

SELECTMEN'S MEETING
Monday, November 30, 2015
Selectmen Meeting Room
8:30 AM

AGENDA

ITEMS FOR INDIVIDUAL CONSIDERATION

- | | |
|---|----------|
| 1. Public Works Budget Presentation | 8:30 AM |
| 2. Library Budget Presentation | 9:30 AM |
| 3. Information Services Budget Presentation | 9:50 AM |
| 4. Town Clerk Budget Presentation | 10:10 AM |
| 5. Fire Budget Presentation | 10:30 AM |
| 6. Police Budget Presentation | 10:50 AM |
| 7. Human Services Budget Presentation | 11:10 AM |

EXECUTIVE SESSION

- | | |
|---|----------|
| 1. Executive Session-Exemption 3: Collective Bargaining Update - Custodian and DPW Unions (20 min.) | 11:30 AM |
|---|----------|

ADJOURN

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



AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Public Works Budget Presentation

PRESENTER:

Bill Hadley, Director of Public Works

ITEM NUMBER:

1.

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

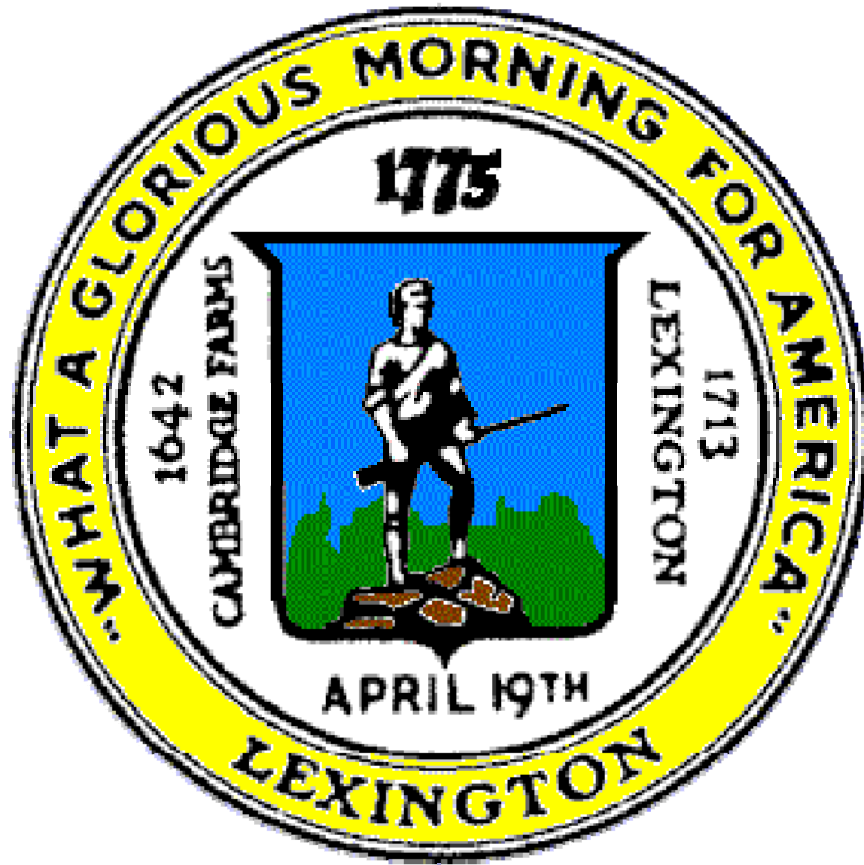
DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2015

8:30 AM

ATTACHMENTS:

Description	Type
<input type="checkbox"/> DPW Requested Budget FY17	Presentation
<input type="checkbox"/> Water and Sewer Enterprise Fund Budgets	Presentation



Department of Public Works Requested Budget
Fiscal Year 2017

Submitted by:
William Hadley, Director of Public Works

Board of Selectmen Presentation
November 30, 2015

**Departmental Budget Requests****Program:** 3000 Public Works**Subprogram:** 3100-3500 DPW General Fund

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

Budget Overview:

The Department of Public Works FY2017 All Funds budget of \$9,827,427 is comprised of five subprograms (DPW Administration/Engineering, Highway Maintenance, Public Grounds, Environmental Services). The FY2017 request represents an overall increase of \$230,400 or 2.40%. The All Funds budget is inclusive of the Compost, Minuteman Household Hazardous Product (MHHP), Burial Containers and Tree revolving funds. Less these revolving funds, the General Fund budget request is \$8,856,414 which is a \$79,310 or 0.90% increase over the FY2016 budget.

Personal Services are increasing \$41,501 or 1.03% in the All Funds budget, and \$23,209 or 0.61% in the General Fund budget. Collective bargaining contracts were in place until June 30, 2015. The personal service budget in the General Fund includes step increases, but projected COLAs will be carried in the Salary Adjustment Account in the Town Manager's Budget. Projected COLAs are reflected in the Non-General Fund (Compost Revolving Fund) portion of the budget.

Departmental Expenses are increasing \$46,100 or 0.85% in the All Funds budget, and by \$56,100 or 1.12% in the General Fund budget.

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

DPW Administration/Engineering: This subprogram includes DPW Administration, Engineering and Street Lighting and is \$1,645,929 which is \$40,703 or 2.41% less than the FY2016 budget.

The DPW Administration element is increasing \$6,269 or 1.04%. The Engineering Division is increasing \$623 or .08%. The Street Light budget is decreasing by \$41,600 or 13.55%.

Highway: This subprogram is comprised of Highway Maintenance, Road Machinery, and Snow Removal. The FY2017 budget request is \$3,166,400 which is an increase of \$38,889 or 1.24%. The Highway Division is increasing \$1,596 or 0.12%. The Road Machinery Division is decreasing \$6,707 or 0.94%. The Snow Removal Budget is increasing \$44,000 or 3.9%.

Public Grounds: Public Grounds subprogram is requesting a total of \$1,840,058, an increase of \$11,273 or 0.62% from FY2016. The Parks Division is increasing \$10,661 or 1.01%. The Forestry Division is decreasing \$489 or 0.11%. Included in Forestry is the Tree Revolving Fund budget, which is requested at \$45,000. The Cemetery Division is increasing \$1,102 or 0.32%. Included in Cemetery is the Burial Containers Revolving Fund, which is \$40,000.

Environmental Services: The Environmental Services Division includes the elements Refuse Collection and Disposal, and Recycling. The request for this subprogram is \$3,175,040 which reflects a \$220,941 or a 7.48% increase. The Refuse Collection budget is \$811,056 which reflects a \$15,903 or a 2% increase. The Recycling General Fund budget is \$887,377 which reflects a \$16,353 or a 1.88% increase. Within Recycling, a separate budget funds the Compost Facility operations through the DPW Compost Revolving Account, described below. The Refuse Disposal budget request is \$600,594 which reflects an increase of \$27,594 or a 4.82% increase.

Compost Revolving Fund: The DPW Compost Revolving Fund request is for \$696,013 which is a \$161,090, or a 30.11% increase. This budget includes an increase in: wages for a seasonal and part-time employee; benefits for the Superintendent, Compost Facility Foreman, Heavy Equipment Operator; overtime for weekend hours, as well as expenses to operate the facility.

Department Initiatives

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

Committee Representation

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

Program Improvement Requests

		Division	FY 2017
51110	Senior Civil Engineer	Engineering	\$102,452
52110	Pavement Markings	Highway	\$120,000
51130	Increase in Overtime Budget	Highway	\$25,363
52110&52201	Elec Vehic Charging Stn Expense	Highway	\$7,200
51130	Increase in Overtime Budget	Parks	\$25,363
54500	Leaf Vacuum System	Parks	\$15,000
52110	Disposal of Forestry Materials	Forestry	\$15,000
52110	Disposal of Excavated Materials	Cemetery	\$10,000
52140	Landscape Maintenance	Cemetery	\$5,000
51110	Hvy Equip Oper PT to Full time	Compost	\$35,037
52110	Disposal of Compost Tailings	Compost	\$20,000
52110	Disposal of Excavated Materials	Water&Sewer	\$15,000

<i>Sub-total 3000 by request</i>			\$ 395,414
Compensation			\$ 155,652
Benefits*			\$ 32,562
Expenses			\$ 207,200
<i>Sub-total 3000 by Category</i>			\$ 395,414



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Budget Summary

Funding Sources

	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 7,612,784	\$ 8,119,384	\$ 7,740,905	\$ 7,800,790	\$ 59,886	0.77%
Enterprise Funds (Indirects)	\$ 642,088	\$ 638,015	\$ 693,618	\$ 714,427	\$ 20,809	3.00%
Fees, Charges and Available Funds						
Parking Fund	\$ 42,616	\$ 89,698	\$ 72,074	\$ 72,074	\$ -	0.00%
Cemetery Trust	\$ 120,000	\$ 120,000	\$ 105,000	\$ 105,000	\$ -	0.00%
Cemetery Prep Fees	\$ 122,087	\$ 133,079	\$ 127,824	\$ 127,200	\$ (624)	-0.49%
Misc. Charges for Service	\$ 883	\$ 629	\$ 3,094	\$ 700	\$ (2,394)	-77.38%
Licenses & Permits	\$ 46,258	\$ 46,158	\$ 34,590	\$ 36,223	\$ 1,633	4.72%
Revolving Funds						
Burial Containers	\$ 51,770	\$ 43,530	\$ 40,000	\$ 40,000	\$ -	0.00%
Compost Operations	\$ 736,569	\$ 640,770	\$ 534,922	\$ 696,013	\$ 161,090	30.11%
Tree	\$ 22,497	\$ 49,500	\$ 45,000	\$ 45,000	\$ -	0.00%
MMHP	\$ 130,171	\$ 134,984	\$ 180,000	\$ 180,000	\$ -	0.00%
Regional Cache at Hartwell Ave	\$ 1,958	\$ 6,354	\$ 20,000	\$ 10,000	\$ (10,000)	-50.00%
Total 3100-3500 DPW All Funds	\$ 9,529,682	\$ 10,022,101	\$ 9,597,026	\$ 9,827,427	\$ 230,400	2.40%

Appropriation Summary (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 3,871,183	\$ 4,229,394	\$ 4,034,031	\$ 4,075,531	\$ 41,501	1.03%
Expenses	\$ 5,532,486	\$ 5,723,518	\$ 5,442,008	\$ 5,488,108	\$ 46,100	0.85%
Benefits	\$ 42,614	\$ 29,526	\$ 57,094	\$ 55,000	\$ (2,094)	-3.67%
Debt Service (Revolving Fund)	\$ 83,400	\$ 39,663	\$ 63,894	\$ 208,788	\$ 144,894	226.77%
Total 3100-3500 DPW	\$ 9,529,682	\$ 10,022,101	\$ 9,597,026	\$ 9,827,427	\$ 230,400	2.40%

Program Summary (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Total 3110 Administration	\$ 572,026	\$ 589,273	\$ 610,294	\$ 610,568	\$ 274	0.04%
Total 3120 Town Engineering	\$ 644,420	\$ 649,149	\$ 769,436	\$ 770,059	\$ 623	0.08%
Total 3130 Street Lighting	\$ 377,754	\$ 304,859	\$ 306,902	\$ 265,302	\$ (41,600)	-13.55%
Total 3210 Highway	\$ 1,100,483	\$ 1,075,496	\$ 1,287,363	\$ 1,288,959	\$ 1,596	0.12%
Total 3220 Road Machinery	\$ 730,489	\$ 769,337	\$ 711,932	\$ 705,225	\$ (6,707)	-0.94%
Total 3230 Snow Removal	\$ 1,744,540	\$ 2,235,573	\$ 1,128,216	\$ 1,172,216	\$ 44,000	3.90%
Total 3310 Parks	\$ 1,009,264	\$ 978,175	\$ 1,053,859	\$ 1,064,519	\$ 10,661	1.01%
Total 3320 Forestry	\$ 289,385	\$ 310,143	\$ 432,943	\$ 432,454	\$ (489)	-0.11%
Total 3330 Cemetery	\$ 310,834	\$ 300,534	\$ 341,983	\$ 343,085	\$ 1,102	0.32%
Total 3410 Refuse Collection	\$ 764,603	\$ 779,561	\$ 795,153	\$ 811,056	\$ 15,903	2.00%
Total 3420 Recycling	\$ 1,391,711	\$ 1,416,101	\$ 1,585,946	\$ 1,763,390	\$ 177,443	11.19%
Total 3430 Refuse Disposal	\$ 594,174	\$ 613,900	\$ 573,000	\$ 600,594	\$ 27,594	4.82%
Total 3100-3500 DPW All Funds	\$ 9,529,682	\$ 10,022,101	\$ 9,597,026	\$ 9,827,427	\$ 230,400	2.40%

Object Code Summary (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,320,187	\$ 3,532,107	\$ 3,688,386	\$ 3,704,068	\$ 15,682	0.43%
Overtime	\$ 550,996	\$ 697,287	\$ 345,645	\$ 371,464	\$ 25,819	7.47%
<i>Personal Services</i>	\$ 3,871,183	\$ 4,229,394	\$ 4,034,031	\$ 4,075,531	\$ 41,501	1.03%
Contractual Services	\$ 3,883,061	\$ 3,988,885	\$ 3,844,532	\$ 3,869,732	\$ 25,200	0.66%
Utilities	\$ 356,038	\$ 433,408	\$ 420,557	\$ 420,657	\$ 100	0.02%
Supplies	\$ 1,225,285	\$ 1,228,256	\$ 1,111,902	\$ 1,132,202	\$ 20,300	1.83%
Small Capital	\$ 68,102	\$ 72,971	\$ 65,017	\$ 65,517	\$ 500	0.77%
<i>Expenses</i>	\$ 5,532,486	\$ 5,723,518	\$ 5,442,008	\$ 5,488,108	\$ 46,100	0.85%
<i>Benefits</i>	\$ 42,614	\$ 29,526	\$ 57,094	\$ 55,000	\$ (2,094)	-3.67%
<i>Debt</i>	\$ 83,400	\$ 39,663	\$ 63,894	\$ 208,788	\$ 144,894	226.77%
Total 3100-3500 DPW All Funds	\$ 9,529,682	\$ 10,022,101	\$ 9,597,026	\$ 9,827,427	\$ 230,400	2.40%

Object Code Summary (General Fund)

	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,132,804	\$ 3,322,220	\$ 3,457,827	\$ 3,468,194	\$ 10,367	0.30%
Overtime	\$ 531,448	\$ 675,057	\$ 324,120	\$ 336,962	\$ 12,842	3.96%
<i>Personal Services</i>	\$ 3,664,252	\$ 3,997,277	\$ 3,781,947	\$ 3,805,156	\$ 23,209	0.61%
Contractual Services	\$ 3,632,603	\$ 3,697,060	\$ 3,511,332	\$ 3,536,532	\$ 25,200	0.72%
Utilities	\$ 356,038	\$ 433,408	\$ 420,557	\$ 420,657	\$ 100	0.02%
Supplies	\$ 1,164,556	\$ 1,175,684	\$ 998,252	\$ 1,028,552	\$ 30,300	3.04%
Small Capital	\$ 68,102	\$ 63,201	\$ 65,017	\$ 65,517	\$ 500	0.77%
<i>Expenses</i>	\$ 5,221,298	\$ 5,369,351	\$ 4,995,158	\$ 5,051,258	\$ 56,100	1.12%
Total 3100-3500 DPW General Fund	\$ 8,885,551	\$ 9,366,628	\$ 8,777,104	\$ 8,856,414	\$ 79,310	0.90%

Approp Summary (General Fund)

	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 3,664,252	\$ 3,997,277	\$ 3,781,947	\$ 3,805,156	\$ 23,209	0.61%
Expenses	\$ 5,221,298	\$ 5,369,351	\$ 4,995,158	\$ 5,051,258	\$ 56,100	1.12%
Total 3100-3500 DPW General Fund	\$ 8,885,551	\$ 9,366,628	\$ 8,777,104	\$ 8,856,414	\$ 79,310	0.90%

Approp Summary (Non-Gen Fund)

	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 206,931	\$ 232,117	\$ 252,084	\$ 270,375	\$ 18,291	7.26%
Total 3420 Recycling: Compost	\$ 206,931	\$ 232,117	\$ 252,084	\$ 270,375	\$ 18,291	7.26%
Expenses	\$ 311,187	\$ 354,167	\$ 446,850	\$ 436,850	\$ (10,000)	-2.24%
Total 3110 Admin: Regional Cache	\$ 942	\$ 1,669	\$ 20,000	\$ 10,000	\$ (10,000)	-50.00%
Total 3320 Forestry: Tree Fund	\$ 24,999	\$ 24,823	\$ 45,000	\$ 45,000	\$ -	0.00%
Total 3330 Cemetery: Burial Containers	\$ 26,538	\$ 29,060	\$ 40,000	\$ 40,000	\$ -	0.00%
Total 3420 Recycling: Compost	\$ 112,981	\$ 151,195	\$ 161,850	\$ 161,850	\$ -	0.00%
Total 3420 Recycling: MMHP	\$ 145,727	\$ 147,420	\$ 180,000	\$ 180,000	\$ -	0.00%
Benefits	\$ 42,614	\$ 29,526	\$ 57,094	\$ 55,000	\$ (2,094)	-3.67%
Total 3420 Recycling: Compost	\$ 42,614	\$ 29,526	\$ 57,094	\$ 55,000	\$ (2,094)	-3.67%
Debt	\$ 83,400	\$ 39,663	\$ 63,894	\$ 208,788	\$ 144,894	226.77%
Total 3420 Recycling: Compost	\$ 83,400	\$ 39,663	\$ 63,894	\$ 208,788	\$ 144,894	226.77%
Total 3100-3500 DPW Non-General Fund	\$ 644,132	\$ 655,473	\$ 819,922	\$ 971,013	\$ 151,090	18.43%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

3100-3500 DPW General Fund

Authorized/Appropriated Staffing

	FY 2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Recommended
Department of Public Works - General Fund				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst	0.6	0.6	0.6	0.6
Office Manager	1	1	1	1
Municipal Clerk	0	0	0	0
Department Account Clerk ¹	2.6	2.6	2.6	2.6
Department Clerk - Pub Grounds/Cemetery	1	1	1	1
Department Lead Clerk	1	1	1	1
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	1	1	1	1
Engineering Assistant	3	4	4	4
Engineering Aide	0.7	0.7	0.7	0.7
Supt of Equipment, Highways & Drains	1	1	1	1
Crew Chief	6	6	6	6
Laborer	0	0	0	0
Heavy Equipment Operators	10	10	12	12
Grader/Shovel Operator	1	1	1	1
Information Coordinator	1	1	1	1
Seasonal Laborer	2.2	2.2	2.2	2.2
Highways and Drains Foreman	1	1	1	1
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
Superintendent of Public Grounds	1	1	1	1
Laborer-Truck Driver	3	3	1	1
Leadmen	7	7	7	7
Senior Arborist	2	2	2	2
Tree Climber	2	2	2	2
Cemetery Foreman	1	1	1	1
Department of Public Works - Compost Revolving Fund				
Superintendent of Environmental Services	1	1	1	1
Crew Chief	1	1	1	1
Heavy Equipment Operators	1	1	1	1
Seasonal Heavy Equipment Operator		0.5	0.5	0.5
Seasonal Laborer	0.7	0.7	0.7	0.7
Total FTE	61.8	63.3	63.3	63.3
Total FT/PT	57 FT/10 PT	58 FT/10 PT	58 FT/10 PT	58 FT/10 PT

Explanatory Notes

¹FT Dept. Acct. Clerk shown as 0.6 from General Fund; 0.4 is charged to Water and Sewer Enterprise.



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works 3100-3500 DPW General Fund

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Recommended
Element 3110: DPW Administration				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst	0.6	0.6	0.6	0.6
Office Manager	1	1	1	1
Department Lead Clerk	1	1	1	1
Department Account Clerk*	2.6	2.6	2.6	2.6
sub-total FTE	7.2	7.2	7.2	7.2
sub-total FT/PT	6 FT/2 PT	6 FT/2 PT	6 FT/2 PT	6 FT/2 PT
Element 3120: Engineering				
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	1	1	1	1
Engineering Assistant	3	4	4	4
Engineering Aide	0.7	0.7	0.7	0.7
sub-total FTE	6.7	7.7	7.7	7.7
sub-total FT/PT	6 FT/1 PT	7 FT/1 PT	7 FT/1 PT	7 FT/1 PT
Total FTE	13.9	14.9	14.9	14.9

Total Full/Part Time 12 FT/3 PT 13 FT/3 PT 13 FT/3 PT 13 FT/3 PT

*1 FT Clerk split between DPW, Water & Sewer

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Recommended
Element 3210: Highway Maintenance				
Supt. of Equipment, Highways & Drains	1	1	1	1
Highway Foreman	1	1	1	1
Crew Chief	2	2	2	2
Laborer/Truck Driver	0	1	0	0
Heavy Equipment Operators	5	4	5	5
Leadman	2	2	2	2
Gradel/Shovel Operator	1	1	1	1
Information Coordinator	1	1	1	1
Seasonal Laborer ¹	1	1	1	0.5
sub-total FTE	14	14	14	13.5
sub-total FT/PT	13 FT/2 PT	13 FT/2 PT	13 FT/2 PT	13 FT/1 PT
Element 3220: Road Machinery				
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
sub-total FTE	5	5	5	5
sub-total FT/PT	5 FT/0 PT	5 FT/0 PT	5 FT/0 PT	5 FT/0 PT
Total FTE	19	19	19	19
Total Full/Part Time	18 FT/2 PT	18 FT/2 PT	18 FT/2 PT	18 FT/2 PT



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works 3100-3500 DPW General Fund

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Recommended
Element 3310: Parks Division				
Superintendent of Public Grounds	1	1	1	1
Crew Chief	3	3	3	3
Leadman	4	4	4	4
Heavy Equipment Operator	4	2	6	6
Laborer-Truck Driver	3	5	1	1
sub-total FTE	15	15	15	15
sub-total FT/PT	15 FT/0 PT	15 FT/0 PT	15 FT/0 PT	15 FT/0 PT
Element 3320: Forestry Division				
Crew Chief	1	1	1	1
Senior Arborist	2	2	2	2
Laborer-Tree Climber	2	2	2	2
Seasonal Laborer*	0.6	0.6	0.6	0.6
sub-total FTE	5.6	5.6	5.6	5.6
sub-total FT/PT	5 FT/2 PT	5 FT/2 PT	5 FT/2 PT	5 FT/2 PT
Element 3330: Cemetery Division				
Cemetery Foreman	1	1	1	1
Crew Chief	0	0	0	0
Leadman	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Department Clerk	1	1	1	1
Seasonal Laborer	0.6	0.6	0.6	0.6
sub-total FTE	4.6	4.6	4.6	4.6
sub-total FT/PT	4 FT/2 PT	4 FT/2 PT	4 FT/2 PT	4 FT/2 PT

Total FTE 25.2 25.2 25.2 25.2

Total Full/Part Time 24 FT/4 PT 24 FT/4 PT 24 FT/4 PT 24 FT/4 PT

*Seasonal Laborers in 3320 Forestry have been funded since FY2013.

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Recommended
Element 3420: Recycling** (Compost Facility)				
Superintendent of Environmental Services	1	1	1	1
Crew Chief	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Seasonal Heavy Equipment Operator		0.5	0.5	0.5
Seasonal Attendant	0.7	0.7	0.7	0.7
sub-total FTE	3.7	4.2	4.2	4.2
sub-total FT/PT	3 FT/1 PT**	3 FT/1 PT**	3 FT/1 PT**	3 FT/1 PT**

Total FTE 3.7 4.2 4.2 4.2

Total Full/Part Time 3 FT/1 PT 3 FT/1 PT 3 FT/1 PT 3 FT/1 PT

Total FTE 61.8 63.3 63.3 62.8

Total Full/Part Time 57 FT/10 PT 58 FT/ 10 PT 58 FT/ 10 PT 58 FT/ 10 PT

Explanatory Notes

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

¹One seasonal position eliminated and funds diverted to Overtime Budget.



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works
Element: 3110 DPW Administration

Subprogram: 3100 DPW Admin/Engineering

Budget Description:

DPW Administration staff plans, manages, coordinates, schedules and directs the department's activities. The duties of Administrative staff include preparing budgets, monitoring expenditures, developing bid specifications for DPW procurement, responding to citizens' questions and concerns, evaluating work performance, scheduling work assignments and collective bargaining. Staff works closely with many other departments including the Public Facilities Department located within the same building.

The DPW Administration FY17 total budget request is \$610,568 which includes \$10,000, reduced from FY16, for the Regional Cache revolving fund. This is a total increase for All Funds of \$274 or 0.04% more than FY16, and reflects a 1.74% increase for the General Fund portion only. For the General Fund, compensation is increasing 9,274, or 1.66%. Expenses are increasing \$1,000 or 3.29%, due to mandatory drug and alcohol testing.

Administration staff work with several committees: Permanent Building, Center, Capital Expenditures, Conservation, Energy, Electric Utility Ad-Hoc, and Bicycle Advisory.

Division Goals:

1. Continue to streamline Operations and Administration office assignments and functions for efficiency.
2. Begin the reaccreditation process through the American Public Works Association.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY 2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW DPW ADMIN REG WAGES	\$ 477,638	\$ 492,252	\$ 496,976	\$ 505,711	\$ 8,735	1.76%
51120	SW DPW ADMIN OTHER COMP	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OT DPW ADMIN OVERTIME	\$ -	\$ 1,397	\$ -	\$ -	\$ -	-
51144	SW DPW ADMIN LONGEVITY	\$ 401	\$ 401	\$ 1,000	\$ 1,000	\$ -	0.00%
51150	SW REGULAR PART-TIME WAGES	\$ 42,005	\$ 42,363	\$ 44,143	\$ 44,682	\$ 539	1.22%
51512	SW STIPENDS	\$ 16,801	\$ 16,660	\$ 17,800	\$ 17,800	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 536,845	\$ 553,073	\$ 559,919	\$ 569,193	\$ 9,274	1.66%
52110	C DPW ADMIN CONT SVC	\$ 2,344	\$ 2,703	\$ 2,200	\$ 2,200	\$ -	0.00%
52111	C PRINTING/FORMS	\$ 565	\$ 202	\$ 500	\$ 500	\$ -	0.00%
52120	C PROFESSIONAL SERVICES	\$ 1,016	\$ 539	\$ 1,000	\$ 1,000	\$ -	0.00%
52125	C ADVERTISING	\$ -	\$ 472	\$ 100	\$ 100	\$ -	0.00%
52142	C EQUIPMENT SERVICE & REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	-
52180	C CATERING	\$ 1,927	\$ 4,191	\$ 1,900	\$ 1,900	\$ -	0.00%
52181	C DRUG & ALCOHOL TESTING	\$ 3,663	\$ 7,619	\$ 4,000	\$ 5,000	\$ 1,000	25.00%
52183	C MILEAGE	\$ 23	\$ 40	\$ 75	\$ 75	\$ -	0.00%
52185	C POSTAGE & MAILING	\$ 155	\$ 18	\$ 200	\$ 200	\$ -	0.00%
52186	C PROF DEV & TRAINING	\$ 647	\$ -	\$ 1,300	\$ 1,300	\$ -	0.00%
52187	C TRAVEL	\$ 1,111	\$ 5,498	\$ 1,600	\$ 1,600	\$ -	0.00%
52188	C SEMINARS/WKSHOPS/CONF.	\$ 8,438	\$ 2,302	\$ 5,400	\$ 5,400	\$ -	0.00%
52200	U DPW ADMIN UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52207	U MOBILE DEVICES	\$ 2,100	\$ 2,150	\$ 1,800	\$ 1,800	\$ -	0.00%
54100	S DPW ADMIN SUPPLIES	\$ 4,849	\$ 1,600	\$ 1,800	\$ 1,800	\$ -	-
54111	S OFFICE SUPPLIES	\$ 5,256	\$ 4,194	\$ 5,600	\$ 5,600	\$ -	0.00%
54113	S MEMBERSHIP/DUES/LICNS. & SUBSCR.	\$ 1,858	\$ 1,574	\$ 1,900	\$ 1,900	\$ -	0.00%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 286	\$ 597	\$ 1,000	\$ 1,000	\$ -	0.00%
54706	SC OFFICE EQUIPMENT	\$ -	\$ 834	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 34,240	\$ 34,531	\$ 30,375	\$ 31,375	\$ 1,000	3.29%
Total DPW Administration General Fund		\$ 571,084	\$ 587,604	\$ 590,294	\$ 600,568	\$ 10,274	1.74%
Revolving Fund - Regional Cache at Hartwell Avenue							
54100	S SUPPLIES	\$ 942	\$ 1,669	\$ 20,000	\$ 10,000	\$ (10,000.00)	-50.00%
		\$ 942	\$ 1,669	\$ 20,000	\$ 10,000	\$ (10,000.00)	-50.00%
Total 3110 DPW Administration		\$ 572,026	\$ 589,273	\$ 610,294	\$ 610,568	\$ 274	0.04%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works
Element: 3120 Engineering

Subprogram: 3100 DPW Admin/Engineering

Budget Description:

The Engineering Division provides engineering programs and support services to the DPW, other Town departments and many Town committees. The Engineering Division is responsible for administering the Capital Budget for the Town's horizontal infrastructure including roadways, drainage, water, sanitary sewer, dams and sidewalks. This includes conceptual planning and investigation and design, bidding and construction administration. The division also issues permits, conducts inspections, provides consultant oversight, maintains public records and prepares and reviews bid documents.

The Engineering expense budget request is \$132,950 which is \$10,000 or 7.00 % less than FY16. Compensation is increasing \$10,623 or 1.7% from FY16.

The professional services object line reflects NPDES Phase II stormwater requirements and environmental monitoring.

Engineering staff work with the Transportation Safety Group, the Center Committee, Capital Expenditures Committee, Conservation Commission, Planning Board, Bicycle Advisory Committee, Design Review Team, and the Energy Committee.

Division Goals:

1. Expand pavement management program techniques through research and application.
2. Improve asset management capabilities.
3. Begin the reaccreditation process through the American Public Works Association.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Approp	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 495,044	\$ 561,886	\$ 582,423	\$ 590,778	\$ 8,355	1.43%
51120	SW OTHER COMPENSATION	\$ -		\$ -		\$ -	-
51130	OT OVERTIME	\$ (2,045)		\$ 3,320	\$ 3,320	\$ (0)	0.00%
51144	SW LONGEVITY	\$ -	\$ 508	\$ 1,800	\$ 1,600	\$ (200)	-11.11%
51150	SW REGULAR PART-TIME WAGES	\$ 35,708	\$ 37,180	\$ 38,942	\$ 41,411	\$ 2,469	6.34%
51151	SW SEASONAL PART-TIME WAGES	\$ -		\$ -		\$ -	-
51512	SW STIPENDS	\$ -		\$ -		\$ -	-
<i>Sub-total Compensation</i>		\$ 528,708	\$ 599,573	\$ 626,486	\$ 637,109	\$ 10,623	1.70%
52110	C TOWN ENGINEER CONT SVC	\$ 1,607	\$ 1,160	\$ 5,000	\$ 5,000	\$ -	0.00%
52111	C PRINTING/FORMS	\$ 128	\$ 179	\$ 50	\$ 50	\$ -	0.00%
52120	C PROFESSIONAL SERVICES	\$ 99,990	\$ 37,268	\$ 125,000	\$ 106,500	\$ (18,500)	-14.80%
52142	C EQUIP-SERVICE & REPAIR	\$ -		\$ -	\$ -	\$ -	-
52183	C MILEAGE	\$ 351	\$ 90	\$ 400	\$ 400	\$ -	0.00%
52184	C BINDING & ARCHIVING	\$ -		\$ -	\$ -	\$ -	-
52185	C POSTAGE & MAILING	\$ 9		\$ -	\$ -	\$ -	-
52186	C PROF DEV & TRAINING	\$ 1,682	\$ 1,670	\$ 2,000	\$ 2,000	\$ -	0.00%
52187	C TRAVEL	\$ -		\$ 1,000	\$ 1,000	\$ -	-
52188	C SEMINARS/WORKSHOPS/CONFERENCE	\$ 3,924	\$ 2,842	\$ 2,500	\$ 7,000	\$ 4,500	180.00%
54100	S TOWN ENGINEER SUPPLIES	\$ 850	\$ 180	\$ -	\$ -	\$ -	-
54111	S OFFICE SUPPLIES	\$ 4,244	\$ 3,221	\$ 3,500	\$ 6,000	\$ 2,500	-
54113	S MEMBERSHIP/DUES/LICENSES &	\$ 1,656	\$ 848	\$ 1,000	\$ 2,000	\$ 1,000	100.00%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 965	\$ 1,030	\$ 2,000	\$ 2,000	\$ -	0.00%
54500	SC SMALL EQUIPMENT	\$ 48	\$ 753	\$ 250	\$ 500	\$ 250	100.00%
54706	SC OFFICE EQUIPMENT	\$ 260	\$ 335	\$ 250	\$ 500	\$ 250	100.00%
<i>Sub-total Expenses</i>		\$ 115,713	\$ 49,576	\$ 142,950	\$ 132,950	\$ (10,000)	-7.00%
Total 3120 Engineering		\$ 644,420	\$ 649,149	\$ 769,436	\$ 770,059	\$ 623	0.08%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works **Subprogram:** 3100 DPW Admin/Eng
Element: 3130 Street Lighting

Budget Description:

The Forestry Division staff inspect and repair bulbs and sensors on the Town-owned streetlights. An outside contractor repairs all other electrical outages including new lights, arms, poles and fixtures.

The total Street Lighting budget is decreasing by \$41,600 or 13.55%, due to the end of a third party lease agreement in line item 52182 that was in place to fund the street light program. The town is still experiencing ongoing outages and warranty issues with the new induction lights. This issue has been referred to legal counsel for potential litigation. The Town continues to replace any faulty ballasts and these lights will be fully operational. The FY17 kilowatt hours (kWh) are expected to be 770,757.

Division Goals:

1. Continue to explore options to better track street light outages and methods to enhance response time to outages.
2. Continue to work with the Energy Committee and Lighting Options Committee to find energy savings for street lights.
3. Continue to proactively maintain a cost effective lighting system which reduces outage frequency and down time and provides safety along Lexington's

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51130	OT OVERTIME	\$ 8,317	\$ 5,851	\$ 10,000	\$ 10,200	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 8,317	\$ 5,851	\$ 10,000	\$ 10,200	\$ -	0.00%
52110	C CONTRACTUAL SERVICES	\$ 500		\$ 1,000	\$ 1,000	\$ -	0.00%
52111	C PRINTING/FORMS	\$ -		\$ -		\$ -	#DIV/0!
52120	C PROFESSIONAL SERVICES	\$ -		\$ -		\$ -	-
52127	C POLICE DETAILS	\$ 2,816	\$ 770	\$ 4,000	\$ 4,000	\$ -	0.00%
52140	C LANDSCAPING MAINTENANCE	\$ -		\$ -		\$ -	-
52142	C EQUIP-SERVICE & REPAIR	\$ 82,206	\$ 71,432	\$ 71,000	\$ 71,000	\$ -	0.00%
52180	C CATERING/MEALS	\$ -		\$ 200	\$ 200	\$ -	0.00%
52182	C LEASE AGREEMENTS	\$ 100,959	\$ 100,959	\$ 42,100	\$ -	\$ (42,100)	-100.00%
52183	C MILEAGE	\$ -		\$ -		\$ -	-
52186	C PROF DEV & TRAINING	\$ -		\$ -		\$ -	-
52187	C TRAVEL	\$ -		\$ -		\$ -	-
52188	C SEMINARS/WORKSHOPS/CONFERENCE	\$ 1,300		\$ 2,000	\$ 2,200	\$ 200	10.00%
52200	U UTILITIES	\$ -		\$ -		\$ -	-
52201	U ELECTRICITY	\$ 112,012	\$ 113,000	\$ 128,602	\$ 128,602	\$ -	0.00%
52207	U MOBILE DEVICES	\$ -		\$ -		\$ -	#DIV/0!
54100	S SUPPLIES	\$ 2,646	\$ 767	\$ 750	\$ 800	\$ 50	6.67%
54113	S MEMBERSHIP/DUES/LICENSES &	\$ -		\$ -		\$ -	#DIV/0!
54160	S CLOTHING & SAFETY EQUIPMENT	\$ -		\$ 1,000	\$ 1,000	\$ -	0.00%
54164	S BULBS/FIXTURES	\$ 66,998	\$ 12,080	\$ 45,500	\$ 45,500	\$ -	0.00%
54166	S TOOLS/LUMBER/HARDWARE SUPPLY	\$ -		\$ 750	\$ 800	\$ 50	6.67%
54174	S VEHICLE PARTS	\$ -		\$ -		\$ -	-
54500	SC SMALL EQUIPMENT	\$ -		\$ -		\$ -	#DIV/0!
<i>Sub-total Expenses</i>		\$ 369,437	\$ 299,007	\$ 296,902	\$ 255,102	\$ (41,800)	-14.08%
Total 3130 Street Lighting		\$ 377,754	\$ 304,859	\$ 306,902	\$ 265,302	\$ (41,600)	-13.55%



Town of Lexington
FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works
Element: 3210 Highway Maintenance

Subprogram: 3000

Budget Description:

The Highway Division provides for the safety and maintenance of all public streets, sidewalks, drains and brooks. They perform minor construction repairs, snow and ice operations, traffic sign maintenance, pavement markings, street sweeping and pavement management (potholes & patches).

The overall FY2017 Highway budget of \$1,288,959 represents a \$1,596 or a 0.12%, increase from FY16. Compensation is increasing \$1,595 or .21%. Expenses are the same as FY16. The Town has invested significant Capital Funds to improve stormwater capacity and quality by constructing biobasins, retention basins and vegetated swales that require routine maintenance to remain fully functional. The contracted services line supplements our in house staff to perform tasks such as removing undesirable plants, replanting wetland plants, vacuuming the pervious pavement surfaces and cleaning out drain lines and basins.

Division Goals:

1. Continue with the repair & replacement of regulatory signs from the Retroreflectivity study in 2013.
2. Continue drainage flushing program.
3. Taking proactive measures to repair catch basins town wide.
4. Begin the reaccreditation process through the American Public Works Association.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 573,345	\$ 599,193	\$ 685,720	\$ 687,314	\$ 1,595	0.23%
51120	SW HIGHWAY OTHER COMP	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OT OVERTIME	\$ 94,954	\$ 90,857	\$ 41,815	\$ 54,455	\$ 12,640	30.23%
51144	SW LONGEVITY	\$ -	\$ -	\$ 9,600	\$ 9,600	\$ -	0.00%
51150	SW REGULAR PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51151	SW SEASONAL PART-TIME WAGES	\$ 11,685	\$ 11,964	\$ 25,279	\$ 12,640	\$ (12,640)	-50.00%
51512	SW STIPENDS	\$ 4,599	\$ -	\$ 5,300	\$ 5,300	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 684,584	\$ 702,014	\$ 767,714	\$ 769,309	\$ 1,595	0.21%
52110	C CONTRACTUAL SERVICES	\$ 174,994	\$ 145,542	\$ 203,250	\$ 203,250	\$ -	0.00%
52111	C PRINTING/FORMS	\$ -	\$ -	\$ -	\$ -	\$ -	-
52115	C BROOK MAINTENANCE	\$ 61,464	\$ 78,807	\$ 92,000	\$ 92,000	\$ -	0.00%
52120	C PROFESSIONAL SERVICES	\$ 1,915	\$ -	\$ -	\$ -	\$ -	-
52127	C POLICE DETAILS	\$ 21,204	\$ 26,843	\$ 22,000	\$ 27,000	\$ 5,000	22.73%
52128	C ADVERTISING	\$ 72	\$ 301	\$ 2,700	\$ 2,700	\$ -	0.00%
52140	C LANDSCAPING MAINTENANCE	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	0.00%
52142	C EQUIPMENT SERVICE & REPAIR	\$ 11,308	\$ 2,569	\$ 6,200	\$ 6,200	\$ -	0.00%
52180	C CATERING/MEALS	\$ 406	\$ 53	\$ 4,500	\$ 4,500	\$ -	0.00%
52181	C DRUG TESTING	\$ -	\$ -	\$ -	\$ -	\$ -	-
52183	C MILEAGE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52185	C POSTAGE & MAILING	\$ -	\$ -	\$ -	\$ -	\$ -	-
52186	C PROF DEV & TRAINING	\$ -	\$ -	\$ -	\$ -	\$ -	-
52187	C TRAVEL	\$ 960	\$ 25	\$ 1,700	\$ 1,700	\$ -	0.00%
52188	C SEMINARS/WORKSHOPS/CONFEREN	\$ 3,978	\$ 1,497	\$ 2,000	\$ 2,000	\$ -	0.00%
52200	U HIGHWAY UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52201	U ELECTRICITY	\$ 14,163	\$ 16,400	\$ 23,000	\$ 23,000	\$ -	0.00%
52206	U TELEPHONE	\$ -	\$ 1,020	\$ -	\$ -	\$ -	-
52207	U MOBILE DEVICES	\$ 2,901	\$ 2,190	\$ 2,000	\$ 2,000	\$ -	0.00%
54100	S SUPPLIES	\$ 57,003	\$ 46,895	\$ 68,600	\$ 63,600	\$ (5,000)	-7.29%
54111	S OFFICE SUPPLIES	\$ 503	\$ 112	\$ 350	\$ 350	\$ -	0.00%
54113	S MEMBERSHIP/DUES/LICENSES &	\$ 548	\$ 793	\$ 700	\$ 700	\$ -	0.00%
54160	S CLOTHING AND SAFETY EQUIP	\$ 6,414	\$ 5,666	\$ 9,000	\$ 9,000	\$ -	0.00%
54161	S CHEMICALS & CLEANING SUPPLIES	\$ -	\$ -	\$ 200	\$ 200	\$ -	0.00%
54163	S PIPES & FITTINGS	\$ -	\$ -	\$ 100	\$ 100	\$ -	0.00%
54164	S SIGNAL BULBS & FIXTURES	\$ -	\$ 271	\$ 1,200	\$ 1,200	\$ -	0.00%
54166	S TOOLS/LUMBER/HARDWARE SUPPL	\$ 491	\$ 11,493	\$ 12,450	\$ 12,450	\$ -	0.00%
54171	S PAVING SUPPLIES & MATERIALS	\$ 57,575	\$ 33,004	\$ 65,700	\$ 65,700	\$ 0	0.00%
54176	S SAND & GRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	-
54500	SC SMALL EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 415,899	\$ 373,482	\$ 519,650	\$ 519,650	\$ 0	0.00%
Total 3210 Highway Maintenance		\$ 1,100,483	\$ 1,075,496	\$ 1,287,363	\$ 1,288,959	\$ 1,596	0.12%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works **Subprogram:** 3200 Highway
Element: 3220 Road Machinery

Budget Description:

The Road Machinery Division services, and repairs vehicles & small engine equipment for DPW, Facilities and Community Development. The Road Machinery Division also supplies fuel for DPW, Facilities, Community Development, Police, Fire and LABBB (reimbursed). The current DPW equipment fleet replacement value is approximately \$7.4 million

The Road Machinery budget is decreasing overall \$6,707, or 0.94% from the FY16 budget. Compensation is decreasing \$6,707 or 2.59%, this is due to a recent retirement. Expenses remain the same as FY16. The \$28,500 was transferred from the equipment service repair to Vehicle Part & Supplies since we are performing more repairs inhouse with staff.

Division Goals:

1. Refine the preventative maintenance program with new technologies.
2. Implementation of new web-based technologies.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 208,549	\$ 217,728	\$ 249,307	\$ 243,600	\$ (5,707)	-2.29%
51130	OT OVERTIME	\$ 4,567	\$ 3,089	\$ 3,045	\$ 3,045	\$ 0	0.01%
51144	SW LONGEVITY	\$ -		\$ 3,200	\$ 2,200	\$ (1,000)	-31.25%
51512	SW STIPENDS	\$ 2,193		\$ 3,700	\$ 3,700	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 215,308	\$ 220,817	\$ 259,252	\$ 252,545	\$ (6,707)	-2.59%
52110	C CONTRACTUAL SERVICES	\$ 21,676	\$ 20,771	\$ 15,000	\$ 15,000	\$ -	0.00%
52111	C PRINTING/FORMS	\$ 62	\$ 115	\$ -	\$ -	\$ -	-
52120	C PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52142	C EQUIP-SERVICE & REPAIR	\$ 33,413	\$ 38,078	\$ 68,500	\$ 40,000	\$ (28,500)	-41.61%
52180	C CATERING/MEALS	\$ -		\$ -		\$ -	-
52183	C MILEAGE	\$ -	\$ 1	\$ -		\$ -	-
52186	C PROF DEV & TRAINING	\$ -	\$ 490	\$ -		\$ -	-
52187	C TRAVEL	\$ -		\$ -		\$ -	-
52188	C SEMINARS/WORKSHOPS/CONFERENCE	\$ 540		\$ 1,300	\$ 1,300	\$ -	0.00%
52200	U UTILITIES	\$ -		\$ -		\$ -	-
52207	U MOBILE DEVICES	\$ -		\$ -		\$ -	-
52208	U GASOLINE/DIESEL	\$ 166,927	\$ 226,821	\$ 200,000	\$ 200,000	\$ -	0.00%
54100	S SUPPLIES	\$ 37,371	\$ 32,058	\$ 16,555	\$ 16,555	\$ -	0.00%
54111	S OFFICE SUPPLIES	\$ 335	\$ 114	\$ 200	\$ 200	\$ -	0.00%
54113	S MEMBERSHIP/DUES/LICENSES & SUB.	\$ 535	\$ -	\$ 400	\$ 400	\$ -	0.00%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 7,602	\$ 6,785	\$ 2,500	\$ 2,500	\$ -	0.00%
54161	S CHEMICALS & CLEANING SUPPLY	\$ 2,208	\$ 5,745	\$ 2,500	\$ 2,500	\$ -	0.00%
54166	S TOOLS/LUMBER/HARDWARE SUPPLY	\$ 14,258	\$ 7,138	\$ 10,708	\$ 10,708	\$ -	0.00%
54173	S ENGINE OILS/LUBRICANTS	\$ 9,201	\$ 7,991	\$ 8,000	\$ 8,000	\$ -	0.00%
54174	S VEHICLE PARTS & SUPPLIES	\$ 176,592	\$ 159,399	\$ 80,200	\$ 108,700	\$ 28,500	35.54%
54500	SC SMALL EQUIP	\$ 425	\$ -	\$ -		\$ -	-
54707	SC VEHICLES	\$ 44,035	\$ 43,011	\$ 46,817	\$ 46,817	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 515,181	\$ 548,519	\$ 452,680	\$ 452,680	\$ -	0.00%
Total 3220 Road Machinery		\$ 730,489	\$ 769,337	\$ 711,932	\$ 705,225	\$ (6,707)	-0.94%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works **Subprogram:** 3200 Highway
Element: 3230 Snow Removal

Budget Description:

The DPW is responsible for the removal of snow from Town streets, sidewalks, and parking lots. The Highway Division Superintendent oversees the entire DPW operations staff as well as private contractors performing snow removal activities. The overall snow removal budget is \$1,172,216 which is \$44,000 more or a 5% increase in expenses, reflected in lease agreements, workshops, plowing contractors, safety equipment & vehicle supplies.

