	\$ 70,607	\$ 3,064	4.54%
	SW 51144	LONGEVITY	\$ -	\$ -	\$ 800	\$ 800	\$ -	0.00%
	SW 51150	REGULAR P/T WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	SW 51151	SEASONAL P/T WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	SW 51512	STIPENDS	\$ -	\$ 2,100	\$ 3,000	\$ 3,000	\$ -	0.00%
			\$ 400,493	\$ 411,824	\$ 515,684	\$ 522,196	\$ 6,512	1.26%
<i>Sub-Total Compensation</i>			\$ 400,493	\$ 411,824	\$ 515,684	\$ 522,196	\$ 6,512	1.26%
10019212	C 52119	CONTRACTUAL SERVICES	\$ 128,216	\$ 120,638	\$ 134,000	\$ 134,000	\$ -	0.00%
	C 52142	EQUIP. SERVICE & REPAIR	\$ 1,614	\$ 1,009	\$ 2,000	\$ 2,000	\$ -	0.00%
	S 54131	SUPPLIES & MATERIALS	\$ 43,856	\$ 47,766	\$ 48,200	\$ 48,200	\$ -	0.00%
	SC 54601	EQUIPMENT	\$ 5,002	\$ 10,730	\$ 12,000	\$ 12,000	\$ -	0.00%
		Custodial Expenses	\$ 178,688	\$ 180,143	\$ 196,200	\$ 196,200	\$ -	0.00%
10019222	C 52119	CONTRACTUAL SERVICES	\$ 104,118	\$ 129,785	\$ 105,000	\$ 105,000	\$ -	0.00%
	C 52141	SERVICE & REPAIR	\$ 99,233	\$ 88,500	\$ 105,000	\$ 105,000	\$ -	0.00%
	C 52142	EQUIP SVC & REPAIR	\$ 96,483	\$ 79,164	\$ 80,000	\$ 80,000	\$ -	0.00%
	C 52151	TN FACIL OP BUILDING RENTAL	\$ 18,584	\$ 19,560	\$ 19,560	\$ 19,560	\$ -	0.00%
	C 52186	PROFESSIONAL DEVELOPMENT	\$ -	\$ 2,439	\$ 1,000	\$ 1,000	\$ -	0.00%
	C 52192	COMM & NTRWK SUPP	\$ -	\$ -	\$ -	\$ -	\$ -	-
	S 54100	TOWN RELATED FACILITY CHARGES	\$ 41,155	\$ 9,771	\$ 25,000	\$ 10,000	\$ (15,000)	-60.00%
	S 54131	OPERATING SUPPLIES & MATERIALS	\$ 61,412	\$ 55,172	\$ 65,000	\$ 65,000	\$ -	0.00%
	S 54160	CLOTH & SAFE EQUIPMENT	\$ -	\$ 2,230	\$ 2,000	\$ 2,000	\$ -	0.00%
	S 58215	ROOF REPAIRS	\$ 7,122	\$ 17,190	\$ 10,000	\$ 10,000	\$ -	0.00%
		Maintenance Expenses	\$ 428,106	\$ 403,810	\$ 412,560	\$ 397,560	\$ (15,000)	-3.64%
10019202	C 52183	MILEAGE	\$ -	\$ 53	\$ -	\$ -	\$ -	-
	C 52186	PROF DEV	\$ 759	\$ -	\$ -	\$ -	\$ -	-
	C 52192	COMM & NTRWK SUPP	\$ 3,234	\$ 3,000	\$ 3,500	\$ 3,500	\$ -	-
	U 52200	MAINTENANCE UTILITIES	\$ -	\$ 79	\$ -	\$ -	\$ -	-
	U 52201	ELECTRICITY	\$ 472,412	\$ 490,273	\$ 568,129	\$ 542,181	\$ (25,948)	-4.57%
	U 52202	OIL HEAT	\$ 4,868	\$ -	\$ 3,500	\$ 2,000	\$ (1,500)	-42.86%
	U 52203	NATURAL GAS	\$ 208,840	\$ 188,285	\$ 179,453	\$ 168,875	\$ (10,578)	-5.89%
	U 52204	WATER/SEWER	\$ 10,974	\$ 12,894	\$ 12,000	\$ 13,000	\$ 1,000	8.33%
	U 52205	NETWORK AND COMM	\$ -	\$ -	\$ -	\$ -	\$ -	-
	U 52206	TELEPHONE	\$ 49,603	\$ 50,345	\$ 30,000	\$ 30,000	\$ -	0.00%
	U 52207	MOBILE DEVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	U 52208	DIESEL	\$ 1,067	\$ 1,727	\$ 750	\$ 750	\$ -	-
	S 54100	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	S 54160	CLOTHING	\$ 2,450	\$ 707	\$ -	\$ -	\$ -	-
	SC 54601	EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
		Utility Expenses	\$ 754,208	\$ 747,363	\$ 797,332	\$ 760,306	\$ (37,026)	-4.64%
10019232	S 54131	SUPPLIES & MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -	-
	SC 54601	EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
		Landscaping Expense	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-Total Expenses</i>			\$ 1,361,002	\$ 1,331,316	\$ 1,406,092	\$ 1,354,066	\$ (52,026)	-3.70%
Total General Fund- Municipal Facilities			\$ 1,761,495	\$ 1,743,141	\$ 1,921,776	\$ 1,876,262	\$ (45,514)	-2.37%



Departmental Budget Requests

Revolving Fund

Public Facilities Building Rental Revolving Fund

	Object	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Appropriation	FY 2017 Request	Dollar Increase	Percent Increase
	SW 51110	REGULAR WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	OT 51130	OVERTIME	\$ 22,122	\$ 1,757	\$ 23,000	\$ 33,000	\$ 10,000	43.48%
	SW 51150	REGULAR PART TIME WAGES			\$ -	\$ -	\$ -	-
Personal Services			\$ 22,122	\$ 1,757	\$ 23,000	\$ 33,000	\$ 10,000	43.48%
	C 52141	SERVICE AND REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	-
	U 52201	ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
	U 52203	NATURAL GAS	\$ -	\$ -	\$ -	\$ -	\$ -	-
	S 54131	SUPP & MAINT	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.00%
Expenses			\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.00%
Total Revolving Fund-Municipal Facilities			\$ 32,122	\$ 11,757	\$ 33,000	\$ 43,000	\$ 10,000	30.30%
Total 2420 Municipal Facilities			\$ 1,793,617	\$ 1,754,897	\$ 1,954,776	\$ 1,919,262	\$ (35,514)	-1.82%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 2400 Public Facilities
Element: 2430 Shared Facilities

Budget Description:

The recommended FY 2017 General Fund budget reflects a decrease of \$47,140 or 4.16%, over FY 2016. This includes an increase in general fund compensation of \$39,360, or 4.04% for COLA, merit and individual contracts. Other Equipment is reduced \$86,000, or 63.24%, due to the one time purchase of an Aerial bucket truck in FY 2016. For FY 2017, DPF is recommending to replace one trade van and one administrative vehicle, at a cost of \$50,000.

Division Goals:

The Department of Public Facilities administrative staff develops and implements the programs that provide services for the Town and School buildings.

DPF Goals for 2017 include: Support the operation of the Cary Memorial Building events, Cary Memorial Library renovation, and support the operations of the Lexington Community Center and support the development of public safety building projects.

Budget Data (by Object Code)

Org	Object	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Appropriation	FY 2017 Request	Dollar Increase	Percent Increase
10019281	SW 51110	REGULAR WAGES	\$ 886,536	\$ 933,680	\$ 927,108	\$ 967,429	\$ 40,321	4.35%
	SW 51120	NIGHT DIFFERENTIAL	\$ -		\$ 15,600	\$ 15,600	\$ -	-
	OT 51130	OVERTIME	\$ 911	\$ 2,535	\$ -		\$ -	-
	SW 51151	PT WAGES	\$ 17,874	\$ 20,898	\$ 19,787	\$ 18,826	\$ (961)	-
	SW 51512	STIPENDS	\$ 8,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ -	0.00%
<i>Sub-total Compensation</i>			\$ 913,321	\$ 968,113	\$ 973,495	\$ 1,012,856	\$ 39,360	4.04%
10019282	C 52142	EQUIP-SERVICE & REPAIR	\$ -		\$ -		\$ -	-
	C 52180	CATERING/MEALS	\$ 93	\$ 1,794	\$ 500	\$ 1,000	\$ 500	100.00%
	C 52183	MILEAGE	\$ 944	\$ 566	\$ 1,000	\$ 1,000	\$ -	0.00%
	C 52182	LEASE PAYMENTS	\$ -		\$ -		\$ -	-
	C 52186	PROFESSIONAL DEVELOPMENT	\$ 13,316	\$ 4,727	\$ 10,000	\$ 8,000	\$ (2,000)	-20.00%
	U 52200	UTILITIES	\$ -		\$ -		\$ -	-
	U 52205	FACILITIES ADMIN NETWK & COMM	\$ -		\$ -		\$ -	-
	U 52207	MOBILE DEVICES	\$ 3,490	\$ 4,815	\$ 4,000	\$ 5,000	\$ 1,000	25.00%
	S 54100	SUPPLIES	\$ -		\$ -		\$ -	-
	S 54131	FACILITIES ADMIN SUPP & MATS	\$ 5,636	\$ 10,497	\$ 6,000	\$ 6,000	\$ -	0.00%
	SC 54601	EQUIPMENT	\$ 3,137	\$ 5,062	\$ 2,000	\$ 2,000	\$ -	0.00%
	SC 54707	OTHER EQUIPMENT	\$ 41,916	\$ 48,738	\$ 136,000	\$ 50,000	\$ (86,000)	-63.24%
<i>Sub-Total Expenses</i>			\$ 68,531	\$ 76,199	\$ 159,500	\$ 73,000	\$ (86,500)	-54.23%
Total General Fund- Shared Facilities			\$ 981,853	\$ 1,044,312	\$ 1,132,995	\$ 1,085,856	\$ (47,140)	-4.16%
Revolving Funds								
Public Facilities Building Rental Revolving Fund								
	SW 51110	REGULAR WAGES	\$ 75,763	\$ 92,570	\$ 80,563	\$ 83,873	\$ 3,310	4.11%
	OT 51130	OVERTIME	\$ -	\$ 1,098	\$ 4,100	\$ 4,192	\$ 92	2.25%
	SW 51150	REGULAR PART TIME WAGES	\$ -	\$ -	\$ -		\$ -	-
<i>Sub-Total Personal Services</i>			\$ 75,763	\$ 93,668	\$ 84,663	\$ 88,065	\$ 3,402	4.02%
	C 52141	SERVICE AND REPAIR	\$ -	\$ -	\$ -		\$ -	-
	U 52201	ELECTRICITY	\$ -	\$ -	\$ -		\$ -	-
	U 52203	NATURAL GAS	\$ -	\$ -	\$ -		\$ -	-
	S 54131	SUPP & MAINT	\$ -	\$ -	\$ -		\$ -	-
<i>Sub-Total Expenses</i>			\$ -	\$ -	\$ -		\$ -	-
	59100	BENEFITS	\$ 2,728	\$ 4,495	\$ 8,204	\$ 14,770	\$ 6,566	80.0%
<i>Sub-Total Benefits</i>			\$ 2,728	\$ 4,495	\$ 8,204	\$ 14,770	\$ 6,566	80.0%
Total Building Revolving Fund			\$ 78,491	\$ 98,163	\$ 92,866	\$ 102,835	\$ 9,969	10.73%
PEG Revolving Fund								
	SW 51110	REGULAR WAGES	\$ 10,000	\$ 13,970	\$ 15,594	\$ 16,146	\$ 552	3.54%
<i>Sub-Total Personal Services</i>			\$ 10,000	\$ 13,970	\$ 15,594	\$ 16,146	\$ 552	3.54%
	59100	BENEFITS	\$ -	\$ -	\$ 4,922	\$ 4,780	\$ (143)	-2.90%
<i>Sub-Total Benefits</i>			\$ -	\$ -	\$ 4,922	\$ 4,780	\$ (143)	-2.90%
Total PEG Revolving Fund			\$ 10,000	\$ 13,970	\$ 20,516	\$ 20,926	\$ 410	2.00%
Total Revolving Funds- Shared Facilities			\$ 88,491	\$ 112,133	\$ 113,382	\$ 123,761	\$ 10,378	9.15%
Total 2430 Shared Facilities			\$ 1,070,344	\$ 1,156,446	\$ 1,246,378	\$ 1,209,616	\$ (36,762)	-2.95%



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Townwide Roofing Program **Date:** 29-Oct-08
Project ID Number: 561 **Revision Date:** 28-Sep-15
Submitted By: Shawn Newell **Department:** Public Facilities **Priority** 1
First Year Submission? **Phone #:** 781-274-8960 **E-mail** snewell@ci.lexington.ma.us

Description of Project:

The Department of Public Facilities maintains a 20 year Roof Master Plan. A priority for this year is to stop water infiltration into the Central Administration Building with a specific focus on the front A-framed roof. The LHS Field House roof is now slated for FY 2018, the Central Administration flat roof and Diamond roofs scheduled for FY 2019, followed by Bridge School and then LHS roofs.

Justification/Benefit:

Water leaks create significant issues in an educational, office and program environment. To prevent water leaks at the Central Administration Building, an internal venting systems and external heat tape were installed, but due to significant snow falls this has not been effective. This plan for next summer is to remove the roof shingles from the front elevation and add ice and water shield under the new shingles and add venting.

Impact if not completed:

Water infiltration and ice dams will continue to damage furnishings, property, and building components. Potential for indoor air quality issues will continue to be at a higher risk. DPF is looking to accelerate the schedule for replacement of half of the Central Office shingled roof to accommodate a solution to this ongoing water infiltration issue.

Timeframe:

Replace. Freq:

20 Years

Stakeholders:

Students, Teachers, Public, Administrators

Operating Budget Impact:

Approximately \$50,000 is budgeted for emergency leak repairs. Replacement of the roofing systems could result in reducing this expenditure, as well as reducing time custodians clean up and administrative time to insurance claims from these water leaks. With large snow accumulations, failure to repair this ongoing issue will result in additional insurance claims and building productivity.

Cost Analysis:

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

Capital Funding Request

561	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$15,000	\$35,800	\$87,500	\$161,000	\$362,049	\$661,349
Construction	\$145,400	\$358,000	\$875,000	\$1,611,384	\$3,620,497	\$6,610,281
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$16,000	\$39,400	\$96,000	\$161,000	\$362,049	\$674,449
Totals	\$176,400	\$433,200	\$1,058,500	\$1,933,384	\$4,344,595	\$7,946,079
CPA Amt. Req.	\$0	\$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:

Roof Master Plan report produced by Russo-Barr Associates, building envelope consultant, identifies construction costs, escalated at 4%. Design/Engineer cost is 10% of construction cost. Contingency is 10% of total Design/Engineer + Construction cost.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: School Building Envelopes and Systems Program **Date:** 29-Oct-08
Project ID Number: 562 **Revision Date:** 11-Nov-15
Submitted By: Shawn Newell **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781-274-8960 **E-mail:** snewell@exingtonma.gov

Description of Project:

This project is requesting funds to perform annual prioritized extraordinary repairs and modifications to school buildings and systems. FY 2017 will prioritize the Central Administration Building's window repairs and caulking replacement.

Justification/Benefit:

To properly maintain the buildings operated by the Schools will require continual investment in the building envelope and systems. This includes repair of damaged panels and siding, caulking and weatherproofing windows and doors, and painting the wood exterior on an as needed basis (approximately seven years) .

Impact if not completed:

Without continual maintenance the building exterior will continue to deteriorate, allowing more moisture to become entrapped in the envelope and propagate cracks through the freeze thaw cycle.

Timeframe:

System wide annually, on a priority basis to each school building

Replace. Freq:

0 Years

Stakeholders:

School users, public.

Operating Budget Impact:

Operating budget will continue to fund small, individual items such as failure of a specific door or window or small painting projects.

Cost Analysis:

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

Capital Funding Request

562	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$18,000	\$19,000	\$20,000	\$23,100	\$24,000	\$104,100
Construction	\$197,000	\$202,000	\$206,000	\$208,500	\$213,400	\$1,026,900
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$215,000	\$221,000	\$226,000	\$231,600	\$237,400	\$1,131,000
CPA Amt. Req.	\$0	\$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:

Budget estimated, to perform priority projects on a yearly basis. Continuation of building envelope at 2.5% annual increase.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: LHS Heating Systems Upgrade **Date:** 28-Oct-08
Project ID Number: 564 **Revision Date:** 12-Nov-15
Submitted By: Shawn Newell **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781-274-8960 **E-mail:** snewell@ci.lexington.ma.us

Description of Project:

2015 Annual Town Meeting, Article 18F, funded \$150,000 to evaluate options to determine the most cost effective approach to replace HVAC equipment that has operated beyond its useful life and to improve the educational environment of the LHS main building. This includes converting the steam boilers and steam unit ventilators to a highly efficient condensing boiler and hot water distribution system. This project is requesting design development and construction documents funding so that construction funds can be requested at a future Town Meeting.

Justification/Benefit:

The HVAC systems for LHS are at varying points in their life cycles. The steam system and unit ventilators have been identified for several years as needing replacement. The roof top units installed in 2000 and 2003 are approaching the end of their life cycle. The proposed project will design a new system that will improve the environment for education (reduce noise, better temperature control, partial cooling) while also making the systems energy efficient, easier to maintain, and reliable.

Impact if not completed:

The HVAC system at LHS Main Building includes unreliable pneumatic controls with old steam unit ventilators. This combination results in poor temperature control, noisy classrooms, and the potential for indoor air quality issues.

Timeframe:

Five years

Replace. Freq:

20 Years

Stakeholders:

LHS students, teachers, administrators, public.

Operating Budget Impact:

Cost estimate are based off of comparable square footage rates that have been estimated for Diamond Middle School. \$50/Sqft x 200,000= \$10,000,000.

Cost Analysis:

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

Capital Funding Request

564	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$186,000	\$514,000	\$0	\$0	\$0	\$700,000
Construction	\$0	\$12,350,000	\$0	\$0	\$0	\$12,350,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$186,000	12,864,000	\$0	\$0	\$0	\$13,050,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:

RW Sullivan analysis



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Municipal Building Envelopes and Systems **Date:** 01-Oct-08
Project ID Number: 647 **Revision Date:** 11-Nov-15
Submitted By: Shawn Newell **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781-274-8960 **E-mail:** snewell@lexingtonma.gov

Description of Project:

This request is for continued funding of Municipal Building Envelopes and Systems projects as approved in a 2006 operating override in the amount of \$150,000, annually increased by 2.5%. This year's request intends to implement extraordinary repairs at Cary Memorial Library, including the south entrance door system and improvements to mitigate large amounts of ice dams that form during the winter season.

Justification/Benefit:

Cary Memorial Library west and south entrances and egresses have been closed to the community due to several issues involving the large volume of ice dams, frost heave at the main exterior doors and damage that occurs as delivery vehicles hit the overhang of the south entrance.

Impact if not completed:

Town buildings and structures will depreciate and not meet the continuing needs of the community.

Timeframe:

This is an on-going capital request, as the public building infrastructure will always need to be maintained, repaired, and upgraded.

Replace. Freq:

10 Years

Stakeholders:

Town staff, Lexington residents

Operating Budget Impact:

The projects within this program do not increase the size of the public building stock and therefore do not result in increased utility usage or maintenance costs.

Cost Analysis:

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

Capital Funding Request

647	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$15,000	\$15,000	\$16,000	\$17,000	\$17,500	\$80,500
Construction	\$172,329	\$177,012	\$180,812	\$184,732	\$189,350	\$904,235
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$187,329	\$192,012	\$196,812	\$201,732	\$206,850	\$984,735
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:

Budget estimated, to perform priority projects on a yearly basis. Continuation of building envelope at 2.5% annual increase.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Building Flooring Program **Date:** 18-Oct-09
Project ID Number: 653 **Revision Date:** 13-Oct-15
Submitted By: Shawn Newell **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781-274-8960 **E-mail:** snewell@ci.lexington.ma.us

Description of Project:

This is an Annual Program that was initiated in FY2011 to replace flooring systems to maintain clean and safe spaces. In FY 2017, flooring systems in Cary Memorial Library will be replaced at a value of approximately \$50,000, in coordination with a planned renovation of interior spaces. Replacement of additional spaces will be prioritized in the spring of 2016.

Justification/Benefit:

Flooring systems must be replaced periodically to insure the surfaces are safe and cleanable. Broken and failed systems can become tripping hazards and/or harborage areas for bacteria and water.

Impact if not completed:

Without adequate funding for replacement, flooring systems will potentially develop into unsafe conditions and become tripping hazards and difficult to clean.

Timeframe:

Annual

Replace. Freq:

15 Years

Stakeholders:

Building users, employees, and community.

Operating Budget Impact:

None

Cost Analysis:

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

Capital Funding Request

653	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$25,000	\$12,500	\$0	\$0	\$0	\$37,500
Construction	\$125,000	\$137,500	\$125,000	\$125,000	\$125,000	\$637,500
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$150,000	\$150,000	\$125,000	\$125,000	\$125,000	\$675,000
CPA Amt. Req.	\$0	\$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:

Flooring contract is bid for square foot pricing to maximize use of funds. The plan for FY 2017 includes studying the cause of the moisture infiltration under the Fiske cafeteria floor for a FY 2018 recommendation to eliminate the ongoing issue.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: School Paving Program **Date:** 14-Oct-10
Project ID Number: 698 **Revision Date:** 18-Nov-15
Submitted By: Shawn Newell **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781 274 8960 **E-mail:** snewell@lexingtonma.gov

Description of Project:

This program funds paving replacement on school grounds. Annual Town Meeting 2015 Article 18J funded paving improvements at Bowman School. This work will be implemented in the summer of 2016. This year's priority is to fund improvements to Harrington Elementary School/Central Administration and study further priorities for other school buildings.

Justification/Benefit:

Extraordinary repairs for school paving areas are necessary to maintain parking and pedestrian surfaces in a condition suitable for public use.

Impact if not completed:

Additional paving replacements are required at school buildings to deteriorated surfaces with severe cracking. If this program is not funded, these conditions will continue.

Timeframe:

Annual

Replace. Freq:

0 Years

Stakeholders:

Community, students, parents, staff

Operating Budget Impact:**Cost Analysis:**

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

Capital Funding Request

698	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$16,000	\$17,000	\$18,000	\$18,600	\$19,500	\$89,100
Construction	\$137,750	\$140,593	\$143,901	\$147,400	\$150,348	\$719,992
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$153,750	\$157,593	\$161,901	\$166,000	\$169,848	\$809,092
CPA Amt. Req.	\$0	\$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:



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Public Facilities Bid Documents **Date:** 17-Sep-11
Project ID Number: 749 **Revision Date:** 12-Sep-14
Submitted By: Pat Goddard **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781-274-8958 **E-mail:** pgoddard@lexingtonma.gov

Description of Project:

This project appropriates a fund for professional services to produce design development, construction documents, and/or bid administration services for projects. Eligible projects would be projects seeking authorization at the Annual Town Meeting that have a high probability of approval and the intended schedule would be unattainable if the project design process could not begin until after the close of Annual Town Meeting.

Justification/Benefit:

Public Facilities manages projects for school buildings with very short construction windows due to the academic calendar. With the Annual Town Meeting closing in late April or early May, there is insufficient time to obtain professional services for bid documents, complete the bidding process, and implement the project before school is back in session. With this available fund, projects that have a high probability of approval at Town Meeting can be developed with sufficient time to implement them in the same calendar year as Town Meeting.