Division Goals:

1. Refine the use of enhanced liquids with salt in order to enhance the treatment processes and reduce salt consumption.
2. Continue researching new technologies that will improve the efficiency of snow removal operations.
3. Continue researching and utilizing composite plow edge technology.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REG WAGES	\$ 158,307	\$ 221,427	\$ -		\$ -	-
51130	OT OVERTIME	\$ 310,965	\$ 446,953	\$ 189,197	\$ 189,197	\$ -	0.00%
51512	SW STIPENDS	\$ 57,400	\$ 48,500	\$ 60,800	\$ 60,800	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 526,672	\$ 716,879	\$ 249,997	\$ 249,997	\$ -	0.00%
52110	C CONT SVC	\$ 41,490	\$ 33,868	\$ 51,000	\$ 51,000	\$ -	0.00%
52111	C PRINTING/FORMS	\$ 2,448		\$ -		\$ -	-
52120	C PROFESSIONAL SERVICES	\$ -		\$ -		\$ -	-
52127	C POLICE DETAILS	\$ 4,129	\$ 4,528	\$ 1,100	\$ 1,100	\$ -	-
52128	C ADVERTISING	\$ -		\$ 100	\$ 100	\$ -	0.00%
52142	C EQUIP-SERVICE & REPAIR	\$ 40,085	\$ 14,418	\$ 55,000	\$ 55,000	\$ -	0.00%
52180	C CATERING/MEALS	\$ 3,575	\$ 6,181	\$ 1,000	\$ 1,000	\$ -	0.00%
52182	C LEASE AGREEMENTS	\$ 46,668	\$ 64,370	\$ 47,250	\$ 57,250	\$ 10,000	21.16%
52183	C MILEAGE	\$ -		\$ -		\$ -	-
52185	C POSTAGE & MAILING	\$ 1,922		\$ -		\$ -	-
52186	C PROF DEV & TRAINING	\$ -		\$ -		\$ -	-
52187	C TRAVEL	\$ -		\$ -		\$ -	-
52188	C SEMINARS/WORKSHOPS/CONFEREN	\$ 1,133	\$ 2,096	\$ 1,000	\$ 2,000	\$ 1,000	100.00%
52196	C PLOWING CONTRACTORS	\$ 506,157	\$ 677,641	\$ 185,000	\$ 215,000	\$ 30,000	16.22%
52200	U UTILITIES	\$ -		\$ -		\$ -	-
52206	U TELEPHONE	\$ -		\$ -		\$ -	-
52207	U MOBILE DEVICES	\$ 26		\$ 75	\$ 75	\$ -	0.00%
52208	U GASOLINE/DIESEL	\$ 26,405	\$ 26,405	\$ 26,405	\$ 26,405	\$ -	0.00%
54100	S SUPPLIES	\$ 22,759	\$ 30,370	\$ 25,689	\$ 25,689	\$ -	0.00%
54111	S OFFICE SUPPLIES	\$ 9	\$ -	\$ 100	\$ 100	\$ -	0.00%
54113	S MEMBERSHIP/DUES/LICENSES &	\$ -		\$ -		\$ -	-
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 1,821	\$ 1,295	\$ 1,500	\$ 2,000	\$ 500	33.33%
54165	S SNOW & ICE CHEMICALS	\$ 28,198	\$ 19,180	\$ 35,500	\$ 50,000	\$ 14,500	40.85%
54166	S TOOLS/LUMBER/HARDWARE SUPPL	\$ 4,854	\$ 7,953	\$ 8,000	\$ 8,000	\$ -	0.00%
54167	S ROAD SAND & SALT	\$ 384,075	\$ 498,642	\$ 419,500	\$ 405,000	\$ (14,500)	-3.46%
54173	S ENGINE OILS/LUBRICANTS	\$ -		\$ -		\$ -	-
54174	S VEHICLE PARTS & SUPPLIES	\$ 101,361	\$ 121,417	\$ 10,000	\$ 12,500	\$ 2,500	25.00%
54500	SC SMALL EQUIPMENT	\$ 753	\$ 10,329	\$ 10,000	\$ 10,000	\$ -	0.00%
54507	SC VEHICLES	\$ -		\$ -		\$ -	-
<i>Sub-total Expenses</i>		\$ 1,217,868	\$ 1,518,693	\$ 878,219	\$ 922,219	\$ 44,000	5.01%
Total 3230 Snow Removal		\$ 1,744,540	\$ 2,235,573	\$ 1,128,216	\$ 1,172,216	\$ 44,000	3.90%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works **Subprogram:** 3300 Public Grounds
Element: 3310 Parks Division

Budget Description:

The Public Grounds Superintendent oversees the Parks Division operations, which includes the maintenance of playgrounds, conservation areas, parks, athletic facilities, trails, pools and historical areas. The level of turf and ball field maintenance is the single most important factor in determining safety, playability and aesthetics of public grounds and athletic field areas. The Parks Division also assists with the preparations for Patriots Day, Discovery Day, Independence Day, Farmers Market and other special events.

The total Parks Division FY2017 budget of \$1,064,519 reflects an increase of \$10,661 or 1.01% from FY2016. There is a \$8,211 or 1.03% increase in compensation driven by contractually obligated step increases, as well as the reclassification of some employees as they are set to acquire job-related licenses and endorsements in FY2017. Expenses are increasing by \$2,450 or 0.96% from FY16. The Town has renovated the Sutherland Baseball Field and the Clark Soccer Field as part of the Capital Improvement Projects.

Parks Division staff works with the Recreation, Conservation, and Bike Advisory Committees, Civic Groups, special events and youth groups.

Division Goals:

1. Continue the implementation of a proactive park maintenance program to provide safe, well-maintained, aesthetically pleasing park, athletic field
2. Develop a program to improve two turf areas per year; this past year, the areas worked on were the Fiske and Diamond School fields.
3. Begin the reaccreditation process with the American Public Works Association.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW PARKS REG WAGES	\$ 642,218	\$ 658,195	\$ 738,991	\$ 748,199	\$ 9,209	1.25%
51120	SW PARKS OTHER COMP	\$ -		\$ -		\$ -	-
51130	OT PARKS OVERTIME	\$ 80,716	\$ 79,470	\$ 48,813	\$ 48,815	\$ 2	0.00%
51144	SW LONGEVITY	\$ -		\$ 6,200	\$ 5,200	\$ (1,000)	-16.13%
51150	SW REGULAR PART-TIME WAGES	\$ -		\$ -		\$ -	-
51151	SW SEASONAL PART-TIME WAGES	\$ 1,120		\$ -		\$ -	-
51512	SW STIPENDS	\$ 5,523	\$ 1,100	\$ 5,300	\$ 5,300	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 729,577	\$ 738,765	\$ 799,304	\$ 807,514	\$ 8,211	1.03%
52110	C PARKS CONT SVC	\$ 27,272	\$ 14,880	\$ 50,430	\$ 50,430	\$ -	0.00%
52111	C PRINTING/FORMS	\$ 302	\$ 69	\$ 200	\$ 200	\$ -	0.00%
52120	C PROFESSIONAL SERVICES	\$ 635		\$ 1,500	\$ 1,500	\$ -	0.00%
52127	C POLICE DETAILS	\$ -				\$ -	-
52128	C ADVERTISING	\$ 144	\$ 931	\$ -	\$ 950	\$ 950	-
52140	C LANDSCAPING MAINTENANCE	\$ 74,831	\$ 65,853	\$ 81,700	\$ 81,700	\$ -	0.00%
52142	C EQUIP-SERVICE & REPAIR	\$ -		\$ 2,200	\$ 2,200	\$ -	0.00%
52180	C CATERING/MEALS	\$ 1,008	\$ 659	\$ 550	\$ 550	\$ -	0.00%
52181	C DRUG TESTING	\$ -		\$ -		\$ -	-
52183	C MILEAGE	\$ -		\$ -		\$ -	-
52186	C PROF DEV & TRAINING	\$ 641	\$ 335	\$ -		\$ -	-
52187	C TRAVEL	\$ 40		\$ 1,500	\$ 1,500	\$ -	0.00%
52188	C SEMINARS/WORKSHOPS/CONFERENCE	\$ 3,424	\$ 3,557	\$ 2,500	\$ 4,000	\$ 1,500	60.00%
52200	U PARKS UTILITIES	\$ -		\$ -		\$ -	-
52201	U ELECTRICITY	\$ 7,724	\$ 10,417	\$ 7,000	\$ 7,000	\$ -	0.00%
52204	U WATER/SEWER	\$ 19,326	\$ 18,834	\$ 21,000	\$ 21,000	\$ -	0.00%
52207	U MOBILE DEVICES	\$ 2,487	\$ 2,405	\$ 2,675	\$ 2,675	\$ -	0.00%
54100	S PARKS SUPPLIES	\$ 30,946	\$ 10,140	\$ 6,500	\$ 6,500	\$ -	0.00%
54113	S MEMBERSHIP/DUES/LICENSES &	\$ 1,732	\$ 1,533	\$ 1,800	\$ 1,800	\$ -	0.00%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 7,346	\$ 4,728	\$ 8,000	\$ 8,000	\$ -	0.00%
54161	S CHEMICALS & CLEAN SUPPLIES	\$ 241		\$ -		\$ -	-
54166	S TOOLS/LUMBER/HARDWARE SUPPLY	\$ 8,655	\$ 7,013	\$ 6,300	\$ 6,300	\$ -	0.00%
54172	S LANDSCAPING SUPPLIES & MATE	\$ 52,470	\$ 80,539	\$ 36,000	\$ 36,000	\$ -	0.00%
54174	S VEHICLE PARTS	\$ 10,243	\$ 9,645	\$ 5,000	\$ 5,000	\$ -	0.00%
54176	S SAND & GRAVEL	\$ 8,909	\$ 3,763	\$ 15,000	\$ 15,000	\$ -	0.00%
54500	SC PARKS SMALL EQUIP	\$ 21,313	\$ 4,111	\$ 4,700	\$ 4,700	\$ -	0.00%
<i>Sub-Total Expenses</i>		\$ 279,687	\$ 239,410	\$ 254,555	\$ 257,005	\$ 2,450	0.96%
Total 3310 Parks Division		\$ 1,009,264	\$ 978,175	\$ 1,053,859	\$ 1,064,519	\$ 10,661	1.01%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works
Element: 3320 Forestry

Subprogram: 3300 Public Grounds

Budget Description:

The Forestry Division maintains public shade trees in parks, cemeteries, school grounds, public grounds areas, streets, and conservation properties. The division also assists with aerial lift services, setting up the holiday lighting, the streetlight maintenance program, and special events. Forestry Division staff work with the Recreation, Conservation, and Bike Advisory Committees, Civic Groups, special events and youth groups, as well as the Tree Committee. As part of that committee's efforts to re-plant trees, up to \$45,000 is allocated to spend from the Tree Revolving Fund which is funded by donations and mitigation fees.

The FY2017 All Funds Forestry Division budget of \$432,454 reflects a decrease of \$489 or 0.11% from FY2016. Less the revolving fund, the General Fund FY2017 Forestry budget request is \$387,454 which is a decrease of \$489 or 0.13%. Compensation reflects a \$989 or 0.37% decrease, due to a reduction in longevity. Forestry Expenses are increasing by \$500 or .41% due to membership dues for professional associations.

Division Goals:

1. Continue the implementation of planting at least one hundred and thirty trees per year in the Town Right-of Ways, parks, public grounds areas, and setback areas on private property. It is anticipated that the trees for the FY2017 plantings will come from the Tree Nursery and bare root trees from a
2. Continue the implementation of a proactive tree maintenance program to minimize hazard trees and perform timely tree pruning to promote good tree health, safety and aesthetics.

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 178,689	\$ 196,613	\$ 235,283	\$ 234,494	\$ (789)	-0.34%
51130	OT OVERTIME	\$ 23,619	\$ 33,786	\$ 16,200	\$ 16,200	\$ -	0.00%
51144	SW LONGEVITY	\$ -		\$ 1,200	\$ 1,000	\$ (200)	-16.67%
51151	SW SEASONAL PART TIME WAGES	\$ 4,492	\$ 7,766	\$ 10,560	\$ 10,560	\$ -	-
51512	SW STIPENDS	\$ 2,677		\$ 2,800	\$ 2,800	\$ -	0.00%
Sub-total Compensation		\$ 209,477	\$ 238,166	\$ 266,043	\$ 265,054	\$ (989)	-0.37%
52110	C CONTRACTUAL SERVICES	\$ 5,557	\$ 299	\$ 10,000	\$ 10,000	\$ -	0.00%
52111	C PRINTING/FORMS	\$ 31		\$ -		\$ -	0.00%
52120	C PROFESSIONAL SERVICES	\$ -		\$ -		\$ -	-
52127	C POLICE DETAILS	\$ 9,632	\$ 5,424	\$ 6,500	\$ 6,500	\$ -	0.00%
52128	C ADVERTISING	\$ 3,050	\$ 1,722	\$ 100	\$ 100	\$ -	0.00%
52140	C LANDSCAPING MAINTENANCE	\$ -	\$ 4,800	\$ 5,500	\$ 5,500	\$ -	0.00%
52142	C EQUIP-SERVICE & REPAIR	\$ -		\$ 2,000	\$ 2,000	\$ -	0.00%
52143	C TREE SERVICE	\$ 21,682	\$ 17,743	\$ 64,200	\$ 64,200	\$ -	0.00%
52180	C CATERING/MEALS	\$ 408	\$ 845	\$ 100	\$ 100	\$ -	-
52181	C DRUG TESTING	\$ -		\$ -		\$ -	-
52183	C MILEAGE	\$ -		\$ -		\$ -	-
52186	C PROF DEV & TRAINING	\$ 680	\$ 749	\$ -		\$ -	-
52188	C SEMINARS/WORKSHOPS/CONFERENCE.	\$ 1,290	\$ 759	\$ 1,200	\$ 1,500	\$ 300	25.00%
52204	U WATER/SEWER	\$ -				\$ -	-
52207	U MOBILE DEVICES	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0.00%
54100	S SUPPLIES	\$ 879	\$ 293	\$ 1,600	\$ 1,600	\$ -	0.00%
54111	S OFFICE SUPPLIES	\$ 38	\$ 65	\$ -		\$ -	-
54113	S MEMBERSHIP/DUES/LICENSE & SUBSCRIPT	\$ 1,155	\$ 1,175	\$ 1,000	\$ 1,200	\$ 200	20.00%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 5,497	\$ 1,579	\$ 2,000	\$ 2,000	\$ -	0.00%
54161	S CHEMICALS & CLEANING SUPPLIES	\$ -		\$ 800	\$ 800	\$ -	0.00%
54166	S TOOLS/LUMBER/HARDWARE SUPPLIES	\$ 468	\$ 551	\$ 1,900	\$ 1,900	\$ -	0.00%
54172	S LANDSCAPING SUPPLIES & MATER	\$ 1,546	\$ 4,856	\$ 21,500	\$ 21,500	\$ -	0.00%
54174	S VEHICLE PARTS	\$ 1,627	\$ 2,370	\$ 1,200	\$ 1,200	\$ -	0.00%
54500	SC SMALL EQUIPMENT	\$ 1,070	\$ 3,625	\$ 2,000	\$ 2,000	\$ -	0.00%
Sub-total Expenses		\$ 54,909	\$ 47,155	\$ 121,900	\$ 122,400	\$ 500	0.41%
Sub-total General Fund		\$ 264,386	\$ 285,320	\$ 387,943	\$ 387,454	\$ (489)	-0.13%
Revolving Fund - Tree							
52110	C CONTRACTUAL SVC	\$ 1,321	\$ 10,095	\$ -	\$ -	\$ -	-
54100	S SUPPLIES	\$ 23,679	\$ 14,728	\$ 45,000	\$ 45,000	\$ -	0.00%
Sub-total Revolving Fund - Tree		\$ 24,999	\$ 24,823	\$ 45,000	\$ 45,000	\$ -	0.00%
Total 3320 Forestry		\$ 289,385	\$ 310,143	\$ 432,943	\$ 432,454	\$ (489)	-0.11%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works
Element: 3330 Cemetery

Subprogram: 3300 Public Grounds

Budget Description:

The Cemetery Division is responsible for the administration and maintenance of four cemeteries. Operations of the Cemetery Division are supported by the General Fund and by the Perpetual Care Trust fund. The Public Grounds Superintendent administers this program.

The FY2017 All Funds Cemetery Division budget of \$343,085 reflects a \$1,102 or 0.32% increase from FY2016. This amount includes the Burial Containers Revolving Fund, which reflects level funding at \$40,000. Less the revolving fund, the FY2017 General Fund Cemetery budget is \$303,085 which is a \$1,102 or a 0.36% increase. Compensation reflects a \$1,002 or a 0.41% increase. The expense budget reflects \$100, or a 0.17% increase over FY2016.

Division Goals:

1. Continue the GPS location of graves at Westview Cemetery and begin plans for the other cemeteries.
2. Plan for future expansion.

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW CEMETERY REG WAGES	\$ 208,475	\$ 203,057	\$ 216,903	\$ 217,905	\$ 1,002	0.46%
51130	OT CEMETERY OVERTIME	\$ 10,354	\$ 13,652	\$ 11,730	\$ 11,730	\$ -	0.00%
51144	SW LONGEVITY	\$ -		\$ 3,200	\$ 3,200	\$ -	0.00%
51151	SW SEASONAL PART-TIME WAGES	\$ 4,512	\$ 5,428	\$ 9,000	\$ 9,000	\$ -	0.00%
51512	SW STIPENDS	\$ 1,423		\$ 2,400	\$ 2,400	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 224,765	\$ 222,137	\$ 243,233	\$ 244,235	\$ 1,002	0.41%
52110	C CONTRACTUAL SERVICES	\$ 2,510	\$ 219	\$ 2,500	\$ 2,500	\$ -	0.00%
52111	C PRINTING/FORMS	\$ -	\$ 208	\$ 200	\$ 200	\$ -	0.00%
52120	C PROFESSIONAL SERVICES	\$ -	\$ -	\$ -		\$ -	-
52127	C POLICE DETAILS	\$ -	\$ -	\$ -		\$ -	-
52128	C ADVERTISING	\$ -	\$ 387	\$ -		\$ -	-
52140	C LANDSCAPING MAINTENANCE	\$ 36,610	\$ 24,614	\$ 26,750	\$ 26,750	\$ -	0.00%
52142	C EQUIP-SERVICE & REPAIR	\$ -		\$ 1,000	\$ 1,000	\$ -	0.00%
52143	C TREE SERVICE	\$ 10,740	\$ 984	\$ 1,400	\$ 1,400	\$ -	0.00%
52180	C CATERING/MEALS	\$ 5	\$ 16	\$ -		\$ -	-
52188	C SEMINARS/WORKSHOPS/CONFERENCES	\$ 335	\$ 97	\$ 500	\$ 500	\$ -	0.00%
52201	U ELECTRICITY	\$ 919	\$ 1,012	\$ 500	\$ 500	\$ -	0.00%
52204	U WATER/SEWER	\$ 122	\$ 11,790	\$ 6,500	\$ 6,600	\$ 100	1.54%
52207	U MOBILE DEVICES	\$ 627	\$ 664	\$ 700	\$ 700	\$ -	0.00%
54100	S SUPPLIES	\$ 1,380	\$ 1,532	\$ 3,000	\$ 3,000	\$ -	0.00%
54111	S OFFICE SUPPLIES	\$ 99	\$ 186	\$ 500	\$ 500	\$ -	0.00%
54113	S MEMBERSHIP/DUES/LICENSES & SUBSCRIPT	\$ 325	\$ 60	\$ 300	\$ 300	\$ -	0.00%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 2,230	\$ 2,547	\$ 1,500	\$ 1,500	\$ -	0.00%
54166	S TOOLS/LUMBER/HARDWARE SUPPL	\$ 1,188	\$ 266	\$ 4,500	\$ 4,500	\$ -	0.00%
54172	S LANDSCAPING SUPPLIES & MATE	\$ 2,056	\$ 4,088	\$ 7,000	\$ 7,000	\$ -	0.00%
54174	S VEHICLE PARTS	\$ 185	\$ 464	\$ 900	\$ 900	\$ -	0.00%
54500	SC SMALL EQUIPMENT	\$ 199	\$ 203	\$ 1,000	\$ 1,000	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 59,531	\$ 49,337	\$ 58,750	\$ 58,850	\$ 100	0.17%
Sub-total General Fund		\$ 284,296	\$ 271,474	\$ 301,983	\$ 303,085	\$ 1,102	0.36%
Revolving Fund - Burial Container							
54100	S CEMETERY SUPPLIES	\$ 26,538	\$ 29,060	\$ 40,000	\$ 40,000	\$ -	0.00%
<i>Sub-total Revolving Fund - Burial Container</i>		\$ 26,538	\$ 29,060	\$ 40,000	\$ 40,000	\$ -	0.00%
Total 3330 Cemetery		\$ 310,834	\$ 300,534	\$ 341,983	\$ 343,085	\$ 1,102	0.32%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works **Subprogram:** 3400 Environmental Services
Element: 3410 Refuse Collection

Budget Description:

This program supports the curbside collection and transportation of non-recyclable residential solid waste. It also includes the disposal of medical waste. The Town contracts by competitive bid for this service. The Superintendent of Environmental Services oversees this program.

FY2017 will be the final year of a 5-year collection contract with JRM Hauling & Recycling Inc. The total refuse/recycling collection contract in year one of the five year contract was \$1,460,000 in FY2013, \$1,489,200 in FY2014, \$1,518,984 in FY15, \$1,549,364 in FY2016 and \$1,580,351 in FY2017. Curbside refuse collection services alone in FY2017 will increase \$15,903 or 2% more than FY16. Tipping tonnage and fee history is noted below.

Fiscal Year	Tonnage	Per Ton Fee
FY11	8,627	\$ 66.00
FY12	8,441	\$ 68.00
FY13	8,107	\$ 70.00
FY14	8,260	\$ 72.00
FY15	8,298	\$ 74.00
FY16	9,100	\$ 63.00
FY17	9,300	\$ 64.58
FY18		\$ 66.19
FY19		\$ 67.84
FY20		\$ 69.54

Division Goals:

1. Continue to oversee enforcement of mandatory recycling by-law and State waste ban regulations implemented by curbside collection vendor.
2. Draft Refuse Collection Request For Proposal Bid Specifications for next contract.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
52110	C CONTRACTUAL SERV	\$ -	\$ -	\$ -	\$ -	\$ -	-
52195	C RECYCLING/MSW TR	\$ 764,603	\$ 779,561	\$ 795,153	\$ 811,056	\$ 15,903	2.00%
<i>Sub-total Expenses</i>		\$ 764,603	\$ 779,561	\$ 795,153	\$ 811,056	\$ 15,903	2.00%
Total 3410 Refuse Collection		\$ 764,603	\$ 779,561	\$ 795,153	\$ 811,056	\$ 15,903	2.00%



Departmental Budget Requests

Program: 3000 Public Works
Element: 3420 Recycling

Subprogram: 3400 Environmental Services

Budget Description:

The Superintendent of Environmental Services oversees the Town's recycling programs that include curbside collection of recyclable materials, management of yard waste operations at the Lexington Compost Facility at Hartwell Avenue and the Regional Minuteman Household Hazardous Product Facility.

The FY2017 All Funds Recycling Division budget of \$1,763,390 reflects a \$177,443 or 11.19% increase from FY2016. This amount includes the General Fund budget, and the Compost Revolving Fund and Minuteman Household Hazardous Products Revolving Fund budgets. The increase is driven by increases in overtime and debt service for the Compost Revolving Fund (due to loader and windrow turner purchase). Less these revolving funds, the FY2017 Recycling General Fund budget is \$887,377 which is a \$16,353 or 1.88% increase.

In FY2017, curbside recycling collection costs alone will increase from \$754,211 in FY2016 to \$769,295 in 2017, or a 2% increase. Services include curbside collection of paper & cardboard, containers, 24 curbside yard waste collections, curbside collection of appliances, large scrap metal items, electronic waste such as TVs and computers and for 4 medical waste collections. This budget also includes Lexington's share of the Household Hazardous Products collections which will be re-bid in the Fall of 2015 and recycling costs of TVs, computers and other electronic wastes.

The DPW Compost Revolving Fund request is \$696,013 which reflects a \$161,090 or a 30.11% increase from the FY16 authorization, which is the net change of increases in compensation, expenses, benefits and debt service. This budget covers wages for the seasonal compost site attendant and heavy equipment operator, as well as employee benefits for the Superintendent, Compost Facility Foreman, Heavy Equipment Operator, overtime for weekend hours, and expenses to operate the facility and debt services. Compensation is increasing \$18,291 or 7.26% which is attributed to contractual increases, additional overtime and prospective cost of living adjustments. Debt service for the completion of the culvert replacement at the Hartwell Avenue Compost Facility and loader will continue.

Division Goals:

1. Develop a new Landscape contractor yard waste disposal permit program.
2. Participate in Solar RFP process to potentially site solar panels at Hartwell Avenue.
3. Examine recycling opportunities for the Lexington Business community.
4. Begin the reaccreditation process through the American Public Works Association.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51120	SW OTHER COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OT OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	-
51144	SW LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
51151	SW SEASONAL PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51512	SW STIPENDS	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ -	\$ -	\$ -	\$ -	\$ -	-
52110	C CONTRACTUAL SERVICES	\$ 6,981	\$ 16,560	\$ 16,250	\$ 16,250	\$ -	0.00%
52111	C PRINTING/FORMS	\$ 189	\$ 964	\$ 3,000	\$ 3,000	\$ -	0.00%
52127	C POLICE DETAILS	\$ -	\$ -	\$ -	\$ -	\$ -	-
52142	C EQUIP-SERVICE & REPAIR	\$ 150	\$ -	\$ 500	\$ 500	\$ -	0.00%
52180	C CATERING/MEALS	\$ -	\$ -	\$ -	\$ -	\$ -	-
52183	C MILEAGE	\$ 25	\$ -	\$ 100	\$ 100	\$ -	0.00%
52185	C POSTAGE & MAILING	\$ 2,072	\$ 17	\$ 2,500	\$ 2,500	\$ -	0.00%
52188	C SEMINARS/WORKSHOPS/CONFERENCE	\$ 1,700	\$ 838.09	\$ 3,500	\$ 3,500	\$ -	0.00%
52195	C RECYCLING/MSW TRANSPORTATION	\$ 766,924	\$ 781,923	\$ 817,674	\$ 834,027	\$ 16,353	2.00%
52200	U UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52201	U ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
52207	U MOBILE DEVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	S RECYCLING SUPPLIES	\$ 13,325	\$ 14,204	\$ 18,000	\$ 18,000	\$ -	0.00%
54111	S OFFICE SUPPLIES	\$ 73	\$ 711	\$ 500	\$ 500	\$ -	0.00%
54113	S MEMBERSHIP/DUES/LICENSES &	\$ 892	\$ 722	\$ 1,000	\$ 1,000	\$ -	0.00%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ -	\$ 70	\$ 500	\$ 500	\$ -	0.00%
54166	S TOOLS/LUMBER/HARDWARE SUPPLY	\$ 95	\$ 173	\$ 500	\$ 500	\$ -	-
54171	S PAVING SUPPLY AND MATERIALS	\$ 7,634	\$ -	\$ 7,000	\$ 7,000	\$ -	-
<i>Sub-total Expenses</i>		\$ 800,058	\$ 816,180	\$ 871,024	\$ 887,377	\$ 16,353	1.88%
Sub-total General Fund		\$ 800,058	\$ 816,180	\$ 871,024	\$ 887,377	\$ 16,353	1.88%

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Revolving Fund - Compost Operations							
51110	SW REGULAR WAGES	\$ 171,122	\$ 176,097	\$ 185,605	\$ 190,646	\$ 5,041	2.72%
51130	OT OVERTIME	\$ 19,548	\$ 22,230	\$ 21,525	\$ 34,502	\$ 12,977	60.29%
51144	SW LONGEVITY	\$ 193	\$ 185	\$ 1,200	\$ 1,400	\$ 200	16.67%
51151	SW SEASONAL P/T WAGES	\$ 15,337	\$ 33,605	\$ 42,354	\$ 42,428	\$ 74	0.17%
51512	SW STIPENDS	\$ 731	\$ -	\$ 1,400	\$ 1,400	\$ -	-
<i>Compensation</i>		\$ 206,931	\$ 232,117	\$ 252,084	\$ 270,375	\$ 18,291	7.26%
52110	C CONTRACT SERVICES	\$ 105,964	\$ 134,310	\$ 153,200	\$ 153,200	\$ -	0.00%
52180	C CATERING/MEALS	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	S SUPPLIES	\$ 5,760	\$ 5,582	\$ 7,000	\$ 7,000	\$ -	0.00%
54113	S MEM/DUES/LICENSE & SUBSCRIPT	\$ 207	\$ 135	\$ 150	\$ 150	\$ -	-
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 1,050	\$ 1,398	\$ 1,500	\$ 1,500	\$ -	0.00%
54500	SC SMALL EQUIPMENT	\$ -	\$ 9,770	\$ -	\$ -	\$ -	-
<i>Expenses</i>		\$ 112,981	\$ 151,195	\$ 161,850	\$ 161,850	\$ -	0.00%
<i>Sub-total Revolving Fund Operations</i>		\$ 319,912	\$ 383,312	\$ 413,934	\$ 432,225	\$ 18,291	4.42%
51905	HEALTH INSURANCE	\$ 42,614	\$ 29,526	\$ 57,094	\$ 55,000	\$ (2,094)	-3.67%
<i>Total Benefits</i>		\$ 42,614	\$ 29,526	\$ 57,094	\$ 55,000	\$ (2,094)	-3.67%
59100	LONG TERM DEBT PRINCIPAL	\$ 71,736	\$ 30,000	\$ 37,000	\$ 208,788	\$ 171,788	464.29%
59150	LONG TERM DEBT INT	\$ 11,664	\$ 9,663	\$ 9,793	\$ -	\$ (9,793)	-
59160	INT ON TEMPORARY LOANS	\$ -	\$ -	\$ 17,101	\$ -	\$ (17,101)	-
<i>Total Debt</i>		\$ 83,400	\$ 39,663	\$ 63,894	\$ 208,788	\$ 144,894	226.77%
TOTAL Compost Operations Revolving Fund		\$ 445,925	\$ 452,501	\$ 534,922	\$ 696,013	\$ 161,090	30.11%
Revolving Fund - MMHP							
52110	C CONTRACTUAL SERVICES	\$ 143,173	\$ 147,420	\$ 180,000	\$ 180,000	\$ -	0.00%
54100	S SUPPLIES	\$ 2,554	\$ -	\$ -	\$ -	\$ -	-
<i>Total MMHP Revolving Fund</i>		\$ 145,727	\$ 147,420	\$ 180,000	\$ 180,000	\$ -	0.00%
<i>Total Revolving Fund Authorizations</i>		\$ 591,652	\$ 599,921	\$ 714,922	\$ 876,013	\$ 161,090	22.53%
Total 3420 Recycling		\$ 1,391,711	\$ 1,416,101	\$ 1,585,946	\$ 1,763,390	\$ 177,443	11.19%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works **Subprogram:** 3400 Environmental Services
Element: 3430 Refuse Disposal

Budget Description:

This funds the disposal of Lexington's solid waste under an amended agreement with the Wheelabrator North Andover waste-to-energy facility. This agreement will expire June 30, 2020.

Trash generation is influenced by many variables such as economic development and weather conditions. The Town is committed to continue to reduce or neutralize trash generation in the future, however, the possibility of additional housing developments and economic factors will likely impact future trash generation.

The FY2017 tipping fee will be \$64.58 per ton which is a \$1.58 per ton increase over the FY2016 tip fee. There is a likelihood of the addition of Avalon and other multi-unit developments. FY2017 refuse tonnage is projected to be 9,300 tons. Tipping tonnage and fee history is as follows:

Fiscal Year	Tonnage	Per Ton Fee
FY11	8,627	\$ 66.00
FY12	8,441	\$ 68.00
FY13	8,107	\$ 70.00
FY14	8,260	\$ 72.00
FY15	8,298	\$ 74.00
FY16	9,100	\$ 63.00
FY17	9,300	\$ 64.58
FY18		\$ 66.19
FY19		\$ 67.84
FY20		\$ 69.54

Division Goals:

1. Continue to explore future alternative disposal options for municipal solid waste.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
52110	C CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52194	C TIPPING SERVICES	\$ 594,174	\$ 613,900	\$ 573,000	\$ 600,594	\$ 27,594	4.82%
<i>Sub-total Expenses</i>		\$ 594,174	\$ 613,900	\$ 573,000	\$ 600,594	\$ 27,594	4.82%
Total 3430 Refuse Disposal		\$ 594,174	\$ 613,900	\$ 573,000	\$ 600,594	\$ 27,594	4.82%

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1 of 1

Department:	Public Works
Program:	3000 Public Works
Element:	3120 Engineering
Accounting Dept #:	Eng 4110
Supplemental Title:	Senior Civil Engineer

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	Reg Wages		\$86,052	\$86,052
				\$0
<u>Benefits</u>				
			\$16,400	\$16,400
<u>Expenses</u>				
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL		\$0	\$102,452	\$102,452

PURPOSE / DESCRIPTION OF REQUEST

This request would fund one (1) position for a full-time Senior Civil Engineer in the Engineering Division.

The Engineering staff provides numerous services to the Town of Lexington with a focus on Capital Improvement projects which include street improvements, sidewalks repair and installation, dam repair, culvert replacements, stormwater repairs and upgrades, sanitary sewer repair, water distribution replacements, streetscape improvements, illicit discharge detection and elimination, signalization improvements, pump station upgrades, and other miscellaneous improvements. In addition to managing the design, permitting, and construction of these projects, the Engineering Division is also responsible for the issuance and inspections of over 500 permits annually which include, street openings, sewer connections, water connections, trench permits, right-of-way obstructions, and driveway permits. Over the last several years the capital program has expanded significantly by adding the dam Improvements, stormwater quality projects, signalization upgrades, culvert replacement program, stream management plan implementation, wayfinding, pump station upgrades, and bikeway improvements as well as several significant design projects. Additionally the stormwater quality regulations under the NPDES (National Pollutant Discharge and Elimination System) program are ever increasing resulting in a significant burden on the current staff. These project requires significant project and contract management time and skills and currently the Engineering division has one senior civil engineer. With the current list of capital as well as many pending capital projects it is necessary for the Engineering Division to increase staffing and we feel strongly that the Senior Civil level is our strongest level of need.

We are requesting the addition of a Senior Civil Engineer in the Engineering Division to enhance our ability to implement and monitor the above mentioned work and to enhance our efforts on infrastructure improvements throughout town.

SERVICE IMPLICATION

Failure to approve this request, will lead to delays in implementing the Capital Improvement Program which will affect safety, the environment, and the infrastructure of the Town.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department: **Public Works**
 Program: **3000 Public Works**
 Element: **3210 Highway**
 Accounting Dept #: **Hwy 42202**
 Supplemental Title: **Pavement Markings**

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
Compensation				
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
Benefits				
_____	_____			\$0
Expenses				
52110	Cont Services		\$120,000	\$120,000
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
TOTAL		\$0	\$120,000	\$120,000

PURPOSE / DESCRIPTION OF REQUEST

This request would fund an annual pavement markings fund for installing and maintaining sharrows and bike lanes in Lexington.

The Bicycle Advisory Committee has requested on numerous occasions a significant increase in the bike accommodations in town. They have provided a preferred network map for those facilities. Additionally at the 2015 ATM, there were two articles voted unanimously that would relate to the installation of these facilities. The first article is Article 35 for the adoption of MGL Chapter 90-I, section 1 allowing the town to participate in the Complete Streets Program being developed by MassDOT. The second article is Article 45 recommending to the Board of Selectman that bicycle and pedestrian safety be part of a unified and simplified process which would allow for improved accommodations. These two articles suggest the direction of expanded bicycle facilities as proposed in this PIR.

This PIR would allow the town to install the bicycle network using MUTCD compliant pavement markings and to maintain / replace these markings as they wear down.

The town would seek funding opportunities made available through the Chapter 90-I program to either supplement or relieve this budget in the future.

Failure to approve this request, will prevent the town from doing any substantial expansion of the current network and limit our abilities to maintain the current network of bicycle accommodations.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department:	Public Works
Program:	3000 Highway Division
Element:	3210
Accounting Dept #:	Hwy 42202
Supplemental Title:	Increase in Overtime Budget

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
Compensation				
51130	O/T Wages		\$25,000	\$25,000
				\$0
Benefits				
			\$363	\$363
Expenses				
	Benefits			\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL		\$0	\$25,363	\$25,363

PURPOSE / DESCRIPTION OF REQUEST

The Town of Lexington Highway Division has been averaging about \$90,000 per year to maintain the current level of service. The overtime budget was reduced in 2004, due to an override, but we have continued to maintain the same level of service to the community. The current overtime budget is \$42,000 which includes a myriad of services that can't be performed during the normal working hours.

The paving of water trenches was a contracted service that was taken over by the Highway Division in 2010. Since then, the quality of the trenches has improved and only the major patches are contracted out. Overall, the cost of the trench repair has decreased and the quality has improved.

In order to keep the Stormwater quality to an acceptable level and keep the roadway infrastructure in good standing condition, the Highway Division has increased the repair and maintenance of the drainage system. The work performed has been highly successful in preventing significant roadway flooding and improved Stormwater flow off of the roadways which is a major contributor to roadway failure. No Adjustments were made to the Highway Budget.

SERVICE IMPLICATION

The approval of the above PIR would assure that the Level of Service from the Highway Division remains at its current level without any implications. If not approved, the Division would continue running a deficit and there would have to be a consideration for a reduced level of service.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department:	Public Works
Program:	3000 Highway Division
Element:	3210
Accounting Dept #:	Hwy 42202
Supplemental Title:	Electric Vehicle Charging Station 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>				
52110			\$4,500	\$4,500
52201			\$2,700	\$2,700
				\$0
				\$0
TOTAL		\$0	\$7,200	\$7,200

PURPOSE / DESCRIPTION OF REQUEST

The Town of Lexington has been operating the Electric Vehicle Charging stations for 4 years. At the inception of the program, service of the equipment and software services were absorbed by the Massachusetts Department of Environmental Resources (DOER) through a federal grant.

The grant has expired and the Town has been absorbing the expenses of the 3 Electric Charging Stations. Since October 2011, the Town has incurred just over \$6,000 in electric bills to keep the system operational. We have been paying an average of \$2,700 per year for electricity as well as an average of \$3,500 per year for network services and support through ChargePoint and \$1,000 per year for a service contract with Voltrek to keep the stations in good operating condition. Our annual expenses to keep the 3 stations online is \$7,200 per year.

SERVICE IMPLICATION

The approval of the above PIR would assure that the Level of Service from the Highway Division remains at its current level without any implications. If not approved, there may be a need to charge for the convenience of using the Vehicle Charging Stations.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department: **Public Works**
 Program: **3000 Public Works**
 Element: **3310**
 Accounting Dept #: **Parks 6510**
 Supplemental Title: **Increase in Overtime Budget**

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
Compensation				
51130	O/T Wages		\$25,000	\$25,000
				\$0
Benefits				
			\$363	\$363
Expenses				
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL		\$0	\$25,363	\$25,363

PURPOSE / DESCRIPTION OF REQUEST

The Town of Lexington Parks Division has been averaging about \$85,000 per year to maintain the current level of service. The overtime budget was reduced in 2004, due to an override, but we have continued to maintain the same level of service to the community. The current overtime budget is \$48,800 which includes a myriad of services that can't be performed during the normal working hours.

The Parks Division assists many of the special events in Lexington such as Patriot's Day, Revolutionary Revelry, Weekend Trash Pick Up in the Center, Memorial Day Events and other various Town wide celebrations.

SERVICE IMPLICATION

The approval of the above PIR would assure that the Level of Service from the Parks Division remains at its current level without any implications. If not approved, the Division would continue running a deficit and there would have to be a consideration for a reduced level of service.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department: **Public Works**
 Program: **3000 Public Works**
 Element: **3310 Parks**
 Accounting Dept #: **Parks 65102**
 Supplemental Title: **Leaf Vacuum System**

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>				
54500	Small Equip	\$15,000		\$15,000
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
TOTAL		\$15,000	\$0	\$15,000

PURPOSE / DESCRIPTION OF REQUEST

This Program Improvement Request will assist the Parks Division in purchasing a new Leaf Vacuum System. The current unit is over 14 years old and is at the end of its useful life. This unit is used 5 days a week in the fall and spring months for leaf and debris clean up of all town parks, athletic fields, and cemeteries. This machine is essential in assisting with the overall aesthetic look of the Town.

SERVICE IMPLICATION

Failure to support this request will result in increased labor and equipment to clean up Towns parks, athletic fields, and cemeteries. These areas will become unsightly if not properly maintained.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department: **Public Works**
 Program: **3000 Public Works**
 Element: **3320**
 Accounting Dept #: **Forestry 29402**
 Supplemental Title: **Disposal of Forestry Materials**

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>				
52110	Cont Services		\$15,000	\$15,000
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
TOTAL		\$0	\$15,000	\$15,000

PURPOSE / DESCRIPTION OF REQUEST

This Program Improvement Request is to dispose of hard and soft wood materials that are in log lengths that are too large to be processed through our chipper. The reason for this request is due to the possible reduction of space at the Hartwell Ave Compost Facility when the solar array is installed. With less space available for storage and recycling of materials, these large logs will need to be trucked out of Lexington to an appropriate vendor. The cost of the disposal of the wood materials is estimated to be 15 truckloads @ \$1000 per load.

SERVICE IMPLICATION

Failure to support this request will result in an excess of forestry materials without a proper location for storage and will likely impact the Hartwell Ave Compost Facility operations.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department:	Public Works
Program:	3000 Public Works
Element:	3330
Accounting Dept #:	Cemetery 49502
Supplemental Title:	Disposal of Excavated Materials

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>				
<u>Expenses</u>				
52110	Cont Services		\$10,000	\$10,000
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
TOTAL		\$0	\$10,000	\$10,000

PURPOSE / DESCRIPTION OF REQUEST

This Program Improvement Request is to dispose of excavated material such as mixed gravel, and possibly organics. This request is because of a possible reduction in space at the Hartwell Ave Compost Facility when the solar array is installed. With less space available for storage & recycling of materials, the materials will have to be trucked out of Lexington to a company at a cost per yard. The cost is based on disposal of 500 cubic yards of material @ \$20 per cubic yard.

SERVICE IMPLICATION

Failure to support this request will result in an excess of excavated material from digging burials without a proper location for storage and will likely impact the Harwell Ave Compost Facility operation.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department: **Public Works**
 Program: **3000 Public Works**
 Element: **3330**
 Accounting Dept #: **Cemetery 49502**
 Supplemental Title: **Landscape Maintenance**

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>				
52140	Landscape Main		\$5,000	\$5,000
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
TOTAL		\$0	\$5,000	\$5,000

PURPOSE / DESCRIPTION OF REQUEST

This Program Improvement Request is to increase the level of landscape maintenance at the Munroe Cemetery. We currently have a contractor mow and trim the cemetery on a monthly basis but have received some concerns during the rainier months when the grass requires more frequent care. This request would allow the cemetery to be mowed and trimmed every two weeks presenting a nicer quality of grass and overall aesthetics. We have several viewings in the Munroe Cemetery every year between Patriots Day and Veterans Day.

SERVICE IMPLICATION

Failure to support this request will result in a below average quality of service and aesthetics in an area that is sensitive in nature.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department: **Public Works**
 Program: **3400 Environmental Services**
 Element: **DPW Compost Revolving Account**
 Accounting Dept #: **Compost 24042110**
 Supplemental Title: **Heavy Equip Operator @ Compost Facility PT to FT**

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	Reg Wages		\$19,600	\$19,600
				\$0
<u>Benefits</u>				
			\$15,437	\$15,437
<u>Expenses</u>				
	Health Care			\$0
				\$0
				\$0
				\$0
				\$0
TOTAL		\$0	\$35,037	\$35,037

PURPOSE / DESCRIPTION OF REQUEST

In FY15 funding for a seasonal heavy equipment operator of 1100 hours was approved. The FY17 funding request is for an additional 980 hours and benefits in order to convert this position to a fulltime loader operator. An additional fulltime heavy equipment operator would provide a more efficient and effective alternative to consistently borrowing employees from the other DPW departments. The Town has committed to the installation of solar at the compost site which will impact our operation. We will be purchasing a windrow turner, and will need to more aggressively move materials on site and will need to have more staff dedicated to the operation in order to maintain revenues. The conversion of the seasonal to fulltime will help us to maintain the level of services that we currently provide at the Compost site. Without this full-time position upgrade we will continue to impact other DPW departments in order to provide staff at the compost site. From FY09 - FY14 the other divisions combined to average more than 1,900 hours per year to provide a loader operator to assist with a variety of compost operations work. In FY15 this part time loader operator contributed nearly 1,100 work hours at the compost site and all other DPW divisions contributed 700 total hours effectively reducing their work contribution at the compost site.

The Lexington Compost Facility (LCF) provides the town with a valuable resource management facility that cost effectively accepts and processes more than 70,000 cubic yards of leaves, yard waste, brush/wood chips, soil, and other DPW related materials. Through proper composting management techniques (windrow construction and turning, mixing, grinding, screening, etc.), these raw materials are processed into "value added" products such as loam, compost, gravel and enriched topsoil that are used internally by DPW and other municipal departments, sold to area landscapers and residents from surrounding communities and Lexington residents can pick up unscreened compost and wood chips at no cost. This full-time position will help maintain and enhance the operations at the LCF.

SERVICE IMPLICATION

In order to maintain current and future revenues and services, as well as enhance drop-off recycling programs, a dedicated full time position is needed at the site. This employee will assist in the processing of additional yard waste materials, monitor incoming yard waste and other recyclable materials from residents and contractors, operate the windrow turner and perform a variety of technical tasks. By maintaining the status quo of borrowing the equivalent of a full-time employee from other DPW departments, we continue to jeopardize the ability of these departments to maintain its workload as well as compromise the goals of the compost facility as outlined in the Business Plan. Not funding this position will impact the level of services in all divisions of DPW.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department: **Public Works**
 Program: **3400 Environmental Services**
 Element: **DPW Compost Revolving Account**
 Accounting Dept #: **Compost 24042110**
 Supplemental Title: **Disposal of compost tailings**

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>				
<u>Expenses</u>				
_____	_____			\$0
52110	Cont Services		\$20,000	\$20,000
_____	_____			\$0
_____	_____			\$0
TOTAL		\$0	\$20,000	\$20,000

PURPOSE / DESCRIPTION OF REQUEST

This program improvement request is for the disposal of compost tailings. Tailings are organic materials mostly wood and rock mixed with other inorganics such as plastic and other items that are too large to fit through the screen.

Approximately 1,000 cubic yards of compost tailings are generated annually from the processing of curbside yard waste. Previously, we would re-introduce these tailings back into the windrows allowing it to decompose and capture additional finished compost in the next screening. Re-introducing compost tailings into windrows is no longer feasible because of the use of a high speed drum turner which is less tolerable of processing tailings. Some tailings have been used in berms onsite but this is no longer an option with the development of solar power applications planned at Hartwell Avenue. The cost is based on disposal of 1000 cubic yards of material @ \$20 per cubic yard.

SERVICE IMPLICATION

Failure to support this request will result in having to accept less yard waste from outside sources because there is insufficient storage capacity resulting in less revenues. Another option is to increase yard waste disposal fees and increase the price of compost products to cover the disposal costs of tailings.



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

Project Name: Center Streetscape Improvements **Date:** 02-Oct-08
Project ID Number: 321 **Revision Date:** 20-Nov-15
Submitted By: John Livsey **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** ilivsey@lexingtonma.gov

Description of Project:

FY17 - \$2,700,000 - This project is a request to restore and improve the center sidewalk, streetscape, and circulation with a focus on pedestrian safety and accessibility. The FY13 request was to fund the traffic counts and traffic modeling of multiple scenarios and there was no FY14 request. Past funding allowed the design to progress to 25%. The 25% design plans are completed. The FY15 request of \$600,000 provided funding to complete the design and develop plans and specifications necessary for bidding the project. The construction funding is requested in multiple years. The construction phase is likely to include pedestrian, bicycle, and vehicular safety improvements, the restoration, removal and replacement of the sidewalk along the northerly side of Massachusetts Avenue from Woburn Street to Harrington Road, streetscape improvement, improved lighting as well as other aspects developed in the Plan. In addition to the restoration of these areas, all of the existing pedestrian corridors and ramps will be brought into ADA compliance. The funding estimates for FY 18 and 19 may be refined as phasing is determined and design progresses.

Justification/Benefit:

This project will improve the pedestrian safety and sidewalk walking surface in the center and replace defective areas. Additionally improvements include lighting, streetscape, intersection upgrades and lane configuration adjustments as needed.

Impact if not completed:

The forty year sidewalk walking surface will continue to deteriorate, significantly increasing the potential for personal injury and damage to snow removal equipment. Additionally, proper accessibility will not be provided to all users.

Timeframe:

2017-2020

Replace. Freq:

0 Years

Stakeholders:

All Residents and Center businesses and employees

Operating Budget Impact:

none

Cost Analysis:

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

Capital Funding Request

321	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$220,000	\$200,000	\$200,000	\$0	\$0	\$620,000
Construction	\$2,260,000	\$2,100,000	\$2,100,000	\$0	\$0	\$6,460,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$220,000	\$200,000	\$200,000	\$0	\$0	\$620,000
Totals	\$2,700,000	\$2,500,000	\$2,500,000	\$0	\$0	\$7,700,000
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:

The estimates are based on probable costs developed near the completion of the 25% design phase.



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

Project Name: Center Streetscape Improvements **Date:** 02-Oct-08

Project ID Number: 321 **Revision Date:** 20-Nov-15

Submitted By: John Livsey **Department:** Public Works **Priority** _____

First Year Submission? **Phone #:** 781-274-8305 **E-mail** ilivsey@lexingtonma.gov



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

Project Name: Automatic Meter Reading System **Date:** 02-Oct-08
Project ID Number: 327 **Revision Date:** 08-Sep-15
Submitted By: Bill Hadley **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8303 **E-mail:** whadley@lexingtonma.gov

Description of Project:

There is no funding requested for FY17. The Town will continue to review the AMR program and evaluate the existing meter equipment for compatibility. The goal is to implement a town-wide radio read system that will give the ability to read meters from a remote location. Water Division is working on prepping meters for acceptance of the AMR equipment. This requires in many cases replacement of the water meter and installation of the third radio read wire on existing meters. All of this prep work needs to be completed before an AMR system is put in place. The AMR system is comprised of an endpoint of meter transmitters, optional repeaters, and the base station receiver. This will be accomplished in three phases over a three year time period. FY18 \$657,250 transmitters in water section 1 of the town and installation of base stations, FY19 \$496,000 transmitters installed in section 2, and FY20 \$496,000 transmitters installed in section 3.

Justification/Benefit:

This will provide the Town with more frequent meter readings to improve the billing process. Staff can then be utilized to perform backflow testing (possibly revenue generating) and meter repair and replacement.

Impact if not completed:

Continue to read meters twice per year with the possibility of continued estimated readings which are less accurate. Other programs may be affected due to limited staff.

Timeframe:

Three years to complete one section of Town at a time.

Replace. Freq:

20 Years

Stakeholders:

Lexington residents

Operating Budget Impact:

No net impact.