Impact if not completed:

Impact if not completed is to delay implementation of projects for 12 months or use available operating dollars to supplement capital projects.

Timeframe:

Replace. Freq:

1 Years

Stakeholders:

Public Facilities and project stakeholders

Operating Budget Impact:

Cost Analysis:

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

Capital Funding Request

749	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:

In the previous years \$75,000 has been requested. Last year this was insufficient and the request is being increased to \$100,000.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Visitors Center **Date:** 13-Oct-11
Project ID Number: 835 **Revision Date:** 10-Sep-15
Submitted By: Pat Goddard/Shawn Newell **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781-274-8960 **E-mail:** snewell@lexingtonma.gov

Description of Project:

2014 Annual Town Meeting appropriated \$220,608 in funds to develop a renovation design and construction documents for the Visitors Center. The Board of Selectmen have approved a preliminary program for the Visitors Center and an architect has been contracted to seek stakeholder and public input into a final program and schematic design. At this time the work is continuing, and it is not certain that the work will progress sufficiently for construction funding for FY 2017.

Justification/Benefit:

Originally opened in 1970, in anticipation of the nation's bicentennial, the visitor center has served as an information hub to Lexingtonians as well as millions of guests from around the world since it was built. On an annual basis, this building by far sees more foot traffic than any other town-owned building, with over 100,000 visitors annually, utilizing the restrooms. The last upgrade to the facility was when the restrooms were made handicap accessible 10 years ago. Since then, it has been used by over 1,000,000 visitors.

Impact if not completed:

Today's visitors seek a different kind of service than they did over five decades ago, when the building was built. Lexington has focused on improving its visitors' experience, and so failure to modernize will prevent us from maximizing the economic development opportunities that exist.

Timeframe:

Design development and construction documents in FY2015 and FY 2016. Expectation that work would begin at the close of the season in the fall calendar 2016. This project will be timed to have minimal impact on the tourist season.

Replace. Freq:

0 Years

Stakeholders:

Lexington taxpayers, local businesses, international and national visitors

Operating Budget Impact:

Potential operating impact might be additional utility costs and cleaning services. Current utility costs are about \$6,000/ year, and with LEED stretch energy code requirements it is not expected that this would increase more than 25%.

Cost Analysis:

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

Capital Funding Request

835	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$53,930	\$0	\$0	\$0	\$0	\$53,930
Construction	\$1,517,250	\$0	\$0	\$0	\$0	\$1,517,250
Equipment	\$320,000	\$0	\$0	\$0	\$0	\$320,000
Contingency	\$189,118	\$0	\$0	\$0	\$0	\$189,118
Totals	\$2,080,298	\$0	\$0	\$0	\$0	\$2,080,298
CPA Amt. Req.	\$675,727	\$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:

Lexington Visitor Center Programmatic Report, January 20, 2012, escalated 19% for FY 2016 construction. Assumed 39.5% is CPA eligible. (2,591 sqft current/6,566 sqft expanded.) Educational exhibit budget,\$400,000, from Wondercraft.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Hastings School Renovation/Replacement **Date:** 17-Oct-12

Project ID Number: 870 **Revision Date:** 14-Sep-15

Submitted By: Pat Goddard **Department:** Public Facilities **Priority:** 1

First Year Submission? **Phone #:** 781 274 8958 **E-mail:** pgoddard@lexingtonma.gov

Description of Project:

The School Committee and Board of Selectmen approved for the Superintendent to submit a Statement of Interest (SOI) to the Massachusetts School Building Authority (MSBA) in February and March of 2015. The SOI outline the districts need to have a study performed on the Hastings Elementary School due to overcrowding and the age of existing building systems. Response from the MSBA is anticipated in the fall 2015. If the response is positive, the Town would have 90 days to seek Town Meeting approval of project funding for a Feasibility and Schematic Design Study. If all this comes to pass, the MSBA would reimburse Lexington for part of the work, at a percentage to be determined, but the percentage is expected to be a minimum of 32%.

Justification/Benefit:

The Hastings Elementary School has several program and physical deficiencies that need to be evaluated for appropriate resolution.

Impact if not completed:

Included in 10 year plan, may be updated.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

Hastings community

Operating Budget Impact:

Cost Analysis:

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

Capital Funding Request

870	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$1,500,000	\$0	\$0	\$0	\$0	\$1,500,000
Construction	\$0	\$57,500,000	\$0	\$0	\$0	\$57,500,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$1,500,000	\$57,500,000	\$0	\$0	\$0	\$59,000,000
CPA Amt. Req.	\$0	\$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:

Costs used from DiNisco planning documents.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Community Center Enhancements **Date:** 30-Sep-13

Project ID Number: 892 **Revision Date:** 11-Sep-15

Submitted By: Pat Goddard/Mark Barrett **Department:** Public Facilities **Priority** 1

First Year Submission? **Phone #:** 781-274-8958 **E-mail** pgoddard@lexingtonma.gov

Description of Project:

The Town of Lexington purchased the 39 Marrett Road property from the Scottish Rite, renovated the building, and opened the Lexington Community Center in June of 2015. After being in operation for nearly three months, a few improvements are requested to enhance staff awareness, occupant safety and improve room use and program flexibility. This request includes funding to installation of a dividing partition in one of the busy program rooms, and adding additional security cameras in areas of the building currently lacking coverage.

Justification/Benefit:

The dividing partition will allow increased use and flexibility in a highly utilized space allowing multiple programs to run simultaneously. The additional cameras will alert staff more readily to any potential accidents and or issues in the building that presently do not have coverage.

Impact if not completed:

Improved operation and use of the facility would not be achieved

Timeframe:

To be Complete during FY17

Replace. Freq:

0 Years

Stakeholders:

Community

Operating Budget Impact:

Cost Analysis:

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

Capital Funding Request

892	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Construction	\$55,000	\$0	\$0	\$0	\$0	\$55,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Totals	\$75,000	\$0	\$0	\$0	\$0	\$75,000
CPA Amt. Req.	\$0	\$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:

estimates based upon similar work



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: School Traffic Safety Improvements **Date:** 08-Oct-13
Project ID Number: 898 **Revision Date:** 23-Nov-15
Submitted By: Ian Dailey/Shawn Newell **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781-861-2580 **E-mail:** idailey@sch.ci.lexington.ma.us

Description of Project:

The School Committee commissioned a Traffic Safety and Mitigation study of school sites on February 26, 2014. The report contains findings that require additional detailed study and mitigation measures to be completed to improve traffic safety in and around our schools. To improve safety for students, staff, and the community, a multi-year program has been implemented that includes study, design and construction documents, and implementation.

Funds were appropriated at the ATM 2013 - Article 14 (j) for Clarke Middle School and design funds were requested as part of the Multiple School Construction Project (2015 STM#1, Article 2)

Funds were appropriated at ATM 2014 - Article 13 (c) for Bridge and Lexington High School (LHS) studies. The Bridge study has been completed, but a \$25,000 supplement is requested to complete the LHS study. This year's request is seeking design and construction document funds for Bridge, and supplemental funds to complete the Lexington High School Study.

The FY 2018 request is expected to include a study of Bowman, design and construction documents for LHS, and construction at Bridge.

The FY 2019 request is expected to include a study of Fiske, design and construction documents for Bowman, and construction at LHS.

The FY 2020 request is expected to include design and construction documents for Fiske, and construction for Bowman.

The FY 2021 request is expected to include construction funds for Fiske.

Justification/Benefit:

The School Department is responsible for the clear and uniform traffic safety and mitigation on our property. All school locations require GIS mapping and inventory of topology, signs, crosswalks, parking spaces, etc. Once this is completed and the School Committee sets policy, the maintenance and sustainability will be easier and more predictable.

Impact if not completed:

All Schools, parents, employees and community members who access school property will continue to not have direction, signage, and overflow into local streets during arrival and dismissal. This often creates hazards for other motorists, pedestrians, and bicyclists.

Timeframe:

This project is expected to take five years, with annual requests for funding, progressing each site through study, construction documents, and construction funding.

Replace. Freq:

0 Years

Stakeholders:

Staff, students and parents

Operating Budget Impact:

Cost Analysis:

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

Capital Funding Request

898	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$208,000	\$272,000	\$235,000	\$203,000	\$40,000	\$958,000
Construction	\$0	\$920,000	\$1,800,000	\$920,000	\$920,000	\$4,560,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$20,800	\$119,200	\$199,500	\$112,300	\$117,000	\$568,800
Totals	\$228,800	\$1,311,200	\$2,234,500	\$1,235,300	\$1,077,000	\$6,086,800
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: School Traffic Safety Improvements **Date:** 08-Oct-13

Project ID Number: 898 **Revision Date:** 23-Nov-15

Submitted By: Ian Dailey/Shawn Newell **Department:** Public Facilities **Priority** 1

First Year Submission? **Phone #:** 781-861-2580 **E-mail** idailey@sch.ci.lexington.ma.us

Basis of Cost Projection:

Based on current projects.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Security Camera Upgrade to Digital from Analog **Date:** 15-Sep-14
Project ID Number: 937 **Revision Date:** 13-Oct-15
Submitted By: Shawn Newell **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781-274-8960 **E-mail:** snewell@lexingtonma.gov

Description of Project:

This project is requesting funds to upgrade the older analog security camera system to the newer evacqVision digital security camera systems. Last year funding was appropriated to upgrade the Fiske and Harrington Elementary School camera systems. This year's request is to fund the upgrade for Public Services Building. The Lexington High School request has been consolidated with a new request to evaluate the specific needs of the high school, with its campus like structure.

Justification/Benefit:

The older analog cameras, some in service since 2005, are losing picture quality and need replacement. This project replaces the Harrington and Fiske systems in FY 2016, and budgets for the Public Services Building replacements for FY 2017. The new camera monitoring system requires installation of a network server and software licenses for IP addressable digital cameras. All other systems are currently on the IP based network.

Impact if not completed:

The picture quality from the older analog cameras will continue to degrade and require replacement. Delaying implementation of this project will prevent standardization of procedures that will improve consistency of access control and building security.

Timeframe:**Replace. Freq:**

0 Years

Stakeholders:

Community

Operating Budget Impact:**Cost Analysis:**

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

Capital Funding Request

937	2017	2018	2019	2020	2021	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	\$45,000	\$0	\$0	\$0	\$0	\$45,000
Contingency	\$4,500	\$0	\$0	\$0	\$0	\$4,500
Totals	\$49,500	\$0	\$0	\$0	\$0	\$49,500
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:

Estimates from security camera vendor.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Public Facilities Mechanical/Electrical System Replacements **Date:** 15-Sep-14
Project ID Number: 939 **Revision Date:** 11-Nov-15
Submitted By: Shawn Newell **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781-274-8960 **E-mail:** snewell@lexingtonma.gov

Description of Project:

This project is an annual replacement of HVAC and electrical systems that have exceeded their useful life and require replacement before excessive failures begin occurring. This year's funding request will supplement the \$463,000 appropriated under Article 18D of 2015 Annual Town Meeting for the Town Offices Building upgrade to a central HVAC system with energy recovery. Additional units have been also identified for subsequent years, including LHS Science Building RTU G-1 and RTU G-3 (serving science labs) and LHS Math Building RTU J-1 and RTU J-3 (serving some classrooms and administrative area.. These units are located in the outer buildings of the LHS complex.)

Justification/Benefit:

The existing Town Offices Building system is original to the building. The plan for the system replacement was to use a plenum return air system, but further analysis shows that a return duct system will need to be installed as a distributed duct system for efficient air return. The expense of the ductwork, plus installation into the existing ceiling system, was not included in the previous project estimate.

Impact if not completed:

Office and meeting spaces will have unreliable control and mechanical systems for building occupants during work and meetings. If these systems are not replaced the potential for unplanned interruptions will increase and the equipment deferred maintenance expense will increase.

Timeframe:

Replace. Freq:

15 Years

Stakeholders:

Operating Budget Impact:

Cost Analysis:

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

Capital Funding Request

939	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$35,000	\$45,000	\$45,000	\$50,000	\$55,000	\$230,000
Construction	\$60,000	\$65,000	\$70,000	\$80,000	\$90,000	\$365,000
Equipment	\$290,000	\$335,000	\$380,000	\$420,000	\$465,000	\$1,890,000
Contingency	\$38,500	\$44,000	\$49,500	\$55,000	\$62,000	\$249,000
Totals	\$423,500	\$489,000	\$544,500	\$605,000	\$672,000	\$2,734,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:

DPF and RW Sullivan estimates



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Lexington Public School Educational Capacity Increase **Date:** 15-Oct-14

Project ID Number: 961 **Revision Date:** 14-Sep-15

Submitted By: pgoddard **Department:** Public Facilities **Priority** 1

First Year Submission? **Phone #:** 781-274-8958 **E-mail** pgoddard@lexingtonma.gov

Description of Project:

This project is requesting funds to continue prioritized projects for Lexington Public Schools which will result in educational capacity increases. Enrollment increases over the last five years has resulted in the majority of the schools being at or over capacity and enrollments are projected to continue to increase and a 2015 Lexington Public Schools Master Plan has been completed to address this capacity issue. Priority projects include adding educational space at Diamond and Clarke Middle Schools, relocating the Lexington Children's Place pre-school program from Harrington Elementary School to leased space and then modify the vacated space at Harrington for elementary school use. A new Hastings Elementary School is also in design to increase elementary school capacity.

Justification/Benefit:

Enrollment increases over the last several years have strained capacity at the school and enrollment is projected to continue to increase. A plan to accommodate this projected increase is in development and an appropriation at the 2015 November Special Town Meeting will be critical to create construction documents for spaces to address this capacity shortage.

Impact if not completed:

Enrollment is projected to continue to grow, without additional educational space being created, significant program changes would need to be implemented.

Timeframe:

Five year program

Replace. Freq:

0 Years

Stakeholders:

Lexington Public Schools students, families, and staff

Operating Budget Impact:

Cost Analysis:

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

Capital Funding Request

961	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$3,267,000	\$0	\$0	\$0	\$0	\$3,267,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$3,267,000	\$0	\$0	\$0	\$0	\$3,267,000
CPA Amt. Req.	\$0	\$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:

Estimates to continue designer services and project management fees for a potential construction appropriation at March 2016 Special Town Meeting



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Munroe School Roof **Date:** 14-Sep-15
Project ID Number: 979 **Revision Date:** 08-Oct-15
Submitted By: Shawn Newell **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781 274 8958 **E-mail:** snewell@lexingtonma.gov

Description of Project:

This project is requesting funds to install a new roof on the Munroe School. The project cost is estimated at \$285,000.

Justification/Benefit:

A building assessment was completed in 2007 for the Munroe School. The assessment identified that a new roof would likely be required for the calendar year 2016. Last year, the building users reported leaking from the roof and provided funding for a roof. The assessment has been completed and a new roof is recommended.

Impact if not completed:

The building envelope will continue to leak and potentially damage structural elements and personal property.

Timeframe:

Summer and Fall of 2016

Replace. Freq:

0 Years

Stakeholders:

Munroe Center for the Arts

Operating Budget Impact:

None- This project will be funded within the tax levy and the licensing agreement with the Munroe Center for the Arts for use of the Munroe School will be updated to reflect repayment of the bond.

Cost Analysis:

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

Capital Funding Request

979	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$26,000	\$0	\$0	\$0	\$0	\$26,000
Construction	\$245,000	\$0	\$0	\$0	\$0	\$245,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$27,000	\$0	\$0	\$0	\$0	\$27,000
Totals	\$298,000	\$0	\$0	\$0	\$0	\$298,000
CPA Amt. Req.	\$0	\$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:

Analysis by Colin Smith Architects



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: LHS Security Evaluation and Upgrade **Date:** 05-Oct-15

Project ID Number: 989 **Revision Date:**

Submitted By: Shawn Newell/Laura Lasa **Department:** Public Facilities **Priority:** 1

First Year Submission? **Phone #:** 781-274-8960 **E-mail:** snewell@lexingtonma.com

Description of Project:

This project would assess the current security systems and door hardware issue at Lexington High School to generate a recommendation of a security standard to be employed in all building due to its campus structure. This funding is to provide engineering and design for school security systems including locking systems, access control, monitoring, and video surveillance. The entire high school requires updates to key entry, alarm and other security systems. This project would assess the current system and then either bring it up to a working standard or replace it with a tighter security system.

Justification/Benefit:

The newer schools have had updated security systems installed. The high school is not planned for replacement in the near future and will need to have the security system updated along with all door hardware and key system to a common standard.

Impact if not completed:

As an older facility, Lexington High School has multiple outside doors and it is in an isolated location. An adequate security system would safeguard school system assets in terms of equipment and building, and reduce the potential for disruption of educational services due to vandalism.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

School Community, School Committee, Lexington Taxpayers

Operating Budget Impact:

Reduction in loss, theft, vandalism

Cost Analysis:

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

Capital Funding Request

989	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Construction	\$0	\$289,500	\$0	\$0	\$0	\$289,500
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$25,000	\$289,500	\$0	\$0	\$0	\$314,500
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:

This project will need a cost analysis by an A&E firm. FY18 cost projection are based on past experience installing these type of systems.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: LHS Guidance Space Mining **Date:** 05-Oct-15
Project ID Number: 990 **Revision Date:** 04-Nov-15
Submitted By: Shawn Newell/Laura Lasa **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781-274-8960 **E-mail:** snewell@lexingtonma.gov

Description of Project:

The high school has an existing student support model that clusters each Dean/Counselor team in a specific location on campus. The cluster model provides a 'home base' for students and student teams, organized by homeroom location. One of the goals of this model is providing a smaller feel on a large campus and student body, but a secondary goal is ensuring that Dean and Counselor teams are in close proximity throughout the school day (enhanced communication on behalf of students) .

Justification/Benefit:

Additional School Counselors have been hired in response to increased enrollment. With space at a premium, we need to make more efficient use of existing space. The plan is space mine the Dean/Counselor space in the Math building for FY 2017 and the World Language building for FY 2018. School Counselors need a calming, private space to meet with students and this project will enable the creation of that space.

Impact if not completed:

The building will not have the office space for new hires to meet with studentts

Timeframe:**Replace. Freq:**

0 Years

Stakeholders:

Students

Operating Budget Impact:**Cost Analysis:**

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

Capital Funding Request

990	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$13,800	\$0	\$0	\$0	\$0	\$13,800
Construction	\$125,000	\$0	\$0	\$0	\$0	\$125,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$13,000	\$0	\$0	\$0	\$0	\$13,000
Totals	\$151,800	\$0	\$0	\$0	\$0	\$151,800
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:

TBA Estimates



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: LHS Nurse Office and Treatment Space **Date:** 05-Oct-15
Project ID Number: 991 **Revision Date:** 13-Oct-15
Submitted By: Shawn Newell/Laura Lasa **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781-274-8960 **E-mail:** snewell@lexingtonma.gov

Description of Project:

The LHS Health Office space needs a remodel to adjust to the expanding demands on nursing services. Enrollment and special programming have increased, and with that the growth of students' health care needs. The current situation reveals a cramped office for three nurses with limited space for confidential evaluation, treatment and monitoring. The school would like to increase the treatment/rest bed count to approximately 11 from the existing 6; make improvements to the treatment area; and, improve the efficiency of the welcome and evaluation area. The existing office area has some potential for reconfiguration, however additional space is likely needed to accommodate the expanded treatment bed area. Based on the existing bed area, up to 300 additional square feet may be required. The adjacent storage area is a possible area to expand into.

Justification/Benefit:

An improved office design would provide a waiting area and appropriate spaces for triage, non-urgent and urgent care, and a monitoring space. The improved design also includes secure record storage, privacy for mothers of breast feeding infants, and overall enhanced operational ability.

Impact if not completed:

We will continue to struggle with a space that is not adequate for the needs of the student population.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

Faculty, Students, Community

Operating Budget Impact:

Cost Analysis:

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

Capital Funding Request

991	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$17,000	\$0	\$0	\$0	\$0	\$17,000
Construction	\$146,000	\$0	\$0	\$0	\$0	\$146,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Totals	\$178,000	\$0	\$0	\$0	\$0	\$178,000
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:

TBA Estimates



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Building Resiliency Plan **Date:** 01-Oct-15

Project ID Number: 992 **Revision Date:**

Submitted By: Shawn Newell/Pat Goddard **Department:** Public Facilities **Priority:** 0

First Year Submission? **Phone #:** 781-274-8960 **E-mail:** snewell@lexingtonma.gov

Description of Project:

This project is requesting funds to develop a Resiliency Plan for Town and School Buildings. The Resiliency Plan will outline a plan to the buildings and systems to support the continuous operations of the departments in the buildings, and the community at large, in response to interruptions to utilities, extreme weather events, and regional issues. The funds will be used to contract a consulting team specializing in Resiliency Analysis and Planning.

Justification/Benefit:

This project funding is essential in order that we can accurately determine our critical systems (VoIP, communication systems, facilities control, and data connectivity) that need to be in operation to manage our operations in buildings and to also operate our buildings consistent with the Town's Continuous Operation Plan (COOP)

Impact if not completed:

We will not be able to determine what would be needed to be purchased in FY18 capital budget to maintain our network in providing essential services to our schools in emergency situations.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

District

Operating Budget Impact:

Cost Analysis:

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

Capital Funding Request

992	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$50,000	\$0	\$0	\$0	\$0	\$50,000
CPA Amt. Req.	\$0	\$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:

Estimate from industry sources



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: LHS Fitness Center/Athletic Training Floor **Date:** 01-Oct-15
Project ID Number: 993 **Revision Date:** _____
Submitted By: Laura Lasa/Eamon Sheehan **Department:** Public Facilities **Priority:** 0
First Year Submission? **Phone #:** 781-861-2320 **E-mail:** llasa@sch.ci.lexington.ma.us

Description of Project:

The Fitness Center and Athletic Training Room are one of the most consistently used and high traffic areas in the school both during and after the school day. Currently, the AT room and half of the Fitness Center have a painted cement floor with an interlocking rubber flooring system in the remaining section of the Fitness Center. This floor is approx 12-14 years old. The proposal is to install a new interlocking flooring system in both areas as the current conditions are not conducive to both the safety and health of staff and students.

Justification/Benefit:

Scheduled PE Classes take place in both areas throughout the school day. The Athletic Training room becomes the after school sports healthcare facility logging over 6000 student visits per year. The Fitness Center is also open before and after school until at least 4:00 p.m. everyday and experiences consistently high traffic from both staff and students. The current rubber flooring system is no longer viable in terms of the ability of custodians to clean the surface properly and there is also a significant loss of traction/grip on the floor surface which is making the area progressively less safe when students are performing weight bearing exercises. The painted cement area is an unsafe and injury prone surface to perform activities and is also difficult to clean and remove dirt and dust particles despite the best efforts of the custodial staff.

The painted floor area is now impossible to clean as the level of dust and dirt makes it impossible to effectively clean the floor due to the high volume of outside foot traffic (cleats and sneakers). As this area is first and foremost a healthcare facility, the athletic training staff is constantly challenged with regard to strategies that will ensure an effective level of cleanliness for the floor area to allow for the cleanest environment possible when caring for our student athletes. The current floor system is not optimal for student health.

Impact if not completed:

As stated, the health and safety of all LPS participants (Staff, students and community) is of the utmost importance. The current flooring system does not provide an adequate level of safety for these participants and the continued use of this system will not provide the level of safety that would be considered reasonable for safe activity participation. The Athletic Training room requires a surface that can be adequately cleaned to a level that will provide our students with a safe healthcare treatment facility.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

Operating Budget Impact:

Cost Analysis:

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

Capital Funding Request

993	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$41,220	\$0	\$0	\$0	\$0	\$41,220
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$41,220	\$0	\$0	\$0	\$0	\$41,220
CPA Amt. Req.	\$0	\$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:



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: LHS Fitness Center/Athletic Training Floor **Date:** 01-Oct-15

Project ID Number: 993 **Revision Date:** _____

Submitted By: Laura Lasa/Eamon Sheehan **Department:** Public Facilities **Priority** 0

First Year Submission? **Phone #:** 781-861-2320 **E-mail** llasa@sch.ci.lexington.ma.us



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Lexington High School Visual Arts Sinks **Date:** 01-Oct-15
Project ID Number: 994 **Revision Date:** 11-Nov-15
Submitted By: Laura Lasa/Alethea Roy **Department:** Public Facilities **Priority:** 0
First Year Submission? **Phone #:** 781-861-2320 **E-mail:** llasa@sch.ci.lexington.ma.us

Description of Project:

Replace two existing sinks with a two compartment sink and a three compartment sink in the ceramics studio. This includes updated fixtures and piping. MOVED TO DPF FY17 OPERATING BUDGET

Justification/Benefit:

The current art classrooms contains one compartment sink that is not adequate for our student population and the size of classes across courses. Students are not able to adequately clean materials and the room when a line forms to use a single sink area.

Impact if not completed:

Instructional time is lost when students wait to clean materials.

Timeframe:**Replace. Freq:**

0 Years

Stakeholders:

Students

Operating Budget Impact:**Cost Analysis:**

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

Capital Funding Request

994	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$7,000	\$0	\$0	\$0	\$0	\$7,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$24,470	\$0	\$0	\$0	\$0	\$24,470
Contingency	\$1,259	\$0	\$0	\$0	\$0	\$1,259
Totals	\$32,729	\$0	\$0	\$0	\$0	\$32,729
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Harrington Replace Retractable Wall in Café/Gym **Date:** 01-Oct-15
Project ID Number: 1000 **Revision Date:** 11-Nov-15
Submitted By: Elaine Mead **Department:** Public Facilities **Priority:** 0
First Year Submission? **Phone #:** 781-860-0012 **E-mail:** emead@sch.ci.lexington.ma.us

Description of Project:

The Retractable Wall needs to be replaced. It does not adequately seal off the spaces and as a result the gym and café noise make use of both spaces challenging. The café is used as a teaching space and the noise from the gym is a problem. Physical Education classes taught during the 2.5 hours that the café is in use for lunch are distracted by noise from lunch.

The wall is manually moved and we are requesting a mechanical retractable wall so that staff are able to open and close the wall with ease. DPF OPERATIONS TO CHECK IF REPAIR AND/OR MODIFICATIONS CAN BE MADE FIRST IF NOT MOVE TO FY18 CAPITAL

Justification/Benefit:

Large spaces will be more effectively used for multiple purposes.

Impact if not completed:

Challenges with noise and flexible use of the large spaces will continue.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

All staff, students, and community

Operating Budget Impact:

Cost Analysis:

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

Capital Funding Request

1000	2017	2018	2019	2020	2021	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	\$85,000	\$0	\$0	\$0	\$85,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$85,000	\$0	\$0	\$0	\$85,000
CPA Amt. Req.	\$0	\$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:



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Harrington Cafeteria Sink **Date:** 01-Oct-15

Project ID Number: 1001 **Revision Date:**

Submitted By: Elaine Mead **Department:** Public Facilities **Priority:** 0

First Year Submission? **Phone #:** 781-860-0012 **E-mail:** emead@sch.ci.lexington.ma.us

Description of Project:

We need a sink in the cafeteria area that can be used by students and staff during lunch and throughout the extended day program. Currently the bathroom sink is used for this purpose and it has caused frequent clogs and drainage issues.

Justification/Benefit:

A heavy duty sink is needed to support the use in the cafeteria by the students during lunch and the extended day program that uses it everyday.

Impact if not completed:

Continued maintenance and repairs will be needed in bathroom sinks.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

Students and staff

Operating Budget Impact:

Cost Analysis:

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

Capital Funding Request

1001	2017	2018	2019	2020	2021	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	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$20,000	\$0	\$0	\$0	\$0	\$20,000
CPA Amt. Req.	\$0	\$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:



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Munroe School Window Study **Date:** 26-Oct-15

Project ID Number: 1009 **Revision Date:** _____

Submitted By: Shawn Newell/Pat Goddard **Department:** Public Facilities **Priority** 0

First Year Submission? **Phone #:** 781-274-8958 **E-mail** snewell@lexingtonma.gov

Description of Project:

Lexington Friends of the Arts requests funds to carry out an engineering study for the purpose of producing recommendations and costs estimates for the replacement or functional restoration of all windows at Munroe School. A request for the restoration work will be made for FY 2018. The study would be overseen by the Department of Public Facilities.

Justification/Benefit:

The 117 windows at the Munroe School are believed to be original to the 110 year old building, or at least to the time of its 1915 addition. The windows are in poor condition and air infiltration makes the building uncomfortable in the colder months and decreases the buildings energy efficiency.

Impact if not completed:

If the study is not completed and recommendation developed for consideration, the opportunity to restore or replace the windows will be deferred and the windows will continue to be difficult to operate and perform poorly during the winter months.

Timeframe:

One year

Replace. Freq:

0 Years

Stakeholders:

Munroe Center for the Arts, Lexington Friends of the Arts, Lexington community

Operating Budget Impact:

Cost Analysis:

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

Capital Funding Request

1009	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$30,000	\$0	\$0	\$0	\$0	\$30,000
CPA Amt. Req.	\$30,000	\$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:

Estimate from the Department of Public Facilities based on similar work.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Hastings Elementary Window Air Conditioning **Date:** 18-Nov-15

Project ID Number: 1011 **Revision Date:**

Submitted By: Shawn Newell **Department:** Public Facilities **Priority:** 1

First Year Submission? **Phone #:** 781-274-8960 **E-mail:** snewell@lexingtonma.gov

Description of Project:

Installation of two dedicated electrical outlets along with two window AC units for 19 general education classrooms at Hastings Elementary School.

Justification/Benefit:

Currently the Hasting faculty and students are moved to Air Condition areas such as the modular buildings in order to create an effective learning environment. Faculty and student in some cases have to double up within some spaces when outside air temperatures rise above 80 degrees.

Impact if not completed:

Faculty and students will need to move to areas within the building that will provide them with a comfortable learning enviroment.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

Students, Teachers, Public, Administrators

Operating Budget Impact:

Potential operating impact might be additional utility costs

Cost Analysis:

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

Capital Funding Request

1011	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$7,000	\$0	\$0	\$0	\$0	\$7,000
Construction	\$61,500	\$0	\$0	\$0	\$0	\$61,500
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$6,150	\$0	\$0	\$0	\$0	\$6,150
Totals	\$74,650	\$0	\$0	\$0	\$0	\$74,650
CPA Amt. Req.	\$0	\$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:

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Recreation and Community Programs Department FY2017 Budget Presentation (30 min.)

PRESENTER:

Karen Simmons, Director of
Recreation and Community Programs

ITEM NUMBER:

2.

SUMMARY:

See attached FY2017 Recreation and Community Programs Department Budget Presentation.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

12/4/2015

9:00 AM

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Recreation and Community Programs Department Budget Presentation	Presentation



Recreation & Community Programs
Requested Budget
Fiscal Year 2017

Submitted by:
Karen Simmons, Recreation Director

Board of Selectmen Presentation
December 4, 2015



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation

Subprogram: 5200 Recreation

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

Budget Overview:

The Department of Recreation and Community Programs consists of three divisions: Recreation, Pine Meadows Golf Course and the Community Center. The requested FY2017 operating budget is \$2,851,507. The significant changes include:

Personal Services is increasing by 3.81% due to contractual obligations, contract settlements, and an increase in minimum wage for seasonal employees.

Expenses are decreasing by 2.81% due to the removal of the one-time vehicle replacement cost.

The Indirect contribution to General Government reflects an increase of 2.00%.

In 1991, the Recreation Department began to operate as an Enterprise Fund whereby program and facility fees cover the cost of operations. As such, the operating budget may increase or decrease year to year to meet changes in enrollment and facility use demands. In 2015, the Recreation Department was reorganized and renamed the Department of Recreation and Community Programs. The Director of Recreation and Community Programs, through the Recreation Committee, will continue to set fees with the approval of the Board of Selectmen. The operating budget supports staff who manage and deliver programs along with the supplies needed to operate those programs. The FY2017 budget request will include 3.5 FTE supported by the General Fund with the balance supported by the Recreation Enterprise Fund.

Revenue generated through the Recreation and Community Programs Department (Recreation, Pine Meadows Golf Club and Lexington Community Center) also helps fund Capital Improvement Projects and financially supports other Town services through indirect transfers. In FY2017, the Department is contributing \$245,420 to cover the cost of employee benefits and indirect services provided to the Department of Recreation and Community Programs by other Town departments for the Recreation Division and the Pine Meadows Golf Course Division. The Fund also contributes \$100,000 towards the debt payment for Lincoln Park.

Departmental Initiatives:

1. Continue to implement a comprehensive Community Center Program.
2. Provide a comprehensive, ongoing training program for all staff and volunteers at the Community Center.
3. Continued implementation of the Recreation Strategic Plan.
4. Manage Active Recreation Construction Projects:
 - Projects pending approval for FY2017 funding
 - Lincoln Park Field #3 synthetic turf replacement project
 - Lincoln Park softball field renovation
 - Marvin and Sutherland Basketball Courts resurfacing
 - Marvin Park playground replacement
5. Complete an ADA accessibility study and develop a transition plan to be incorporated in future Recreation capital impr

Program Improvement Requests

	Division	FY 2017 Request
Community Center Clerk Part-time to Full time		
<i>Sub-total 5200 by request</i>		\$ -
Compensation-Transaction Counter part-time to full-time		\$ 20,200
Benefits		\$ 15,445
Expenses		
<i>Sub-total 5200 by Category</i>		\$ 35,645



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation

Subprogram: 5200 Recreation

Budget Summary

Funding Sources	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ 216,836	\$ 232,807	\$ 15,971	7.37%
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	-	-
Retained Earnings	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ -	-
Recreation User Charges	\$ 1,246,469	\$ 1,280,593	\$ 1,009,079	\$ 1,010,590	\$ 1,511	0.15%
Community Center User Charges	\$ -	\$ -	\$ 435,187	\$ 454,810	\$ 19,623	4.51%
Golf User Charges	\$ 762,688	\$ 775,337	\$ 800,000	\$ 775,000	\$ (25,000)	-3.13%
Bond Premiums & Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Investment Income	\$ 3,898	\$ 3,353	\$ 3,300	\$ 3,300	\$ -	0.00%
Total 5200 Recreation	\$ 2,388,054	\$ 2,434,282	\$ 2,842,439	\$ 2,851,507	\$ 9,069	0.32%

Appropriation Summary	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 648,607	\$ 657,739	\$ 1,127,630	\$ 1,170,542	\$ 42,912	3.81%
Expenses	\$ 963,274	\$ 981,628	\$ 1,374,201	\$ 1,335,545	\$ (38,656)	-2.81%
Debt Service	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Indirect Costs (Trans. to Gen. Fund)	\$ 228,600	\$ 233,600	\$ 240,608	\$ 245,420	\$ 4,812	2.00%
Total 5200 Recreation	\$ 1,940,481	\$ 1,972,967	\$ 2,842,439	\$ 2,851,507	\$ 9,069	0.32%

Program Summary	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Total 5210 Recreation	\$ 1,221,115	\$ 1,254,496	\$ 1,411,062	\$ 1,357,054	\$ (54,009)	-3.83%
Total 5220 Pine Meadows	\$ 490,766	\$ 484,870	\$ 538,745	\$ 541,475	\$ 2,730	0.51%
Total 5230 Community Center	\$ -	\$ -	\$ 652,023	\$ 707,558	\$ 55,535	8.52%
Indirect Costs	\$ 228,600	\$ 233,600	\$ 240,608	\$ 245,420	\$ 4,812	2.00%
Total 5200 Recreation	\$ 1,940,481	\$ 1,972,967	\$ 2,842,439	\$ 2,851,507	\$ 9,069	0.32%

Object Code Summary	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 648,607	\$ 657,739	\$ 1,127,630	\$ 1,170,542	\$ 42,912	3.81%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<i>Personal Services</i>	<i>\$ 648,607</i>	<i>\$ 657,739</i>	<i>\$ 1,127,630</i>	<i>\$ 1,170,542</i>	<i>\$ 42,912</i>	<i>3.81%</i>
Contractual Services	\$ 836,079	\$ 820,744	\$ 1,146,891	\$ 1,136,425	\$ (10,466)	-0.91%
Utilities	\$ 52,183	\$ 51,320	\$ 62,845	\$ 61,575	\$ (1,270)	-2.02%
Supplies	\$ 73,772	\$ 77,210	\$ 130,165	\$ 128,045	\$ (2,120)	-1.63%
Small Capital	\$ 1,240	\$ 32,353	\$ 34,300	\$ 9,500	\$ (24,800)	-72.30%
<i>Expenses</i>	<i>\$ 963,274</i>	<i>\$ 981,628</i>	<i>\$ 1,374,201</i>	<i>\$ 1,335,545</i>	<i>\$ (38,656)</i>	<i>-2.81%</i>
<i>Debt</i>	<i>\$ 100,000</i>	<i>\$ 100,000</i>	<i>\$ 100,000</i>	<i>\$ 100,000</i>	<i>\$ -</i>	<i>0.00%</i>
<i>Indirect</i>	<i>\$ 228,600</i>	<i>\$ 233,600</i>	<i>\$ 240,608</i>	<i>\$ 245,420</i>	<i>\$ 4,812</i>	<i>2.00%</i>
Total 5200 Recreation	\$ 1,940,481	\$ 1,972,967	\$ 2,842,439	\$ 2,851,507	\$ 9,069	0.32%



Departmental Budget Requests

Program: 5000 Culture & Recreation

Subprogram: 5210 Recreation

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Request
Director of Recreation and Community Programs	0	0	1	1
Director of Recreation	1	1	0	0
Assistant Director	1	1	1	1
Municipal Clerk	1.34	1.34	1.34	1.34
Administrative Assistant	1	1	1	1
Recreation Supervisor	1	1	1	1
Seasonal (Part Time)	175+/-	175+/-	175+/-	175+/-
Total FTE	5.34 FTE + Seasonal	5.34 FTE + Seasonal	5.34 FTE + Seasonal	5.34 FTE + Seasonal
Total	5FT/1PT + Seasonal	5FT/1PT + Seasonal	5FT/1PT + Seasonal	5FT/1PT + Seasonal

Program: 5000 Culture & Recreation

Subprogram: 5230 Community Center

	FY 2014 Budget	FY 2015 Budget	FY 2016 Request	FY 2017 Request
Community Center Director	0	0	1	1
Office Manager	0	0	1	1
Municipal Clerk	0	0	1.5	1.5
Program Coordinator	0	0	1	1
Evening/Weekend Bld Supervisor	0	0	1	1
Seasonal (Part Time)	0	0	50+/-	50+/-
Total FTE	0	0	5.5 FTE + Seasonal	5.5 FTE + Seasonal
Total	0	0	5FT/1PT + Seasonal	5FT/1PT + Seasonal



Town of Lexington

FY 2017 Budget Development

Program: 5000 Culture & Recreation
Element: 5210 Recreation

Subprogram: 5200 Recreation

Budget Description:

The Recreation Division is submitting a level service budget. The Recreation operating budget supports staff that plan, schedule, coordinate, manage and deliver recreation programs along with the supplies needed to operate these programs and facilities. The budget also supports neighborhood parks and playgrounds. In FY2015, Recreation provided 30 Lexington families with 82 individual program scholarships that were supported by the Enterprise Fund.

The **Recreation element** reflects a total decrease of 3.83%.

Compensation reflects a decrease of 1.13%, which is the result of two full-time employees being transferred from the Recreation Division to the Community Center Division and hiring new employees to fill these positions. This also reflects employee contractual obligations, contract settlements, and the increase in minimum wage for seasonal employees. In addition, this is the second year of the 3-year minimum wage increase which affects seasonal employees.

Expenses reflect a decrease of 8.05%. A few of the key triggers are: **Contractual Services** is decreasing by \$6,500, **Printing/Forms** is decreasing by \$7,100, **Postage & Mailing** is decreasing by \$3,500, and **Professional Development & Training** is decreasing by \$3,000. All of these expenses are now being shared between the Recreation Division and the Community Center Division. **Details** is increasing by \$1,200 due to increased program offerings in the school gymnasiums. **Facilities Service & Repair** is decreasing by \$2,000. **Software Maintenance** is increasing by \$934 to incorporate our membership module at the Town Pool and Old Reservoir aquatics facilities. **Recreation Supplies** is decreasing by \$1,000. **Clothing and Safety Equipment** is increasing by \$700 due to increased enrollment in programs. **Vehicles** is decreasing by \$24,000 due to a one-time replacement cost.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY 2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 352,149	\$ 370,061	\$ 382,721	\$ 361,009	\$ (21,712)	-5.67%
51120	SW OTHER COMP	\$ -		\$ 1,000	\$ 5,000	\$ 4,000	400.00%
51130	OT OVERTIME	\$ -		\$ -		\$ -	-
51144	SW LONGEVITY	\$ 201	\$ 200	\$ 200		\$ (200)	-100.00%
51150	SW REGULAR PART-TIME WAGES	\$ 9,768	\$ 10,122	\$ 10,200	\$ 10,250	\$ 50	0.49%
51151	SW SEASONAL PART-TIME WAGES	\$ 286,489	\$ 277,356	\$ 345,935	\$ 359,375	\$ 13,440	3.89%
51512	SW STIPENDS	\$ -		\$ 4,500	\$ 500	\$ (4,000)	-88.89%
<i>Sub-total Compensation</i>		\$ 648,607	\$ 657,739	\$ 744,556	\$ 736,134	\$ (8,423)	-1.13%
52110	C CONTRACTUAL SERVICES	\$ 277,736	\$ 283,568	\$ 289,560	\$ 283,060	\$ (6,500)	-2.24%
52111	C PRINTING/FORMS	\$ 15,030	\$ 11,286	\$ 16,350	\$ 9,250	\$ (7,100)	-43.43%
52118	C DETAILS	\$ 16,409	\$ 13,082	\$ 18,980	\$ 20,180	\$ 1,200	6.32%
52120	C PROFESSIONAL SERVICES	\$ 5,740	\$ 3,900	\$ 8,025	\$ 8,025	\$ -	0.00%
52128	C ADVERTISING	\$ -	\$ 1,245	\$ -		\$ -	-
52141	C FACILITIES SERVICE AND REPAIR	\$ 10,876	\$ 6,136	\$ 20,150	\$ 18,150	\$ (2,000)	-9.93%
52142	C EQUIP-SERVICE & REPAIR	\$ 9,540	\$ 8,349	\$ 19,000	\$ 18,500	\$ (500)	-2.63%
52152	C EQUIPMENT RENTAL	\$ -		\$ -		\$ -	-
52182	C LEASE AGREEMENTS	\$ 2,599	\$ 231	\$ 6,400	\$ 6,300	\$ (100)	-1.56%
52183	C MILEAGE	\$ 202	\$ 675	\$ 800	\$ 700	\$ (100)	-12.50%
52184	C BINDING & ARCHIVING	\$ -		\$ -		\$ -	-
52185	C POSTAGE & MAILING	\$ 7,605	\$ 7,891	\$ 8,000	\$ 4,500	\$ (3,500)	-43.75%
52186	C PROF DEV & TRAINING	\$ 6,423	\$ 7,310	\$ 9,850	\$ 6,850	\$ (3,000)	-30.46%
52187	C TRAVEL	\$ 1,512	\$ -	\$ 850	\$ 850	\$ -	0.00%
52188	C SEMINARS/WORKSHOPS/CONFERENCES	\$ 1,485	\$ 1,303	\$ 5,000	\$ 5,000	\$ -	0.00%
52190	C SOFTWARE MAINTENANCE	\$ 3,300	\$ 2,151	\$ 3,576	\$ 4,510	\$ 934	26.12%
52200	U RECREATION UTILITIES	\$ -	\$ -	\$ -		\$ -	-
52201	U ELECTRICITY	\$ 42,640	\$ 42,165	\$ 45,100	\$ 45,100	\$ -	0.00%
52202	U OIL HEATING	\$ 1,757	\$ 1,630	\$ 2,100	\$ 1,600	\$ (500)	-23.81%
52204	U WATER/SEWER	\$ 3,788	\$ 3,617	\$ 10,000	\$ 10,000	\$ -	0.00%
52206	U TELEPHONE	\$ 1,749	\$ 1,748	\$ 2,050	\$ 1,550	\$ (500)	-24.39%
52207	U MOBILE DEVICES	\$ 750	\$ 700	\$ 750	\$ 750	\$ -	0.00%
54100	S SUPPLIES	\$ 23,446	\$ 28,142	\$ 28,000	\$ 27,000	\$ (1,000)	-3.57%
54111	S OFFICE SUPPLIES	\$ 1,460	\$ 1,926	\$ 1,900	\$ 2,100	\$ 200	10.53%
54113	S MEMBERSHIP/DUES/LICENSES & SUB	\$ 754	\$ 997	\$ 1,265	\$ 1,445	\$ 180	14.23%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 17,753	\$ 21,307	\$ 23,800	\$ 24,500	\$ 700	2.94%
54161	S CHEMICALS & CLEANING SUPPLIES	\$ 17,430	\$ 16,997	\$ 16,000	\$ 16,000	\$ -	0.00%
54166	S TOOLS/LUMBER/HARDWARE SUPPLIES	\$ 364	\$ 403	\$ 1,000	\$ 1,000	\$ -	0.00%
54172	S LANDSCAPING SUPPLIES & MATERIALS	\$ 2,160	\$ -	\$ 3,000	\$ 3,000	\$ -	0.00%
54500	SC SMALL EQUIPMENT	\$ -	\$ 30,000	\$ -	\$ -	\$ -	-
54703	SC PC SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -	-
54706	SC OFFICE EQUIPMENT	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%
54707	SC VEHICLES	\$ -	\$ -	\$ 24,000	\$ -	\$ (24,000)	-
<i>Sub-total Operating Expenses</i>		\$ 472,508	\$ 496,757	\$ 566,506	\$ 520,920	\$ (45,586)	-8.05%
59100	LT DEBT PRINCIPAL	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
59150	LT DEBT INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<i>Sub-total Debt</i>		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Total 5210 Recreation		\$ 1,221,115	\$ 1,254,496	\$ 1,411,062	\$ 1,357,054	\$ (54,009)	-3.83%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation
Element: 5220 Pine Meadows Golf Club

Subprogram: 5200 Recreation

Budget Description:

The Pine Meadows budget is level service and reflects an increase of 0.51%.

Contractual Services reflects an increase of \$2,000 for contractual requirements.

Lease Agreement reflects an increase of \$2,500 based on actual cost of the leases for the utility and golf carts. Facilities Service and Repair reflects a decrease of \$1,000.