Cost Analysis:

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

Capital Funding Request

327	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$621,888	\$470,000	\$470,000	\$0	\$1,561,888
Equipment	\$0	\$35,362	\$26,000	\$26,000	\$0	\$87,362
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$657,250	\$496,000	\$496,000	\$0	\$1,649,250
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:

Engineering estimate based on quotes from vendors.



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

Project Name: Equipment Replacement **Date:** 30-Oct-08
Project ID Number: 520 **Revision Date:** 08-Sep-15
Submitted By: Bill Hadley **Department:** Public Works **Priority** _____
First Year Submission? **Phone #:** 781-274-8303 **E-mail** whadley@lexingtonma.gov

Description of Project:

FY17 - \$908,000 - (\$608,000 Tax Levy and \$300,000 Water/Sewer Enterprise Fund) . This is an annual program to replace equipment that has reached the end of its useful life. The Department of Public Works has an inventory of 146 pieces of equipment. The vehicles replaced in this program include pick-up trucks, dump trucks, construction vehicles and specialized equipment including pumps, rollers, sprayers and mowers. Each piece of equipment is inventoried with original and current replacement cost, state of condition and replacement time interval. Replacement intervals vary from 5 to 25 years, and are based on manufacturer recommendations and use (type and duration) . The selection of vehicles to be replaced begins with the proposed replacement date. Then each vehicle is assessed as to its mechanical condition and work requirements. The systematic replacement program defines what equipment is expected to need replacement during the next five years, with the intent of preventing any unexpected emergency purchases. Annual updates are conducted by the Road Machinery Division, Division Superintendents and reviewed by the Manager of Operations and the Director of Public Works.

FY2017 requests: 1 F550 pickup with plow - Water/Sewer Division (\$130,000 with \$60,500 from the Water Enterprise Fund, \$60,500 from the Sewer Enterprise Fund and \$9,000 for the plow setup from the tax levy) , 1 Rubber Tire Loader with 3 Yard Capacity - Water/Sewer Division (\$170,000 with \$85,000 from the Water Enterprise Fund, \$85,000 from the Sewer Enterprise Fund) , 2 F450 Dump Trucks with Plows - Public Grounds Division (\$200,000) , 1 Holder Tractor with Snow Blower - Public Grounds (\$155,000) , 1 Snow Go Snow Blower - Snow Operations (\$153,000) , 1 F450 Dump Truck with Plow - Highway Division (\$100,000)

Justification/Benefit:

The operations of a public works department rely heavily on regular and specialized vehicles to mow parks, plow snow, repair streets and complete a variety of other projects. Without regular equipment replacement, the DPW's operations could be severely hindered by broken down and potentially unsafe vehicles.

Impact if not completed:

If the necessary equipment is not replaced, projects could be delayed due to equipment down time. Furthermore, the mechanics' time is better spent on tasks other than fixing equipment that is beyond its useful life.

Timeframe:

This is an annual capital request with equipment being specified before July 1st and being ordered after July 1st.

Replace. Freq:

0 Years

Stakeholders:

DPW Staff, Lexington Residents

Operating Budget Impact:

This program impacts the operating budget by saving staff time and money. DPW employees spend less time repairing old and aging pieces of equipment and buying parts to fix equipment that is beyond its useful life.

Cost Analysis:

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

Capital Funding Request

520	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	\$908,000	\$973,000	\$970,000	\$850,000	\$925,000	\$4,626,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$908,000	\$973,000	\$970,000	\$850,000	\$925,000	\$4,626,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing



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

Project Name: Equipment Replacement **Date:** 30-Oct-08

Project ID Number: 520 **Revision Date:** 08-Sep-15

Submitted By: Bill Hadley **Department:** Public Works **Priority** _____

First Year Submission? **Phone #:** 781-274-8303 **E-mail** whadley@lexingtonma.gov

Basis of Cost Projection:

Estimated costs were from dealers that supply this equipment.



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

Project Name: Street Improvements **Date:** 02-Oct-08
Project ID Number: 522 **Revision Date:** 20-Nov-15
Submitted By: John Livsey **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** jlivsey@lexingtonma.gov

Description of Project:

FY17- \$3,500,00 - This is an annual request for the street improvement program. It is comprised of \$2,526,835 of Town funds and \$973,165 of Chapter 90 funds (Chapter 90 funding is based on Lexington's most recent allocation and on the current state allocation of \$200 million statewide) . Funds will be used for design, inspections, planning, repair, patching, crack sealing and construction of roadways and roadway related infrastructure including repair and installation of sidewalks. A preliminary list of the streets to be repaired under this article is currently under development. A pavement management system is utilized to assist in analyzing the road network and selecting roadways for repairs. This model is kept updated on a regular basis.

Justification/Benefit:

This funding will allow for the proper improvements and repair of Lexington's streets and sidewalks, increasing their quality and safety.

Impact if not completed:

Lexington streets will deteriorate, increasing the possibility of safety issues and poor rideability.

Timeframe:

ongoing

Replace. Freq:

0 Years

Stakeholders:

Lexington residents, anyone who travels Lexington streets.

Operating Budget Impact:

Administrative oversight.

Cost Analysis:

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

Capital Funding Request

522	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Construction	\$2,476,835	\$2,476,835	\$2,476,835	\$2,476,835	\$2,476,835	\$12,384,175
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$2,526,835	\$2,526,835	\$2,526,835	\$2,526,835	\$2,526,835	\$12,634,175
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:

Engineering estimate is based on previous contract bids in Lexington including the latest resurfacing bid entitled street resurfacing contract #12-68, #13-61, #14-37, and #16-10.



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

Project Name: Storm Drainage Improvements and NPDES compliance **Date:** 02-Oct-08
Project ID Number: 523 **Revision Date:** 10-Sep-15
Submitted By: John Livsey **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** jlivsey@lexingtonma.gov

Description of Project:

FY17 - \$340,000 - This is an annual request. \$40,000 is estimated for the compliance with the construction related portions of the National Pollutant Discharge and Elimination System (NPDES) minimum control measures as mandated by EPA in the storm water general permit. This includes the development and submittal of the Notice of Intent and Stormwater Management Program (SWMP) as required by the EPA as well as illicit discharge elimination. The draft of the next permit phase has been issued by DEP as of September 2014. These measures include illicit discharge detection and elimination, and BMP (best management practices) installation and retrofits. An estimated \$300,000 will be used to repair/replace drainage structures encountered during the road resurfacing program, repair other drainage areas of concern in town and improve stormwater issues discovered during the NPDES investigation work. This request will provide funds to restore the function of select town drainage systems. Much of the town has been developed and old systems are inadequate. There are many trouble spots in the watersheds of the Vine Brook, Mill Brook, Beaver Brook, and Kiln Brook as well as other areas throughout town. Recent drainage installation included Spring Street and Woburn Street. Paul Revere Road is in progress. Illicit Discharge detection has been ongoing in the Vine Brook and Mill Brook which are areas identified to have contamination.

Justification/Benefit:

These funds will be used to replace and supplement existing drainage structures. History has shown that most roadway related construction activity undertaken uncovers drainage structures that are in need of repair. Additionally the funds will be used for continued compliance with the EPA phase II regulations. This will have the benefit of improving the water quality in Lexington's streams and ponds as well as the proper control of storm water.

Impact if not completed:

Drainage structures will continue to deteriorate. System failures will cause street flooding and property damage. Failure to comply with the phase II requirements may result in fines and limit our ability to improve water quality in our brooks and streams.

Timeframe:

ongoing

Replace. Freq:

0 Years

Stakeholders:

Residents.

Operating Budget Impact:

Pre-emptive repair of existing drainage structures will reduce damage to the structures themselves, to existing pavement and to public and private property. It will also reduce the manpower time and materials needed by DPW to respond to emergency needs and complaints.

Cost Analysis:

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

Capital Funding Request

523	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$40,000	\$70,000	\$70,000	\$70,000	\$70,000	\$320,000
Construction	\$300,000	\$270,000	\$270,000	\$270,000	\$270,000	\$1,380,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$340,000	\$340,000	\$340,000	\$340,000	\$340,000	\$1,700,000
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: Storm Drainage Improvements and NPDES compliance **Date:** 02-Oct-08

Project ID Number: 523 **Revision Date:** 10-Sep-15

Submitted By: John Livsey **Department:** Public Works **Priority** _____

First Year Submission? **Phone #:** 781-274-8305 **E-mail** ilivsey@lexingtonma.gov

Engineering construction estimates based on recent experiences with roadway projects, including contracts contract 12-49 and 15-57. The NPDES estimates are based on information gathered and reviewed by consultants specializing in compliance.



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

Project Name: Sanitary Sewer System Investigation and Improvements **Date:** 02-Oct-08
Project ID Number: 524 **Revision Date:** 10-Sep-15
Submitted By: John Livsey **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** jlivsey@lexingtonma.gov

Description of Project:

FY17 - \$1,000,000 - This annual program provides for rehabilitation of sanitary sewer infrastructure. Engineering investigation and evaluation will continue on sewers throughout town including those in remote, hard to access areas. Work will include replacement or repair of deteriorated sewers, force mains, and manholes to improve flow and reduce inflow and infiltration (I/I) into the system. Further identification, prioritization, and repair of sanitary sewer in the town reducing inflow and infiltration into the system has been ongoing in several sewer basins in town. Recent completed work in town includes sewer basin area 6 (Tophet swamp), area 7 (Reed St area), area 10 (Marrett, Lincoln, School Street areas), area 3 (Adams Street, Grant Street, Saddle Club area), and area 9 (Parker Street area), and area 14 (Bow Street area.) Possible future areas of removal are Area 4 and Area 5 which area long the easterly and westerly side of Lowell Street from Laconia Street to the Arlington Town line.

Justification/Benefit:

The town has an aging collection network and through investigation we have determined that there are numerous areas of cracking, blockages, and failures. There is also considerable infiltration and infiltration resulting from such conditions. When clean storm water uses pipe capacity, wastewater cannot be conveyed and sewage overflows occur. These capital investments improve the operation of the sewer system and reduce backups and potential overflows. Additionally it has been shown that water quality can be improved in our brooks.

Impact if not completed:

Sewage leaks and overflows present a direct danger to the health of the community through transmission of waterborne diseases.

In addition, the town payment to MWRA for sewage treatment is based on total flow through the meter at the Arlington town line. Excessive flow of stormwater in the sewer results in unnecessarily higher sewage bills.

Timeframe:

ongoing

Replace. Freq:

0 Years

Stakeholders:

All residents with sanitary sewer in Lexington.

Operating Budget Impact:

These capital investments prevent system malfunctions and reduce the measured flows through the MWRA meter. Additionally, they reduce the likelihood of catastrophic failure of a sewer system resulting in emergency repairs. Project may be eligible for MWRA grant loan program if funding is available. The current program provides for 75% grant and 25% interest free loans which is an adjustment from the previous 45% grant / 55% loan split from a few years ago.

Cost Analysis:

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

Capital Funding Request

524	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000	\$825,000
Construction	\$835,000	\$835,000	\$835,000	\$835,000	\$835,000	\$4,175,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000
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:

Engineering estimates based recent Town of Lexington I/I contracts #10-29, #11-24, #12-46, and #14-40.



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

Project Name: Sanitary Sewer System Investigation and Improvements **Date:** 02-Oct-08

Project ID Number: 524 **Revision Date:** 10-Sep-15

Submitted By: John Livsey **Department:** Public Works **Priority** _____

First Year Submission? **Phone #:** 781-274-8305 **E-mail** ilivsey@lexingtonma.gov



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

Project Name: Hydrant Replacement Program **Date:** 02-Oct-08
Project ID Number: 528 **Revision Date:** 08-Sep-15
Submitted By: Bill Hadley **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8303 **E-mail:** whadley@lexingtonma.gov

Description of Project:

FY17 - \$150,000 (\$75,000 funded from the Water Enterprise Fund and \$75,000 funded from the Tax Levy) . The Town of Lexington has 1,500 fire hydrants in its fire protection system. Faulty hydrants need to be replaced annually to meet safety requirements. This is an ongoing replacement program designed to maintain the integrity of the fire protection system throughout town. A list of hydrants needing replacement each year is generated during the annual inspection and flushing of hydrants by the Water Department and the Fire Department. Based on discussions between the Water Department and the Fire Department the target goal is to replace approximately 60 hydrants per year. With a replacement cost of approximately \$2,500 per hydrant the capital request will ensure the continued operability of the fire protection system. A total of 328 hydrants (approximately 22% of the system) have been replaced. Hydrants typically have a 50 year life unless they are damaged.

Justification/Benefit:

For the safety of the buildings and infrastructure of Lexington, preservation of residences, and to comply with Fire Department safety requirements.

Impact if not completed:

Diminished firefighting capacity resulting in property damage and possible loss of life.

Timeframe:

Ongoing

Replace. Freq:

0 Years

Stakeholders:

Lexington residents

Operating Budget Impact:

Upgrading older fire hydrants with more efficient hydrants to better comply with standards set by the National Fire Protection Association.

Cost Analysis:

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

Capital Funding Request

528	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
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:

Cost based on most recent bid results.



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

Project Name: Pump Station Upgrades **Date:** 02-Oct-08
Project ID Number: 529 **Revision Date:** 11-Sep-15
Submitted By: John Livsey **Department:** Public Works **Priority** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail** jlivsey@lexingtonma.gov

Description of Project:

FY17 - \$800,000 - Lexington has 10 Sewer pumping stations. In July of 2013 a detailed evaluation and capital plan was developed for the town with the assistance of Wright-Pierce. This includes a detailed engineering survey of the pumps stations to determine current and future needs as well as a time table and probable costs for the proposed work. FY17 funding is requested for full pump station replacement which will likely be used for the Marshall Road Pump Station as shown in year 4 of the Capital Improvement Plan developed by Wright-Pierce. Stations are constantly monitored and if a more urgent need is determined the schedule will be adjusted to meet the needs.

We have attached a table detailing the recommended repair / replacement schedule including costs. Future funding is being requested for the replacement of pumping stations, wet wells, dry wells, electrical work, generators, and controls. The request is part of the Wright Pierce 20 year repair / replacement plan for the 10 Sewer pumping stations. Installation of back-up generators at Concord Ave and Potter Pond pump stations as well as other upgrades at Potter Pond have recently been completed and significant improvements to the main pump station are underway which include HVAC upgrades, VFD's on all the pumps and a surge tank.

Justification/Benefit:

Preserving the Town's Infrastructure and maintaining the Collection System

Impact if not completed:

Pump failure results in sewer surcharging and overflows. The overflows create a public health risk and environmental damage.

Timeframe:

ongoing

Replace. Freq:

0 Years

Stakeholders:

Lexington Residents

Operating Budget Impact:

Upgrading the pumps and support systems enable the pumps to run better using less energy and avoiding emergency expenditures.

Cost Analysis:

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

Capital Funding Request

529	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$133,000	\$133,000	\$133,000	\$133,000	\$133,000	\$665,000
Construction	\$533,000	\$533,000	\$533,000	\$533,000	\$533,000	\$2,665,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$134,000	\$134,000	\$134,000	\$134,000	\$134,000	\$670,000
Totals	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$4,000,000
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:

Cost projection for new equipment and installation based on recommendations by Wright Pierce and recent bids for pump station rehabilitation Contract #13-43, #15-40, and #16-27.



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

Project Name: Pump Station Upgrades **Date:** 02-Oct-08

Project ID Number: 529 **Revision Date:** 11-Sep-15

Submitted By: John Livsey **Department:** Public Works **Priority** _____

First Year Submission? **Phone #:** 781-274-8305 **E-mail** ilivsey@lexingtonma.gov



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

Project Name: Street Acceptance **Date:** 14-Oct-08
Project ID Number: 554 **Revision Date:** 20-Nov-15
Submitted By: John Livsey **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** jlivsey@lexingtonma.gov

Description of Project:

FY17 - \$200,000 There may be a request from Harbell Street. An estimate has been completed and provided to the residents to allow them to decide if they would like to proceed with a betterment. Survey and street acceptance plans will be needed for any streets that are to be accepted and are included in the estimate. It is unknown what requests may come in for future fiscal years and therefore there is no cost shown.

Justification/Benefit:

This will provide the abutters to this road an improved roadway and improves the ability for the town to provide emergency services.

Impact if not completed:

The town does minor maintenance to ensure the properties are accessible to emergency vehicles. These maintenance costs will effectively be gone for five years and significantly reduced after that period of time.

Timeframe:**Replace. Freq:**

0 Years

Stakeholders:

Town Residents, Abutters and Public Service Providers

Operating Budget Impact:

These roadways would become part of the town network for maintenance.

Cost Analysis:

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

Capital Funding Request

554	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Construction	\$160,000	\$0	\$0	\$0	\$0	\$160,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Totals	\$200,000	\$0	\$0	\$0	\$0	\$200,000
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:

Annual street resurfacing bid



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

Project Name: Comprehensive Watershed Stormwater Management Study and Implementation **Date:** 02-Oct-08

Project ID Number: 557 **Revision Date:** 10-Sep-15

Submitted By: John Livsey **Department:** Public Works **Priority:**

First Year Submission? **Phone #:** 781-274-8305 **E-mail:** ilivsey@lexingtonma.gov

Description of Project:

FY17 - \$390,000 - This is an annual request. DPW, Engineering and Conservation are collaborating on addressing drainage/brook management issues. The Charles River, Shawsheen River, and Mystic River watershed management plans have all been completed. Design work is completed and construction is underway for the daylighting and drainage improvements at Willards Woods and the bank stabilization at Vine Brook in the Saddle Club Road area. The Whipple Brook area design is also underway. This request is for the continuing design / implementation of the watershed plans and for the construction of priorities established in the watershed plans. Staff has reviewed the three watershed plans and developed a likely prioritization schedule with built-in flexibility pending unforeseen changes. The requested funding will be used to move forward with the determined prioritized areas. Please note that there is some overlap with project ID 683 (Town Wide Culvert Replacement) as some of these projects include culvert work as well as stream management work. Likely priority areas include the Valleyfield area design (which is within the Clematis Brook and the Whipple Brook area construction).

Justification/Benefit:

Sediment has built up in the brooks and wetlands and in turn has caused a reduction in the volume of water that can be handled by our drainage system. In some cases the drain system outlets into the brooks have been completely filled with sediment. Additionally there are streams and brooks in need of restoration and piped brooks that need attention and may be best served by day lighting. Long-term benefits include prevention of damage to property and reduction in liability and overall improvement to the health of our waterways.

Impact if not completed:

The risk of flooding due to poor drainage will increase and cause private property damage and Town infrastructure damage.

Timeframe:

ongoing

Replace. Freq:

0 Years

Stakeholders:

Town of Lexington residents & Town of Lexington infrastructure, the environment and public health.

Operating Budget Impact:

This program will impact the operating budget by addressing flooding issues in a more complete process and save time and future expenses.

Cost Analysis:

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

Capital Funding Request

557	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$325,000
Construction	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$1,625,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$390,000	\$390,000	\$390,000	\$390,000	\$390,000	\$1,950,000
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:

The design, investigation, and implementation cost are estimated from projects of a similar nature as well as data provided in the watershed plans.



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

Project Name: Comprehensive Watershed Stormwater Management Study and Implementation **Date:** 02-Oct-08

Project ID Number: 557 **Revision Date:** 10-Sep-15

Submitted By: John Livsey **Department:** Public Works **Priority** _____

First Year Submission? **Phone #:** 781-274-8305 **E-mail** ilivsey@lexingtonma.gov



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

Project Name: Water Distribution System Improvements **Date:** 02-Oct-08
Project ID Number: 560 **Revision Date:** 14-Oct-15
Submitted By: John Livsey **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** ilivsey@lexingtonma.gov

Description of Project:

FY17 - \$2,500,000 - This is an annual program for replacement of unlined, inadequate, aged and breaking water main and deteriorated service connections as well as the elimination of dead ends in water mains. The proposed location for water system improvement is Massachusetts Avenue from Pleasant Street through Marrett Road as well as the Woburn Street intersection. This line has been in the planned program and a thorough investigation was performed to determine the rehabilitation technique options. The analysis has shown significant external corrosion and internal graphitic corrosion and a high need for full replacement. This is an accelerated request and we do not anticipate an additional request in the spring. The Prospect Hill area is under construction and near completion. Additionally we will be undergoing an analysis of the entire distribution network to develop the next phase of the improvement plan in a proactive effort to properly maintain the infrastructure. This RFP is being developed and will be distributed to qualified vendors in the fall of 2015. The completion of the network analysis will result in an adjusted 5-year capital outlook to reflect the financial needs of maintaining the system. This funding is to be requested at Special Town Meeting 2, Article 4.

Justification/Benefit:

Unlined water main corrodes continuously. The corrosion forms solid blisters on the inner pipe surface which restrict flow and degrade the water. New pipe is lined to prevent this tuberculation and provide cleaner water. Dead end water mains limit the flow of water available at hydrants in the event of a fire. Aging water mains have increasing numbers of breaks which can create roadway and property damage.

Impact if not completed:

Poor water drinking water quality for some users. Increased emergency response costs to repair breaks. Possible restriction of flow volume which will hamper fire-fighting effort.

Timeframe:

ongoing

Replace. Freq:

0 Years

Stakeholders:

Water Users in Lexington - better pressure and quality

Operating Budget Impact:

Fewer water line breaks will lead to less emergency construction funds. In addition, newer water infrastructure means less loss due to leakage. Part of funding is eligible for the MWRA interest free loan program.

Cost Analysis:

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

Capital Funding Request

560	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$250,000	\$100,000	\$100,000	\$100,000	\$100,000	\$650,000
Construction	\$2,000,000	\$900,000	\$900,000	\$900,000	\$900,000	\$5,600,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Totals	\$2,500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$6,500,000
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:

Engineering estimate is based on previous contract bids including Water Distribution Improvements Contract #10-52, #11-32, #12-71, #15-57.



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

Project Name: Water Distribution System Improvements **Date:** 02-Oct-08

Project ID Number: 560 **Revision Date:** 14-Oct-15

Submitted By: John Livsey **Department:** Public Works **Priority** _____

First Year Submission? **Phone #:** 781-274-8305 **E-mail** ilivsey@lexingtonma.gov



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

Project Name: Mass Ave - Three Intersections Improvement **Date:** 04-Sep-09
Project ID Number: 587 **Revision Date:** 24-Sep-15
Submitted By: John Livsey **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** jlivsey@lexingtonma.gov

Description of Project:

FY17 \$350,000 - The financial request for this year is for land acquisitions. We do not anticipate any permanent acquisition, however temporary construction easements will be needed. Under the Federal requirements for land acquisition that we are required to follow we must appraise and offer to purchase the temporary easement based on the appraised value. We anticipate construction funding from the MassDOT Transportation Improvement Plan (T.I.P.). Construction estimates value this project at \$6 to \$6.5 million. This project includes the design of the major intersections on Mass Ave from Marrett Road to Pleasant Street. Those intersections are Pleasant Street, Maple Street, and Marrett Road. The intersections are currently congested resulting in traffic backup. Additionally there are safety concerns for vehicles, cyclists, and pedestrians that warrant addressing. \$125,000 was approved at the 2010 Town Meeting to get this project to 25% design. The 25% plans have been submitted to MassDOT and all comments have been received as of September 2014. A design public hearing has been held for this project and a public meeting is scheduled for mid-October. \$500,000 was approved at the 2014 ATM which will get us to 100% design plans and bid specifications. The design is following the MassDOT T.I.P. procedures with the goal of receiving MassDOT funding for the construction. The updated costs are based on estimates received from the designer and MassDOT design and evaluation criteria. As previously noted; the goal is to have this project as a state T.I.P. funded project and it has been scored very high in the project ratings which help determine eligibility and schedule. As we move forward in the process we will determine if there are potential non-participatory costs that the Town will be responsible for funding.

Justification/Benefit:

These three intersections all meet signal warrants and there are safety concerns for the vehicles, cyclists, and pedestrians using these intersections. Alternative analysis has been performed to determine if a round-about is a viable alternative. The recommendation from staff and the consultant is to signalize these intersections. This project would control the traffic flow and increase the safety at these intersections for all modes of transportation using this corridor.

Impact if not completed:

Intersections will remain congested and possibly worsen if traffic increases. The safety of the intersection will not be improved.

Timeframe:

2016-2019

Replace. Freq:

25 Years

Stakeholders:

Commuting public, cyclists, and pedestrians.

Operating Budget Impact:

Administrative oversight

Cost Analysis:

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

Capital Funding Request

587	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$350,000	\$0	\$0	\$0	\$0	\$350,000
Design/Engineer	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Construction	\$6,500,000	\$0	\$0	\$0	\$0	\$6,500,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$6,900,000	\$0	\$0	\$0	\$0	\$6,900,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing



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

Project Name: Mass Ave - Three Intersections Improvement **Date:** 04-Sep-09

Project ID Number: 587 **Revision Date:** 24-Sep-15

Submitted By: John Livsey **Department:** Public Works **Priority** _____

First Year Submission? **Phone #:** 781-274-8305 **E-mail** ilivsey@lexingtonma.gov

Basis of Cost Projection:

Based on the current design plans and recent estimated for square footage costs for temporary easements.



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

Project Name: Sidewalk Improvement **Date:** 02-Oct-08
Project ID Number: 644 **Revision Date:** 15-Oct-15
Submitted By: Bill Hadley/M. Valenti **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8303 **E-mail:** whadley@lexingtonma.gov

Description of Project:

FY17 - \$800,000 This request is to rebuild and/or repair existing sidewalks throughout town that are in poor condition. DPW in conjunction with various committees and other town departments will generate a list each year of the sidewalks most in need of repair/replacement. There are four determining factors that dictate the repair of a sidewalk: 1.) Is the sidewalk unsafe for travel due to trip hazards, defects, etc.? 2.) Is the sidewalk within the Safe Routes to School Program? 3.) Is the volume of pedestrian traffic heavy, light or average? 4.) Is the general condition of the sidewalk poor, fair or good which dictates treatments such as full reconstruction, overlay or patching? All work will be ADA compliant. DPW successfully completed the sidewalk condition survey with the help of engineering firm, Fay, Spofford & Thorndike in early 2015. We are currently working from the priority list that was compiled by the report. In order to improve the current condition of the sidewalks, we are proposing that the budget is increased to \$800,000. Attached is a list of sidewalks that will likely be repaired in the 2016-2017 construction season.

Appropriation History

FY08 \$100,000
 FY09 \$275,000
 FY10 \$0 - No Appropriation
 FY11 \$200,000
 FY12 \$200,000
 FY13 \$300,000
 FY14 \$600,000 (\$200,000 of which is for the Hartwell Avenue mixed use path)
 FY15 \$400,000
 FY16 \$400,000

Justification/Benefit:

Improvements to existing sidewalks will support and enhance pedestrian safety and the Safe Routes to School Program, and will diminish liability for injuries to pedestrians. This also includes making handicapped ramps ADA compliant. The additional request is due to the magnitude of repairs that are needed to improve the condition of the towns overall sidewalk condition.

Impact if not completed:

Current sidewalks in Town have and will deteriorate/fail if not given the proper funding for repair.

Timeframe:

This is an annual request

Replace. Freq:

0 Years

Stakeholders:

Residents

Operating Budget Impact:

This program impacts the operating budget by saving staff time and money. DPW employees would spend less time repairing old and aging sidewalks. It would also improve the DPW's ability to clear snow from sidewalks during the winter season, minimizing damage to equipment and abutting property. Sidewalk Snow Removal damage claims should be reduced.

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: Sidewalk Improvement **Date:** 02-Oct-08

Project ID Number: 644 **Revision Date:** 15-Oct-15

Submitted By: Bill Hadley/M. Valenti **Department:** Public Works **Priority:**

First Year Submission? **Phone #:** 781-274-8303 **E-mail:** whadley@lexingtonma.gov

644	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$4,000,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$4,000,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

\$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 is based on previous contract bids in Lexington including Sidewalk Maintenance and Related Work Contract #16-02 and Sidewalk Maintenance and Related Work Contract #13-33, and Pedestrian Connectivity Contract #10-05



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

Project Name: Dam Repair **Date:** 02-Oct-08
Project ID Number: 645 **Revision Date:** 10-Sep-15
Submitted By: John Livsey **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** jlivsey@lexingtonma.gov

Description of Project:

FY17 - \$0 - There is a need for repairs and improvements to the Old Res dam based on dam inspection reports performed for the Office of Dam Safety. \$150,000 was approved at 2014 ATM which will be used to perform the design of the Old Res dam. An order of magnitude estimate for construction is provided and will be refined as design progresses. We are in the early stages of design and will have updated construction costs as this progresses. We do not anticipate design to be complete for a 2016 construction season and have moved the request to FY18 for construction funding.

Justification/Benefit:

Structural integrity must be preserved. The Town has a responsibility to maintain this dam and to report the conditions to the Massachusetts Department of Conservation and Recreation. The Old Res is in need of maintenance and improvements to ensure long term stability of the dam.

Impact if not completed:

Potential dam failure. Failure of this dam may result in property damage including damage to the Old Res. Additionally failures at the inlet control structure could result in more significant flooding upstream of the dam.

Timeframe:

2016-2017

Replace. Freq:

25 Years

Stakeholders:

Residents and businesses

Operating Budget Impact:

none

Cost Analysis:

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

Capital Funding Request

645	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$30,000	\$0	\$0	\$0	\$30,000
Construction	\$0	\$500,000	\$0	\$0	\$0	\$500,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$530,000	\$0	\$0	\$0	\$530,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Recurring Cost

\$10,000.00

Maintenance Cycle

5 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:

Based on preliminary discussions with the Geotechnical Engineer that has reported on the Dam as well as the bids received for the Butterfield Dam phase II repairs.



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

Project Name: Battle Green Master Plan - Phase 3 **Date:** 18-Nov-09
Project ID Number: 672 **Revision Date:** 08-Sep-15
Submitted By: David Pinsonneault **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8350 **E-mail:** dpinson@lexingtonma.gov

Description of Project:

FY17 - No funding requested. The Battle Green Master Plan completed by Past Designs was presented to the Board of Selectmen in March 2010. The Master Plan implementation is broken out into three phases. Phases 1 and 2 have been funded with work scheduled for Spring 2016. Funding for Phase 3 construction will be requested in FY2018 to address site amenities and historical landscaping.
 FY12 \$100,000 - monument restoration and treatment around the monument
 FY13 \$203,845 - pathways, fencing and a parking, traffic and pedestrian study
 14, FY 15 & FY 16 - no funding/request

FY

Justification/Benefit:

There is community consensus that there needs to be design consistency in the Battle Green area. In addition, because of the prominence of the site and its historic importance, building consensus on the plan is crucial to ensuring that the design represents the expectation and needs of all stakeholders. The elements that exist in the Battle Green area need to be maintained, updated and restored on order to keep them viable for current and future generations.

Impact if not completed:

The Battle Green is a place of national historic importance and failure to resolve issues such as parking, traffic pathways and appropriate site interpretation will allow further deterioration of both the battle green and its surrounding historic treasures. In addition, the Town will continue to miss an opportunity to serve our international tourists in a way that can maximize positive economic impact to the town.

Timeframe:

Phase 3 will be requested in FY18

Replace. Freq:

0 Years

Stakeholders:

The Battle Green is deeded to the citizens of Lexington so every citizen is a stakeholder. Specific groups such as the Historical Society, Chamber of Commerce, local churches, center business district, and the neighbors have a particular interest in this project. In addition, hundreds of thousands of visitors from around the world come annually to the "Birthplace of American Liberty".

Operating Budget Impact:

Operational costs of maintaining the Battle Green are already funded in the annual town budget.

Cost Analysis:

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

Capital Funding Request

672	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$91,270	\$0	\$0	\$0	\$91,270
Construction	\$0	\$456,350	\$0	\$0	\$0	\$456,350
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$22,818	\$0	\$0	\$0	\$22,818
Totals	\$0	\$570,438	\$0	\$0	\$0	\$570,438
CPA Amt. Req.	\$0	\$570,438	\$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:

Costs estimates were based on the estimates included in the Battle Green Master Plan which was developed by Past Designs and presented to the Board of Selectmen in March 2010.



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

Project Name: Town Wide Culvert Replacement **Date:** 15-Sep-10
Project ID Number: 683 **Revision Date:** 10-Sep-15
Submitted By: John Livsey **Department:** Public Works **Priority** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail** jlivsey@lexingtonma.gov

Description of Project:

FY 17 - \$390,000 This is an annual program. Of the funding requested \$250,000 is an estimate of construction money necessary for culvert replacement and \$65,000 is for design, permitting, and bidding and the remainder is for contingency. On-going culvert inspections are proving a need for a replacement program as many of the older culverts in town are near or at failure. The Watershed Management Plans have identified a number of these failing culverts. This replacement program is a companion effort with the ongoing Watershed Management Plan. The Revere Street at North Lexington Brook culvert, the Bikeway near Camellia place culvert and Concord Ave at Hardys Brook culvert are all permitted and bids awarded and are currently in the early stage of construction. Future designs and replacement are needed but not limited to the following; Valleyfield and Waltham Street at the Clematis Brook which has been identified in the Watershed Management Plan. These locations have been identified in the Charles, Shawsheen, and Mystic River watershed management plans. The backup provided is from the watershed plans and is an overview of the future projects. Please note that there is some overlap with project ID 557 (Comprehensive Stormwater Management) as some of these projects include culvert work as well as stream management work.

Justification/Benefit:

Proactive replacement of town-wide culverts prior to catastrophic failure will allow for proper design considerations and funding and will also minimize the impact to residents through unexpected road closures and possible flooding.

Impact if not completed:

If this work is not completed the deterioration of the pipes will continue and eventually result in large scale failure. This may result in closure of the roadway and flooding.

Timeframe:

ongoing

Replace. Freq:

50 Years

Stakeholders:

Lexington roadway users

Operating Budget Impact:

Administrative oversight and maintenance

Cost Analysis:

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

Capital Funding Request

683	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$325,000
Construction	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Totals	\$390,000	\$390,000	\$390,000	\$390,000	\$390,000	\$1,950,000
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 checked="" type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

Estimates have been confirmed through the pricing provided under Contract #13-46, #13-68, #14-39. and #15-59.



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

Project Name: Town Wide Culvert Replacement **Date:** 15-Sep-10

Project ID Number: 683 **Revision Date:** 10-Sep-15

Submitted By: John Livsey **Department:** Public Works **Priority** _____

First Year Submission? **Phone #:** 781-274-8305 **E-mail** ilivsey@lexingtonma.gov



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

Project Name: Town-wide Signalization Improvements **Date:** 16-Sep-10
Project ID Number: 688 **Revision Date:** 10-Sep-15
Submitted By: John Livsey **Department:** Public Works **Priority** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail** jlivsey@lexingtonma.gov

Description of Project:

FY17 - \$125,000 - This is an annual request for funds to update traffic and pedestrian signals in Lexington. A signal inventory and compliance study has been completed. The study includes ADA compliance, condition assessment; signal timing, delays, and prioritization recommendations. FY17 funding is to implement items that are identified in the plan and other issues that are identified by the Transportation Safety Group (TSG) to improve the signals for all users.

Potential locations for this funding include the intersections of Bedford Street at Worthen Road, Lowell Street at East Street, Lowell Street at North Road and improved pedestrian crossings along Mass Ave. Data Collection analysis and design is assumed to be approximately 20% of the total cost.

Recent funding has been applied to the construction of the Concord Ave at Waltham Street signal upgrades and to develop conceptual roundabout and signal alternatives for the intersection of Mass Ave and Worthen Road. Additionally traffic data and analysis were performed at several locations as a precursor to design.

Justification/Benefit:

There are numerous signalized intersections throughout town and many of them are older with outdated and sometimes failing equipment, limited ADA accessibility and substandard accommodations, and signals that are not energy efficient. The improvements of these will prevent equipment failure, improve traffic flow, decrease energy consumption, and allow for proper accessibility.

Impact if not completed:

The aging infrastructure will fail at an increasing rate, proper access will not be available to all users, and current standards will not be met, unnecessary energy consumption will continue.

Timeframe:

ongoing

Replace. Freq:

20 Years

Stakeholders:

All travelling public in Lexington including, pedestrians, cyclists, and vehicles.

Operating Budget Impact:

Reduce the emergency calls for failed signal equipment.

Cost Analysis:

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

Capital Funding Request

688	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$62,500
Construction	\$112,500	\$112,500	\$112,500	\$112,500	\$112,500	\$562,500
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
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:

Costs are based on the inventory performed from the consultant engineer, from recent upgrades performed within our paving work limits, and a current on-call service bid received by the town.



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

Project Name: Town-wide Signalization Improvements **Date:** 16-Sep-10

Project ID Number: 688 **Revision Date:** 10-Sep-15

Submitted By: John Livsey **Department:** Public Works **Priority** _____

First Year Submission? **Phone #:** 781-274-8305 **E-mail** ilivsey@lexingtonma.gov



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

Project Name: Hartwell Avenue Infrastructure Improvements **Date:** 11-Sep-12
Project ID Number: 850 **Revision Date:** 28-Oct-15
Submitted By: John Livsey **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** jlivsey@lexingtonma.gov

Description of Project:

FY17 - \$0 To design, permit, and construct the improvements to Hartwell Avenue. The proposed FY16 funding will be used to replace or rehabilitate the Hartwell Avenue bridge crossing at Kiln Brook and to upgrade the Maguire Road intersection and potentially provide a protected pedestrian crossing at the Bedford Street intersection. This proposed work was developed as part of the Transportation Management Plan for the Hartwell Avenue area developed by the Planning Board with the assistance of the TetraTech Rizzo transportation consultants. This does not include improvements proposed along Bedford Street. The proposed funding request will be to provide construction, construction oversight and fund potential land acquisition (easements, land takings, etc.). Future work may be proposed beyond FY18 but the detailed scope and costs have not yet been developed. During the design phase it has been determined that there are numerous difficulties with relocating the large amount of utilities attached to the existing bridge. Exacerbating these relocations are the criticality of some of this infrastructure to the base and MIT Lincoln Labs. These difficulties will add time to the design and coordination of the project and may result in an increased funding request. Additionally, there are wetland impacts in the proposed design. The design team will be discussing this informally with the Conservation Commission to determine the feasibility of the proposed plan versus alternative design approaches. Estimates for these changes will be better defined as we move forward in the design process. Due to these complications we anticipate a delay in the construction schedule and will make any requests for additional funds in FY18 when more detail is available. The current estimate is a placeholder as we gather more detail and progress the design over the next year.

Justification/Benefit:

The Hartwell Avenue area has been zoned to allow for increased growth. As a result it is anticipated that there will be increased traffic in the area. In order to proactively mitigate those impacts and to promote economic development infrastructure improvements are necessary as demonstrated in the plan.

Impact if not completed:

Improvements will not be performed, multi-modal access will remain limited, and additional traffic delays would likely occur as development increases.

Timeframe:

2016-2019

Replace. Freq:

25 Years

Stakeholders:

Lexington residents, commercial properties along Hartwell Avenue, and commuters.

Operating Budget Impact:

Additional operational maintenance of signalized intersections and sidewalks.

Cost Analysis:

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

Capital Funding Request

850	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Construction	\$0	\$400,000	\$0	\$0	\$0	\$400,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$500,000	\$0	\$0	\$0	\$500,000
CPA Amt. Req.	\$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: Hartwell Avenue Infrastructure Improvements **Date:** 11-Sep-12

Project ID Number: 850 **Revision Date:** 28-Oct-15

Submitted By: John Livsey **Department:** Public Works **Priority** _____

First Year Submission? **Phone #:** 781-274-8305 **E-mail** ilivsey@lexingtonma.gov

Basis of Cost Projection:

Estimates are developed based on the current design stage. As further detail is developed these will be refined.



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

Project Name: Municipal Parking lot improvements **Date:** 11-Sep-13
Project ID Number: 881 **Revision Date:** 11-Sep-15
Submitted By: John Livsey **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** ilivsey@lexingtonma.gov

Description of Project:

FY 17 -\$0 This funding request is for the design and construction / reconstruction of the parking lot that extends from Fletcher Avenue on the most easterly side to the limits of the Town Hall parcel on the most westerly side. It includes reconstruction of the existing asphalt parking areas as well as new construction and reconfiguration of parking in the area nearest the Hosmer House and Police Station. This will provide for improved flow through the parking area as well as additional parking spaces.

Justification/Benefit:

Much of the parking lot is in disrepair and overdue for resurfacing. Additionally with the changes to the Hosmer House there is space that is now available that can provide for additional parking with a net increase in green space.

Impact if not completed:

Parking availability for the government parking will remain limited and in disrepair.

Timeframe:

2017-2018

Replace. Freq:

20 Years

Stakeholders:

Employees, residents, and other customers to the municipal buildings.

Operating Budget Impact:

none

Cost Analysis:

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

Capital Funding Request

881	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$40,000	\$0	\$0	\$0	\$40,000
Construction	\$0	\$0	\$400,000	\$0	\$0	\$400,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$40,000	\$0	\$0	\$40,000
Totals	\$0	\$40,000	\$440,000	\$0	\$0	\$480,000
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:

Estimates are based on similar work performed under recent street improvement contracts.



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

Project Name: Bikeway Bridge Renovations **Date:** 13-Sep-13
Project ID Number: 883 **Revision Date:** 15-Oct-15
Submitted By: B. Hadley **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8314 **E-mail:** whadley@lexingtonma.gov

Description of Project:

FY17 - \$368,000: The Grant Street Bridge along the bikeway is showing signs of deterioration. The Engineering Division has received an evaluation from a structural engineer. The costs for the rehabilitation and maintenance are higher than anticipated mainly due to the fact that the bridge has lead paint. Full containment and proper disposal is needed for the removal of the paint which adds substantial cost to the project. The Minuteman Bikeway is used by many residents and non-residents as a commuter path and/or a recreational path. It is a valuable resource for the Town. This work is essential to keeping a safe pathway for all users.

Justification/Benefit:

The bikeway infrastructure needs to be renovated in a timely manner to ensure the safe use for all participants.

Impact if not completed:

If the bridge is not properly renovated there could be impacts on people and structures.

Timeframe:

2016-2017

Replace. Freq:

0 Years

Stakeholders:

Various user groups and individuals.

Operating Budget Impact:

minimal

Cost Analysis:

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

Capital Funding Request

883	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$30,000	\$0	\$0	\$0	\$30,000
Construction	\$0	\$290,000	\$0	\$0	\$0	\$290,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$48,000	\$0	\$0	\$0	\$48,000
Totals	\$0	\$368,000	\$0	\$0	\$0	\$368,000
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:

Cost estimate provided by structural engineer based on similar work in other areas.



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

Project Name: Hartwell Avenue Compost Site Improvements **Date:** 24-Oct-13
Project ID Number: 915 **Revision Date:** 08-Sep-15
Submitted By: D. Pinsonneault **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8300 ext 1 **E-mail:** dpinson@lexingtonma.gov

Description of Project:

FY17 Funding Request - \$200,000. This project is a request for the installation of a new administrative office building (prefab trailer with utilities) and a scale system for material tracking at the Hartwell Avenue Compost Site. The administrative office portion of the building would allow for adequate space for computers, meeting space, space to provide educational opportunities and filing space to provide for a more efficient operation. The purpose of the scale system would be to more accurately record all materials that are delivered to or taken from the site. Since 1997, private contractors have disposed of yard waste and/or brush by purchasing an annual yard waste permit. From 1997 to 2004, the contractor permit program was based on the gross vehicle weight of the vehicle; permit fees consisted of 3 categories of \$500, \$1,000 and \$1,500. Starting in FY05, the Board of Selectmen approved a shift from a gross vehicle weight fee structure to a cubic yard vehicle capacity fee structure. Fees range from \$600 for a vehicle with 2 cubic yards of capacity up to \$2,400 for a vehicle with 20 cubic yards of capacity. The utilization of a scale to weigh the actual tonnage of yard waste and all materials delivered in or taken out would enable the facility to set a disposal fee and product sale fees based on actual usage (per ton of yard waste disposed or compost purchased), which would be more financially advantageous to the Town. Due to the impending solar project staff is recommending a 2 Phase project with the administrative office requested for FY17 at \$200,000 and the scale system for FY18 at \$175,000.

Justification/Benefit:

To provide for a safer and more efficient administrative office and to more accurately account for materials that go in and out of the facility and to provide opportunities to capture additional revenue.

Impact if not completed:

Continued lost opportunity for revenue and less accurate materials tracking combined with unsuitable work space for staff.

Timeframe:

FY 2017 construction season.

Replace. Freq:

0 Years

Stakeholders:

Residents, commercial vendors, all Town Departments.

Operating Budget Impact:

none

Cost Analysis:

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

Capital Funding Request

915	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$30,000	\$30,000	\$0	\$0	\$0	\$60,000
Construction	\$160,000	\$136,250	\$0	\$0	\$0	\$296,250
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$10,000	\$8,750	\$0	\$0	\$0	\$18,750
Totals	\$200,000	\$175,000	\$0	\$0	\$0	\$375,000
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:



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

Project Name: Hartwell Avenue Compost Site Improvements **Date:** 24-Oct-13

Project ID Number: 915 **Revision Date:** 08-Sep-15

Submitted By: D. Pinsonneault **Department:** Public Works **Priority**

First Year Submission? **Phone #:** 781-274-8300 ext 1 **E-mail** dpinson@lexingtonma.gov

Based on similar projects in other communities.



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

Project Name: Battle Green Streetscape Improvements **Date:** 10-Jan-14
Project ID Number: 922 **Revision Date:** 02-Nov-15
Submitted By: D. Pinsonneault **Department:** Public Works **Priority:** 0
First Year Submission? **Phone #:** 781-274-8300 ext 1 **E-mail:** dpinson@lexingtonma.gov

Description of Project:

There are no funds requested for FY17. Funds for a study of the Battle Green area were approved in FY13. The study took a look at the pedestrian and vehicular safety and flow in and around the Battle Green, ways to enhance the access and visibility of the historical sites and how it relates to the overall Center Streetscape Project. A conceptual plan will be developed for review. Funds were approved in FY16 (\$200,000) to hire an architect/engineering firm to take the conceptual ideas to a 100% design which will provide us with a plan and cost estimates for any recommended improvements to the area. The FY18 request is for construction funds. This program differs from Project ID#672 which addresses the on-site components of the Battle Green area.

Justification/Benefit:

The Battle Green area is an important and highly valued historic area. It is a high use area with many visitors and events occurring each year. Better access, pedestrian and vehicular flow and visibility to the historic sites and monuments is needed to enhance the visitor experience, aid in preservation and improve visitor safety.

Impact if not completed:

An opportunity to improve upon a valuable asset for the Town will be lost and safety will remain a high concern.

Timeframe:

2018-2019

Replace. Freq:

0 Years

Stakeholders:

All Town Departments, residents, visitors, tourism, economic development and historical society.

Operating Budget Impact:

None at this time.

Cost Analysis:

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

Capital Funding Request

922	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Construction	\$0	\$2,500,000	\$0	\$0	\$0	\$2,500,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Totals	\$0	\$3,000,000	\$0	\$0	\$0	\$3,000,000
CPA Amt. Req.	\$0	\$2,250,000	\$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 based on the current design which includes roadway and sidewalk improvements.



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

Project Name: Westview Cemetery Building Assessment **Date:** 02-Oct-14
Project ID Number: 940 **Revision Date:** 14-Oct-15
Submitted By: D. Pinsonneault/C. Filadoro **Department:** Public Works **Priority:** 0
First Year Submission? **Phone #:** 781-274-8300 ext 1 **E-mail:** dpinson@lexingtonma.gov

Description of Project:

FY17 Funds Requested - \$270,000. Westview Cemetery is the Town's active cemetery with an average of 200 burials per year. The current building which serves as the cemetery office, meeting area for grieving families and work space for the maintenance staff has deteriorated, needs to be reconfigured and needs to be brought up to code. Many times a grieving family will come into the office while there is maintenance being performed in the adjacent garage area or other people or staff enter the office area with no other room for the grieving family to go. The maintenance area is small and not all of the equipment can be stored indoors which affects the durability and life of the equipment. The FY16 Budget included \$35,000 to assess the current building and current operation to determine if the existing building can be renovated and expanded or if a new building is needed. TBA Architects, Inc. is preparing the assessment report which will be used to determine the project scope and cost. The FY17 requested funds of \$270,000 will be used to hire an architect to design and engineer the building. DPW and the Architect will work closely with the Facilities Department to determine the best long-term solution for the building at Westview. The funding was based on FY16 analysis. Construction will begin in FY18.

Justification/Benefit:

The only significant upgrade to the cemetery building in the last 15 years has been a new roof. Renovating and expanding the building or constructing a new building will enhance the cemetery operation by providing welcoming and private space for families and visitors, and provide staff with more efficient office space, adequate storage space and more efficient maintenance space. The next step of this program is to hire an architect engineering firm to complete the final design assessment.

Impact if not completed:

Families and visitors will still feel uncomfortable meeting at the cemetery office and staff will have inefficient work spaces and inadequate storage leading to higher costs to run the cemetery operation.

Timeframe:

FY16 funded assessment will be completed in the Fall of FY15 with a recommendation to bring forward a design and engineered plan for the future capital project.

Replace. Freq:

0 Years

Stakeholders:

Residents, visitors to the Cemetery and staff.

Operating Budget Impact:**Cost Analysis:**

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

Capital Funding Request

940	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$270,000	\$293,000	\$0	\$0	\$0	\$563,000
Construction	\$0	\$2,490,500	\$0	\$0	\$0	\$2,490,500
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$146,500	\$0	\$0	\$0	\$146,500
Totals	\$270,000	\$2,930,000	\$0	\$0	\$0	\$3,200,000
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: Westview Cemetery Building Assessment **Date:** 02-Oct-14

Project ID Number: 940 **Revision Date:** 14-Oct-15

Submitted By: D. Pinsonneault/C. Filadoro **Department:** Public Works **Priority** 0

First Year Submission? **Phone #:** 781-274-8300 ext 1 **E-mail** dpinson@lexingtonma.gov

Based on architect assessments for similar buildings.



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

Project Name: Public Parking lot Improvement Program **Date:** 08-Oct-14
Project ID Number: 941 **Revision Date:** 10-Sep-15
Submitted By: John Livsey **Department:** Public Works **Priority:** _____
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** jlivsey@lexingtonma.gov

Description of Project:

FY 17 - \$100,000 This funding request is for the design and construction / reconstruction of Public Parking lots located in downtown Lexington. These include the Depot lot, the lot between Edison Way and the Depot (CVS lot), and the lot between Waltham Street and Muzzey Street (Michelson lot). These lots are currently in fair to poor condition with inefficient circulation and parking lot layout. This funding would allow for the redesign of these lots including improved efficiency, circulation and improve aesthetics. It includes reconstruction and reconfiguration of existing asphalt parking lots as well as curbing landscaping, line striping, and other related items. The first year funding is to provide survey and work toward conceptual plan development. More detail is needed in order to get solid estimates on the cost of full design and construction. This project is a candidate to be funded with parking meter funds.

Justification/Benefit:

Much of these parking lots are in disrepair and overdue for reconstruction and reconfiguring.

Impact if not completed:

Public parking in downtown will remain in disrepair.

Timeframe:

2017-2021

Replace. Freq:

20 Years

Stakeholders:

Resident, tourists and other customers to the downtown area.

Operating Budget Impact:

none

Cost Analysis:

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

Capital Funding Request

941	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	\$400,000	\$400,000	\$400,000	\$400,000	\$1,600,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$100,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,100,000
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:

These costs are placeholders at this point until we better establish the extents of the program.



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

Project Name: Minuteman Bikeway Wayfinding **Date:** 30-Dec-14
Project ID Number: 969 **Revision Date:** 28-Oct-15
Submitted By: B. Hadley **Department:** Public Works **Priority:** 0
First Year Submission? **Phone #:** 781-274-8314 **E-mail:** whadley@lexingtonma.gov

Description of Project:

FY 2017 Request: \$120,000. This request is to fund the purchase and installation of wayfinding, intersection and etiquette signage related to the Minuteman Bikeway in Lexington. The signage is one of the recommendations in the report entitled 'Navigating the Minutemen Bikeway' which was completed with the cooperation of the Bicycle Advisory Committee as well as representatives from the towns of Arlington and Bedford. The goal of this project is to design and install signage along the bikeway and adjacent roads and connections points. The signage will provide information to users which includes direction on accessing the bikeway, what can be found nearby by the bikeway (i.e. businesses, shops, banks, restaurants, etc.), and etiquette signs on the bikeway clearly describing the rules of etiquette for users. The tasks include the purchase and installation of the signs, project oversight and GIS mapping of the signs.

Justification/Benefit:

Improved signage will likely increase ridership of the bikeway, increase the likelihood of bikeway users to frequent Lexington establishments, and provide a safer bikeway for casual users as well as commuters.

Impact if not completed:

Failure to approve this request will prevent the town from making any substantial improvements to the wayfinding along the bikeway. Users of the bikeway will be unclear on the available amenities that Lexington offers in locations that are close to the bikeway. The antiquated etiquette signs will remain, which give poor instruction to the users.

Timeframe:

A consultant has been hired to develop the plan with implementation scheduled for FY17.

Replace. Freq:

10 Years

Stakeholders:

Lexington residents, Bicycle Advisory Committee, other Town Departments and bikeway users.

Operating Budget Impact:

Minimal operating budget impact.

Cost Analysis:

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

Capital Funding Request

969	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	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Totals	\$120,000	\$0	\$0	\$0	\$0	\$120,000
CPA Amt. Req.	\$120,000	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$200.00

Maintenance Cycle

10 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 estimate provided by Toole Design.



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

Project Name: Antony Park Construction **Date:** 01-Oct-15
Project ID Number: 984 **Revision Date:** 14-Oct-15
Submitted By: D. Pinsonneault **Department:** Public Works **Priority:** 0
First Year Submission? **Phone #:** 781-274-8300 ext 1 **E-mail:** dpinson@lexingtonma.gov

Description of Project:

FY17 Request - \$60,000. The Town hired Studio 2112 Landscape Architecture to design a park to commemorate our sister city Antony, France. The location chosen is the far right hand corner of Tower Park. This request is to build a park reflective of French gardens and species. The design will include a sitting wall, pathways, a memorial linking Lexington and Antony and landscaping. To date the Town has worked with the Tourism Committee to install a water line and do the initial grading. The FY17 funding request is needed to complete the park construction.

Justification/Benefit:

In 2010, the Selectmen authorized the Tourism Committee to build a Park adjacent to Tower Park to be named "Antony Park" in honor of our Sister City of Antony, France. During the visit of the Antony Mayor in April of that year a sign was presented to the citizens of Antony designating the area for a future park. In 1999, Antony dedicated "Place de Lexington" in the Town's honor. The proposed park will be an enhancement to Tower Park and be open to all residents and groups visiting Lexington. It will provide gathering space, quiet space and demonstrate the Town's commitment to the sister city program.

Impact if not completed:

The Town has been in communication with Antony, France to discuss a park being established in Lexington to commemorate the sister city relationship. The Tourism Committee has received some donations to apply towards the park. Failure to complete the park will leave the Town with a partially constructed area that will have to be restored and the result will have to be communicated to Antony.

Timeframe:

Construction will be scheduled for the summer and fall of 2016.

Replace. Freq:

0 Years

Stakeholders:

Tourism Committee, Town Residents

Operating Budget Impact:

There will be minimal impact on the operating budget.

Cost Analysis:

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

Capital Funding Request

984	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$4,800	\$0	\$0	\$0	\$0	\$4,800
Construction	\$52,200	\$0	\$0	\$0	\$0	\$52,200
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$3,000	\$0	\$0	\$0	\$0	\$3,000
Totals	\$60,000	\$0	\$0	\$0	\$0	\$60,000
CPA Amt. Req.	\$60,000	\$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 checked="" type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

Bid estimates provided by the architect.



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

Project Name: Cary Memorial Library walkway replacement **Date:** 02-Oct-15
Project ID Number: 985 **Revision Date:** 15-Oct-15
Submitted By: John Livsey **Department:** Public Works **Priority:** 0
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** jlivsey@lexingtonma.gov

Description of Project:

FY17 -\$149,500 The Cary memorial Library has walkway on all four sides of the building. The walkway has numerous tripping hazards and is on a regular maintenance schedule to repair the areas that have seen significant segregation of the stones from the concrete mixture. At this point it is recommended that this walkway be replaced in its entirety to provide a significant improvement to the library personnel and their patrons,

Justification/Benefit:

The current walkway is in disrepair and it has resulted in numerous tripping incidents as well as injuries. Additionally these hazards limit the accessibility for those with mobility challenges. These walkways are critical for access to the Library and need to be replaced to provide a safe and accessible route.

Impact if not completed:

The walkways will continue to degrade and hazards will increase as time passes. The repair work is significant at this point and it is at risk of being beyond repair.

Timeframe:

FY17 design & FY17 or FY18 Construction

Replace. Freq:

25 Years

Stakeholders:

Library employees and Patrons

Operating Budget Impact:

There will be a reduction in maintenance work along that funding to be used for other facility maintenance.

Cost Analysis:

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

Capital Funding Request

985	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	\$120,000	\$0	\$0	\$0	\$0	\$120,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$19,500	\$0	\$0	\$0	\$0	\$19,500
Totals	\$149,500	\$0	\$0	\$0	\$0	\$149,500
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 based on overview performed by Engineering and a consultant utilizing typical walkway construction costs. Refined construction estimates will be performed as the project progresses and more detail is gathered.



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

Project Name: Munroe Center for the Arts parking lot **Date:** 02-Oct-15
Project ID Number: 986 **Revision Date:** _____
Submitted By: John Livsey **Department:** Public Works **Priority:** 0
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** ilivsey@lexingtonma.gov

Description of Project:

FY17-\$0 The Munroe Center for the Arts parking lot is in disrepair and in need of a full reconstruction. Additionally, the capacity of the parking is limited, drainage is subpar, and the circulation is in need of improvement. This project will reconstruct the parking lot with additional spaces and improved circulation and will also include the installation of a drainage system. Additionally the replacement of the crossing control is recommended to be performed at the same time. Our current recommendation would be to replace these with Rectangular rapid flashing beacons (RRFB) as they have proven to be very effective for pedestrian crossings.

Justification/Benefit:

The parking lot is in poor shape and needs to be reconstructed. Improvements to the circulation drainage, and capacity would best be performed at the time of the reconstruction. This will provide a more functional and safer parking area for the patrons of the Munroe center for that Arts as well as those that use the rear fields for tee-ball and other activities.

Impact if not completed:

The parking lot will continue to degrade and have insufficient drainage, capacity, and circulation.

Timeframe:**Replace. Freq:**

25 Years

Stakeholders:

Patrons and employees of the Munroe center for the Arts as well as the fields located on that parcel.

Operating Budget Impact:

None,

Cost Analysis:

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

Capital Funding Request

986	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Construction	\$180,000	\$0	\$0	\$0	\$0	\$180,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Totals	\$220,000	\$0	\$0	\$0	\$0	\$220,000
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:

estimates received from the designer as well as our own cost estimates of the cost to install RRFB's



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

Project Name: Pleasant Street sidewalk **Date:** 02-Oct-15
Project ID Number: 987 **Revision Date:** 28-Oct-15
Submitted By: John Livsey **Department:** Public Works **Priority:** 0
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** jlivsey@lexingtonma.gov

Description of Project:

FY17 - \$175,000 A survey was recently completed and is under evaluation for sidewalk installation. This installation as proposed will complete the sidewalks along Pleasant Street which currently has two gaps. This section of roadway is near numerous destinations for walkers including schools, the Minuteman bikeway, MBTA bus stops, and a local farm. This area was identified as an area an area of high priority for pedestrians in the report on sidewalk conditions recently completed by Fay, Spofford, and Thorndike. This funding would be used to construct the sidewalk along Pleasant street in the areas that currently have no sidewalk.

Justification/Benefit:

This will improve pedestrian accommodations and safety in this area. The additional sidewalks will allow for more mobility for pedestrians in the area and may result in a decrease of vehicular use as well for those with proximate destinations or that want to use the MBTA bus.

Impact if not completed:

Pleasant Street will remain as a disconnected sidewalk restricted access to destinations in the area.

Timeframe:

FY17-FY18

Replace. Freq:

25 Years

Stakeholders:

Residents of Lexington including MBTA users, school children, and other pedestrians in the area.

Operating Budget Impact:

There will be long-term maintenance required and there is a cost to snow removal if it is to be placed on the snow removal list.

Cost Analysis:

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

Capital Funding Request

987	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$14,000	\$0	\$0	\$0	\$0	\$14,000
Construction	\$140,000	\$0	\$0	\$0	\$0	\$140,000
Equipment	\$21,000	\$0	\$0	\$0	\$0	\$21,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$175,000	\$0	\$0	\$0	\$0	\$175,000
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:

Cost estimates were put together by engineering based on recent sidewalk installation bids including Contract 15-59 Concord Ave sidewalk



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

Project Name: Staging for Special Events **Date:** 14-Oct-15

Project ID Number: 1002 **Revision Date:**

Submitted By: D. Pinsonneault **Department:** Public Works **Priority:** 0

First Year Submission? **Phone #:** 781-274-8350 **E-mail:** dpinson@lexingtonma.gov

Description of Project:

FY17 - \$60,000. Request is to fund the purchase of two (2) staging units to be used at Town special events including Patriot's Day and for events at the Community Center. These new staging units would replace the borrowed trailers we use from Waltham which are unstable, more difficult to move and are subject to availability for our events.

Justification/Benefit:

The Town has had to rely on borrowing wagon trailers from Waltham to use for the Patriot's Day events. The units are not accessible, are becoming unstable and are harder to acquire. They are also not available to be used for any other town events or programs. New staging would allow for access by persons with disabilities, provide a more stable and safer seating/viewing area and be more readily available for town events and programs.

Impact if not completed:

If the Town did not purchase the staging units safety of the people using the wagon trailers would continue to be an issue as would non access by persons with disabilities.

Timeframe:

Purchase in the Summer of 2016.

Replace. Freq:

0 Years

Stakeholders:

Town residents, Celebrations Committee, Community Center and other town groups.

Operating Budget Impact:

minimal impact

Cost Analysis:

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

Capital Funding Request

1002	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	\$60,000	\$0	\$0	\$0	\$0	\$60,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$60,000	\$0	\$0	\$0	\$0	\$60,000
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:

Estimate from the Stage Depot.



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

Project Name: Pelham Road School accesibility analysis **Date:** 15-Oct-15
Project ID Number: 1008 **Revision Date:** 28-Oct-15
Submitted By: John Livsey **Department:** Public Works **Priority:** 0
First Year Submission? **Phone #:** 781-274-8305 **E-mail:** ilivsey@lexingtonma.gov

Description of Project:

FY17 - \$150,000 This funding would allow for a thorough analysis of access and egress potential of the Pelham Road site as well as design of selected alternatives. This would include vehicular, bus, and emergency access as well as pedestrian accessibility to the community center from the site. Sight distance and safety will also be critical aspects of this analysis and design.

Justification/Benefit:

There are critical site accesibility issues that need to be reviewed and addressed to determine if this is a valid and safe site to establish a school.

Impact if not completed:

A solid understanding on the infrstructure needs around the Pelham Road site will not be understood.

Timeframe:

FY17

Replace. Freq:

20 Years

Stakeholders:

Lexington residents, Facilities and School department, Public Safety Departments

Operating Budget Impact:**Cost Analysis:**

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

Capital Funding Request

1008	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$150,000	\$0	\$0	\$0	\$0	\$150,000
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:

Cost estimate is based on experience with Engineering design projects and discussions with consultants experienced in similar work.



Department of Public Works Requested Budget
Fiscal Year 2017

Water and Sewer Enterprise Fund Budgets

Submitted by:
William Hadley, Director of Public Works

Board of Selectmen Presentation
November 30, 2015



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

3600 Water Enterprise

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

Budget Overview:

The FY 2017 budget request for the Water Enterprise Fund is \$10,626,841. This is an increase of \$603,890, or 6.03% over the FY2016 budget. This increase is driven primarily by a projection of the increase in the Town's annual MWRA assessment. A preliminary FY2017 assessment will be issued in February by the MWRA Board of Directors to be followed by final assessment in June 2016. Compensation is increasing by \$3,539 or 0.51%. The expense request is \$390,900, \$1500 or 0.4% more than FY16. Indirect payments to the General Fund are preliminarily shown as increasing 3%, with final numbers pending the completion of an Indirect Cost Study by the Finance Department. Debt service numbers are preliminary as well.

The Water Division maintains and repairs the water system which delivers water to Lexington homes and businesses. The system has been operated as an enterprise fund since 1988, which means that fees charged to customers are calculated to cover all operating and capital expenses. These expenses include the purchase of the water from the Massachusetts Water Resources Authority (MWRA) and the operating expenses of the Water Division.

The Water Division has a three-block inclining rate structure to encourage water conservation. As a customer uses more water, the water rate increases. Customers are billed twice per year based on water consumption from which a sewer charge is determined.

Division Goals:

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

Program Improvement Requests:

Disposal of Excavated Material.



Town of Lexington

FY 2016 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3600

Water Enterprise

Budget Summary

Funding Sources	FY2014 Actual	FY2015 Actual	FY2016 Estimate	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -	-
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	-
Retained Earnings	\$ 500,000	\$ 500,000	\$ 275,000	\$ 150,000	\$ (125,000)	0.00%
User Charges	\$ 8,971,238	\$ 9,440,624	\$ 9,448,950	\$ 10,177,841	\$ 728,891	7.71%
Connection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Investment Income	\$ 7,676	\$ 7,492	\$ 7,500	\$ 7,500	\$ -	0.00%
Fees & Charges	\$ 293,335	\$ 331,629	\$ 291,500	\$ 291,500	\$ -	0.00%
Total 3600 Water Enterprise	\$ 9,772,249	\$ 10,279,745	\$ 10,022,950	\$ 10,626,841	\$ 603,891	6.03%

Appropriation Summary	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 626,677	\$ 593,594	\$ 695,679	\$ 699,218	\$ 3,539	0.51%
Expenses	\$ 395,016	\$ 386,371	\$ 389,400	\$ 390,900	\$ 1,500	0.39%
Debt	\$ 1,258,627	\$ 1,378,688	\$ 1,344,114	\$ 1,246,493	\$ (97,621)	-7.26%
MWRA	\$ 5,555,065	\$ 6,035,893	\$ 6,695,144	\$ 7,364,658	\$ 669,514	10.00%
Indirects	\$ 665,848	\$ 789,275	\$ 898,614	\$ 925,572	\$ 26,958	3.00%
Total 3600 Water Enterprise	\$ 8,501,234	\$ 9,183,821	\$ 10,022,950	\$ 10,626,841	\$ 603,890	6.03%

Program Summary	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Total 3610 Water Operations	\$ 2,280,321	\$ 2,358,653	\$ 2,429,192	\$ 2,336,611	\$ (92,582)	-3.81%
Total 3620 MWRA	\$ 5,555,065	\$ 6,035,893	\$ 6,695,144	\$ 7,364,658	\$ 669,514	10.00%
Indirects	\$ 665,848	\$ 789,275	\$ 898,614	\$ 925,572	\$ 26,958	3.00%
Total 3600 Water Enterprise	\$ 8,501,234	\$ 9,183,821	\$ 10,022,950	\$ 10,626,841	\$ 603,890	6.03%

Object Code Summary	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 498,974	\$ 444,411	\$ 554,783	\$ 551,907	\$ (2,876)	-0.52%
Overtime	\$ 127,704	\$ 149,183	\$ 140,896	\$ 147,311	\$ 6,415	4.55%
Personal Services	\$ 626,677	\$ 593,594	\$ 695,679	\$ 699,218	\$ 3,539	0.51%
Contractual Services	\$ 120,239	\$ 158,228	\$ 188,900	\$ 189,900	\$ 1,000	0.53%
Utilities	\$ 10,993	\$ 13,025	\$ 5,500	\$ 5,500	\$ -	0.00%
Supplies	\$ 251,794	\$ 188,934	\$ 161,000	\$ 161,500	\$ 500	0.31%
Small Capital	\$ 11,990	\$ 26,184	\$ 34,000	\$ 34,000	\$ -	0.00%
Expenses	\$ 395,016	\$ 386,371	\$ 389,400	\$ 390,900	\$ 1,500	0.39%
Debt	\$ 1,258,627	\$ 1,378,688	\$ 1,344,114	\$ 1,246,493	\$ (97,621)	-7.26%
MWRA	\$ 5,555,065	\$ 6,035,893	\$ 6,695,144	\$ 7,364,658	\$ 669,514	10.00%
Indirects	\$ 665,848	\$ 789,275	\$ 898,614	\$ 925,572	\$ 26,958	3.00%
Total 3600 Water Enterprise	\$ 8,501,234	\$ 9,183,821	\$ 10,022,950	\$ 10,626,841	\$ 603,890	6.03%



Town of Lexington
 FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works **3600** Water Enterprise

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Recommended
Supt of Water & Sewer	0.5	0.5	0.5	0.5
Crew Chief	2	2	2	2
Grader-Shovel Operator	1	1	1	1
Leadman/Cross Connector Inspector	2	2	2	2
Heavy Equipment Operator	4	4	4	4
Laborer-Truck Driver	1	1	1	1
Department Clerk	0.2	0.2	0.2	0.2
Meter Reader/Laborer	0	0	0	0
Total FTE	10.7	10.7	10.7	10.7
Total Full/Part Time	10 FT/2 PT	10 FT/2 PT	10 FT/2 PT	10 FT/2 PT



Town of Lexington
FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works **Subprogram:** 3600 Water Enterprise
Element: 3610 Water Operations

Budget Description:

The Water Operations Compensation budget funds one half of the Superintendent's salary and one fifth of a DPW clerk's salary, along with the wages of 10 Water Division employees. The Water Division is requesting Compensation of \$699,218 which is a slight increase of \$3,539 or 0.5% from FY16. The Expense request of \$390,900 which is \$1500 or .04% more than FY16. This slight increase is due to an aggressive program on training and licensing. Please note that debt service is subject to change for FY2017 as the impact of the proposed FY17 water capital budget is evaluated.

Water staff works with the Water / Sewer Abatement Board.

Division Goals:

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

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW WATER REG WAGES	\$ 495,054	\$ 443,611	\$ 545,483	\$ 542,207	\$ (3,276)	-0.6%
51130	OT WATER OVERTIME	\$ 127,704	\$ 149,183	\$ 140,896	\$ 147,311	\$ 6,415	4.6%
51144	SW LONGEVITY	\$ -	\$ -	\$ 4,200	\$ 4,600	\$ 400	9.5%
51150	REGULAR PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51151	SW SEASONAL PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51512	SW STIPENDS	\$ 3,920	\$ 800	\$ 5,100	\$ 5,100	\$ -	0.0%
Sub-total Compensation		\$ 626,677	\$ 593,594	\$ 695,679	\$ 699,218	\$ 3,539	0.5%
52110	C WATER CONTRACTUAL SVC	\$ 14,092	\$ 46,545	\$ 115,000	\$ 115,000	\$ -	0.0%
52111	C PRINTING/FORMS	\$ 2,851	\$ 2,275	\$ 2,500	\$ 2,500	\$ -	0.0%
52120	C PROFESSIONAL SERVICES	\$ 72,981	\$ 67,098	\$ 30,000	\$ 30,000	\$ -	0.0%
52127	C POLICE DETAILS	\$ 13,830	\$ 23,155	\$ 25,000	\$ 25,000	\$ -	0.0%
52128	C ADVERTISING	\$ 1,547	\$ 5,653	\$ 500	\$ 500	\$ -	-
52142	C EQUIP-SERVICE & REPAIR	\$ 739	\$ 473	\$ 3,000	\$ 3,000	\$ -	0.0%
52152	C EQUIPMENT RENTAL	\$ -	\$ -	\$ 500	\$ 500	\$ -	0.0%
52180	C CATERING/MEALS	\$ 1,209	\$ 161	\$ 1,500	\$ 1,500	\$ -	0.0%
52181	C DRUG & ALCOHOL TESTING	\$ 1,236	\$ 5,765	\$ 500	\$ 500	\$ -	0.0%
52183	C MILEAGE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52185	C POSTAGE & MAILING	\$ 5,128	\$ 1,842	\$ 4,900	\$ 4,900	\$ -	0.0%
52186	C PROFESSIONAL DEVELOPMENT	\$ -	\$ 58	\$ -	\$ -	\$ -	-
52188	C SEMINARS/WORKSHOPS/CONF	\$ 6,627	\$ 5,205	\$ 5,500	\$ 6,500	\$ 1,000	18.2%
52190	C SOFTWARE MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52192	C COMM/NETWORK	\$ -	\$ -	\$ -	\$ -	\$ -	-
52200	U WATER UTILITIES	\$ 2,775	\$ 315	\$ 500	\$ 500	\$ -	-
52201	U ELECTRICITY	\$ 4,288	\$ 5,044	\$ 2,000	\$ 2,000	\$ -	0.0%
52204	U WATER/SEWER	\$ 748	\$ 3,455	\$ -	\$ -	\$ -	-
52206	U TELEPHONE	\$ 1,265	\$ 2,281	\$ 1,000	\$ 1,000	\$ -	0.0%
52207	U MOBILE DEVICES	\$ 1,917	\$ 1,931	\$ 2,000	\$ 2,000	\$ -	0.0%
54100	S WATER SUPPLIES	\$ 6,352	\$ 11,447	\$ 8,000	\$ 8,000	\$ -	0.0%
54111	S OFFICE SUPPLIES	\$ 101	\$ 89	\$ 500	\$ 500	\$ -	0.0%
54113	S MEMBERSHIP/DUES/LICENSES & SUPP	\$ 1,732	\$ 957	\$ 1,000	\$ 1,500	\$ 500	50.0%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 7,750	\$ 5,353	\$ 5,500	\$ 5,500	\$ -	0.0%
54161	S CHEMICALS & CLEANING SUPP	\$ 40	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
54162	S MOTORS/PUMPS	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	0.0%
54163	S PIPES & FITTINGS	\$ 28,071	\$ 32,434	\$ 30,000	\$ 30,000	\$ -	0.0%
54166	S TOOLS/LUMBER/HARDWARE SUPPLIES	\$ 8,729	\$ 7,726	\$ 6,000	\$ 6,000	\$ -	0.0%
54171	S PAVING SUPPLIES & MAT	\$ 18,160	\$ 66,085	\$ 40,000	\$ 40,000	\$ -	0.0%
54174	S VEHICLE PARTS	\$ -	\$ -	\$ -	\$ -	\$ -	-
54175	S HYDRANTS & METERS	\$ 161,201	\$ 64,741	\$ 60,000	\$ 60,000	\$ -	0.0%
54176	S SAND & GRAVEL	\$ 19,658	\$ 103	\$ 7,500	\$ 7,500	\$ -	0.0%
54500	SC WATER SMALL EQUIP	\$ 588	\$ 754	\$ 6,000	\$ 6,000	\$ -	0.0%
54707	SC VEHICLES	\$ 11,402	\$ 25,430	\$ 28,000	\$ 28,000	\$ -	0.0%
Sub-total Expenses		\$ 395,016	\$ 386,371	\$ 389,400	\$ 390,900	\$ 1,500	0.4%
59100	WATER LT DEBT PRINCIPAL	\$ 983,725	\$ 1,126,728	\$ 1,117,685	\$ 1,246,493	\$ 128,808	12%
59150	WATER LT DEBT INTEREST	\$ 268,919	\$ 251,961	\$ 226,429	\$ -	\$ (226,429)	-100%
59160	WATER INT ON TEMPORARY LOANS	\$ 2,651	\$ -	\$ -	\$ -	\$ -	-
59170	WATER REPAYMENT ON TEMP LOANS	\$ -	\$ -	\$ -	\$ -	\$ -	-
59180	WATER ISSUANCE COSTS	\$ 3,332	\$ -	\$ -	\$ -	\$ -	-
Sub-total Debt		\$ 1,258,627	\$ 1,378,688	\$ 1,344,114	\$ 1,246,493	\$ (97,621)	-7.3%
Total 3610 Water Operations		\$ 2,280,321	\$ 2,358,653	\$ 2,429,192	\$ 2,336,611	\$ (92,582)	-3.8%



Town of Lexington
 FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works **Subprogram:** 3600 Water Enterprise
Element: 3620 Water MWRA

Budget Description:

Lexington belongs to the Massachusetts Water Resource Authority (MWRA) from which it purchases almost two billion gallons of water each year. The Town provides this water to approximately 99.8% of Lexington residences and businesses.

The FY2017 MWRA assessment is shown as a 10% 'placeholder' at this time. The preliminary FY2017 assessment will be known in February, with the final assessment being approved by the MWRA Board of Directors in June 2016.

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
52170	WATER MWRA	\$ 5,555,065	\$ 6,035,893	\$ 6,695,144	\$ 7,364,658	\$ 669,514	10.00%
<i>Sub-total MWRA</i>		<i>\$ 5,555,065</i>	<i>\$ 6,035,893</i>	<i>\$ 6,695,144</i>	<i>\$ 7,364,658</i>	<i>\$ 669,514</i>	<i>10.00%</i>
Total 3620 MWRA		\$ 5,555,065	\$ 6,035,893	\$ 6,695,144	\$ 7,364,658	\$ 669,514	10.00%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Sewer Enterprise

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

Budget Overview:

The FY 2017 budget request for the Sewer Enterprise Fund is \$10,106,711. This is an overall increase of \$955,157 or 10.44% compared to the FY 2016 budget. This increase is driven primarily by a projection of the increase in the Town's annual MWRA assessment. A preliminary FY2017 assessment will be issued in February by the MWRA Board of Directors to be followed by final assessment in June 2016. Compensation is increasing by \$1,317 or 0.44% from 2016. Expenses are the same as the FY16 appropriation. Indirect payments to the General Fund are preliminarily shown as increasing 3%, with final numbers pending the completion of an Indirect Cost Study by the Finance Department. Debt service numbers are preliminary.

The Sewer Division maintains the entire sewer system, which serves 99% of Town residences, and insures the safe and proper discharge of the Town's wastewater. Sewer rates are calculated to recover all costs associated with the disposal of sewage, operating expenses and indirect costs of the Sewer Division. This system has operated as an enterprise fund since 1988, which means that fees charged to customers are calculated to cover all operating and capital expenses. Customer sewer rates are determined based on water usage over the same period.

Division Goals:

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

PROGRAM IMPROVEMENT REQUESTS

Disposal of Excavated Material.



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3700 Sewer Enterprise

Budget Summary

Funding Sources	FY2014 Actual	FY2015 Actual	FY2016 Estimate	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Retained Earnings	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ -	---
User Charges	\$ 9,449,498	\$ 9,313,395	\$ 8,831,553	\$ 9,786,711	\$ 955,158	10.82%
Connection Fees	\$ 3,334	\$ 1,802	\$ -	\$ -	\$ -	---
Investment Income	\$ 7,056	\$ 6,241	\$ 6,000	\$ 6,000	\$ -	0.00%
Fees & Charges	\$ 541,778	\$ 554,798	\$ 314,000	\$ 314,000	\$ -	0.00%
Total 3700 Sewer Enterprise	\$ 10,101,666	\$ 9,926,236	\$ 9,151,553	\$ 10,106,711	\$ 955,158	10.44%

Appropriation Summary	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 174,223	\$ 217,497	\$ 296,917	\$ 298,234	\$ 1,317	0.44%
Expenses	\$ 336,397	\$ 334,817	\$ 345,650	\$ 345,650	\$ -	0.00%
Debt	\$ 1,112,818	\$ 1,199,243	\$ 1,060,456	\$ 1,224,565	\$ 164,109	15.48%
MWRA	\$ 7,014,300	\$ 7,177,387	\$ 6,970,176	\$ 7,745,557	\$ 775,381	11.12%
Indirects	\$ 450,116	\$ 465,030	\$ 478,354	\$ 492,705	\$ 14,351	3.00%
Total 3700 Sewer Enterprise	\$ 9,087,854	\$ 9,393,974	\$ 9,151,553	\$ 10,106,711	\$ 955,157	10.44%

Program Summary	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Total 3710 Sewer Enterprise	\$ 1,623,438	\$ 1,751,557	\$ 1,703,023	\$ 1,868,449	\$ 165,426	9.71%
Total 3720 MWRA	\$ 7,014,300	\$ 7,177,387	\$ 6,970,176	\$ 7,745,557	\$ 775,381	11.12%
Indirects	\$ 450,116	\$ 465,030	\$ 478,354	\$ 492,705	\$ 14,351	3.00%
Total 3700 Sewer Enterprise	\$ 9,087,854	\$ 9,393,974	\$ 9,151,553	\$ 10,106,711	\$ 955,157	10.44%

Object Code Summary	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 142,464	\$ 166,303	\$ 231,972	\$ 230,334	\$ (1,639)	-0.71%
Overtime	\$ 31,760	\$ 51,194	\$ 64,944	\$ 67,900	\$ 2,956	4.55%
<i>Personal Services</i>	\$ 174,223	\$ 217,497	\$ 296,917	\$ 298,234	\$ 1,317	0.44%
Contractual Services	\$ 99,058	\$ 146,556	\$ 144,900	\$ 144,900	\$ -	0.00%
Utilities	\$ 100,975	\$ 137,161	\$ 119,500	\$ 119,500	\$ -	0.00%
Supplies	\$ 124,979	\$ 38,241	\$ 67,750	\$ 67,750	\$ -	0.00%
Small Capital	\$ 11,385	\$ 12,859	\$ 13,500	\$ 13,500	\$ -	0.00%
<i>Expenses</i>	\$ 336,397	\$ 334,817	\$ 345,650	\$ 345,650	\$ -	0.00%
Debt	\$ 1,112,818	\$ 1,199,243	\$ 1,060,456	\$ 1,224,565	\$ 164,109	15.48%
MWRA	\$ 7,014,300	\$ 7,177,387	\$ 6,970,176	\$ 7,745,557	\$ 775,381	11.12%
Indirects	\$ 450,116	\$ 465,030	\$ 478,354	\$ 492,705	\$ 14,351	3.00%
Total 3700 Sewer Enterprise	\$ 9,087,854	\$ 9,393,974	\$ 9,151,553	\$ 10,106,711	\$ 955,157	10.44%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3700 Sewer Enterprise

	FY 2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Request
Supt of Water & Sewer	0.5	0.5	0.5	0.5
Crew Chief	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Department Clerk	0.2	0.2	0.2	0.2
Seasonal Clerk	0.4	0.4	0.4	0.4
Seasonal Laborer	0.3	0.3	0.3	0.3
Total FTE	4.4	4.4	4.4	4.4

Total Full/Part Time	3 FT/4 PT	3 FT/4 PT	3 FT/4 PT	3 FT/4 PT
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Explanatory Notes:

Seasonal Clerk works out of the Engineering Office but is funded by Sewer Enterprise.



Departmental Budget Requests

Program: 3000 Public Works
Element: 3710 Sewer Operating Expenses
Budget Description:

Subprogram: 3700 Sewer Enterprise

The Sewer Operation Expense budget funds one half of the Superintendent's salary and one fifth of a DPW clerk's salary, along with the wages of 3 Sewer division employees and two seasonal employees.

The Sewer division is requesting Compensation of \$298,234 which is \$1,317 or a 0.44% increase from the FY16 appropriation. The Expense request of \$345,650 is the same as the FY16 appropriation. Debt service numbers are preliminary.

Sewer staff works with the Water / Sewer Abatement Board.

Division Goals:

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

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW SEWER REG WAGES	\$ 133,637	\$ 157,743	\$ 203,144	\$ 201,445	\$ (1,699)	-0.84%
51130	OT SEWER OVERTIME	\$ 31,760	\$ 51,194	\$ 64,944	\$ 67,900	\$ 2,956	4.55%
51144	SW LONGEVITY	\$ -		\$ 1,800	\$ 1,800	\$ -	0.00%
51150	SW REGULAR PART-TIME WAGES	\$ 5,734		\$ 17,948	\$ 18,188	\$ 240	1.34%
51151	SW SEASONAL PART-TIME WAGES	\$ 3,092	\$ 8,560	\$ 7,380	\$ 7,200	\$ (180)	-2.44%
51512	SW STIPENDS	\$ -		\$ 1,700	\$ 1,700	\$ -	0.00%
Sub-total Compensation		\$ 174,223	\$ 217,497	\$ 296,917	\$ 298,234	\$ 1,317	0.44%
52110	C SEWER CONTRACT SVC	\$ 17,002	\$ 109,743	\$ 65,000	\$ 65,000	\$ -	0.00%
52111	C PRINTING/FORMS	\$ 2,851	\$ 2,759	\$ 5,000	\$ 5,000	\$ -	0.00%
52120	C PROFESSIONAL SERVICES	\$ 38,293	\$ 23,601	\$ 33,000	\$ 33,000	\$ -	0.00%
52127	C POLICE DETAILS	\$ 1,683	\$ 704	\$ 2,000	\$ 2,000	\$ -	0.00%
52128	C ADVERTISING	\$ 91	\$ 939	\$ 400	\$ 400	\$ -	-
52141	C FACILITY SERVICE & REPAIR	\$ 30,804	\$ 2,350	\$ 25,000	\$ 25,000	\$ -	0.00%
52142	C EQUIP-SERVICE & REPAIR	\$ 739	\$ 2,223	\$ 2,500	\$ 2,500	\$ -	0.00%
52152	C EQUIPMENT RENTAL	\$ -	\$ -	\$ 500	\$ 500	\$ -	0.00%
52180	C CATERING/MEALS	\$ 1,243	\$ 48	\$ 500	\$ 500	\$ -	0.00%
52181	C DRUG TESTING	\$ 149	\$ 5	\$ 500	\$ 500	\$ -	0.00%
52183	C MILEAGE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52185	C POSTAGE & MAILING	\$ 5,128	\$ 1,955	\$ 5,000	\$ 5,000	\$ -	0.00%
52186	C PROF DEV & TRAINING	\$ -	\$ 60	\$ 1,500	\$ 1,500	\$ -	0.00%
52187	C TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52188	C SEMINARS/WORKSHOPS/CONF.	\$ 1,076	\$ 2,169	\$ 1,500	\$ 1,500	\$ -	0.00%
52189	C AUDIT	\$ -	\$ -	\$ -	\$ -	\$ -	-
52190	C SOFTWARE MAINTENANCE	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	0.00%
52192	C COMMUNICATIONS & NETWORK SUPP	\$ -	\$ -	\$ -	\$ -	\$ -	-
52200	U SEWER UTILITIES	\$ 1,246	\$ 1,495	\$ -	\$ -	\$ -	-
52201	U ELECTRICITY	\$ 96,011	\$ 132,216	\$ 115,000	\$ 115,000	\$ -	0.00%
52203	U NATURAL GAS	\$ -	\$ -	\$ -	\$ -	\$ -	-
52204	U WATER/SEWER	\$ 895	\$ 1,278	\$ -	\$ -	\$ -	-
52206	U TELEPHONE	\$ 1,896	\$ 1,211	\$ 1,000	\$ 1,000	\$ -	0.00%
52207	U MOBILE DEVICES	\$ 927	\$ 962	\$ 3,500	\$ 3,500	\$ -	0.00%
54100	S SEWER SUPPLIES	\$ 4,001	\$ 9,385	\$ 8,000	\$ 8,000	\$ -	0.00%
54111	S OFFICE SUPPLIES	\$ 289	\$ -	\$ 500	\$ 500	\$ -	0.00%
54113	S MEMBERSHIP/DUES/LICENSES & SUB	\$ 388	\$ 80	\$ 750	\$ 750	\$ -	0.00%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 3,017	\$ 2,704	\$ 2,500	\$ 2,500	\$ -	0.00%
54161	S CHEMICALS & CLEANING SUPPLIES	\$ 6,142	\$ 1,567	\$ 13,000	\$ 13,000	\$ -	0.00%
54162	S MOTORS/PUMPS	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	0.00%
54163	S PIPES & FITTINGS	\$ 494	\$ 2,144	\$ 3,000	\$ 3,000	\$ -	0.00%
54166	S TOOLS/LUMBER/HARDWARE SUPPLIES	\$ 12,150	\$ 2,829	\$ 1,000	\$ 1,000	\$ -	0.00%
54171	S PAVING SUPPLIES & MATERIALS	\$ -	\$ 3,000	\$ 5,000	\$ 5,000	\$ -	0.00%
54174	S VEHICLE PARTS	\$ -	\$ 855	\$ -	\$ -	\$ -	-
54175	S HYDRANTS AND METERS	\$ 82,853	\$ 15,676	\$ 30,000	\$ 30,000	\$ -	-
54176	S SAND & GRAVEL	\$ 15,645	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%
54500	SC SEWER SMALL EQUIP	\$ -	\$ 359	\$ 500	\$ 500	\$ -	0.00%
54706	SC OFFICE EQUIPMENT	\$ -	\$ -	\$ 500	\$ 500	\$ -	0.00%
54707	SC VEHICLES	\$ 11,385	\$ 12,500	\$ 12,500	\$ 12,500	\$ -	0.00%
Sub-total Expenses		\$ 336,397	\$ 334,817	\$ 345,650	\$ 345,650	\$ -	0.00%
59100	SEWER LONG TERM DEPT PRIN	\$ 914,622	\$ 994,160	\$ 831,552	\$ 1,224,565	\$ 393,013	47.26%
59150	SEWER LONG TERM DEBT INT	\$ 191,484	\$ 198,414	\$ 177,904	\$ (177,904)	\$ (177,904)	-100.00%
59160	INT ON TEMPORARY LOANS	\$ 897	\$ 1,425	\$ 45,000	\$ (45,000)	\$ (45,000)	-100.00%
59170	REPAYMENT ON TEMPORARY LOANS	\$ -	\$ -	\$ -	\$ -	\$ -	-
59180	ISSUANCE COSTS	\$ 5,816	\$ 5,243	\$ 6,000	\$ (6,000)	\$ (6,000)	-
Sub-total Debt		\$ 1,112,818	\$ 1,199,243	\$ 1,060,456	\$ 1,224,565	\$ 164,109	15.48%
Total 3710 Sewer Enterprise		\$ 1,623,438	\$ 1,751,557	\$ 1,703,023	\$ 1,868,449	\$ 165,426	9.71%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 3000 Public Works **Subprogram:** 3700 Sewer Enterprise
Element: 3720 MWRA

Budget Description:

The Town of Lexington pays the Massachusetts Water Resource Authority (MWRA) to treat and dispose of the Town's sewage.

The FY2017 MWRA assessment is shown as a 11.12% 'placeholder' at this time. The preliminary FY2017 assessment will be known in February, with the final assessment being approved by the MWRA Board of Directors in June 2016.

Budget Data (by Object Code)

Object	Description	FY2013 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
52170	MWRA	\$ 7,014,300	\$ 7,177,387	\$ 6,970,176	\$ 7,745,557	\$ 775,381	11.12%
<i>Sub-total MWRA</i>		\$ 7,014,300	\$ 7,177,387	\$ 6,970,176	\$ 7,745,557	\$ 775,381	11.12%
Total 3720 MWRA		\$ 7,014,300	\$ 7,177,387	\$ 6,970,176	\$ 7,745,557	\$ 775,381	11.12%

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department:	Public Works
Program:	3000 Public Works
Element:	600 Sewer & 610 Water Enterprise Funds
Accounting Dept #:	Water 45102 & Sewer 44202
Supplemental Title:	Disposal of Excavated Material

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>				
52110	Water		\$13,125	\$13,125
52110	Sewer		\$1,875	\$1,875
_____	_____			\$0
_____	_____			\$0
TOTAL		\$0	\$15,000	\$15,000

PURPOSE / DESCRIPTION OF REQUEST

This Program Improvement Request is to dispose of excavated material such as mixed gravel, roadway asphalt and possibly organics, due to the possible reduction of space at the Hartwell Ave Landfill when the solar array is installed. With less space available for storage/recycling of material, the material excavated from water breaks, sewer breaks, hydrant repairs, etc. will have to be trucked out of Lexington to an appropriate vendor. The cost is based on disposal of 400 cubic yards of material @ \$37.50 per cubic yard (higher cost per cubic yard due to being a mixed material).

SERVICE IMPLICATION

Failure to support this request will result in an excess of excavated material from water leak repairs, hydrant replacements and repairs and sewer system repairs without a proper location for storage and will likely impact the landfill operations.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Library Budget Presentation

PRESENTER:

Koren Stembridge, Cary Library
Director

ITEM NUMBER:

2.

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2015

9:30 AM

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Library Requested Budget FY17	Presentation



Library Requested Budget
Fiscal Year 2017

Submitted by:
Koren Stembridge, Library Director

Board of Selectmen Presentation
November 30, 2015



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation

Subprogram: 5100 Cary Memorial Library

Mission:

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

Budget Overview:

The Library's FY17 Budget Request is for \$2,452,650 to be supported from town funds. This request reflects a \$78,355 or 3.3% increase over FY16's budget of \$2,374,295. The Library's FY17 total operational budget is level service budget.

Cary Memorial Library is comprised of three divisions, or elements:

General and Technical Services - includes the administrative staff as well as the supply, equipment, and network membership costs.

Adult Services - includes all adult library, technology, and bibliographic services staff as well as adult, teen, and audiovisual materials.

Children's Services - reflects all children's library staff and also includes library materials for children.

Budget Issues and Updates:

The Cary Library continues to be one of the top-performing libraries in the state, ranked 6th after the much larger communities of Boston, Cambridge, Brookline, Newton, and Worcester. In FY15 there were 516,000+ visits to the library, and patrons borrowed 828,514 items (up from 814,678 in FY14). Use of the library's WIFI increased seven-fold after the system was upgraded. Meeting room reservations, study room usage, museum passes borrowed, and downloads of eBooks and other digital content continue to grow in response to demand. In FY15, 177 volunteers gave 5,345 hours of time to the library.

All Massachusetts public libraries have a State certification requirement to meet a set standard for materials acquisition each year. This standard is currently 13% of the library's appropriated municipal income for the Library. In FY15 the Town funded about 48% of the funds needed to meet the standard (with the remaining 52% raised through fines collected and gifts from the Friends and Foundation). In FY16, the library received a significant increase from the Town in its materials line. In FY16, the portion of the materials budget funded by the Town will approach 75%. The FY17 level services budget includes increases to the book budget sufficient to maintain the Town's contribution to the materials budget at 75%.

Program Improvement Requests:

The Cary Library is submitting a Program Improvement Request to purchase two screens (one fixed, one mobile) with "clickshare" technology to enable group collaborations using multiple devices.

Program Improvement Requests:

	Division	FY 2017 Requested
Two screen/clickshare combos for technology collaboration		\$ 7,003
<i>Total 5000 Library by type of request</i>		\$ 7,003
Compensation		
Benefits		
Expenses		\$ 7,003
<i>Total 5000 Library by category of spending</i>		\$ 7,003



Town of Lexington

FY 2017 Budget Development

Program: 5000 Culture & Recreation

Subprogram: 5100 Cary Memorial Library

Strategic Directions

Books and Information

We build and maintain a collection to reflect community needs and expectations, to include varying points of view, and to respond to changing interests and demographics. We keep abreast of an ever-evolving variety of materials and do our best to provide the content you want in the format you prefer.

People and Connections

We foster connections by helping you find exactly what you need and by putting you in touch with the intellectual and creative resources of our community. Our staff provides personal service both in the library and online.

Ideas and Inspiration

We are more than a place where books are stored; we are a place where ideas are created, discovered, and shared. We know that you are inspired by more than words on a page - you find value in music, art, multimedia, and all forms of expression. We provide a venue to find and explore content, and also to create and share it.

Technology and Innovation

The world is changing and the ways in which you experience books, gather information, and create content will continue to evolve. We will help you navigate these changes, explore new formats, and experiment with innovative devices in an environment where both experts and novices are welcome.

Generations and Cultures

Our collections, services, and programs reflect the broad and deep interests of our community. We strive to be responsive to your needs across generations and cultures.

Individual and Community

We are a vibrant, bustling facility located in the heart of Lexington. We provide you with quiet space to read, write, and think as well as space to talk, laugh, and learn together.



Cary Memorial Library *Online*

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual
Municipal Budget	\$ 2,015,196	\$ 2,144,832	\$ 2,137,906
Trustees/Fines and Fees	\$ 97,402	\$ 86,734	\$ 66,498
Trustees/Endowment			
Total Trustee Budget	\$ 97,402	\$ 86,734	\$ 66,498
Gifts from Foundation and Friends	\$ 244,444	\$235,582	\$265,568
State Aid	\$ 39,263	\$ 39,714	\$ 47,509
	\$ 2,396,305	\$ 2,506,862	\$ 2,517,481

Funding Sources	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 2,144,832	\$ 2,137,906	\$ 2,374,295	\$ 2,452,650	\$ 78,355	3.30%
Total 5100 Library	\$ 2,144,832	\$ 2,137,906	\$ 2,374,295	\$ 2,452,650	\$ 78,355	3.30%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 1,887,828	\$ 1,866,567	\$ 1,988,796	\$ 2,051,126	\$ 62,330	3.13%
Expenses	\$ 257,004	\$ 271,339	\$ 385,499	\$ 401,524	\$ 16,025	4.16%
Total 5100 Library	\$ 2,144,832	\$ 2,137,906	\$ 2,374,295	\$ 2,452,650	\$ 78,355	3.30%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Total 5110 General & Technical Services	\$ 394,997	\$ 397,396	\$ 428,974	\$ 444,747	\$ 15,773	3.68%
Total 5120 Adult Library	\$ 1,358,525	\$ 1,326,903	\$ 1,481,632	\$ 1,443,969	\$ (37,663)	-2.54%
Total 5130 Children's Library	\$ 391,310	\$ 413,607	\$ 463,689	\$ 563,935	\$ 100,245	21.62%
Total 5100 Library	\$ 2,144,832	\$ 2,137,906	\$ 2,374,295	\$ 2,452,650	\$ 78,355	3.30%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,844,910	\$ 1,821,736	\$ 1,945,796	\$ 2,007,266	\$ 61,470	3.16%
Overtime (Sunday Premium)	\$ 42,918	\$ 44,831	\$ 43,000	\$ 43,860	\$ 860	2.00%
<i>Personal Services</i>	<i>\$ 1,887,828</i>	<i>\$ 1,866,567</i>	<i>\$ 1,988,796</i>	<i>\$ 2,051,126</i>	<i>\$ 62,330</i>	<i>3.13%</i>
Contractual Services	\$ 79,529	\$ 82,459	\$ 91,031	\$ 95,831	\$ 4,800	5.27%
Utilities	\$ 9,801	\$ 10,502	\$ 12,200	\$ 12,200	\$ -	0.00%
Supplies	\$ 135,363	\$ 146,426	\$ 246,268	\$ 257,493	\$ 11,225	4.56%
Small Capital	\$ 32,310	\$ 31,952	\$ 36,000	\$ 36,000	\$ -	0.00%
Expenses	\$ 257,004	\$ 271,339	\$ 385,499	\$ 401,524	\$ 16,025	4.16%
Total 5100 Library	\$ 2,144,832	\$ 2,137,906	\$ 2,374,295	\$ 2,452,650	\$ 78,355	3.30%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation **Subprogram:** 5100 Cary Memorial Library

	FY 2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Recommended
Library Director	1	1	1	1
Assistant Director/Head of Technology	1	1	1	1
Office Manager	1	1	1	1
Head of Adult Services	1	1	1	1
Head of Technology	1	1	0	0
Head of Youth Services	1	1	1	1
Circulation Supervisor	1	1	1	0
Librarians	9	9	10	10
Library Associates	2	2	2	6
Library Technicians	14.6	14.6	14.6	11.3
Adult Pages	1.3	1.3	1.3	1.6
Student Pages	0.6	0.6	0.6	0.6
Total FTE	34.5	34.5	34.5	34.5
Total FT/PT	26FT/22PT	26FT/22PT	26FT/22PT	26FT/22PT



Town of Lexington
FY 2017 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation
Element: 5110 General & Technical Services

Subprogram: 5100 Cary Memorial Library

Budget Description:

General and Technical Services includes three administrative staff as well as general library expenses such as postage, supplies, equipment, and Minuteman Network fees.