The Town contracts with a professional golf management and maintenance company to oversee the operations at the Pine Meadows Golf Club. The budget and management contract is administered and overseen by the Director of Recreation and Community Programs. The Director works in partnership with the Superintendent of Public Grounds to facilitate day-to-day operations and market the golf course. The Director works closely with the Recreation Committee in recommending policy and establishing fees. A full-time professional golf course superintendent maintains the course and a golf professional provides a full scope of programs, including lessons, youth clinics, golf leagues and a snack bar.

New England Golf Corporation (NEGC) is the current golf course management company to manage the day to day operations at Pine Meadows. In January of 2014, they were awarded a three year contract which is scheduled to expire on December 31, 2016. NEGC has managed the facility since 1996.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
52110	C CONTRACTUAL SERVICES	\$ 450,410	\$ 450,676	\$ 472,000	\$ 474,000	\$ 2,000	0.42%
52118	C DETAILS	\$ -		\$ -	\$ -	\$ -	-
52120	C PROFESSIONAL SERVICES	\$ 3,000	\$ 3,000	\$ 5,000	\$ 5,000	\$ -	0.00%
52141	C FACILITIES SERVICE AND REPAIR	\$ -		\$ 5,000	\$ 4,000	\$ (1,000)	-20.00%
52142	C EQUIP-SERVICE & REPAIR	\$ 4,455	\$ 652	\$ 6,000	\$ 6,000	\$ -	0.00%
52152	C EQUIPMENT RENTAL	\$ -		\$ 1,000	\$ 1,000	\$ -	0.00%
52182	C LEASE AGREEMENTS	\$ 17,455	\$ 17,541	\$ 18,000	\$ 20,500	\$ 2,500	13.89%
52187	C TRAVEL	\$ 544	\$ 356	\$ 1,000	\$ 1,000	\$ -	0.00%
52188	C SEMINARS/WORKSHOPS/CONF.	\$ 1,758	\$ 1,392	\$ 5,000	\$ 5,000	\$ -	0.00%
52200	U UTILITIES	\$ -		\$ -	\$ -	\$ -	-
52206	U TELEPHONE	\$ -		\$ -	\$ -	\$ -	-
52207	U MOBILE DEVICES	\$ 600	\$ 600	\$ 600	\$ 600	\$ -	0.00%
52208	U GASOLINE	\$ 900	\$ 861	\$ 1,645	\$ 1,375	\$ (270)	-16.41%
54100	S SUPPLIES	\$ 9,654	\$ 6,179	\$ 9,000	\$ 9,000	\$ -	0.00%
54113	S MEMBERSHIPS	\$ 700	\$ 710	\$ 1,200	\$ 1,000	\$ (200)	-16.67%
54172	S LANDSCAPING SUPPLIES & MATERIALS	\$ -	\$ 550	\$ 4,000	\$ 4,000	\$ -	0.00%
54174	S VEHICLE PARTS & SUPPLIES	\$ 50		\$ 3,000	\$ 3,000	\$ -	0.00%
54500	SC SMALL EQUIPMENT	\$ 1,240	\$ 2,353	\$ 6,300	\$ 6,000	\$ (300)	-4.76%
<i>Sub-total Expenses</i>		\$ 490,766	\$ 484,870	\$ 538,745	\$ 541,475	\$ 2,730	0.51%
Total 5220 Pine Meadows		\$ 490,766	\$ 484,870	\$ 538,745	\$ 541,475	\$ 2,730	0.51%



Town of Lexington

FY 2017 Budget Development

Program: 5000 Culture & Recreation
Element: 5230 Community Center

Subprogram: 5200 Recreation

Budget Description:

The Lexington Community Center opened in July 2015. During the "soft opening" the Center was open Monday through Friday, 8:30 a.m. to 4:30 p.m. On September 8 the Community Center expanded its operating hours. The Center is now open Monday through Friday, 8:00 a.m. to 9:00 p.m. and Saturday, 9:00 a.m. to 5:00 p.m. In the first three months of operation, over 13,500 individuals came to the Community Center to participate in planned programs, drop in activities, discussion groups, and to register for upcoming activities.

The requested budget for FY 2017 represents a \$55,535, or 8.52%, increase from FY2016. The budget will support staff that plan, schedule, coordinate, manage, supervise and deliver community programs along with the supplies needed to operate these programs. The Community Center provides drop-in program space and offers leisure opportunities and classes promoting social, emotional, cognitive and wellness for residents of all ages and abilities. It provides residents a wide variety of programs that are designed to be fun, educational and life-enriching. The customer service transaction counter supports both the Human Services Department and the Recreation & Community Programs Department allowing for one stop shopping. The facility offers existing Human Services and Recreation programs, new youth, adult and 60+ classes, and youth and family special events.

The compensation request from the General Fund is for for the Community Center Director, Office Manager, Youth & Family Program Coordinator and a part time Municipal Clerk; and the request from the Recreation Enterprise Fund is for two-part time Municipal Clerks and two-part time Building Supervisors to staff the building on weekday evenings and on Saturdays. This request also funds part-time seasonal employees who facilitate and run community programs. The increase in compensation (+13.50%) reflects contractual obligations for full and part time Community Center staff, and increased seasonal staffing needs.

Expenses (\$273,150) represents an increase of 1.56%, and includes funding for contractual services and supplies necessary to operate the new Community Center. Added expenses include Lease Agreements for the vending machines and an increase in Professional Development for staff trainings.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY 2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES			\$ 198,238	\$ 211,557	\$ 13,318	6.72%
51120	SW OTHER COMP			\$ -	\$ 5,176	\$ 5,176	-
51130	OT OVERTIME			\$ -	\$ -	\$ -	-
51144	SW LONGEVITY			\$ -	\$ 200	\$ 200	-
51150	SW REGULAR PART-TIME WAGES			\$ 104,835	\$ 117,475	\$ 12,640	12.06%
51151	SW SEASONAL PART-TIME WAGES			\$ 80,000	\$ 100,000	\$ 20,000	25.00%
51512	SW STIPENDS			\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ -	\$ -	\$ 383,073	\$ 434,408	\$ 51,335	13.40%
52110	C CONTRACTUAL SERVICES			\$ 197,000	\$ 197,000	\$ -	0.00%
52111	C PRINTING/FORMS			\$ 12,000	\$ 12,000	\$ -	0.00%
52118	C DETAILS			\$ -	\$ -	\$ -	-
52120	C PROFESSIONAL SERVICES			\$ -	\$ -	\$ -	-
52141	C FACILITIES SERVICE AND REPAIR			\$ -	\$ -	\$ -	-
52142	C EQUIP-SERVICE & REPAIR			\$ 5,000	\$ 5,000	\$ -	0.00%
52152	C EQUIPMENT RENTAL			\$ 1,000	\$ 1,000	\$ -	-
52182	C LEASE AGREEMENTS			\$ -	\$ 5,000	\$ 5,000	100.00%
52183	C MILEAGE			\$ 150	\$ 150	\$ -	0.00%
52184	C BINDING & ARCHIVING			\$ -	\$ -	\$ -	-
52185	C POSTAGE & MAILING			\$ 4,000	\$ 4,500	\$ 500	12.50%
52186	C PROF DEV & TRAINING			\$ 2,000	\$ 5,000	\$ 3,000	150.00%
52187	C TRAVEL			\$ -	\$ -	\$ -	-
52188	C SEMINARS/WORKSHOPS/CONFERENCES			\$ 1,000	\$ 1,200	\$ 200	20.00%
52190	C SOFTWARE MAINTENANCE			\$ 5,200	\$ 3,200	\$ (2,000)	-38.46%
52200	U RECREATION UTILITIES			\$ -	\$ -	\$ -	-
52201	U ELECTRICITY			\$ -	\$ -	\$ -	-
52202	U OIL HEATING			\$ -	\$ -	\$ -	-
52204	U WATER/SEWER			\$ -	\$ -	\$ -	-
52206	U TELEPHONE			\$ -	\$ -	\$ -	-
52207	U MOBILE DEVICES			\$ 600	\$ 600	\$ -	0.00%
54100	S SUPPLIES			\$ 30,000	\$ 30,000	\$ -	0.00%
54111	S OFFICE SUPPLIES			\$ 1,000	\$ 1,000	\$ -	0.00%
54113	S MEMBERSHIP/DUES/LICENSES & SUB			\$ 2,000	\$ 1,000	\$ (1,000)	-50.00%
54160	S CLOTHING & SAFETY EQUIPMENT			\$ 5,000	\$ 3,000	\$ (2,000)	-40.00%
54161	S CHEMICALS & CLEANING SUPPLIES			\$ -	\$ -	\$ -	-
54166	S TOOLS/LUMBER/HARDWARE SUPPLIES			\$ -	\$ -	\$ -	-
54172	S LANDSCAPING SUPPLIES & MATERIALS			\$ -	\$ 1,000	\$ 1,000	100.00%
54500	SC SMALL EQUIPMENT			\$ -	\$ -	\$ -	-
54703	SC PC SOFTWARE			\$ -	\$ -	\$ -	-
54706	SC OFFICE EQUIPMENT			\$ 3,000	\$ 2,500	\$ (500)	-16.67%
54707	SC VEHICLES			\$ -	\$ -	\$ -	-
<i>Sub-total Operating Expenses</i>		\$ -	\$ -	\$ 268,950	\$ 273,150	\$ 4,200	1.56%
Total Community Center		\$ -	\$ -	\$ 652,023	\$ 707,558	\$ 55,535	8.52%

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1 of

Department:	Recreation and Community Programs
Program:	5000 Culture and Recreation
Element:	52110 - Community Center
Accounting Dept #:	700 63201
Supplemental Title:	Transaction Counter Part Time to Full Time Clerk

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 (FY2017 Only)	Ongoing Annual Cost (FY2017 & Future)	TOTAL FY2017 Request
<u>Compensation</u>				
51110	Regular Wages		\$20,200	\$20,200
				\$0
<u>Benefits</u>				
			\$15,445	\$15,445
<u>Expenses</u>				
	Benefits			\$0
				\$0
				\$0
				\$0
				\$0
TOTAL		\$0	\$35,645	\$35,645

PURPOSE / DESCRIPTION OF REQUEST

The Lexington Community Center opened on July 6, 2015. Since its opening the Community Center has had over 13,500 residents and non-residents coming to the Center for information, drop in activities, tours, programs, meetings and to register for all Recreation and Community Programs Department, and Human Services programs. During the day Monday through Thursday, the shared Customer Service counter has one part-time (17.5 hour) municipal clerk assigned. The primary responsibility of this position is to handle the increasing volume of phone calls (in excess of 171 per week) for the Community Center and Recreation and Community Programs Department, process all program registrations, including those for Human Services Department activities, and provide customer service information to all who use the facility. Other Community Center and Recreation & Community Programs staff, with assistance from Human Services Department staff assist at the Transaction Counter throughout the day, when needed, and handle the Transaction Counter duties and responsibilities afternoons and on Fridays. These responsibilities impact negatively on the full time staffs ability to fulfill their regular duties efficiently.

This request is to increase the hours of the Customer Service Counter Clerk from 17.5 hours to 35 hours per week, Monday through Friday, 8:00 a.m. to 4:00 p.m.

SERVICE IMPLICATION

Due to the increased number of Community Center drop in and program participants on a daily, weekly and monthly basis, and the ever increasing number of telephone calls coming into the Center, lack of a full time clerk at the Transaction Counter could result in lower customer service efficiencies at the Center, and will have a negative effect on the ability of full time staff members to efficiently handle their own work load on a daily and weekly basis.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Athletic Facility Lighting **Date:** 25-Aug-05
Project ID Number: 278 **Revision Date:** 31-Aug-15
Submitted By: Karen Simmons/Chris Filadoro **Department:** Recreation **Priority:** 8
First Year Submission? **Phone #:** 781-862-0500 x8480 **E-mail:** ksimmons@lexingtonma.gov

Description of Project:

The Recreation Committee requests \$350,000 in FY2018 for Phase I of an Athletic Facility Lighting upgrade to replace the existing lighting system and structures at the Gallagher Tennis Courts and the Center Complex Basketball Courts with more cost efficient fixtures and illuminants.

Phase II of the project scheduled for FY2019 requests \$505,000 to replace the existing lighting system at the High School Varsity Baseball and Varsity Softball field.

Justification/Benefit:

The current lighting system is constantly being repaired and does not operate efficiently. Tennis court lighting was last upgraded in 1986. The basketball court lighting was also improved in 1986. With the exception of bulb and fixture replacement and repair, there have been no significant improvements to the lighting systems in these areas.

The Center # 2 Softball Lights were installed in 1986 and the Center # 1 Baseball lights were installed in 1997. The installation of newer energy and cost efficient systems will provide financial savings to the Town and allow for a safer environment in which to participate in night activities. Recreation is a value added service to the community.

Impact if not completed:

The repair budget for the existing lighting systems will continue to increase. As energy costs continue to rise, the cost to operate the lights increases yearly. Outdated, inefficient lighting at heavily used areas such as the Center Recreation Complex have a negative impact upon the department budget. Newer lighting will enhance playing conditions for participants, provide the users of the area with a safer facility in which to recreate, be less obtrusive for the neighborhood and environment, and be more energy efficient and trouble free for the Town.

Timeframe:

Phase I- 2018; Phase II - 2019

Replace. Freq:

25 Years

Stakeholders:

Lexington Public Schools, Residents

Operating Budget Impact:

The specifications will include a 25-year warranty and maintenance program. This will eliminate maintenance costs for 25 years including labor and materials. New energy efficient fixtures and bulbs will result in a operating cost savings.

Cost Analysis:

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

Capital Funding Request

278	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$150,000	\$220,000	\$0	\$0	\$370,000
Equipment	\$0	\$190,000	\$275,000	\$0	\$0	\$465,000
Contingency	\$0	\$10,000	\$10,000	\$0	\$0	\$20,000
Totals	\$0	\$350,000	\$505,000	\$0	\$0	\$855,000
CPA Amt. Req.	\$0	\$350,000	\$505,000	\$0	\$0	

Recurring Cost

\$0.00

Maintenance Cycle

25 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:

The cost is based on a 2014 estimate from Musco Sports Lighting, LLC..



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Pine Meadows Improvements **Date:** 30-Aug-05
Project ID Number: 280 **Revision Date:** 29-Aug-15
Submitted By: Karen Simmons **Department:** Recreation **Priority:** 3
First Year Submission? **Phone #:** 781-862-0500 x8480 **E-mail:** ksimmons@lexingtonma.gov

Description of Project:

In FY2017, the Recreation Committee requests \$65,000 from the Recreation Enterprise to reconstruct the 4th Green and to reconstruct the men's tee box on the 8th hole. The unfavorable contours on the fourth green have resulted in significant turf injury over the course of the last few winter seasons. Because of the contours in the green there is poor surface drainage as well as poor underlying drainage throughout the greens surface. The result has been significant winter kill and a poor putting surface from the loss of turf grass. A Senior Agronomist for the USGA, and Pine Meadows golf course architect, have recommended that the fourth green be reconstructed with proper drainage and construction methods. The new green should eliminate the past problems of loss of turf and disruption of play to those golfers supporting Pine Meadows. A temporary green will be used while the new green is constructed so there will be little impact on the golfers.

The reconstruction of a new middle tee on the 8th hole is another important capital project at Pine Meadows. The back tee is located in an environmentally sensitive and densely wooded part of the golf course with little sun and very well shaded for much of the growing season. In addition, the size of the tee is relatively small resulting in turf quality that is just fair and is not able to handle the significant play throughout the golf season. A temporary area located in front of the existing back tee was cut down and is currently used as a middle tee periodically throughout the golf season for the second set of tee markers. We are planning to reconstruct this middle tee at a slightly higher elevation and greater size with quality soil and a level tee surface. The existing forward and back tee will be used while the new middle tee is under construction. The cost of this improvement is important to provide for three quality tee locations for all level of golfers on the eighth hole.

FY2020- \$80,000

- Reconstruction of the cart path on the first hole by the green to the second tee, from the parking lot to the fifth tee and extending the cart path on the sixth hole and repair the grading for improved drainage in the rough.
- Install drainage on the left side of the eighth hole and by the first green.
- Reconstruction of fairway bunker on the second hole (2) and the seventh hole.

Justification/Benefit:

Pine Meadows is a valuable open space and recreational resource area for the Town of Lexington. It is used year round by residents to play golf, cross-country ski, sled and walk. Improvements are necessary to provide quality playing conditions. This will ensure an enjoyable golfing experience resulting in more play and revenue for the Town.

Impact if not completed:

If the project is not undertaken we will continue to have major problems with this green both in the spring and during the season under certain weather conditions. Significant costs have been incurred in the past in attempting to minimize the issue and correct the problems with seeding, aeration, topdressing, sodding and installing drainage. The Town has sustained a loss of revenue in the past from the temporary closing of the green by offering reduced greens fees or reduced play from golfers not happy with a poor putting surface.

Timeframe:

Develop specifications after Town Meeting approval and perform renovations beginning November of 2016

Replace. Freq:

20 Years

Stakeholders:

Residents, Non-residents, DPW, Recreation & Community Programs, Lexington Public Schools, Lexington High Golf Team, Minuteman High School and the Conservation Commission

Operating Budget Impact:

A reduction in revenue if the fairways are not playable.

Cost Analysis:

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

Capital Funding Request

Recurring Cost



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Pine Meadows Improvements **Date:** 30-Aug-05

Project ID Number: 280 **Revision Date:** 29-Aug-15

Submitted By: Karen Simmons **Department:** Recreation **Priority** 3

First Year Submission? **Phone #:** 781-862-0500 x8480 **E-mail** ksimmons@lexingtonma.gov

280	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$5,000	\$0	\$0	\$5,000	\$0	\$10,000
Construction	\$55,000	\$0	\$0	\$70,000	\$0	\$125,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$5,000	\$0	\$0	\$5,000	\$0	\$10,000
Totals	\$65,000	\$0	\$0	\$80,000	\$0	\$145,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

\$0.00

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:

The cost is based on an estimate provided by a golf course architect.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Park and Playground Improvements **Date:** 30-Aug-05
Project ID Number: 282 **Revision Date:** 03-Sep-15
Submitted By: Chris Filadoro **Department:** Recreation **Priority:** 4
First Year Submission? **Phone #:** 781-274-8355 **E-mail:** cfiladoro@lexingtonma.gov

Description of Project:

The Recreation Committee requests \$75,000 in FY2017 to replace the safety fencing at the Center Recreation Complex along Worthen Road and at the Muzzey Multipurpose Field along Massachusetts Ave. The improvements will include removing, disposing and installing approximately 1,200 l/f of new chain link fence between both locations. Approximately 800 l/f at 4' height and approximately 400 l/f at 8' height. The 8' height is requested next to the baseball and softball field to minimize balls from hitting vehicles along Worthen Road.

FY2018 - \$60,000 to replace and update the swing sets and install bike racks at Bow Street Park, Franklin Park and Munroe Park. Install safety surface.

FY2020- \$70,000 to update and replace the playground equipment at Sutherland Park and install a bike rack. Install safety surface.

FY2021- \$70,000 to update and replace the playground equipment at Rindge Park and install a bike rack. Install safety surface.

The proposed playground improvements will renovate and rehabilitate existing safety surfacing and equipment so that all sites will be in compliance with the Consumer Product Safety Commission (CPSC), American Society for Testing and Materials (ASTM) and the American with Disabilities Act (ADA).

Justification/Benefit:

The existing fence is over 40 years old and is in disrepair. For safety it is recommended to replace the fence at the Center Recreation Complex and at Muzzey Field.

Impact if not completed:

Over the years, frost heaves has caused the fence posts to come out of the ground and the fence is falling over requiring replacement. The current playground equipment, use zones, and surfacing do not comply with CPSC, ASTM or ADA standards. As the equipment continues to age and deteriorate, more frequent inspections, repairs and equipment removal will be needed to ensure that the users are safe. This is neither cost effective nor efficient.

Timeframe:

Fall 2016

Replace. Freq:

30 Years

Stakeholders:

Residents

Operating Budget Impact:

no impact to the operating budget

Cost Analysis:

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

Capital Funding Request

282	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$72,000	\$15,000	\$0	\$20,000	\$20,000	\$127,000
Equipment	\$0	\$42,000	\$0	\$45,000	\$45,000	\$132,000
Contingency	\$3,000	\$3,000	\$0	\$5,000	\$5,000	\$16,000
Totals	\$75,000	\$60,000	\$0	\$70,000	\$70,000	\$275,000
CPA Amt. Req.	\$75,000	\$60,000	\$0	\$70,000	\$70,000	

Recurring Cost

\$0.00

Maintenance Cycle

1 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Park and Playground Improvements **Date:** 30-Aug-05

Project ID Number: 282 **Revision Date:** 03-Sep-15

Submitted By: Chris Filadoro **Department:** Recreation **Priority** 4

First Year Submission? **Phone #:** 781-274-8355 **E-mail** cfiladoro@lexingtonma.gov

The cost projections are based on similar renovation projects.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Town Pool Renovation **Date:** 30-Aug-05
Project ID Number: 283 **Revision Date:** 15-Oct-15
Submitted By: Karen Simmons **Department:** Recreation **Priority:** 1
First Year Submission? **Phone #:** 781-862-0500 x8480 **E-mail:** ksimmons@lexingtonma.gov

Description of Project:

The Recreation Committee is requesting \$166,000 in FY2017 for the design and engineering costs and construction/bid documents associated with Phase III of a multi-phased program of renovations to the Irving H. Mabee Pool Complex. The phased approach was identified in the Engineering Consultant's Study completed in FY2008 by Bargmann Hendrie and Archetype. The implementation of Phase III is scheduled for FY2018 and will include replacing the filtration systems, which are beyond their life expectancy, as well as other work necessary for the successful operation of the Irving H. Mabee Town Pool Complex to continue in the future. The building will have to be enlarged in order to accommodate four new filtration systems. The Garrity, Main (lap and Diving Pools share a common filter system). The Department of Public Health regulations have changed over the years and replacement of the filtration system will now require each pool to have its own filter to be in compliance with the current regulation. By having the pools on a common filter, if a situation occurs that warrants closing a pool, all three pools must be closed. Phase III of the project will also include a reconfiguration of the Wading Pool with the inclusion of new amenities such as water spray features which will help attract families with young children to the facility.

The cost of the project has increased based on an updated cost estimate. Due to the scope and complexity of this renovation project, it was determined that the design/engineering costs should be separated from the construction costs to give us a more accurate estimate for the cost of the project. Therefore, the FY2017 funding request is for the design/engineering costs for Phase III and the FY2018 funding request will be for the construction and implementation of Phase III.

Replacement of the filtrations system is a large undertaking and this project would include the following work:

- Expansion of the filter room (an addition to the building is required) .
- Replacement of piping between existing surge tank and filter room (Main and Dive Pools) .
- Replacement of piping between Garrity Pool and filter room.
- Removal and replacement of concrete decks to access piping.
- Upgrade of electrical service to 600 Amps required for new filtration systems.

In addition, the results of the pool facility audit recommended the following:

- Reconfiguration of the Wading Pool and installation of new water spray features.
- Replacement of the existing roof.
- Replastering of the Wading, Main, and Dive Pools.
- Replacement of the three diving boards.
- Reconfiguration of the three one-meter diving board rails (which do not meet code) .
- Installation of new lifeguard chairs.
- Replacement of the fencing with new black vinyl-coated chain link fencing and gates.
- Resetting of the copings for the Wading Pool.
- Installation of a new shade structure.

Justification/Benefit:

The Irving H. Mabee Pool Complex is a heavily used recreation facility during the summer. Attendance at the Center Pool Complex averages 75,000 people each summer. While the facility continues to operate safely, the filtration system was last updated in 1980. The consultant's report provided the Town with a detailed list of recommended upgrades and repairs needed, thus allowing the Town to plan and budget the upgrades and repairs effectively and responsibly. With each year, the efficiency and effectiveness of the filtration systems and chlorinators decreases. Repairs become more costly as the filtration system breaks down more frequently. The improvements to the filtration system will bring the system into compliance. Funding was approved in 2010 for Phase I and 2011 for Phase II. Phase I and Phase II are complete.

Impact if not completed:

If immediate needs are not identified and addressed, the pool may need to be closed for an extended period of time during the peak season, thus affecting the residents and decreasing revenues.

Timeframe:

2017-2018

Replace. Freq:

30 Years

Stakeholders:

Residents, Non-residents, Recreation & Community Programs, DPW, Health Department, Lexington Public Schools

Operating Budget Impact:



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Town Pool Renovation **Date:** 30-Aug-05

Project ID Number: 283 **Revision Date:** 15-Oct-15

Submitted By: Karen Simmons **Department:** Recreation **Priority** 1

First Year Submission? **Phone #:** 781-862-0500 x8480 **E-mail** ksimmons@lexingtonma.gov

Repairs to the filtration system and plumbing system has become an annual occurrence which impacts the operating budget.

Cost Analysis:

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

Capital Funding Request

283	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$166,000	\$0	\$0	\$0	\$0	\$166,000
Construction	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$120,000	\$0	\$0	\$0	\$120,000
Totals	\$166,000	\$1,620,000	\$0	\$0	\$0	\$1,786,000
CPA Amt. Req.	\$166,000	\$1,620,000	\$0	\$0	\$0	

Recurring Cost
\$0.00

Maintenance Cycle
1 Years

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

Basis of Cost Projection:

The initial cost estimate is based on the Pool Facility Audit completed by Bargmann Hendrie + Archetype, Inc. in February 2008. It was updated in the spring of 2015. Design and engineering costs are based on 10% and contingency is based on 8%.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Park Improvements - Athletic Fields **Date:** 15-Sep-06
Project ID Number: 518 **Revision Date:** 28-Aug-15
Submitted By: Chris Filadoro **Department:** Recreation **Priority:** 5
First Year Submission? **Phone #:** 781-274-8355 **E-mail:** cfiladoro@lexingtonma.gov

Description of Project:

The Recreation Committee requests \$120,000 in FY2017 to renovate the Adams Park Multipurpose athletic field located behind the Waldorf School. The renovation to the multipurpose field will include laser grading the athletic field, grading for proper drainage, and adding permanent park benches. The Town of Lexington athletic fields see excessive use and timely renovations and replacement are critical to provide safe and playable fields for all user groups. The athletic field is used by the Waldorf School during the day and by youth organizations evenings and weekends.

Proposed future renovations will include turf, drainage, and irrigation (where applicable, and site amenities (benches, backstops, etc.)) :
 FY2018 - \$125,000 - Harrington Baseball and Softball Fields
 FY2019 - \$150,000 - New in-ground irrigation systems at the Hastings, Bowman and Franklin.
 FY2020 - \$400,000 - Diamond School Field renovation will include drainage, laser grading, and new irrigation controls.
 FY2021 - \$75,000 - Computerized Irrigation Controls for all in-ground Town systems.

Justification/Benefit:

Safety for all participants is the major concern and improving upon the safety of the fields is the major benefit to all users. The Town of Lexington athletic fields are constantly used by recreation, school, youth, and adult groups. They are in need of major repairs that cannot be completed within the operating budget. There are safety issues with faulty backstops, uneven turf, uneven infield areas, and drainage. This is an ongoing multi-year capital program to address safety and playability concerns and to provide adequate and safe field conditions for neighborhood families, recreation, and school programs. The benefit would be to renovate the fields to a condition where they will be safe, playable, and more easily maintained.

Impact if not completed:

The Public Works Department oversees the maintenance of the school and Town athletic facilities. The impact of not approving this request is a continuing deterioration of the fields which may lead to injuries and cancellation of games. This will impact the School teams, youth leagues, adult leagues, and Recreation programs and affect the quality of life in Lexington.

Timeframe:

Develop specifications after Town Meeting approval and perform renovations beginning fall of 2016.

Replace. Freq:

10 Years

Stakeholders:

Residents, non-residents, Lexington Public Schools and Waldorf School, Youth League programs, DPW, Recreation & Community Programs Department

Operating Budget Impact:

DPW staff hours, equipment and materials costs should decrease with improved field conditions that will require routine maintenance and not emergency repairs.

Cost Analysis:

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

Capital Funding Request

518	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$15,000	\$10,000	\$0	\$20,000	\$0	\$45,000
Construction	\$100,000	\$110,000	\$145,000	\$365,000	\$0	\$720,000
Equipment	\$0	\$0	\$0	\$0	\$75,000	\$75,000
Contingency	\$5,000	\$5,000	\$5,000	\$15,000	\$0	\$30,000
Totals	\$120,000	\$125,000	\$150,000	\$400,000	\$75,000	\$870,000
CPA Amt. Req.	\$120,000	\$125,000	\$150,000	\$400,000	\$75,000	

Recurring Cost

\$0.00

Maintenance Cycle

1 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Park Improvements - Athletic Fields **Date:** 15-Sep-06

Project ID Number: 518 **Revision Date:** 28-Aug-15

Submitted By: Chris Filadoro **Department:** Recreation **Priority** 5

First Year Submission? **Phone #:** 781-274-8355 **E-mail** cfiladoro@lexingtonma.gov

Basis of Cost Projection:

Cost projections are based on similar past projects and information from vendors and architects.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Pine Meadows Equipment **Date:** 11-Aug-08
Project ID Number: 519 **Revision Date:** 29-Aug-15
Submitted By: Karen Simmons **Department:** Recreation **Priority:** 7
First Year Submission? **Phone #:** 781-862-0500 x8480 **E-mail:** ksimmmons@lexingtonma.gov

Description of Project:

The FY2018 request is for \$55,000 from the Recreation Enterprise Fund to purchase a Toro Triplex mower for the greens replacing a 2002 Greensking mower and an Excel Hustler Trim mower replacing a Ferris mower. The life expectancy of golf course mowers average 7 years.
 FY2019 - \$55,000 to purchase a Toro Triplex mower for the tees and apron replacing a 2005 Greensking mower; a Turfco Top Dresser machine replacing a Turfco Metermatic Top Dresser and a Salso Greens Roller.
 FY2020 - \$50,000 to purchase a Massey Ferguson Tractor replacing a 1995 Massey Tractor.
 FY2021 - \$60,000 to purchase a Jacobson fairway mower replacing the 2012 Jacobson fairway mower.

Justification/Benefit:

The past and future success at Pine Meadows can be attributed to the ongoing investment in golf course infrastructure and equipment to maintain the eighty eight acres of property. Sufficient equipment is needed to properly set up the golf course on a daily basis and also to provide superior playing conditions on a consistent basis throughout the year. The existing 2002 Greensking mower is at the end of its useful life. The mower is used on a daily basis in maintaining the greens throughout the golf course. Technological improvements have been made over the years to both the operating efficiency and quality of cut to the mower. Each day play begins at 6 am and play continues into the early evening during the summer season. The golf course is staffed so that the greens, tees and fairways can be cut with minimal disruption of play while providing outstanding playing conditions. The quality of cut and height of cut from mowers ensures that golfers will be able to quickly locate their ball and be able to hit a satisfactory shot from the rough resulting in an improved pace of play. An improved pace of play and superior playing conditions ensures an enjoyable golfing experience resulting in more play and revenue to the Town.

The overall aesthetic quality of a golf course is very important to its ultimate financial success. The good maintenance of a golf course requires equipment that operates efficiently, effectively, and safely. The quality of the turf and grooming of the course is critical to the overall operation.

Impact if not completed:

If the turf is not maintained properly, it will affect the quality of play and the Town will lose customers, thus reducing revenue. In addition to the financial loss, employee safety issues arise if machinery is operated beyond its reasonable life span.

Timeframe:

August 2017

Replace. Freq:

7 Years

Stakeholders:

Residents, Non-resident golfers, Recreation & Community Programs, Lexington Public Schools Golf Team, Minuteman Tech High School Golf Team

Operating Budget Impact:

Reduce repair costs

Cost Analysis:

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

Capital Funding Request

519	2017	2018	2019	2020	2021	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	\$55,000	\$55,000	\$50,000	\$60,000	\$220,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$55,000	\$55,000	\$50,000	\$60,000	\$220,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Recurring Cost

\$0.00

Maintenance Cycle

1 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Pine Meadows Equipment **Date:** 11-Aug-08

Project ID Number: 519 **Revision Date:** 29-Aug-15

Submitted By: Karen Simmons **Department:** Recreation **Priority** 7

First Year Submission? **Phone #:** 781-862-0500 x8480 **E-mail** ksimmons@lexingtonma.gov

Basis of Cost Projection:

August 2015 cost estimate



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Park Improvements- Hard Court Resurfacing **Date:** 13-Aug-07
Project ID Number: 532 **Revision Date:** 03-Sep-15
Submitted By: Chris Filadoro/Karen Simmons **Department:** Recreation **Priority:** 6
First Year Submission? **Phone #:** 781-274-8355 **E-mail:** cfiladoro@lexingtonma.gov

Description of Project:

The Recreation Committee requests funds to institute and carry out a hard court resurfacing program. The program includes resurfacing, painting and striping the hard court surfaces at Recreation facilities. These facilities include neighborhood Basketball Courts, Center Track and Tennis Courts at the Center Complex, Clarke Middle School and Valley.

The FY2017 request is for \$61,000 to rehabilitate the basketball courts at Rindge Park and Kinneens Park. The project will include reconstruction of the courts and installation of new backboards/poles. The current surfaces have extensive cracks and frost heaves which will require a reconstruction. It will also include funding to purchase and permanently install a bike rack at each site.

Future projects:

FY2019 - \$58,000 - Adams Park - resurface, paint, and restripe the Adams Tennis Courts and the Adams Basketball Court and installation of a bike rack.

FY2020 - \$43,000 - Valley Tennis Courts - resurface, paint, and restripe the tennis courts and installation of a bike rack.

FY2021 - \$65,000 - Center Basketball Courts - resurface, paint, and restripe the basketball courts and installation of a bike rack

Justification/Benefit:

Over the past 18 years, the Town has supported and invested in an upgrading of the town's recreation infrastructure. The hard court resurfacing program is a program for hard surface athletic facilities which include basketball, tennis, track and the skatepark. The program will include resurfacing and painting the hard court surfaces and installing new posts, backboards, nets and rims at Recreation facilities. It is important to maintain these valuable assets in the community to ensure their usability and the safety of the users. It is important to maintain the Town's recreation infrastructure.

Impact if not completed:

The impact of not approving the request is a deterioration of the athletic facilities and unsafe conditions for the residents in the community

Timeframe:

Fall 2016

Replace. Freq:

15 Years

Stakeholders:

neighborhood families and residents

Operating Budget Impact:

Failure to maintain the infrastructure will result in higher repair costs and/or complete reconstruction.

Cost Analysis:

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

Capital Funding Request

532	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$7,000	\$0	\$6,000	\$6,000	\$8,000	\$27,000
Construction	\$47,000	\$0	\$45,000	\$30,000	\$50,000	\$172,000
Equipment	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$8,000
Contingency	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$20,000
Totals	\$61,000	\$0	\$58,000	\$43,000	\$65,000	\$227,000
CPA Amt. Req.	\$61,000	\$0	\$58,000	\$43,000	\$65,000	

Recurring Cost

\$0.00

Maintenance Cycle

5 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Park Improvements- Hard Court Resurfacing **Date:** 13-Aug-07

Project ID Number: 532 **Revision Date:** 03-Sep-15

Submitted By: Chris Filadoro/Karen Simmons **Department:** Recreation **Priority** 6

First Year Submission? **Phone #:** 781-274-8355 **E-mail** cfiladoro@lexingtonma.gov

The cost estimates are based on similar past projects.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Center Track and Field Reconstruction **Date:** 15-Aug-11
Project ID Number: 732 **Revision Date:** 03-Sep-15
Submitted By: Chris Filadoro/Karen Simmons **Department:** Recreation **Priority:** 9
First Year Submission? **Phone #:** 781-274-8355 **E-mail:** cfiladoro@lexingtonma.gov

Description of Project:

The Center track area is one of the most heavily used facilities in town and is open and available 365 days per year depending on the weather. The track and the associated athletic field area are used by the school, youth and adult groups, Recreation and residents. The area is used for walking, running, track and field events, soccer, Special Olympics and Physical Education classes. The track surface was recoated in the fall of 2012 and that was the last recoating that the track can undergo. It was estimated to add 5 to 6 years of life to the existing surface. This request is to totally reconstruct the track surface, do a complete renovation of the athletic field with the installation of synthetic turf, installation of lights and replacement of the existing bleachers. The FY2019 request for this project is \$3,000,000. This project is being moved from FY2018 to FY2019 due to the unknown location of a potential new high school.

Justification/Benefit:

The track surface continues to wear out at a high rate creating unsafe conditions which affect a large number of users. The reconstruction will allow for continued high use for a wide range of users and provide a safer and more comfortable surface. The reconstruction of the athletic field will allow for extended use similar to Lincoln Park.

Impact if not completed:

The track surface will continue to deteriorate causing safety concerns and possible closures for more costly short-term repairs. The athletic field will be at capacity and the hours of use will be limited by inclement weather and worn areas causing down time for programs that are already at their limit.

Timeframe:

2019

Replace. Freq:

25 Years

Stakeholders:

Lexington Public Schools, Recreation & Community Programs, youth and adult sports programs, residents.

Operating Budget Impact:

It is estimated that the expense to operate the lights is approximately \$6,000 per year. This will be offset by revenue.

Cost Analysis:

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

Capital Funding Request

732	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$300,000	\$0	\$0	\$300,000
Construction	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000
Equipment	\$0	\$0	\$400,000	\$0	\$0	\$400,000
Contingency	\$0	\$0	\$300,000	\$0	\$0	\$300,000
Totals	\$0	\$0	\$3,000,000	\$0	\$0	\$3,000,000
CPA Amt. Req.	\$0	\$0	\$2,400,000	\$0	\$0	

Recurring Cost

\$5,000.00

Maintenance Cycle

0 Years

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

Basis of Cost Projection:

Cost projections provided by Stantec based on similar projects. The synthetic turf is estimated to cost \$600,000. The subsurface drainage and track construction is estimated at \$2,400,000.



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Granite Forest at Lincoln Park **Date:** 26-Aug-15
Project ID Number: 976 **Revision Date:** 28-Aug-15
Submitted By: Karen Simmons **Department:** Recreation **Priority:** 2
First Year Submission? **Phone #:** 781-698-4801 **E-mail:** ksimmons@lexingtonma.gov

Description of Project:

This request is for \$30,000 from the CPA to install a monumental work of "Public Art" at Lincoln Park. This is a public/private partnership of which \$30,000 is requested from the CPA and \$45,000 will be raised privately by the Lincoln Park Sub-Committee. The design calls for the installation of a notable landscape feature "The Granite Forest". The Granite Forest is a greenway corridor connecting the lower park to the upper park. It will have granite benches and will be landscaped with trees and shrubs. It will be located in the meadow between the multipurpose athletic field and the woodland/meadow gardens of Lincoln Park. This is along a high traffic path connecting the high school campus to the upper section of Lincoln Park. The primary material for the design started with the opportunity to utilize 11 antique granite foundation stones from the Issac Mulliken House built around 1850 and located at 2013 Massachusetts Ave. This house was being moved and renovated as part of the Inn at Hastings Park project. The granite was donated by Mr. and Mrs. Michael Kennealy. These 11 pieces of hand carved granite range in size from 5 feet to 11 feet and are a priceless reminder of earlier methods of building. Ultimately, it is the intent to have text carved into the granite adding a layer of ecology, history and poetry art. This is modeled after Thoreau's Path at Bisters Hill in Concord.

Justification/Benefit:

The Granite Forest is to serve as a landmark, providing a gathering space for individuals using the nature path, the playground and the athletic fields. This much used and loved area serves as a quiet, peaceful link between the two major recreation areas in Town; The Center Recreation Complex and Lincoln Park. It will exemplify the principal of adaptive reuse and creativity in the park environment and will provide a window on the ecological and social processes which shape the landscape. The spirit of reclamation is alive at Lincoln Park as it continues its transformation from a landfill to a thriving recreational and nature treasure. It is also the location of the Teresa and Roberta Lee Fitness/Nature Path, Dick Kirk Overlook and the Azalea Woods.

Impact if not completed:

The Town would lose this opportunity to connect the lower and upper park utilizing historical building material.

Timeframe:

Fall 2016

Replace. Freq:

0 Years

Stakeholders:

Lexington residents

Operating Budget Impact:

This project was initiated and will be maintained by the Lincoln Park Sub-Committee.

Cost Analysis:

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

Capital Funding Request

976	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$30,000	\$0	\$0	\$0	\$0	\$30,000
CPA Amt. Req.	\$30,000	\$0	\$0	\$0	\$0	

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

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

Basis of Cost Projection:



Town of Lexington - FY 2017-FY 2021 Capital Improvement Projects

Project Name: Granite Forest at Lincoln Park **Date:** 26-Aug-15

Project ID Number: 976 **Revision Date:** 28-Aug-15

Submitted By: Karen Simmons **Department:** Recreation **Priority** 2

First Year Submission? **Phone #:** 781-698-4801 **E-mail** ksimmons@lexingtonma.gov

Based on cost estimate by the architect in 2014 and a quote from a contractor.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Town Manager's FY2017 Budget Presentation (15 min.)

PRESENTER:

Claire Goodwin

ITEM NUMBER:

3.

SUMMARY:

See attached FY2017 Town Manager's Budget Presentation.

SUGGESTED MOTION:

FOLLOW-UP:

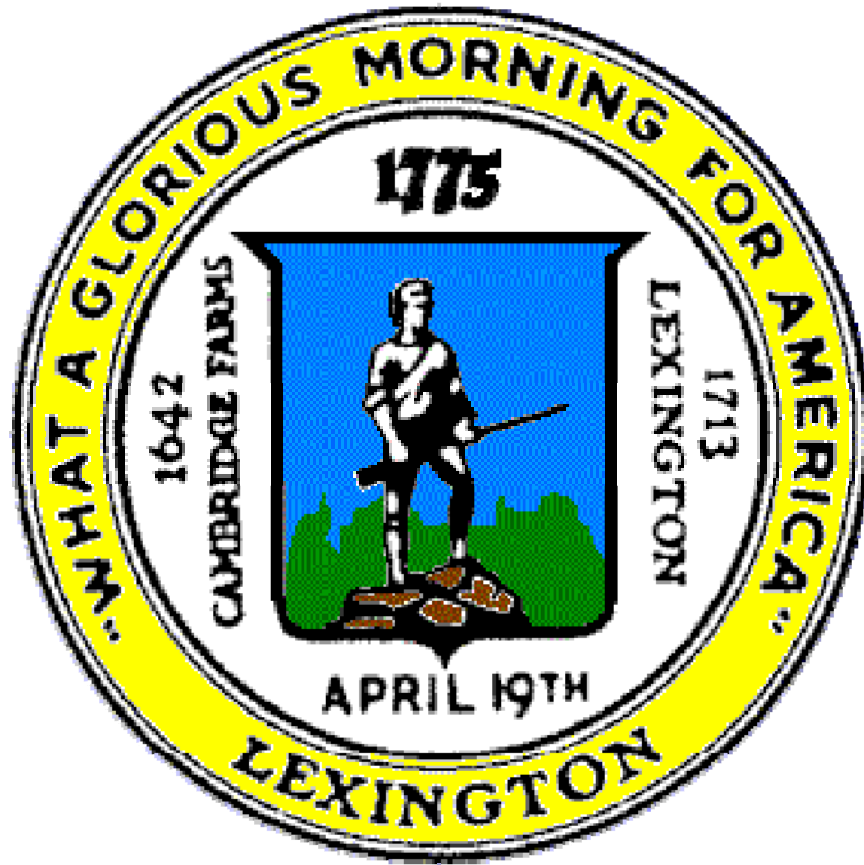
DATE AND APPROXIMATE TIME ON AGENDA:

12/4/2015

9:30 AM

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Town Manager's Budget Presentation	Presentation



Town Manager's Office Requested Budget
Fiscal Year 2017

Submitted by:
Claire Goodwin, Management Analyst

Board of Selectmen Presentation
December 4, 2015



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8200 Town Manager

Mission:

The Board of Selectmen appoints the Town Manager who oversees the daily operations of all general government departments, implements the policies of the Board of Selectmen, proposes an annual operating and capital budget, and enforces Town bylaws and regulations. The Town Manager's authority and responsibilities are established in the Selectmen-Town Manager Act of 1968. The Town Manager's Office is also responsible for Human Resources and benefit administration, as well as risk management.

Budget Overview:

The FY2017 budget reflects an increase of \$47,894 or 6.29% from FY2016. This is comprised of a \$17,894 or 3.28% increase in Compensation due to annual step increases and a \$30,000 or 13.95% increase in Expenses due to additional funding for expected legal services and an assessment center for Fire Captains and Lieutenants used in the promotional process.

The Town Manager's Office is comprised of the following elements: Organizational Direction and Administration - 8210, and Human Resources - 8220. Organizational Direction and Administration funds staff and expenses for the Manager's Office including organizational development funds and some equipment. Human Resources funds staff and expenses for managing the personnel and benefit functions of the organization.

Departmental Initiatives:

- 1) Continue to work on internal controls by revising existing policies and developing new policies that may be necessary to ensure the protection of assets that are vulnerable to abuse.
- 2) Continue the work of the Technology Committee and identify ways to best use technology to meet both the internal needs of the organization as well as the needs of residents and customers.
- 3) Develop organizational sustainability by passing on institutional knowledge, engaging mid-level managers in organization decision-making and selecting and training qualified individuals. It is anticipated in FY17 that we will be recruiting for 4 – 6 Senior Manager positions.
- 4) Work to ensure that municipal services address the needs of Lexington's culturally diverse community.
- 5) Expand public communications by developing a comprehensive and coordinated plan for engaging the community.