This is a level service budget. Increases in excess of \$300 include:

An increase of \$1,500 in contractual services – annual fees for website hosting, copy/scan station, people counter, and RFID system, scheduling software

An increase of \$1,000 in Minuteman Network fees for FY17

A \$2,000 travel budget (for conference travel for one staff person TBD)

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Request	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 251,796	\$ 250,734	\$ 261,039	\$ 272,716	\$ 11,677	4.47%
51120	SW OTHER COMP	\$ -	\$ -			\$ -	-
51144	SW LONGEVITY	\$ 805	\$ 398	\$ 1,000		\$ (1,000)	-
51150	SW REGULAR PT WAGES	\$ -	\$ 882	\$ -			
<i>Sub-total Compensation</i>		<i>\$ 252,600</i>	<i>\$ 252,014</i>	<i>\$ 262,039</i>	<i>\$ 272,716</i>	<i>\$ 10,677</i>	<i>4.07%</i>
52110	C CONTRACTUAL SERVICES	\$ 85	\$ -	\$ 6,531	\$ 8,031	\$ 1,500	-
52111	C PRINTING/FORMS	\$ 3,000	\$ 3,100	\$ 3,100	\$ 3,200	\$ 100	3.23%
52120	C PROFESSIONAL SERVICES	\$ -	\$ -			\$ -	-
52142	C EQUIP-SERVICE & REPAIR	\$ 1,865	\$ 1,161	\$ 1,500	\$ 1,500	\$ -	0.00%
52183	C MILEAGE	\$ 492	\$ 798	\$ 500	\$ 600	\$ 100	20.00%
52184	C BINDING & ARCHIVING	\$ -	\$ -			\$ -	-
52185	C POSTAGE	\$ 2,200	\$ 2,400	\$ 2,400	\$ 2,500	\$ 100	4.17%
52186	C PROF DEV & TRAINING	\$ -	\$ -			\$ -	-
52187	C TRAVEL	\$ -	\$ -		\$ 2,000	\$ 2,000	-
52188	C SEMINARS/WORKSHOPS/CONFERENCES	\$ -	\$ -			\$ -	-
52193	C MINUTEMAN LIBRARY NETWORK	\$ 71,887	\$ 75,000	\$ 77,000	\$ 78,000	\$ 1,000	1.30%
52206	U TELEPHONE	\$ 9,241	\$ 9,292	\$ 11,000	\$ 11,000	\$ -	0.00%
52207	U MOBILE DEVICES	\$ 560	\$ 1,210	\$ 1,200	\$ 1,200	\$ -	-
54100	S SUPPLIES	\$ 20,757	\$ 20,469	\$ 27,704	\$ 28,000	\$ 296	1.07%
54111	S OFFICE SUPPLIES	\$ -	\$ -			\$ -	-
54113	S MEMBERSHIP/DUES/LICENSES & SUB	\$ -	\$ -			\$ -	-
54169	S BOOKS	\$ -	\$ -			\$ -	-
54500	SC SMALL EQUIPMENT	\$ 32,310	\$ 31,952	\$ 36,000	\$ 36,000	\$ -	0.00%
<i>Sub-total Expenses</i>		<i>\$ 142,397</i>	<i>\$ 145,382</i>	<i>\$ 166,935</i>	<i>\$ 172,031</i>	<i>\$ 5,096</i>	<i>3.05%</i>
Total 5110 General & Technical Services		\$ 394,997	\$ 397,396	\$ 428,974	\$ 444,747	\$ 15,773	3.68%



Town of Lexington
FY 2017 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation
Element: 5120 Adult Library

Subprogram: 5100 Cary Memorial Library

Budget Description:

The Adult Library element reflects the cost of personnel providing services to the Adult and Young Adult population, as well as the cost of personnel involved in ordering/receiving/processing of books and the oversight of library technology. Differential costs are paid to staff working after 6:00 PM and on Saturdays. Sunday Premium is paid to staff working on Sundays.

The decrease in the "regular wages" line reflects the reassignment of one position from the Adult Library to the Children's Library.

This is a level service budget with a 5% increase for library materials to capture the rising cost of those materials and to maintain the Town's

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Budget	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 947,534	\$ 880,920	\$ 915,674	\$ 859,233	\$ (56,440)	-6.16%
51120	SW OTHER COMP	\$ 15,008	\$ 14,773	\$ 16,200	\$ 16,524	\$ 324	2.00%
51130	OT OVERTIME	\$ -	\$ 388	\$ -	\$ -	\$ -	-
51131	OT SUNDAY PREMIUM	\$ 33,001	\$ 35,127	\$ 34,000	\$ 34,649	\$ 649	1.91%
51144	SW LONGEVITY	\$ 4,623	\$ 4,508	\$ 5,016	\$ 4,162	\$ (854)	-17.03%
51150	SW REGULAR PART-TIME WAGES	\$ 289,529	\$ 316,186	\$ 345,051	\$ 355,424	\$ 10,373	3.01%
51151	SW SEASONAL PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 1,289,695	\$ 1,251,903	\$ 1,315,941	\$ 1,269,993	\$ (45,948)	-3.49%
52110	C CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52120	C PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52184	C BINDING & ARCHIVING	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	S SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
54168	S AUDIOVISUAL SUPPLIES	\$ 9,348	\$ 8,629	\$ 9,450	\$ 9,923	\$ 473	5.01%
54169	S BOOKS	\$ 59,482	\$ 66,371	\$ 156,241	\$ 164,053	\$ 7,812	5.00%
54170	S PERIODICALS	\$ -	\$ -	\$ -	\$ -	\$ -	-
54500	SC SMALL EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 68,830	\$ 75,000	\$ 165,691	\$ 173,976	\$ 8,285	5.00%
Total 5120 Adult Library		\$ 1,358,525	\$ 1,326,903	\$ 1,481,632	\$ 1,443,969	\$ (37,663)	-2.54%



Town of Lexington
FY 2017 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation
Element: 5130 Children's Library

Subprogram: 5100 Cary Memorial Library

Budget Description:

The Children's' division budget includes personnel costs for staff working in the Children's Room as well as funding for library materials for children. Sunday Premium reflects the additional cost of staffing Sundays from 1:00 PM through 5:00 PM through the school year. Other compensation refers to a differential paid for Saturdays and evenings after 6 PM per contract.

The most of the increase in the "regular wages" line reflects the reassignment of one position from the Adult Library to the Children's Library.

This is a level services budget with a 5% increase for library materials to capture the rising cost of those materials and to maintain the Town's contribution toward materials at the 75% mark achieved in FY16.

Budget Data (by Object Code)

Object		Description	FY2014 Actual	FY2015 Actual	FY2016 Budget	FY2017 Request	Dollar Increase	Percent Increase
51110	SW	REGULAR WAGES	\$ 296,915	\$ 315,794	\$ 330,125	\$ 408,298	\$ 78,173	23.68%
51120	SW	OTHER COMP	\$ 3,620	\$ 3,884	\$ 5,400	\$ 5,508	\$ 108	2.00%
51130	OT	OVERTIME	\$ -	\$ -	\$ -		\$ -	-
51131	OT	SUNDAY PREMIUM	\$ 9,917	\$ 9,316	\$ 9,000	\$ 9,211	\$ 211	2.34%
51144	SW	LONGEVITY	\$ 1,816	\$ 2,209	\$ 2,200	\$ 2,200	\$ -	0.00%
51150	SW	REGULAR PART-TIME WAGES	\$ 33,265	\$ 31,448	\$ 64,091	\$ 83,201	\$ 19,110	29.82%
<i>Sub-total Compensation</i>			\$ 345,533	\$ 362,650	\$ 410,816	\$ 508,418	\$ 97,601	23.76%
52110	C	CONTRACTUAL SERVICES	\$ -	\$ -	\$ -		\$ -	-
54100	S	CHILDREN LIBRARY SUPPLIES	\$ -	\$ -	\$ -		\$ -	-
54168	S	AUDIOVISUAL SUPPLIES	\$ -	\$ -	\$ -		\$ -	-
54169	S	BOOKS	\$ 45,777	\$ 50,957	\$ 52,873	\$ 55,517	\$ 2,644	5.00%
54170	S	PERIODICALS	\$ -	\$ -	\$ -		\$ -	-
54500	SC	SMALL EQUIPMENT	\$ -	\$ -	\$ -		\$ -	-
54706	SC	OFFICE EQUIPMENT	\$ -	\$ -	\$ -		\$ -	-
<i>Sub-total Expenses</i>			\$ 45,777	\$ 50,957	\$ 52,873	\$ 55,517	\$ 2,644	5.00%
Total 5130 Children's Library			\$ 391,310	\$ 413,607	\$ 463,689	\$ 563,935	\$ 100,245	21.62%

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1 of 1

Department: Cary Memorial Library
 Program: 5000 - Culture and Recreation
 Element: 5100 - Cary Memorial Library
 Accounting Dept #:
 Supplemental Title: Technology Capital Request

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>				
54500	Small Equip	\$7,003		\$7,003
				\$0
<u>Benefits</u>				
				\$0
<u>Expenses</u>				
				\$0
				\$0
				\$0
				\$0
TOTAL		\$7,003	\$0	\$7,003

PURPOSE / DESCRIPTION OF REQUEST

The library is requesting two kinds of collaborative technology tools for group work. The Clickshare system allows multiple computers or mobile devices to be shared wirelessly to a single flat screen TV. Clickshare uses an app or USB port remote to transmit the image to a receiver, so it is not limited by display port adapters. The interactive whiteboard allows users to record and share what is drawn in real time.

- SMART Kapp 42" interactive whiteboard (\$894)
- Barco clickshare with 2 buttons (2 @ \$1,941 each)
- Flat Screen TV (2 @ \$726 each)
- Wheeled TV cart (\$775)

SERVICE IMPLICATION

Library users are collaborating and working in groups using mobile devices. It can be challenging for multiple people to share a single device's screen. This request is for collaborative technology that allows users to display several devices onto a single screen. The whiteboard and one flat screen/clickshare combination will be wall mounted on the lower level. The other flat screen/clickshare/cart combination will be mobile for use throughout the building, including study rooms.



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

Project Name: Cary Library Internal Reconfiguration Project **Date:** 02-Oct-15
Project ID Number: 988 **Revision Date:** _____
Submitted By: Koren Stembridge **Department:** Library **Priority** 1
First Year Submission? **Phone #:** 781.862.6288 x 312 **E-mail** kstembridge@lexingtonma.gov

Description of Project:

The Cary Memorial Library, as a follow-up to its 2014 Strategic Planning process, is looking to reconfigure several library spaces to enhance services. The project includes:

- Creating a new Teen Space on the Library's lower level
- Moving Adult Fiction and World Language collections to the main level
- Adding 4 study rooms
- Adding a public engagement space (Idea Wall)
- Reconfiguring the main desk, computers, and copy/print services for better service

Justification/Benefit:

In the afternoons the Cary Library sees an influx of between 100-200 teens who currently utilize multiple areas on the main level. Relocating our Teen Space to the lower level where teens have more freedom to work in groups, and study socially, will mitigate the impact on the main level and in the quiet study areas of the library.

In addition, Cary Library's Chinese collection is one of its high-circulation/title collections. There is also a new interest in other World Languages including Hindi, Bengali, and Korean. This reconfiguration allows us to put these collections on the main level, close to comfortable seating and assistance by the staff.

Reconfiguring the computers/print/copy/check-out functions of the library makes it easier for us to assist people who need help. Putting all of our New Book shelves on wheels will allow us to move furniture/shelves when the library is hosting events - creating a 175 person auditorium space when needed. The new Idea Wall will allow for all kinds of thoughtful, creative, and participatory projects that get neighbors talking to neighbors.

Impact if not completed:

The role of libraries is changing. In addition to providing popular reading, viewing, and listening materials for the public we are increasingly being asked to work as collaborators with individuals and groups interested in building, making, learning, and collaborating. These activities require different, more flexible spaces.

The influx of teens on weekday afternoons deters many people from utilizing the library during those hours. Moving the teens to their own space on the lower level (adding nearly 100 seats to the building) will mitigate that impact.

Timeframe:

Winter - Summer of 2016

Replace. Freq:

0 Years

Stakeholders:

Lexington Residents

Operating Budget Impact:

None expected

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: Cary Library Internal Reconfiguration Project **Date:** 02-Oct-15

Project ID Number: 988 **Revision Date:**

Submitted By: Koren Stembridge **Department:** Library **Priority:** 1

First Year Submission? **Phone #:** 781.862.6288 x 312 **E-mail:** kstembridge@lexingtonma.gov

988	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$850,000	\$0	\$0	\$0	\$0	\$850,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$850,000	\$0	\$0	\$0	\$0	\$850,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

\$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:

Projected cost: \$850,000 from private funds. Design development by Colin Smith and cost projections by Daedalus Projects.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Information Services Budget Presentation

PRESENTER:

Donna Hooper, Chief Information
Officer

ITEM NUMBER:

3.

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

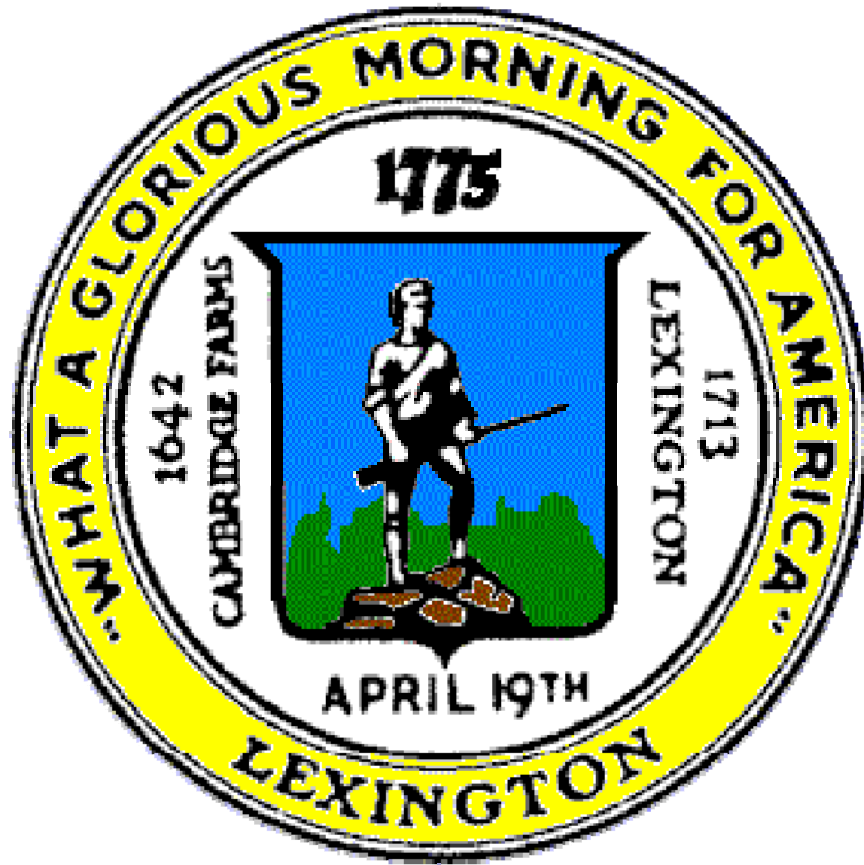
DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2015

9:50 AM

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Information Services Requested Budget FY17	Presentation



Information Services
Requested Budget
Fiscal Year 2017

Submitted by:
Donna Hooper, Chief Information Officer

Board of Selectmen Presentation
November 30, 2015



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8600 IS

Mission:

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

Budget Overview:

The recommended FY2017 budget request for the Information Services Department, reflects an increase of 120,276 or 7.04% over the FY2016 budget. This includes a \$39,826, or 5.25% increase in compensation, and an \$80,450, or 8.46% increase in expenses over FY2016. The increase in Compensation is driven by the transfer of a larger portion of funding of a position split 80% Capital and 20% IS in FY16, to 40% Capital and 60% IS in FY17.

The major factor driving the increase in the expense budget is the increase in software maintenance contracts, the transfer of responsibility for maintenance of VoIP telephone systems from Facilities to the IS Department, the addition of new applications and an increase in contractual services scheduled for FY2017. Additional factors are additional support costs for the new personnel in the department and the increase in technical support to be provided to the Library.

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

Departmental Goals:

1. Maintain stable and secure local area and wide area networks
2. Improve network and services resiliency through installation of redundant network pathways and failover hardware (switches and servers)
3. Expand wireless capability to additional municipal buildings Expand wireless capability to additional municipal buildings
4. Empower staff mobility and efficiency via new technology
5. Reduce technology energy burden via 'green' initiatives
6. Introduce VoIP to more buildings
7. Develop GIS based improvements (including: meeting new state GIS standards and delivering GIS on-line with improved function and information)
8. Provide quality and responsive IT support and service to all staff
9. Provide on-going training and support to employees
10. Create self service improvements for Town employees and residents (Including: On-line permitting, improved on-line document management and resources)
11. Update and support Town website capabilities for departments and users
12. Identify, create and support 'born digital' paperless workflow and efficiencies
13. Champion the creation of technology resources for effective project management
14. Through the use of technology, build a sustainable communications framework and develop methods for community engagement to meet organizational goals



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8600 IS

Budget Summary

Funding Sources	FY2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Request	Dollar Increase	Percent Increase
Tax Levy	\$ 917,265	\$ 1,099,465	\$ 1,647,885	\$ 1,766,313	\$ 118,428	7.19%
Enterprise Funds (Indirects)	\$ 57,041	\$ 56,680	\$ 61,619	\$ 63,468	\$ 1,849	3.00%
Total 8600 Information Services	\$ 974,307	\$ 1,156,144	\$ 1,709,505	\$ 1,829,781	\$ 120,276	7.04%

Appropriation Summary	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 355,598	\$ 458,967	\$ 759,055	\$ 798,881	\$ 39,826	5.25%
Expenses	\$ 618,709	\$ 697,178	\$ 950,450	\$ 1,030,900	\$ 80,450	8.46%
Total 8600 Information Services	\$ 974,307	\$ 1,156,144	\$ 1,709,505	\$ 1,829,781	\$ 120,276	7.04%

Program Summary	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Total 8610 IT Administration	\$ 974,307	\$ 1,156,144	\$ 1,709,505	\$ 1,829,781	\$ 120,276	7.04%
Total 8600 Information Services	\$ 974,307	\$ 1,156,144	\$ 1,709,505	\$ 1,829,781	\$ 120,276	7.04%

Object Code Summary	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 353,511	\$ 457,185	\$ 756,055	\$ 795,744	\$ 39,690	5.25%
Overtime	\$ 2,087	\$ 1,781	\$ 3,000	\$ 3,137	\$ 137	4.55%
<i>Personal Services</i>	<i>\$ 355,598</i>	<i>\$ 458,967</i>	<i>\$ 759,055</i>	<i>\$ 798,881</i>	<i>\$ 39,826</i>	<i>5.25%</i>
Contractual Services	\$ 430,600	\$ 435,310	\$ 700,500	\$ 757,000	\$ 56,500	8.07%
Utilities	\$ 1,800	\$ 37,043	\$ 80,200	\$ 93,400	\$ 13,200	16.46%
Supplies	\$ 31,883	\$ 3,042	\$ 24,250	\$ 26,500	\$ 2,250	9.28%
Small Capital	\$ 154,425	\$ 221,783	\$ 145,500	\$ 154,000	\$ 8,500	5.84%
<i>Expenses</i>	<i>\$ 618,709</i>	<i>\$ 697,178</i>	<i>\$ 950,450</i>	<i>\$ 1,030,900</i>	<i>\$ 80,450</i>	<i>8.46%</i>
Total 8600 Information Services	\$ 974,307	\$ 1,156,144	\$ 1,709,505	\$ 1,829,781	\$ 120,276	7.04%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8600 IS

Authorized/Appropriated Staffing

	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Request
Chief Information Officer	0	1	1	1
Director, Information Technology	1	1	1	1
Project Manager ^{1, 2}	0	0	1.8	1.8
Network Administrator	1	1	1	1
GIS/Database Administrator	1	1	1	1
Support Technician	1	1	1	1
Applications Administrator	0	0	1	1
Webmaster	1	1	2	2
Total FT/PT	5 FT	6 FT	9.8	9.8

Total FTE	5	6	9.8	9.8
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¹The Project Manager position was transferred from the Town Managers Office to the Information Services Department in FY2015. The funding remained in the TMO budget for FY2015 and transferred to the IS budget in FY2016. In FY2016 the position reduced to a 0.8 FTE.

²The Project Manager position was partially funded via Capital Article 2015/11P for FY2016. The split for FY16 was 80% Capital and 20% IS. The funding to support this position will be transitioned into the Information Services operating budget. The FY2017 IS budget will fund 60% of the salary and the capital article will fund the remaining 40% of the salary.



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8610 IS Administration

Subprogram: 8600 IS

Budget Description:

The recommended Information Services FY17 budget request reflects an \$120,276, or 7.04% increase over the FY16 budget.

The budget increase includes a \$39,826, or 5.25% increase in Compensation. The bulk of the increase is attributable to the transfer of responsibility for a larger portion of the funding of the project manager position from capital article 2015/11P to the IS Department's operating budget. In FY16, the split between IS and the Capital Article was 80% Capital, 20% IS. As the capital project charges reach the limit approved in Article 11P, the split for FY17 will be 60% IS, 40% Capital.

Expenses are increasing overall by \$80,450 or 8.46%. The greatest impacts on expenses are the growing cost of software maintenance (\$58,500, Object 52190), the continued transfer of responsibility for Town telephone systems, the increase in utilities in line with that transfer (an increase of \$7,000, Object 52200) and an increase in Mobile Services costs (an increase of \$6,200, Object 52207) due to the increase in department staff and the increase in mobile data needs for the Town (e.g. tablet 4G service).

An additional contributor to the increase in expenses is a combined increase in both LAN hardware and LAN software (\$9,000, Objects 54700 and 54702) due to the addition of IS Department support for the Library. The IS Department will begin to support more of the administrative technology within the Library. During FY2017 this will include the servers and the VoIP phone system and include a scheduled replacement of one of the Library servers that is EOL (end-of-life).

Software maintenance (Object 52190), increasing by \$58,500 or 12.39%, is predominantly due to new application support contracts for newly implemented applications and increases in existing software due to continued implementations or addition of licensing and capability. New application support contracts include: mobile hardware Asset management system (Airwatch, \$6K), WiFi management service (Aruba, \$8K), meeting voting system (Option Technology, \$1.3K), an agenda management system (Novus agenda, \$8K), and a LexPress passenger counting system (\$2.2K). Existing software support increases are attributable to the continued implementation of the VoIP telephone system at additional Town sites and the matching increase in system support costs (\$26K), an increase in MUNIS support cost (\$7K), increases in licensing to match enterprise growth (VMWare(\$3K), Kace (\$1.2K)) and the addition of new capabilities to existing software (Vision (\$1.5K), AppGeo GIS portal (\$1.5K)).

Some small increases in Travel, Seminars, Memberships, Office Supplies and Safety Equip/Clothing reflect the increase in the number of personnel in the department.

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REG WAGES	\$ 353,511	\$ 457,185	\$ 755,655	\$ 795,344	\$ 39,690	5.25%
51120	SW OTHER COMP	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OT OVERTIME	\$ 2,087	\$ 1,781	\$ 3,000	\$ 3,137	\$ 137	4.55%
51144	SW LONGEVITY	\$ -	\$ -	\$ 400	\$ 400	\$ -	0.00%
51512	SW STIPENDS	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 355,598	\$ 458,967	\$ 759,055	\$ 798,881	\$ 39,826	5.25%
52110	C CONT SVCS	\$ 43,210	\$ 29,108	\$ 90,000	\$ 90,000	\$ -	0.00%
52111	C PRINTING/FORMS	\$ -	\$ 55	\$ 500	\$ 500	\$ -	0.00%
52120	C PROF SVCS	\$ 750	\$ 22,308	\$ -	\$ -	\$ -	-
52128	C ADVERTISING	\$ -	\$ -	\$ 3,000	\$ 1,000	\$ (2,000)	-66.67%
52152	C EQUIP RENTAL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52183	C MILEAGE	\$ 179	\$ 423	\$ 1,000	\$ 1,000	\$ -	0.00%
52186	C PROF DEV	\$ 7,489	\$ 6,094	\$ 18,000	\$ 14,000	\$ (4,000)	-22.22%
52187	C TRAVEL	\$ -	\$ 1,793	\$ 5,000	\$ 5,500	\$ 500	10.00%
52188	C SEMINARS	\$ -	\$ 565	\$ 5,000	\$ 6,000	\$ 1,000	20.00%
52190	C SOFTWARE MAINT	\$ 281,956	\$ 267,902	\$ 472,000	\$ 530,500	\$ 58,500	12.39%
52191	C HARDWARE MAINT	\$ 5,270	\$ 16,119	\$ 25,000	\$ 27,500	\$ 2,500	10.00%
52192	C COMM/NETWORK	\$ 91,747	\$ 90,943	\$ 81,000	\$ 81,000	\$ -	0.00%
52200	U UTILITIES	\$ -	\$ 30,534	\$ 68,000	\$ 75,000	\$ 7,000	10.29%
52207	U MOBILE SERVICES	\$ 1,800	\$ 6,508	\$ 12,200	\$ 18,400	\$ 6,200	50.82%
54100	S SUPPLIES	\$ 28,217	\$ 452	\$ 20,000	\$ 20,000	\$ -	0.00%
54111	S OFFICE SUPPLY	\$ 2,204	\$ 1,133	\$ 1,000	\$ 1,500	\$ 500	50.00%
54113	S MEMBERSHIPS/DUES	\$ 400	\$ 675	\$ 2,000	\$ 3,000	\$ 1,000	50.00%
54160	S SAFETY EQUIP & CLOTHING	\$ 1,062	\$ 782	\$ 1,250	\$ 2,000	\$ 750	60.00%
54500	SC SMALL EQUIPMENT	\$ 3,620	\$ 360	\$ 1,500	\$ 3,000	\$ 1,500	100.00%
54700	SC LAN HARDWARE	\$ 47,827	\$ 89,875	\$ 20,000	\$ 26,000	\$ 6,000	30.00%
54701	SC PC HARDWARE	\$ 92,310	\$ 80,790	\$ 73,000	\$ 70,000	\$ (3,000)	-4.11%
54702	SC LAN SOFTWARE	\$ 6,803	\$ 7,247	\$ 15,000	\$ 18,000	\$ 3,000	20.00%
54703	SC PC SOFTWARE	\$ 600	\$ 21,507	\$ 8,000	\$ 8,000	\$ -	0.00%
54704	SC LAN PERIPHERALS	\$ 89	\$ 9,188	\$ 11,000	\$ 12,000	\$ 1,000	9.09%
54705	SC PC PERIPHERALS	\$ 3,176	\$ 7,816	\$ 10,000	\$ 10,000	\$ -	0.00%
54706	SC OFFICE EQUIP	\$ -	\$ 5,000	\$ 7,000	\$ 7,000	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 618,709	\$ 697,178	\$ 950,450	\$ 1,030,900	\$ 80,450	8.46%
Total 8610 IT Administration		\$ 974,307	\$ 1,156,144	\$ 1,709,505	\$ 1,829,781	\$ 120,276	7.04%



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

Project Name: Replace Town Wide Phone Systems-Phase V **Date:** 15-Oct-08
Project ID Number: 553 **Revision Date:** 16-Oct-15
Submitted By: D. Goodman **Department:** MIS **Priority:** 1
First Year Submission? **Phone #:** 781-698-4611 **E-mail:** dgoodman@lexingtonma.gov

Description of Project:

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

Pursuant to the consultant's study, a phased-in plan was developed for the installation of VoIP systems is based on the age and condition of the existing systems and their estimated end-of-life (EOL) . At annual Town Meetings, funding was appropriated as follows:

- Phase I (FY2013,ATM2012/12P) for \$591,000.
- Phase II (FY2014,ATM2013/10F) for \$146,000.
- Phase III (FY2015,ATM2014/10O) for \$260,000.
- Phase IV (FY2016,ATM2015/11N) for \$52,000.

In Jan. 2013, representatives from the School and Town selected a system and a vendor to install the funded locations. The bulk of the two system cores, located in the High School and the Public Services Building, were installed in FY2014. Some core components and licensing have not yet been installed (such as the fax and conference servers) . Buildings that have received new VoIP systems, under capital funding, are the Town Offices Building, the High School, School Administration, and the Human Services Department in the Community Center. (Note: Capital funding from the Town Wide Phone Systems Project funded the Human Services portion of the installation of the phone system in the Community Center while the rest of the building installation was funded by the Community Center construction capital) .

The total remaining funds of previous phases (\$465K) plus the additional funding requested in this FY2017 request (\$224K) are reserved for building installations in the following manner:

- Clarke Middle School (\$63K additional to current project underway)
- Diamond Middle School (\$120K)
- 2 Fire Stations (\$50K) Police Station (\$118K)
- Harrington Elementary School (\$107K)
- Fiske Elementary School (\$96K)
- Cary Memorial Library (\$55K)
- Remaining Core components (\$80K)

The total anticipated and committed expenses of \$689K are either currently scheduled or pending scheduling during FY2016 and FY2017.

The 2 Fire Stations, Cary Memorial Building, Clarke and Diamond Middle Schools are to be completed during FY2016. The Police Station install is pending scheduling and is currently scheduled for summer of 2016.

The FY 2017 request is for Phase V of the Town Wide Telephone Replacement Project. The request is for \$224,000 to fund the replacement of the phase V buildings. The Phase V buildings are scheduled to be the Fiske Elementary, Harrington Elementary and Cary Memorial Library. During FY 2017 the core and system install at the Public Services Building will also be completed along with the addition of more components to the High School core.

The Hastings School may be a VoIP Capital project building added for 2018 funding. This is dependent on renovation plans and assessed condition of the phone system.

Justification/Benefit:

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

Impact if not completed:

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

Timeframe:

Replace. Freq:



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

Project Name: Replace Town Wide Phone Systems-Phase V **Date:** 15-Oct-08

Project ID Number: 553 **Revision Date:** 16-Oct-15

Submitted By: D. Goodman **Department:** MIS **Priority** 1

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

The Town wide install will be phased as per the master plan due to the size of the project and limited installation time windows at school sites. The Town also does not desire to replace fully functional systems and so systems will be replaced by assessed reliability. The install will occur over a number of years (total project timeframe of approx 5+ years) with the funding of future Capital appropriation requests until all appropriate Town buildings are converted to VoIP. 10 Years

Stakeholders:

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

Operating Budget Impact:

The impact of the installation of VoIP systems throughout town is expected to shift soft costs for phone line, hardware and software maintenance of telephone systems from the Facilities Dept. to Municipal IT budgets. The bulk of the handset maintenance and staff interactions will be the shared responsibility of School IT and Town IT staff, based on site jurisdiction. The operating budget of Town IT will increase to reflect the addition of line costs, and system and software maintenance charges. This will increase each year as additional phones and systems are tied into the overall system. The Facilities operating budget is predicted to decrease with the transfer of monthly line lease costs and support costs to the IT department operating budget. Other departments budgets for phone lines and phone service will no longer incur those charges (Finance, Fire, Police, Recreation, DPW, Human Services) .

Cost Analysis:

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

Capital Funding Request

553	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	\$194,000	\$90,000	\$0	\$0	\$0	\$284,000
Contingency	\$30,000	\$10,000	\$0	\$0	\$0	\$40,000
Totals	\$224,000	\$100,000	\$0	\$0	\$0	\$324,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$50,000.00

Maintenance Cycle

1 Years

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

Basis of Cost Projection:

Info from a telephony consultant and quotes from vendors. Total project cost is \$1,310,000 for phones, related equip. (gateways, switches, servers) , software licensing, additional network or power wiring, install and training, and contingency funding.



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

Project Name: Head End Equipment Replacement - phase V **Date:** 14-Oct-08
Project ID Number: 556 **Revision Date:** 16-Oct-15
Submitted By: Dorinda Goodman **Department:** MIS **Priority:** 1
First Year Submission? **Phone #:** 781-698-4611 **E-mail:** dgoodman@lexingtonma.gov

Description of Project:

This project is a multi phase project to replace aging equipment or add equipment that functions as the Town wide core or head end for the Town network. The head end is made up of many components including, but not limited to, routers, switches, DNS servers, firewalls, access control devices, e-mail spam filters, and web access control devices. The overall purpose of the head end is to provide security and to manage network traffic. This capital covers the cost to replace aged end-of-life (EOL) equipment and to cover the cost of purchasing additional equipment for core security as new security needs are defined.

The FY2017 request is for the purchase of a bandwidth management and packet shaping appliance for installation in the Town core. Our bandwidth needs and utilization within the Town have grown significantly. As we add bandwidth to meet these needs, we wish to add intelligent management and control over the use of the bandwidth to help control the utilization. This will also help ensure that critical services that require bandwidth get the bandwidth needed through bandwidth prioritization.

Past funding was for the relocation of the head end to a Town owned building (Hadley Public Services Building), replacement of EOL head end equipment, and for the purchase of additional security and compliance appliances.

Future years, include the continued replacement of head end equipment as they reach EOL and the addition of software and/or equipment to address security or equipment to improve redundancy.

Phase I (FY2009,ATM2008/15N) for \$60,000 is currently 100% spent

Phase II (FY2010,ATM2009/15B) for \$154,500 is currently 100% spent

Phase III (FY2011,ATM2010/12E) for \$240,000 is currently 45% spent or \$130,819 remaining

Phase IV (FY2014,ATM2013/12E) for \$60,000 is currently 1% spent or \$59,541 remaining

The remaining Phase III and phase IV funding (totaling \$190,360) is reserved for the purchase of a security appliance and a bandwidth convergence appliances in addition to a redundant WAN connection. The purchases are temporarily on hold until the Town network security and integrity study is complete (scheduled for FY2016).

Justification/Benefit:

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

Impact if not completed:

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

Timeframe:

Replace. Freq:

5 Years

Stakeholders:

Town and School Personnel, Citizens of Lexington

Operating Budget Impact:

No change in support cost.

Cost Analysis:

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

Capital Funding Request

Recurring Cost



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

Project Name: Head End Equipment Replacement - phase V **Date:** 14-Oct-08

Project ID Number: 556 **Revision Date:** 16-Oct-15

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

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

556	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$25,000	\$50,000	\$0	\$50,000	\$30,000	\$155,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$125,000	\$200,000	\$0	\$200,000	\$150,000	\$675,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$150,000	\$250,000	\$0	\$250,000	\$180,000	\$830,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Maintenance Cycle

1 Years

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

Basis of Cost Projection:

Quotations from vendors for the equipment purchase and the instalation services



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

Project Name: Municipal Technology Improvement Program- unfunded year **Date:** 20-Oct-10
Project ID Number: 708 **Revision Date:** 11-Sep-15
Submitted By: Dorinda Goodman **Department:** MIS **Priority** 1
First Year Submission? **Phone #:** 781-698-4611 **E-mail** dgoodman@lexingtonma.gov

Description of Project:

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

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

The FY2016 appropriation was for additional disk based storage to be added to the redundant SANs and for additional Backup via disk and tape libraries. The SANs installed in both the TOB and 201 Bedford St. server rooms will be expanded by adding expansion drive arrays to the SANs. Backup expansion will be achieved by adding another backup disk array and backup tape library. Additional software will also be purchased to assist with file storage, archiving and discovery.

FY2017 is an unfunded year.

FY2018 will include the installation of servers and server infrastructure in the new Community Center server room. Future year funding will be to continue to expand the SAN capacity by adding expansion arrays to existing SANs and expanding Backup capacity to match the file storage growth.

Phase I (FY2012,ATM2011/10F) for \$165,000 is currently 100% spent
 Phase II (FY2014,ATM2013/10D) for \$160,000 is currently 100% spent
 Phase III (FY2016,ATM2015/11O) for \$140,000 is currently 0% spent or \$140,000 remaining

Justification/Benefit:

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

Impact if not completed:

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

Timeframe:

Replace. Freq:

5 Years

Stakeholders:

IT, Facilities, Town Employees, Town Citizens

Operating Budget Impact:

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

Cost Analysis:

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



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

Project Name: Municipal Technology Improvement Program- unfunded year **Date:** 20-Oct-10

Project ID Number: 708 **Revision Date:** 11-Sep-15

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

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

Capital Funding Request

708	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$30,000	\$15,000	\$20,000	\$15,000	\$80,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$150,000	\$60,000	\$120,000	\$60,000	\$390,000
Contingency	\$0	\$20,000	\$10,000	\$10,000	\$10,000	\$50,000
Totals	\$0	\$200,000	\$85,000	\$150,000	\$85,000	\$520,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Recurring Cost

\$3,000.00

Maintenance Cycle

1 Years

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

Basis of Cost Projection:

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



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

Project Name: Network Redundancy & Improvement Plan - unfunded year **Date:** 17-Sep-12
Project ID Number: 855 **Revision Date:** 11-Sep-15
Submitted By: Dorinda Goodman **Department:** MIS **Priority:** 1
First Year Submission? **Phone #:** 781-698-4611 **E-mail:** dgoodman@lexingtonma.gov

Description of Project:

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

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

Another component of this capital program is to enhance communications within Municipal buildings through the installation of wireless access to our wide area and local area networks or WiFi. This may also include the installation of distributed antenna systems (DAS) to improve cellular based communications and data needs.

At the 2013 annual town meeting, \$36,000 funding was approved for Phase 1 of a multi-year program to develop redundant pathways. These funds were used to install wireless communications in the Town Office Building and the Public Services Building at 201 Bedford Street.

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

Phase III capital funding requests for the redundant network installation were deferred until the redundant network design and engineering study is complete and funding requests are clearly defined.

Phase III Funding for network improvement was appropriated for installation of wireless in Cary Hall in the amount of \$57,000.

FY2017 is an unfunded year. The design and engineering of the redundant pathways has not been performed. Wireless (WiFi) needs are currently met. DAS needs and solutions are currently under assessment and not yet defined.

Future requested capital funding will address network infrastructure and construction needs as defined by the PS network study design and engineering study (s). It is expected that this funding will cover construction, as related to the installation of the networking portion of the solution, network switches, wireless networking hardware, network cabling and installation and configuration services. Other future needs may also include the installation of DAS systems or additional building wireless systems. The financial request for future years is yet to be determined as further study needs to be done.

Phase I (FY2014, ATM2013/10E) for \$36,000 is currently 89% spent
 Phase II (FY2015, ATM2014/10P) for \$140,000 is currently 0% spent
 Phase III (FY2016, ATM2015/10E) for \$57,000 is currently 0% spent

Justification/Benefit:

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

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

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

Impact if not completed:

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

Timeframe:

Replace. Freq:

0 Years

Stakeholders:



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

Project Name: Network Redundancy & Improvement Plan - unfunded year **Date:** 17-Sep-12

Project ID Number: 855 **Revision Date:** 11-Sep-15

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

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

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

Operating Budget Impact:

Maintenance contracts

Cost Analysis:

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

Capital Funding Request

855	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	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$2,000.00

Maintenance Cycle

1 Years

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

Basis of Cost Projection:

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

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Town Clerk Budget Presentation

PRESENTER:

Nathalie Rice, Town Clerk

ITEM NUMBER:

4.

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

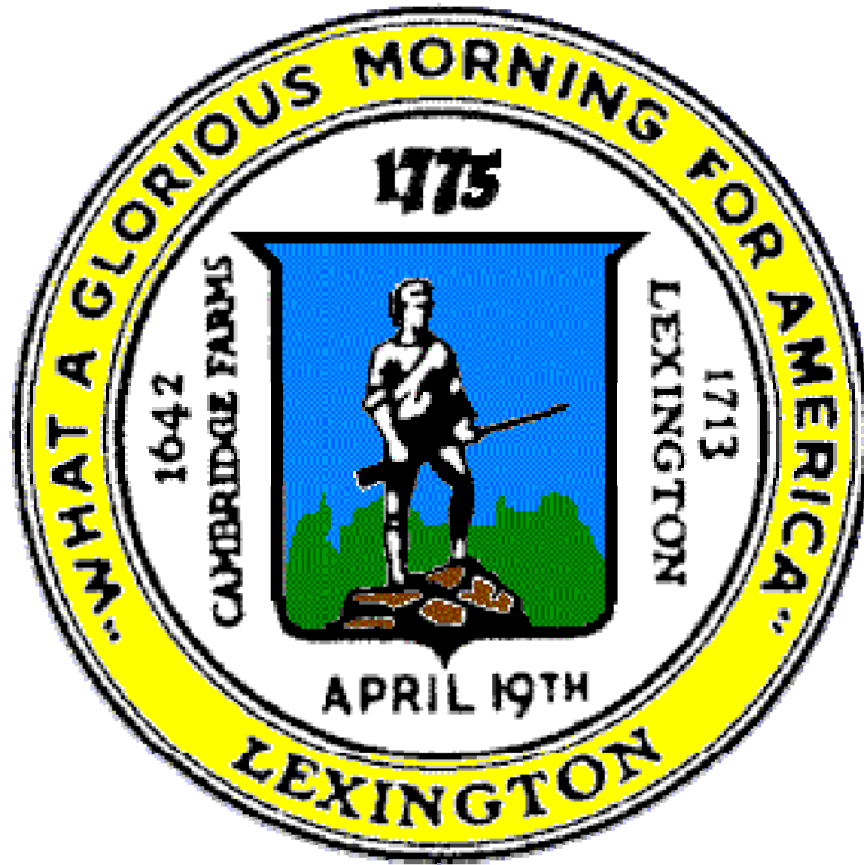
DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2015

10:10 AM

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Town Clerk Requested Budget FY17	Presentation



Town Clerk Requested Budget
Fiscal Year 2017

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

Board of Selectmen Presentation
November 30, 2015



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8500 Town Clerk

Mission:

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

Budget Overview:

The FY 2017 Requested Budget of the Town Clerk's Office of \$487,356 is an increase of \$44,849, or 10.14% from the FY2016 budget. This includes a \$29,549, or 8.87% increase in compensation and a \$15,300 or 13.99% increase in expenses.

The increases in Compensation and expenses are primarily attributable to the increase from 2 elections in FY2016 to 3 elections scheduled for FY2017.

Departmental Goals

- *Continued development of coordinated Archives & Records Management Program;
- *Enhancement and further implementation of Laserfiche Document Imaging System for electronic records retention and access, paperless electronic systems, and Archives/Records portal.
- *Elections Administration - Ongoing review of town/state/federal elections with statutory requirements to provide legal and accessible elections to Lexington voters while identifying potential building issues due to municipal and school building construction projects.
- *Commonwealth of MA Electronic Vital Records Systems for births & marriages

Program Improvement Requests:

	Division	FY2017 Request
Municipal Assistant - Additional Hours	8510	\$ 24,123
<i>Total 8500 Town Clerk by type of request</i>		\$ 24,123
Compensation		\$ 8,842
Benefits		\$ 15,281
Expenses		
<i>Total 8500 Town Clerk by category of spending</i>		\$ 24,123



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8500 Town Clerk

Budget Summary

Funding Sources	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 383,851	\$ 340,319	\$ 359,805	\$ 403,435	\$ 43,630	12.13%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Directed Funding	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees: Town Clerk	\$ 37,085	\$ 37,041	\$ 35,955	\$ 35,800	\$ (155)	-0.43%
Licenses & Permits: Town Clerk	\$ 49,485	\$ 49,120	\$ 46,748	\$ 48,122	\$ 1,374	2.94%
Total 8500 Town Clerk	\$ 470,420	\$ 426,480	\$ 442,507	\$ 487,356	\$ 44,849	10.14%

Appropriation Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 347,171	\$ 312,420	\$ 333,132	\$ 362,681	\$ 29,549	8.87%
Expenses	\$ 123,249	\$ 114,059	\$ 109,375	\$ 124,675	\$ 15,300	13.99%
Total 8500 Town Clerk	\$ 470,420	\$ 426,480	\$ 442,507	\$ 487,356	\$ 44,849	10.14%

Program Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Total 8510 Town Clerk Administration	\$ 289,688	\$ 254,618	\$ 281,552	\$ 288,585	\$ 7,033	2.50%
Total 8520 Board of Registrars	\$ 15,316	\$ 14,763	\$ 16,825	\$ 17,325	\$ 500	2.97%
Total 8530 Elections	\$ 127,985	\$ 118,684	\$ 95,725	\$ 131,114	\$ 35,389	36.97%
Total 8540 Records Management	\$ 37,431	\$ 38,415	\$ 48,405	\$ 50,333	\$ 1,928	3.98%
Total 8500 Town Clerk	\$ 470,420	\$ 426,480	\$ 442,507	\$ 487,356	\$ 44,849	10.14%

Object Code Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 341,458	\$ 305,226	\$ 330,132	\$ 354,317	\$ 24,185	7.33%
Overtime	\$ 5,713	\$ 7,194	\$ 3,000	\$ 8,364	\$ 5,364	178.80%
<i>Personal Services</i>	<i>\$ 347,171</i>	<i>\$ 312,420</i>	<i>\$ 333,132</i>	<i>\$ 362,681</i>	<i>\$ 29,549</i>	<i>8.87%</i>
Contractual Services	\$ 85,802	\$ 101,920	\$ 95,600	\$ 109,800	\$ 14,200	14.85%
Utilities	\$ 1,830	\$ 2,520	\$ 3,500	\$ 3,500	\$ -	0.00%
Supplies	\$ 9,891	\$ 9,620	\$ 10,075	\$ 11,175	\$ 1,100	10.92%
Small Capital	\$ 25,726	\$ -	\$ 200	\$ 200	\$ -	0.00%
<i>Expenses</i>	<i>\$ 123,249</i>	<i>\$ 114,059</i>	<i>\$ 109,375</i>	<i>\$ 124,675</i>	<i>\$ 15,300</i>	<i>13.99%</i>
Total 8500 Town Clerk	\$ 470,420	\$ 426,480	\$ 442,507	\$ 487,356	\$ 44,849	10.14%

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



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8500 Town Clerk

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Request
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Information Specialist	0	0	0	0
Municipal Clerk	0.91	1.03	1.03	1.03
Archivist/Records Manager	0.46	0.46	0.46	0.46
Total FTE	4.37	4.49	4.49	4.49
Total FT/PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8510 Town Clerk Administration

Subprogram: 8500 Town Clerk

Budget Description:

The Town Clerk acts as the Town's recording officer, registrar of vital statistics, and chief election official. The Town Clerk certifies official actions of the Town--including Town Meeting bylaw adoption and appropriations--signs notes for borrowing and certifies official documents. The Town Clerk also registers all vital events within Lexington, records and preserves birth, marriage & death records to provide a basis for the Commonwealth's central vital records system. The Town Clerk is the keeper of the seal, administers the oath of office to elected and appointed members of boards and committees; maintains records of adopted municipal codes, regulations, bylaws, oaths of office, resignations, appointments, and submits general bylaws and zoning bylaws to the Attorney General for approval. Staff issue licenses and permits and serve as central information point for the Town. Requested funding in element 8510 maintains staffing levels, staff development, annual bond insurance for the Town Clerk and Assistant Town Clerk, annual licensing of dogs, and general office operations.

8510 Town Clerk Administration: The Town Clerk's Office staffing request remains the same, 3 full-time and 2 part-time. The budget reflects contractual obligations from all existing contractual settlements. Overall, the FY2017 budget request reflects a \$7,033 or 2.50 % increase, with Compensation increasing by \$7,133 or 2.71%, and Expenses decreasing by \$100. The increase in compensation is attributable to the contractual obligations.