Program Improvement Requests:

	Division	FY 2017 Requested
Administrative Assistant	8220	\$ 69,067
Classification and Compensation Study	8220	\$ 20,000
<i>Sub-total 8200 by request</i>		<i>\$ 89,067</i>
Compensation		\$ 53,144
Benefits		\$ 15,923
Expenses		\$ 20,000
<i>Sub-total 8200 by Category</i>		<i>\$ 89,067</i>



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8200 Town Manager

Budget Summary - Town Manager Operations (8210, 8220)

Funding Sources	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 364,383	\$ 472,955	\$ 451,280	\$ 484,179	\$ 32,899	7.29%
Enterprise Funds (Indirect)	\$ 42,421	\$ 42,152	\$ 45,825	\$ 47,200	\$ 1,375	3.00%
Available Funds	-	-	-	-	-	-
Rentals*	\$ 384,180	\$ 287,082	\$ 264,150	\$ 277,770	\$ 13,620	5.16%
Total 8200 Town Manager	\$ 790,984	\$ 802,189	\$ 761,255	\$ 809,149	\$ 47,894	6.29%

Appropriation Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 617,579	\$ 636,241	\$ 546,170	\$ 564,064	\$ 17,894	3.28%
Expenses	\$ 173,405	\$ 165,948	\$ 215,085	\$ 245,085	\$ 30,000	13.95%
Total 8200 Town Manager	\$ 790,984	\$ 802,189	\$ 761,255	\$ 809,149	\$ 47,894	6.29%

Program Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$ 556,302	\$ 569,583	\$ 515,691	\$ 531,028	\$ 15,337	2.97%
Total 8220 Human Resources	\$ 234,682	\$ 232,605	\$ 245,564	\$ 278,121	\$ 32,557	13.26%
Total 8200 Town Manager	\$ 790,984	\$ 802,189	\$ 761,255	\$ 809,149	\$ 47,894	6.29%

Object Code Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 617,579	\$ 636,241	\$ 546,170	\$ 564,064	\$ 17,894	3.28%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Personal Services</i>	<i>\$ 617,579</i>	<i>\$ 636,241</i>	<i>\$ 546,170</i>	<i>\$ 564,064</i>	<i>\$ 17,894</i>	<i>3.28%</i>
Contractual Services	\$ 150,281	\$ 132,707	\$ 180,850	\$ 210,850	\$ 30,000	16.59%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 19,510	\$ 15,176	\$ 14,735	\$ 14,735	\$ -	0.00%
Small Capital	\$ 3,613	\$ 18,066	\$ 19,500	\$ 19,500	\$ -	0.00%
<i>Expenses</i>	<i>\$ 173,405</i>	<i>\$ 165,948</i>	<i>\$ 215,085</i>	<i>\$ 245,085</i>	<i>\$ 30,000</i>	<i>13.95%</i>
Total 8200 Town Manager	\$ 790,984	\$ 802,189	\$ 761,255	\$ 809,149	\$ 47,894	6.29%

*Rentals are comprised of rental receipts from the Waldorf School, Bertucci's Italian Restaurant, LexFarm and Peet's Coffee & Tea sidewalk rentals, cell tower lease revenue and the sublease of Kline Hall to LexMedia.

Budget Summary - Salary Adjustment (8230)

Funding Sources	FY 2014 Balance	FY2015 Balance	FY2016 Appropriation	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 673,588	\$ 290,690	\$ 820,316	\$ 636,847	\$ (183,470)	-22.37%
Total 8200 Town Manager	\$ 673,588	\$ 290,690	\$ 820,316	\$ 636,847	\$ (183,470)	-22.37%

Program Summary	FY 2014 Balance	FY2015 Balance	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$ 673,588	\$ 290,690	\$ 820,316	\$ 636,847	\$ (183,470)	-22.37%
Total 8200 Town Manager	\$ 673,588	\$ 290,690	\$ 820,316	\$ 636,847	\$ (183,470)	-22.37%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8200 Town Manager

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Request
Town Manager	1	1	1	1
Deputy Town Manager	1	1	1	1
Office Manager/Special Events Coordinator	1	1	1	1
Benefits Coordinator	1	1	1	1
Assistant to the Town Manager ¹	1	1	0	0
Human Resources Director	1	1	1	1
Hearing Officers ²	0.12	0.12	0.12	0.12
Management Fellow/Analyst	1	1	1	1
Human Resources Assistant	1	1	1	1
Total FTE	8.12	8.12	7.12	7.12
Total Full/Part Time	8 FT / 2 PT	8 FT / 2 PT	8 FT / 2 PT	8 FT / 2 PT

(1) Position reassigned to Information Technology in FY2015

(2) Two hearing officers hear appeals for parking fines; one municipal hearing officer hears appeals for fines issued by the Fire Department (regional position, shared with Winchester and Woburn)



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8210 Organizational Direction and Administration

Subprogram: 820 Town Manager

Budget Description:

Overall, the recommended FY2017 budget reflects a \$15,337 or 2.97% increase from FY2016. The increase is due to a rise in Compensation attributed by step increases. Compensation is increasing by 3.76%. Expenses remain the same at \$107,300 from FY2016.

Organizational Direction and Administration funds staff and expenses for all functions of the Town Manager's Office except Human Resources. Administration includes the day-to-day oversight for all general government departments, town-wide staff training and professional development, risk management for municipal and school departments, special projects and website content coordination. The Manager's Office also implements all decisions of the Board of Selectmen and Town Meeting, and provides staff support to various Town committees.

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 478,538	\$ 476,565	\$ 391,368	\$ 406,037	\$ 14,669	3.75%
51120	OTHER COMPENSATION	\$ 11,076	\$ 11,642	\$ 13,080	\$ 13,580	\$ 500	3.82%
51144	LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
51150	REGULAR P/T WAGES	\$ 3,000	\$ 3,026	\$ 3,943	\$ 4,111	\$ 168	4.26%
<i>Sub-Total Compensation</i>		\$ 492,614	\$ 491,233	\$ 408,391	\$ 423,728	\$ 15,337	3.76%
52110	CONTRACTUAL SERVICES	\$ 587	\$ 4,959	\$ 2,500	\$ 2,500	\$ -	0.00%
52111	PRINTING/FORMS	\$ 4,444	\$ 494	\$ 600	\$ 600	\$ -	0.00%
52120	PROFESSIONAL SERVICES	\$ 588	\$ 23,450	\$ 18,000	\$ 18,000	\$ -	0.00%
52123	LEGAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52128	ADVERTISING	\$ -	\$ 945	\$ -	\$ -	\$ -	-
52183	MILEAGE	\$ 679	\$ 1,324	\$ 1,200	\$ 1,200	\$ -	0.00%
52186	PROFESSIONAL DEVELOPMENT	\$ 34,995	\$ 11,617	\$ 45,500	\$ 45,500	\$ -	0.00%
52187	TRAVEL	\$ 881	\$ 2,779	\$ 2,500	\$ 2,500	\$ -	0.00%
52188	SEMINARS	\$ 1,665	\$ 2,487	\$ 6,000	\$ 6,000	\$ -	0.00%
52197	FIDELITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
52207	CELLPHONES/PAGERS	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	SUPPLIES	\$ 4,125	\$ 4,785	\$ 5,000	\$ 5,000	\$ -	0.00%
54111	OFFICE SUPPLIES	\$ 2,575	\$ 2,354	\$ 3,000	\$ 3,000	\$ -	0.00%
54113	MEMBERSHIP/DUES/SUBS	\$ 9,536	\$ 5,091	\$ 3,500	\$ 3,500	\$ -	0.00%
54500	SMALL EQUIPMENT	\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%
54706	OFFICE EQUIPMENT	\$ 1,613	\$ 13,066	\$ 14,500	\$ 14,500	\$ -	0.00%
<i>Sub-Total Expenses</i>		\$ 63,688	\$ 78,350	\$ 107,300	\$ 107,300	\$ -	0.00%
Total 8210 Organizational Dir. & Admin.		\$ 556,302	\$ 569,583	\$ 515,691	\$ 531,028	\$ 15,337	2.97%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8220 Human Resources

Subprogram: 8200 Town Manager

Budget Description:

The recommended FY2017 budget reflects a \$32,557 or 13.26% increase from FY2016. Compensation is increasing by \$2,557 or 1.86% due to step increases.

Expenses are increasing by \$30,000 or 27.83% due to increased funding for Legal Services and Professional Services. Securing the additional funding for Legal Services reflects a trend in FY2016 with a high potential for arbitration in FY2017. The Professional Services budget is increasing by \$5,000 to account for assessment centers for Fire Captains and Lieutenants held in the spring of 2017 every three years. The assessment centers are used to determine promotions by creating a ranked list of participants.

The Town Manager's Office through the Human Resource function is responsible for managing the personnel administration, benefits administration, collective bargaining agreements, workers compensation and unemployment benefits.

Contract negotiations have concluded for four municipal unions through FY2016: Lexington Municipal Employees Association, Lexington Municipal Managers Association, Crossing Guards, and Fire Union. As of publication, the AFSCME Public Works, AFSCME Custodian, and AFSCME Dispatch are all in negotiations for FY2017. Lexington Police Association will be starting negotiations for FY2016. The Police Supervisor Officers are unsettled for FY2013, FY2014, and FY2015. The Cary Memorial Library Union is settled through FY2017.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 124,192	\$ 144,528	\$ 137,779	\$ 140,336	\$ 2,557	1.86%
51120	OTHER COMPENSATION	\$ -		\$ -		\$ -	-
51130	OVERTIME	\$ 773	\$ 480	\$ -		\$ -	-
51144	LONGEVITY	\$ -		\$ -		\$ -	-
51150	REGULAR P/T WAGES	\$ -		\$ -		\$ -	-
<i>Sub-total Compensation</i>		\$ 124,965	\$ 145,008	\$ 137,779	\$ 140,336	\$ 2,557	1.86%
52110	CONTRACTUAL SERVICES	\$ -		\$ -	\$ -	\$ -	0.00%
52111	PRINTING/FORMS	\$ 617	\$ 484	\$ 500	\$ 500	\$ -	0.00%
52120	PROFESSIONAL SERVICES	\$ 25,275	\$ 6,500	\$ 20,000	\$ 25,000	\$ 5,000	25.00%
52123	LEGAL SERVICES	\$ 74,590	\$ 74,033	\$ 75,000	\$ 100,000	\$ 25,000	33.33%
52128	ADVERTISING	\$ 3,367	\$ 1,765	\$ 4,000	\$ 4,000	\$ -	0.00%
52183	MILEAGE	\$ 54	\$ 209	\$ 300	\$ 300	\$ -	0.00%
52184	BINDING & ARCHIVING			\$ -	\$ -	\$ -	-
52185	POSTAGE			\$ -	\$ -	\$ -	-
52186	PROF DEV & TRAINING	\$ 1,005	\$ 1,152	\$ 1,750	\$ 1,750	\$ -	0.00%
52187	TRAVEL	\$ 340		\$ 1,500	\$ 1,500	\$ -	0.00%
52188	SEMINARS	\$ 1,195	\$ 509	\$ 1,500	\$ 1,500	\$ -	0.00%
54100	SUPPLIES	\$ 481	\$ 296	\$ 735	\$ 735	\$ -	0.00%
54111	OFFICE SUPPLIES	\$ 897	\$ 750	\$ 750	\$ 750	\$ -	0.00%
54113	MEMBERSHIP/DUES	\$ 1,896	\$ 1,900	\$ 1,750	\$ 1,750	\$ -	0.00%
54500	SMALL EQUIPMENT	\$ -		\$ -		\$ -	-
54706	OFFICE EQUIPMENT	\$ -		\$ -		\$ -	-
<i>Sub-total Expenses</i>		\$ 109,717	\$ 87,598	\$ 107,785	\$ 137,785	\$ 30,000	27.83%
Total 8220 Human Resources		\$ 234,682	\$ 232,605	\$ 245,564	\$ 278,121	\$ 32,557	13.26%

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1 of

Department:	Town Manager
Program:	8000 General Government
Element:	8220 Human Resources
Accounting Dept #:	1230
Supplemental Title:	Administrative Assistant

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 (FY2017 Only)	Ongoing Annual Cost (FY2017 & Future)	TOTAL FY2017 Request
<u>Compensation</u>				
Grade 4	Step 5		\$53,144	\$53,144
				\$0
<u>Benefits</u>				
			\$15,923	\$15,923
<u>Expenses</u>				
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL		\$0	\$69,067	\$69,067

PURPOSE / DESCRIPTION OF REQUEST

The Human Resources Department is in need of administrative staff support to assist with the growing workload in quantity and complexity in the office.

With the expansion of new positions Town-wide, as well as projections from the School Department for the need for more staff to deal with expanding student enrollment, HR finds itself unable to maintain a quality work product, given the quantity of work that is processed daily in Town HR. With the expanding numbers of employees, HR staff will be even more burdened. Town HR processes all benefits for both Town and School employees as well as retirees; which includes; health, HRA plans, Opt-Out program, dental, life, optional life, 457 plans, Worker's Compensation/Injured on Duty and Unemployment claims. Processing includes, but is not limited to; creation of EAF forms for payroll, calculating appropriate benefits, enrollment, disenrollment, monthly invoice payment and auditing.

To alleviate some of the administrative duties so staff can focus on "high payoff - high priority" tasks, this position would perform the following functions:

- assists with administrative functions in the Human Resources Office and Town Manager's Office; electronic and paper filing, answering phones, customers at the service window, new hire packets, Town Meeting materials, sorts and distributes mail; and office-wide records management;
- assists with maintaining and archiving of current paper files and with the conversion of paper records to Laserfiche;
- assists with the scheduling of appointments including, but not limited to; interview candidates, interview panels, pre-employment and return to duty physical, drug screening and psychological screenings. Monitors appointments to keep departments up-to-date with appointments and schedules; and
- tracks the performance evaluation program and reminds supervisors of upcoming and overdue evaluations.

SERVICE IMPLICATION

It is becoming increasingly harder for Human Resources to meet deadlines given the volume and complexity of benefits/HR management. With more changes coming such as the Affordable Care Act, staff will be even more pressed to continue to provide high level service to both internal and external customers. Departments rely on HR for a wide range of assistance from benefits management to collective bargaining to policy development. With only 3.0 FTE employees and no overtime budget, HR does not have the administrative "bench strength" to continue to deliver high quality, high level, pro-active, efficient and effective human resource assistance.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department: **Town Manager**
 Program: **8000 General Government**
 Element: **8220 Human Resources**
 Accounting Dept #: **1230**
 Supplemental Title: **Classification and Compensation Study**

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 (FY2017 Only)	Ongoing Annual Cost (FY2017 & Future)	TOTAL FY2017 Request
<u>Compensation</u>				
_____	_____			\$0
_____	_____			\$0
<u>Benefits</u>				
_____	_____			\$0
<u>Expenses</u>				
52120	Prof. Svcs.	\$20,000		\$20,000
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
TOTAL		\$20,000	\$0	\$20,000

PURPOSE / DESCRIPTION OF REQUEST

This budget request is to fund a classification and compensation study for positions classified in the AFSCME Local 1703, Department of Public Works bargaining unit. A classification and compensation study examines positions to make sure their compensation is competitive with the external job market, as well as ensure positions are equitable measured against other positions within the Town. Due to the complexity and size of the project, a consultant is hired under the direction of the Human Resource Director to gather internal and external data. Deliverables of the project should be up to date position descriptions along with a competitive wage structure.

Human Resource best practices state that Classification and Compensation studies should be performed every five (5) to ten (10) years to ensure internal and external market equity. The last time a comprehensive classification study was performed for this group was 1998.

SERVICE IMPLICATION

A classification and compensation study will assure that we are maintaining a competitive job environment in order to attract and retain high quality employees.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Town Committees FY2017 Budget Presentation (15 min.)

PRESENTER:

Claire Goodwin

ITEM NUMBER:

4.

SUMMARY:

See attached FY2017 Town Committees Budget Presentation.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

12/4/2015

9:45 AM

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Town Committees Budget Presentation	Presentation



Town Committees Requested Budget
Fiscal Year 2017

Submitted by:
Claire Goodwin, Management Analyst

Board of Selectmen Presentation
December 4, 2015



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8300 Town Committees

Mission:

Town Committees includes the Appropriation Committee, Capital Expenditures Committee, Public Celebrations Committee and various boards and committees appointed by the Board of Selectmen, Moderator and the Town Manager.

Budget Overview:

The Town Committees Budget is expected to decrease overall by \$24,500 or 32.67%. This is attributable to a one-time expenditure of \$15,000 in FY2016 for Professional Services and \$6,000 for a portable stage in FY2016. Additionally, Dance Around the World is funded every other year and was held in FY2016. An increase of \$500 in wages and an increase of \$1,000 for Patriots' Day is included.

Authorized Staffing:

Beginning in FY2011 the Financial Committees appropriation includes funds for a part-time employee. This person is responsible for taking minutes for the Appropriation and Capital Expenditures Committees.



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8300 Town Committees

Budget Summary

Funding Sources	FY2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 40,791	\$ 49,270	\$ 75,000	\$ 50,500	\$ (24,500)	-32.67%
Total 8300 Town Committees	\$ 40,791	\$ 49,270	\$ 75,000	\$ 50,500	\$ (24,500)	-32.67%

Appropriation Summary	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 4,283	\$ 6,143	\$ 6,000	\$ 6,500	\$ 500	8.33%
Expenses	\$ 36,509	\$ 43,126	\$ 69,000	\$ 44,000	\$ (25,000)	-36.23%
Total 8300 Town Committees	\$ 40,791	\$ 49,270	\$ 75,000	\$ 50,500	\$ (24,500)	-32.67%

Program Summary	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 7,559	\$ 6,476	\$ 7,500	\$ 8,000	\$ 500	6.67%
Total 8320 Misc. Boards & Committees	\$ 3,276	\$ 1,813	\$ 19,500	\$ 4,500	\$ (15,000)	-76.92%
Total 8330 Town Celebrations	\$ 29,956	\$ 40,980	\$ 48,000	\$ 38,000	\$ (10,000)	-20.83%
Total 8300 Town Committees	\$ 40,791	\$ 49,270	\$ 75,000	\$ 50,500	\$ (24,500)	-32.67%

Object Code Summary	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 4,283	\$ 6,143	\$ 6,000	\$ 6,500	\$ 500	8.33%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ 4,283	\$ 6,143	\$ 6,000	\$ 6,500	\$ 500	8.33%
Contractual Services	\$ 2,292	\$ 1,107	\$ 19,000	\$ 4,000	\$ (15,000)	-78.95%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 34,216	\$ 42,020	\$ 50,000	\$ 40,000	\$ (10,000)	-20.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 36,509	\$ 43,126	\$ 69,000	\$ 44,000	\$ (25,000)	-36.23%
Total 8300 Town Committees	\$ 40,791	\$ 49,270	\$ 75,000	\$ 50,500	\$ (24,500)	-32.67%



Town of Lexington
FY 2017 Budget Development

Departmental Budget Requests

Program 8000 General Government
Element: 8310 Financial Committees

Subprogram: 8300 Town Committees

Budget Description:

The Town of Lexington has several committees that monitor the Town's finances and provide recommendations to Town Meeting. Two of these committees are the Appropriations Committee and the Capital Expenditures Committee. An increase of \$500 is being requested to the part-time wages for the recording secretary. This results in an increase of 6.67% of the total budget over FY2016.

Appropriations Committee: The Appropriations Committee is a nine-member board appointed by the Town Moderator. Members are appointed to three-year overlapping terms.

The Committee's charge is to evaluate fiscal policies and priorities set by the Board of Selectmen for Town Meeting. The Committee advises Town Meeting members and the Board of Selectmen on financial proposals, analyzes operating budget proposals, makes fiscal projections, and reviews funding for proposed capital improvements. In addition, the Committee's approval is required to use reserve funds for unanticipated operating costs (see element 2310, "Reserve Fund," for details).

In addition to its statutory responsibilities, the Committee has been involved in promoting a clear and accurate presentation of financial information to members of Town Meeting. The committee also encourages the timely distribution of financial information to Town Meeting members and other decision makers. They are responsible for maintaining relationships with regional and statewide organizations devoted to exploring solutions to municipal finance and budgeting problems.

Capital Expenditures Committee: The Capital Expenditures Committee is a five-member board appointed by the Town Moderator. Members are appointed to three-year overlapping terms.

The Capital Expenditures Committee makes recommendations to Town Meeting and the Board of Selectmen concerning capital expenditures requests from town boards and departments that may be required within the ensuing 5 year period. The Committee

This budget request funds the production of both the Appropriations Committee and Capital Expenditure Committee reports to Town Meeting and attendance at an annual finance committee conference.

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51150	REGULAR PART-TIME WAGES	\$ 4,283	\$ 6,143	\$ 6,000	\$ 6,500	\$ 500	8.33%
<i>Sub-Total Compensation</i>		\$ 4,283	\$ 6,143	\$ 6,000	\$ 6,500	\$ 500	8.33%
52110	CONTRACTUAL SERVICES		\$ 333		\$ -	\$ -	-
52111	PRINTING/FORMS	\$ 1,146		\$ 1,000	\$ 1,000	\$ -	0.00%
54100	FINANCIAL COMM SUPPLIES	\$ 2,130		\$ -	\$ -	\$ -	-
54113	MEMBERSHIPS/DUES/SUBSCRIPTIONS	\$ -		\$ 500	\$ 500	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 3,277	\$ 333	\$ 1,500	\$ 1,500	\$ -	0.00%
Total 8310 Financial Committees		\$ 7,559	\$ 6,476	\$ 7,500	\$ 8,000	\$ 500	6.67%



Town of Lexington
 FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8300 Town Committees
Element: 8320 Misc. Boards & Committees

The Miscellaneous Boards and Committees element funds expenses of boards and committees not individually supported through departmental operating budgets. The FY2017 budget requests \$4,500 which is a decrease of 76.92% from FY2016. This is due to a one-time allocation of \$15,000 in FY2016 to fund a study of community models of multicultural integration by the 20/20 Vision Committee.

Budget Data (by Object Code)

Object		Description	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
52110	C	CONTRACTUAL SERVICES	\$ -		\$ -	\$ -	\$ -	-
52120	C	PROFESSIONAL SERVICES	\$ -		\$ 15,000	\$ -	\$ (15,000)	-
52111	C	MISC BOARDS & COMM PRINT/FORMS	\$ 1,146	\$ 774	\$ 3,000	\$ 3,000	\$ -	0.00%
54100	S	MISC BOARDS & COMM SUPPLIES	\$ 2,130	\$ 1,039	\$ 1,500	\$ 1,500	\$ -	0.00%
54113	S	MEMBERSHIPS/DUES/SUBSCRIPTIONS	\$ -		\$ -		\$ -	-
<i>Sub-Total Expenses</i>			\$ 3,276	\$ 1,813	\$ 19,500	\$ 4,500	\$ (15,000)	-76.92%
Total 8320 Misc. Boards & Committees			\$ 3,276	\$ 1,813	\$ 19,500	\$ 4,500	\$ (15,000)	-76.92%



Departmental Budget Requests

Program: 8000 General Government
Element: 8330 Public Celebrations

The Town holds public celebrations for Patriots' Day, Veterans' Day, and Memorial Day. There are two parades held on Patriots' Day, one on Veteran's Day, and one on Memorial Day. The Public Celebrations Committee, a volunteer body of ten members appointed by the Board of Selectmen, plans these celebrations. The Public Celebrations Committee oversees a reenactment of the Battle of Lexington on the Lexington Battle Green on Patriots' Day. The reenactment attracts well over 12,000 spectators each year and is nationally recognized for its historical authenticity. The multi-cultural Dance Around the World event is also funded every other year.

The Celebrations Committee also directs and coordinates numerous other Patriots' Day activities, including a Youth of Lexington Sunrise Parade from East Lexington to the Battle Green, a five-mile run sponsored by the Lions Club, the reenactment of Paul Revere's arrival in Lexington from Boston, and an afternoon parade.

Town funding accounts for only a portion of the total cost of these celebrations. Expenses are decreasing by 20.83% from FY2016. This is attributed to Dance Around the World being held in FY2016. Historically, \$5,000 is budgeted for the event every other year. A one-time increase of \$6,000 approved at 2015 Fall Special Town Meeting for the FY2016 budget is not applied to the FY2017 request. This amount was appropriated to fund a portable stage for public celebrations. Increased Patriots' Day expenses added \$1,000 to the budget. Miscellaneous other costs are covered through citizen contributions, corporate sponsors, and private donations.

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
54100	S SUPPLIES	\$ 29,956	\$ 40,980	\$ 48,000	\$ 38,000	\$ (10,000)	-20.83%
<i>Sub-total Expenses</i>		\$ 29,956	\$ 40,980	\$ 48,000	\$ 38,000	\$ (10,000)	-20.83%
Total 8330 Public Celebrations		\$ 29,956	\$ 40,980	\$ 48,000	\$ 38,000	\$ (10,000)	-20.83%

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department:	Town Committees
Program:	8330 Town Celebrations
Element:	
Accounting Dept #:	
Supplemental Title:	Martin Luther King Celebration Expense

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 (FY2017 Only)	Ongoing Annual Cost (FY2017 & Future)	TOTAL FY2017 Request
<u>Compensation</u>				
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
<u>Benefits</u>				
_____	_____			\$0
<u>Expenses</u>				
_____	_____		\$1,000	\$1,000
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
TOTAL		\$0	\$1,000	\$1,000

PURPOSE / DESCRIPTION OF REQUEST

The Lexington MLK Day Commemoration has broadened into an annual large-scale celebration which has compelled a need for funding beyond personal donations made by committee members and generous townspeople. In 2015, the MLK Day committee received sponsorship from LICA (Lexington Interfaith Clergy Association) to offset costs of the 2nd annual MLK Day of Service, in which 300+ volunteers served 1,000+ needy people in Lexington and surrounding communities. To support expanded participation in FY2017 to cover the costs of transportation for homeless families, materials for card-making, meals for seniors, and other logistics, the MLK Day Commemoration Committee is requesting \$1,000 in funding.

SERVICE IMPLICATION

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Finance Department FY2017 Budget Presentation (15 min.)

PRESENTER:

Rob Addelson

ITEM NUMBER:

5.

SUMMARY:

See attached FY2017 Finance Department Budget Presentation.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

12/4/2015

10:00 AM

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Finance Department Budget Presentation	Presentation



Finance Department Requested Budget
Fiscal Year 2017

Submitted by:
Robert Addelson, Assistant Town Manager for
Finance

Board of Selectmen Presentation
December 4, 2015



Town of Lexington

FY 2017 Budget Development

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 FY2017 Finance Department budget reflects a \$61,637 or 3.38% increase over the FY2016 budget. This includes a \$36,667, or 2.7% increase in compensation due to contractual step increases and the costs of reorganization in the Assessing Department and a \$24,970, or 5.39%, increase in expenses due to increases in lease costs for a copier and mail machine and increases in legal and appraisal services for defending commercial and industrial assessed values at the Appellate Tax Board.

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 used in determining the amount of property tax levied on real and personal property.

The Utility Billing Division's primary function is the operation of the Town's utility billing system and the issuance of monthly and semi-annual water and sewer bills.

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:

	Division	FY2016 Request
	Administrative Assistant	Assessing \$ 60,805
	Tax Title Foreclosure Services	Treas./Coll. \$ 10,150
	Fixed Asset Software	Comptroller \$ 2,385
	Scanning Services	Comptroller \$ 20,000
Total 8400 Finance by type of request		\$ 93,340
Compensation		\$ 45,000
Benefits		\$ 15,805
Expenses		\$ 32,535
Total 8400 Finance by category of spending		\$ 93,340



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8400 Finance

Budget Summary

Funding Sources	FY2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 1,369,601	\$ 1,397,463	\$ 1,536,497	\$ 1,594,321	\$ 57,824	3.76%
Enterprise Funds (Indirects)	\$ 225,094	\$ 223,666	\$ 243,159	\$ 250,453	\$ 7,295	3.00%
Fees & Charges						
Charges for Services	\$ 32,079	\$ 34,504	\$ 41,482	\$ 38,000	\$ (3,482)	-8.39%
Total 8400 Finance	\$ 1,626,774	\$ 1,655,633	\$ 1,821,137	\$ 1,882,774	\$ 61,637	3.38%

Appropriation Summary	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 1,251,874	\$ 1,223,727	\$ 1,358,262	\$ 1,394,929	\$ 36,667	2.70%
Expenses	\$ 374,901	\$ 431,907	\$ 462,875	\$ 487,845	\$ 24,970	5.39%
Total 8400 Finance	\$ 1,626,774	\$ 1,655,633	\$ 1,821,137	\$ 1,882,774	\$ 61,637	3.38%

Program Summary	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 632,251	\$ 609,342	\$ 675,443	\$ 692,756	\$ 17,313	2.56%
Total 8420 Treasurer/Collector	\$ 390,489	\$ 378,209	\$ 384,676	\$ 387,108	\$ 2,432	0.63%
Total 8430 Assessing	\$ 528,568	\$ 592,533	\$ 684,451	\$ 725,408	\$ 40,957	5.98%
Total 8440 Utility Billing	\$ 75,467	\$ 75,550	\$ 76,567	\$ 77,503	\$ 935	1.22%
Total 8400 Finance	\$ 1,626,774	\$ 1,655,633	\$ 1,821,137	\$ 1,882,774	\$ 61,637	3.38%

Object Code Summary	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,251,874	\$ 1,223,727	\$ 1,358,262	\$ 1,394,929	\$ 36,667	2.70%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Personal Services</i>	<i>\$ 1,251,874</i>	<i>\$ 1,223,727</i>	<i>\$ 1,358,262</i>	<i>\$ 1,394,929</i>	<i>\$ 36,667</i>	<i>2.70%</i>
Contractual Services	\$ 329,199	\$ 384,915	\$ 413,665	\$ 438,305	\$ 24,640	5.96%
Utilities	\$ 5,901	\$ 345	\$ 2,070	\$ 1,350	\$ (720)	-34.78%
Supplies	\$ 39,800	\$ 45,937	\$ 47,140	\$ 48,190	\$ 1,050	2.23%
Small Capital	\$ -	\$ 710	\$ -	\$ -	\$ -	-
<i>Expenses</i>	<i>\$ 374,901</i>	<i>\$ 431,907</i>	<i>\$ 462,875</i>	<i>\$ 487,845</i>	<i>\$ 24,970</i>	<i>5.39%</i>
Total 8400 Finance	\$ 1,626,774	\$ 1,655,633	\$ 1,821,137	\$ 1,882,774	\$ 61,637	3.38%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8400 Finance

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Requested
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 / 1PT	6 FT / 1PT	6 FT / 1PT	6 FT / 1PT
Element 8420: Treasurer/Collector				
Treasurer/Collector	1	1	1	1
Assistant Tax Collector	1	1	1	1
Treasury Assistant	1	1	1	1
Account Clerk	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46
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
Residential Field Manager ¹	2	1	1	1
Residential Analyst/Inspector	1	2	2	2
Office Manager ²	1	1	1	1
Municipal Clerks	0.60	0.60	1.10	1.10
sub-total FTE	5.60	5.60	6.10	6.10
sub-total FT/PT	5FT/2PT	5FT/2PT	5FT/3PT	5FT/3PT
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	17.96	17.96
Total FT/PT	16 FT/4 PT	16 FT/4 PT	16 FT/5 PT	16 FT/5 PT

¹ In FY15 this position was classified as Commercial Appraiser. It was recast as Residential Field Manager as a result of a reorganization of the Assessing Office implemented in the Fall of 2015.

² In FY15 this position was classified as Administrative Assistant. It was recast as Office Manager as a result of a reorganization of the Assessing Office implemented in the fall of 2015.



Town of Lexington

FY 2017 Budget Development

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 FY2017 budget is a level service budget increasing by \$17,313, or 2.56%. Compensation is increasing by \$10,273, or 1.86%, and is driven primarily by contractual obligations.

Expenses are increasing by \$7,040, or 5.75%, and is driven by increases in lease costs to replace the postage machine and the Finance Office's copy machine, both of which have reached the end of useful life.

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 526,756	\$ 520,148	\$ 552,693	\$ 562,966	\$ 10,273	1.86%
51120	OTHER COMPENSATION	\$ -		\$ -		\$ -	-
51130	OVERTIME	\$ -		\$ -		\$ -	-
51144	LONGEVITY	\$ 201	\$ 201	\$ 400	\$ 400	\$ -	0.00%
51150	REGULAR P/T WAGES	\$ -		\$ -		\$ -	-
51151	SEASONAL P/T WAGES	\$ -		\$ -		\$ -	-
<i>Sub-total Compensation</i>		\$ 526,957	\$ 520,349	\$ 553,093	\$ 563,366	\$ 10,273	1.86%
52110	CONTRACTUAL SERVICES	\$ 1,453	\$ 971	\$ 4,000	\$ 4,000	\$ -	0.00%
52111	PRINTING/FORMS	\$ 6,860	\$ 6,892	\$ 7,000	\$ 7,000	\$ -	0.00%
52120	PROFESSIONAL SERVICES	\$ 25,840	\$ 4,024	\$ 23,000	\$ 23,000	\$ -	0.00%
52128	ADVERTISING	\$ -	\$ 472	\$ 1,000	\$ 1,000	\$ -	0.00%
52180	CATERING/MEALS	\$ 6	\$ 99	\$ -	\$ -	\$ -	-
52182	LEASE AGREEMENT	\$ 6,528	\$ 6,028	\$ 7,000	\$ 14,040	\$ 7,040	100.57%
52183	MILEAGE	\$ 291	\$ 1,020	\$ 400	\$ 400	\$ -	0.00%
52184	BINDING & ARCHIVE	\$ -	\$ -	\$ -		\$ -	-
52185	POSTAGE	\$ 41,656	\$ 49,217	\$ 51,000	\$ 51,000	\$ -	0.00%
52186	PROFESSIONAL DEVELOPMENT	\$ 227	\$ 2,599	\$ 3,000	\$ 3,000	\$ -	0.00%
52187	TRAVEL	\$ 29	\$ 353	\$ 1,200	\$ 1,200	\$ -	0.00%
52188	SEMINARS	\$ 225	\$ 647	\$ 2,000	\$ 2,000	\$ -	0.00%
52189	AUDIT	\$ -		\$ -		\$ -	-
52192	COMMUNICATIONS/NETWORK SUPPORT	\$ -		\$ -		\$ -	-
52200	UTILITIES	\$ -		\$ -		\$ -	-
52207	MOBILE DEVICES	\$ 5,871	\$ (260)	\$ 750	\$ 750	\$ -	0.00%
54100	SUPPLIES	\$ 473	\$ 252	\$ -		\$ -	-
54111	OFFICE SUPPLY	\$ 14,168	\$ 15,344	\$ 20,000	\$ 20,000	\$ -	-
54113	MEMBERSHIPS/DUES/SUBSCRIPTIONS	\$ 1,666	\$ 625	\$ 2,000	\$ 2,000	\$ -	0.00%
54170	PERIODICALS	\$ -	\$ -	\$ -		\$ -	-
54706	OFFICE EQUIPMENT	\$ -	\$ 710	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 105,293	\$ 88,993	\$ 122,350	\$ 129,390	\$ 7,040	5.75%
Total 8410 Comptroller		\$ 632,251	\$ 609,342	\$ 675,443	\$ 692,756	\$ 17,313	2.56%



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 FY2017 budget reflects a \$2,432 or 0.63% increase over the FY2016 budget. This includes a 0.15%, or \$432 increase in compensation. This is a net increase driven by contractual increases and the recent retirement of a employee whose replacement was hired at a lower step.

Requested expenses are increasing by \$2,000, or 2.23%. The increase in 52110 Contractual Services is due to the cost of armored car service. The large variance between the amount requested for Contractual Services in FY17, \$35,000, and the amounts expended in FY14 and FY15, \$65,665 and \$56,169 respectively is attributable to the rebidding of our annual contract for banking services which resulted in a significant reduction in banking fees. 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	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 255,006	\$ 250,015	\$ 275,422	\$ 276,460	\$ 1,038	0.38%
51120	SW OTHER COMPENSATION	\$ -		\$ -	\$ -	\$ -	-
51130	OT OVERTIME	\$ -		\$ -	\$ -	\$ -	-
51144	SW LONGEVITY	\$ -		\$ 800	\$ -	\$ (800)	-100.00%
51150	SW REGULAR P/T WAGE	\$ 16,488	\$ 16,865	\$ 18,599	\$ 18,793	\$ 194	1.04%
51151	SW SEASONAL P/T WAGE	\$ -		\$ -	\$ -	\$ -	-
51512	SW STIPENDS	\$ -		\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 271,494	\$ 266,879	\$ 294,821	\$ 295,253	\$ 432	0.15%
52110	C CONTRACTUAL SERVICES	\$ 65,665	\$ 56,169	\$ 34,000	\$ 35,000	\$ 1,000	2.94%
52111	C PRINTING/FORMS	\$ 17,480	\$ 17,604	\$ 18,000	\$ 18,000	\$ -	0.00%
52128	C ADVERTISING	\$ 1,137	\$ 1,283	\$ 1,000	\$ 1,000	\$ -	0.00%
52183	C MILEAGE	\$ 222	\$ 121	\$ 200	\$ 200	\$ -	0.00%
52185	C POSTAGE	\$ 30,882	\$ 32,246	\$ 32,000	\$ 33,000	\$ 1,000	3.13%
52186	C PROFESSIONAL DEVELOPMENT	\$ -		\$ -	\$ -	\$ -	-
52187	C TRAVEL	\$ 259	\$ 254	\$ 300	\$ 300	\$ -	0.00%
52188	C SEMINARS	\$ 230	\$ 230	\$ 300	\$ 300	\$ -	0.00%
52197	C FIDELITY	\$ 1,663	\$ 1,663	\$ 1,665	\$ 1,665	\$ -	0.00%
52207	U MOBILE DEVICES	\$ -		\$ -	\$ -	\$ -	-
54100	S SUPPLIES	\$ 1,027	\$ 1,420	\$ -	\$ -	\$ -	0.00%
54111	S OFFICE SUPPLIES	\$ -		\$ 2,000	\$ 2,000	\$ -	-
54113	S MEMBERSHIPS/DUES/SUB.	\$ 430	340	\$ 390	\$ 390	\$ -	0.00%
54706	SC OFFICE EQUIPMENT	\$ -		\$ -	\$ -	\$ -	-
<i>Sub-Total Expenses</i>		\$ 118,995	\$ 111,329	\$ 89,855	\$ 91,855	\$ 2,000	2.23%
Total 8420 Treasurer/Collector		\$ 390,489	\$ 378,209	\$ 384,676	\$ 387,108	\$ 2,432	0.63%



Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8400 Finance
Element: 8430 Assessing

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 FY2017 budget represents a \$40,957 or 5.98% increase over the FY2015 budget. Compensation is increasing by \$25,027, or 5.77% and is attributable to contractual obligations and increases in salaries due to an office reorganization that included the increase in a clerical position from part-time to full-time and the reclassification of that position based on increased job responsibilities; the reclassification of the position of Administrative Assistant to Office Manager; and, the recasting of the former position of Commercial Appraiser to Residential Field Manager at a higher salary due to the addition of supervisory responsibilities.

Expenses are increasing by \$15,930, or 6.35%, 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 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 342,659	\$ 319,737	\$ 384,367	\$ 442,708	\$ 58,340	15.18%
51120	SW OTHER COMPENSATION	\$ -		\$ -		\$ -	-
51130	OT OVERTIME	\$ -		\$ -		\$ -	-
51144	SW LONGEVITY	\$ -		\$ 400	\$ 600	\$ 200	50.00%
51150	SW REGULAR P/T WAGES	\$ 27,296	\$ 33,211	\$ 41,014	\$ 7,500	\$ (33,514)	-81.71%
51151	SW SEASONAL P/T WAGES	\$ -		\$ -		\$ -	-
51512	SW STIPENDS	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 377,955	\$ 360,948	\$ 433,781	\$ 458,808	\$ 25,027	5.77%
52110	C CONTRACTUAL SERVICES	\$ -	\$ -		\$ -	\$ -	-
52111	C PRINTING/FORMS	\$ 3,907	\$ 3,115	\$ 4,000	\$ 4,200	\$ 200	5.00%
52120	C PROFESSIONAL SERVICES	\$ 89,850	\$ 135,007	\$ 174,000	\$ 168,000	\$ (6,000)	-3.45%
52123	C LEGAL SERVICES	\$ 28,878	\$ 50,037	\$ 31,000	\$ 50,750	\$ 19,750	63.71%
52128	C ADVERTISING	\$ 62	\$ 53	\$ 1,500	\$ 500	\$ (1,000)	-66.67%
52182	C LEASE AGREEMENTS	\$ -	\$ 2,200	\$ 3,000	\$ 6,000	\$ 3,000	100.00%
52183	C MILEAGE	\$ 795	\$ 932	\$ 1,000	\$ 2,500	\$ 1,500	150.00%
52184	C BINDING & ARCHIVE	\$ -	\$ -	\$ -	\$ 500	\$ 500	-
52185	C POSTAGE	\$ 14	\$ 4,262	\$ 4,000	\$ 500	\$ (3,500)	-87.50%
52186	C PROFESSIONAL DEVELOPMENT	\$ 4,656	\$ 6,349	\$ 6,600	\$ 7,750	\$ 1,150	17.42%
52187	C TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52188	C SEMINARS	\$ 384	\$ 1,070	\$ 1,500	\$ 1,500	\$ -	0.00%
52190	C SOFTWARE MAINT & SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	-
52200	U UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52207	U MOBILE DEVICES	\$ 30	\$ 605	\$ 1,320	\$ 600	\$ (720)	-54.55%
54100	S SUPPLIES	\$ 10,701	\$ 11,741	\$ 6,000	\$ 6,500	\$ 500	8.33%
54111	S OFFICE SUPPLY	\$ -	\$ -	\$ -	\$ -	\$ -	-
54113	S MEMBERSHIPS/DUES/SUBSCRIPTIONS	\$ 10,966	\$ 15,301	\$ 15,750	\$ 16,300	\$ 550	3.49%
54160	S CLOTHING	\$ 368	\$ 914	\$ 1,000	\$ 1,000	\$ -	0.00%
54706	SC OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 150,613	\$ 231,585	\$ 250,670	\$ 266,600	\$ 15,930	6.35%
Total 8430 Assessor		\$ 528,568	\$ 592,533	\$ 684,451	\$ 725,408	\$ 40,957	5.98%



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 FY2017 budget is increasing by \$935, or 1.22%, 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 FY17. 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	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 75,467	\$ 75,550	\$ 76,567	\$ 77,503	\$ 935	1.22%
51144	SW LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
51150	SW REGULAR P/T WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
Sub-total Compensation		\$ 75,467	\$ 75,550	\$ 76,567	\$ 77,503	\$ 935	1.22%
52110	C CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52111	C PRINTING/FORMS	\$ -	\$ -	\$ -	\$ -	\$ -	-
Sub-Total Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	-
Total 8440 Utility Billing		\$ 75,467	\$ 75,550	\$ 76,567	\$ 77,503	\$ 935	1.22%

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1 of 1

Department: **FINANCE**
 Program: **ASSESSOR**
 Element: **8430 Assessor**
 Accounting Dept #:
 Supplemental Title: **Additional FTE Salary/Benefits**

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 (FY2017 Only)	Ongoing Annual Cost (FY2017 & Future)	TOTAL FY2017 Request
<u>Compensation</u>				
51110	Salary		\$45,000	\$45,000
				\$0
<u>Benefits</u>				
			\$15,805	\$15,805
<u>Expenses</u>				
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL		\$0	\$60,805	\$60,805

PURPOSE / DESCRIPTION OF REQUEST

This request is to add someone to the administrative staff who would work in parallel with the existing position of Administrative Assistant under the supervision of the Office Manager.

Two factors prompt this request for additional staff. The first is the administrative workload including but not limited to customer service at the counter, by phone and email; receipt and review of applications for statutory exemptions and CPA surcharge exemptions to determine eligibility, and recommendations to the Director of Assessing and Board of Assessors on each application, and notification of applicants regarding the Board's determination; deeds and other data entry into assessing software (Vision); review and approval of abutters' lists; and review of applications for motor vehicle excise abatements, determination of eligibility and notification of applicants. The second factor is increased demands on field staff to be in the field for property inspections to meet DOR's cyclical inspection targets, site visits for valuation of new growth and site visits in response to applications for abatements, which reduces their time in the office that was available for back-up on administrative matters.

SERVICE IMPLICATION

With this addition of this personnel staff will be able to respond comprehensively and timely to the tasks described above.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department:	Finance
Program:	Treasurer
Element:	8420 Treasurer
Accounting Dept #:	
Supplemental Title:	Tax Title Foreclosure Services

REQUESTED PROGRAM IMPROVEMENT FUNDING

Object Code	Object Description	One-Time Cost (FY2017 Only)	Ongoing Annual Cost (FY2017 & Future)	TOTAL FY2017 Request
<u>Compensation</u>				
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
<u>Benefits</u>				
<u>Expenses</u>				
52110	Contractual Serv.	\$5,150		\$5,150
52110	Contractual Serv.	\$5,000		\$5,000
_____	_____			\$0
_____	_____			\$0
TOTAL		\$10,150	\$0	\$10,150

PURPOSE / DESCRIPTION OF REQUEST

\$5,900.00 Land Court Filing fees Tax Title Foreclosure for 10 accounts.

Attorney Fees associated with Tax Title Foreclosure \$5000.00

The Town presently has 92 parcels in Tax Title totaling \$3.7 million dollars. We have identified 10 parcels that have outstanding balances greater than \$100,000 and are over five years delinquent. By initiating the foreclosure process the Town has the potential to recover \$2.1 million dollars in overdue taxes and penalties. The process will also bring the properties back to the status of current paying accounts.

SERVICE IMPLICATION

Send out R.F.P. for Tax Title Attorney Services. Select firm to represent the Town at Land Court. Identify Tax Title accounts to be brought to Land Court for Foreclosure. File Petitions to foreclose and work with Tax Title Attorneys to complete process.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department:	Finance
Program:	Comptroller
Element:	8410 Comptroller
Accounting Dept #:	10013502
Supplemental Title:	Fixed Asset Software

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 (FY2017 Only)	Ongoing Annual Cost (FY2017 & Future)	TOTAL FY2017 Request
<u>Compensation</u>				
_____	_____			\$0
_____	_____			\$0
<u>Benefits</u>				
_____	_____			\$0
<u>Expenses</u>				
_____	Software	\$2,385		\$2,385
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
TOTAL		\$2,385	\$0	\$2,385

PURPOSE / DESCRIPTION OF REQUEST

To obtain a fixed asset software, per the request of our auditors, to better maintain the historical cost and depreciation of all capital assets.

SERVICE IMPLICATION

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department: **Finance**
 Program: **Comptroller**
 Element: **8410 Comptroller**
 Accounting Dept #: **10013502**
 Supplemental Title: **Scanning Service**

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 (FY2017 Only)	Ongoing Annual Cost (FY2017 & Future)	TOTAL FY2017 Request
<u>Compensation</u>				
_____	_____			\$0
_____	_____			\$0
<u>Benefits</u>				
_____	_____			\$0
<u>Expenses</u>				
10013502	52110	\$20,000		\$20,000
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
TOTAL		\$20,000	\$0	\$20,000

PURPOSE / DESCRIPTION OF REQUEST

Hire outside service to scan all Finance-related documents for retention purposes. This will allow electronic retention of documents and saved physical space at Cary Memorial Hall and Town Hall.

SERVICE IMPLICATION

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Board of Selectmen's FY2017 Budget Presentation (15 min.)

PRESENTER:

Joe Pato

ITEM NUMBER:

6.

SUMMARY:

See attached FY2017 Board of Selectmen Budget Presentation.