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 240,059	\$ 197,848	\$ 218,736	\$ 223,186	\$ 4,450	2.03%
51144	SW LONGEVITY	\$ -		\$ 600	\$ 503	\$ (97)	-16.20%
51150	SW REGULAR P/T WAGES	\$ 36,361	\$ 40,669	\$ 44,016	\$ 46,796	\$ 2,780	6.32%
<i>Sub-total Compensation</i>		\$ 276,420	\$ 238,517	\$ 263,352	\$ 270,485	\$ 7,133	2.71%
52110	C CONTRACTUAL SERVICES	\$ 3,860	\$ 5,166	\$ 4,200	\$ 4,200	\$ -	0.00%
52111	C PRINTING/FORMS	\$ -		\$ -		\$ -	-
52120	C PROFESSIONAL SERVICES	\$ -		\$ -		\$ -	-
52182	C LEASE AGREEMENTS	\$ 2,693	\$ 2,543	\$ 3,700	\$ 3,700	\$ -	0.00%
52183	C MILEAGE	\$ 991		\$ -		\$ -	-
52184	C BINDING & ARCHIVING	\$ -		\$ 100	\$ 100	\$ -	0.00%
52185	C POSTAGE	\$ -		\$ -		\$ -	-
52186	C PROFESSIONAL DEVELOPMENT	\$ -	\$ 1,600	\$ 2,500	\$ 2,500	\$ -	0.00%
52187	C TRAVEL	\$ 120	\$ 876	\$ 500	\$ 500	\$ -	0.00%
52188	C SEMINARS	\$ 861	\$ 1,906	\$ 4,000	\$ 3,800	\$ (200)	-5.00%
54100	S SUPPLIES	\$ 2,185	\$ 2,349	\$ 900	\$ 900	\$ -	0.00%
54111	S OFFICE SUPPLIES	\$ 2,224	\$ 1,265	\$ 1,800	\$ 1,800	\$ -	0.00%
54113	S MEMBERSHIP/DUES	\$ 335	\$ 395	\$ 500	\$ 600	\$ 100	20.00%
54500	SC SMALL EQUIPMENT	\$ -	\$ -	\$ -		\$ -	-
54706	SC OFFICE EQUIPMENT	\$ -	\$ -	\$ -		\$ -	-
<i>Sub-total Expenses</i>		\$ 13,268	\$ 16,100	\$ 18,200	\$ 18,100	\$ (100)	-0.55%
Total 8510 Town Clerk Administration		\$ 289,688	\$ 254,618	\$ 281,552	\$ 288,585	\$ 7,033	2.50%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8520 Board of Registrars

Subprogram: 8500 Town Clerk

Budget Description:

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

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

Object			Description	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW		REGULAR WAGES	\$ -	\$ -	\$ -		\$ -	-
51512	SW		STIPENDS	\$ 1,416	\$ 853	\$ 825	\$ 825	\$ -	0.00%
<i>Sub-total Compensation</i>				\$ 1,416	\$ 853	\$ 825	\$ 825	\$ -	0.00%
52110	C		CONTRACTUAL SERVICES	\$ 13,033	\$ 8,546	\$ 14,500	\$ 15,000	\$ 500	3.45%
52185	C		POSTAGE		\$ 4,727				
54100	S		SUPPLIES	\$ 867	\$ 638	\$ 1,500	\$ 1,500	\$ -	0.00%
<i>Sub-total Expenses</i>				\$ 13,900	\$ 13,911	\$ 16,000	\$ 16,500	\$ 500	3.13%
Total 8520 Board of Registrars				\$ 15,316	\$ 14,763	\$ 16,825	\$ 17,325	\$ 500	2.97%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8530 Elections

Subprogram: 8500 Town Clerk

Budget Description:

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

8530 Elections:

The Elections Division budget reflects an overall \$35,389, or 36.97% increase in FY2017. Compensation is increasing \$20,489 or 52.7%, while Expenses are increasing \$14,900 or 26.21%. The FY2017 personal services request include funding to support management of the electronic voting system for Town Meeting.

Request includes funding for THREE scheduled elections and ONE Special Town Meeting. Change in election expenses is attributable to a increase from 2 to 3 scheduled elections for FY2017, the September State Primary, November Presidential Election, and March 2017 Annual Town Election. Additional estimated \$3,100 costs for election law changes implemented with the November 2016 Presidential Election, including mandatory election officer training and additional staffing hours required throughout the 2 weeks prior to the November 8th election, are budgeted. Reimbursement of approximately \$18,300 received for state mandated extended hours for the conduct of state elections is deposited into the general fund and not reflected.

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES		\$ 651				
51130	OT OVERTIME	\$ 5,713	\$ 7,194	\$ 3,000	\$ 8,364	\$ 5,364	178.80%
51144	SW LONGEVITY			\$ -		\$ -	-
51150	SW REGULAR P/T WAGES			\$ -		\$ -	-
51151	SW SEASONAL P/T WAGES	\$ 39,501	\$ 41,396	\$ 35,875	\$ 51,000	\$ 15,125	42.16%
51512	SW STIPENDS	\$ -		\$ -		\$ -	-
<i>Sub-total Compensation</i>		\$ 45,214	\$ 49,241	\$ 38,875	\$ 59,364	\$ 20,489	52.70%
52110	C CONTRACTUAL SERVICES	\$ 7,266	\$ 9,334	\$ 6,750	\$ 11,000	\$ 4,250	62.96%
52111	C PRINTING/FORMS	\$ 15,381	\$ 17,074	\$ 14,000	\$ 17,000	\$ 3,000	21.43%
52120	C PROFESSIONAL SERVICES	\$ -	\$ -	\$ -		\$ -	-
52127	C POLICE DETAILS	\$ 24,231	\$ 31,134	\$ 22,000	\$ 28,600	\$ 6,600	30.00%
52142	C EQUIP/SERVICE	\$ 347	\$ 500	\$ 1,000	\$ 1,000	\$ -	0.00%
52180	C CATERING/MEALS	\$ 1,022	\$ 3,034	\$ 2,000	\$ 2,000	\$ -	0.00%
52183	C MILEAGE	\$ -	\$ -	\$ 100	\$ 150	\$ 50	50.00%
52184	C BINDING & ARCHIVING	\$ -	\$ -	\$ -		\$ -	-
52185	C POSTAGE	\$ 5,135	\$ 4,218	\$ 5,500	\$ 5,500	\$ -	0.00%
52186	C PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -		\$ -	-
52187	C TRAVEL	\$ -	\$ -	\$ -		\$ -	-
52188	C SEMINARS	\$ -	\$ -	\$ -		\$ -	-
52207	U CELLPHONES/PAGERS	\$ 1,830	\$ 2,520	\$ 3,500	\$ 3,500	\$ -	0.00%
54100	S SUPPLIES	\$ 1,318	\$ 1,174	\$ 1,000	\$ 1,500	\$ 500	-
54111	S OFFICE SUPPLIES	\$ 634	\$ 456	\$ 1,000	\$ 1,500	\$ 500	50.00%
54113	S MEMBERSHIP/DUES	\$ -	\$ -	\$ -		\$ -	-
54500	SC SMALL EQUIPMENT	\$ 25,607	\$ -	\$ -		\$ -	-
54706	SC OFFICE EQUIPMENT	\$ -	\$ -	\$ -		\$ -	-
<i>Sub-total Expenses</i>		\$ 82,771	\$ 69,443	\$ 56,850	\$ 71,750	\$ 14,900	26.21%
Total 8530 Elections		\$ 127,985	\$ 118,684	\$ 95,725	\$ 131,114	\$ 35,389	36.97%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

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

Subprogram: 8500 Town Clerk

Budget Description:

Archives and Records Management element addresses inventory and retention of records and documents, proper maintenance and storage of records, preservation of documents, and public access to public records and information. The FY2017 budget continues authorized funding for a part-time Archivist/Records Manager position. Overall, the FY2017 budget request reflects a \$1,928 , or 3.98% increase, with Compensation increasing by \$1,928 or 6.41%, and Expenses remaining constant. The increase in compensation is attributable to the contractual obligations.

8540 Archives & Records Management: Requested FY2017 funding covers annual updates to Code of Lexington, electronic document management, confidential records shredding contractual services, contractual archival services, and some document treatment & microfilming. Line 52184 funds non-CPA eligible expenses for records management - maintenance, treatment/digitization. CPA support is not requested for FY2017.

Budget Data (by Object Code)

Object	Description	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51150	REGULAR P/T WAGES	\$ 24,121	\$ 23,810	\$ 30,080	\$ 32,008	\$ 1,928	6.41%
<i>Sub-total Compensation</i>		\$ 24,121	\$ 23,810	\$ 30,080	\$ 32,008	\$ 1,928	6.41%
52110	CONTRACTUAL SERVICES	\$ 773	\$ 731	\$ 2,000	\$ 2,000	\$ -	0.00%
52111	PRINTING/FORMS		\$ -	\$ -		\$ -	-
52120	PROFESSIONAL SERVICES	\$ 6,500	\$ 6,400	\$ 5,500	\$ 5,500	\$ -	0.00%
52142	EQUIP/SERVICE	\$ 12		\$ 150	\$ 150	\$ -	-
52183	MILEAGE			\$ 150	\$ 150	\$ -	0.00%
52184	BINDING AND ARCHIVING	\$ 3,392	\$ 3,800	\$ 5,000	\$ 5,000	\$ -	0.00%
52185	POSTAGE			\$ -		\$ -	-
52186	PROFESSIONAL DEVELOPMENT	\$ 25	\$ 150	\$ 750	\$ 750	\$ -	0.00%
52187	TRAVEL	\$ 161	\$ -	\$ 200	\$ 200	\$ -	0.00%
52188	SEMINARS		\$ 182	\$ 1,000	\$ 1,000	\$ -	0.00%
54100	SUPPLIES	\$ 1,757	\$ 2,697	\$ 2,500	\$ 2,500	\$ -	0.00%
54111	OFFICE SUPPLIES	\$ 56	\$ 131	\$ 225	\$ 225	\$ -	0.00%
54113	MEMBERSHIP/DUES	\$ 515	\$ 515	\$ 650	\$ 650	\$ -	0.00%
54500	SMALL EQUIPMENT	\$ 119		\$ 200	\$ 200	\$ -	0.00%
54706	OFFICE EQUIPMENT	\$ -		\$ -		\$ -	-
<i>Sub-total Expenses</i>		\$ 13,310	\$ 14,605	\$ 18,325	\$ 18,325	\$ -	0.00%
Total 8540 Records Management		\$ 37,431	\$ 38,415	\$ 48,405	\$ 50,333	\$ 1,928	3.98%

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1 of 1

Department:	Town Clerk
Program:	8500
Element:	8510 - Town Clerk Administration
Accounting Dept #:	10016101-51110
Supplemental Title:	Municipal Assistant - Additional Hours

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>				
			\$8,842	\$8,842
				\$0
				\$0
<u>Benefits</u>				
			\$15,281	\$15,281
<u>Expenses</u>				
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL		\$0	\$24,123	\$24,123

PURPOSE / DESCRIPTION OF REQUEST

Current Staffing within Town Clerk's Office includes:
 Full Time: Town Clerk, Assistant Town Clerk, Administrative Assistant
 Part Time: 2 Municipal Assistants (18 hrs/wk. each), Archivist/Records Manager (16 hrs/wk)

Requested increase in hours (7) for one Municipal Assistant position is to meet a number of critical current needs. These include fulfilling the Accounts payable and payroll processing for both the IT Department and the Town Clerk's Office; complying with Election Reform initiatives of 2014; complying with Public Records Reform and efforts for transparency; meeting demands of increasingly complex documentation of public records requests; and meeting increasing demands of electronic records management.

Increase in hours will make the position benefits eligible.

SERVICE IMPLICATION

The Acts of 2014, Chapter 111, signed into law on May 22, 2014 provided for major election reform initiatives that will substantially impact oversight of state and local elections. These include changes in voter registration procedures and early voting. In addition, emphasis on electronic recordkeeping within municipal government and associated management and archiving is placing an increased demand on staff responsibilities within the Town Clerk's Office.

The processing of the IT Department's Payroll and Accounts Payable has been transitioned to the Town Clerk's Office. The responsibility for IT Accounts Payable is currently performed by the Municipal Assistant position for which additional hours are being sought. Fulfilling the responsibility of the IT Department for these two services and associated administrative work enables additional staff time in IT for service delivery. The shared Payroll and AP processing has worked efficiently in its initial stage.

This request for 7 additional hours of staff support enables the staff to better meet current needs.



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

Project Name: Archives & Records Management/Records Conservation & Preservation **Date:** 15-Sep-08
Project ID Number: 307 **Revision Date:** 09-Sep-15
Submitted By: Nathalie Rice **Department:** Town Clerk **Priority:** _____
First Year Submission? **Phone #:** 781-698-4558 **E-mail:** nrice@lexingtonma.gov

Description of Project:

NO REQUEST FOR FY2017 FUNDING IS MADE AT THIS TIME. The transition from the 5-year CPA funded preservation program addressing the major backlog of conservation and preservation needs, began in FY2014 with a \$20,000 request for conservation & preservation of historic municipal documents and records. This is anticipated to be an annual request in the amount of \$20,000 for the treatment, digitization and microfilming of 'newly historic records'. This request continues to build upon record accessibility through electronic portal and will address smaller collections of mid-century items requiring less conservation, as well as for technology upgrades to meet the growth of web access to documents and materials via the Lexington Heritage portal and Lexington's digital archives. Future requests for appropriation will address the preservation needs for records including the Board of Assessor Minutes, Fire Records, General Register of Voters, and Register of Birth and Marriages.

Justification/Benefit:

Significant progress has been made to preserve and protect the vast majority of historic records and permanent soon-to-be historic records requiring preservation and conservation, along with microfilming and digitization to provide for accessibility and permanent retention. It is projected that a \$20,000 annual request for treatment/digitization/microfilming of 'newly historic' records will be made for out-years to help address newer records of historic significance including past legal documents, board and committee and other mid 20th century records. The preservation and conservation of permanent records for archiving creates the basis for documenting Lexington's history for the future.

Impact if not completed:

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

Timeframe:

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

Replace. Freq:

1 Years

Stakeholders:

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

Operating Budget Impact:

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

Cost Analysis:

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

Capital Funding Request

307	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
CPA Amt. Req.	\$0	\$20,000	\$20,000	\$20,000	\$20,000	

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

Project ID Number: 307 **Revision Date:** 09-Sep-15

Submitted By: Nathalie Rice **Department:** Town Clerk **Priority** _____

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

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



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

Project Name: Election System Upgrade **Date:** 11-Sep-12
Project ID Number: 851 **Revision Date:** 09-Sep-15
Submitted By: Nathalie Rice **Department:** Town Clerk **Priority:** 1
First Year Submission? **Phone #:** 781-698-4558 **E-mail:** nrice@lexingtonma.gov

Description of Project:

This FY2017 Capital Request is for the replacement of the electronic voting system currently used for all elections. Replacement needs include new digital scan tabulators, ballot boxes and related expenses. The current voting system, purchased and implemented in 1999, is supported and serviced on an annual basis to ensure continued operation but has a limited remaining lifespan. The requested amount for the replacement of Lexington's voting system is anticipated to be \$81,000.

Justification/Benefit:

Conducting accurate and efficient elections is a critical responsibility of the Town. While the voting system currently functions properly, we must prepare for replacement prior to system failure.

Impact if not completed:

The impact of voting machine failure is significant and may cast doubt on the integrity and legality of the election.

Timeframe:

The FY2017 request is submitted to position the Town to prepare for and implement a new system before current system fails, with likely implementation in spring of 2017.

Replace. Freq:

20 Years

Stakeholders:

Primary stakeholders include voters, Election Officials and candidates.

Operating Budget Impact:

Operating budget impacts may include Election Officer and staff training, potential changes in annual service contract, nominal supplies and possible connectivity for communication to Town Clerk's central tabulation on election night. Estimated training costs are included in this capital request.

Cost Analysis:

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

Capital Funding Request

851	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$3,000	\$0	\$0	\$0	\$0	\$3,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Contingency	\$3,000	\$0	\$0	\$0	\$0	\$3,000
Totals	\$81,000	\$0	\$0	\$0	\$0	\$81,000
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:

Costs are based upon preliminary estimates from the two authorized vendors currently certified by the Secretary of the Commonwealth. Election Officer training projected at \$3,000, cost contingency of 4% = \$3,000.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Fire Budget Presentation

PRESENTER:

John Wilson, Fire Chief

**ITEM
NUMBER:**

5.

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

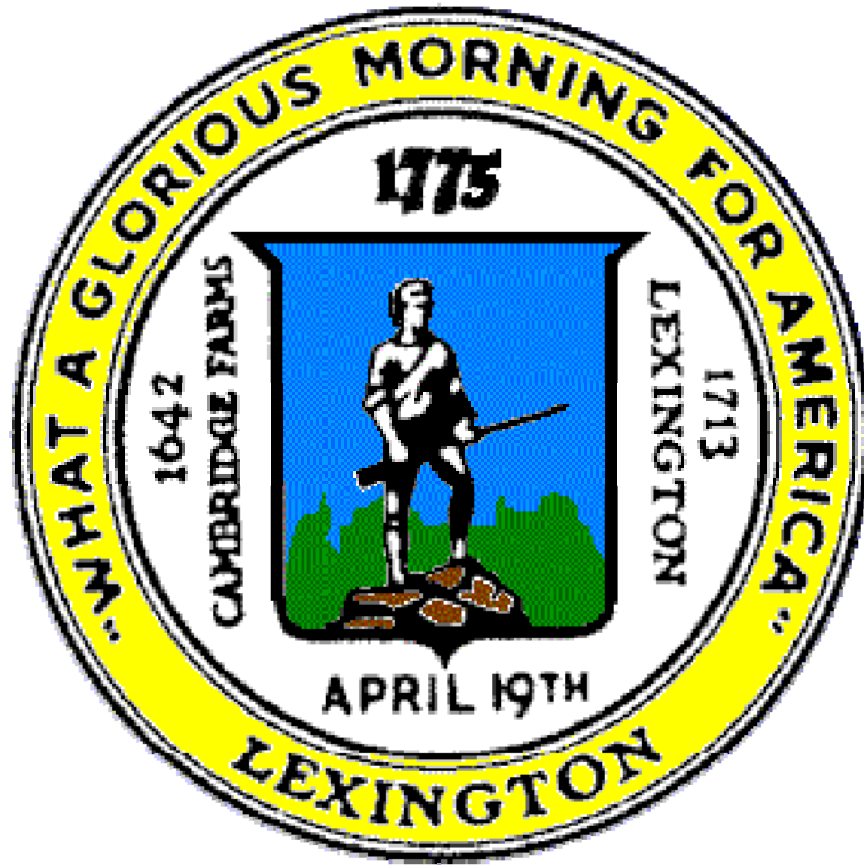
DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2015

10:30 AM

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Fire Department Requested Budget FY17	Presentation



Fire Department Requested Budget
Fiscal Year 2017

Submitted by:
John Wilson, Fire Chief

Board of Selectmen Presentation
November 30, 2015



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4200 Fire/EMS

Mission:

The mission of the Lexington Fire Department is to protect the lives and property of the community from emergencies involving fire, medical, hazardous materials and environmental causes. This mission will be achieved through public information, code management, and emergency response.

Budget Overview:

The FY 2017 All Funds budget for the Lexington Fire/EMS Department is \$6,425,755 which is a 0.73% increase from Fiscal Year 2016.

Compensation is increasing by \$56,468, or 0.97%, which is attributed the cost of prospective salary step increases. FY17 does not reflect any estimate for cost of living increases as the contract for firefighters is unsettled. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

Expenses are decreasing by \$10,100, or 1.78%.

The Fire Department is comprised of the following divisions: Administration, Fire Prevention, Fire Suppression, Emergency Medical Services, and Emergency Management. The Administrative function is responsible for all policies and procedures, training, inventory, and the day to day operations of the fire department, as well as accounts payable and receivables and payroll. The Fire Prevention Bureau is responsible for fire code enforcement activities, public education, plan reviews, permit applications and approvals, flammable and combustible liquid storage approval, as well as blasting regulatory enforcement. The Fire Suppression Division is staffed 24/7, operating out of two stations and responds to all calls for assistance in the community. These calls range from fire suppression, motor vehicle accidents, EMS support calls, hazardous materials responses, and vehicle extractions as well as any water related incidents. The Emergency Medical Services Division operates along with the Fire Suppression Division, staffing Two ambulance at the Advanced Life Support Level. The second ambulance is staffed Monday through Friday for 24 hrs each day and available during weekend hours when the ladder truck is in quarters.

Department Goals:

Identify suitable location for a new fire headquarters,
Continue steps to impliment new public safety software,
Increase fire safety education to our seniors.

Program Improvement Requests:

	FY2017
Ambulance Staffing, 2 FTE's	\$ 172,457
<i>Sub-total 4100 by request</i>	\$ 172,457
Compensation	\$ 136,600
Benefits	\$ 31,857
Expenses	\$ 4,000
<i>Sub-total 4100 by Category</i>	\$ 172,457



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4200 Fire/EMS

Budget Summary

Funding Sources (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 4,329,068	\$ 4,854,365	\$ 5,060,603	\$ 5,107,644	\$ 47,040	0.93%
Enterprise Funds (Indirects)	-	-	-	-	-	-
Fees & Charges	-	-	-	-	-	-
Ambulance Fees ¹	\$ 963,526	\$ 1,012,005	\$ 1,267,255	\$ 1,267,255	\$ -	0.00%
Fire Department Fees	\$ 66,955	\$ 50,170	\$ 48,612	\$ 48,507	\$ (105)	-0.22%
Licenses & Permits	\$ 3,700	\$ 2,350	\$ 2,918	\$ 2,350	\$ (568)	-19.45%
SAFER Grant	\$ 238,018	\$ 193,087	\$ -	\$ -	\$ -	-
Total 4200 Fire/EMS	\$ 5,601,267	\$ 6,111,977	\$ 6,379,387	\$ 6,425,755	\$ 46,368	0.73%

Appropriation Summary (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 5,098,519	\$ 5,591,724	\$ 5,811,037	\$ 5,867,505	\$ 56,468	0.97%
Expenses	\$ 502,748	\$ 520,253	\$ 568,350	\$ 558,250	\$ (10,100)	-1.78%
Total 4200 Fire/EMS	\$ 5,601,267	\$ 6,111,977	\$ 6,379,387	\$ 6,425,755	\$ 46,368	0.73%

Program Summary (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Total 4210 Fire Administration	\$ 396,051	\$ 439,534	\$ 436,683	\$ 445,416	\$ 8,734	2.00%
Total 4220 Fire Prevention	\$ 203,715	\$ 215,544	\$ 226,929	\$ 228,213	\$ 1,284	0.57%
Total 4320 Fire Suppression	\$ 4,863,155	\$ 5,322,377	\$ 5,557,176	\$ 5,586,626	\$ 29,449	0.53%
Total 4240 Emergency Medical Services	\$ 133,892	\$ 130,559	\$ 152,600	\$ 159,500	\$ 6,900	4.52%
Total 4250 Emergency Management	\$ 4,454	\$ 3,964	\$ 6,000	\$ 6,000	\$ -	0.00%
Total 4200 Fire/EMS	\$ 5,601,267	\$ 6,111,977	\$ 6,379,387	\$ 6,425,755	\$ 46,368	0.73%

Object Code Summary (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 4,410,060	\$ 4,706,466	\$ 4,976,037	\$ 5,012,505	\$ 36,468	0.73%
Overtime	\$ 688,459	\$ 885,259	\$ 835,000	\$ 855,000	\$ 20,000	2.40%
Personal Services	\$ 5,098,519	\$ 5,591,724	\$ 5,811,037	\$ 5,867,505	\$ 56,468	0.97%
Contractual Services	\$ 275,209	\$ 242,364	\$ 305,850	\$ 297,200	\$ (8,650)	-2.83%
Utilities	\$ 59,072	\$ 56,849	\$ 62,350	\$ 57,400	\$ (4,950)	-7.94%
Supplies	\$ 151,526	\$ 135,038	\$ 163,650	\$ 162,550	\$ (1,100)	-0.67%
Small Capital	\$ 16,942	\$ 86,002	\$ 36,500	\$ 41,100	\$ 4,600	12.60%
Expenses	\$ 502,748	\$ 520,253	\$ 568,350	\$ 558,250	\$ (10,100)	-1.78%
Total 4200 Fire/EMS	\$ 5,601,267	\$ 6,111,977	\$ 6,379,387	\$ 6,425,755	\$ 46,368	0.73%

Appropriation Summary (General Fund Only)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 4,860,501	\$ 5,398,636	\$ 5,811,037	\$ 5,867,505	\$ 56,468	0.97%
Expenses	\$ 502,748	\$ 520,253	\$ 568,350	\$ 558,250	\$ (10,100)	-1.78%
Total 4200 Fire/EMS	\$ 5,363,249	\$ 5,918,889	\$ 6,379,387	\$ 6,425,755	\$ 46,368	0.73%

Appropriation Summary (Non General Fund)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation			\$ -	\$ -	\$ -	-
4230 Fire Suppression	\$ 238,018	\$ 193,087	\$ -	\$ -	\$ -	-
Total 4200 Fire/EMS	\$ 238,018	\$ 193,087	\$ -	\$ -	\$ -	-



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety **Subprogram:** 4200 Fire/EMS

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Recommended
Fire Chief	1	1	1	1
Assistant Fire Chief	2	2	2	2
Office Manager	1	1	1	1
Fire Inspector	1	1	1	1
Fire Captains	4	4	4	4
Fire Lieutenants	12	12	12	12
Firefighters/Paramedics	38	38	42	42
Firefighters/Paramedics (Grant Funding)*	4	4	0	0
Municipal Clerk	0.71	0.86	0.86	0.86
FTE Total	63.71	63.86	63.86	63.86

Full-Time/Part-time Total	63FT/1PT	63FT/1PT	63FT/1PT	63FT/1PT
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Explanatory Notes:

*4 full-time positions were funded through the SAFER grant award, but federal funding expired as of January 2015.



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety
Element: 4210 Fire Administration

Subprogram: 4200 Fire/EMS

Budget Description:

The main function of this area involves planning, organizing and evaluating department services and oversight of the operations. Managing the Dispatch Center is shared with the Police. Labor negotiations, personnel management, and command of forces at major emergency incidents are other functions of this budgetary component. The Fire Chief, Assistant Chief for Training, Office Manager and part time clerk are assigned to this category.

The Fire Administration budget for FY17 reflects a \$13,934, or 4.01% increase for compensation and a \$5,200, or 5.8% decrease for expenses.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 285,552	\$ 300,679	\$ 298,157	\$ 310,577	\$ 12,420	4.17%
51120	SW OTHER COMP	\$ -		\$ -		\$ -	-
51140	SW ECI/QUINN	\$ -		\$ 2,600	\$ 2,600	\$ -	0.00%
51141	SW HOLIDAY	\$ -		\$ 5,685	\$ 5,753	\$ 67	1.18%
51144	SW LONGEVITY	\$ 2,950		\$ 3,350	\$ 3,150	\$ (200)	-
51150	SW REGULAR PT WAGES	\$ 28,644	\$ 34,713	\$ 37,691	\$ 39,337	\$ 1,646	4.37%
<i>Sub-total Compensation</i>		\$ 317,146	\$ 335,392	\$ 347,483	\$ 361,416	\$ 13,934	4.01%
52110	C CONTRACTUAL SERVICES	\$ 2,148	\$ 3,048	\$ 2,300	\$ 3,000	\$ 700	30.43%
52111	C PRINTING/FORMS	\$ 533	\$ 671	\$ 1,200	\$ 1,000	\$ (200)	-16.67%
52120	C PROF SERVICES		\$ -	\$ -		\$ -	-
52141	C FACILITY SERV & REPAIR	\$ 4,837	\$ 3,884	\$ 5,250	\$ 5,250	\$ -	0.00%
52142	C EQUIP-SVC & REPAIR	\$ 1,635	\$ 44	\$ 1,650	\$ 1,650	\$ -	0.00%
52181	C DRUG & ALCOHOL TEST	\$ 35	\$ 20	\$ 2,000	\$ 2,000	\$ -	0.00%
52182	C LEASE AGREEMENTS	\$ 1,882	\$ 1,882	\$ 1,950	\$ 1,950	\$ -	0.00%
52183	C MILEAGE	\$ -		\$ -		\$ -	-
52186	C PROF DEV & TRAININ	\$ 1,425	\$ 260	\$ 2,500	\$ 2,500	\$ -	0.00%
52187	C TRAVEL	\$ 827	\$ 207	\$ 1,000	\$ 1,250	\$ 250	-
52188	C SEM/WORKSHOPS/CONF	\$ 835	\$ 1,002	\$ 1,800	\$ 1,800	\$ -	0.00%
52200	U UTILITIES	\$ -		\$ -		\$ -	-
52206	U TELEPHONE	\$ 1,588	\$ 1,506	\$ 1,650	\$ 1,700	\$ 50	3.03%
52207	U MOBILE DEVICES	\$ 6,580	\$ 6,016	\$ 6,700	\$ 6,700	\$ -	0.00%
52208	U GASOLINE	\$ 48,972	\$ 47,475	\$ 52,000	\$ 47,000	\$ (5,000)	-9.62%
54100	S SUPPLIES	\$ -	\$ 50.00	\$ -		\$ -	-
54111	S OFFICE SUPPLIES	\$ 2,575	\$ 2,326	\$ 2,700	\$ 2,500	\$ (200)	-7.41%
54113	S MEMBERSHIP/DUES/LICENSES & SUB	\$ 3,711	\$ 4,131	\$ 4,000	\$ 4,200	\$ 200	5.00%
54160	S CLOTH & SAFETY EQU	\$ 1,029	\$ 618	\$ 1,000	\$ 1,000	\$ -	0.00%
54706	SC OFFICE EQUIPMENT	\$ 292	\$ -	\$ 1,500	\$ 500	\$ (1,000)	-66.67%
54707	SC VEHICLES	\$ -	\$ 31,000	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 78,905	\$ 104,142	\$ 89,200	\$ 84,000	\$ (5,200)	-5.83%
Total 4210 Fire Administration		\$ 396,051	\$ 439,534	\$ 436,683	\$ 445,416	\$ 8,734	2.00%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety
Element: 4220 Fire Prevention

Subprogram: 4200 Fire/EMS

Budget Description:

The FY2016 Fire Prevention budget reflects an increase in compensation of \$1,584, or 0.76%, while expenses reflect a \$300, or 1.66% decrease.

This division ensures that the Town is complying with state and federal laws and regulations pertaining to fire and hazardous materials code enforcement. Specifically cited are Massachusetts General Laws Chapter 148 and 527 CMR. An Assistant Chief and Fire Prevention Lieutenant principally function in this area. New building construction and renovations are checked for fire code compliance and new fire protection systems are acceptance tested. Other services provided are Permits required by the state to be issued for the sale of homes, flammable liquids and gases underground and above ground tanks, oil burning equipment and storage and blasting. Routine inspection and conduct of fire drills in schools, clinics, theaters, day care centers, multi family structures, commercial and industrial buildings are performed according to state regulations. In many cases, the on duty emergency forces must assist the Fire Prevention staff with these routine duties.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 180,689	\$ 195,493	\$ 174,263	\$ 179,334	\$ 5,071	2.91%
51130	OT OVERTIME	\$ 687		\$ -		\$ -	-
51140	SW ECI/QUINN	\$ 3,200	\$ 3,200	\$ 5,800	\$ 5,800	\$ -	0.00%
51141	SW HOLIDAY	\$ 3,878	\$ 4,548	\$ 10,277	\$ 10,355	\$ 79	0.77%
51142	SW HAZMAT	\$ -		\$ 1,074	\$ 1,074	\$ (0)	0.00%
51143	SW EMT	\$ -		\$ 13,802	\$ 10,234	\$ (3,568)	-25.85%
51144	SW LONGEVITY	\$ 2,950		\$ 2,950	\$ 2,950	\$ -	0.00%
51145	SW CLOTHING ALLOWANCE	\$ 85	\$ 85	\$ -		\$ -	-
51150	SW REG PART-TIME WAGE	\$ -		\$ -		\$ -	-
51151	SW SEAS PART-TIME WAGE	\$ -		\$ -		\$ -	-
51512	SW STIPENDS	\$ -		\$ 714	\$ 716	\$ 2	-
<i>Sub-total Compensation</i>		\$ 191,489	\$ 203,326	\$ 208,879	\$ 210,463	\$ 1,584	0.76%
52110	C CONTRACTUAL SERVICES	\$ -		\$ -		\$ -	-
52111	C PRINTING/FORMS	\$ 269		\$ 500	\$ 500	\$ -	0.00%
52120	C PROF SERVICES	\$ -		\$ -		\$ -	-
52142	C EQUIP-SVC & REPAIR	\$ -		\$ -		\$ -	-
52182	C LEASE AGREEMENT	\$ 5,936	\$ 6,792	\$ 6,200	\$ 6,800	\$ 600	9.68%
52183	C MILEAGE	\$ -		\$ -		\$ -	-
52186	C PROF DEV & TRAINING	\$ -		\$ -		\$ -	-
52187	C TRAVEL	\$ -		\$ -		\$ -	-
52188	C SEM/WORKSHOPS/CONF	\$ 1,293	\$ 1,325	\$ 1,500	\$ 1,500	\$ -	0.00%
52200	U UTILITIES	\$ -	\$ -	\$ -		\$ -	-
54100	S SUPPLIES	\$ 4,076	\$ 3,605	\$ 5,500	\$ 5,000	\$ (500)	-9.09%
54111	S OFFICE SUPPLIES	\$ -		\$ -		\$ -	-
54113	S MEMBERSHIP/DUES/LICENSES & SUB	\$ 95	\$ 245	\$ 350	\$ 350	\$ -	0.00%
54160	S CLOTH & SAFETY EQUI	\$ 557	\$ 251	\$ 1,000	\$ 1,000	\$ -	0.00%
54500	SC SMALL EQUIPMENT	\$ -		\$ 3,000	\$ 2,600	\$ (400)	-13.33%
54706	SC OFFICE EQUIPMENT	\$ -		\$ -		\$ -	-
<i>Sub-total Expenses</i>		\$ 12,226	\$ 12,218	\$ 18,050	\$ 17,750	\$ (300)	-1.66%
Total 4220 Fire Prevention		\$ 203,715	\$ 215,544	\$ 226,929	\$ 228,213	\$ 1,284	0.57%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety
Element: 4230 Fire Suppression

Subprogram: 4200 Fire/EMS

General Fund Compensation reflects an increase of \$40,949, or 0.78%. Expenses reflect a decrease of \$11,500, or 3.8%. Line 52192 has an increase of \$5,000 for required portable radio equipment replacement. The salary portion of the FY17 budget includes step increases only and is not reflective of cost-of-living increases as the collective bargaining agreement for firefighters is unsettled for FY2017.

The Fire Department provides 24-hour fire and life safety protective services in suppression, emergency medicine, technical rescue, hazardous materials incident mitigation, fire prevention and educational services and emergency management in natural and man-made disasters. The Department operates out of two fire stations to accomplish this goal and deliver safety services in as quickly a timeframe as possible in this configuration. The vast variety of skills that today's firefighters must possess to handle the traditional hazards of the job also now includes those homeland security functions added after September 11, 2001. Training is a constant and is difficult to accomplish on-duty due to the high volume of emergency calls and mandatory state-required fire prevention inspections. Attendance at outside fire and EMS academies and training schools is necessary for our personnel to stay current with today's technologies and strategies to mitigate hazards we face each day.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 3,013,546	\$ 3,204,360	\$ 3,460,281	\$ 3,467,149	\$ 6,868	0.20%
51130	OT OVERTIME	\$ 687,773	\$ 885,259	\$ 835,000	\$ 855,000	\$ 20,000	2.40%
51140	SW ECI/QUINN	\$ 82,500	\$ 85,794	\$ 87,800	\$ 89,700	\$ 1,900	2.16%
51141	SW HOLIDAY	\$ 180,135	\$ 216,235	\$ 218,238	\$ 219,337	\$ 1,099	0.50%
51142	SW HAZMAT	\$ 20,617	\$ 47,169	\$ 48,746	\$ 52,007	\$ 3,261	6.69%
51143	SW EMT	\$ 300,621	\$ 417,107	\$ 460,411	\$ 459,664	\$ (747)	-0.16%
51144	SW LONGEVITY	\$ 62,000	\$ -	\$ 69,450	\$ 78,950	\$ 9,500	13.68%
51145	SW CLOTHING ALLOWANCE	\$ 4,675	\$ 3,995	\$ 4,845	\$ -	\$ (4,845)	-
51512	SW STIPENDS	\$ -	\$ -	\$ 69,905	\$ 73,819	\$ 3,914	5.60%
<i>Sub-total Compensation</i>		\$ 4,351,866	\$ 4,859,918	\$ 5,254,676	\$ 5,295,626	\$ 40,949	0.78%
52110	C CONTRACTUAL SERVICES	\$ 10,314	\$ 10,107	\$ 13,000	\$ 13,000	\$ -	0.00%
52120	C PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52128	C ADVERTISING	\$ 115	\$ 149	\$ -	\$ -	\$ -	-
52142	C EQUIP-SERVICE & REPAIR	\$ 117,517	\$ 95,492	\$ 120,000	\$ 108,000	\$ (12,000)	-10.00%
52183	C MILEAGE	\$ 5,144	\$ 1,712	\$ 3,000	\$ 3,000	\$ -	0.00%
52186	C PROF DEV & TRAINING	\$ 14,232	\$ 7,363	\$ 25,000	\$ 22,000	\$ (3,000)	-12.00%
52187	C TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52188	C SEMINARS/WORKSHOPS/CONFERENCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52192	C COMMUNICATIONS & NETWORK SUPP	\$ 17,348	\$ 26,702	\$ 22,000	\$ 27,000	\$ 5,000	22.73%
52207	U MOBILE DEVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52208	U GASOLINE	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	S SUPPLIES	\$ 37,018	\$ 35,539	\$ 41,000	\$ 40,000	\$ (1,000)	-2.44%
54111	S OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
54113	S MEMBERSHIP/DUES/LICENSES & SUB.	\$ -	\$ -	\$ -	\$ -	\$ -	-
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 48,987	\$ 32,135	\$ 51,500	\$ 52,000	\$ 500	0.97%
54161	S CHEMICALS & CLEANING SUPPLIES	\$ 5,945	\$ 5,171	\$ 7,000	\$ 6,000	\$ (1,000)	-14.29%
54500	SC SMALL EQUIPMENT	\$ 16,650	\$ 16,002	\$ 20,000	\$ 20,000	\$ -	0.00%
54707	SC VEHICLES	\$ -	\$ 39,000	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 273,271	\$ 269,371	\$ 302,500	\$ 291,000	\$ (11,500)	-3.80%
Total Fire Suppression General Fund		\$ 4,625,137	\$ 5,129,289	\$ 5,557,176	\$ 5,586,626	\$ 29,449	0.53%
SAFER Grant							
51110	SW REGULAR WAGES	\$ 238,018	\$ 193,088	\$ -	\$ -	\$ -	-
51140	SW ECI/QUINN	\$ -	\$ -	\$ -	\$ -	\$ -	-
51141	SW HOLIDAY	\$ -	\$ -	\$ -	\$ -	\$ -	-
51142	SW HAZMAT	\$ -	\$ -	\$ -	\$ -	\$ -	-
51143	SW EMT	\$ -	\$ -	\$ -	\$ -	\$ -	-
51144	SW LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
51145	SW CLOTHING ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
51512	SW STIPENDS	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-Total Compensation</i>		\$ 238,018	\$ 193,088	\$ -	\$ -	\$ -	-
Total SAFER Grant		\$ 238,018	\$ 193,088	\$ -	\$ -	\$ -	-
Total 4230 Fire Suppression (All Funds)		\$ 4,863,155	\$ 5,322,377	\$ 5,557,176	\$ 5,586,626	\$ 29,449	0.53%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety
Element: 4240 Emergency Medical Services

4200 Fire/EMS

Budget Description:

The Fire Department provides 24 hour advanced life support emergency medical transport services (EMS) with two ambulances and a third mechanical back up unit, staffed with 36 Paramedics assigned to our four working groups, insure that the community receives quality medical services. Approximately 500 times annually we have both of our ambulances committed to simultaneously transporting patients to hospitals, and last year required the assistance of mutual aid ambulances 100 times. Providing EMS now comprises 65% of the department's emergency services. The department is committed to providing quality service to our customers; on an annual basis we exceed the minimum required training set by the State. The 50% or \$6,000 increase in line 54500 (small equipment) is for State mandated drug pumps, the state is requiring all advanced life support ambulances carry a drug dosage pump, and maintain 1 spare. These units cost just under \$6,000 each on the state bid list. The expenses for the EMS budget has an increase of \$6,900 or 4.5%.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ -	\$ -	\$ -		\$ -	-
51120	OTHER COMP	\$ -	\$ -	\$ -		\$ -	-
51130	OVERTIME	\$ -	\$ -	\$ -		\$ -	-
<i>Sub-total Compensation</i>		\$ -	\$ -	\$ -	\$ -	\$ -	-
52110	CONTRACTUAL SERVICES	\$ 75,479	\$ 64,114	\$ 75,000	\$ 75,000	\$ -	0.00%
52111	PRINTING/FORMS	\$ -		\$ -		\$ -	-
52120	PROFESSIONAL SERVICES	\$ -		\$ -		\$ -	-
52142	EQUIP-SERVICE & REPAIR	\$ -		\$ -		\$ -	-
52183	MILEAGE	\$ -		\$ -		\$ -	-
52186	PROF DEV & TRAINING	\$ 8,949	\$ 13,625	\$ 14,000	\$ 14,000	\$ -	0.00%
52187	TRAVEL	\$ -		\$ -		\$ -	-
52188	SEMINARS/WORKSHOPS/CONFERENCE	\$ -		\$ -		\$ -	-
52192	COMMUNICATIONS & NETWORK SUPP	\$ -		\$ -		\$ -	-
52200	UTILITIES	\$ -		\$ -		\$ -	-
52207	MOBILE DEVICES	\$ 1,931	\$ 1,852	\$ 2,000	\$ 2,000	\$ -	0.00%
54100	SUPPLIES	\$ 43,343	\$ 49,548	\$ 45,000	\$ 46,500	\$ 1,500	3.33%
54113	MEMBERSHIP/DUES/LICENSES & SUB.	\$ 4,190	\$ 293	\$ 4,600	\$ 4,000	\$ (600)	-13.04%
54160	CLOTHING & SAFETY EQUIPMENT	\$ -	\$ -	\$ -		\$ -	-
54161	CHEMICALS & CLEANING SUPPLIES	\$ -	\$ 1,127	\$ -		\$ -	-
54500	SMALL EQUIPMENT	\$ -	\$ -	\$ 12,000	\$ 18,000	\$ 6,000	50.00%
54707	VEHICLES	\$ -		\$ -		\$ -	-
<i>Sub-total Expenses</i>		\$ 133,892	\$ 130,559	\$ 152,600	\$ 159,500	\$ 6,900	4.52%
Total 4240 Emergency Medical Services		\$ 133,892	\$ 130,559	\$ 152,600	\$ 159,500	\$ 6,900	4.52%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

4200 Fire/EMS

Element: 4250 Emergency Management

Budget Description:

The Fire Chief, appointed as the Town's Emergency Manager, administers the Emergency Management budget. All man made and natural disasters that occur in the community can trigger activation of the Town's Emergency Plan and put into motion a coordinated effort by public and private entities to mitigate the result and after effects of such a calamity. State aid through the Massachusetts Emergency Management Agency and the federal government through FEMA can bring other resources to bear. The January snow storms are examples where State and Federal funding were required.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
52110	CONTRACTUAL SERVICES	\$ 4,454	\$ 3,964	\$ 4,500	\$ 4,500	\$ -	0.00%
52111	PRINTING/FORMS	\$ -		\$ 1,500	\$ 1,500	\$ -	0.00%
52120	PROFESSIONAL SERVICES	\$ -		\$ -		\$ -	-
<i>Sub-total Expenses</i>		\$ 4,454	\$ 3,964	\$ 6,000	\$ 6,000	\$ -	0.00%
Total 4250 Emergency Management		\$ 4,454	\$ 3,964	\$ 6,000	\$ 6,000	\$ -	0.00%

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1 of 1

Department:	Fire
Program:	Public Safety
Element:	EMS
Accounting Dept #:	
Supplemental Title:	Ambulance Staffing, 2 FTE's

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>	Wages		\$107,000	\$107,000
	Holiday		\$7,000	\$7,000
	ECI		\$2,600	\$2,600
	EMT/Hazmat		\$20,000	\$20,000
<u>Benefits</u>			\$31,857	\$31,857
<u>Expenses</u>				\$0
	Clothing	\$4,000		\$4,000
				\$0
				\$0
				\$0
				\$0
	TOTAL	\$4,000	\$168,457	\$172,457

PURPOSE / DESCRIPTION OF REQUEST

This program

improvement is to complete the goal of fully staffing the department, allowing our two ambulances to be staffed 24 hours a day, seven days a week. The second ambulance will respond out of our East Lexington Station, providing that area of town with the same level of service as the area of town covered by our headquarters station. With the additional staffing we will also maintain the full ladder crew to respond to calls by ending the practice of cross staffing. This request is for two full time positions, creating full staffing on the weekends.

SERVICE IMPLICATION

Improve Emergency Medical Service for the community and maintain staffing levels for the ladder truck for additional emergencies. A small amount of additional revenue may come from those calls we lost where our second ambulance is not available due to the Ladder Truck being on a call.



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

Project Name: Ambulance Replacement **Date:** 15-Sep-11
Project ID Number: 735 **Revision Date:** 01-Oct-13
Submitted By: John Wilson **Department:** Fire **Priority:** 1
First Year Submission? **Phone #:** 860-7001 **E-mail:** iwilson@lexingtonma.gov

Description of Project:

Replace our mechanical back up ambulance. Our ambulance replacement program tries to rotate our ambulance every 3 years. The new vehicle runs as the primary ambulance, then moves to the secondary position, and finally to mechanical back up status. At the end of this 9 year rotation the vehicle has over 150,000 tough miles on it, and completes more than 9k medical transports. This is the usual replacement program for the ambulance.

Justification/Benefit:

The ambulance mechanical systems are suffering more frequent breakdowns due to the hard usage that it receives. As an emergency medical transport vehicle, we cannot allow it to breakdown while transporting a patient to a medical control facility. This is a routine replacement of the vehicle after 9 years service. History has shown us that with the amount of use these vehicles get, keeping them for a longer period of time greatly increases maintenance and repair costs.

Impact if not completed:

Patient care will be compromised by the vehicle breaking down on the highway en route to a medical control facility.

Timeframe:

Specification development from May through July, using MAPC bid. Order vehicle at beginning of fiscal year

Replace. Freq:

9 Years

Stakeholders:

Fire Department and citizens of Lexington

Operating Budget Impact:

None.

Cost Analysis:

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

Capital Funding Request

735	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	\$280,000	\$0	\$0	\$0	\$280,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$280,000	\$0	\$0	\$0	\$280,000
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:

vendor projection, MAPC Bid Purchase



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

Project Name: Headquarters Fire Station Replacement **Date:** 16-Sep-11
Project ID Number: 738 **Revision Date:** 01-Oct-13
Submitted By: John Wilson **Department:** Fire **Priority:** 1
First Year Submission? **Phone #:** 860-7001 **E-mail:** iwilson@lexingtonma.gov

Description of Project:

The Town is actively considering the acquisition of private land for the new Fire Headquarters. The current Headquarters station, built in 1947 needs to be replaced. It is too small to house the apparatus and all the functions that are required to be staffed in the building. It leaks water into the basement and through the cornices. It has had fuel leaking into the basement area from ruptured fuel tanks at the gas station across the street and has a filtration system installed to clean the ground water around the building. There should be a two story structure large enough to house 5 pieces of fire apparatus, two ambulances and several auxiliary vehicles such as brush trucks, a pick-up truck, several equipment trailers, a zodiac boat and an ATV. There should be living quarters for twelve (12) personnel. There should be a meeting/training room for sixty (60) personnel, and offices for the Chief, two Assistant Chiefs with a conference room between them, an Office Manager, clerk, Fire Prevention officer, Shift Captain, two shift Lieutenants, a Fire Safety Education office and a Fire Investigation office. Beyond that, there should be room for a Plan Review space, EMS supplies room, mechanics storeroom, supplies closet and Records room.

Justification/Benefit:

The 1947 station is too small for our operation. We have an Assistant Chief, Fire Prevention officer and clerk in a trailer behind the station. We have two brush trucks and two equipment trailers outside the station because there is no room inside for this equipment. In the winter, some of this equipment must be stored in an old DPW Quonset hut and is unavailable for emergencies. The station is not energy efficient with leaking windows, doors and apparatus bay doors. Water leaks into the basement and mold grows there. Several members are allergic. Water leaks into the 2nd floor through the cornices at the roofline. There is insufficient parking for staff and the public who come to the Fire Department for service or emergencies. There is a water cleansing system installed behind the station to filter contaminants from ground water leaching in from the old gas station that was located across the street. We have insufficient space to conduct training, to professionally review building construction and renovation plans, to conduct interviews or hold meetings.

Impact if not completed:

We have improper space to conduct fire and EMS operations. We have an energy inefficient structure that has mold growing in the basement, an unsafe apparatus floor, and is not inviting for the public to conduct their business in. Every year we delay modernizing the facility, we add hundreds of thousands of dollars to the cost of doing so. The Town wide Facilities Master Planning Committee is currently evaluating this building. The project should not move forward until the plan is complete.