SUGGESTED MOTION:

FOLLOW-UP:

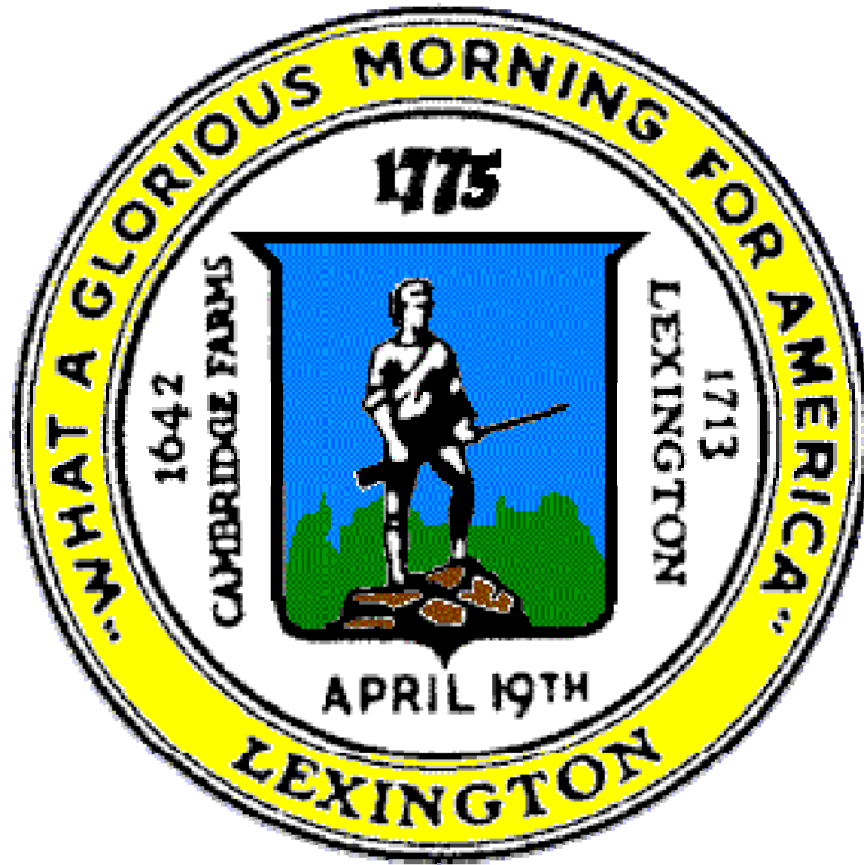
DATE AND APPROXIMATE TIME ON AGENDA:

12/4/2015

10:15 AM

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Board of Selectmen's Budget Presentation	Presentation



Board of Selectmen Requested Budget
Fiscal Year 2017

Submitted by:
Lynne Pease, Executive Clerk

Board of Selectmen Presentation
December 4, 2015



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8100 Board of Selectmen

Mission: The Board of Selectmen is a representative policy making body. It is the mission of the Board to work together in a collegial way that is respectful of the full range of views, not only of the Board itself, but the entire community. The Board is committed to assuring that all of those views are fairly heard, presented in a way that is open and honest and in a way that brings together a wider group of people and move forward together for the good of the community.

Budget Overview:

The Selectmen's All Funds budget inclusive of the Selectmen's Office, the Legal budget, Town Committee's and the PEG Access revolving fund is increasing by \$4,882, or 0.40%. General Fund compensation is increasing \$7,736, or 5.38% to cover step increases and, General Fund expenses are increasing \$1,000 or 0.19%. The Legal and Town Report components of the Selectmen's budget are level-funded.

The Board of Selectmen is the executive policy setting branch of Town government, as established by the Selectmen-Town Manager Act. The Board consists of five members, each elected for staggered three-year terms, who serve without salary or financial compensation. The Selectmen are responsible for the general direction and management of the property and affairs of Town government, and appoint the Town Manager who is responsible for the daily operations of the Town.

An Executive Secretary is appointed each year by the Board to assist the Board and to perform such duties as the Board may direct. She is assisted by one part-time Municipal Clerk.

The Selectmen's staff provide support to the Board and serves as a liaison between the public and the Board. They prepare warrants and assist the Selectmen in answering the public's questions about the decisions and work of the Board. They also receive all contributions to the Selectmen Gift Accounts, the Fund for Lexington, PTA Scholarships, Lexington Education Foundation, and all Trustees of Public Trust Funds.

Staff manage the licensing and permitting process for the Board (the licensing authority). These licenses include alcoholic beverage, auctioneer, cable television, common victualler, entertainment, gasoline storage, innkeeper, lodging house, theater, Class I, II and III for the sale of used cars, vehicles for hire such as common carrier, limousine and taxi cab and coin-operated game machines.

Annually, the staff maintain approximately 500 Selectmen appointments to more than 50 committees.

The Selectmen's Office notifies Lexington residents of all elections through the warrant and prepares the warrant for the Annual and Special Town meetings.



Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8100 Board of Selectmen

Budget Summary

Funding Sources (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 518,666	\$ 571,756	\$ 585,424	\$ 593,963	\$ 8,538	1.46%
Enterprise Funds (Indirects)	\$ 1,021	\$ 1,015	\$ 1,103	\$ 1,136	\$ 33	0.00%
Revolving Funds						
PEG Access	\$ 514,209	\$ 430,031	\$ 554,000	\$ 550,146	\$ (3,854)	-0.70%
Fees						
Licenses & Permits	\$ 85,175	\$ 77,608	\$ 78,985	\$ 79,150	\$ 165	0.21%
Total 8100 Board of Selectmen	\$ 1,119,071	\$ 1,080,410	\$ 1,219,512	\$ 1,224,394	\$ 4,882	0.40%

Appropriation Summary (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 135,161	\$ 133,735	\$ 163,687	\$ 167,569	\$ 3,882	2.37%
Expenses	\$ 983,910	\$ 946,675	\$ 1,055,825	\$ 1,056,825	\$ 1,000	0.09%
Total 8100 Board of Selectmen	\$ 1,119,071	\$ 1,080,410	\$ 1,219,512	\$ 1,224,394	\$ 4,882	0.40%

Program Summary (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Total 8110 Selectmen's Office	\$ 180,741	\$ 211,699	\$ 242,012	\$ 250,749	\$ 8,736	3.61%
Total 8120 Legal	\$ 416,621	\$ 434,000	\$ 410,000	\$ 410,000	\$ -	0.00%
Total 8130 Town Report	\$ 7,500	\$ 4,680	\$ 13,500	\$ 13,500	\$ -	0.00%
Total 8140 PEG Access	\$ 514,209	\$ 430,031	\$ 554,000	\$ 550,146	\$ (3,854)	-0.70%
Total 8100 Board of Selectmen	\$ 1,119,071	\$ 1,080,410	\$ 1,219,512	\$ 1,224,394	\$ 4,882	0.40%

Object Code Summary (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 135,161	\$ 133,735	\$ 163,687	\$ 167,569	\$ 3,882	2.37%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<i>Personal Services</i>	<i>\$ 135,161</i>	<i>\$ 133,735</i>	<i>\$ 163,687</i>	<i>\$ 167,569</i>	<i>\$ 3,882</i>	<i>2.37%</i>
Contractual Services	\$ 966,283	\$ 919,256	\$ 1,029,825	\$ 1,030,825	\$ 1,000	0.10%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 17,626	\$ 19,469	\$ 25,000	\$ 25,000	\$ -	0.00%
Small Capital	\$ -	\$ 7,950	\$ 1,000	\$ 1,000	\$ -	-
<i>Expenses</i>	<i>\$ 983,910</i>	<i>\$ 946,675</i>	<i>\$ 1,055,825</i>	<i>\$ 1,056,825</i>	<i>\$ 1,000</i>	<i>0.09%</i>
Total 8100 Board of Selectmen	\$ 1,119,071	\$ 1,080,410	\$ 1,219,512	\$ 1,224,394	\$ 4,882	0.40%

Appropriation Summary (General Fund)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 111,887	\$ 119,765	\$ 143,687	\$ 151,424	\$ 7,736	5.38%
Expenses	\$ 492,975	\$ 530,614	\$ 521,825	\$ 522,825	\$ 1,000	0.19%
Total 8100 Board of Selectmen	\$ 604,862	\$ 650,379	\$ 665,512	\$ 674,249	\$ 8,736	1.31%

Appropriation Summary (Non General Fund)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 23,274	\$ 13,970	\$ 20,000	\$ 16,146	\$ (3,854)	-19.27%
Expenses	490,935	416,061	534,000	534,000	\$ -	0.00%
PEG Access	\$ 514,209	\$ 430,031	\$ 554,000	\$ 550,146	\$ (3,854)	-0.70%
Total 8100 Board of Selectmen	\$ 514,209	\$ 430,031	\$ 554,000	\$ 550,146	\$ (3,854)	-0.70%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8100 Board of Selectmen

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Request
Executive Clerk	0.94	0.94	1	1
Municipal Clerk	1.00	1	1	1
Total FTE	1.94	1.94	2.00	2.00

Total FT/PT **1 FT/ 1 PT** **1 FT/ 1 PT** **2FT** **2FT**



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8110 Selectmen's Office

Subprogram: 8100 Board of Selectmen

Budget Description:

The Board of Selectmen's General Fund budget is increasing \$8,736, or 3.61%, and is driven by an increase in Compensation. Wage increases include in-lieu-of-step increases of for all employees of the Selectmen's office as well as funds for overtime. Expenses include yearly memberships in MMA, MAPC, Greater Boston Convention & Visitor Center and Greater Merrimack Convention and Visitor Center.

The Board of Selectmen is the executive policy setting branch of Town government, as established by the Selectmen-Town Manager Act. The Board consists of five members, each elected for staggered three-year terms, who serve without salary or financial compensation. The Selectmen are responsible for the general direction and management of the property and affairs of Town government, and are the employer of the Town Manager. The Executive Clerk is appointed each year by the Board to assist the Board and to perform such duties as the Board may direct. The Executive Clerk employees additional staff. The Selectmen's staff provides support to the Board and serve as liaison between the public and the Board. They prepare the warrant and assist the Selectmen in answering the public's questions about the decisions and work of the Board. They also receive all contributions to Selectmen Gift Accounts, the Fund for Lexington, PTA Scholarships, LEF, and all Trustees of Public Trust funds. Office staff manage the licensing and permitting process for the Board (the licensing authority). These licenses include alcoholic beverage, auctioneer, cable television, common victualler, entertainment, gasoline storage, innkeeper, lodging house, theater, Class I, II and III for the sale of used cars, vehicles for hire such as common carrier, limousine and taxi cab and coin operated game machines. Annually, the staff maintains over 400 Selectmen appointments to more than 50 committees. The Selectmen's Office notifies Lexington residents of all national, state and local elections through the warrant and prepares the warrant for the Annual and Special Town meetings.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 82,821	\$ 85,680	\$ 82,497	\$ 84,574	\$ 2,077	2.52%
51120	SW OTHER COMPENSATION (OT)	\$ -	\$ -	\$ 5,039	\$ 7,760	\$ 2,722	-
51144	SW LONGEVITY	\$ -	\$ -	\$ 400	\$ 400	\$ -	0.00%
51150	SW REGULAR P/T WAGES	\$ 29,066	\$ 34,085	\$ 50,751	\$ 53,689	\$ 2,938	5.79%
Sub-total Compensation		\$ 111,887	\$ 119,765	\$ 138,687	\$ 146,424	\$ 7,736	5.58%
52110	C CONTRACTUAL SERVICES	\$ 1,141	\$ 1,496	\$ 14,825	\$ 14,825	\$ -	0.00%
52111	C PRINTING/FORMS	\$ 924	\$ 782	\$ 1,000	\$ 1,000	\$ -	0.00%
52125	C RETIREMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
52128	C ADVERTISING	\$ 830	\$ 847	\$ 1,000	\$ 1,000	\$ -	0.00%
52180	C CATERING	\$ 221	\$ 359	\$ 1,000	\$ 1,000	\$ -	0.00%
52182	C LEASE AGREEMENTS	\$ 2,005	\$ 2,067	\$ 2,500	\$ 2,500	\$ -	0.00%
52185	C POSTAGE/MAILING	\$ 106	\$ 142	\$ 500	\$ 500	\$ -	0.00%
52186	C PROFESSIONAL DEVEL	\$ -	\$ 1,283	\$ 500	\$ 1,500	\$ 1,000	0.00%
52188	C SEMINARS	\$ -	\$ 40	\$ 1,500	\$ 500	\$ (1,000)	-66.67%
52189	C AUDIT	\$ 46,000	\$ 57,500	\$ 54,500	\$ 55,500	\$ 1,000	1.83%
52200	U UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	S SUPPLIES	\$ -	\$ 869	\$ 1,500	\$ 1,500	\$ -	0.00%
54101	S 300TH ANNIVERSARY	\$ -	\$ -	\$ -	\$ -	\$ -	-
54111	S OFFICE SUPPLIES	\$ 439	\$ 1,697	\$ 2,000	\$ 2,000	\$ -	-
54113	S MEMBERSHIPS/DUES/SUBS.	\$ 17,188	\$ 16,902	\$ 21,500	\$ 21,500	\$ -	0.00%
54703	SC PC SOFTWARE	\$ -	\$ 7,950	\$ -	\$ -	\$ -	-
54706	SC OFFICE EQUIPMENT	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	-
Sub-total Expenses		\$ 68,854	\$ 91,934	\$ 103,325	\$ 104,325	\$ 1,000	0.97%
Total 8110 Selectmen's Office		\$ 180,741	\$ 211,699	\$ 242,012	\$ 250,749	\$ 8,736	3.61%

PEG TV Revolving Fund

51110	SW REGULAR WAGES	\$ 23,274	\$ 13,970	\$ 20,000	\$ 16,146	\$ (3,854)	-19.27%
52110	C CONTRACTUAL SERVICES	\$ 490,935	\$ 416,061	\$ 534,000	\$ 534,000	\$ -	0.00%
Sub-Total Revolving Fund		\$ 514,209	\$ 430,031	\$ 554,000	\$ 550,146	\$ (3,854)	-0.70%

Total 8110 LexMedia		\$ 514,209	\$ 430,031	\$ 554,000	\$ 550,146	\$ (3,854)	-0.70%
----------------------------	--	-------------------	-------------------	-------------------	-------------------	-------------------	---------------

#DIV/0!



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8120 Legal

Subprogram: 8100 Board of Selectmen

Budget Description:

The Board of Selectmen annually appoints a Town Counsel to provide legal service to the Town and to represent the Town in litigation. The Town is currently represented by the law firm of Anderson & Kreiger, William L. Lahey, Esquire. The current appointment is for one year, effective through March 31, 2015. Town Counsel prepares and reviews contracts and other legal documents. The Town uses legal counsel to handle a variety of matters. Town Counsel also prepares and reviews articles for Town Meeting Warrants and attends the Town Meeting and when necessary meetings of the Board of Selectmen. Town Counsel regularly reports on the status of all litigation affecting the Town to the Board of Selectmen and to the citizens annually in the Town Report.

Budget Data (by Object Code)

Object			FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
52110	C	CONTRACTUAL SERVICES	\$ -	\$ 500	\$ -		\$ -	-
52120	C	LAW DEPT PROF SERVICES	\$ -	\$ 1,719	\$ -		\$ -	-
52123	C	LEGAL SERVICES	\$ 416,621	\$ 431,781	\$ 410,000	\$ 410,000	\$ -	-
<i>Sub-total Expenses</i>			\$ 416,621	\$ 434,000	\$ 410,000	\$ 410,000	\$ -	0.00%
Total 8120 Legal			\$ 416,621	\$ 434,000	\$ 410,000	\$ 410,000	\$ -	0.00%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8130 Town Report

Subprogram: 8100 Board of Selectmen

Budget Description:

The Town's Annual Report provides information on the activities of Town departments, boards and committees, and provides financial information on the Town. Publication of the Town Report is required by State law and the Town's General By-Laws. The Town Report Committee is a volunteer committee appointed by the Board of Selectmen. It produces the Report with the help of the departments, boards and committees. The Committee gathers information, edits drafts, proofreads final copies, and works with a professional designer to prepare document for printing. The Town Report is distributed in March of each year. 1,000 copies are distributed annually at Town Meeting and are also available, free of charge, at the Town Office Building, Cary Library, and the Lexington Senior Center. The Town Report is also posted on the town's web page.

Budget Data (by Object Code)

Object Description			FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51150	SW	REGULAR P/T WAGES	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	-
<i>Sub-total Compensation</i>			\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	-
52110	C	TOWN REPORT CONT SVCS	\$ 7,500	\$ 2,000	\$ 2,500	\$ 2,500	\$ -	0.00%
52111	C	PRINTING/FORMS	\$ -	\$ 2,680	\$ 6,000	\$ 6,000	\$ -	0.00%
<i>Sub-total Expenses</i>			\$ 7,500	\$ 4,680	\$ 8,500	\$ 8,500	\$ -	0.00%
Total 8130 Town Report			\$ 7,500	\$ 4,680	\$ 13,500	\$ 13,500	\$ -	0.00%

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Future Meetings (5 min.)

PRESENTER:

Joe Pato

ITEM NUMBER:

7.

SUMMARY:

You will discuss possible dates for a Center Streetscape public meeting and a meeting with the Historic Districts Commission possibly the last two weeks in January.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

12/4/2015

10:30 AM

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Calendars for December to February to use for Scheduling	Backup Material

February 2016

February 2016						
Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Notes
Jan 31	Feb 1 7:00pm BOS (SMR)	2	3	4	5	6	
7	8 7:00pm BOS (SMR)	9	10	11	12	13	
14	15 Holiday	16	17	18	19	20	
21	22 7:00pm BOS (SMR)	23	24	25	26	27	Notes
28	29	Mar 1	2	3	4	5	

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Special Town Meeting Warrant 1 - Board Positions (10 min.)

PRESENTER:

Joe Pato

ITEM NUMBER:

8.

SUMMARY:

Article positions table attached when ready to take positions on Special Town Meeting #1 articles.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

12/4/2015

10:35 AM

ATTACHMENTS:

Description	Type
☐ Article Positions Table - STM #1	Backup Material
☐ Special Town Meeting #1 Warrant	Cover Memo



TOWN WARRANT
Town of Lexington
Special Town Meeting #1

Commonwealth of Massachusetts

Middlesex, ss.

To any of the Constables of the Town of Lexington

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the inhabitants of the Town of Lexington qualified to vote in elections and in Town affairs to meet in the Margery Milne Battin Hall in Cary Memorial Building, 1605 Massachusetts Avenue, in said Town on Monday, November 2, 2015, at 7:30 p.m., at which time and place the following articles are to be acted upon and determined exclusively by the Town Meeting Members in accordance with Chapter 215 of the Acts of 1929, as amended, and subject to the referendum provided for by Section eight of said Chapter, as amended.

NOTE: There is a possibility that the Cary Memorial Building renovation project will not be completed in time for Town Meeting to convene in the Margery Milne Battin Hall on November 2. If so, Town Meeting will be relocated to the Clarke Middle School Auditorium. Town Meeting Members will be notified via the TMMA listserv and the Town's website, prior to November 2, of any relocation. Residents are asked to check the Town's website to confirm the location of Town Meeting. Signage will also be placed in front of the Cary Memorial Building if the relocation is necessary.

ARTICLE 1

REPORTS OF TOWN BOARDS, OFFICERS, COMMITTEES

To receive the reports of any Board or Town Officer or of any Committee of the Town, or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

DESCRIPTION: This article remains open throughout the Special Town Meeting.

ARTICLE 2

APPROPRIATE FOR SCHOOL FACILITIES CAPITAL PROJECTS

To see if the Town will vote to appropriate a sum of money for: continuing the school facility master planning study for specific capital projects for the Fiske, Hastings and Harrington Elementary Schools and the Clarke and Diamond Middle Schools; design, engineering and architectural services for these projects; and for the related remodeling, reconstruction or making extraordinary repairs to these or other school facilities; for the construction of the buildings, including original equipment and landscaping, paving and other site improvements incidental or directly related to such remodeling, reconstruction or repair, determine whether the money shall be provided by the tax levy, by transfer from available funds, by borrowing, or by any combination of these methods; determine if the Town will authorize the Selectmen to apply for, accept, expend and borrow in anticipation of state aid for such capital improvements; or act in any other manner in relation thereto.

(Inserted by the School Committee)

FUNDS REQUESTED: unknown at press time

DESCRIPTION: This article is to request funding for the studies, design and construction of school facilities to address current and anticipated school enrollment.

ARTICLE 3

LAND PURCHASE AND IMPROVEMENTS - 20 PELHAM ROAD

To see if the Town will vote to authorize the Selectmen to purchase or otherwise acquire, or to take by eminent domain for municipal or school purposes, any fee, easement, or other interest in all or any part of land known as 20 Pelham Road and shown as lot 65A on Assessors' Property Map 31, owned by the Congregation of Armenian Sisters of the Immaculate Conception, Inc.; for design, engineering and architectural services for plans and specifications and related costs; and to make access and site improvements and to remodel, reconstruct and make extraordinary repairs to the existing school building on such property; and to appropriate a sum of money therefor and determine whether the money shall be provided by the tax levy, by transfer from available funds, or by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED: unknown at press time

DESCRIPTION: This article requests funding to purchase the property at 20 Pelham Road for municipal or school purposes and to make access and site improvements, remodel, reconstruct and make extraordinary repairs to the existing school building on the property.

ARTICLE 4

APPROPRIATE FOR ENGINEERING STUDY – 20 PELHAM ROAD

To see if the Town will vote to raise and appropriate a sum of money for engineering studies and related costs for access roads and sidewalks connecting Pelham Road, the property at 20 Pelham Road and the Community Center at 39 Marrett Road and Marrett Road and any improvements that may be necessary to Pelham Road to access 20 Pelham Road; determine whether the money shall be provided by the tax levy, by transfer from available funds, by borrowing, or any combination of these methods; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED: unknown at press time

DESCRIPTION: Should Town Meeting approve the purchase of the 20 Pelham Road property, this Article would fund the engineering study for roadways and sidewalks to connect this property to the Community Center property, Marrett Road and Massachusetts Avenue.

And you are directed to serve this warrant not less than fourteen days at least before the time of said meeting, as provided in the Bylaws of the Town.

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

Given under our hands this 5th day of October 2015.

Joseph N. Pato
Peter C.J. Kelley
Norman P. Cohen
Suzanne E. Barry
Selectmen
of
Lexington

A true copy, Attest:

Richard W. Ham, Jr.
Constable of Lexington

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Exemption 3: Collective Bargaining Update (20 min.)

PRESENTER:

Carl Valente, Town Manager

ITEM NUMBER:

1.

SUMMARY:

Suggested motion for Executive Session: *Move to go into Executive Session to discuss strategy with respect to collective bargaining related to the Custodian's Union and DPW Union and to reconvene in Open Session only to adjourn. Further, as Chairman I declare that an open meeting discussion may have a detrimental effect on the bargaining position of the Town.*

Staff will update the Board on negotiations with:

- Custodian's Union
- DPW Union

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

12/4/2015

10:45 AM

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Exemption 6: Update on Pelham Road Property (10 min.)

PRESENTER:

Carl Valente, Town Manager

ITEM NUMBER:

2.

SUMMARY:

Suggested motion for Executive Session: *Move to go into Executive Session to consider the purchase, exchange, lease or value of real property, 20 Pelham Road, and to reconvene in Open Session only to adjourn. Further, as Chairman I declare that an open meeting discussion may have a detrimental effect on the negotiating position of the Town.*

The Town Manager will provide the Board with an update on the Pelham Road property.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

12/4/2015

11:05 AM