Timeframe:

Jan. 2015 through Dec. 2017

Replace. Freq:

60 Years

Stakeholders:

Fire Department and the citizens of Lexington

Operating Budget Impact:

Insurance and electrical costs will increase due to a larger structure.

Cost Analysis:

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

Capital Funding Request

738	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	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0
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



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

Project Name: Headquarters Fire Station Replacement **Date:** 16-Sep-11

Project ID Number: 738 **Revision Date:** 01-Oct-13

Submitted By: John Wilson **Department:** Fire **Priority** 1

First Year Submission? **Phone #:** 860-7001 **E-mail** iwilson@lexingtonma.gov

Basis of Cost Projection:

Cost estimate beyond the FY12 estimate of the same project. This is a place holder with a construction cost TBD



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

Project Name: Ladder Truck Replacement **Date:** 20-Aug-12
Project ID Number: 849 **Revision Date:** 28-Oct-15
Submitted By: John Wilson **Department:** Fire **Priority:** 0
First Year Submission? **Phone #:** 781 860-7001 **E-mail:** iwilson@lexingtonma.gov

Description of Project:

To replace our 2000 E-one 100 aerial ladder truck. This vehicle is utilized on a daily basis to respond to emergency incidents. Its primary design is to be used at a fire scene to conduct rescues, perform roof ventilation, and provide firefighting capabilities through the water way on the end of the ladder. This vehicle carries many tools used in the day to day operations of the department. The current ladder will be 17 years old at its replacement. Front line apparatus generally are utilized as a first line vehicle for between 10-12 years then go into a reserve capacity. In Lexington we use our ladder truck in a primary position for its entire life span. We are looking to replace this vehicle with a similarly sized and equipped unit.

Justification/Benefit:

As our current ladder truck ages the cost of repairing it has followed suit. We spent in excess of \$60,000 in FY 2012 to make major repairs. Each year that we have the service test done to certify the ladder, we are faced with more mandatory repairs. A community like Lexington requires a ladder truck that is the size of our current one. Although we don't have many buildings that tower 100', we have plenty of buildings and homes that are a great distance from the street. Having a vehicle that can carry the amount of equipment as this vehicle is beneficial at emergency calls.

Impact if not completed:

As this truck ages, the required repairs has steadily risen. The cost of keeping it will begin to out-weigh the trade value.

Timeframe:

Specification development May of 2016 through Aug. of 2016 Bid in Sept. 2016 award and deliver spring 2017

Replace. Freq:

20 Years

Stakeholders:

Fire Department, and citizens of Lexington

Operating Budget Impact:

None

Cost Analysis:

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

Capital Funding Request

849	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	\$875,000	\$0	\$0	\$0	\$0	\$875,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$875,000	\$0	\$0	\$0	\$0	\$875,000
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:

Updated Vendor projection through MAPC bid procedure.



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

Project Name: Public Safety Radio Stabilization **Date:** 10-Sep-14
Project ID Number: 926 **Revision Date:** _____
Submitted By: John Wilson/ Mark Corr **Department:** Fire **Priority:** 0
First Year Submission? **Phone #:** 781 862-0272 112 **E-mail:** iwilson@lexingtonma.gov

Description of Project:

A two phase project based on the recent radio study, which is to improve reliability and redundancy in the Public Safety Radio System. Phase 1 (FY 2016) would include moving the existing police system from copper line to fiber optic lines, relocating some existing equipment, and adding backup generators to our main sites. Phase 2 (FY 2017) would expand our wireless connection between our main system and outlying devices, by adding antennae locations to Cary Hall and the Public Services building, and create a redundant repeater system at the DOT site. The results of the IT engineering of redundant pathways may alter the scope of phase 2.

Justification/Benefit:

In fiscal 2013 a study was done to look at radio redundancy for the public safety radio system. The charge of the consultant was to look at current vulnerability, as well as build redundancy into our system. We also asked the consultant to look at the Federal requirement to vacate the T Band radio frequencies, which both police and fire currently utilize. The consultant identified several areas that should be upgraded to improve reliability within our current system; moving the police radios off of copper lines and on to fiber optic, correcting some installation issues, and providing emergency backup power to off-site locations. To increase path reliability and redundancy, it is proposed to add to our existing wireless system by establishing a path from Cary Hall to the Jean Road site, and the Public Facilities Building to Jean Road.

Impact if not completed:

The current system has been shown to have some vulnerability in it. The police radios still utilize copper lines for most of their system, and Verizon is moving away from maintaining these lines. There is some overlap in both police and fire radios (common antennas, power source, and grounds) that should be separated to have two separate (redundant) systems. Currently our main transmitter is in a shared shelter belonging to Verizon, is not secure, and only provides battery backup in case of power failure. During the Halloween Storm of 2011, we lost our main radios due to an extended power outage. Phase 1 is in progress with the public safety radios being relocated into our container, police conversion to fiber optic lines is scheduled, and emergency power to our additional repeater sites has been addressed. The Motorola radios in dispatch may need an upgrade due to a software issue, which may delay the completion.

Timeframe:

Phase 1, FY 2016 Phase 2, FY 2017

Replace. Freq:

10 Years

Stakeholders:

Citizens of Lexington, Public Safety Departments, and Lexington Emergency Management.

Operating Budget Impact:

None

Cost Analysis:

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

Capital Funding Request

926	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	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Equipment	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$90,000	\$0	\$0	\$0	\$0	\$90,000
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:



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

Project Name: Public Safety Radio Stabilization **Date:** 10-Sep-14

Project ID Number: 926 **Revision Date:** _____

Submitted By: John Wilson/ Mark Corr **Department:** Fire **Priority** 0

First Year Submission? **Phone #:** 781 862-0272 112 **E-mail** iwilson@lexingtonma.gov

Estimate at current rate plus inflation by consultant



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

Project Name: Fire HQ Exercise Room **Date:** 14-Sep-15

Project ID Number: 978 **Revision Date:**

Submitted By: J Wilson, P Goddard **Department:** Fire **Priority:** 0

First Year Submission? **Phone #:** 781 860-7001 **E-mail:** jwilson@lexingtonma.gov

Description of Project:

This project is to enclose the current exercise area and condition the air. The current equipment is positioned in the apparatus garage with the fire trucks and related equipment. The scope of the project would be to enclose the existing area, add heat/air conditioning, and replace some equipment.

Justification/Benefit:

Firefighters that are exercising are subject to the outside temperatures anytime a vehicle enters or exits the garage, smells of diesel exhaust, and off gassing of fire particulates from the protective clothing. The present space is not inviting and could be considered dangerous on hot days to utilize. We have a new breed of firefighters who have embraced the need for physical fitness in their occupation and we should foster this. The need for this project is not new, but the submission has been delayed due to the unknown timing of a new station.

Impact if not completed:

The risk of injury and disease increases if the firefighters do not stay physically fit. By not enhancing the existing spot, many who currently use the equipment will become discouraged, and lose interest.

Timeframe:

2017

Replace. Freq:

20 Years

Stakeholders:

Firefighters, citizens

Operating Budget Impact:

None

Cost Analysis:

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

Capital Funding Request

978	2017	2018	2019	2020	2021	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$70,000	\$0	\$0	\$0	\$0	\$70,000
Equipment	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$80,000	\$0	\$0	\$0	\$0	\$80,000
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:

Estimate, awaiting architect's estimate



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

Project Name: Ambulance Replacement **Date:** 02-Nov-15
Project ID Number: 1010 **Revision Date:** _____
Submitted By: John Wilson **Department:** Fire **Priority:** 1
First Year Submission? **Phone #:** 860-7001 **E-mail:** iwilson@lexingtonma.gov

Description of Project:

Replace our mechanical backup ambulance. Our ambulance replacement program tries to rotate our ambulances every three years. The new vehicle runs as the primary ambulance, then moves to the secondary position, and finally to mechanical backup status. At the end of this nine year rotation the vehicle has over 150,000 miles on it and has completed more than 9,000 medical transports. This has been the usual replacement program for the ambulance program.

Justification/Benefit:

The ambulance mechanical systems are suffering more frequent break downs due to the hard usage it receives. As an emergency medical transport vehicle, we cannot allow it to break down while transporting a patient to the hospital. This is a routine replacement of the vehicle after nine years of service. History has shown us that with the amount of use these vehicles receive, keeping them beyond this period of time increases the maintenance and repair costs.

Impact if not completed:

Patient care will be compromised by the vehicle breaking down on route to a medical facility.

Timeframe:

Using MAPC bid process order in July of 2020

Replace. Freq:

0 Years

Stakeholders:

Fire department and citizens of Lexington

Operating Budget Impact:

None

Cost Analysis:

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

Capital Funding Request

1010	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	\$0	\$0	\$0	\$280,000	\$280,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$280,000	\$280,000
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:

Vendor projection

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Police Budget Presentation

PRESENTER:

Mark Corr, Police Chief

**ITEM
NUMBER:**

6.

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

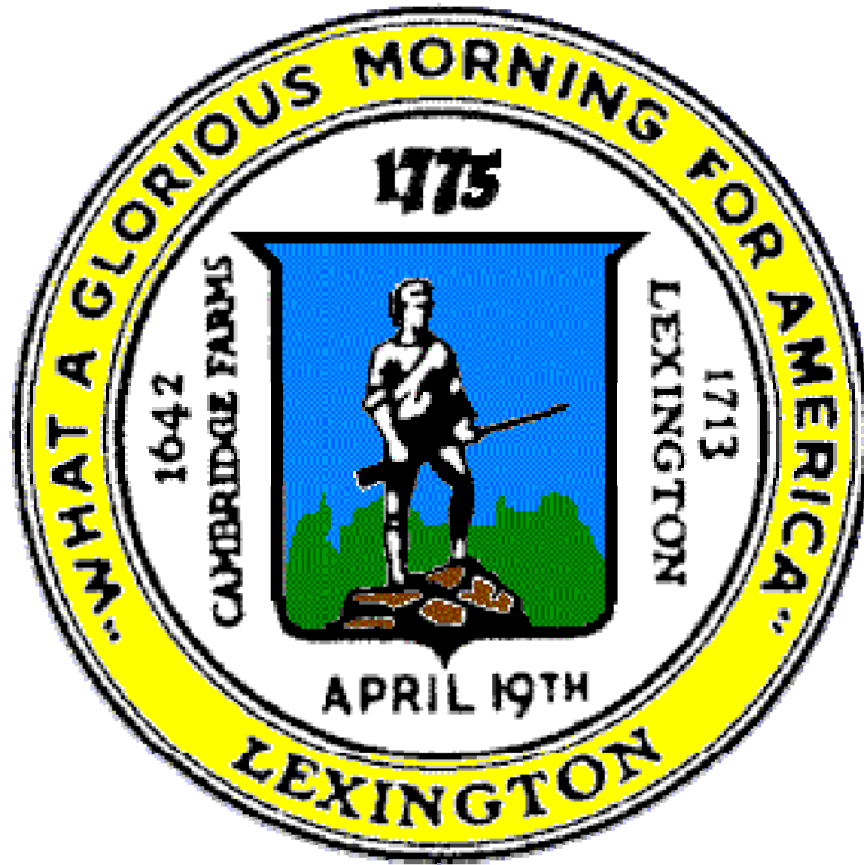
DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2015

10:50 AM

ATTACHMENTS:

Description	Type
☐ Police Department Requested Budget FY17	Presentation



Police Department Requested Budget
Fiscal Year 2017

Submitted by:
Mark Corr, Chief of Police

Board of Selectmen Presentation
November 30, 2015



Departmental Budget Requests

Program: 4000 Public Safety

Subprogram:

4100 Law Enforcement

Mission:

The Lexington Police Department is committed to providing quality public safety service, working with the community to enhance the quality of life in Lexington. A team of dedicated police officers, detectives, dispatchers and support staff effectively intervene in emergencies, promote traffic safety, suppress crime, reduce fear and deliver important services to the community through a variety of prevention, problem solving and law enforcement programs.

The FY2017 Police Department level service request of \$6,774,543 reflects a 0.49% increase (compensation increased \$11,033 or 0.19% and expenses increased \$22,104 or 2.69%) over the FY2016 budget.

The FY2017 requested police budget provides for the continuity of level service that in FY2015 met 14,336 calls for service with 603 crimes investigated. The current Police Department staffing includes 65 full-time and 27 part-time employees with personnel representing 87.1% of the budget. The remaining 12.9% for expenses cover necessary supplies, contracts and equipment. Our efforts are coordinated through seven police programs: Police Administration, Patrol & Enforcement, Traffic Bureau, Investigations & Prevention, Dispatch, Animal Control and School Crossing Guards. The Police Department regularly seeks out grants and other methods of alternative funding and in FY2015 we received \$96,494 in grant awards (including 911 training funds and the Commonwealth's Traffic Safety Education grant). The Police Department is currently funded for 50 police officers.

At the time this budget was submitted, collective bargaining agreements for FY2013, FY2014, FY2015 and FY2016 have not been settled with the IBPO 501 (sergeants, lieutenants and captains). In addition, the FY 2016 and FY 2017 agreements with the Lexington Police Association (patrol officers and detectives), Lexington Municipal Employees Association and AFSCME 1703 (dispatchers) have not been settled. Any increases due to prospective settlement of these contracts are not included here, and will be budgeted for in the Salary Adjustment Account in the Town Manager's budget.

The Police Department has liaisons with or staff assigned or appointed to the Traffic Safety Advisory Committee, Human Rights Committee, Police Manual Committee and the Town Celebrations Committee. Due to the availability of police statistics and overlapping areas of interest, the Police Department frequently contributes to the Noise Bylaw Committee, 20/20 Vision Committee, Ad Hoc Committee on Engine Run-ups, Sidewalk Committee, Safe Routes to School, School Committee, Minuteman Regional High School, Energy Conservation Committee, Lexington Center Committee, Bicycle Advisory Committee, Traffic Mitigation Group, Human Services Committee, Development Review Team, and the Lexington Youth Commission. Assistance was also provided to the Ad hoc Townwide Facilities Master Planning Committee and the Community Center Advisory Committee.

Police Department 12-18 month Goals:

- 1) Identify a Police / Fire / Emergency dispatching and record system suitable for Town needs 2015-2030.
- 2) Assist the Board of Selectmen with planning, budgeting and constructing a new police station and improvements to Hartwell Avenue outdoor firing range; and
- 3) Review and realign current staffing to meet current trends in call volume and traffic/pedestrian/bicycle safety initiatives.



Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4100 Law Enforcement

Budget Summary

Funding Sources (All Funds)	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 5,410,949	\$ 5,646,681	\$ 5,980,179	\$ 6,033,693	\$ 53,514	0.89%
Fees & Charges						
Fees	\$ 116,654	\$ 114,067	\$ 108,354	\$ 112,545	\$ 4,191	3.87%
Fines & Forfeitures	\$ 376,800	\$ 284,355	\$ 345,000	\$ 321,000	\$ (24,000)	-6.96%
Licenses & Permits	\$ 3,700	\$ 2,350	\$ 2,918	\$ 2,350	\$ (568)	-19.45%
Parking Meter Fund*	\$ 262,926	\$ 265,914	\$ 304,954	\$ 304,954	\$ -	0.00%
Total 4100 Law Enforcement	\$ 6,171,028	\$ 6,313,367	\$ 6,741,405	\$ 6,774,543	\$ 33,138	0.49%

Appropriation Summary	FY 2014 Actual	FY2015 Actual	FY2016 ¹ Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 5,481,197	\$ 5,580,343	\$ 5,920,136	\$ 5,931,169	\$ 11,033	0.19%
Expenses	\$ 689,831	\$ 733,024	\$ 821,269	\$ 843,373	\$ 22,104	2.69%
Total 4100 Law Enforcement	\$ 6,171,028	\$ 6,313,367	\$ 6,741,405	\$ 6,774,543	\$ 33,138	0.49%

Program Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Total 4110 Police Administration	\$ 1,215,805	\$ 1,253,235	\$ 1,340,482	\$ 1,350,283	\$ 9,801	0.73%
Total 4120 Patrol & Enforcement	\$ 3,115,541	\$ 3,275,029	\$ 3,415,798	\$ 3,455,592	\$ 39,794	1.16%
Total 4130 Traffic Bureau	\$ 304,806	\$ 308,275	\$ 377,247	\$ 382,560	\$ 5,314	1.41%
Total 4140 Investigations	\$ 757,596	\$ 714,475	\$ 752,998	\$ 747,150	\$ (5,848)	-0.78%
Total 4150 Dispatch	\$ 598,205	\$ 594,708	\$ 664,845	\$ 631,030	\$ (33,816)	-5.09%
Total 4160 Animal Control	\$ 35,321	\$ 23,892	\$ 40,706	\$ 58,600	\$ 17,893	43.96%
Total 4170 Crossing Guards	\$ 143,756	\$ 143,752	\$ 149,329	\$ 149,329	\$ -	0.00%
Total 4100 Law Enforcement	\$ 6,171,028	\$ 6,313,367	\$ 6,741,405	\$ 6,774,543	\$ 33,138	0.49%

Object Code Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 4,704,023	\$ 4,697,976	\$ 5,170,661	\$ 5,178,516	\$ 7,855	0.15%
Overtime	\$ 777,174	\$ 882,367	\$ 749,475	\$ 752,653	\$ 3,179	0.42%
<i>Personal Services</i>	\$ 5,481,197	\$ 5,580,343	\$ 5,920,136	\$ 5,931,169	\$ 11,033	0.19%
Contractual Services	\$ 226,237	\$ 200,363	\$ 263,800	\$ 315,474	\$ 51,674	19.59%
Utilities	\$ 135,823	\$ 130,489	\$ 138,007	\$ 114,845	\$ (23,162)	-16.78%
Supplies	\$ 152,657	\$ 201,715	\$ 196,750	\$ 186,660	\$ (10,090)	-5.13%
Small Capital	\$ 175,114	\$ 200,456	\$ 222,712	\$ 226,394	\$ 3,682	1.65%
Expenses	\$ 689,831	\$ 733,024	\$ 821,269	\$ 843,373	\$ 22,104	2.69%
Total 4100 Law Enforcement	\$ 6,171,028	\$ 6,313,367	\$ 6,741,405	\$ 6,774,543	\$ 33,138	0.49%

*The revenue from the Parking Meter Fund includes parking permits, fees from the Depot Square lot, and meter revenue.

¹FY2016 Salaries have been restated to reflect the settlement of the LPA contract for FY13-FY15, and the LMEA settlement for FY16-FY17.



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety Law Enforcement

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Requested
Chief	1	1	1	1
Captain of Operations	1	1	1	1
Captain of Administration	1	1	1	1
Administrative Sergeant	1	1	1	1
Lieutenants (Patrol)	4	4	4	4
Sergeants (Patrol)	5	5	5	5
Police Officers	28	28	29	29
Lieutenant (Detective)	1	1	1	1
Sergeant (Detective-Prosecutor)	1	1	1	1
Detectives; Major Case	2	2	2	2
Family Services Detective	1	1	1	1
School Resource Officer	1	1	1	1
Community Resource Officer	1	1	1	1
Narcotics/Vice Detective	1	1	1	1
Cadets	1.03	1.03	2.06	2.04
Parking Enforcement Officer	1	1	1	1
Dispatcher	9	9	9	9
Office Manager	1	1	1	1
Traffic Bureau Supervisor	1	1	1	1
Department Clerk	1	1	1	1
Department Account Clerk	1	1	1	1
Mechanic	1	1	1	1
Animal Control - 1 part-time	0.54	0.54	0.54	0
Parking Lot Attendants - 8 part-time	3.1	3.1	3.1	2.81
Crossing Guards - 16 part-time	3.43	3.43	3.43	3.48
FTE Total	72.1	72.1	74.13	73.33
	49 Officers	49 Officers	50 Officers	50 Officers
FT - PT Total	64FT/27PT	64FT/27PT	65FT/29PT	65FT/29PT

Overall staff changes from FY2014 to FY2017:

FY 14 - New Administrative Sergeant position funded; Middle School SRO replaced with Community Resource Officer

FY 16 - Cadets increased from 2 to 4 in FY2016. Cadets work 18 hours per week.

FY 16 - Additional funding for the 50th officer

FY 17 - Animal Control changed to a contracted service from the Town of Bedford at 27 hours/week



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram:

4100 Law Enforcement

Element: 4110 Police Administration

The Chief and two Captains serve the community and employees by overseeing administrative and operational functions including: budget, planning and research, training, records, information systems, fleet and equipment, purchasing, union affairs, policy, special events, personnel, traffic, parking, performance measurement, communications, patrol, investigation, special services and programming. Each of the four patrol Lieutenants leads a team of patrol officers, dispatchers and sergeants, providing 24/7 policing services. An administrative Sergeant (a new position in FY2014) tends to the accreditation program as well as detail and event planning. An office manager and a department clerk provide critical support through records management, accounting and statistical reports, payroll, public information, billing, scheduling and database applications. Four police cadets (two current vacancies) work on a part-time basis in various operational and administrative support functions. One mechanic is responsible for the transportation and fleet needs of the department including purchasing, equipping, maintaining, repairing and replacing vehicles and other specialized equipment.

FY 2017 Requests: Most wage object codes increased due to contractual raise with wage code 51141 decreasing with new Captains. Expense object code 52110 increased \$293 for copying machine and shredding contract increases. Professional membership expenses, object code 54113, increased \$310 for eight different programs. Object code 52208 reflects current gasoline use and FY16 bid costs.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 913,430	\$ 941,144	\$ 856,292	\$ 864,518	\$ 8,225	0.96%
51120	SW NIGHT DIFFERENTIAL	\$ 22,456	\$ 21,175	\$ 22,299	\$ 22,361	\$ 62	0.28%
51130	OT OVERTIME	\$ 172,482	\$ 170,130	\$ 152,135	\$ 152,987	\$ 852	0.56%
51140	SW ECI/QUINN	\$ -	\$ -	\$ 157,069	\$ 157,890	\$ 821	0.52%
51141	SW HOLIDAY	\$ 32,517	\$ 34,354	\$ 37,490	\$ 37,086	\$ (404)	-1.08%
51144	SW LONGEVITY	\$ -	\$ -	\$ 1,400	\$ 1,600	\$ 200	14.29%
51150	SW REGULAR PART TIME WAGES	\$ 20,135	\$ 19,914	\$ 52,567	\$ 53,097	\$ 530	1.01%
51512	SW STIPENDS	\$ -	\$ 11,000	\$ 4,300	\$ 4,300	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 1,161,019	\$ 1,197,717	\$ 1,283,552	\$ 1,293,838	\$ 10,286	0.80%
52110	C CONTRACTUAL SERVICES	\$ 3,680	\$ 5,198	\$ 4,707	\$ 5,000	\$ 293	6.22%
52111	C PRINTING/FORMS	\$ 561	\$ 1,950	\$ 1,500	\$ 1,500	\$ -	0.00%
52120	C PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52183	C MILEAGE	\$ 490	\$ 775	\$ 500	\$ 500	\$ -	0.00%
52185	C POSTAGE & MAILING	\$ 766	\$ 240	\$ 500	\$ 500	\$ -	0.00%
52186	C PROF DEV & TRAINING	\$ 7,243	\$ 1,900	\$ 1,900	\$ 1,900	\$ -	0.00%
52187	C POLICE ADMIN TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52188	C SEMINARS/WORKSHOPS/CONFERENCES	\$ 1,694	\$ 2,174	\$ 1,000	\$ 1,000	\$ -	0.00%
52190	C SOFTWARE MAINT & SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
52200	U UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52206	U TELEPHONE	\$ 12,686	\$ 12,365	\$ 12,800	\$ 12,800	\$ -	0.00%
52207	U MOBILE DEVICES	\$ 5,263	\$ 4,957	\$ 5,400	\$ 5,400	\$ -	0.00%
52208	U GASOLINE	\$ 6,115	\$ 6,309	\$ 8,369	\$ 7,281	\$ (1,088)	-13.00%
54100	S SUPPLIES	\$ 4,897	\$ 5,056	\$ 3,400	\$ 3,400	\$ -	0.00%
54111	S OFFICE SUPPLIES	\$ 4,067	\$ 5,623	\$ 6,000	\$ 6,000	\$ -	0.00%
54113	S MEMBERSHIP/DUES/LICENSES & SUB	\$ 4,576	\$ 5,736	\$ 5,654	\$ 5,964	\$ 310	5.48%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 2,748	\$ 3,235	\$ 5,200	\$ 5,200	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 54,786	\$ 55,518	\$ 56,930	\$ 56,445	\$ (485)	-0.85%
Total 4110 Police Administration		\$ 1,215,805	\$ 1,253,235	\$ 1,340,482	\$ 1,350,283	\$ 9,801	0.73%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety
Element: 4120 Patrol & Enforcement

Subprogram: 4100 Law Enforcement

Budget Description:

The patrol division consists of 34 officers; there are 29 patrol officers and 5 Sergeants. They provide a wide variety of front-line services 24/7 that include: intervening in emergencies, promoting traffic safety, suppressing crime and responding to a multitude of service needs within the community. The patrol division uses a deployment plan that divides the Town into four sectors and assigns one officer to each. In FY 2015, Patrol responded to approximately 14,336 calls for service including 603 reported crimes. Many incidents require more than one officer to respond, such as car crashes, domestic disturbances and arrest situations.

FY2017 Requests: All wage object codes are increased by contractual steps. Expense object code 52192 represents a 5% increase or \$128 for radio equipment maintenance costs from Motorola. Object code 52208 reflects current gasoline use and FY16 bid prices. Expense object codes 54160 and 54500 is reduced by one-time program improvement expenses authorized in FY16 (high visibility shirts and driver's license scanners). Expense object code 54707 is increased \$1,500 per patrol vehicle (five) given a Federal law change that requires backup

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 2,118,623	\$ 2,092,031	\$ 1,957,823	\$ 1,997,166	\$ 39,343	2.01%
51120	SW NIGHT DIFFERENTIAL	\$ 62,541	\$ 60,585	\$ 84,142	\$ 90,478	\$ 6,336	7.53%
51130	OT OVERTIME	\$ 388,834	\$ 524,262	\$ 425,158	\$ 426,858	\$ 1,701	0.40%
51140	SW ECI/QUINN			\$ 306,225	\$ 318,615	\$ 12,390	4.05%
51141	SW HOLIDAY	\$ 116,760	\$ 108,659	\$ 123,125	\$ 127,254	\$ 4,129	3.35%
<i>Sub-total Compensation</i>		\$ 2,686,757	\$ 2,785,536	\$ 2,896,473	\$ 2,960,371	\$ 63,898	2.21%
52110	C CONTRACTUAL SERVICES	\$ 25,436	\$ 15,895	\$ 18,779	\$ 18,779	\$ -	0.00%
52142	C EQUIP SERVICE/REPAIR	\$ 11,132	\$ 8,740	\$ 19,702	\$ 19,702	\$ -	0.00%
52182	C LEASE AGREEMENTS	\$ -		\$ -		\$ -	0.00%
52183	C MILEAGE	\$ 3,012	\$ 3,211	\$ 3,000	\$ 3,000	\$ -	0.00%
52186	C PROFESSIONAL DEVELOPMENT	\$ 9,056	\$ 15,880	\$ 9,000	\$ 9,000	\$ -	0.00%
52188	C SEMINARS	\$ 1,418	\$ 2,051	\$ 1,500	\$ 1,500	\$ -	0.00%
52190	C SOFTWARE MAINTENANCE	\$ 16,136	\$ 16,429	\$ 19,940	\$ 19,940	\$ -	0.00%
52191	C HARDWARE SUPPORT	\$ -		\$ -		\$ -	-
52192	C COMMUNICATIONS	\$ 19,288	\$ 19,629	\$ 20,872	\$ 21,000	\$ 128	0.61%
52206	U TELEPHONE	\$ -		\$ -		\$ -	-
52207	U MOBILE DEVICES	\$ 7,290	\$ 6,721	\$ 7,678	\$ 7,678	\$ -	0.00%
52208	U GASOLINE	\$ 67,788	\$ 70,210	\$ 70,908	\$ 53,394	\$ (17,514)	-24.70%
54100	S SUPPLIES	\$ 22,050	\$ 62,848	\$ 40,300	\$ 40,300	\$ -	0.00%
54113	S MEMBERSHIP/DUES	\$ 2,448	\$ 619	\$ 3,000	\$ 3,000	\$ -	0.00%
54160	S CLOTHING AND SAFETY EQUIP	\$ 38,467	\$ 45,285	\$ 54,200	\$ 43,800	\$ (10,400)	-19.19%
54173	S ENGINE OIL	\$ 3,206	\$ 2,635	\$ 2,734	\$ 2,734	\$ -	0.00%
54174	S VEHICLE PARTS	\$ 26,943	\$ 18,883	\$ 25,000	\$ 25,000	\$ -	0.00%
54500	SC SMALL EQUIPMENT	\$ 19,509	\$ 40,685	\$ 32,423	\$ 28,605	\$ (3,818)	-11.78%
54707	SC VEHICLES	\$ 155,605	\$ 159,771	\$ 190,289	\$ 197,789	\$ 7,500	3.94%
<i>Sub-total Expenses</i>		\$ 428,784	\$ 489,494	\$ 519,325	\$ 495,221	\$ (24,104)	-4.64%
Total 4120 Patrol & Enforcement		\$ 3,115,541	\$ 3,275,029	\$ 3,415,798	\$ 3,455,592	\$ 39,794	1.16%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety
Element: 4130 Traffic Bureau

Subprogram: 4100 Law Enforcement

Budget Description:

Effective September 2011, the Police Department renamed program element 4130 from "Parking Control" to "Traffic Bureau." A Traffic Bureau supervisor oversees the handling of parking permits, parking enforcement, parking receipts and fine collection, traffic crash and citation data entry. The Traffic Bureau includes the Parking Enforcement Officer, one account clerk and eight (8) parking lot attendants, including 2 per diem. The parking component includes 580 parking meters, the attended lot in Lexington Center, the leased permit lots and the parking permit program.

FY2017 Requests: Wage object codes 51110, 51130, and 51144 reflect contractual changes. Wage object code 51150 reduced with hiring a new parking lot attendant. Wage object code 51512 reflects the removal of a stipend with an employee's change of duties. Expense object code 52182 is decreased \$656; last year's estimates have been adjusted to reflect actual leasing costs for three parking areas (Church of Our Redeemer, Edison and St. Brigids).

FY 2013: Parking meter revenue was \$211,661

FY 2014: Parking meter revenue was \$209,559

FY 2015: Parking meter revenue was \$190,830

Harsh winter conditions of 9+ feet of snow resulted in lower meter collections in FY15.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 155,852	\$ 164,171	\$ 174,821	\$ 181,221	\$ 6,400	3.66%
51120	SW OTHER COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
51130	OT OVERTIME	\$ 2,192	\$ 1,443	\$ 2,448	\$ 2,512	\$ 64	2.61%
51144	SW LONGEVITY	\$ -	\$ -	\$ 1,200	\$ 1,400	\$ 200	16.67%
51150	SW PART TIME WAGES	\$ 76,836	\$ 75,490	\$ 79,570	\$ 79,175	\$ (394)	-0.50%
51512	SW STIPENDS	\$ -	\$ -	\$ 300	\$ -	\$ (300)	0.00%
<i>Sub-total Compensation</i>		\$ 234,881	\$ 241,104	\$ 258,339	\$ 264,309	\$ 5,970	2.31%
52110	C CONTRACTUAL SERVICES	\$ 23,637	\$ 21,697	\$ 56,095	\$ 56,095	\$ -	0.00%
52111	C PRINTING AND FORMS	\$ 8,444	\$ 7,561	\$ 6,000	\$ 6,000	\$ -	0.00%
52142	C EQUIP SERVICE/REPAIR	\$ 96	\$ 80	\$ 600	\$ 600	\$ -	0.00%
52182	C LEASE AGREEMENTS	\$ 23,171	\$ 25,129	\$ 28,713	\$ 28,057	\$ (656)	-2.29%
52186	C PROFESSIONAL DEVELOPMENT	\$ 298	\$ 250	\$ 500	\$ 500	\$ -	0.00%
52190	C SOFTWARE MAINTENANCE	\$ -	\$ -	\$ 14,000	\$ 14,000	\$ -	0.00%
52201	U ELECTRICITY	\$ 3,034	\$ -	\$ -	\$ -	\$ -	0.00%
54100	S SUPPLIES	\$ 1,540	\$ 3,660	\$ 2,850	\$ 2,850	\$ -	0.00%
54111	S OFFICE SUPPLIES	\$ 413	\$ 1,144	\$ 350	\$ 350	\$ -	0.00%
54123	S REPAIR PARTS	\$ 7,924	\$ 5,447	\$ 7,000	\$ 7,000	\$ -	0.00%
54160	S CLOTHING & SAFTEY EQUIP	\$ 1,347	\$ 1,664	\$ 2,400	\$ 2,400	\$ -	0.00%
54166	S TOOLS/LUMBER/HARDWARE	\$ 20	\$ 538	\$ 400	\$ 400	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 69,925	\$ 67,171	\$ 118,908	\$ 118,252	\$ (656)	-0.55%
Total 4130 Traffic Bureau		\$ 304,806	\$ 308,275	\$ 377,247	\$ 382,560	\$ 5,314	1.41%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety
Element: 4140 Investigations/Prevention

Subprogram: 4100 Law Enforcement

Budget Description:

A Lieutenant leads a team of 1 Sergeant (Prosecutor) and 6 detectives. The Bureau Commander coordinates investigations to identify and prosecute criminals and develop public safety prevention programs. Additional responsibilities include: evidence and property control; firearms licensing; youth diversion program; coordinator/supervisor of Lexington's Domestic Violence Response (DVR); and internal investigations. Two detectives work major cases and process crime scenes including: robbery, burglary, arson, identity theft, threats and assaults. They work closely with State, Federal and regional investigators targeting criminal activity that impacts Lexington. The family services detective (FSO) investigates sexual assaults, domestic abuse and missing persons; the FSO also registers and monitors local sex offenders. The FSO is project coordinator for the Domestic Violence Response, which is a community-based partnership providing intervention, counseling and support to victims. A narcotics detective is assigned to the Suburban Middlesex Drug Task Force to identify and investigate persons distributing drugs within or near our Town. One detective is assigned as School Resource Officer (SRO) at the Lexington High School. One detective is assigned as a Community Resource Officer to assist with crime prevention programs and assisting the public recover from crimes such as identity theft.

FY2017 Requests: All wage object codes have been increased by contractual steps with a net decrease in wage codes 51120, 51140 and 51141 with a new Detective Commander. Expense object code 52208 reflects current gasoline use and FY16 bid costs

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 594,678	\$ 572,230	\$ 521,721	\$ 522,976	\$ 1,256	0.24%
51120	SW NIGHT DIFFERENTIAL	\$ 13,948	\$ 13,611	\$ 14,559	\$ 14,279	\$ (280)	-1.92%
51130	OT OVERTIME	\$ 52,544	\$ 44,168	\$ 37,742	\$ 37,829	\$ 87	0.23%
51140	SW ECI/QUINN	\$ -	\$ -	\$ 85,423	\$ 81,358	\$ (4,065)	-4.76%
51141	SW HOLIDAY	\$ 28,692	\$ 28,511	\$ 32,878	\$ 32,715	\$ (163)	-0.50%
<i>Sub-total Compensation</i>		\$ 689,863	\$ 658,521	\$ 692,323	\$ 689,157	\$ (3,166)	-0.46%
52110	C CONTRACTUAL SERVICES	\$ 1,795	\$ 8,114	\$ 7,000	\$ 7,000	\$ -	0.00%
52142	C EQUIP SERVICE/REPAIR	\$ 1,006	\$ 3,930	\$ 6,000	\$ 6,000	\$ -	0.00%
52183	C MILEAGE	\$ 198	\$ 486	\$ 500	\$ 500	\$ -	0.00%
52186	C PROFESSIONAL DEVELOPMENT	\$ 2,974	\$ 3,268	\$ 2,800	\$ 2,800	\$ -	0.00%
52188	C SEMINARS	\$ 675	\$ 1,595	\$ 850	\$ 850	\$ -	0.00%
52191	C MAINTENANCE AND SUPPORT	\$ 21,800		\$ 3,942	\$ 3,942	\$ -	100.00%
52206	U TELEPHONE	\$ 1,192	\$ 676	\$ 600	\$ 600	\$ -	0.00%
52207	U MOBILE DEVICES	\$ 495	\$ 762	\$ 900	\$ 900	\$ -	100.00%
52208	U GASOLINE	\$ 19,562	\$ 16,679	\$ 19,671	\$ 16,989	\$ (2,682)	-13.63%
54100	S SUPPLIES	\$ 11,705	\$ 9,329	\$ 8,087	\$ 8,087	\$ -	0.00%
54113	S MEMBERSHIPS/DUES/SUBSCRIPTIONS	\$ 4,825	\$ 5,195	\$ 4,825	\$ 4,825	\$ -	0.00%
54160	S CLOTHING & SAFETY EQUIP	\$ 1,507	\$ 5,921	\$ 5,500	\$ 5,500	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 67,733	\$ 55,955	\$ 60,675	\$ 57,993	\$ (2,682)	-4.42%
Total 4140 Investigations		\$ 757,596	\$ 714,475	\$ 752,998	\$ 747,150	\$ (5,848)	-0.78%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety
Element: 4150 Dispatch

Subprogram: 4100 Law Enforcement

Budget Description:

A communication center under joint authority of the fire and police chiefs is located at the police station. Nine professional civilian dispatchers direct the proper resources in response in FY15 to 15,982 medical, fire or police service calls. The center is also a critical information and communication link for police, public works and fire department field units and other regional public safety agencies. In FY 2015, the communication center handled approximately 30,000 phone calls and approximately 5,800 emergency 9-1-1 calls.

FY2017 Requests: Wage object codes 51110, 51120, 51130 and 51141 increased with contractual steps. Note: After the increase, wage object code 51110 was reduced by \$37,000 by a State 911 grant resulting in a net decrease. Wage object code 51144 increased with two dispatchers reaching 10-years service and one with 20-years service.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW DISPATCH REG WAGES	\$ 347,714	\$ 369,179	\$ 440,440	\$ 405,045	\$ (35,395)	-8.04%
51120	SW DISPATCH NIGHT DIFFERENTIAL	\$ 14,807	\$ 16,107	\$ 17,464	\$ 17,594	\$ 131	0.75%
51130	OT DISPATCH OVERTIME	\$ 161,123	\$ 142,363	\$ 131,992	\$ 132,467	\$ 475	0.36%
51141	SW HOLIDAY	\$ 17,736	\$ 18,765	\$ 19,487	\$ 19,561	\$ 73	0.38%
51144	SW LONGEVITY	\$ -	\$ -	\$ 3,900	\$ 4,800	\$ 900	23.08%
51150	SW REGULAR PART-TIME WAGES	\$ -	\$ 101	\$ -	\$ -	\$ -	0.00%
51512	SW STIPENDS	\$ -	\$ -	\$ 2,700	\$ 2,700	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 541,380	\$ 546,517	\$ 615,982	\$ 582,167	\$ (33,816)	-5.49%
52110	C DISPATCH CONT SVC	\$ 20,228	\$ 17,415	\$ 20,540	\$ 20,540	\$ -	0.00%
52142	C EQUIP-SERVICE & REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
52183	C MILEAGE	\$ 126	\$ 451	\$ 500	\$ 500	\$ -	0.00%
52186	C PROF DEV & TRAINING	\$ 1,212	\$ 600	\$ 1,700	\$ 1,700	\$ -	0.00%
52190	C SOFTWARE SUPPORT	\$ 2,900	\$ 2,832	\$ 4,000	\$ 4,000	\$ -	0.00%
52191	C HARDWARE SUPPORT	\$ 13,444	\$ 9,217	\$ 3,660	\$ 3,660	\$ -	0.00%
52192	C COMM SUPPORT	\$ 2,935	\$ 1,690	\$ 2,000	\$ 2,000	\$ -	0.00%
52206	U TELEPHONE	\$ 10,392	\$ 9,803	\$ 9,803	\$ 9,803	\$ -	0.00%
54100	S DISPATCH SUPPLIES	\$ 3,148	\$ 1,135	\$ 1,260	\$ 1,260	\$ -	0.00%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 2,439	\$ 5,048	\$ 5,400	\$ 5,400	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 56,825	\$ 48,191	\$ 48,863	\$ 48,863	\$ -	0.00%
Total 4150 Dispatch		\$ 598,205	\$ 594,708	\$ 664,845	\$ 631,030	\$ (33,816)	-5.09%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety
Element: 4160 Animal Control

Subprogram: 4100 Law Enforcement

Budget Description:

In October of 2015, the Town of Lexington and the Town of Bedford entered into an agreement to share a full-time Animal Control Officer with 70% or 27-hours per week in Lexington. The Animal Control Officer (ACO) is an employee of the Town of Bedford. The ACO will continue to work cooperatively with the Board of Health on animal related health issues. The ACO acts as the Inspector of Animals on behalf of the Commonwealth of Massachusetts and the Board of Health. In this capacity, the ACO investigates all reports of contagious or infectious diseases affecting animals as well as the quarantine of any such animal. The ACO enforces State and Town laws regarding sanitation standards at facilities where animals are kept and regulations governing the keeping of animals such as licensing, leash law, excessive barking or biting.

FY2017 Requests: Wage object codes have been reduced to \$0.00 to reflect the change from a Town employee to a contracted position from Bedford, MA. Expense object code 52110 was added and reflects the 70% of the ACO's salary and other benefits. Note: The Town's benefits budget was reduced by one employee. Object code 52208 was reduced to \$0.00 with Bedford, MA assuming responsibility for fueling the ACO vehicle.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ -		\$ -	\$ -	\$ -	0.00%
51150	SW REGULAR PART-TIME WAGES	\$ 30,625	\$ 15,197	\$ 31,938		\$ (31,938)	-100.00%
51144	SW LONGEVITY			200		\$ (200)	-
<i>Sub-total Compensation</i>		\$ 30,625	\$ 15,197	\$ 32,138	\$ -	\$ (32,138)	-100.00%
52110	C ACO CONT SVC	\$ -	\$ -	\$ -	\$ 51,910	\$ 51,910	-
52142	C EQUIP-SERVICE & REPAIR	\$ 1,385	\$ 1,975	\$ 1,500	\$ 1,500	\$ -	0.00%
52208	U GASOLINE	\$ 2,006	\$ 2,006	\$ 1,878	\$ -	\$ (1,878)	-100.00%
54100	S SUPPLIES	\$ 1,257	\$ 4,715	\$ 4,990	\$ 4,990	\$ -	0.00%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 48	\$ -	\$ 200	\$ 200	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 4,696	\$ 8,696	\$ 8,568	\$ 58,600	\$ 50,032	583.94%
Total 4160 Animal Control		\$ 35,321	\$ 23,892	\$ 40,706	\$ 58,600	\$ 17,893	43.96%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety
Element: 4170 Crossing Guards

Subprogram: 4100 Law Enforcement

Budget Description:

Fourteen crossing guards provide assistance to school children crossing roadways as they walk to and from school. Two additional crossing guards are assigned as floaters to fill in when a regularly assigned guard is off. The floaters also perform administrative functions in support of this program. The Waldorf School reimburses the Town of Lexington for providing one crossing guard on Mass. Avenue for their school calendar year.

FY 2017 Requests: With the SEIU 888 collective bargaining agreement expiring with the FY2016 budget, the FY2017 request remains the same.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY 2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51150	SW REGULAR PART-TIME WAGES	\$ 136,674	\$ 135,752	\$ 141,329	\$ 141,329	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 136,674	\$ 135,752	\$ 141,329	\$ 141,329	\$ -	0.00%
54160	S CLOTHING & SAFETY EQUIPMENT	\$ 7,082	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 7,082	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.00%
Total 4170 Crossing Guards		\$ 143,756	\$ 143,752	\$ 149,329	\$ 149,329	\$ -	0.00%



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

Project Name: Police Station; Renovation and Add-on Design and Engineering **Date:** 20-Sep-10
Project ID Number: 692 **Revision Date:** 19-Oct-12
Submitted By: Chief Mark J. Corr **Department:** Police **Priority** 1
First Year Submission? **Phone #:** 781-862-1212 **E-mail** mcorr@lexingtonma.gov

Description of Project:

The Town of Lexington has established an Ad hoc Townwide Facilities Master Planning Committee. This Committee is charged with investigating locations and developing a schedule for construction and/or reconstruction of the Police Station and other facilities. This request is currently a placeholder.

As authorized

and funded by Town Meeting, Spring 2010 (\$45,000) the architectural firm of Donham & Sweeney Inc. was hired to perform a space needs study of the Police Station including: building & site condition assessment and systems evaluation, schematic design, and projecting schedule, design and engineering costs. Donham & Sweeney was selected due to their extensive experience designing public safety facilities in Massachusetts and have since worked closely with the Permanent Building Committee, Department of Public Facilities and the Police Department.

This proposal is for the next phase of the project, the design and engineering through bidding, to renovate and add-on to the Lexington police station located at 1575 Massachusetts Avenue, in response to that study. The existing structure of 13,060 square feet was deemed inadequate through the space needs study that identified 28,308 square feet as required operational space. This project would keep the existing police station (exterior walls, floors and roof line intact) with a complete redesign of the interior. An addition would be added toward the rear of the existing building.

Justification/Benefit:

The proposed plan would enlarge the police station to approx. 27,351 square feet. The renovations would correct deficiencies with the existing structure built in 1956. The addition would secure critical operations in a new addition that meets modern seismic design/building codes. The proposal does not correct major deficiencies to an indoor firing range.

The deficiencies at the existing police station include, but are not limited to:

- The current structure is 50% too small compared to space needs program, there is inadequate storage and insufficient training or meeting rooms.
- The dispatch room for the police station started with approximately 150 square feet in 1956 and the demands have increased ever since. The current project will provide 862 square feet for a dispatch center.
- No elevator severely restricts access between floors for persons with short term or long term disabilities violates code and statutory requirements; as well as other HP access issues including inappropriate hardware and access to toilets.
- Limited storage results in the use of inappropriate spaces, bulk evidence and property are inadequately secured, and equipment is stored outside and exposed to the elements.
- The female locker room does not accommodate our growing number of female employees.
- The male locker room is used as a passage way for the garage and indoor range, and is insufficient in size and quantity of lockers.
- The police station does not have a sally port for the safe unloading and loading of prisoners. Detainees must be brought through the mechanic's garage and the locker room to be processed, creating security/safety hazards.
- Evidence holding areas and the lab are very small and lack space to accommodate refrigeration, gun lockers, holding bulk items or any large volume of evidence.
- The garage is too small to meet the larger fleet needs.
- A training room specific to continuing education programs or public meetings is not available.
- The HVAC is inadequate with some areas of the building inadequately vented; the heating system does not evenly distribute heat in the building; records storage is limited and there are no spare offices for short term or future program changes.
- The building has two separate electrical services and are inadequate for the police station needs.
- The station does not have a fire suppression system which is important to avoid evacuation of the emergency 9-1-1 center.
- The indoor range is too small and needs enlarging and system improvements.

Impact if not completed:

The police station, as built in the 1950's, was not designed to accommodate police operations in the 21st century. Over the past 50+ years there has been a tremendous change in how police departments operate, and the tools, equipment and facilities that are needed to serve the community. The responsibilities and expectations of our officers and staff have never been higher.

It is imperative that the facility be improved to respond to the changes in the profession over the past 50+ years. Time spent on prosecution, successful court cases, the investigation process, highly scrutinized evidence processing and storage, report writing, support to community policing programs and interaction with the community, handicap accessibility throughout the facility, training, these are all areas that are not adequately supported by our current facility.

The impact if not completed adversely affects the department staff and the community we serve. The Police Department staff will always get the job done. The issue at hand is our ability to be more efficient, more effective and to better serve.

Timeframe:

Replace. Freq:



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

Project Name: Police Station; Renovation and Add-on Design and Engineering **Date:** 20-Sep-10

Project ID Number: 692 **Revision Date:** 19-Oct-12

Submitted By: Chief Mark J. Corr **Department:** Police **Priority:** 1

First Year Submission? **Phone #:** 781-862-1212 **E-mail:** mcorr@lexingtonma.gov

9-12 months for design development, construction documents, and bidding.

50 Years

Stakeholders:

Police Department staff, persons with disabilities, the general public, and parties whose property or criminal investigation depend on police services/storage/handling. Due to the scope of the project, neighbors abutting the Town property and employees & members of the public using Cary Hall and the Town Offices will be affected.

Operating Budget Impact:

A larger facility will have an increase in maintenance, heating, cooling and electrical costs, however systems are anticipated to be more efficient.

Cost Analysis:

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

Capital Funding Request

692	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	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0
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:

This phase is scheduled for FY20** with construction scheduled for 20**. A pricing range is TBD.



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

Project Name: Police Outdoor/Indoor Firing Range - Hartwell Avenue **Date:** 10-Dec-14
Project ID Number: 967 **Revision Date:** _____
Submitted By: Chief Mark J. Corr **Department:** Police **Priority** 0
First Year Submission? **Phone #:** 781-862-1212 ext 30 **E-mail** mcorr@lexingtonma.gov

Description of Project:

Relocate, expand and modernize the current Lexington Police outdoor firing range onsite at the Hartwell Avenue Composting facility. The Lexington Police Department has been using a 150' x 75' area (dimensions do not include safety embankments) since the 1970's for outdoor firearms training and qualification. Working closely with the Department of Public Works, the first phase would fund a feasibility study as to how and where a firing range can be relocated at the Hartwell Avenue site. The firing range should be a minimum of 300' by 100' to accommodate modern firearms training. The range should be surrounded by structure and/or clean fill mounding (no less than 20' high) for safety and to absorb/deflect sound. An indoor facility abutting the range would provide secure storage of range materials, a training room, restrooms, and space for an indoor firearms simulation system. The outdoor range should be equipped with lighting, a variety of target locations, moving targets and a public address system.

Justification/Benefit:

Firearms training is singularly one of the most important skills police officers must learn and retain. Educating officers as to when to use defensive actions - particularly deadly force - is a crucial training need. Officers need to learn how to handle weapons outdoors, and in different weather and light conditions. The firing range should be equipped with stationary targets for basic training as well as targets that move and set in a 180 degree arc (minimum). Simulators are ideal for presenting officers with thousands of different scenarios that are interactive with the officer's verbal commands and shooting decisions. A training room (with heat and AC) will permit small groups to receive instruction in a comfortable setting. This would also provide space for indoor training for batons and handcuffing techniques. The current range was designed in the '70's when Lexington used revolvers and shotguns. It is at least 150' too short for our current firearms. The current range is located in the middle of the DPW operations in close proximity to onsite vehicular traffic. Currently, there is no restrooms, lighting, moving targets, or safety barriers to prevent unauthorized access. An excellent benefit to the current range is mounding of fill over 20' tall on three sides of the range. The Town of Lexington is currently advancing a capital project to build/remodel the police station. The current police station has an underground indoor range built in 1956 -- it does not meet modern standards. The cost and square footage required to build a replacement indoor range is likely to be significantly higher than the alternative of building new at an outdoor facility. This would be confirmed by a feasibility study and design team. A modern facility at Hartwell Avenue could be made available to other police departments in the region which could help offset some of the operating/capital costs. During the discussion to renovate/build a new police station, the Hartwell Avenue range has been directly tied to the capital request for funding -- this project separates the project into two requests.

Impact if not completed:

The indoor range at the Police station is not usable for training purposes. The Hartwell Avenue outdoor range is not long enough to adequately train with rifles and there is no means of having moving targets. More importantly, training outdoors is crucial to providing realistic training conditions. Lexington will continue to use the Hartwell Avenue facility without any significant modifications.

Timeframe:

The outdoor firing range is an important Police program. Renovating the outdoor range can be completed before, during or immediately after the construction of a new police station.

Replace. Freq:

0 Years

Stakeholders:

The immediate stakeholders are approximately 70 full-time, Special and retired Lexington police officers. Hartwell Avenue is a shared facility with the DPW, NERAC emergency cache site, hazardous waste collection site, residential compost drop off and potentially a solar power site. Although there are no residential neighbors who abut this area, it will be important to address noise and safety issues.

Operating Budget Impact:

Currently, less than \$2,000 is used annually to maintain the range. Depending on the feasibility report, there are expenses for maintaining targets and grooming the site. Electrical, water and sewer costs may be added with a training facility. Given that several neighboring communities have expressed an interest in using the site also, the costs could be shared regionally.

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: Police Outdoor/Indoor Firing Range - Hartwell Avenue **Date:** 10-Dec-14

Project ID Number: 967 **Revision Date:** _____

Submitted By: Chief Mark J. Corr **Department:** Police **Priority** 0

First Year Submission? **Phone #:** 781-862-1212 ext 30 **E-mail** mcorr@lexingtonma.gov

967	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	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

\$10,000.00

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 for construction and equipment currently unknown. \$50,000 is for a feasibility study using consultants familiar with the Hartwell Avenue site and/or firing range construction. The recurring cost is an estimate.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Human Services Budget Presentation

PRESENTER:

Charlotte Rodgers, Director of Human Services

ITEM NUMBER:

7.

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

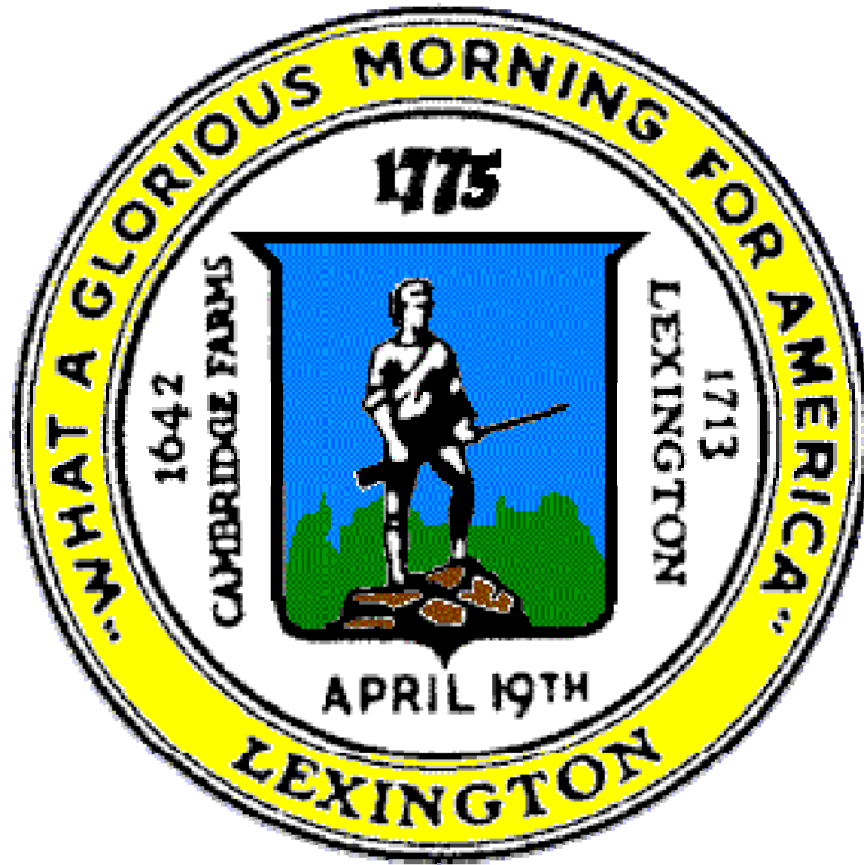
DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2015

11:10 AM

ATTACHMENTS:

Description	Type
☐ Human Services Requested Budget FY17	Presentation



Department of Human Services
Requested Budget
Fiscal Year 2017

Submitted by:
Charlotte Rodgers, Human Services Director

Board of Selectmen Presentation
November 30, 2015



Departmental Budget Requests

Program: 6000 Human Services

Subprogram: 6100-6200 Human Services

Mission:

The Lexington Human Services Department connects residents of all ages to information, support and educational services. The department seeks to identify the unmet needs of our community through outreach and collaboration, and provide services that promote physical, mental health and wellness. The Human Services Department also provides specific outreach and services to Lexington's youth, veterans, seniors and their families, and oversees the operation of transportation services and the Lexpress bus system.

Budget Overview:

The Human Services Department is requesting a level services budget. The requested FY2017 All Funds budget is \$1,441,406 which is a \$2,550, or 0.18%, decrease from FY2016. This includes a \$19,297, or 3.33% increase in compensation and a \$21,847 or 2.53 %, decrease in expenses. The All Funds budget includes funding from a Massachusetts Executive Office of Elder Affairs grant, the MBTA Suburban Transportation grant, and the Community Programs revolving fund.

The General Fund budget request (All Funds less the revolving fund and grant supported spending) is \$ 1,203,754 and reflects a \$2,480 or 0.21 % decrease, with a \$16,344, or 3.28% increase in compensation and a \$18,824, or 2.66%, decrease in expenses.

Administration/Community Services:

The Human Services Department is responsible for the program development and implementation of Lexington's Senior Services (Council on Aging). The Human Services Director and Administrative support staff provide programmatic oversight and support to department divisions.

Senior/Community Social Services:

Assistant Directors and Coordinators, all human services professionals, plan and coordinate services to youth, families and older adults. Services include assessment, information and referrals, limited case management, crisis stabilization, parent coaching, family support, Senior Health Outreach Program, community outreach and school consultation. Services are provided to Lexington residents with physical, cognitive or mental health disabilities, as well as those residents that may be in need of additional supportive services to help them meet basic needs and live safely in the Lexington community.

Veterans Services:

The Towns of Bedford and Lexington formed a Massachusetts Department of Veterans' Services District approved in December 2012, and hired a part time Veterans' Services Officer in April 2013. The District staff administers Chapter 115 benefits as mandated by Massachusetts General Law and assists veterans and their families by linking them to Federal VA benefits and other available resources. Veteran's payments are reimbursed by the state to the Town at a rate of 75%, this reimbursement has an approximate one year lag.

Transportation Services:

The Transportation Services Division works to meet the transportation needs of the Lexington community. This budget includes the operational expenses for Lexpress, the Town's community bus service. The Transportation Manager oversees Lexpress operations and customer service, and is responsible for the outreach and promotion of local and regional transportation options available to Lexington residents.

Department Initiatives:

1. Evaluate operational efficiencies in the operation and administration of Human Services and Transportation programs.
2. Collaborate with Recreation and Community Programs Department to provide best practices in shared customer service, operations and safety at the Community Center.
3. Collaborate with Town departments, Schools and the Community to assess unmet needs for youth and families and provide relevant programming at the Community Center and in the community.
4. Continued focus on outreach to the Lexington community to inform residents of the programs and services available for all ages.

Program Improvement Requests:

	Division	Requested
Compensation - Increase Hours Outreach Assistant	6120- Senior Services	\$ 10,000
Benefits		
Expenses - Driver Assisted Passenger Counter	6210 - Transportation	\$ 3,560
<i>Sub-total 6100 by Category</i>		<i>\$ 13,560</i>



Departmental Budget Requests

Program: 6000 Human Services

Subprogram: 6100 - 6200 Human Services

Budget Summary

Funding Sources (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 931,431	\$ 897,068	\$ 939,410	\$ 956,286	\$ 16,876	1.80%
Veteran Benefits Reimbursement	\$ 70,490	\$ 92,504	\$ 72,437	\$ 70,468	\$ (1,969)	-2.72%
Community Program Revolving Fund	\$ 63,617	\$ 45,701	\$ 100,000	\$ 75,000	\$ (25,000)	-25.00%
Fees						
Lexpress Fares	\$ 89,867	\$ 80,215	\$ 88,707	\$ 86,000	\$ (2,707)	-3.05%
Available Funds			\$ -	\$ -	\$ -	-
Grants/Regional Funding Veterans	\$ 123,322	\$ 145,778	\$ 151,802	\$ 162,652	\$ 10,850	7.15%
TDM Allocation	\$ 90,000	\$ 88,000	\$ 91,600	\$ 91,000	\$ (600)	-0.66%
Total 6000 Human Services All Funds	\$ 1,278,727	\$ 1,261,266	\$ 1,443,956	\$ 1,441,406	\$ (2,550)	-0.18%

Appropriation Summary (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 554,269	\$ 542,101	\$ 579,889	\$ 599,186	\$ 19,297	3.33%
Expenses	\$ 724,458	\$ 719,164	\$ 864,067	\$ 842,220	\$ (21,847)	-2.53%
Total 6000 Human Services All Funds	\$ 1,278,727	\$ 1,261,266	\$ 1,443,956	\$ 1,441,406	\$ (2,550)	-0.18%

Program Summary (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Total 6110 Administration	\$ 199,953	\$ 217,358	\$ 197,601	\$ 205,961	\$ 8,361	4.23%
Total 6120 Community Programs	\$ 107,260	\$ 93,631	\$ 142,263	\$ 121,892	\$ (20,371)	-14.32%
Total 6130 Supportive Living	\$ 1,832	\$ 3,250	\$ -	\$ -	\$ -	0.00%
Total 6140 Veterans' Services	\$ 193,256	\$ 188,193	\$ 245,573	\$ 232,773	\$ (12,799)	-5.21%
Total 6150 Youth & Family Services	\$ 69,755	\$ 54,470	\$ 99,745	\$ 95,564	\$ (4,181)	-4.19%
Total 6160 Services for Youth	\$ 41,335	\$ -	\$ -	\$ -	\$ -	-
Total 6170 Senior Services	\$ 122,599	\$ 123,375	\$ 168,794	\$ 178,953	\$ 10,160	6.02%
Total 6210 Transportation Services	\$ 542,737	\$ 580,989	\$ 589,980	\$ 606,261	\$ 16,281	2.76%
Total 6000 Human Services	\$ 1,278,727	\$ 1,261,266	\$ 1,443,956	\$ 1,441,406	\$ (2,550)	-0.18%

Object Code Summary (All Funds)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 554,269	\$ 542,101	\$ 579,889	\$ 599,186	\$ 19,297	3.33%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Personal Services</i>	<i>\$ 554,269</i>	<i>\$ 542,101</i>	<i>\$ 579,889</i>	<i>\$ 599,186</i>	<i>\$ 19,297</i>	<i>3.33%</i>
Contractual Services	\$ 697,515	\$ 682,364	\$ 823,242	\$ 799,689	\$ (23,553)	-2.86%
Utilities	\$ 2,284	\$ 2,745	\$ 3,624	\$ 3,924	\$ 300	8.28%
Supplies	\$ 24,659	\$ 32,055	\$ 34,701	\$ 35,607	\$ 906	2.61%
Small Capital	\$ -	\$ 2,000	\$ 2,500	\$ 3,000	\$ 500	20.00%
Expenses	\$ 724,458	\$ 719,164	\$ 864,067	\$ 842,220	\$ (21,847)	-2.53%
Total 6000 Human Services	\$ 1,278,727	\$ 1,261,266	\$ 1,443,956	\$ 1,441,406	\$ (2,550)	-0.18%

Appropriations Summary (General Fund Only)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 479,473	\$ 463,004	\$ 498,591	\$ 514,935	\$ 16,344	3.28%
Expenses	\$ 612,315	\$ 610,862	\$ 707,643	\$ 688,819	\$ (18,824)	-2.66%
Total 6000 Human Services	\$ 1,091,789	\$ 1,073,867	\$ 1,206,234	\$ 1,203,754	\$ (2,480)	-0.21%

Appropriations Summary (Non-General Fund)

	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
Compensation	\$ 74,796	\$ 79,097	\$ 81,298	\$ 84,251	\$ 2,953	3.63%
6120 Community Programs EOE Grant	\$ 9,655	\$ 9,655	\$ 9,655	\$ 9,655	\$ -	0.00%
6140 Veterans' Services: Regional Funding	\$ 26,221	\$ 30,522	\$ 32,723	\$ 35,676	\$ 2,953	9.02%
6170 Senior Services: EOE Grant	\$ 38,920	\$ 38,920	\$ 38,920	\$ 38,920	\$ -	0.00%
Expenses	\$ 112,143	\$ 108,302	\$ 156,424	\$ 153,401	\$ (3,023)	-1.93%
6120 Community Programs: EOE Grant	\$ 6,711	\$ 7,699	\$ 10,200	\$ 14,506	\$ 4,306	42.22%
6120 Community Programs: Revolving	\$ 63,617	\$ 45,701	\$ 100,000	\$ 75,000	\$ (25,000)	-25.00%
6140 Veterans' Services: Regional Funding	\$ 1,815	\$ 1,493	\$ 1,815	\$ 1,815	\$ -	0.00%
6170 Senior Services: EOE Grant	\$ -	\$ 3,409	\$ 4,409	\$ 8,000	\$ 3,591	81.45%
6210 Transportation Services: MBTA Grant	\$ 40,000	\$ 50,000	\$ 40,000	\$ 54,080	\$ 14,080	35.20%
Total 6000 Human Services	\$ 186,939	\$ 187,399	\$ 237,722	\$ 237,652	\$ (70)	-0.03%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 6000 Human Services

Subprogram: 6100-6200 Human Services

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Recommended
Director of Human Services	1	1	1	1
Assistant Director of Senior Services ¹	0.8	0.8	1	1
Youth and Family Services Social Worker ²	1	1	1	1
Assistant Director of Youth Services	-	-	-	-
Youth and Family Services Program Coordinator ³	-	0.8	-	-
Municipal Clerk (Part Time) ³	0.5	0.5	-	-
Senior Services Coordinator	1	1	1	1
Senior Services Nurse	0.42	0.42	0.42	0.42
Office Manager	1	1	1	1
Municipal Clerk (Part Time)	0.5	0.5	0.5	0.5
Veterans' Services District Director ⁴	1	1	1	1
Veterans' Services Officer	0.4	0.4	0.51	0.51
Youth Program Coordinator	0.8	-	-	-
Transportation Services Manager ⁵	1	1	0.69	0.69
Transportation Clerk	0.6	0.6	0.6	0.6
Total FTE	10.0	10.0	8.7	8.7

Total FT/PT	5 (FT)/8 (PT)	6(FT)/7(PT)	6(FT)/5(PT)	6 (FT) 5 (PT)
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Explanatory Notes:

- (1) The Assistant Director of Senior Services hours increased from 28 to 35 hours/week in FY2014.
- (2) The Assistant Director of Youth Service position was reorganized in FY2014 to create a Full Time Assistant Director of Youth and Family Services and part time (28hrs/week) Youth and Family Program Services Coordinator. In 2014, the Assistant Director of Youth and Family Services position was renamed to Youth and Family Services Social Worker.
- (3) The Youth and Family Program Coordinator position was moved to the Department of Recreation and Community Services in FY2016.
- (4) Formerly Veterans' Services officer in FY12 and FY13. Created as part of Veterans' District agreement with Town of Bedford, supervises part time Veterans' Services Officer (VSO). VSO is 100% funded by the Town of Bedford.
- (5) The Transportation Services Manager hours increased from 28 to 35 hours/week in FY2014, and decreased to 24 hours (.69) in FY2016.



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6110 Administration and Outreach

Subprogram: 6100 Human Services

Budget Description:

Human Services Department administrative staff members provide support and oversight of the Human Services Department, Lexington Community Center, Human Services programs and outreach services, and the development of educational and wellness programming for Lexington citizens of all ages. It is the responsibility of the administrative staff to support programs and services, collect data on programming, and actively collaborate with the Council on Aging Board, the Friends of the Council on Aging Board and the Human Services Committee.

The department coordinates volunteers, including the Senior Service (Tax Work-Off) Program, assisting eligible residents with the application and job placement process within a number of Town departments. Volunteers provide hundreds of hours of key support services and are vital to the operation of the Community Center and Human Services Department. They assist with administration tasks, reception desk coverage and customer service, office projects support, and assistance with the coordination of senior trips, dining programs, newsletter mailings, and the Windowpane and Fix it Shops.

Budget Detail:

The FY17 requested budget reflects a \$8,361, or 4.23% increase and includes a 4.61% increase in compensation due to contractual obligations and a 2.39% increase in expenses.

The amount of \$3,000 in Office Equipment reflects an anticipated increase in the cost of a new copier lease. This copier is shared in the Community Center administration and customer service area. Increase in the mobile devices line reflects reimbursement to staff for business use of personal cell phones per administrative policy.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 154,159	\$ 162,061	\$ 164,101	\$ 171,661	\$ 7,561	4.61%
51144	SW LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
51150	SW REGULAR PART-TIME WAGES	\$ 17,538	\$ 25,614	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 171,696	\$ 187,675	\$ 164,101	\$ 171,661	\$ 7,561	4.61%
52110	C CONTRACTUAL SERVICES	\$ 1,832	\$ 1,531	\$ 1,500	\$ 1,500	\$ -	0.00%
52111	C PRINTING/FORMS	\$ 484	\$ 71	\$ 1,000	\$ 1,000	\$ -	0.00%
52120	C PROFESSIONAL SERVICES	\$ 3,196	\$ 2,103	\$ 2,500	\$ 2,500	\$ -	0.00%
52128	C ADVERTISING	\$ 415	\$ -	\$ -	\$ -	\$ -	-
52141	C FACILITY SERVICE & REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	-
52151	C BUILDING RENTAL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52183	C MILEAGE	\$ 202	\$ -	\$ 500	\$ 500	\$ -	0.00%
52185	C POSTAGE & MAILING	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ -	0.00%
52186	C PROF DEV & TRAINING	\$ 1,303	\$ 1,944	\$ 1,500	\$ 1,500	\$ -	0.00%
52188	C SEMINARS/WORKSHOPS/CONFEREN	\$ 1,504	\$ 1,289	\$ 2,000	\$ 2,000	\$ -	0.00%
52200	U UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52201	U ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
52202	U OIL HEATING	\$ -	\$ -	\$ -	\$ -	\$ -	-
52203	U NATURAL GAS	\$ -	\$ -	\$ -	\$ -	\$ -	-
52206	U TELEPHONE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52207	U MOBILE DEVICES	\$ 460	\$ 1,210	\$ 1,500	\$ 1,800	\$ 300	20.00%
52208	U GASOLINE	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	S SUPPLIES	\$ 987	\$ 324	\$ -	\$ -	\$ -	-
54111	S OFFICE SUPPLIES	\$ 4,783	\$ 6,491	\$ 7,500	\$ 7,500	\$ -	0.00%
54113	S MEMBERSHIP/DUES/LICENSES &	\$ 2,092	\$ 1,721	\$ 2,000	\$ 2,000	\$ -	0.00%
54170	S PERIODICALS	\$ -	\$ -	\$ -	\$ -	\$ -	-
54706	SC OFFICE EQUIPMENT	\$ -	\$ 2,000	\$ 2,500	\$ 3,000	\$ 500	20.00%
<i>Sub-total Expenses</i>		\$ 28,257	\$ 29,683	\$ 33,500	\$ 34,300	\$ 800	2.39%
Total 6110 COA Administration		\$ 199,953	\$ 217,358	\$ 197,601	\$ 205,961	\$ 8,361	4.23%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6120 Community Services/Seniors

Subprogram: 6100 Human Services

Budget Description:

Senior specific services provided at the Community Center include Meals on Wheels, LexCafe lunch, lectures and discussion groups, ESL and CPR classes and nutrition education. Evidence-based wellness classes for older adults include "A Matter of Balance", "Living with Arthritis", and "Powerful Tools for Caregivers". The popular "Older, Wiser, Lifelong Learning" (OWLL) program offers enrichment education with excellent speakers and topics. Volunteer instructors lead the Computer and Technology group, travel programs, current events and book groups. Trips are offered to various museums and places of cultural interest. The new Community Center provides a central location for residents of all ages, and expanded space for Lexington seniors to find information and socialization.

Health and wellness services include "Live Your Life Well" and Aging Mastery courses, as well as outreach and programs led by the Human Services nurse. Partnerships with the Cary Library, Lexington Recreation and Community Programs Department, Lexington Police and Fire Departments, and the Munroe Center for the Arts contribute to the wide variety of intergenerational and enrichment opportunities available to Lexington.

Budget Detail:

The All Funds budget is decreasing by \$20,371 or 14.32%. This decrease is attributable to a reduction in the COA Revolving Fund due to the shift of some programs to the Community Center. The All Funds budget includes grant funding from the Massachusetts Executive Office of Elder Affairs. Less this grant funding, the General Fund budget reflects a \$323, or 1.44%, increase.

General Fund Compensation is a \$323, or 2.83% increase. This position is partially covered by the EOEa grant at a fixed rate per year, which results in the entire COLA being carried by the General Fund, which accounts for the large percentage increase.

The partial costs of printing the Senior Services Newsletter is reflected in the Executive Office of Elder Affairs expense section of this page. The postage rate for mailing the newsletter has increased an additional \$1,050 per year - this increase is reflected in the EOEa grant postage.

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
General Fund							
51110	SW REGULAR WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51150	SW REGULAR PART-TIME WAGES	\$ 18,443	\$ 20,398	\$ 11,408	\$ 11,731	\$ 323	2.83%
<i>Sub-total Compensation</i>		\$ 18,443	\$ 20,398	\$ 11,408	\$ 11,731	\$ 323	2.83%
52110	C CONTRACTUAL SERVICES	\$ 1,922	\$ 1,911	\$ 3,000	\$ 3,000	\$ -	0.00%
54100	S SUPPLIES	\$ 6,911	\$ 8,267	\$ 8,000	\$ 8,000	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 8,834	\$ 10,177	\$ 11,000	\$ 11,000	\$ -	0.00%
Sub-Total General Fund		\$ 27,277	\$ 30,576	\$ 22,408	\$ 22,731	\$ 323	1.44%
Available Funds (EOEA Grant)							
51150	SW REGULAR PART-TIME WAGES	\$ 9,655	\$ 9,655	\$ 9,655	\$ 9,655	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 9,655	\$ 9,655	\$ 9,655	\$ 9,655	\$ -	0.00%
52110	C CONTRACTUAL SERVICES	\$ 4,711	\$ 3,148	\$ 2,000	\$ 4,900	\$ 2,900	145.00%
52111	C PRINTING	\$ -	\$ 3,324	\$ 4,600	\$ 4,200	\$ (400)	-8.70%
52185	C POSTAGE/MAILING	\$ 2,000		\$ -	\$ 1,000	\$ 1,000	0.00%
54100	S SUPPLIES	\$ -	\$ 1,227	\$ 3,600	\$ 4,406	\$ 806	22.39%
<i>Sub-total Expenses</i>		\$ 6,711	\$ 7,699	\$ 10,200	\$ 14,506	\$ 4,306	42.22%
Sub-total Grant		\$ 16,366	\$ 17,354	\$ 19,855	\$ 24,161	\$ 4,306	21.69%
COA Programs Revolving Fund							
52110	C CONTRACTUAL SERVICES	\$ 63,617	\$ 45,701	\$ 100,000	\$ 75,000	\$ (25,000)	-25.00%
<i>Sub-total Revolving Fund</i>		\$ 63,617	\$ 45,701	\$ 100,000	\$ 75,000	\$ (25,000)	-25.00%
Total 6120 COA Program		\$ 107,260	\$ 93,631	\$ 142,263	\$ 121,892	\$ (20,371)	-14.32%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6130 Supportive Living

Subprogram: 6100 Human Services

Budget Description:

The Human Services Department Supportive Living element moved into the Community Social work budget in FY 2016.

Budget Detail:

Contractual payments to NuPath (Woburn, MA) were eliminated July 1, 2013, after implementing a planned reduction in the contractual payments that spanned 3 years. In 2016, the funds in this element were moved to the Contractual Services line item in Youth and Family Social Work Services.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
General Fund							
52110	C CONTRACTUAL SERVICES	\$ 1,832	\$ 3,250	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 1,832	\$ 3,250	\$ -	\$ -	\$ -	-
Total 6130 Supportive Living		\$ 1,832	\$ 3,250	\$ -	\$ -	\$ -	-



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6140 Veterans' Services

Subprogram: 6100 Human Services

Budget Description:

The Towns of Lexington and Bedford formed a Massachusetts Department of Veterans' Services (DVS) Veterans' Services District in December 2012. The District hired a part time Veterans' Services Officer (VSO) to work primarily out of the Bedford Town office. The District Director is a member of the Human Services staff and is supported by administration services. Both VSO's are available by cell phone, regular office hours and scheduled visits in the community or at a home visit. The Veterans Services District supports the needs of local veterans and their dependents by administering veterans benefits as required by Massachusetts General Law Chapter 115. The district staff also serves as a single point of service for information and referral to numerous town, state and federal VA benefits and services available to veterans and their dependents, as well as linking them to support services that are available to all Lexington residents.

District wide, the average number of eligible veterans and their families served continues to increase slightly. The department notes the following trends:

1. Increased outreach efforts through the district, more information available about veterans benefits
2. Vietnam era veterans are reaching retirement age and seeking benefits
3. Increasing numbers of Veterans from Iraq & Afghanistan returning home (both activity duty and Reserve/Guard)
4. Increased caseload of Veterans in Bedford as result of it's proximity to the VA Hospital and SRO housing.

Budget Detail:

The Town of Lexington is reimbursed at a rate of 75% by the State of Massachusetts for approved Veterans benefits and expenses (excluding the Veterans Service Officer salary) under Chapter 115. The Town of Bedford is responsible for 100% of the part time VSO salary and 8.20% of the Director Salary as per the Inter Municipal Agreement. Cases that originate from the VA Hospital are reimbursed back to the Town of Bedford at 100% rate.

Projections indicate a need to fund contractual services at \$130,000 for Lexington Veterans' Benefits in FY2017.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
General Fund							
51110	SW REGULAR WAGES	\$ 53,342	\$ 48,347	\$ 55,085	\$ 59,332	\$ 4,248	7.71%
51120	SW OTHER COMPENSATION	\$ -		\$ -	\$ -	\$ -	-
51150	SW REGULAR PART-TIME WAGES	\$ -		\$ -	\$ -	\$ -	-
51512	SW STIPENDS	\$ -		\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 53,342	\$ 48,347	\$ 55,085	\$ 59,332	\$ 4,248	7.71%
52110	C VETERANS' BENEFITS	\$ 108,551	\$ 105,672	\$ 150,000	\$ 130,000	\$ (20,000)	(0.13)
52111	C PRINTING/FORMS	\$ -	\$ 130	\$ 1,250	\$ 650	\$ (600)	-48.00%
52120	C PROFESSIONAL SERVICES	\$ 394	\$ 464	\$ 1,000	\$ 1,500	\$ 500	50.00%
52183	C MILEAGE	\$ 506	\$ 212	\$ 600	\$ 600	\$ -	-
52185	C POSTAGE		\$ 31				-
52188	C SEMINARS/WORKSHIPS/CONFERENCE	\$ 700	\$ 536	\$ 500	\$ 500	\$ -	-
52206	U TELEPHONE	\$ -		\$ -		\$ -	-
52207	U MOBILE DEVICES	\$ 1,200	\$ 600	\$ 1,500	\$ 1,500	\$ -	-
54100	S SUPPLIES	\$ 442	\$ 112	\$ 1,000	\$ 1,000	\$ -	-
54111	S OFFICE SUPPLIES	\$ -		\$ -		\$ -	-
54113	S MEMBERSHIP/DUES/LICENSES &	\$ 85	\$ 75	\$ 100	\$ 200	\$ 100	100.00%
<i>Sub-total Expenses</i>		\$ 111,878	\$ 107,832	\$ 155,950	\$ 135,950	\$ (20,000)	-
Total General Fund		\$ 165,220	\$ 156,178	\$ 211,035	\$ 195,282	\$ (15,752)	-7.46%

Veteran's Services Regional District (Town of Bedford Share)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW REGULAR WAGES	\$ 5,009	\$ 2,857	\$ 5,315	\$ 5,725	\$ 410	7.71%
51150	SW REGULAR PART-TIME WAGES	\$ 21,212	\$ 27,665	\$ 27,408	\$ 29,951	\$ 2,543	9.28%
<i>Sub-Total Compensation</i>		\$ 26,221	\$ 30,522	\$ 32,723	\$ 35,676	\$ 2,953	9.02%
52111	C PRINTING/FORMS	\$ 140	\$ 54	\$ 140	\$ 140	\$ -	-
52120	C PROFESSIONAL SERVICES	\$ -		\$ -		\$ -	-
52183	C MILEAGE	\$ 200	\$ 399	\$ 200	\$ 200	\$ -	-
52188	C SEMINARS/WORKSHIPS/CONFERENCE	\$ 200	\$ 316	\$ 200	\$ 200	\$ -	-
52207	U MOBILE DEVICES	\$ 624	\$ 600	\$ 624	\$ 624	\$ -	-
54100	S SUPPLIES	\$ 651	\$ 124	\$ 651	\$ 651	\$ -	-
<i>Sub-total Expenses</i>		\$ 1,815	\$ 1,493	\$ 1,815	\$ 1,815	\$ -	-
Total Regional Funding		\$ 28,036	\$ 32,015	\$ 34,538	\$ 37,491	\$ 2,953	8.55%
Total 6140 Veterans Administration		\$ 193,256	\$ 188,193	\$ 245,573	\$ 232,773	\$ (12,799)	-5.21%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6150 Youth and Family Services

Subprogram: 6100 Human Services

Budget Description:

The Youth and Family Social Worker is responsible for planning and implementing the social work services and programs for the Department of Human Services. The primary focus of this position is to provide information and referral resources, assessment, crisis intervention, limited case management and support services to the community. The social worker also ensures that residents who have been identified as in need of services obtain appropriate services and ensure the coordination of those services. Specific assistance available to residents includes financial needs assessment, medical benefit counseling, assistance with accessing emergency funds and housing, food stamps, fuel assistance, water and sewer discounts and holiday programs.

The Youth and Family Social Worker provides outreach to the Lexington community and serves as a resource for mental health referrals, counseling and education. As a member of the Human Services clinical team is responsible for outreach, identification and assessment of unmet community needs and coordinating intervention, stabilization and referral for at risk residents via collaboration with Lexington Police, Fire, Schools and Health Departments.

Master's level interns are supervised by the social worker and provide additional outreach and services to the Town, while gaining valuable experience in the field of human services and social work.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriated	FY2017 Request	Dollar Increase	Percent Increase
General Fund							
51110	SW REGULAR WAGES	\$ 65,552	\$ 22,070	\$ 76,495	\$ 72,314	\$ (4,181)	-5.47%
51120	SW OTHER COMPENSATION	\$ -		\$ -		\$ -	-
51150	SW REGULAR PART-TIME WAGES	\$ 887	\$ 25,543	\$ -		\$ -	-
51512	SW STIPENDS	\$ -		\$ -		\$ -	-
<i>Sub-total Compensation</i>		\$ 66,438	\$ 47,613	\$ 76,495	\$ 72,314	\$ (4,181)	-5.47%
52110	C CONTRACTUAL SERVICES	\$ -	\$ 2,000	\$ 15,000	\$ 15,000	\$ -	-
52111	C PRINTING/FORMS	\$ 50	\$ 651	\$ 900	\$ 900	\$ -	-
52120	C PROFESSIONAL SERVICES	\$ 2,000	\$ 2,610	\$ 3,000	\$ 3,000	\$ -	-
52183	C MILEAGE	\$ 195	\$ 144	\$ 500	\$ 500	\$ -	-
52188	C SEMINARS/WORKSHIPS/CONFERENCE	\$ -	\$ 550	\$ 1,700	\$ 1,700	\$ -	-
52200	U UTILITIES	\$ -		\$ -		\$ -	-
52207	U MOBILE DEVICES	\$ -		\$ -		\$ -	-
54100	S SUPPLIES	\$ 1,071	\$ 902	\$ 1,500	\$ 1,500	\$ -	-
54111	S OFFICE SUPPLIES	\$ -		\$ 400		\$ (400)	-100.00%
54113	S MEMBERSHIP/DUES/LICENSES &	\$ -		\$ -		\$ -	-
54160	S CLOTHING AND SAFETY EQUIP	\$ -		\$ 250	\$ 650	\$ 400	160.00%
<i>Sub-total Expenses</i>		\$ 3,317	\$ 6,857	\$ 23,250	\$ 23,250	\$ -	-
Total 6150 Youth and Family Services		\$ 69,755	\$ 54,470	\$ 99,745	\$ 95,564	\$ (4,181)	-4.19%



Town of Lexington
 FY 2017 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6160 Services for Youth

Subprogram: 6100 Human Services

Budget Description:

The Assistant Director of Youth Services position was eliminated and hours combined to provide a full time Assistant Director of Youth and Family Services and a 28 hour per week Youth Services Program Coordinator in July, 2013.

This budget element is provided for history.

Budget Data (by Object Code)

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
General Fund							
51110	SW REGULAR WAGES	\$ 39,246	\$ -	\$ -	\$ -	\$ -	-
51150	SW REGULAR PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51151	SW SEASONAL PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51512	SW STIPENDS	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 39,246	\$ -	\$ -	\$ -	\$ -	-
52110	C CONTRACTUAL SERVICES	\$ 815	\$ -	\$ -	\$ -	\$ -	-
52111	C PRINTING/FORMS	\$ 50	\$ -	\$ -	\$ -	\$ -	-
52120	C PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52183	C MILEAGE	\$ 106	\$ -	\$ -	\$ -	\$ -	-
52188	C SEMINARS/WORKSHOPS/CONFEREN	\$ -	\$ -	\$ -	\$ -	\$ -	-
52207	U MOBILE DEVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	S SUPPLIES	\$ 956	\$ -	\$ -	\$ -	\$ -	-
54111	S OFFICE SUPPLIES	\$ 163	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 2,090	\$ -	\$ -	\$ -	\$ -	-
Total 6160 Services for Youth		\$ 41,335	\$ -	\$ -	\$ -	\$ -	-



Town of Lexington
FY 2017 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6170 Senior Services

Subprogram: 6100 Human Services

Budget Description:

The Assistant Director of Senior Services is responsible for the planning and implementation of services provided to older adults in the Lexington community, including outreach, assessment, information and referral, limited case management, financial assistance and consultation to families. The Senior Health Outreach Program provides nursing outreach to Lexington's most frail and vulnerable seniors (homebound) with wellness visits and consultation with families and medical providers. The senior services staff coordinates services with the Lexington Police, Fire and Health Departments - and the Lexington Housing Authority around a variety of issues that may impact the health and safety of residents. Staff members also work closely with Minuteman Senior Services to ensure the coordination of services available to eligible Lexington residents.

The Senior Services Coordinator plans and coordinates the services and programs offered for seniors at the Community Center. Funding by the Dana Home Grant supports outreach and nursing services to Lexington seniors. Staff members also coordinate community volunteers and staff the meetings of the Council on Aging Board and the Friends of the Council on Aging, reporting on statistics, trends, programming and service needs.

Budget Detail:

The overall budget is increasing by \$10,160, or 6.02%. General Fund Compensation is increasing by \$6,569, or 5.97%.

Personal services in this element are partially funded by the Executive Office of Elder Affairs (EOEA) formula grant. Small increases in the EOEA grant are funding increased support and outreach to the Asian and South Asian Indian communities by providing contractual services social work and translation services.

The budget line 52110 Contractual Services represents the contractual obligation to Minuteman Senior Services share of services provided to the Lexington community.

Object	Description	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Request	Dollar Increase	Percent Increase
General Fund							
51110	SW REGULAR WAGES	\$ 51,139	\$ 34,592	\$ 101,151	\$ 106,467	\$ 5,316	5.26%
51150	SW REGULAR PART-TIME WAGES	\$ 21,397	\$ 34,650	\$ 8,914	\$ 10,166	\$ 1,253	14.05%
<i>Sub-total Compensation</i>		\$ 72,537	\$ 69,242	\$ 110,065	\$ 116,633	\$ 6,569	5.97%
52110	C CONTRACTUAL SERVICES	\$ 8,814	\$ 9,773	\$ 10,500	\$ 10,500	\$ -	0.00%
52111	C PRINTING/FORMS	\$ 115	\$ 55	\$ 1,000	\$ 1,000	\$ -	0.00%
52120	C PROFESSIONAL SERVICES	\$ -	\$ 415	\$ 1,200	\$ 1,200	\$ -	0.00%
52183	C MILEAGE	\$ 628	\$ 638	\$ 700	\$ 700	\$ -	0.00%
52185	C POSTAGE		\$ 6				-
52188	C SEMINARS/WORKSHOPS/CONFERENCES	\$ 921	\$ 120	\$ 1,000	\$ 1,000	\$ -	-
52207	U MOBILE DEVICES		\$ 335				-
54100	S SUPPLIES	\$ 664	\$ 461	\$ 1,000	\$ 1,000	\$ -	0.00%
54113	S MEMBERSHIP/DUES/LICENSES & SUB.	\$ -		\$ -		\$ -	-
<i>Sub-total Expenses</i>		\$ 11,142	\$ 11,804	\$ 15,400	\$ 15,400	\$ -	0.00%
Total General Fund		\$ 83,679	\$ 81,046	\$ 125,465	\$ 132,033	\$ 6,569	5.24%
Available Funds (EOEA Grant)							
51110	SW REGULAR WAGES	\$ 11,085	\$ 11,085	\$ 11,085	\$ 11,085	\$ -	0.00%
51150	SW REGULAR PART-TIME WAGES	\$ 27,835	\$ 27,835	\$ 27,835	\$ 27,835	\$ -	0.00%
<i>Sub-total Grant Compensation</i>		\$ 38,920	\$ 38,920	\$ 38,920	\$ 38,920	\$ -	0.00%
52110	C CONTRACTUAL SERVICES	\$ -	\$ 3,409	\$ 3,409	\$ 6,000	\$ 2,591	76.00%
52118	C SEMINARS/WORKSHOPS/CONFERENCES	\$ -	\$ -	\$ 1,000	\$ 2,000	\$ 1,000	100.00%
<i>Sub-total Grant Expenses</i>		\$ -	\$ 3,409	\$ 4,409	\$ 8,000	\$ 3,591	81.45%
Total Grant		\$ 38,920	\$ 42,329	\$ 43,329	\$ 46,920	\$ 3,591	8.29%
Total 6170 COA Support Services		\$ 122,599	\$ 123,375	\$ 168,794	\$ 178,953	\$ 10,160	6.02%



Town of Lexington

FY 2017 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6210 Transportation Services

Subprogram: 6200 Transportation Services

Budget Description:

Transportation Services Division works toward meeting the transportation needs of the Lexington community. This includes the operation of the Lexpress bus system, a program that provides nearly 9,000 hours of neighborhood bus service annually. FY2017 marks the fifth year of a four-year plus two option year bus contract awarded in 2012. The Transportation Manager and Transportation Clerk provide travel consultation and information for residents, and also manages Lex-Connect, a gift-funded taxi voucher program for senior and disabled residents.

Budget Detail:

The All Funds FY2017 Transportation Services funding request is \$606,261 which reflects a \$16,281, or 2.76% increase from FY2016. General Fund compensation is increasing by \$1,825 due to step increases. The cost for propective COLAs is budgeted in the Salary Adjustment account in the Town Manager's budget.

The All Funds budget includes \$54,080 in Lexpress grant funding from the MBTA as part of the Suburban Transportation grant program. The FY17 General Fund Contractual Services request decreased 0.08% due to the fuel price adjustment allowed in the agreement with the Lexpress contractor, M&L Transit Systems. The Printing line was increased by \$750 to better reflect actual printing costs. The \$6,600 in dues reflect the annual cost for membership to the 128 Business Council. Membership include support and technical assistance for community transit planning and a transportation incentives program for all Town employees among other benefits.

Budget Data (by Object Code)

Object			FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Request	Dollar Increase	Percent Increase
51110	SW	REGULAR WAGES	\$ 57,771	\$ 56,728	\$ 50,465	\$ 50,354	\$ (110)	-0.22%
51130	OT	OVERTIME	\$ -		\$ -		\$ -	-
51144	SW	LONGEVITY	\$ -		\$ 114	\$ 114	\$ -	0.00%
51150	SW	REGULAR PART-TIME WAGES	\$ -	\$ 33,001	\$ 30,859	\$ 32,794	\$ 1,936	6.27%
51151	SW	SEASONAL PART-TIME WAGES	\$ -		\$ -		\$ -	-
<i>Sub-total Compensation</i>			\$ 57,771	\$ 89,729	\$ 81,437	\$ 83,262	\$ 1,825	2.24%
52110	C	CONTRACTUAL SERVICES	\$ 436,429	\$ 424,498	\$ 455,093	\$ 454,719	\$ (374)	-0.08%
52111	C	PRINTING/FORMS	\$ 2,440	\$ 4,188	\$ 3,500	\$ 4,250	\$ 750	21.43%
52120	C	PROFESSIONAL SERVICES	\$ -		\$ -		\$ -	-
52142	C	EQUIP-SERVICE & REPAIR	\$ -		\$ -		\$ -	-
52183	C	MILEAGE	\$ 166	\$ 138	\$ 150	\$ 250	\$ 100	66.67%
52186	C	PROF DEV & TRAINING	\$ 75	\$ 85	\$ 1,100	\$ 1,000	\$ (100)	-9.09%
52187	C	TRAVEL	\$ -		\$ -		\$ -	-
52188	C	SEMINARS/WORKSHOPS/CONFEREN	\$ -		\$ -		\$ -	-
54100	S	SUPPLIES	\$ 389	\$ 5,288	\$ 1,500	\$ 1,500	\$ -	0.00%
54111	S	OFFICE SUPPLIES	\$ 539	\$ 494	\$ 600	\$ 600	\$ -	0.00%
54113	S	MEMBERSHIP/DUES/LICENSES &	\$ 4,927	\$ 6,570	\$ 6,600	\$ 6,600	\$ -	0.00%
<i>Sub-total Expenses</i>			\$ 444,966	\$ 441,260	\$ 468,543	\$ 468,919	\$ 376	0.08%
Total General Fund			\$ 502,737	\$ 530,989	\$ 549,980	\$ 552,181	\$ 2,201	0.40%
Grants - MBTA Grant								
52110	C	LEXPRESS CONT SVC	\$ 40,000	\$ 50,000	\$ 40,000	\$ 54,080	\$ 14,080	-
<i>Sub-total Expenses</i>			\$ 40,000	\$ 50,000	\$ 40,000	\$ 54,080	\$ 14,080	-
Total 3610 Transportation Services			\$ 542,737	\$ 580,989	\$ 589,980	\$ 606,261	\$ 16,281	2.76%

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1 of 1

Department:	Human Services
Program:	6000
Element:	Senior Services
Accounting Dept #:	6120
Supplemental Title:	Increase hours for PT Outreach 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>			\$10,000	\$10,000
_____	_____			\$0
_____	_____			\$0
<u>Benefits</u>				\$0
<u>Expenses</u>				\$0
_____	<u>Benefits</u>			\$0
_____	_____			\$0
_____	_____			\$0
_____	_____			\$0
	TOTAL	\$0	\$10,000	\$10,000

PURPOSE / DESCRIPTION OF REQUEST

The Lexington Human Services Department moved to the Community Center on July 1, 2015. Since opening, the Community Center has steadily increased the numbers of residents coming into the building for programs and services. Call volume for senior specific service has increased an estimated 25 % (an additional 100 calls per month). Walk-in residents requesting 1:1 transportation and/or social work consultation have also increased - and these consults are often of an immediate nature and time intensive. Additionally, the reduction in the work hours of the Transportation Manager and the reassignment of a PT clerk position to the Community Programs division have resulted in a need for more Human Services Department coverage. "Gaps" in department coverage occur daily - 3 days per week without an afternoon clerk. Specifically, staff are needed to cover phones or transactions in the administration offices, and fall behind in their work.

The PT Outreach Assistant is currently a grant funded, non-benefited position, approximately 8 - 10 hours per week. This position, now in the 3rd year of funding, is responsible for providing additional outreach services and implementing senior programs and initiatives. In an expanded role, the Outreach Assistant would provide a high level of customer support and spearhead the implementation of outreach efforts to Lexington residents regarding programs and services offered by both Transportation and Senior Services divisions.

This request seeks to split the funding of the outreach position between the Dana Home Grant and the General Fund and asks for an additional \$10,000 to fund the Outreach position to 17.5 hours per week. The position continues to be PT, non benefited.

SERVICE IMPLICATION

The additional hours for the Outreach Assistant will result in improved customer service at the Community Center as the Outreach Assistant will cover current "Gaps" in staffing both in direct outreach to seniors and by becoming fully cross trained in Lexpress and other transactions/operations. This position will also assist with covering consultations and event staffing - which will address continued growth in Lexington's senior population and the increasing Community Center usage by residents of all ages.

FY2017 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: of

Department: **Human Services**
 Program: **Transportation Services**
 Element: **6210 - Transportation Services**
 Accounting Dept #:
 Supplemental Title: **Driver Assisted Automatic Passenger Counter**

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>				
_____	Install/Training	\$1,400		\$1,400
_____	Maintenance		\$2,160	\$2,160
_____	_____			\$0
_____	_____			\$0
TOTAL		\$1,400	\$2,160	\$3,560

PURPOSE / DESCRIPTION OF REQUEST

The purpose of this request is to implement an automated passenger counting system on Lexpress as a means to better track ridership, increase staff efficiency, and allocate transportation resources in the most effective manner. Funding would outfit four Lexpress vehicles with tablets and mounting hardware, and pay for a monthly subscription to the RideSystems software and data plan. The subscription includes a customized user interface, and administrative tracking and reporting tools. Demographic, payment, and stop location data would be inputted by the driver at the time of boarding. The mounted tablet would automatically transfer the data into a database where it can be saved and easily analyzed.

Ridesystems is currently the vendor that provides real-time GPS tracking for Lexpress. This additional monthly subscription can begin once the necessary hardware is purchased and installed by M&L, the Lexpress contractor. IT staff time or resources are not required to launch or maintain this service.

SERVICE IMPLICATION

. Anticipated benefits of driver-assisted automation include:

Increased staff efficiency. Reduction in time spent manually tallying basic demographic and payment information from paper forms. This labor-intensive task currently uses up about 30% of our part-time clerk's time. With the Transportation offices now located at the Community Center, the part-time clerk has increased customer service responsibilities – improving staff efficiency is a priority.

Increased accuracy. Reliable and detailed ridership and payment information would be collected. Ridership trends will be easily and accurately monitored and accessed immediately compared to current methods of taking an annual sampling of the existing paper data.

Increased operational efficiency. This low-cost software solution provides the most accurate picture regarding how current routes are serving the public. With better information we are able to allocate resources to fit actual demand.

AGENDA ITEM SUMMARY

LEXINGTON BOARD OF SELECTMEN MEETING

AGENDA ITEM TITLE:

Executive Session-Exemption 3: Collective Bargaining Update - Custodian and DPW Unions
(20 min.)

PRESENTER:

Carl Valente, Town Manager

ITEM NUMBER:

E.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:

11/30/2015

11:30 AM